

# 2019-2020 Scorecard

## East Central ISD

### CUSTODIAL DEPARTMENT



1

PRIORITY 1

Teaching and Learning Environment

2

PRIORITY 2

High-Performing and Engaged Workforce

3

PRIORITY 3

Inclusive and Collaborative Partnerships

4

PRIORITY 4

Resources and Operational Excellence



# PRIORITY 1

## Teaching and Learning Environment



- **Surveys** - Positive Feedback from DLT - Avg 91% excellent rating on Customer Service.
- **Time and Leave** - 83 staff members - closely monitored and plan for extra support at campuses due to absence / vacancy - send Custodial Partners to sites / team clean;
- **Retention Incentive Bonus** - Proven effective - staff conscientious of their time / tardies and less need for documented disciplinary write-ups;
- **Workers Comp** - Staff embrace being **Safety Ambassadors** - Custodial Dept. current WC claims are significantly lower and are only 8.66% of the Total District WC cost;
- **Training:** -
  - **New Employee Orientation Training** with HC and Buddy System;
  - **Safe Schools** - completing compliance and specific safety training for custodial;
  - **Annual Summer Training** - Conduct every summer which includes hands on fire extinguisher, first aid, avoidance of Slips Trips and Falls, Blood-borne Pathogens,
  - **Emergency Safety Trainings** - Completed our Alice / Active Shooter , Navigate, Stop-the-Bleed - Custodians know they can call a lock-down; - this has been the case in several high profile cases in US;





## PRIORITY 2

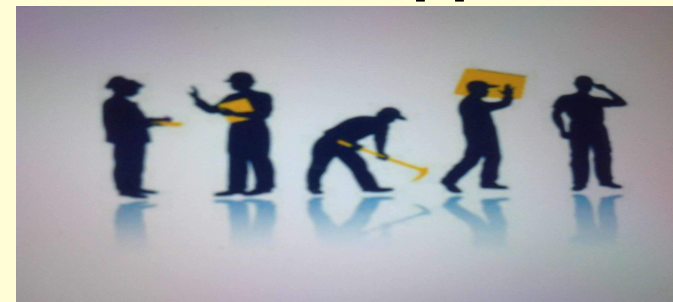
High-performing and  
Engaged Workforce



**SYLVIA GOMEZ**

Sinclair's Spotlight Staff Member of the Week - January 20, 2020

- Facility Management Meetings - Attend weekly meetings - share updates/status with Maint. Dept and Custodial;
- Principal Monthly Meetings - Scheduling monthly to review any issues, concerns, solutions;
- Calendaring - Purposefully follow-up with New Employees on a regular basis;
- Google Site Platform - Transparent / HC access / Resource materials and notes;
- Initiate Work Orders - Consistently submit WO request when need is identified;
  - i.e. missing ceiling tile, leaking toilet or faucet; Promote: See Something/Say Something
- Vacancies / Interviews - Track Frontline - Schedule Interviews Weekly - 85% fill rate;
- District Benefits Checklist - Review benefits of working at ECISD - i.e. Health / Supplemental Insurance / Aetna paid for Employee / Telemedicine / TRS Retirement / Paid Vacation Days - i.e. Three Custodian indicated this is first time to get insurance;
- Job Recruiting Sites - Various platforms - website, indeed, TASBO, new this year post on School Marquees - rendered 25 applicants and most were hired;





## PRIORITY 3

### Inclusive and Collaborative Partnerships



- **Custodial Department has mutual beneficial partnerships with many vendors to include:**
  - **Germblast** - Provides enhanced Disinfecting Services and provide educational trainings to our staff, flyers to parents/community, and participate in District Functions - i.e. Gala;
  - **Buckeye** - Provides training on proper/safe use of chemicals, step-by-step processes - Spanish and English, instructional videos/resources, train on use of machines/equipment (i.e. Autoscrubber), and preventive maintenance;
  - **TASB** - is our Risk Mgt. Partner - they provide Safety Training to our staff;
  - **CPS** - Pictured below - Provide training for Energy Mgt Practices - Custodial play a huge role in energy conservation by turning off lights, reporting water leaks promptly, participating in the Demand Response Program in Summer - curtail energy use / coordinate Summer Cleaning Plan for energy setbacks;





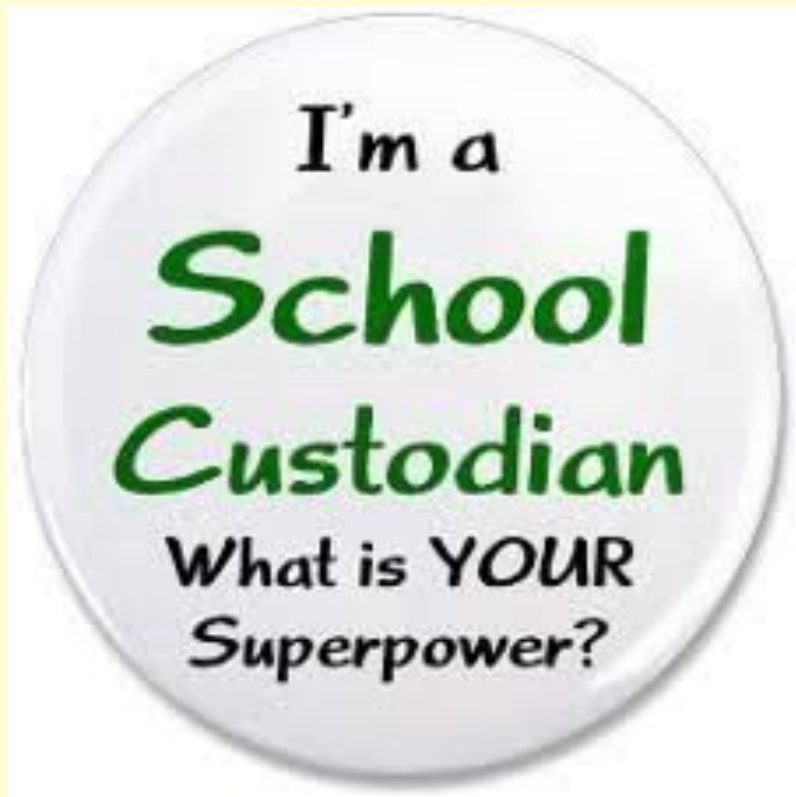
## PRIORITY 4

### Resources and Operational Excellence



- **Work Order and Inventory** - We use SchoolDude - i.e. when machine need repair a WO is submitted; We schedule preventive maintenance;
- **Budget Alignment** - Monitor inventory of toilet paper, chemicals, supplies;
  - **Preventive Maintenance** - Schedule PM on Fridays - i.e. replace distilled water in batteries of autoscrubbers to increase life of machine; gators, etc.
  - **Replacement Tracking** - Track aging equipment/machines - determine ROI to repair existing machines / equipment;
  - **Capital Asset Procurement** - Determine projected needs for next fiscal year/s;
- **Facility Assessments** - Consistently identify - submit WO request;
- **Facility Cleaning Inspections** - Performed routinely - HC / Coordinator - Action Plans are put in place;
- **Purchasing Coops** - Secure multiple quotes / use coops who are already competitively bid for discount pricing and efficient practices;
  - Buyboard (i.e.)
  - PACE
  - TCPN
  - US Communities





## Looking Ahead - Opportunities for Continuous Growth

- Continue with Power Info Meetings with Admin Staff - > Customer Service
- Continue to Recruit and Hire Quality Custodial Staff to fill all vacant positions;
- Continue to engage staff in meetings and feedback
- Purposefully and Actively seek additional Partnerships, Grant Opportunities
- Continue to enhance and improve solid preventive maintenance



QUESTIONS?

THANK YOU

