



Southern Lehigh School District

Support Services



Departments of Facilities and Transportation

Plan for 2013-2014

Goals for Growth, Improvement, Enhancement

Leah Christman, Superintendent

Kristen Lewis, Assistant to the Superintendent

Todd Bergey, Director of Support Services

A Message from the Director of Support Services...

September, 2013

Dear Southern Lehigh Community:

I would like to inform you that for the next few years our department will continue to be engaged in a continuous improvement planning process which will focus on our District goals:

ACADEMIC PROFICIENCY (AP)

Transportation Department – All students will be provided clean, safe and timely transportation to maximize benefits of the academic day.

Facilities Department – All students will be provided a clean safe and well maintained learning environment with a focus on student achievement.

HIGHLY QUALIFIED STAFF (HQS)

Transportation Department – All students will be transported by qualified drivers with valid medical cards, CDL licenses for student transportation, clearances, and safety training.

Facilities Department – All students will feel comfortable in facilities and on grounds maintained by staff well trained in their area of expertise.

IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS (IC)

A variety of techniques with a focus on technology will be used to improve communications within the District and with all stakeholders.

In many ways, our Department Plan will serve as our road map for continued success. Our plan, which is supported by research-based strategies, will focus on *creating a culture of innovation and creativity empowering students for a brighter future in a global society*. Because your input and support are needed, I invite you to join us as we work to make our school district better.

Sincerely,

Todd Bergey

Facilities Committee

Committee Members/Representatives

Name	Position
Elizabeth Stelts	School Board Chair
Corinne Gunkle	School Board
James Lindsay	School Board
Leah Christman	Administration
Jeremy Melber	Administration
Todd Bergey	Administration
Susan Knoll	Administration

Committee Meetings

Date	Location
Meetings are held on the third Wednesday of every month at 4:00 PM or as otherwise advertised on the district website	Meeting location is the Central office or as otherwise posted on the District website.

Safety/IPM Committee

Committee Members/Representatives

Name	Position
Susan Knoll	Admin. Support Chair
Diana Millman	Admin. Supt.'s Office
Mary Farris	Admin. Principal
Nathan Davidson	Admin. Admin Asst. Principal
Robert Gaugler	Teacher HS Shop
David Diaz	Teacher IS PE
Michele Krippe	Nurse MS
Tina Lentz	Nurse LM
Carol Privitera	Secretary HW

Name	Position
Sean McKenna	Building Automation Tech
William Kichline	Grounds
Rita Balik	Secretary CO

Date	Location
Meetings are held on the third week of every month at 4:00 or to the availability of committee members.	Meeting location is in the central office or as identified by the committee's need.

Please note: This table includes initial dates for the full School / Department Planning Team. These meetings will be used to develop, refine, and monitor progress toward meeting the target plan. Indicators and implementation of strategies outlined in the Sub-committee meetings and other occasions when the plan may be discussed are not included

I. Needs Assessment

Results from standardized data indicators, district/building level data indicators, and other data indicators were compiled, reviewed and analyzed, where appropriate, as part of our needs assessment process. The data indicators listed below were reviewed as part of this process. As a result of the team’s review of the data, analyses, and discussions, and keeping in mind the Southern Lehigh School District Strategic Plan, we were able to identify needs and to develop corresponding goals and strategies tied to each of our identified needs. The goals and strategies represent department data that can be tracked on a monthly basis.

Data Indicators		
VersaTrans Routing & Scheduling data	School Dude Work Order Data	B.A.S.I.S.
Zonar Bus GPS Tracking & Monitoring	Facilities Explorer – Building MGT.	Capital 5 Year Budget
General Budgeting	MyPPL Energy Analyzer	Climate & Temperature Tracking
PA Transportation Reporting & Bench	PASBO Facilities Benchmarking	Field Diagnostics M&V
Accuweather Professional Consultation	EPA – IPM Monitoring	NPDES Treatment and flow reports

II. Data Indicators

ACADEMIC PROFICIENCY (AP)	HIGHLY QUALIFIED STAFF (HQS)	IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS (IC)
<ul style="list-style-type: none"> · School Bus Loads · Student Ride Time on Buses · Route Safety · Route Efficiency Compared to Cost · Weather Safety · Energy Efficiency and Use · Facility and Equipment Cost Analysis · Buildings and Grounds Safety · District Wide Cleaning Standards · Regulatory Compliance in Areas of Building Code, ADA, AHERA, IPM, Lead, Safety, Water, ASHRAE, Right-to-Know. 	<ul style="list-style-type: none"> · Qualified School Bus Drivers · Trained Custodial Staff · Qualified Contractors in their area of Expertise · Professional Development Programs for Support Services Administration & Staff 	<ul style="list-style-type: none"> · Timely and accurate weather calls communicated to parents and staff by email and Blackboard Connect. · Detailed Facilities Reports to be Presented at Facilities Meetings and Posted on the District Website · Website · Work Order System · 24 Hour Accessibility · Digital Storage of all Department Documentation · MSDS Online Access

III. Strategic Plan Goals Linked to Needs and Goals/ Strategies

For this **Strategic Plan Goal**, we identified needs and formulated corresponding Goals and strategies.

Objective 3: IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS:

	<i>Identified Need</i>	<i>Goal</i>	<i>Strategies</i>	<i>Related Professional Development</i>	<i>How Will We Assess Implementation</i>	<i>What Will We Look for as Results?</i>
	Southern Lehigh School District's 5-year capital budget identified two buildings that are aging and could be in need of considerable repairs or reconstruction over the next 10 years.	During the 2013-14 school year, identify and anticipate future needs and costs of District buildings in an effort to execute a plan in the most efficient and cost effective fashion.	<p>Work with engineers to identify life expectancy and costs associated with the renovation or reconstruction of buildings.</p> <p>Communicate the need to the community and seek direction from the School Board as to the best options for the community.</p> <p>With approval professionals will be sought for design and oversight.</p> <p>Communication will continue with all stakeholders including professionals, contractors, School Board and district staff as the project commences.</p>	NONE	Smooth flow and coordination of the project with minimal to no impact on education programs or the community.	A completed project on time and within budget.

Objective 3: IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS:

	<i>Identified Need</i>	<i>Measurable Goal</i>	<i>Strategies/ Tasks/ Action Steps</i>	<i>Related Professional Development and other Resources /Support Required</i>	<i>How Will We Assess Implementation</i>	<i>Indicators/Evidence of Success</i>
	<p>Energy (electric, natural gas, oil and fuel) are top dollar budgetary items. In addition, energy normally has the most fluctuation of any budgetary items.</p> <p>The district has reduced energy consumption by more than 25% since 2008. Additional savings from operations and controls will be minimal.</p> <p>Behavioral change is the one area that has not been tapped into for enhanced savings.</p>	<p>During the 2013-15 school years, the district will save 5 – 15 % on utility costs through educating staff and students in conservation measures for their classrooms and buildings.</p>	<p>SLSA must apply to PP&L for an Act 129 energy grant with a two-year value of \$50,000. This grant will provide tools and training for an energy champion to implement new practices district wide.</p> <p>The process will require a commitment of 300 hours per year to implement.</p> <p>The <i>champion</i> (a District representative) will be trained in new techniques to implement these practices and methods to generate enthusiasm from staff and students.</p> <p>The champion will then take that acquired knowledge and implement it district wide.</p>	<p>A two-year training program with Strategic Energy Group.</p>	<p>Building level practice will be observed, tracked and shared with all levels. The implementation will be setup as a competition between buildings with regular reports to the Superintendent and School Board</p>	<p>Results will be seen in reduced energy costs as tracked by the district business office, PP&L My Energy, Energy Star and supporting records.</p>

Objective 2: HIGHLY QUALIFIED TEACHERS and STAFF: All students will learn from highly qualified and effective teachers and all staff will demonstrate proficiency in their skills.

	<i>Identified Need</i>	<i>Goal</i>	<i>Strategies</i>	<i>Related Professional Development</i>	<i>How Will We Assess Implementation</i>	<i>What Will We Look for as Results?</i>
	<p>Chemicals and equipment used by support staff hazardous and can be dangerous. The documented cases relate to misuse of equipment, but there have been unsubstantiated references to building staff not following procedures for proper use of chemicals and equipment.</p> <p>One unsafe act is too many.</p>	<p>During the 2013-14 school year, all staff will be trained on the misuse of equipment and chemicals.* Incidents of improper use will be documented to create baseline data. If needed, goals will be set for future improvement.</p>	<p>All staff must be trained on the proper use of all new equipment. This training must be documented with the names of everyone that attended the training.</p> <p>Yearly training is being provided for proper use of cleaning supplies. This training will continue. A third party will provide the training and all staff will be required to receive yearly refreshers. This training must be documented with the names of everyone that attended the training.</p> <p>Yearly inspections of custodial areas will be made and documented as part of the employee's yearly review process.</p>	<p>Training by a third party and train-the-trainer programs.</p>	<p>Building cleaning inspections as part of a separate growth plan.</p>	<p>District-wide consistency within district guidelines and procedures.</p>

III. Strategic Plan Goals Linked to Needs and Goals/Instructional Strategies

Objective 4: DECISION MAKING:

	<i>Identified Need</i>	<i>Measurable Goal</i>	<i>Strategies/ Tasks/ Action Steps</i>	<i>Related Professional Development and other Resources /Support Required</i>	<i>How Will We Assess Implementation</i>	<i>Indicators/Evidence of Success</i>
	Equipment maintenance, contract renewals, inspections, regulatory compliance as well as other periodic requirements are sometimes missed due to an inadequate calendar, notification system.	During the 2013-14 school year, a system will be developed and implemented to anticipate 100% of all reoccurring tasks and follow-through with 100% completion of all requirements.	Utilize existing tools to track all reoccurring tasks. This requires incorporation of data that has been compiled in School Dude over the past 5 years and working with staff to identify the ideal time frame in which to anticipate needs associated with regulatory compliance and equipment maintenance. The complied knowledge and tasks with associated schedules will be entered into a module of the School Dude allowing auto generation of work orders for staff to complete all required tasks in a timely fashion.	NONE	School Dude will perpetually track and provide reports for all work orders and associated trades. Support Administration will administer the use and operation of the system.	Equipment breakdown will be reduced, contracts will be renewed on a timely basis, air quality in buildings improved, and regulatory requirements will be met.

Objective 3: IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS: To assist the community in a better understanding of facilities.

	<i>Identified Need</i>	<i>Measurable Goal</i>	<i>Strategies/ Tasks/ Action Steps</i>	<i>Related Professional Development and other Resources /Support Required</i>	<i>How Will We Assess Implementation</i>	<i>Indicators/Evidence of Success</i>
	<p>There have been numerous requests for improved communication for the activities of facilities.</p> <p>These activities have been discussed at Facility Committee meetings and posted on the website in meeting minute format.</p> <p>Calls and complaints continue on active projects. Much of the reason could be the lack of detailed explanation and accompanying photos.</p>	<p>During the 2013-14 school year, communications will be improved to reduce call and complaints by 50% regarding facilities activities. 100 % of all meetings will be accompanied by a detailed report along with photos, drawings and reports that will be posted to the website following each meeting.</p>	<p>Agendas will be issued 2-3 days prior to the meeting. The agendas will be topics with a short executive summary.</p> <p>The full report with supporting documentation will be presented at each meeting.</p> <p>This full report will be incorporated into the meetings minutes and posted on the district website.</p>	<p>None</p>	<p>Ideas were experimented with over the past year. The most recent format seemed to work well. Committee members and the public will be asked for their opinion and ways to improve upon reporting.</p>	<p>Success will be to direct all facilities questions to the website. This will eliminate the need to reproduce communications on items that have been discussed in committee.</p>

IV. Plan Development and Dissemination Process

We used a process in developing our comprehensive plan and involved many individuals in order to ensure that it addressed the needs of all our students, staff, or department. Below you will find a very brief summary of how we ensured that many individuals (beyond the members of our planning team) were involved in the development of our plan. Also, we are outlining how we will present our plan and our school's performance to our stakeholders.

How Individuals Beyond Team Members Were Involved in Developing Our Plan

The department of Support Services is a complicated department that must be attuned to regulatory regulations, the needs of students, support staff and contractors. All these areas are closely linked and one could have direct impact on another. Surrounding School Districts and State level leaders in the area of facilities and transportation were consulted for lessons learned and regulatory requirements. Their thought and requirements are further refined with the needs specific to Southern Lehigh School District.
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Methods Used to Communicate Our Plan

The plan will be communicated on the district website. Specifics to the plan will be communicated with groups direct impacted by that area. Results of the plan will be shared with the Facilities Committee and in the detailed facilities report.
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V. Needs Assessment: Staff Development Focus

Based on our staff development needs assessment survey results, along with team member discussions, the following staff development opportunities will be provided. They are linked directly to our Data Indicators and Goals/ Strategies and corresponding strategies.

Staff Development 2013-2014			
<i>Topic</i>	<i>Timeline</i>	<i>Participants</i>	<i>Documentation such as Attendance Logs, Agendas, etc.</i>
AEARA – Required 2 hour training	October - Yearly	All Support Staff	Agenda and Attendance Log
Right-to-Know – Required training	October - Yearly	All Support Staff	Agenda and Attendance Log
Blood borne pathogen training	August - Yearly	All Support Staff	Agenda and Attendance Log
Cleaning techniques and chemical training	August – Yearly	All Support Staff	Agenda and Attendance Log
Training for the proper use of equipment	As required	All Users	Sign In
IPM & pesticide education	As Required	Grounds	As required by pesticide license
Building automation education and training	As Available	HVAC Mechanics	Certificates
Facilities best practice education	March and September	Facilities Office	
Transportation best practices education	March & July	Transportation Office	
Lift operation certification	October - Yearly	Staff using lift	
Lead paint awareness - certification		Maintenance Person	Entire District Tested – No Lead Paint