Hacienda La Puente Unified School District

Report to the Board of Education

FACILITIES DEPARTMENT
TWO YEAR ACTION PLAN

March 8, 2012
Facilities Department Two Year Action Plan

Facilities Department Must:

- Meet the Board of Education’s Goals
- Serve the Hacienda La Puente Unified Community
- Focus On Continued Improvement
- Take Advantage Of Funding Opportunities
- Develop Internal Talent to Fill Future Leadership Roles

March 8, 2012
Facilities Department Two Year Action Plan

Current Issues Impacting Facilities Department

- Reduced Resources
- Continued Economic Uncertainty
- Aging School Buildings and Facilities
- Turnover of Aging Work Force
- Ongoing Projects and Activities

March 8, 2012
Facilities Department Two Year Action Plan

Department Goals

1. Train and develop Facilities Department employees
2. Increase cooperation with schools and other District departments by improving communication
3. Engage department employees in use of data to drive continuous improvement of department and employee performance
4. Evaluate all activities to identify the most effective uses of existing resources

March 8, 2012
Facilities Department Two Year Action Plan

Plan Format

- Board Goals

  1. Department Goal

     1.1 Two Year Objective

        1.1.1 Action Item

        - Examples Where Appropriate

March 8, 2012
Facilities Department Two Year Action Plan

Department Goal 1
Train and develop Facilities Department employees

Objective 1.5
Reorganize current job descriptions and organization chart to provide improved supervision structure and multiple career paths for promotion

Action Item 1.5.2
Reorganize supervision structure to improve accountability and communication

Example
Revised Facility Manager Job description submitted for Board approval on March 8, 2012 agenda

March 8, 2012
Department Goal 2

Increase cooperation with schools and other District departments by improving communication

Objective 2.3
Ensure that information on department functions and operations is up to date, clear, and readily available

Action Item 2.3.2
Work with other departments to develop a guidebook for parent and volunteer involvement in school projects and activities

Example
Gathered samples of guidebooks prepared by other districts and selected a model to work from. Secured permission from Santa Barbara School District to re-use and edit their document

March 8, 2012
Facilities Department Two Year Action Plan

Department Goal 4
Evaluate all activities to identify the most effective uses of existing resources

Objective 4.1
*Improve the delivery of capital projects to maximize the use of limited resources*

Action Item 4.1.1
*Develop and provide to the Board with a prioritized master list of school facility improvement needs*

Example
*Gathering lists of school site priorities. Compiling the list and scheduling meetings with site staff to clarify descriptions*

March 8, 2012
A list of priorities for school improvements will be brought to the Board for approval at the second meeting in April.

April 26, 2012

Board Comments And Questions