

# Parent/Family Advisory Committee Meeting

November 19, 2024



**MT. DIABLO**  
UNIFIED SCHOOL DISTRICT



MT. DIABLO  
UNIFIED SCHOOL DISTRICT



## Friday Letter

SEPTEMBER 13, 2024 FRIDAY LETTER VOLUME 7 NO. 6



A message from Superintendent Dr. Adam Clark

Dear Mt. Diablo USD Community:

- Welcome & Introductions
- Goals for PAC
- Updates from Dr. Clark
- Public Service Announcements
- Future meetings



**MT. DIABLO**  
UNIFIED SCHOOL DISTRICT

# Introductions



**WE CELEBRATE OUR DIVERSITY!**

- Name
- School Site
- Student's grade level
- New to PAC?



**MT. DIABLO**  
UNIFIED SCHOOL DISTRICT

# PAC Goals for 2024-25

The purpose of the Committee is to support, encourage and improve the quality of education and the well-being of all students within Mt. Diablo Unified School District.

The Parent Advisory Council's mission is to engage families to help shape education policy and represent diverse parent voices in the statewide decision-making process.

The PAC is committed to helping close gaps in achievement and to create authentic engagement opportunities that will result in transformative outcomes for California students.



**MT. DIABLO**  
UNIFIED SCHOOL DISTRICT

The purpose of this committee shall be to review, recommend, and advise the district on matters pertaining to the Local Control Accountability Plan (LCAP) and Local Control Funding Formula (LCFF).

- Advise administration and staff on parents/families' views on any matter related to schools programs, practices policies, plans, and activities
- Communicate with parents/guardians and to promote parent/guardian engagement between home and school in providing for the education of their children
- Assist parents/families in access the system and to facilitate advocacy support for individual children and their parents/ family
- Assist in the planning, development, implementation and evaluation of the LCAP, using data to inform discussions.
- Assist with efforts to make parents aware of the district's policy and procedures relating to the programs and actions within the LCAP and other critical district plans.



# LCAP Goals

1

All students will receive a high quality education in a safe and welcoming environment with high expectations and rigorous instruction in the California State Standards that prepare them for college and career.

2

Highly qualified, culturally proficient, and responsive staff will create a safe and engaging learning environment respectful of all students' backgrounds ensuring they are college and career ready when they graduate.

3

Families and community members will be informed, and empowered as partners with Mt. Diablo Unified to support student learning and improve student outcomes.

4

Focal scholars, specifically African American students, Foster Youth, students experiencing homelessness, students with IEPs and multilingual students, will experience culturally responsive practices and be provided rigorous instruction within an educational environment that builds trust and inclusive partnerships between the students, families, and staff.

5

All students at Crossroads High School and Olympic High School will demonstrate a 6% increase in attendance rate and a 6% increase in on-pace graduation rate by June 2026, leading to an increase of 6% in graduation rates.

CCEE

California Collaborative  
for Educational Excellence



**Mt. Diablo  
Unified School District**



**MT. DIABLO**  
UNIFIED SCHOOL DISTRICT

# District Updates from Dr. Adam Clark



**MT. DIABLO**  
UNIFIED SCHOOL DISTRICT





# MT. DIABLO

## UNIFIED SCHOOL DISTRICT

### **PAC Meeting**

### **Maintenance, Operations & Facilities**

November 19, 2024

*Melanie Koslow, Executive Director of Maintenance, Operations & Facilities*

# What is the Maintenance, Operations & Facilities Department

The Maintenance, Operations, and Facilities Department in a school district is responsible for ensuring that all district buildings, grounds, and facilities are safe, clean, and properly maintained to support a conducive learning environment.

## Typical Responsibilities

- **Building Maintenance:** Repair and upkeep of school buildings, including electrical, plumbing, HVAC systems, and structural integrity.
- **Grounds Maintenance:** Care and upkeep of landscaping, athletic fields, playgrounds, and parking lots.
- **Custodial Services:** Daily cleaning and sanitation of school buildings, classrooms, restrooms, cafeterias, and common areas.
- **Facility Improvements:** Managing renovation, modernization, and construction projects to ensure facilities meet current safety and educational standards.
- **Health and Safety Compliance:** Ensuring schools comply with health, safety, and building codes, such as fire safety, asbestos management, and environmental regulations.
- **Energy Management:** Monitoring and managing energy consumption, promoting energy efficiency, and overseeing utility services.
- **Pest Control:** Ensuring schools are free from pests and that pest control measures comply with health and safety regulations.
- **Security Systems Maintenance:** Overseeing the maintenance and functionality of security systems, including surveillance cameras, alarms, and access controls.

# MAINTENANCE DIVISION

Building maintenance within a school district is a critical function that ensures the longevity, safety, and functionality of school buildings.

- Emergency or Reactive Maintenance
- Preventative Maintenance
- HVAC Systems
- Electrical Systems
- Plumbing Systems
- Structural Maintenance
- Contractor/Vendor Oversight
- Sustainability and Green Initiatives

## **Department Priority:**

**Facility Inspection Tool (FIT)  
Assessments**

**Williams Act Assessments**

**Health and/or Fire Inspections**

**Maintenance Manager**  
**Paul Lundholm - [lundholmp@mdusd.org](mailto:lundholmp@mdusd.org)**

**Maintenance Secretary**  
**Connie Hernancez-Race - [hernandezracec@mdusd.org](mailto:hernandezracec@mdusd.org)**

# MAINTENANCE DIVISION WORK ORDERS

## WHAT IS A WORK ORDER?

- A work order is typically a standard maintenance need.
- An Urgent/Emergency work order is an need that requires immediate or priority attention.

## WHO CAN ENTER A WORK ORDER?

Office Managers & Site Principal's (Via TMA)

### URGENT/EMERGENCY WORK ORDERS

Call M&O Dispatch at Ext. 3884

Gas and/or another utility immediate need

Vandalism (Break-Ins, Graffiti, Broken Windows)

Pest Control Concern

HVAC AC/Heat issues

Plumbing Issues (that custodian can not resolve)

Fire Alarm or Intrusion Alarm

Elevator/Wheelchair lift Issues

Refrigeration issues

Door Lock Issues

Irrigation Breaks

**M&O Dispatch**

**Patty Zaldana - zaldanap@mdusd.org**

### ROUTINE/STANDARD MAINTENANCE

To be submitted using the Work Order System

Minor Electrical Needs

Restroom Maintenance (Repair of faucet, drips, partitions)

New/replacement keys

Whiteboards Replacement

Interior Painting

Exterior Curb, Playground, Safety Striping

Ceiling/Floor Tile Replacement (When not low level scope)

Lights (Review user guides for new LED Lighting)

Equipment Repairs (Paper cutter/Laminator)

Securing furniture

Electronics Needs (Clocks, Bells, Speakers, Scoreboards, AV)

**Facilities Technician**

**Heather Johnston - johnstonh@mdusd.org**

# CUSTODIAL OPERATIONS DIVISION

Custodial Operations play a crucial role in maintaining a safe, clean, and conducive learning environment for students, staff, and visitors. Their responsibilities extend beyond simple cleaning tasks and are essential for the smooth operation of school facilities.

- **Cleaning and Sanitizing**
  - Classrooms, Offices, and Common Areas
  - Restrooms
  - High-Touch Areas
- **Routine and Deep Maintenance**
  - Routine Cleaning
  - Deep Cleaning
  - Outdoor Maintenance
- **Safety and Hazard Prevention**
  - Health and Safety Compliance
  - Hazard Identification
  - Emergency Response:
- **Set-Up and Support for School Events**
- **Maintenance of School Equipment and Systems**
  - Low Level Maintenance (Basic Repairs)
  - HVAC, Lighting, and Plumbing Monitoring
- **Inventory and Supply Management**
  - Cleaning Supplies
  - Paper Products
- **Collaboration with Maintenance and Administration**
  - Custodial staff often work closely with school administrators and maintenance departments to prioritize cleaning schedules, report repairs, and coordinate special projects, such as facility upgrades or renovation work.

Know your Coordinators:

Team Green: **Nick Jakobsen / Luis De La O**

Team Orange: **Debbie Robertson / Patrick Reed**

# CUSTODIAL OPERATIONS DIVISION CONTINUED

## ➤ **Compliance with State and District Guidelines**

- Custodial operations must follow state and local guidelines, including those from the California Department of Education and Cal/OSHA (California Division of Occupational Safety and Health). This includes adhering to safety standards, fire codes, and sanitation protocols, particularly in food service areas and health-related cleaning standards.

In summary, custodial operations in a school district are essential to maintaining a healthy, safe, and productive learning environment. Custodians perform daily cleaning tasks, address facility issues, support school events, and ensure that the district's facilities meet regulatory standards and operational needs. Their work directly impacts the school environment overall functionality and safety.

## **New Custodial Master Plan**

- To improve the past cleaning practices to ensure a clean and safe learning environment
- Importance of custodial routes
- Maintain cleanliness and hygiene
- Support student health and safety
- Enhance the learning environment
- Efficient use of time and resources
- Updated Custodian Routes and Maps
- Elementary Site Draft Routes Deployment in Progress
- Secondary Site (within a few months)

**Custodial & Operations Manager**  
**Chris Hansen - [hansenchris@mdusd.org](mailto:hansenchris@mdusd.org)**

**Custodial Secretary**  
**Anabelle Anading - [anadinga@mdusd.org](mailto:anadinga@mdusd.org)**

# SECURITY OPERATIONS DIVISION

The District Security Department is available after hours and works a schedule of M-F from 3:30 PM - 7:00 AM and a 24 schedule on holiday and weekends for your site related needs.

The Security Department is responsible for after hour site surveillance, after hour onsite monitoring, security checks, and to respond to intrusion alarms, fire alarms, community calls, etc.

Please note that our small Security Department works their best to support our large district and there are times the dispatcher and/or guard may be dealing with a situation for another site when you contact them. If they don't answer immediately, please leave a message on their voicemail and they will respond as soon as they are able. You may also email them, send photos, etc.

## **Security Department Contact Info:**

[security@mdusd.org](mailto:security@mdusd.org)

Extension: 925-682-8000 x 3836 (Voicemail)

Direct Dial: 925 798-2269 (\*No Voicemail)

**Custodial & Operations Manager**

**Chris Hansen - [hansenchris@mdusd.org](mailto:hansenchris@mdusd.org)**



# LANDSCAPE DIVISION

The MDUSD Landscape Division plays a critical role in maintaining the exterior grounds and outdoor spaces of school properties. Proper landscaping contributes not only to the aesthetic appeal of the campus but also to the safety, functionality, and environmental sustainability of school grounds.

- Creating a Safe and Welcoming Environment
  - Safety
  - Aesthetic Appeal
- Enhancing Learning Environments
  - Outdoor Classrooms and Learning Spaces (collaboratively with outside programs, our garden education programs, volunteers, etc.
  - Playgrounds and Athletic Fields
- Supporting Environmental Sustainability
  - Water Conservation
  - Green Initiatives
- Maintaining Healthy Outdoor Spaces
  - Pest Control (Exterior Spaces)
  - Allergen Control
- Supporting District and Community Events
- Future Planning/Work in Progress
  - Scheduled Landscape/Grounds Maintenance
  - Preserving School Property:
  - Efficient Use of Resources
  - Compliance with State and Local Regulations
  - Contributing to Student Well-being

## **Operations Secretary**

**Lewy Madrigal - [madrigall@mdusd.org](mailto:madrigall@mdusd.org)**

## **Landscape Manager**

**Mike Hoesch - [hoeschm@mdusd.org](mailto:hoeschm@mdusd.org)**





# PEST CONTROL MANAGEMENT

School districts are responsible for maintaining safe, clean, and healthy environments for students and staff, which includes managing pest control.

- **Policy Development:** School districts typically have pest management policies in place that outline how pests will be controlled, focusing on minimizing risks to health and safety while being environmentally responsible. Integrated Pest Management (IPM) is a common approach that many school districts adopt. This strategy emphasizes preventive measures, monitoring, and using non-chemical methods when possible.
- **Prevention and Maintenance:** Maintenance teams often implement preventive measures such as regular cleaning, sealing cracks or openings, proper food storage, and waste management to discourage pests from entering buildings. Regular inspections of school facilities are also conducted to identify potential pest problems early on.
- **Contracting Pest Control Services:** School districts often work with licensed pest control companies for specialized treatments. These vendors are responsible for applying pesticides or using other methods in accordance with district policies, health regulations, and safety standards.
- **Compliance with Regulations:** Districts must comply with local, state, and federal regulations regarding pest control in schools. For example, laws often require that parents, students, and staff be notified before certain pesticide applications, and schools must follow specific guidelines on the use of chemicals to ensure safety.
- **Record Keeping:** Schools are usually required to keep detailed records of all pest control activities, including inspections, treatments, and any pesticide applications. These records ensure transparency and compliance with health and safety standards.

## **Operations Secretary**

**Lewy Madrigal - [madrigall@mdusd.org](mailto:madrigall@mdusd.org)**

## **Landscape Manager**

**Mike Hoesch - [hoeschm@mdusd.org](mailto:hoeschm@mdusd.org)**

## **Custodial & Operations Manager**

**Chris Hansen - [hansenchris@mdusd.org](mailto:hansenchris@mdusd.org)**

# WORKPLACE SAFETY

The MOF Department plays a critical role in ensuring workplace safety for staff, students, and visitors. Their efforts help create a secure and well-maintained environment by addressing hazards, adhering to safety regulations, and maintaining school facilities to prevent accidents.

1. Ensuring Compliance with Safety Standards (Cal-OSHA, Health Department Complaint, Adverse Work Conditions Grievance)

2. Routine Maintenance and Hazard Prevention

3. Fire Safety and Emergency Preparedness

4. Safe Handling of Hazardous Materials

5. Facility Cleanliness and Hygiene

6. Proper Maintenance of Equipment and Machinery

7. Energy Management and Safety

8. Playground and Athletic Field Safety

9. Accessibility and ADA Compliance

10. Collaboration with Risk Management and Administration

**Executive Director**

**Melanie Koslow - [koslowm@mdusd.org](mailto:koslowm@mdusd.org)**

# SPECIAL PROJECT REQUESTS/SITE REQUESTED FACILITY IMPROVEMENTS

Schools throughout MDUSD at times have special project request for a variety of reasons. We are working on a more efficient way of special project requests to be made. In the meantime, please email the contacts below with a special project request.

## Examples of Special Project Requests

- School Safety Project
- Enhancement Project
- Classroom Wide or Building Project Request

## Considerations

- Budgetary Restrictions
- Code variables
- Equity
- Masterplanning

## Executive Director

**Melanie Koslow - [koslowm@mdusd.org](mailto:koslowm@mdusd.org)**

## Administrative Secretary II

**Janet Richardson - [richardsonj2@mdusd.org](mailto:richardsonj2@mdusd.org)**

## Administrative Secretary

**Marie Hill - [hillm@mdusd.org](mailto:hillm@mdusd.org)**



# PLANNING FOR LONG TERM PROJECTS

A School District Facility Master Plan in California is a comprehensive, long-term strategic document that guides the planning, development, and management of school facilities. It helps districts ensure their buildings and infrastructure meet current and future educational needs, comply with regulations, and align with the community's goals.

Mt. Diablo Unified completed a Facility Master Plan in 2018/2019. [MDUSD Facility Master Plan](#)

- Assessment of Current Facilities
  - Condition Evaluation
  - Capacity
  - Educational Adequacy
- Demographic Projections
  - Student Enrollment Trends
  - Community Growth
- Community and Stakeholder Input
  - School districts often involve community members, parents, teachers, and staff in developing the facility master plan.
- Identification of Needs and Priorities
  - The master plan identifies areas that need renovation, modernization, or new construction.
  - It also prioritizes projects based on urgency, educational impact, and available funding.
- Financial Planning
- Phased Implementation Plan
- Sustainability and Efficiency
- Legal and Regulatory Compliance

## GENERAL OBLIGATION BONDS & OTHER FUNDING

A general obligation (GO) bond is a common way for school districts to raise funds for capital projects, such as building new schools, renovating existing facilities, or purchasing land. These bonds are a type of debt instrument issued by a school district, and they are backed by the full faith and credit of the district, meaning they are repaid using property tax revenue.

GO bonds are a powerful tool for school districts to fund long-term infrastructure needs, but they require public support since they increase local taxes.

The MDUSD Community Passed the Measure J General Obligation Bond in 2018. Project's funded by Measure J are anticipated to run through 2025.

[Measure J](#)

Major Measure J Projects:

- LED Lighting Upgrades / HVAC Controls & Maintenance Replacements (240-ish units)
- Elementary Modernizations at Meadow Homes, Mt. Diablo & Rio Vista Elementary Schools
- DW Promethean Board Deployment
- Middle School Kitchen & MU Modernizations (Valley View, El Dorado, etc.)
- Technology Infrastructure Improvements
  - ◆ Track 1 - Northgate HS, Loma Vista, Dent. Willow Creek & Central Services
  - ◆ Track 2 - Silverwood, Wren Avenue, Gregory Gardens, Ayers, etc.
  - ◆

We hope our community will support another bond in 2026

**Executive Director**

**Melanie Koslow** - [koslowm@mdusd.org](mailto:koslowm@mdusd.org)

**Facilities Technician**

**Han Phan-phanh**@mdusd.org

# VOLUNTEER PROJECTS

Maintenance, Operations, and Facilities encourages participation in Volunteer Projects. Volunteer Projects can expand your parent network, build new friendships and enhance social skills.



- Community Service Days
- Campus Beautification Projects
  - Campus Clean Up Projects
    - Murals
    - Stencils
  - Tile or Brick Projects
- Painting/Repainting US Maps
- Garden Projects (Non-GHK)
- Scouts of America or Eagle Projects
  - Senior Projects
- Athletic Facility Improvements

[Volunteer Projects](#)

Did you know that we have a volunteer committee, made up of MOF Staff & Union Members, as required per Article 47 of the MDUSD-Teamsters Local Union 856 Contract? This dedicated committee meets every three weeks to review volunteer project applications and plans in order to get you a response to your volunteer applications in a timely manner.

## CIVIC CENTER ACT - FACILITY USE/USE PERMITS

The Civic Center Act in California refers to legislation that allows public schools to function as “civic centers” for community use when school is not in session. This law provides the framework under which schools can make their facilities available to the public for a wide variety of community purposes.

- **Community Use of School Property:** The Act requires school districts to permit the use of school facilities and grounds for public, civic, social, and recreational purposes when such use does not interfere with school activities. Schools become “civic centers” available to the broader community.
- **Eligible Groups:** Community organizations, youth groups, clubs, local government agencies, and other non-profit organizations can request to use school facilities. This may include activities such as public meetings, sports activities, political forums, cultural events, and educational programs.
- **Permitted Activities:** Activities that serve the local community, such as town hall meetings, youth and adult sports leagues, educational seminars, religious services, and charity events, are common under the Civic Center Act. However, these activities should align with educational or community purposes.
- **Fee Structure:** The Act allows schools to charge fees for the use of their facilities. The fees can be set to cover the costs of utilities, janitorial services, security, and wear and tear on the facilities. However, certain groups, such as youth groups or non-profits, may qualify for reduced or no-cost usage.
- **Safety and Supervision:** School districts have the authority to set rules regarding the use of facilities, ensuring that activities do not disrupt the school’s primary function or pose any safety risks.

**Sara Baca - Use Permits Technician**

permitoffice@mdusd.org

[Facility Use](#)

# Thank You

Melanie Koslow  
[koslowm@mdusd.org](mailto:koslowm@mdusd.org)



**MT. DIABLO**  
UNIFIED SCHOOL DISTRICT



# Public Service Announcements

- [Parent Information Packet 2024/2025](#)
- [Parent Information Packet 2024/2025 Spanish](#)
- [Uniform Complaint Procedures](#)
- [Programs & Site/District Plans](#)
- **MDUSD will hold its next Fentanyl Awareness and Saving a Life Event at 6 p.m. Wednesday, November 20, 2024 at Valley View Middle School, 181 Viking Drive in Pleasant Hill.**
- **The November holiday break begins next Monday-Friday. School will resume on December 2nd**



**MT. DIABLO**  
UNIFIED SCHOOL DISTRICT





## FENTANYL AWARENESS

**Facts and Tools to Save a Life**

Wednesday, November 20, 2024 at 6 p.m.  
Valley View Middle School  
181 Viking Drive, Pleasant Hill, Ca 94523

### ON THE AGENDA

- Information about our Tobacco Use Prevention Education Program (TUPE)
- Fentanyl Facts and Tools to save a life
- Parent Voices & Student Panel
- Information about Health Support on our School Campuses
- Distribution of Naloxone



## CONCIENCIA SOBRE EL FENTANILO

**Información y herramientas  
para salvar una vida**

Miércoles, el 20 de Noviembre, 2024 a las 6 p.m.  
Escuela Intermedia Valley View Middle School  
181 Viking Drive, Pleasant Hill, CA 94523

### EN LA AGENDA:

- Información sobre el apoyo a la salud en nuestro campus escolar y nuestro Programa de educación para la prevención del consumo de tabaco (TUPE)
- Información y herramientas sobre el fentanilo para salvar una vida
- Aportes de los padres y panel de estudiantes
- Información sobre apoyo a la salud en nuestras escuelas
- Distribución de naloxona (Narcan)



**MT. DIABLO**  
UNIFIED SCHOOL DISTRICT

## Future PAC Dates

- November 19th - M&O
- December 17th - Counselors, MTSS & After School Programs
- January 28th - Food Services
- February 25th - Educational Services
- March 25th - College and Career Readiness
- April 22nd - Student Services
- May 27th - End of Year Collaboration and Survey

