**TFS Calendar 2022-2023**

**July 2022**

* Summary of 2021-2022 TFS year completed by TFS Coordinator.
* Administrative Assistant begins assembling 2022-2023 TFS binders for all 8 schools and TFS Administrative Team.

**August 2022**

* Administrative Assistant continues compiling documents for TFS binders and updating TFS Team Member List.
* Covid-19 CT State Guidelines allow our Standard Cleaning Procedure and HVAC systems to return to normal operating occupancy mode. Ongoing use of HVAC Filters are between Merv 8 to 13 depending on the system design and application.
* CT State Guidelines determine use of HVAC Filters/Ventilation prior to school opening.
* TFS Coordinator writes two “*Did You Know*” updates to be sent to district staff and parents prior to school opening focusing on TFS program, teams at each school and How to Report an Illness Concern.
* Business Office to send cover letter and bullet list to district staff. Each school distributes to parents, via PTA, a reminder of the TFS procedures.
* Administrative Assistant sends 2022-2023 TFS binders to Keepers of the Log at each school and TFS Administrative Team members.

**September 2022**

* Finalize TFS Team Member List for the 2022-2023 school year.
* Start writing “*Did You Know*” TFS updates for Fall 2022 to be distributed to district staff and parents 2-4 times during school year.
* Business Office to resend cover letter and bullet list to district staff. Each school will send to parents, via PTA, as a second reminder of TFS procedures.
* Notify new TFS team members of training on October 6, 2022, 3-4:30PM, Town Hall room 307/309.
* Schedule October TFS team meetings and walk-throughs at all 8 schools.

**October 2022**

* New TFS team member training, October 6, 3-4:30PM, Town Hall room 307/309.
* Chief Financial Officer begins working on capital budget. Any IAQ item that requires this type of funding needs to be made known at this time.
* TFS meetings and walk-throughs begin the week of October 10 at all schools. All new and pending items will be reviewed. All TFS team meetings will be completed by end of October and paperwork completed within 2 weeks of meeting.

**November 2022**

* All documentation from October meetings to be received by TFS Coordinator by early November.
* TFS Coordinator will continue writing the *Did You Know…* educational materials to be distributed 2-4 times during school year.
* By this time, all schools should have distributed TFS team member list to district staff and parents. Membership List and *Did You Know*… informational pieces also posted on district website.

**December 2022**

* Pending items from previous months continue.
* December begins period of ongoing education and communication.

**January 2023**

* Pending items from previous months continue.

**February 2023**

* Items from previous months continue. Make any necessary revisions to electronic survey. Continue communication and education efforts.
* Send another *Did You Know*…? informational piece to district staff and parents.

**March 2023**

* Administrative Assistant prepares electronic survey for distribution in early April. Items from previous months continue, as do educational efforts.

**April 2023**

* Administrative Assistant sends electronic survey to all district staff around April 1st. Survey must be completed electronically by mid-April. The goal is 100% compliance. Purpose of survey is to collect data on school buildings with regard to IAQ. All are strongly encouraged to participate. All data collected is tabulated and comments summarized for each school in late April.

**May 2023**

* Early May, data from survey and summary of comments sent to each TFS team. All teams meet mid to end of May using survey summaries and comments for a focused walk-through. Summer work plan to be developed from the data of each team. Head custodians will be integral part of the plan. All summer work plans are sent to Director of Facilities and Chief Financial Officer by mid-June.
* TFS binders at each school are checked by TFS Coordinator assuring materials from throughout the school year are filed appropriately. Any missing items will be obtained before the end of school year.

**June 2023**

* Have list of priorities and summer work schedule ready for each head custodian by last day of school which includes items received from each TFS team in May. Assess TFS program for 2022-2023 school year. If indicated, meet with Chief Financial Officer to review year end summary.

**Note: Throughout the year, teams will report any questions or concerns. If necessary, additional TFS meetings and possible walk-throughs (based on COVID-19 State Guidelines and Protocols) will be held to address concerns on as-needed basis. Education and communication will be ongoing. The district website has information on Indoor Air Quality (IAQ) and the Tools for Schools (TFS) program. For more info, go to** [**www.westportps.org**](http://www.westportps.org). **Click on District, and scroll down to Tools for Schools. There is a wealth of information on these 3 pages including wonderful resources.**