

Operations and Facilities

Year One Operations

Board presentation, action
Financial models, timelines
Current needs assessment/ Big rocks
Pros and cons

Set Standard for useful life- Nov
Assess current equipment - Jan
Assess replacement value within 5
year - Feb
Assess future needs- Feb
Replacement Plan and Cost
Finalized- Feb 18

Farewell activities
Building clean out
Moving plan
Communications/surveys
Transportation plan

Data analysis of copies/print shop
Third party vs OPS evaluation
Equipment review
Cost comparison
Recommendation (1/27)

Year One Activities




Develop funding plan for
future operational needs

Develop replacement
cycles across departments




Implement relocation plans
for CMS and Cornell

Increase operational
efficiencies: Investigate
copier/printing services

Strategic Goal Implementation Rubric: Long Range Planning

Process Step	 Not Implemented	 In Progress	 Implemented
1. Update Board on Current Debt & Finance Status	No formal updates provided; Board unaware of current debt position; financial data not compiled.	Informal or partial updates shared; some data prepared but not comprehensive; update schedule inconsistent.	Clear, comprehensive debt and finance update presented to the Board; standardized format and scheduled reporting cycle established.
2. Select Pre-Bond Planning Partners	No criteria or process for selecting partners; no outreach or RFP initiated.	Criteria drafted; some firms contacted; process underway but not finalized.	Pre-bond planning partners selected through a transparent process; Board approved; onboarding begun.
3. Prepare Winter Presentation to Board on Funding Timelines	No presentation drafted; timelines unclear; no communication plan.	Presentation outline created; data being collected; draft reviewed but not finalized.	Full presentation completed and delivered to Board; includes funding timelines, scenarios, and decision pathways.
4. Develop Long-Term Planning Team	No team identified; roles and responsibilities undefined.	Initial members identified; some roles defined; early meetings held but structure still forming.	Cross-functional long-term planning team fully established with defined roles, meeting cadence, and work plan.
5. Develop Funding Plan for Future Operational Needs	No funding plan drafted; future operational needs not quantified or projected.	Needs analysis underway; early funding models drafted; awaiting validation or stakeholder input.	Comprehensive funding plan completed, including projections, revenue options, long-term scenarios, and alignment with district strategic goals.
6. Decision on Future Bond Proposal	No timeline or criteria for bond decision; no public discussion initiated.	Preliminary bond scenarios considered; Board discussion held; community engagement beginning.	Final bond decision made by Board; timeline set; communication and planning structures activated.




Strategic Goal Implementation Rubric: Replacement Cycles

Process Step	 Not Implemented	 In Progress	 Implemented
1. Identify Replacement Cycles in Transportation, Operations, Technology, and Food Service	No inventory or lifecycle data collected; no replacement timelines established.	Partial inventories complete; some departments have lifecycle estimates; data still being compiled or validated.	Comprehensive life cycle inventory established for all four departments; replacement cycles documented and updated annually.
2. Establish Rolling Updates Process	No mechanism for regular updates; information provided only when issues arise.	Departments provide occasional updates; format or frequency inconsistent.	Formal rolling-update process in place (monthly/quarterly); standardized format ensures continuous visibility of needs.
3. Prioritize Replacement Needs	No prioritization process; decisions reactive or based on immediate failures.	Criteria drafted (age, safety, compliance, cost); departments beginning to apply prioritization but inconsistently.	Clear prioritization framework fully implemented across all departments; needs ranked using uniform criteria aligned with district goals and safety standards.
4. Identify Potential Funding Sources	No funding options identified; no connection between needs and available revenue streams.	Some funding sources identified (general fund, grants, sinking fund, bond), but not mapped to specific needs.	Funding sources fully mapped to replacement cycles (e.g., bond, sinking fund, capital projects, grants); multi-year financial strategy documented.

Strategic Goal Implementation Rubric: CMS/Cornell Transitions

Action Step	● Not Implemented	● In Progress	● Implemented
<p>1. Develop a comprehensive rubric for transition and furniture implementation, incorporating all operational areas and communications</p>	<ul style="list-style-type: none"> • No rubric drafted. • Departments not engaged. • Communications not considered. 	<ul style="list-style-type: none"> • Draft rubric created. • Some operational areas consulted. • Communications elements partially incorporated. 	<ul style="list-style-type: none"> • Rubric finalized and approved. • Includes all operational areas: Operations, Technology, Food Service, Transportation, Instruction, Finance. • Communications clearly embedded as a cross-cutting component.
<p>2. Coordinate operational logistics for moves and furniture installation using the rubric</p>	<ul style="list-style-type: none"> • Moves/furniture installation not planned. • Departments unaware of rubric. 	<ul style="list-style-type: none"> • Initial logistics coordinated. • Rubric implementation underway. • Communications considered drafted for select stakeholders 	<ul style="list-style-type: none"> • All moves and furniture installations executed per rubric. • Departments following standardized steps. • Communications proactive and consistent throughout.
<p>3. Ensure technology, instructional, and operational readiness guided by the rubric</p>	<ul style="list-style-type: none"> • Technology, instructional, and operational needs not assessed. • Communications plan not included. 	<ul style="list-style-type: none"> • Partial preparation underway. • Rubric used to check readiness in some areas. • Communications drafted for select stakeholders. 	<ul style="list-style-type: none"> • Technology, instructional materials, and operations ready per rubric. • Communications deployed proactively for staff, students, families, and community. • Checklist in rubric fully applied.
<p>4. Monitor implementation and adjust using the rubric</p>	<ul style="list-style-type: none"> • No monitoring in place. • Issues not tracked. • Communications reactive. 	<ul style="list-style-type: none"> • Some monitoring using rubric. • Issues identified and addressed. • Communications partially ongoing. 	<ul style="list-style-type: none"> • Full monitoring conducted per rubric. • Adjustments made in real time. • Communications ongoing, clear, and aligned with rubric criteria.
<p>5. Evaluate transition and furniture implementation, and refine the rubric for future use</p>	<ul style="list-style-type: none"> • No evaluation plan. • No feedback collected. • Communications not incorporated. 	<ul style="list-style-type: none"> • Initial evaluation conducted. • Feedback partially collected. • Rubric refinement discussed. 	<ul style="list-style-type: none"> • Comprehensive evaluation completed. • Feedback from all stakeholders documented. • Rubric refined and ready for future transitions. • Communications lessons learned integrated.

Strategic Goal Implementation Rubric: Chippewa Cornell Transition: Bussing

Process Step	 Not Implemented	 In Progress	 Implemented
1. November – Plan & Survey with Tracy	No transition plan drafted; survey not created; no coordination with Tracy.	Initial plan drafted; survey questions under development; coordination meetings occurring.	Final transition plan completed; survey co-developed with Tracy and launched on schedule in November; data collection underway.
2. December – Parent Preview / Information Session	No communication drafted; preview session not scheduled; parents unaware of timeline.	Draft communication ready; preview session planned; initial parent materials prepared.	Parent preview conducted in December; materials shared (slides, FAQs, timelines); parent questions documented for follow-up.
3. February – Follow-Up Survey	No survey prepared; no process for collecting updated parent feedback.	Survey drafted; awaiting revisions; planned for January distribution.	January survey launched and completed; results analyzed to guide decisions and communication.
4. March – Board Request for Bussing Decision	Bussing needs not assessed; no data prepared for Board; no draft recommendation.	Bussing scenarios outlined; preliminary cost and logistics gathered; draft Board request in development.	Full bussing recommendation presented to Board in Feb–March window; includes ridership data, survey trends, cost implications, and timeline for implementation.

Strategic Goal Implementation Rubric: Efficiency Study - Copiers

Action Step	 Not Implemented	 In Progress	 Implemented
1. Gather baseline data on copier/print usage and costs	<ul style="list-style-type: none"> No data collected. No usage reports requested. 	<ul style="list-style-type: none"> Some usage or cost data collected. Initial trends noted. 	<ul style="list-style-type: none"> Comprehensive baseline data collected. Usage and cost patterns fully documented.
2. Conduct data analysis of copies/print shop usage	<ul style="list-style-type: none"> No analysis performed. Raw data unreviewed. 	<ul style="list-style-type: none"> Preliminary analysis underway. Early patterns identified. 	<ul style="list-style-type: none"> Full analysis completed. Insights documented to inform evaluation.
3. Evaluate third-party vs OPS (district-managed) print services	<ul style="list-style-type: none"> Evaluation not started. No comparison criteria established. 	<ul style="list-style-type: none"> Some comparison completed. Early findings noted. 	<ul style="list-style-type: none"> Complete evaluation conducted. Strengths, weaknesses, and efficiencies of both options documented.
4. Equipment review	<ul style="list-style-type: none"> No review of copier/print equipment. No condition or capability data collected. 	<ul style="list-style-type: none"> Partial review completed. Some issues or needs identified. 	<ul style="list-style-type: none"> Full review of all equipment completed. Findings documented (age, condition, capabilities).
5. Conduct cost comparison	<ul style="list-style-type: none"> Cost analysis not performed. No comparison of service options. 	<ul style="list-style-type: none"> Preliminary cost comparisons created. Estimates being refined. 	<ul style="list-style-type: none"> Full cost comparison completed. Costs quantified for different service and equipment scenarios.
6. Survey staff about satisfaction, challenges, and needs with current services	<ul style="list-style-type: none"> Survey not designed. No staff input collected. 	<ul style="list-style-type: none"> Survey distributed. Partial responses collected. Preliminary insights identified. 	<ul style="list-style-type: none"> Survey fully administered. Responses analyzed. Staff satisfaction and needs documented.
7. Identify areas for improvement and potential cost savings	<ul style="list-style-type: none"> No improvement plan drafted. No cost analysis. 	<ul style="list-style-type: none"> Initial improvement ideas drafted. Preliminary cost-saving estimates created. 	<ul style="list-style-type: none"> Areas for improvement clearly identified. Cost-saving opportunities quantified. Recommendations documented.
8. Share findings and make recommendation by 1/27	<ul style="list-style-type: none"> Findings not shared. No recommendation drafted. 	<ul style="list-style-type: none"> Findings being compiled. Draft recommendation prepared. 	<ul style="list-style-type: none"> Final recommendation delivered to leadership by 1/27. All supporting analysis documented.