

Pottsgrove School District Continuous Improvement For Results

CONTINUOUS DEPARTMENT IMPROVEMENT PLAN 2015 - 2016

DEPARTMENT: Facilities and Physical Plant	
DEPARTMENT LEADER: Jeffrey D. Cardwell	
	DATE: October 13, 2015

P PLAN: Identify the gap and the approach		
<p>Do I have a data source? If so, what is it? If not, what data do I need?</p> <p>Facilities data sources are derived from the following: Third party school audit report, resource-based prevent maintenance and agronomic plan, monthly inspection reports, and annual Comprehensive Evaluation of Buildings.</p>		
Data Analysis. Answer the data analysis questions.		
<p>1. What are the key strengths and data to support it?</p> <ul style="list-style-type: none"> • Condition of buildings: Informal building inspections • Staff performance: daily/weekly observations; buildings' cleanliness • Systems' area of strength: Daily work assignments; standards of expectations • Systems' areas of support: Communication among & between staff regarding building needs; timely communication with contracted partners 	<p>2. What are the key opportunities for Improvement and the data to support it?</p> <ul style="list-style-type: none"> • Effect use of staff: staff assignments and scheduled • Improve performance standards: variation in expectations for maintenance & cleanliness • Effective communication for realistic timelines for contracted work: late high school opening 	<p>3. What information/data is needed that we do not have?</p>

Systemic Challenges relate to systems within a department that have been identified by the Continuous Improvement Team as areas that, if strengthened, will have the greatest impact your department and the district as a whole. **Systemic Challenges** are translated into yearly **GOALS** and incorporated into the Continuous Improvement Plan. Research-based **STRATEGIES** are then selected by the Continuous Improvement Team as means to reach the yearly **GOALS**. Finally, **ACTION STEPS** are the sequential milestones needed to effectively reach the yearly **GOAL**.

Systemic Challenges	GOAL
Create systems that will provide uniformity and high expectations in the performance of services rendered to the district	1

D	DO: Develop and Implement Deployment Plan
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Goal #1 Action Plan Worksheet

Goal
Create systems that will provide uniformity and high expectations in the performance of services rendered to the district

Indicators of Effectiveness		
<u>Data Source</u> Include dates of implementation	Specific targets that will indicate the action plan is having a positive impact.	Is the Indicator summative or formative?
Monthly formal building inspections (Sept-24 ongoing)	Maintain a 80% or above standard using APPA guidelines	formative
Preventive Maintenance / Agronomic Plan pending implementation dates	Installation of 80% of data with in the work order system for a PM/AG program	formative
Attend weekly contractor meetings and bi weekly owners rep meeting	Maintain a 90% or above attendance rate	formative

Strategies	
Name, describe and provide the rationale for each strategy selected to address the goal. (Min. of 1)	
Strategy 1:	To ensure the readiness of a physical environment that is conducive for an effective educational program.
Strategy 2:	Collaborate and plan with contractual partners in providing services to the district while ensuring cost and time effectiveness measures of implementation.
Strategy 3:	Visit buildings weekly, to assess strengths, needs, and preventive care.
Strategy 4:	

Implementation Plan—Action Steps
Document the action steps that will be taken to implement the strategies in accomplishing the Goal:

Strategy 1:

Action Step 1:	Description:	Implement Cleaning Standards and Tasks Expectations		
Implementation Start Date: 11/1/15		Target Completion Date: 6/30/16		
Person Responsible for Managing and Monitoring the Action Step		Jeffrey D. Cardwell/Angela Lucas		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> • Monthly inspection 		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				
Optional Identification of Anticipated Costs				

Action Step 2:	Description:	Implement a Preventive Maintenance Plan		
Implementation Start Date: 12/1/15		Target Completion Date: 6/30/16		
Person Responsible for Managing and Monitoring the Action Step		Jeffrey D. Cardwell		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> • Attendance of weekly and bi weekly construction meetings 		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				
Optional Identification of Anticipated Costs				

Action Step 3:	Description:	Implement Standardize Agronomic and Grounds Maintenance Plan		
Implementation Start Date: 12/1/15		Target Completion Date: 6/30/16		
Person Responsible for Managing and Monitoring the Action Step		Jeffrey D. Cardwell		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> • Installations of data 		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				
Optional Identification of Anticipated Costs				

Optional Identification of Anticipated Costs	
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Strategy 2:

Action Step 1:	Description:	Participate in Both Weekly Contractor Meetings and Bi-weekly Owners Rep Meetings		
Implementation Start Date: 7/1/15		Target Completion Date:8/30/16		
Person Responsible for Managing and Monitoring the Action Step		Jeffrey D. Cardwell		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> Action items from notes and follow up reporting 		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				
Optional Identification of Anticipated Costs				

Action Step 2:	Description:	Monitoring Work Progress and Requests for Change Orders		
Implementation Start Date: 7/1/15		Target Completion Date:8/30/16		
Person Responsible for Managing and Monitoring the Action Step		Jeffrey D. Cardwell		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> Limiting cost associated with completion of the project 		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				
Optional Identification of Anticipated Costs				

S	STUDY: Monitor progress to determine if your plan is working.
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***WHY:** Monitoring determines the movement toward attainment of the department’s goals and uses feedback to determine needed midcourse corrections. Monitoring should provide a window into the current improvement efforts and offer feedback to teams about the quality of their implementation efforts.*

***WHEN:** The Continuous Improvement Plan should have regularly scheduled monitoring to ensure effectiveness (at least 5-10 times annually).*

HOW: The continuous improvement team should develop a monitoring plan to review the indicators of implementation (step 5 of action sequence) and indicators of effectiveness in order to analyze progress, provide feedback and make midcourse corrections as needed. The department leader should be prepared to report out progress during regularly scheduled cabinet meetings.



Act: Analyze evidence of effectiveness and make adjustments.

Directions: Evaluation is the process of making meaning of the entire effort by comparing planned and actual outcomes and then making decisions about what is working and what is not. For an evaluation process to be quality, it must examine the impact of the continuous improvement effort on the department's capacity to introduce, establish, and sustain needed changes in practice. Evaluation occurs at the end of each cycle (3 times annually) at the cycle review conference.