

Galena Park Independent School District Galena Park ISD: Department of Operations District Improvement Plan

2008 - 2009

Date Submitted: 06/19/2008 10:32 AM

(printed on 06/23/2008)

Section 1 - Introduction

1. **District:** Galena Park ISD: Department of Operations

2. **Location:**
, TX

3. **Budget Manager:** David Hopkins, Deputy Superintendent Of Operations

4. **District Advisory Team:**

Executive Staff: Bourke Meagher(HRS,Business Office and Communications). Randy Burchfield (School Operations,Facilities and Student Nutrition). Bryan Clements (Technology and Security).

5. **District Mission/Vision Statement:**

Mission: To Support the education process by providing quality customer service and superior facilities for a safe, healthy environment that promotes success for all students and employees.

Section 2 - Needs Assessment

1. **Where We Have Been:**

The Department of Operations encompasses the New Facilities & Planning, Student Nutrition, Registration, Business Office, Human Resources, Communications, Technology and Security. The District facility, land, and enrollment expansions lead to tremendous demands on the operation departments.

2. **Where We Are Now:**

All departments strive to exceed District expectations and be positive participants in the education process. The individual departments diligently work to improve efficiency, morale, working conditions, and quality of service.

3. **Where We Are Going:**

The Operation Departments will continue to adequately prepare and adapt to the service demands required. All departments will strive to exceed District expectations and be positive participants in the education process. We will do our part to ensure that learning time is optimized for students and teachers so students can meet or exceed state and local accountability standards.

Section 3 - Overview of Goals and Objectives

The goals for Galena Park ISD: Department of Operations for the 2008 - 2009 school year are as follows:

Goal 1: Improving Safe And Healthy Environments for Learning:

To ensure that all students and GPISD personnel are provided with safe, healthy environments for learning by:enhancing safety, state-of-the-art technology, broaden nutrition education,and improving communication with facility administrators.

Objective 1.1: Ensure that GPISD students and personnel are provided with safe and healthy environments.

Goal 2: Student Performance

To ensure quality, efficient, well-trained personnel to meet excellence in student performance.

Objective 2.1: Identify areas of improvement.

Goal 3: Employee Retention

To finding ways to improve staff retention rates.

To improve financial department by implementing budget workshops.

Objective 3.1: To increase the skills,knowledge, and abilities of all department employees.

Goal 4: Providing Quality Customer Service

Continuing to provide exemplary customer service to faculty, staff, students and the community.

Objective 4.1: Quality Customer Service District Wide.

Goal 5: New Facilities

To build and maintain state-of-the-art multi-purpose facilities to provide appropriate learning environments for all teachers and students.

Objective 5.1: Maintaining Multi-Purpose Facilities.

Section 4 - Action Plan

Goal 1: Improving Safe And Healthy Environments for Learning:

To ensure that all students and GPISD personnel are provided with safe, healthy environments for learning by:enhancing safety, state-of-the-art technology, broaden nutrition education,and improving communication with facility administrators.

Projected Date of Completion of Goal: 08/2008

Objective 1.1: Ensure that GPISD students and personnel are provided with safe and healthy environments.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
1.1.1	Operating efficiently using quality, proficient, and well-trained personnel. <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 09/2009	<i>Responsibility:</i> Deputy Superintendent of Operations(David Hopkins)Bryan Clements, Ex. Director of Security <i>Target Population:</i> 3-5 students	<i>Resources:</i> Well-Trained Personnel <i>Budget amount:</i> \$0.00 <i>Source:</i> Other (999-9) : Facility Improvements through Bond Funds	<i>Indicators of Success:</i> Meet deadlines for building projects. <i>Priority:</i> High <i>Progress:</i> In progress

Goal 2: Student Performance

To ensure quality, efficient, well-trained personnel to meet excellence in student performance.

Projected Date of Completion of Goal: 08/2007

Objective 2.1: Identify areas of improvement.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
2.1.1	Improving teaching techniques to better prepare students and staff. <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 09/2009	<i>Responsibility:</i> Deputy Superintendent(DH), Randy Burchfield -Director of School Operations <i>Target Population:</i> Faculty, Staff, and Students	<i>Resources:</i> Staff Development Workshops. <i>Budget amount:</i> \$0.00 <i>Source:</i> Other (999-9) : GPISD Funds	<i>Indicators of Success:</i> To meet 2007-2008 teaching goals. <i>Priority:</i> High <i>Progress:</i> In progress

Goal 3: Employee Retention

To finding ways to improve staff retention rates.

To improve financial department by implementing budget workshops.

Projected Date of Completion of Goal: 08/2008

Objective 3.1: To increase the skills,knowledge, and abilities of all department employees.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
3.1.1	Increasing training opportunities allowing employees to stay abreast of new technologies. <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 09/2009	<i>Responsibility:</i> Deputy Superintendent(DH), Bourke Meagher-Asst. Supt.-HRS,Business Office <i>Target Population:</i> All Employees	<i>Resources:</i> Training Books and Software <i>Budget amount:</i> \$0.00 <i>Source:</i> Other (999-9) : District Compensation	<i>Indicators of Success:</i> Maintain stability in campuses and administration. <i>Priority:</i> High <i>Progress:</i> In progress

Goal 4: Providing Quality Customer Service

Continuing to provide exemplary customer service to faculty, staff, students and the community.

*Projected Date of Completion of Goal: 08/2008***Objective 4.1: Quality Customer Service District Wide.**

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
4.1.1	Providing customer service to faculty, staff and community by ensuring all facilities are maintained most appropriately for learning environments. <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 09/2009	<i>Responsibility:</i> Deputy Superintendent of Operations(DH), Ex. Director of Operations <i>Target Population:</i> Faculty, Staff, and Students	<i>Resources:</i> The Community <i>Budget amount:</i> \$0.00 <i>Source:</i> Other (999-9) : District Compensation Budget	<i>Indicators of Success:</i> Maintaining good communication with parents and students. <i>Priority:</i> High <i>Progress:</i> Planned

Goal 5: New Facilities

To build and maintain state-of-the-art multi-purpose facilities to provide appropriate learning environments for all teachers and students.

Projected Date of Completion of Goal: 09/2008

Objective 5.1: Maintaining Multi-Purpose Facilities.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
5.1.1	<p>Ensuring that building projects continue to stay on schedule and within budget. Planning for future needs accurately and efficiently.</p> <p><i>Start:</i> 06/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 09/2009</p>	<p><i>Responsibility:</i> Deputy Superintendent of Operations(David Hopkins), Ex. Director of Operations- Randy Burchfield</p> <p><i>Target Population:</i> Faculty, Staff, and Students</p>	<p><i>Resources:</i> Architects and Contractors</p> <p><i>Budget amount:</i> \$0.00</p> <p><i>Source:</i> Other (999-9) : School Bond Monies</p>	<p><i>Indicators of Success:</i> Ensuring building projects are completed as scheduled.</p> <p><i>Priority:</i> High</p> <p><i>Progress:</i> In progress</p>