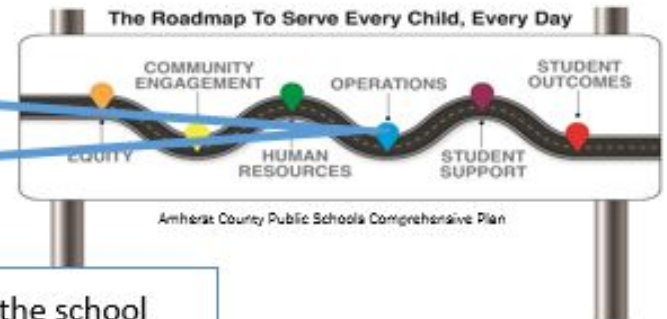


OPERATIONS



Facilities

Objective 1: Assess the building capacity and facility needs of the school division in order to develop and implement a comprehensive facilities plan.

Safety

Objective 2: Establish and maintain secure and safe environments and facilities.

Technology

Objective 3: Construct a consistent and contemporary virtual presence that promotes digital citizenship.

Transportation

Objective 4: Maintain and improve upon an efficient and proactive transportation system.



Target Area: Operations

Guiding Statement: Amherst County Public Schools believes that students should have innovative, safe, and clean learning environments. We believe the facilities and operations of this division will meet the needs of every child and enable them to be proud of their school, attend regularly, perform at their highest level, and invest in their community.

Objective 1: Assess the building capacity and facility needs of the school division in order to develop and implement a comprehensive facilities plan.

ACTION STEPS

Strategies	Person(s) Responsible	Timeline	Resources	Monitoring
Conduct a facilities needs assessment to include: <ul style="list-style-type: none"> • Initiate request for bid proposal • Review proposals with Request for Proposal (RFP) committee • Consider committee recommendations • Present recommendations to School Board 	<ul style="list-style-type: none"> • School Board • Superintendent 	March 2020 (Bid)	RFP Committee Needs assessment Needs assessment results Funding	Committee review of needs assessment when complete
Evaluate consultant recommendations and prioritize implementation.	<ul style="list-style-type: none"> • Assistant Superintendent • Supervisor of Maintenance and Operations 	Summer/Fall 2020	Facilities assessment Prioritized list of recommendations	Continuous
Separate capital improvement projects from maintenance projects.	<ul style="list-style-type: none"> • Superintendent • Assistant Superintendent • Supervisor of Maintenance • Chief Financial Officer 	April 2020	Capital Improvement Plan Maintenance requests	Annual

<p>Explore opportunities for additional cost savings considering the use of solar, wind, and installation of energy efficient equipment, windows, doors, etc.</p> <p>Elements of exploration should include:</p> <ul style="list-style-type: none"> • Bids for costs and projected cost savings • Possible grants and/or funding sources • Costs for long-term maintenance 	<ul style="list-style-type: none"> • Superintendent • Assistant Superintendent • Supervisor of Maintenance • Chief Financial Officer 	<p>May 2020</p>	<p>Facilities Needs Assessment</p> <p>Capital Improvement Plan</p> <p>Maintenance requests</p> <p>Documentation of exploration</p>	<p>Continuous</p>
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Evaluation of Action Plan:

Objective 2: Establish and maintain secure and safe environments and facilities.

ACTION STEPS

Strategies	Person(s) Responsible	Timeline	Resources	Monitoring
<p>Evaluate existing safety inspection processes to include qualified outside personnel such as:</p> <ul style="list-style-type: none"> • Fire Safety • Local Law Enforcement • Virginia State Police • Recommendations from the Virginia Department of Criminal Justice Services (DCJS) 	<ul style="list-style-type: none"> • Assistant Superintendent • Supervisor of Maintenance and Operations 	<p>Spring 2020</p>	<p>VDOE School Safety Audit</p> <p>School Safety Checklist</p> <p>Law enforcement</p>	<p>Continuous</p>
<p>Implement corrective action to address deficiencies identified during the inspection process.</p>	<ul style="list-style-type: none"> • Assistant Superintendent • Supervisor of Maintenance and Operations 	<p>Summer 2020</p>	<p>School Safety Audit</p> <p>School Safety Checklist</p> <p>Law enforcement</p> <p>Safety Committee</p> <p>Threat Assessment Teams</p>	<p>Continuous</p>
<p>Encourage and promote positive relationships among stakeholders related to school safety.</p> <p>Promotion activities could include:</p>	<ul style="list-style-type: none"> • Superintendent • Building Administrators 	<p>Fall 2019</p>	<p>Threat Assessment Teams</p> <p>Safety Committee</p>	<p>Continuous</p>

<ul style="list-style-type: none"> Establish open lines of communication with all stakeholders Community events for schools in which Emergency Medical Services (EMS) and Law Enforcement are invited to speak with the school community Invite EMS and Law Enforcement to speak with students regarding safety concerns 			Virginia Tiered System of Supports (VTSS) Committee EMS and Law enforcement	
<p>Develop/review and maintain training plans specific to school safety.</p> <p>Training Plans will include educating all stakeholders on:</p> <ul style="list-style-type: none"> existing school crisis emergency management medical response plans 	<ul style="list-style-type: none"> Assistant Superintendent Local Law Enforcement Emergency Medical Services 	Fall 2019	Division Crisis Plan Department of Criminal Justice Services (DCJS) supports	Continuous

Evaluation of Action Plan:

Objective 3: Construct a consistent and contemporary virtual presence that promotes digital citizenship.

ACTION STEPS

Strategies	Person(s) Responsible	Timeline	Resources	Monitoring
<p>Conduct a Needs Assessment detailing the available resources necessary to promote digital citizenship in all schools PK-12.</p> <ul style="list-style-type: none"> Develop and maintain a replacement schedule for all devices. 	<ul style="list-style-type: none"> Supervisor of Technology Technicians Information Technology Resource Teachers (ITRT) 	December 2019	Needs assessment Replacement schedule	Annual
<p>Ensure all buildings have sufficient wifi in all areas.</p>	<ul style="list-style-type: none"> Supervisor of Technology 	December 2019	Facilities Assessment	Annual
<p>Provide professional development for all staff members to ensure they remain competent and current in digital best practices.</p> <p>Steps in the process to include:</p> <ul style="list-style-type: none"> Analysis of current level of competency 	<ul style="list-style-type: none"> Director of Academics Director of Human Resources Supervisor of Technology 	Continuous	Analysis Professional Development Plan Human Resources	Annual review of Professional Development Plan

<ul style="list-style-type: none"> Plan for professional development to address areas of deficiency Plan/schedule for continued updates, adjustments as necessary 			Instructional Department ITRT	
<p>Develop a plan in order to implement a 1:1 computer initiative in all schools.</p> <ul style="list-style-type: none"> Provide professional development to all instructional staff Issue devices to students at grade-level bands in the following order: <ul style="list-style-type: none"> High School 9-12 Middle School 6-8 Elementary School 3-5 Devices provided for classroom use only to students in PK-2 	<ul style="list-style-type: none"> School Board Superintendent Director of Academics Supervisor of Technology 	Fall 2022	Professional development Funding for devices	At the initial implementation and then at each phase of the initiative
<p>Utilize resources to educate students and parents on digital citizenship in a consistent manner.</p> <ul style="list-style-type: none"> Gather age appropriate resources to assist students and parents regarding digital literacy and internet safety guidelines. 	<ul style="list-style-type: none"> Director of Academics Supervisor of Technology Building Administrators Teachers 	Fall 2019	ITRT Library Media Specialists Social media accounts Internet Safety Guidelines	Annual
<p>Provide a full-time ITRT for each school in order to support the technological needs of the Classroom of the Future.</p> <p>Duties may include:</p> <ul style="list-style-type: none"> Job-embedded professional development Training for Google Certification Support in recreating any existing electronic lessons and materials to meet requirements of new technology to support the Classroom of the Future. 	<ul style="list-style-type: none"> School Board Superintendent 	Fall 2022	Funding Updated ITRT Job Description	During budget review each year of the Comprehensive Plan
<p>Collaborate with County Administration and other stakeholders to provide Broadband access to the entire county; beginning with an initial plan to allow wifi access at each school after school hours.</p>	<ul style="list-style-type: none"> School Board Superintendent County Administrator Board of Supervisors Broadband Providers State Legislators Supervisor of Technology 	Spring 2020	Funding	Continuous Documentation of wifi availability at schools

Evaluation of Action Plan:

Objective 4: Maintain and improve upon an efficient and proactive transportation system.

ACTION STEPS

Strategies	Person(s) Responsible	Timeline	Resources	Monitoring
Create a Transportation Committee in order to maintain and improve upon an efficient and proactive transportation system.	<ul style="list-style-type: none"> Assistant Superintendent Supervisor of Transportation 	Winter 2020	Transportation Committee	Meeting agendas
<p>The Transportation Committee will conduct a review of VDOE and National Highway Traffic Safety Administration (NHTSA) regulations and/or recommendations in order to:</p> <ul style="list-style-type: none"> Compare VDOE and NHTSA standards to ACPS current status. Update the current bus replacement plan Implement the changes made to the bus replacement plan 	<ul style="list-style-type: none"> Assistant Superintendent Supervisor of Transportation 	Spring 2020	Transportation Committee VDOE and NHTSA regulations and/or recommendations Bus replacement plan	Annual review of bus plan
Provide professional training focused on the use of routing software for transportation and school staff.	<ul style="list-style-type: none"> Supervisor of Transportation Vendors 	Winter 2020	Transfinder (Infofinder Trainer)	Annual
<p>Develop a plan that provides for a continuous pool and retention of qualified transportation staff.</p> <ul style="list-style-type: none"> Provide Commercial Driver's License (CDL) training in conjunction with Career and Technical Education Department Analyze regional transportation staff wages for differences Investigate avenues for adjustments/increases in wages for transportation staff. 	<ul style="list-style-type: none"> School Board Director of Human Resources Supervisor of Transportation Supervisor of Career and Technical Education (CTE) 	Spring 2020	Funding Human Resources Virginia Department of Transportation CDL regulations CDL training Analysis of regional wages	Annual review plan

<p>Evaluate new technology available for an efficient transportation system. Elements should include:</p> <ul style="list-style-type: none"> • Evaluation of current technology including routing system, radio system, camera, etc. 	<ul style="list-style-type: none"> • Assistant Superintendent • Supervisor of Transportation 	<p>Spring 2020</p>	<p>Professional conferences Vendor contacts Evaluation checklist</p>	<p>Annual</p>
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Evaluation of Action Plan:

ACPS Comprehensive Plan Continued On Next Page

