



**HALLSVILLE SCHOOL DISTRICT
PROGRAM EVALUATION REPORT**

District program: Facilities and Grounds

Person(s) responsible: Jackie Kennedy, William Roberts

Submission deadline: March 8

Date of Board presentation: **March 17, 2021**

The Board-approved goals of this program are:

1. Provide clean and safe facilities and grounds for students, staff, and visitors.
2. Ensure district facilities are adequate to the needs of the student population, district programs, and the community.
3. Use systematic processes to maintain, improve, and expand district capital assets.
4. Promote campus facilities as a vital community resource.
5. Ensure financial resources are allocated to meet district capital needs.

The Board-approved objectives of this program are:

1. Develop and use effective custodial and maintenance processes (e.g., checklists) to ensure continuous attention to both cleanliness and safety.
2. Ensure custodial and maintenance departments are fully staffed with qualified and efficient personnel.
3. Implement efficient and effective systems for ongoing, bidirectional communication between facilities personnel, administration, and other district staff.
4. Develop, routinely revise, and use a comprehensive long-range district master plan.
5. Develop and implement a routine maintenance plan for all campus systems, buildings, and grounds.
6. Maintain prioritized short-range plans for improvements and repairs to campus facilities and grounds.
7. Engage students and the community in campus beautification and other improvement efforts.
8. Promote district facilities as a preferred hosting venue for local youth and adult events, organizations, and educational opportunities.
9. Ensure budget funds are allocated in sufficient amounts to support facilities maintenance and improvement.
10. Investigate and consider energy efficient options when developing plans for campus construction and renovation projects.

The data sources used to determine the extent to which the goals and objectives are being met include:

- | | |
|---|---|
| <input type="checkbox"/> Attendance/dropout/suspension rates | <input type="checkbox"/> Library media standards assessment |
| <input type="checkbox"/> Parent/teacher/student surveys | <input type="checkbox"/> State/federal program requirements |
| <input type="checkbox"/> Assessment statistics | <input type="checkbox"/> Longitudinal performance data |
| <input type="checkbox"/> College attrition/completion rates | X Finances—revenues and expenditures |
| X Long-term facility/maintenance needs | X Internal evaluations by district staff |
| <input type="checkbox"/> Participation in extracurricular activities | <input type="checkbox"/> External evaluations by others |
| <input type="checkbox"/> Participation in special/supplemental programs | <input type="checkbox"/> Other: |



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EVALUATION RESULTS

Goals and objectives that were met:

All stated objectives and goals were met, except as noted below

Goals and objectives that were not met:

- (2) Ensure custodial and maintenance departments are fully staffed with qualified and efficient personnel.
- The challenge to maintain a full custodial staff continues. We have applicants but many do not show up for interviews or if they do begin, they only stay for a few weeks or months. Low pay is still a key factor.

Evidence of change in the past two years resulting from program evaluation:

Year of change

- Purchase of 2 new Chariot scrubbers
- Purchase of new Gator
- Purchase of 2 new lawn mowers

2020-21

Program strengths:

- We have been able to hire a Facilities Lead as well as a third full time person in the Maintenance Department.
- We are working with the custodial staff on the new chain of command. Staff morale is on the rise even though we continue to be short staffed.
- Training is being done on proper cleaning techniques. The Lead Custodians are working on Standard Operating Procedures for each building.

Program concerns:

- There continues to be a high turnover rate with our custodial staff. Our pay scale continues to be lower than that of other schools or custodial/janitorial cleaning businesses.

Future recommendations resulting from this evaluation:

- More training in the future for Maintenance staff - especially in the area of HVAC. This would enable the staff to keep more repairs in house and save the cost of outsourcing.
- Evaluate the Salary Scale for Support Staff making it easier to attract more qualified applicants.
- Continue to identify and address facility maintenance needs.