

Riverview Gardens School District
2010 MSIP Accountability Plan

January-00

Objective #	ITEM	Start Date	End Date	25% Benchmark	50% Benchmark
III	III. Facilities, Instructional Programs & Support				
III	GOAL: The District will provide and maintain functional and safe facilities, appropriate instructional resources, and all necessary support services all toward improving and enhancing student performance.				
III.A.	Objective A: To provide safe, functional, and aesthetically pleasing facilities for students and staff.	11/1/2010	Jul-12		
III.A.1	Strategy 1: Analyze the \$15 million Prop R bond initiative projects and the District's projects management process.	12/1/2010	ongoing		

III.A.1.a	Action Step a: Build in-house oversight at the Director level and plan Maintenance Team involvement in the process in addition to other staffing resources as needed.	11/1/2010	Dec-10	Receive/read General Contractor Contract	Distribute Attachment B to Maint. Team with instructions to read and be ready to apply expertise
III.A.1.b	Action Step b: Read & assess current Project Management contracts, plans, etc.	11/1/2010	12/31/2010	Receive/read General Contractor Contract	Receive/ read other historical documents
III.A.1.c	Action Step c: Establish clear lines of communication through the Facilities Director.	11/1/2010	Dec-10	Convene meeting with General Contractor to establish one in-house coordinator	Meetings and others communications to District Team of one in-house coordinator
III.A.1.d	Action Step d: Establish a monthly reporting system that corresponds with monthly billings and reports to Superintendent and SAB.	11/1/2010	12/31/2010	convene meeting with General Contractor to establish ground rules	Receive Report, invoice, and report to Supt. and SAB for Oct.
III.A.1.e	Action Step e: Plan the reduction or elimination of outside consulting services for the facilities & maintenance functions.	11/1/2010	1/31/2011	Reduced time of AMG oversight of department	Begin recruitment for supervisor position
III.A.2.	Strategy 2: Update and revise the long-range Capital Improvement Plan for the Riverview Gardens School District to enhance student achievement.	1/5/2011	1/31/2011		
III.A.2.a	Action Step a: Review the current Capital Improvement Program, which has identified \$30 million of needed improvements, and update for the next 5 years.	Jan-11	6/30/2011	CIP Team assembled; reviewing all CIP documents	Purified \$30M list and other new or missed items
III.A.2.b	Action Step b: Physical identify all capital improvement needs in each facility throughout the District.	Jan-10	6/30/2011	Using documents in Action a, make inventory schedule and assign teams	Complete inventories in about 50% of District buildings

III.A.2.c	Action Step c: Build in-house teams in each facility to include the Principal/Administrative Team, Facilities Maintenance & Custodian Teams and Parent/Student Organizations.	Jan-11	3/15/2011	Meetings to identify members in each Building Team per Action c.	Team meetings and scheduled inventories 50% underway
III.A.2.d	Action Step d: Develop a process for accessing the condition of the assets mentioned in Action a.	1/15/2011	6/30/2011	Investigate Internet and counterparts in other districts	Using inventory data conduct document condition of all items inventoried at 50% level
III.A.2.e	Action Step e: Develop a set of categories, (e.g., buildings, surplus property, teaching, transportation & maintenance equipment) detailing this capital needs inventory.	1/15/2011	6/30/2011	Investigate Internet and counterparts in other districts	Using inventory data conduct document condition of all items inventoried at 50% level
III.A.2.f	Action Step f: Initiate a facilities capacity use study and demographics report to determine long-range facility needs and to evaluate those needs in relation to currently available facilities.	2/5/2011	6/30/2012	Investigate Internet and counterparts in other districts	Using inventory data conduct document condition of all items inventoried at 50% level
III.A.2.g	Action Step g: Develop a financial strategy for annually allocating District resources to capital assets maintenance & replacement, including identifying outside funding sources.	3/5/2011	6/30/2011		
III.A.2.h	Action Step h: Create a Preventative Maintenance Program for planned and scheduled servicing of major equipment.	Jan-11	Jun-11	Investigate Internet and counterparts in other districts	Using inventory data conduct document condition of all items inventoried at 50% level

III.A.3	Strategy 3: To assess the current facilities & maintenance organizational structure in conjunction with budget & financial reporting systems, including the Work Order and Supply Purchase processes.				
III.A.3.a	Action Step a: Review the current structure and plan changes to improve performance, effectiveness and efficient resource utilization.	11/1/2010	2/15/2011	Meeting completed with Custodial Team and Structural review completed	Meeting completed with Maintenance Team and Structural review completed
III.A.3.b	Action Step b: Build a strong Administrative Team, to tentatively include the Director, Maintenance & Custodian Supervisors, and an Administrative Secretary/Assistant.	11/15/2010	1/15/2011	Meeting completed with Admin Team and Structural review completed	Staff adjustments/hiring planned
III.A.3.c	Action Step c: Consider restructuring the District to adequately manage facility operations and build strong in-house teams in each facility to include Principal/Administrative Team. Facilities Maintenance and Custodian team, and parent/student teams	1/15/2011	2/15/2011	Review completed of current structure and effectiveness	Assessment completed of Custodial and Maint Teams and skill levels
III.A.3.d	Action Step d: Develop/Update the Facilities Rental/Use Plan.	11/19/2010	12/31/2010	Team meeting to complete review of current plan and suggest revisions	Revised Plan completed, reviewed by team, approved by Supt.
III.A.3.e	Action Step e: Study and utilize existing financial processes to plan and track daily & monthly expenditures and ensure expenditures occur within approved funding levels.	1/15/2011	2/15/2011	Financials reviewed with Finance and plan approved	Approved process discussed and staff training completed

III.A.4	Strategy 4: Plan & implement staff training, development, performance evaluation & continuous improvement processes.				
III.A.4.a	Action Step a: Create/use a Performance-Based Evaluation Tool that accurately captures the job description duties of each position.	12/15/2010	1/20/2011	Completed review of tool submitted by Supt.	Completed design of preferred tool
III.A.4.b	Action Step b: Share and review this Tool with each employee, assuring an understanding of the expectations & consequences pertaining to performance, conduct evaluations, and obtain employee sign-off on this tool.	2/1/2011	4/1/2011	25% of employee evals are completed	50% of employee evals completed
III.A.4.c	Action Step c: Strive to hire better qualified personnel for each function.	12/1/2010	ongoing	Custodian Supervisor hired and highest and best qualified candidate selected	Job descriptions reviewed / revised to attach best highly qualified candidates
IV.A.4.d	Action Step d: Identify & employ training programs that lead to certifications in each area, with an emphasis on customer service and proper communication skills.	3/1/2011	ongoing	Investigate Internet and counterparts in other districts	Select employees and plan trainings
III.A.4.e	Action Step e: Cross-train employees on the maintenance & custodian teams, respectively, to perform applicable duties in each area and roll into continuous improvement programs for each employee	1/15/2011	3/1/2011	Using eval process, determine work levels and skills	Cross-train Assign-ments made and being evaluated
	Objective B. To provide and maintain appropriate instructional resources for students and staff.				

III.B.1	Strategy 1: Align fiscal resources with prioritized educational needs to ensure successful student learning.				
III.B.1.a	Action Step a: Prioritize financial resources to guarantee student learning District-wide.	7/1/2010	6/30/2012	Work with budget administrators to determine educational needs	Prioritize educational needs and determine available budget to address needs
III.B.1.b	Action Step b: The District will ensure fiscal responsibility in the spending of operational funds (including the purchase and implementation of new time-keeping and position control systems to more adequately track time worked and associated pay/budgeting).	9/15/2010	6/30/2012	Work with budget administrators & community stakeholders to determine educational needs	Work with conversion team to implement Novatime timekeeping system
III.B.2	Strategy 2: The District will provide the appropriate technological resources for all students and applicable personnel to assist with effective student learning District-wide.	7/1/2010	7/1/2012		
III.B.2.a	Action Step a: Continued upgrades to the District's computers and printers	7/1/2010	ongoing	Identify upgrade needs to district technology	Install/implement upgrades
III.B.2.b	Action Step b: Addition of new 30-seat labs at Danforth Intermediate School, Meadows Elementary, Westview Middle School & Central Middle School	7/1/2010	6/30/2011	Work with facilities team to design implementation	Install 30-seat labs at designated sites
III.B.2.c	Action Step c: Addition of 10 new portable interactive white SMART board systems at designated schools throughout the District.	7/1/2010	6/30/2011	Work with principals & facilities team to determine distribution & design implementation	Install portable white boards throughout district

III.C	Objective C: To enhance the proper educational experience for all students by providing all necessary support services, such as effective and efficient operations of the Food Services and Transportation functions throughout the District.	7/1/2010	6/30/2012		
III.C.1	Strategy 1: Working with Support Service Administrators & Staff, identify & implement support enhancements to improve the educational experience for all students.				
III.C.1.a	Action Step a: Schedule and Conduct Monthly Review Team Meetings	7/1/2010	6/30/2012	Hold discussions with Food Service & Transportation staff to identify areas for improvement to enhance the educational experience.	Plan to implement identified suggestions in line with budgeted resources.

75% Benchmark	Timeline/Benchmark		Completion Evidences	Owner	Likert Scale	Balanced Score Card	Barriers	Responses	Cross-Reference	Funding Source
				Carlton Brooks and Ellis Mitchell						
			All strategies and actions are completed	Ellis Mitchell	3@50%					
			In-house maintenance teams clearly understand each project item and work with contractor to implement each	Ellis Mitchell						

Maint. Team providing feedback re projects and quality of work and attending pre-construction conf. with principals			Director understands each phase of projects & assumes in-house coordination of Project	Ellis Mitchell						
Request RFP and other working documents leading to contract award			Receive and read all documents that initiated Project	Ellis Mitchell						
90% calls and contact through Director; Begin pre-construction conferences with principals			All communications to and from General Contractor and in-house communications through Director	Ellis Mitchell						
Receive Report, invoice, and report to Supt. and SAB for Nov.			Director receives monthly reports and monthly invoices	Ellis Mitchell						
Reduced hours for consultant filling supervisor position	Hired and RGSD trained supervisor position		Hired and RGSD trained supervisor position	Ellis Mitchell						
List Prioritized and site visits ongoing and planned to verify written items			List Prioritized and site visits ongoing and planned to verify written items	Ellis Mitchell						
Complete inventories in about 75% of District buildings			Complete inventories in about 75% of District buildings	Ellis Mitchell						

Team meetings and scheduled inventories 75% underway			Team meetings and scheduled inventories 75% underway	Ellis Mitchell						
Using inventory data conduct document condition of all items inventoried at 75% level			Using inventory data conduct document condition of all items inventoried at 75% level	Ellis Mitchell						
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Working with Finance Dept., a financially approved CIP is in directing capital improvement				Carlton Brooks						
Using inventory data conduct document condition of all items inventoried at 75% level			Using inventory data conduct document condition of all items inventoried at 75% level	Ellis Mitchell						

	Approved PM Program in place and in use									
Draft Plan developed in writing	Approved Facilities Organizational structure in place and in use		Approved Facilities Organizational structure in place and in use	Ellis Mitchell						
Hiring process underway	Complete hiring and or restructure of strong admin team		Complete hiring and or restructure of strong admin team	Ellis Mitchell						
Meetings planned with principals and selected team members	Approved plan to create and use team approach to identifying and address challenges in each facility		Approved plan to create and use team approach to identifying and address challenges in each facility	Ellis Mitchell						
Presented to SAB, announced to public and put into action	Approved plan to use District facilities and related costs, as applicable		Approved plan to use District facilities and related costs, as applicable	Ellis Mitchell						
Process being implement-ed and staff reviews in place	All expenditures are made from appropriate line item and is identified on Work Orders and Supply Requisitions		All expenditures are made from appropriate line item and is identified on Work Orders and Supply Requisitions	Ellis Mitchell						

Gather all job descriptions and related documents	Approved Performance Eval Tool in place and in use		Approved Performance Eval Tool in place and in use	Ellis Mitchell						
75% of employee evals completed	Evaluations completed with each employee		Evaluations completed with each employee	Ellis Mitchell						
Recruit and hire highly qualified Sub positions	Hire most highly qualified for each position		Hire most highly qualified for each position	Ellis Mitchell						
Continue Selecting employees and planning trainings	Training programs identified for each employee, certificate where possible and placements made		Training programs identified for each employee, certificate where possible and placements made	Ellis Mitchell						
Continue Cross-train Assign-ments evaluations	Training programs identified for each employee, certificate where possible		Training programs identified for each employee, certificate where possible	Ellis Mitchell						
					3 @ 25%					

				C. Brooks & Budget Administrators						
Allocate financial resources to identified/ prioritized needs as a part of the annual budgeting process	Approved annual budget			C. Brooks & Budget Administrators						
Allocate financial resources to identified/ prioritized needs as a part of the annual budgeting process		Approved annual budget & implementation of Novatime system.		C. Brooks, Budget Administrators, & Novatime Implementation Team.						
				S. Sotir & Tech. Team						
Install/implement upgrades	Implementation of upgrades as needed.			S. Sotir & Tech. Team						
Evaluate installation & correct as needed	Completed installation		Successful Installation of 30-seat labs at designated sites	S. Sotir & Tech. Team						
Evaluate installation & correct as needed	Completed installation		Successful Installation of white boards at designated sites	S. Sotir & Tech. Team						

				S. Sotir & Tech. Team	3 @ 25%					
				C. Brooks, K. Bryant, Transportation Mgmt.						
Implement and evaluate suggested programming enhancements				C. Brooks, K. Bryant, Transportation Mgmt.						