| **Name of the Plan: MJUSD Buiding and Grounds Department Plan 2022-2023**  **Creation Date:**  **Plan Start Date:**  **Plan Expiration Date:**  This is a working document and helps capture the actions for the current year. The department recognizes that the goals are identified within the current evaluation of the department's needs and next steps. |
| --- |

| **Acknowledgement:** This plan was developed with the help of the maintenance, grounds and custodial staff. |
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| **Developed By:** Doug Trower : Director of Buildings and Grounds |
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| District Mission and Vision |
| --- |
| Mission:The Marysville Joint Unified School District, in partnership with our staff, students, their families and the community, will provide each student with the most appropriate educational opportunities in a safe environment. |
| Our Vision for the Education of Children:All students have the opportunity to experience success within our district and community through alignment and development of programs, facilities and other resources.All students have the opportunity to meet and/or exceed the outcomes established in board policy for graduation requirements and grade level promotion/retention standards.All students will have multiple ways of learning and demonstrating that they have learned those things required by district graduation requirements and grade level promotion/retention standards.Student success is a self-fulfilling process; the more we believe that all students can be successful and the more students experience success, the more success will happen. |
| **Understanding the Marysville Joint Unified School District Strategic Plan 2022-2025** |
| The Marysville Joint Unified School District Strategic Plan 2022-2025, has been developed through a comprehensive and collaborative process with community partners, students, parents, and staff. The Strategic Plan will serve as an overarching umbrella to guide the alignment of key departmental plans and achieve the highest level of efficacy throughout the system over the next three years. The community will receive an update on the progress annually. This is a live document, therefore additions and revisions will also occur annually. (Pg 4.). This department plan has been developed to align to the Strategic Plan. |

| Executive Summary - | |
| --- | --- |
| How does your plan improve teaching and learning | |
| This plan aligns with the strategic plan and outlines the goals of this department as well as highlighting various department trainings that allow us to better serve our students and teachers.  * Gives our staff clear direction to allow us to better serve our community * Allows staff to give more input which creates a creative flow and alaround better working enviroment | |
| Plan and Vision: | |
| What is the vision of your department? This is your WHY statement. Write in the row below. | |
| Our vision is to provide a safe and sound learning environment for our staff and students through routine and deferred maintenance funds as well as any outside funding opportunities. | |
| Education Partners & Planning Process and Methodology: | |
| Who participated in the development of this plan and how did you engage them?Your staff must be actively engaged in the development of this plan and therefore own what is written in the goals and actions. Write in the row below. | |
|  | |
| Current Success: | |
| What are the processes that are working well? What are your celebrations? (add more rows as needed) | |
| **List the processes working well** | **How do you know?** |
| Work order system | The amount of work that is being documented through this process |
| Profesional Development | The advancement of our employees through departments |
|  |  |
|  |  |
|  |  |
| Identified Needs: | |
| What are the processes that need to be improved? (add more row as needed) | |
|  | |
| What are the processes not working well? | What do you need to make it work well? |
| Retaining qualified technicians for professional fields (HVAC-Electrician) | Increased pay |
| Communication with all departments | Allow for more time to meet |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

| 2022-2025 Department Goals: | | | | | |
| --- | --- | --- | --- | --- | --- |
| Copy the goals and actions from this sheet [2022-23 Goals](https://docs.google.com/spreadsheets/d/18WD6JND4yhfgMN3qTmIknxcAI0q8B8hQ1cKM5W8D9S4/edit#gid=1274108939) but add the budget impact as well **YEAR 1** | | | | | |
| **Goal 1:** | | | | | |
| **ACTIONS** | **DEVELOPED BY** | **APPROVED BY** | **IDENTIFIED HOW** | **FISCAL IMPACT** | **PROGRESS CHECK** |
| **Work with facilities advisory comittee to create projects that allign with the FMP** | **Facilities advisory committe,Business services, Buildings and Grounds** |  | **Strategic plan and Facilities Master Plan(FMP).** |  |  |
| **Work to identifiy funding sources to improve facilities(Grants ,Bonds,Etc)** | **Facilities advisory committe,Business services, Buildings and Grounds** |  | **Strategic plan and Facilities Master Plan(FMP).** |  | **Quarterly and end of fiscal year** |
| **Implement a 5 year Facilities Master Plan list** | **Facilities advisory committe,Business services, Buildings and Grounds** |  | **Strategic plan and Facilities Master Plan(FMP).** |  | **Yearly** |
| **Goal 2:** | | | | | |
| **ACTIONS** | **DEVELOPED BY** | **APPROVED BY** | **IDENTIFIED HOW** | **FISCAL IMPACT** | **PROGRESS CHECK** |
| **Identify and repair Intercom,firealarm and secure all points of entrance as well as assist when possible technology with cameras on all new construction.** | **Buildings and Grounds staff,Student Wellfare and Technology departments.** |  | **Strategic plan.** |  | **Yearly** |
| **Work to accsess all available funding with assisstance from Business Services and other entities** | **Buildings and Grounds and Business Services** |  | **Strategic plan.** |  | **Yearly** |
|  |  |  |  |  |  |
| **Goal 3:** | | | | | |
| **ACTIONS** | **DEVELOPED BY** | **APPROVED BY** | **IDENTIFIED HOW** | **FISCAL IMPACT** | **PROGRESS CHECK** |
| **Give input to create a page on the district website that highlights completed projects throughout the school district.** | **Buildings and Grounds and Communications department and Technology.** |  | **Strategic plan** |  | **Monthly** |
| **Work with Courtney to highlight projects in the news paper and social media platforms.** | **Buildings and Grounds and Communications department.** |  | **Strategic plan** |  | **Monthly** |
|  |  |  |  |  |  |

| **Department Goals- Progress Evaluation Process** |
| --- |
| In this section you will write about how the departmental goals will be monitored, adjusted or realigned during this period so that you can meet your overall improvement plan. Basically, do you have an advisory team, do you get input at the Administrative monthly meetings, do you have weekly meetings with your team- etc. |
|  |
| Staff Training/Professional Development Goals |
| Objective: why is PD required in your department or what kind of PD will you provide to schools or other departments so your department can implement your processes clearly and effectively? Use chart below to plan that out |

| Topic | Who will provide | When will you provide | Cost |
| --- | --- | --- | --- |
| 3 year asbestos training | National Analitics labratory | Every 3 years |  |
| Director and Supervisor trainings | Cash | Yearly |  |
| Secretary trainings |  | When available |  |
| Custodial trainings |  | Yearly |  |
| Bi Annual Certified pool operator training (CPO) |  | Bi- annualy |  |
| Department meetings | Director of B&G | Monthly |  |

| Budget Summary : YEAR 1 | | | |
| --- | --- | --- | --- |
| In this section, you take the PD or other related costs from your actions and put them in one single chart so we can see what you need. Add more row to capture all your actions that have a fiscal need | | | |
| **ACTIONS** | **Goal #**  **Action #** | **Cost** | **Budget Resource** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |
| **Budget Year 1** |  |  |  |