

Oak Park Elementary School District 97

Board of Education Meeting

Pillar 4 Update

November 27, 2018

Our five-year [**Vision97 4ALL**](#) plan offers a roadmap for creating a positive learning environment for ***all students that is equitable, inclusive and focused on the whole child.***

You'll recall that the plan includes ***four aspirational goals*** for student learning, as well as four pillars (professional practices and targeted strategies) that will help ensure that every D97 student witnesses, achieves or begins experiencing what it means to be:

- A known, nurtured and celebrated LEARNER.
- An empowered and passionate SCHOLAR.
- A confident and persistent ACHIEVER.
- A creative CRITICAL THINKER AND GLOBAL CITIZEN.

This year, our regularly scheduled board of education meetings will include updates on topics from our [**SY19 District Action Plan**](#) that are related to our four pillars. Our four pillars are the building blocks of the work we do on behalf of our students. They also define the capabilities the staff must develop on a continuous basis in order to nurture effective instruction and a mission-focused, empowering organizational infrastructure (see page seven of the vision plan).

Pages six through fifteen of this document feature an update on the work we are doing in conjunction with Pillar 4. If you have questions, want to offer feedback, or would like to share suggestions after reading any of these updates, we encourage you to do so via the [Let's Talk button](#) on our website (www.op97.org).

Our Vision

*To create a positive learning environment for all District 97 students that is **equitable, inclusive, and focused on the whole child.***



Our Universal Goals

Every student is...

- a known, nurtured, and celebrated learner*
- ... an empowered and passionate scholar*
- ... a confident and persistent achiever*
- ... a creative critical thinker and global citizen*



SY19 District-Level Priorities (Collective Action Plan)

Following our end-of-year review of student learning data, extensive conversation at the district level, and ongoing consultation with our building principals, staff, and community, we identified the following Five Priorities as our collective focus areas for the 2018-2019 school year. These five priorities are deemed most supportive of the needs of our schools and most relevant at this time for moving our whole organization towards higher levels of effectiveness, efficiency, and readiness in years to come. The five priorities were also selected on the basis of what our organization is fiscally able to handle at this time. The intent of this focus is to:

- *Increase the percentage of students who feel a sense of "belonging" while at school*
- *Increase the percentage of students who are reading at or above grade level*
- *Increase the percentage of middle-schoolers who are projected to be college-ready upon graduation from D97*

Over the course of the upcoming school year, we intend to monitor our actions continuously. Additionally, we plan to host Superintendent Equity Learning Network sessions on the following dates, where we will report out the status of our progress to our employees, Board of Education, parents and community. In doing so, we hope to strengthen our stakeholders' trust in and commitment to our school district:

- *Tuesday, October 30th (Staff) and Tuesday, November 27th (Parents and Community)*
- *Tuesday, March 5th (Staff)*
- *Tuesday, May 28th (Parents and Community)*

Vision Plan - Four Pillars	2018-2019 District Priorities Title & Description	2018-2019 District Priorities Rationale
<p>Pillar 1: Equitable access to rigorous, responsive instruction <i>We will ensure that all students have access to challenging, engaging instruction, which reflects prior knowledge, learning styles and cultural background.</i></p> <p><u>BOE Agenda Scheduled Updates on:</u></p> <ul style="list-style-type: none"> ● September 4 ● January 15 	<p>Strengthen Literacy Instruction <i>We will strengthen K-5 literacy instruction through a balanced literacy approach that addresses student learning styles, incorporating student voice and promoting instruction responsive to student needs.</i></p>	<p><i>We all know how important strong foundational literacy skills are in terms of future learning. Beginning this year, we are fully implementing writing and reading units of study in our K-5 classrooms and are piloting a word study curriculum. Additionally, we have hired three additional MTSS Interventionists so our larger elementary schools (Holmes, Longfellow, and Lincoln) will each have an additional teacher to better support our Tier 2 and Tier 3 students.</i></p>
	<p>Strengthen Middle School Instruction <i>We will revise International Baccalaureate units for cognitively demanding student-centered experiences in grades 6-8.</i></p>	<p><i>Our middle schools are preparing for IB reauthorization (2020). With reauthorization, we must support Brooks and Julian staff with development of unit plans that will ensure the successful accomplishment of our goals.</i></p>
	<p>Co-teaching Expansion (Inclusive Teaching Practices) <i>We will broaden implementation of inclusive practices that support meaningful access to general education learning environments, curricula and experiences for students with disabilities</i></p>	<p><i>D97 teachers identified the need for providing more inclusive service delivery modes to support students with disabilities. We designed pilot programs at both of our middle schools in 2013; and last year, we piloted co-teaching in two of our elementary schools (Whittier and Irving). Last spring, the board of education approved hiring four additional special education teachers in order to expand the co-teaching pilot fully at Whittier and Irving. We have also been able to add an additional co-taught kindergarten classroom at a Julian feeder school (Beye).</i></p>
<p>Pillar 2: Strong Relationships with Families and Communities <i>We recognize that "schools can't do it alone." Therefore, we will nurture trust among home-school- community through shared responsibility for student success, proactive communication and meaningful stakeholder voice.</i></p> <p><u>BOE Agenda Scheduled Updates on:</u></p>	<p>* Physical Integration</p> <p>* Monthly Communications Meetings</p> <p>* Student and Staff Profiles</p>	

<ul style="list-style-type: none"> ● September 25 ● February 12 		
<p>Pillar 3: Effective Teachers, Leaders, and Staff for Every Student, for Every School</p> <p>We will invest in people. We will ensure that our principals and school leadership teams articulate a clear school vision (big picture), and are actively involved in planning, guiding and assessing instruction and student learning. Furthermore, our teachers, leaders and staff will receive timely, focused support and intervention (e.g., coaching, mentoring, peer support, targeted training).</p> <p><u>BOE Agenda Scheduled Updates on:</u></p> <ul style="list-style-type: none"> ● October 23 ● March 12 	<p>Social-Emotional Supports</p> <p>We will refine and expand targeted social-emotional supports that address all aspects of a student's development through caring and respective relationships.</p>	<p>Last spring, the board of education approved hiring four additional social workers and one additional psychologist for our team. Now, both middle schools have one social worker per grade level and Longfellow, Holmes, Irving and Lincoln each have 1.5 social workers. Each middle school also has one full-time psychologist.</p> <p>These additional positions will enable the district to more effectively support students who are in crisis, who may need short-term therapy, or who receive services per the provision of an IEP.</p>
<p>Pillar 4: Data-Informed Continuous Improvement</p> <p>We will "manage the whole." Our schools will have well-established organizational procedures and will develop a culture of evidence-based, collaborative inquiry to facilitate continuous improvement of teaching, learning, and leadership.</p> <p><u>BOE Agenda Scheduled Updates on:</u></p> <ul style="list-style-type: none"> ● November 27 ● April 30 	<p>Middle School Behavior: Tier 1 PBIS and Culture/Climate Supports</p> <p>We will build collective understanding and the capacity of school culture/climate teams to lead and monitor implementation of Tier 1 Positive Behavior Intervention Supports (PBIS).</p>	<p>We selected this priority because improving Middle School Tier 1 PBIS/Culture & Climate supports were identified as a need by our staff, students and families. We added a PBIS coach for our middle schools last year. We also began piloting HERO (a tool to recognize, reward and reinforce behavior). This year, we want to continue to strengthen Tier 1 and our PBIS system by developing a reliable data system that will be used with fidelity regarding student referrals and positive behavior tracking in order to support data-based decision making in our schools.</p>

SY19 Departmental Priorities (Targeted Strategies and Objective or TSO)

Pillar	Administrator Team Assignments	2018-2019 Departmental Priorities (Targeted Strategies and Objective or TSO)
Pillar 1	Tawanda Lawrence, Carrie Kamm, Donna Middleton, Lauren Olson, Kristin Imberger	<ul style="list-style-type: none"> ● MTSS-Behavior (TSO 1) ● Math Differentiation (TSO 2)
Pillar 2	Ebone Lofton, Amanda Siegfried, Chris Jasculca, Carol Kelley, Megan Stewart	<ul style="list-style-type: none"> ● Increased Access for Students with Disabilities (TSO 4) ● Monthly Communication Meetings (TSO 5) ● Staff and Student Profiles (TSO 6) ● Family Engagement Committee (TSO 5)
Pillar 3	Emily Fenske, Felicia Starks-Turner, Laurie Campbell, Tulicia Edwards, Siania Obidi	<ul style="list-style-type: none"> ● Effective Student Behavior Handbook and Behavior Matrix Field Test (TSO 7) ● Building Capacity to Support Instructional Excellence (TSO 8) ● Increasing Diversity within our Workforce (TSO 8) ● Professional Learning Communities and Teacher Teams (TSO 9)
Pillar 4	Jeanne Keane, Amy Warke, Michael Arensdorff, Liz Battaglia, Will Brackett, Paul Starck-King, Cathy Hamilton, Marcy Shannon, Carla Ellis	<ul style="list-style-type: none"> ● TieNet 504 Electronic Case Management Module (TSO ??) ● BLTs, School Improvement Planning (TSO 10) ● Data Surety-Student Data ID Processes (TSO 10) ● User-Friendly Student Tracking System (TSO 10) ● Substitute Solution (TSO 11) ● Systems and Processes for HR (TSO 12) ● Infrastructure Maintenance and Improvement (TSO 12) ● Improve Student/Staff Experiences with Instructional Tech and IT Services (TSO 12) ● Network and Data Security (TSO 12) ● Cleaning Standards (TSO 12) ● Maintenance/Facilities Efficiencies (TSO 12)

Pillar 4 - Data-Informed Continuous Improvement

Our schools will carry out well-established organizational procedures and will develop a culture of evidence-based, collaborative inquiry to support continuous improvement of teaching, learning and leadership.

Pillar and Targeted Strategy/ Objective (TSO)	SY19 Priority	SY19 Sub-Priority and Key Tasks	Status	Next Steps
4.10 Data-supported Decision-making and Accountability	<p>Middle School Behavior: Tier 1 PBIS and Culture/Climate Supports</p> <p><i>We will build collective understanding and the capacity of school culture/climate teams to lead and monitor implementation of Tier I Positive Behavior Intervention Supports (PBIS).</i></p>	<p>District Culture & Climate Framework Draft D97 Culture & Climate Handbook and then present to Ed Council and Ad Leadership for feedback</p> <p>Two half-day professional learning sessions for Ad Leadership on alignment of SEL, PBIS, Restorative Practices, and Trauma-Informed Care</p> <p>3. 2 Tier 1 Readiness & Professional Learning Determine professional learning plan and calendar for Middle School Culture & Climate teams for SY18-19</p> <p>Middle School Culture & Climate Teams Professional Learning</p>	IN PROGRESS IN PROGRESS COMPLETE COMPLETE	<p>First professional learning session will take place In November.</p> <p>MS Culture and Climate teams will have 3 professional learning opportunities throughout the year. For the 1st trimester I am working to schedule a visit to a middle school with a platinum PBIS distinction. Trimester 2 topics will be determined in</p>

		<p>Sessions (1 full day learning session per trimester). Focus areas:</p> <ul style="list-style-type: none"> ● Overview of PBIS/Multi-Tiered System of Support ● Tier 1 Components & Critical Features ● Facilitation & Coaching 101 ● SWIS & TIPS ● Fidelity Tools & Data Collection <p>3.3 Tier 1 Systems Determine Tier 1 data that will be collected (student data, data collection system, success criteria, staff expectations, communication plan, progress monitoring plan)</p> <p>Determine with principals and Middle School Culture & Climate Coach how and when Tier 1 data will be reported to school staff.</p> <p>3.4 Tier 1 Implementation & Monitoring School Site Visits-Tier 1 Baseline Assessment</p> <p>School Site Visits-Tier 1 Implementation Monitoring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrator Interview <input type="checkbox"/> Tier 1: School-based fidelity check (TFI status report, SWIS data review) 	<p>NOT STARTED</p> <p>NOT STARTED</p> <p>COMPLETE</p> <p>NOT STARTED</p>	<p>collaboration with middle school principals and MS Culture & Climate coach.</p>
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		<ul style="list-style-type: none"> <input type="checkbox"/> Midwest PBIS: School tour/TFI walkthrough; staff & student interviews <input type="checkbox"/> Classroom practice observations <p>School Site Visit-Tier 1 Year End Assessment</p>	NOT STARTED	
4.10 Data-supported Decision-making and Accountability	<p>TieNet 504 Electronic Case Management Module**</p> <p><i>We will transfer our current paper process to a web-based platform, enabling our district to seamlessly manage our entire Section 504 process, including: pre-referral, eligibility 504 development, accommodations documentation and reporting to parents via a secured Internet site. Additionally, data can be mass exported for reporting or analysis.</i></p>	<p>Purchase TieNet's Case Management module</p> <ul style="list-style-type: none"> Identify funding Finalize Data Sharing Agreement Finalize Purchase Implement Rollout <p>Design Custom Reports SY20</p> <ul style="list-style-type: none"> Draft output for key reports for team Work with assigned TieNet resource on development Identify any needed ongoing development <p>Train Users</p> <ul style="list-style-type: none"> Identify TieNet resources needed for professional learning Train staff on TieNet <p>Evaluate Usage</p> <ul style="list-style-type: none"> Evaluate system usage to identify additional needs 	COMPLETE IN PROGRESS IN PROGRESS NOT STARTED	<p>System was purchased on September 25.</p> <p>TieNet Section 504 training was scheduled to occur on October 17, 2018 for all nurses, AP's and SSP's. However, several staff members were unable to attend due to emergencies taking place in their schools. A makeup session will be provided, however this date is TBD.</p>

<p>4.10 Data-supported Decision-making and Accountability</p>	<p>BLT School Improvement Planning</p> <p><i>Support Principals in implementing Building Leadership Team (BLT) structure in service of achievement of school improvement (SIP) goals.</i></p> <p><i>Support principals in providing professional learning and time for data-informed collegial collaboration about strategies for improving student achievement.</i></p>	<p>SY19 SIP Development</p> <ul style="list-style-type: none"> • Professional learning on developing a quality plan • Staff work time to write plans • Feedback on draft plans • Finalization and communication of plans <p>BLT Set-Up</p> <ul style="list-style-type: none"> • Define and communicate BLT expectations to principals • Provide support in creating BLT schedules and agendas <p>Grade Level Action Plans</p> <ul style="list-style-type: none"> • Define and communicate BLT <p>SIP-Focused BLT Visits</p> <ul style="list-style-type: none"> • Ongoing visits to SIP focused BLT meetings for critical friend feedback and support (monthly) <p>SIP Monitoring</p> <ul style="list-style-type: none"> • Utilize red/yellow/green monitoring tool at SIP-focused BLT visits (monthly) • SIP monitoring check-in sessions at Ad Leadership (3x/year) <p>Data Dives</p> <ul style="list-style-type: none"> • Design and facilitate professional learning after benchmark assessments for Ad Leadership & BLTs • Support principals in implementing school-based data dives 	<p>COMPLETE</p> <p>COMPLETE</p> <p>Trimester 1: COMPLETE</p> <p>Trimester 2: IN PROGRESS</p> <p>IN PROGRESS (ongoing)</p> <p>IN PROGRESS (ongoing)</p> <p>Fall: COMPLETE</p> <p>Winter: NOT STARTED</p> <p>Spring: NOT STARTED</p>	<p>Plans were completed by teams in September. Teams are working plans by progress monitoring milestones.</p> <p>BLT agendas are created for each meeting and attached to the BLT tracking sheet.</p> <p>In September a meeting was held to communicate Cycle of Inquiry Expectations for the year. The plans have been completed and are being monitored.</p> <p>Dr. Warke and Emily Fenske visit building BLT meetings and provide feedback to principals and the teams.</p> <p>The Eye on the Goal online monitoring tool was introduced to the teams to use to monitor progress.</p> <p>The fall Data Dive was held on October 12.</p>
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		<p>SY20 SIP Development</p> <ul style="list-style-type: none"> • Reflection on SY19 plans & successes • Staff work time to write plans 	NOT STARTED	
4.10 Data-supported Decision-making and Accountability	<p>Data Surety-Student Data ID Processes</p> <p><i>In order for the district to make data-driven decisions, the data itself must be reliable. The 2018-19 school year will focus on providing guidance and support on data practices. Additionally, we will investigate whether there are other implementations for integrating our registration software with our student information system. The goal is to streamline the process for getting registration data into PowerSchool and increasing the reliability of this data by catching data errors and inconsistencies before they are delivered to PowerSchool.</i></p>	<p>Identify Objectives per Data Group/Building</p> <p>Identify key stakeholders Identify data points</p> <p>Create Communication Plan</p> <p>Share AA Best Practices Meet with each principal and assistant principals</p> <p>Research Implementation Options</p> <p>Research the version of InfoSnap Outline cost/benefits Provide recommendation</p>	COMPLETE NOT STARTED COMPLETE	

<p>4.10 Data-supported Decision-making and Accountability</p>	<p>User-Friendly Student Tracking System</p> <p><i>With the district's commitment to making data-informed decisions for learning, we will increase the accessibility, timeliness, and ease of use in accessing relevant data and combining disparate student data sources for district and school leadership over a multi-year process.</i></p>	<p>Identify User Requirements</p> <p>Identify stakeholders Identify end-user attendance dashboard needs</p> <p>Select Software Solution</p> <p>Create implementation team Purchase software</p> <p>Implementation</p> <p>Build dashboard Pilot 1 elementary and 1 middle school Gather feedback Create district-wide SY20 implementation plan</p> <p>Assess System Usage</p> <p>Assess system usage Assess additional needs</p>	<p>COMPLETE</p> <p>NOT STARTED</p> <p>NOT STARTED</p> <p>NOT STARTED</p>	<p><i>We selected a solution, however, they would not agree to our Data Sharing agreement. Thus, we are restarting our search process for another solution.</i></p>
<p>4.11 Needs-based Allocation of Resources</p>	<p>Substitute Solution</p> <p><i>The Human Resources Department will continue to recruit, hire, and train new substitute teachers in an effort to increase the daily (average) fill rate. The Human Resources Department will continue to explore other solutions that will address the substitute teacher shortage.</i></p>	<p>Increasing the pool of substitute teachers</p> <p>Advertise/recruit sub candidates via D97 website. D97 community newsletters, PTO executive meetings, Twitter, Facebook Universities/Colleges</p> <p>Increase the substitute teacher pay rate</p> <p>Gather substitute pay rates from school districts comparable to D97 Gather historical data on D97 substitute teacher pay increases Present pay data to the BOE, requesting increase in sub pay</p>	<p>IN PROGRESS</p> <p>COMPLETE</p>	

		<p>Opportunities to improve substitute fill rates</p> <ul style="list-style-type: none"> • Invite school Administrative Assistants to participate in a focus group to help identify additional sub concerns and solutions • Hold monthly meetings with school Administrative Assistants to plan for upcoming absence needs and check-in on fill rates 		
4.12 Sound Stewardship of Public Funds	<p>Systems and Processes for Human Resources</p> <p><i>District 97 has purchased several systems that have the potential to provide efficiency via the use of technology. We will continue our work on creating and implementing systems for key HR functions using technology to streamline the work wherever possible.</i></p>	<p>Key HR Processes for Mapping</p> <p>Identify key processes within Human Resources</p> <p>Conduct focus group with administrators, school admin assistants, and/or other departments to determine key processes from the “user” perspective</p> <p>Finalize list of processes to be mapped</p> <p>Prioritize the processes to map based on feedback</p> <p>Mapping the Human Resources Processes</p> <p>Map the processes that have been identified as a priority</p> <p>Share draft process maps with HR Department and ask for feedback</p> <p>Share draft process maps with end users and ask for feedback</p> <p>Revise processes based on feedback</p> <p>Publish/organize/share processes in shared location so users can access</p> <p>Utilize Technology Resources to Create Efficiencies with Processes</p> <ul style="list-style-type: none"> • Explore Google Apps, AppliTrack, and Alio for tools to streamline processes 	<p>COMPLETE</p> <p>IN PROGRESS</p> <p>IN PROGRESS</p>	

		Build workflow or document using the technology tool(s)		
4.12 Sound Stewardship of Public Funds	Infrastructure Maintenance and Improvement <i>We will execute the technology plan through eRate and joint partnership with the Village of Oak Park.</i>	Collaboration with Village on joint fiber project <ul style="list-style-type: none"> Develop RFP outside of eRate process Work with vendors to get fiscally responsible bid Award and manage build Refresh of 270 wireless access points <ul style="list-style-type: none"> Identify all rooms that need AP replacement Upgrade controllers to manage new APs Inventory and install New APs Align Informacast and BrightArrow <ul style="list-style-type: none"> Work with new Security and Student Safety Coord on needs of BrightArrow and Informacast Develop proactive communication instructions within mass notification situation Configure, test and train staff Communicate the new integration to all impacted stakeholders 	IN PROGRESS COMPLETE NOT STARTED	RFP released on November 7th, 2018. Collaboration with vendors and seeking to receive proposals on December 14, 2018. Collaborate with communications department as part of an upcoming monthly communication meetings.
4.12 Sound Stewardship of Public Funds	Improve Student/Staff Experiences with Instructional Tech and IT Services <i>We will focus on enhancing the user experience.</i>	Staff Training (Develop virtual and in-person professional learning schedules for staff by trimester) Complete BrightBytes survey and review results	COMPLETE	

		<p>Collaborate with Teaching and Learning to identify opportunities for collaboration and priorities</p> <p>Schedule professional learning for the year with Teaching and Learning</p> <p>Website documentation (monthly blogging by department staff for students, parents, and staff)</p> <p>Identify topics based on ongoing feedback from staff, parents, and students</p> <p>Create schedule for blogging for the year</p> <p>Write five monthly blogs or collect them from guest writers</p> <p>Post and tweet out the blogs monthly or more often</p> <p>Refresh of learning spaces' Apple TVs (450)</p> <p>Communicate to staff</p> <p>Brainstorm refresh process to develop action plans</p> <p>Inventory and configure devices</p> <p>Deploy to all district locations (collect old Apple TVs at that time)</p> <p>Expand Access to internet for all students</p> <p>Present to BOE for approval to rollout and expand program for SY19 school year</p> <p>Collect data from SY18 deployment</p> <p>Analyze data from SY18 deployment</p> <p>Develop public service announcement</p> <p>Communicate to families for SY19 for new program</p>	<p>IN PROGRESS</p> <p>COMPLETE</p> <p>IN PROGRESS</p> <p>COMPLETE</p>	<p>Continue to organize and plan communications to staff on a weekly basis.</p> <p>Ongoing promotion of Internet For All program; processing of applications and distributing devices to families. Currently we have 19 families registered in the program.</p>
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		<p>Refresh of staff Macbook airs (650) & iPads (500)</p> <p>Collect feedback from staff Communicate to staff about change Brainstorm refresh process to develop action plans Inventory and configure devices Create schedule for staff registration slots Communicate plan and details to district staff Deploy to all district locations</p>		
4.12 Sound Stewardship of Public Funds	<p>Network and Data Security</p> <p><i>We will implement security practices following the audit that was complete winter 2016. We will carry out plans to secure email, network and data at a district, building, and individual level.</i></p>	<p>Expand functionality of NED to cross-department support</p> <p>Meet with other departments and understand their needs Use connected devices or add new devices to the system to meet needs from task 1 Configure and test notifications Modify configuration if needed</p> <p>Department and building trainings on data and network security practices</p> <p>Determine training goals for the year Develop training sessions to meet the goals from task 1 Provide training in a multi-tiered format</p> <p>Cloud DR migration</p> <p>Develop a multi-phase plan to add Cloud DR Develop the architectural network design with Cloud DR Break up the design to the multi-phase plan Start Phase 1 deployment</p>	<p>IN PROGRESS</p> <p>IN PROGRESS</p> <p>IN PROGRESS</p>	<p>Complete the final steps of notifications to core services (power to buildings) for cross-department collaboration with Buildings and Grounds.</p> <p>Part of the trainings took place as part of the process to refresh of new staff devices. Additional information/professional learning opportunities will take place through various avenues, (emails, virtual screencasts, in-person conversations/trainings, cyber security poster campaign).</p> <p>Department is in progress to refine and update our plans with a January 7, 2019 completion of initial phase (preparation to enact plan). The technology department will then begin to enact planning and testing from January 2019-June 2019. Part of this work will include planning with all departments.</p>

		<p>Enhance password criteria (8+ character) Communicate this change Complete the change during device distribution</p> <p>Execute phase 2 of three-year plan Complete action planning for the year based on phase two plan Plan out cybersecurity team schedule and agendas Execute action plans throughout the year Apply for badging solution to recognize district for data security</p>	COMPLETE IN PROGRESS	
4.12 Sound Stewardship of Public Funds	Cleaning Standards <i>We will improve our learning environment through our facilities.</i>	<p>Employee Training Create training programs and revise custodial schedules to increase employee efficiency.</p> <p>Equipment Upgrades Consolidate old equipment, repair if possible. Invest in functional and time saving equipment.</p> <p>Culture of Service Excellence Create training programs and revise custodial schedules to increase employee efficiency.</p>	IN PROGRESS IN PROGRESS IN PROGRESS	<p>We are going through floor plans to make cleaning process run more efficiently.</p> <p>We are putting out a survey to principals which will be administered next week.</p>
4.12 Sound Stewardship of Public Funds	Maintenance/Facilities Efficiencies <i>We will build the collective efficacy of teacher teams by helping teachers lead and participate on effective teams that are focused on analyzing</i>	HVAC Repairs Build equipment inventory, tag assets, establish an outside contractor to complete preventive maintenance two times a year to reduce deferred maintenance on equipment. Utilize contractor to show engineers the way to	IN PROGRESS	

	<p><i>student work and instructional practices.</i></p> <p>maintain the equipment in house and for training programs.</p> <p>Energy Management Controls Ease of temperature control and utilization of an effective BAS system. Convert lighting to LED.</p> <p>Recycling/Zero Waste Incorporate one to one recycling programs for bulbs, batteries and scrap to reduce waste. Relaunch the zero waste initiatives with Carla, Seven Generations and the Green Teams assistance.</p>	<p>IN PROGRESS</p> <p>IN PROGRESS</p>	<p>We have completed the one to one recycling programs for batteries and bulbs. However, we are in the process of locating another hauler for our scrap and milk carton recycling. We have re-launched zero waste and all of the schools received new signage to post at a high level in their cafeterias (on the actual bins).</p>
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