

Coventry Public Schools

Subsystem/Department Goals Achievements for the 2017 - 2018 School Year

By: **William Trudelle – Physical Plant and Facilities**

- 1. Identify, define, and measure the critical skills and attributes that are required for success and align our systems to continuously improve student performance and achievement.**
- Work with the HEEC staff to complete the NAEYC re-accreditation process by ensuring all standards are met.
 - While working with the HEEC staff, we looked at the placement and addition of playground equipment to insure that there is adequate space for the number of students on the playground. Worked with the playground inspector to have the playground certified safe.
 - A new cleaning schedule was implemented to meet the required NAEYC cleaning checklist. This extra care is for hard surfaces and touch points such as door handles, tables, water fountains, phones, and toys. This is to help reduce the spread of viruses, especially during flu season. Provided HEEC with the districts green clean police, water and lead testing, hazardous and biohazardous waste disposal procedures.
 - Continue working with the Business Office to secure federal, state and local grants to offset facility related costs.
 - Coventry Schools was awarded the third round of the States security grant totaling \$416,447. \$297,303. of this this grant is being used to re-design the main offices at each school. The new design will allow our office staff to have better access control of visitors, through the use of electronic controls and clear line of sight. The remaining balance of the grant will be used to cover the district expenses for upgrades to building access and additional cameras throughout the district that have already been completed. I have worked with both the engineering company and district leadership in designing safe functional entryways. Also working with district leadership on other needs such as access points, camera placement, and building security.
 - The Town of Coventry has also applied for a grant for a Micro grid that would include CHS, CNH, Town hall, Administration building, Fire station, Police station and Senior housing. This grant is 100% funded by the State and the purpose of the Microgrid is to allow Towns to run independent of the Electric grid in the event of an emergency and also to take some of the load off the grid, on a day to day basis. I worked with Eco Solar on the microgrid design to meet the needs of the district. I continue to monitor the progress of the application with the state.
 - Work with the Walls Committee to evaluate all code issues and create an action plan to

address any issues.

- Over the last year the Walls Committee has had testing done on the Complex walls to see if the original finds were accurate. The results from the test found that the original testing was accurate and that there are areas where rebar is missing. The next step is to put out an RFP for an engineering firm to provide a solution to stabilize the fire walls.
- Expand the equipment inventory with the use of preventative maintenance to provide a more accurate assessment of District needs.
 - In order to plan for the future and have an accurate Capital Improvement Plan the district needs to know what equipment there is and the status of that equipment. currently the maintenance department is tracking 260 pieces of equipment ranging from custodial and maintenance equipment to boilers and roof top units. This list is up from 85 pieces of equipment two years ago and will continue to grow.
 - The way we track the equipment is through the work order process. Every time work is done or if there are any mechanical issues with equipment a work order is generated and assigned to that piece of equipment. With this data I know if we are having recurring problems, yearly maintenance costs, or possible future problems.
 - Another benefit for tracking equipment is having a plan for replacement, not only if a piece of equipment has reached its end of life, but also if maintenance costs out way the replacement costs. With this data, I can show the Board and taxpayers that the equipment is being serviced and maintained properly, but has the need for replacement.
- Work with local and state agencies on the security and safety of the district.
 - One area of focus for the facilities department this year is working with the Town Fire Marshal to insure that not only the schools are in compliance with local and state codes, but that the schools are a safe learning environment.

2. Maintain and promote a positive and respectful learning community.

- Work with the PSSS Office to ensure that the Coventry Academy meets the changing needs of its students.
 - Over the last year, I have worked with district leadership to evaluate different locations for both the Academy and the 18-21 year old programs.
 - During the process, we found the best space for the Coventry Academy is where it is currently located, but it would require additional space for the growing program. The Board has approved an addition to the current building along with updates to the existing building that will be completed over the summer.

- It has been determined that the 18-21 program would be best accommodated at the Towns youth building at Patriots Park. This move will allow the district to set up a learning style apartment to give the students the skills they need.
- Continue working with the Building Committee on energy upgrades and code issues related to the District.
 - In the spring of 2017 the Building Committee presented their recommendations to the Town Council for upgrades to the District HVAC and code violations. Part of the project went out to vote and was approved by the Town this spring.
 - The approved project will include fire tunnels at CNH and CHS, removing unit ventilators at CNH and CHS, removal of asbestos flooring at CHS, district oil tank removal, boiler replacement at CGS and GHR, and replacement of heating units at CNH gym.
- Develop and implement a maintenance program for each site to ensure all buildings support a clean and safe learning environment.
 - One of the biggest challenges for the Maintenance Department is summer cleaning and maintenance. This year with the use of Google docs each location will have a shared folder that each building administrator along with IT and the maintenance department can view and edit. This will allow everyone involved in projects to stay updated and monitor changes and progress.
- Analyze data from the SchoolDude Suite to address areas of concern, throughout the district.
 - We are presently utilizing supporting data obtained through the SchoolDude suite to refine the district's Capital Improvement Plan. This data is then used to explain to the district the cost over the life of the equipment, as support for the possible replacement. With the additional equipment added to SchoolDude I will be able to provide the Board a more accurate Capital Improvement Plan.

3. Recruit, retain and develop high quality staff at every level.

- Continue improving staff training to meet the changing safety and green clean standards.
 - The yearly required training has been updated to include changes to:
 - Asbestos: staff was informed of the location of and how to handle an accidental disturbance.
 - Hazardous Communication: updating the staff of federal changes from MSDS to SDS, how to read and understand the new paperwork, as well as proper labeling and storage of chemicals.

- Blood borne pathogens: discussed the proper handling of bodily fluids and the best practice of cleaning up these fluids.
 - Mandated reporting: this was new this year. After working with the PSSS office we want to make sure that the custodial and maintenance staff understand when and how to file a report.
 - Harassment training: explained that harassment of any kind will not be tolerated in the workplace.
- Implement a new employee training program for new hires.
 - I have worked with training a staff member as the district trainer for all new staff to ensure that everyone receive the proper training from the start. The training includes the proper use of green cleaners, safety, and scheduling. The biggest challenge for new staff is getting a cleaning schedule and routine. This training and hands on with a seasoned custodian insures that new employees do not get overwhelmed.
 - The training focus this year is implementing a new cleaning process at CNH. This will incorporate microfiber cleaning with the use of cloths and microfiber mops, replacing the old string mop and bucket.. The goal is to help the custodians use new technology to insure a cleaner greener school.
- Collaborate with CIRMA to provide training to staff to help reduce work related injuries.
 - All custodial and maintenance staff attended a slip and fall class presented by CIRMA. The focus of the class was to reduce the slips and falls during the winter months, because of icy and wet areas.
 - We will continue to ask CIRMA to hold classes to help train and reaffirm proper workplace safety. The next training that I am trying to get is proper bending and lifting. The department has had a number of injuries due to lifting and moving items.