Charter System Foundation

School Governance Teams

School Operations
School Operations
Introduction
Learning Goals

Upon completion of this session, participants will know and understand:

The areas of support provided by districts for school operations

FOCUS ON TWO: The functions of two areas of school operations

School Safety/Security; SPLOST, Facility Planning and Construction
Learning Objectives

Upon completion of this session, participants will be able to

**Make** sound decisions regarding the governance of the local school

**Recognize** school systems provide a full range of support in school operation areas that enable schools to provide the best possible educational opportunities

**Understand** the key departmental functions of SPLOST, Facility Planning and Construction, Technology Infrastructure, Plant Services/Custodial Operations, Security, Safety, School Nutrition, Transportation, Budget and Finance

**Articulate** the primary responsibilities of the School Safety and Security division and the SPLOST Program, how it is administered, the work flow and the elements of the district’s 5-year plan
Districts are Typically Organized to Support School Operations Through The Office of Business Services

- SPLOST, Facility Planning and Construction
- Technology Infrastructure Support Services
- Plant Services and Custodial Operations
Districts are typically organized to support school operations through the Office of Business Services:

1. Budget and Finance Services
2. Safety
3. School Nutrition
4. Transportation
**School Operations**

**SPLOST, Facility Planning and Construction**

- Build facilities and acquire technologies that support the educational process in our schools both today and in the future.
- Design and construct facilities that provide safe and secure learning environments.
- Incorporate energy conservation and use of sustainable materials in facility design.
- Use building components and systems that provide for efficient maintenance and cleaning.
Maximize the potential of students and staff by providing leadership and support in the effective use of technology.

Provide a robust, reliable and secure state-of-the-art technology framework (infrastructure, classroom technology, personal devices).

Implement appropriate strategies to provide a safe technology environment for students, staff and the district.

Support avenues of communication to parents and the community through technology-based systems.
School Operations

Plant Services and Custodial Operations

Maintain a safe, clean, well maintained and attractive learning environment for students, faculty, staff and visitors

Responsibilities include building, grounds, athletic fields and mechanical system maintenance

Other functions include warehousing, interschool mail, energy management systems and fire safety

Ongoing plan to utilize green cleaning techniques and promote environmentally friendly custodial practices
## Security

<table>
<thead>
<tr>
<th>Provide and maintain a safe and secure environment for students, staff, faculty, parents and visitors in all schools and facilities in the district</th>
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<tbody>
<tr>
<td>Maintain an ongoing collaboration with local law enforcement agencies</td>
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<td>Serve as the liaison in the district with local, state and federal law enforcement agencies</td>
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<td>Maintain and regulate the integrated security and digital video systems for all facilities in the district</td>
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<td>Safety</td>
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<tr>
<td>Develop and implement effective programs involving all district employees that promote and maintain a safe and healthy workplace environment.</td>
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<td>Analyze accident claim data, convene the accident review panel and provide corrective measures.</td>
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<tr>
<td>Coordinate with design teams to maximize the physical safety components of new facilities.</td>
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<tr>
<td>Monitor and analyze utility costs and usage to support improved energy conservation measures.</td>
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## School Operations

<table>
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<th>School Nutrition</th>
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<tr>
<td>Provide each student with daily opportunities for nutritious, appealing and healthy meals</td>
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<tr>
<td>Hire and train caring professionals who help provide a pleasant environment and contribute to a successful academic experience</td>
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<tr>
<td>Support nutrition education for all students and staff</td>
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<tr>
<td>Lead the district’s wellness initiatives</td>
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## School Operations

**Transportation**

1. Deliver safe and timely school bus transportation to and from school each day.
2. Ensure that students with special needs are provided individualized and appropriate transportation.
3. Provide ongoing maintenance of school buses and other district vehicles.
4. Develop and maintain a well-trained, caring and capable staff who contribute to the district’s academic goals.
Beginning the Discussion on School Operations

**ACTIVITY**

**Reflection:** select two areas you are interested in finding out more information. Consider implications for your school.

**Share** your choices and thoughts with LSGT members at your next meeting.
School Safety
School Safety

Programs

Safety
Refers to maintaining **SAFE** and **HEALTHY** physical school and workplace environment

Security
Refers to maintaining **SECURE** campuses and workplaces for students, staff and visitors
School Safety

The Awareness Process

- Become well informed: school campus, immediate surrounding areas
- Detailed, guided tour of the school campus
- Review school safety inspections and results
- Review the school’s site preparedness form and incident reports
- Ask the principal about implementing safety strategies and future training needs
- Share LSGT insight and knowledge from each member’s perspective
Safe Physical Environment

District and School-based

• Annual room by room safety inspections
• Safety violations and follow-up corrective actions
• Annual site preparedness-protocol in the event of an emergency
• Training- safety awareness and best practices
Safe Physical Environment

Emergency Operations Plan

- Fire drills
- Severe weather drills
- School lockdown procedures
- First responder actions
- Planning proactively for potential emergency events-assignments and communications protocol
Safe Physical Environment: Sample Safety Program Found in Some Districts

Safe Routes to Schools Program

- A collaboration with county and city governments
- Physical improvements to offsite school walk zones
- Sidewalks
- Crosswalks
- School zone signage
Sample Board of Education Policies

Policy EBB-Safety

Policy EBBG-Risk Management

Regulation EBBG-R(1)-Risk Management
Secure Campuses and Workplaces
Secure Campuses

The Awareness Process

- Meet with the District Security Officer to discuss security initiatives
- Review the school’s site preparedness form and incident reports
- Meet campus security personnel to gain perspective of security operations
- Ask the principal about implementing security strategies/future training needs
- Become well informed of campus security measures
- Share LSGT insight and knowledge from each member’s perspective
District- and School-Based Framework

- District Security Officer
- Emergency Operations Plan
- Notification Protocol
- District Reunification Plan
Emergency Operations Plan - Collaboration

- District Security Officer
- Office of Homeland Security
- Local Emergency Management Officials
- Georgia Emergency Management Agency
- Local Law Enforcement Agencies
- Local Fire and Emergency Services
- Federal Emergency Management Agency
- FEMA Training Institute
Secure Campuses

Secure operations at each school is the joint responsibility of the principal and local law enforcement agencies, each with differing responsibilities.

Memorandum of Understanding: school district and local law enforcement agencies outline cooperative efforts and operational responsibilities.

Radio communication system in place to provide day to day communication with local police and other emergency departments.
Secure Campuses

Notification protocol for significant incidents is in place to help ensure all appropriate personnel are notified to deploy support measures.

Emergency contact numbers for all key personnel have been distributed to district and school based leaders.

Most districts use a county-wide radio system to support emergency communication.
Secure Campuses

District Reunification Program

- Relocation to an offsite location if emergency event prompts action
- Agreements in place with organizations that can provide space
- Annual training is typical in most communities
## Secure Campuses

<table>
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<tr>
<th>School Facilities (sample security measures found in most schools)</th>
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<tr>
<td>Security intrusion alarm system and card-access systems</td>
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<td>Surveillance camera system provides monitoring and recording capabilities</td>
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<tr>
<td>A security vestibule that physically directs visitors to the front office and restricts access into the rest of the building</td>
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<tr>
<td>Automatic locking mechanisms at security vestibule locations further restrict access when needed</td>
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Sample Board of Education Policies

Policy EBC-Security

Regulation EBC-R(1)-Security

Policy JDCA-Weapons
Student Code of Conduct is Administered by the Principal

- Safe, respective, orderly school environments
- Contribute to a safe school environment
- Engage fully in the learning process
- Show respect for self/all members and visitors of the school
- Progressive discipline
- Disciplinary actions and procedures
- Supports provided
SPLOST, Facility Planning and Construction
What is SPLOST?

An abbreviation for

**SPECIAL PURPOSE LOCAL OPTI ON SALES TAX**

Locally approved revenue for the building program

Voters are asked in a local referendum at five year intervals to approve a continuation of a 1% sales tax and the possibility of issuing bonds.
SPLOST Primary Responsibilities

1. 5 year Facilities Plan
2. Planning for new schools, school additions and renovations
3. Designing and constructing new schools, additions and renovations
Sample SPLOST Administration Organization

- **Director of Facility Planning and Construction**
  - Project manager
  - Budget analyst

- **Community Oversight Committee (COC)**
  - Meets monthly
  - Includes community members, district staff and BOE members
  - Provides accountability and ensures broad representation of school and community
  - Members are assigned to each school

- **Local Building Committee (LBC)**
  - Initiated when SPLOST project occurs at the school
  - Broad representation of school staff, teachers, parents, community members and neighbors
  - Develop and approve a concept plan
How Does the SPLOST Program Work?

Budget and priorities for the five year period are based on:

- District-wide physical needs assessment
  - Completed by an engineering and architectural firm

District initiatives
- Age and condition of facilities

School personnel
- Instruction and curriculum needs
  - Submitted to BOE for review and ultimately approval

Knowledge of needs by district personnel

School personnel
SPLOST Program Audit

**OCCURS EACH YEAR**

- Ensures projects and expended funds meet the language of the referendum
- The goal is for program audits to have **NO** exceptions or findings
Sample Board of Education Policies Set Parameters

Policy DJE
Purchasing

Policy DHEH
Change Orders

Policy FDAB
Architects Involved in Long-Range Planning

Policy FE
Project Planning

Policy FDBA
Existing Facilities Inventory

Policy FDB
Long-range Needs Determination
Sample Board of Education Policies Set Parameters

Policy FED
Facilities Plans and Specifications

Policy FGC
Bids and Quotations

Policy FGD
Facilities, Projects, Contracts

Regulation FDD-R(1)
Facilities, Projects and Contracts

Regulation FED-R(1)
Facilities Plans and Specifications

Policy FH
Completed Facilities Projects
The Awareness Process

Meet with the SPLOST Director to review current 5 year program

Current/ projected enrollment versus existing building plan

Review the physical needs assessment

View facility through the lens of the instructional program

Ask principal about the current facility needs that would require funding

Consider assigning at least 2 LSGT members to the local building committee

SPLOST, Facility Planning and Construction
Looking Ahead with School Operations

**ACTIVITY**

**Reflection**
Share thoughts with your LSGT about what you just learned viewing this video. What are implications for your school?

What might be **Next Steps**?
Final Thoughts . . .
Best Practices

Maintain a schoolwide perspective on issues

Act with integrity and maintain confidentiality of sensitive confidential information shared in the process of conducting the work of the LSGT

Devote sufficient time, thought and study to the performance of your duties

Take no private action that will compromise the LSGT or school leadership

Communicate in a respectable professional manner

Become informed about current educational issues
Resources

Charter System Foundation  [www.charter-system.org](http://www.charter-system.org)

Georgia Department of Education  [www.gadoe.org](http://www.gadoe.org)
Provide Information for Your Charter System

- Viewing this presentation to fulfill a training requirement?
- Complete “Pulse Check” on the content of this presentation
- Submit to Charter System Coordinator
Thank You!