



Standard Program and Service Evaluation Template

(Board of Education Approved on June 1, 2004)

I. Program/Service Information:

Name of Program or Services

Facilities, Safety

Personnel Responsible for Evaluation

Larry Thompson, Director of Facilities and Operations

Date of Evaluation

December 2004

Goal/Objective of Program/Services

To provide a safe physical environment for students, visitors and staff.

Brief description of relationship between program goals, CSIP and MSIP Standards

Program will ensure that appropriate personnel for identifying potential safety hazards periodically inspect facilities and grounds; corrections are made promptly to ensure that local and /or state public safety requirements are met. Verify that all observed safety and emergency devices are in place and operational and staff/students are trained in their proper use where applicable. Emergency procedures have been developed and implemented and drills conducted. (MISP Standard 14.2 Safety)

Demographic Description of Program:

Location(s)

All District owned buildings and leased properties that house Special School District programs.

Number of staff

Estimated number of staff involved in program is approximately 25 to 30.



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Participants

Principles, Assistant Principals, SSD Safety Committee, Department Heads, Program Directors, Loss Prevention Specialist, Risk Managers, Environmental Specialist, Environmental Project Specialist.

Length of program/service

Annual

II. Description of Stakeholders Engagement in Program Evaluation (check stakeholders utilized):

Community members

Kevin Hoffman, Arthur J. Gallagher & Co
Michelle Wilson, Corporate Claims Management
John Waltrous, Environment Project Manager for Sitex

SSD staff

SSD District wide Safety Committee
Jerry Rudolph, Maintenance Manager

Other

April Luvin, Zurich Services Corporation
Jon L. Begley, Department of Natural Resources

III. Evaluation Criteria for Programs/Services Offered:

Staff perception
Assessment statistics
Financial data
State and local regulations
Safety codes
MISP requirements



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IV. Data Collection Methodology:

- Staff/administrator survey
- Parent/guardian survey
- Document review
- File review
- Inspection reports

V. Results:

Time spent on program evaluation

Approximately 208 hours

Strengths of program/service

All school/building administration has safety as one of the top priorities in running their facilities.

Most are fully aware of the basic safety requirements required of them through MISP.

All schools have a "Committee" of some kind that meets at various times throughout the school year to discuss and make recommendations on safety related issues.

All fire alarm/suppression equipment has been tested and documentation is up-to-date as required by MSIP, state and local authorities.

All buildings have been safety inspected by both the Facilities Director and a Senior Loss Prevention Consultant from Arthur J. Gallagher and recommendations documented for follow-up and corrective action.

Concerns regarding program/service

Although all schools have a formal Committee of some type for safety in their buildings, they lack sufficient information with regards to federal and state regulations. Most notable were the requirements for managing hazardous materials and their disposal.

5 of the 8 schools are conducting the required amount of safety drills per MISP and 4 of the 8 have their buildings clearly marked in case of evacuations.



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Concerns regarding program/services (continued)

The District has fallen behind in the Asbestos Hazard Emergency Response Act (AHERA) requirements for identifying and managing asbestos in the buildings.

The District wide Safety Committee does not take enough of an active roll in the area of safety to included staff education on various safety related topics at each building.

Instructors in the vocational areas of the Tech Schools need advanced training with regards to the proper handling, storage and disposal of hazardous materials and emergency response.

Industrial shop areas in the Tech schools do not have the proper “safety work zones” identified and marked.

Recommendations regarding program/service

After meeting with the Directors of both Special Education and Technical Education, each school will establish a formal “Safety Committee” that meets on a monthly basis and includes a representative from the District wide Safety Committee as a member. This structure will allow the two committees to share information and facilitate training and education for the schools on various safety topics, regulations and what is necessary to meet state, local and MISP requirements.

The Facilities Department needs to review all historical documentation maintained by the District and the Department of Natural Resources and conduct an environmental/hazardous materials assessment for each building. A listing of all violations will be developed along with the necessary corrective actions and timeframes for completion.

The newly formed Safety Committees will develop, implement and monitor an environmental compliance program to ensure conformance with state and federal hazardous waste management laws, rules and regulations.

The District needs to bring its AHERA requirements up-to-date.

The building Safety Committee, with the help of the District’s Safety Officer, will develop and implement faculty staff training and refresher program to ensure the instructors are educated and understand state and federal hazardous waste management laws, rules and regulations and translate such information to their students.



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VI. Action Plan for Recommendations as A Result of Program Evaluation

Person responsible to champion action plan

Larry Thompson, Director of Facilities and Operation

Timeframe for reporting updates to Board of Education

Building established Safety Committees will be formed in January 2005 with first meetings scheduled for February and held monthly there after.

Completion of environmental/hazardous materials assessment completed in March 2005.

AHERA surveys and documentation completed March 2005.

Faculty training program to be in place by start of school year 2005.

Follow up report to the Board of Education to take place September 2005.

Signature of Administrator Responsible for Chairing Evaluation

Date:
