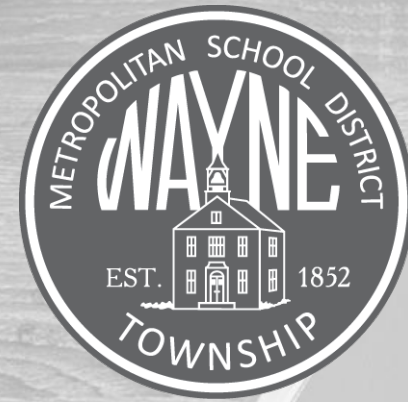




# IT Services & Operations Overview





Providing the  
resources &  
information for success  
in learning

# IT Services consists of 3 teams

**Tech  
Apps**

**eLearning**

**Data**

# IT Staff chart

Pete Just

Long-term Vision  
IT Service Operational Procedures  
Procurement of Software and Hardware  
Security Access Control  
Student Data Systems and Privacy

Dana Lile

Long-term eLearning Vision  
Implementation Support and Access  
Media Specialists  
iTEC  
eLearning Team  
Technology Assistants

Quick, general  
support for  
eLearning (i.e.  
My Big campus,  
Google Drive,  
other needs)

iTEC Educators

On-going  
support for  
information  
literacy, digital  
citizenship and  
library needs

Media  
Specialists

On-going  
support for  
eLearning

eLearning  
Team

Troubleshooting,  
fix and repair,  
quick general IT  
support, device  
deployment

Building  
Technology  
Assistants



# The Blueprint

A grayscale background image showing a hand holding a piece of paper or a chalkboard, with faint blueprints or diagrams visible. The hand is positioned on the right side of the frame, and the background is slightly blurred.

**A way to think  
about  
Planning  
Digital Learning**

**2008-2020**

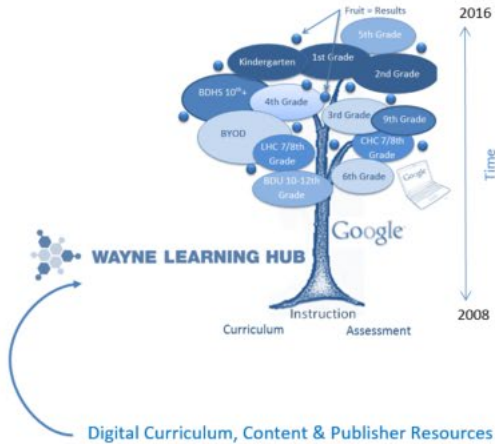


Foundational Leadership Building Blocks

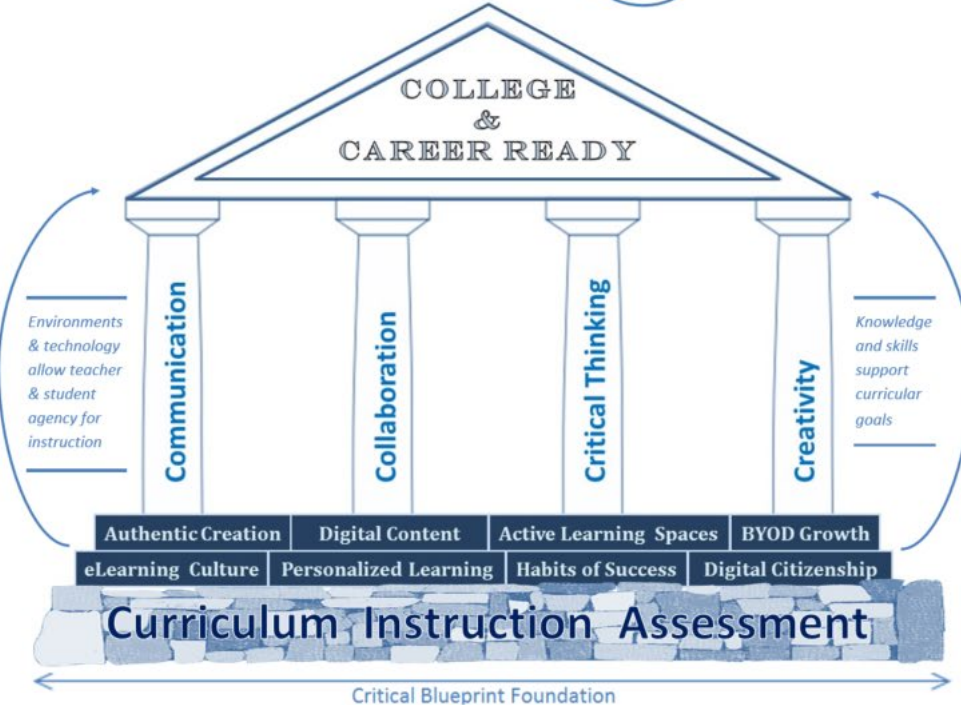
## Digital Learning Blueprint Objectives

College & Career Readiness

- ✓ Information Literacy
- ✓ Digitally Competent Learners
- ✓ Active Learning
- ✓ Improved Achievement
- ✓ Differentiated Instruction
- ✓ Student Agency
- ✓ Equitable access to information



Digital Curriculum, Content & Publisher Resources



# DL BLUEPRINT

**Digital Learning**  
**2016**

Created by:  
**Pete Just**  
Chief Technology Officer

School District:  
MSD of Wayne Township

Filename:  
Blueprint for Digital Learning 2016  
Final.doc

Attribution: Template drawing by  
Reynolds & Reynolds (CC BY-SA 3.0)  
K12 Blueprints (CC BY-SA 3.0)  
Digital Learning Hub



Seven Year  
Technology Plan  
2013-2019 (r.2016)  
Philosophical and  
Planning Overview



## Digital Learning Blueprint Objectives

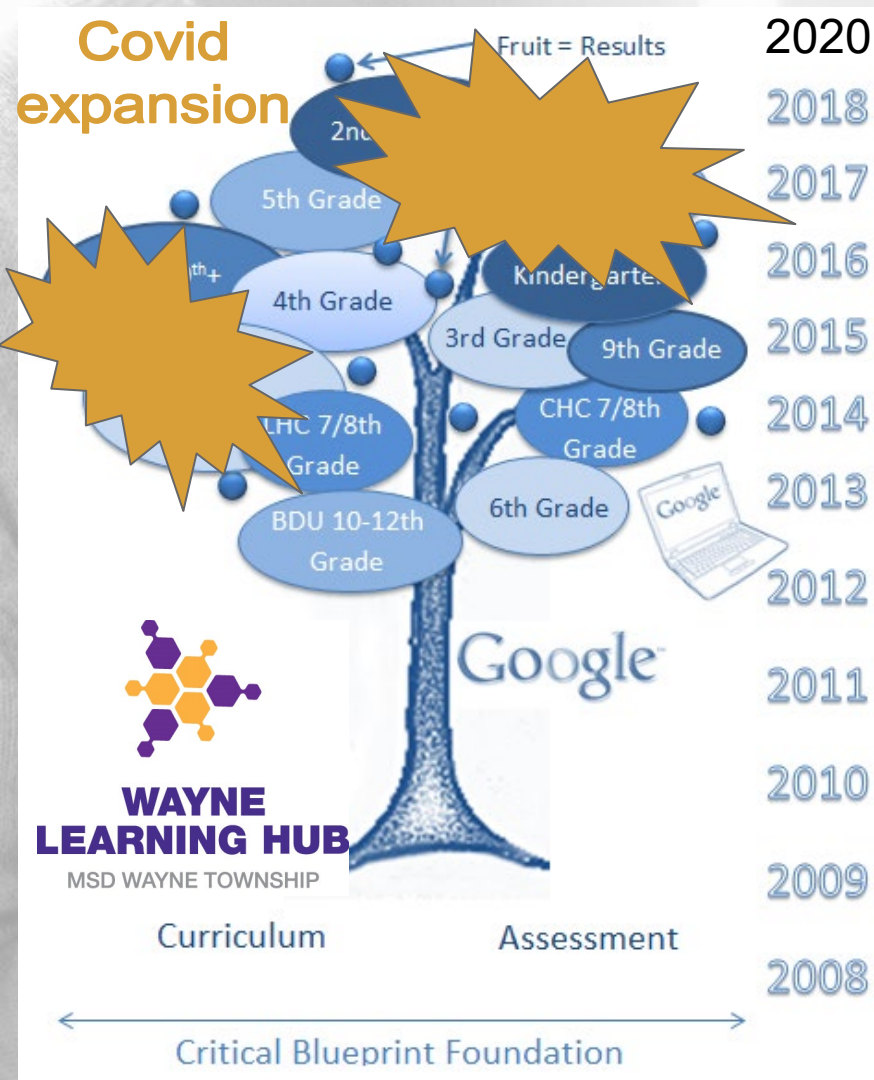
College & Career Readiness

- ✓ Information Literacy
- ✓ Digitally Competent Learners
- ✓ Active Learning
- ✓ Improved Achievement
- ✓ Differentiated Instruction
- ✓ Student Agency
- ✓ Equitable access to information

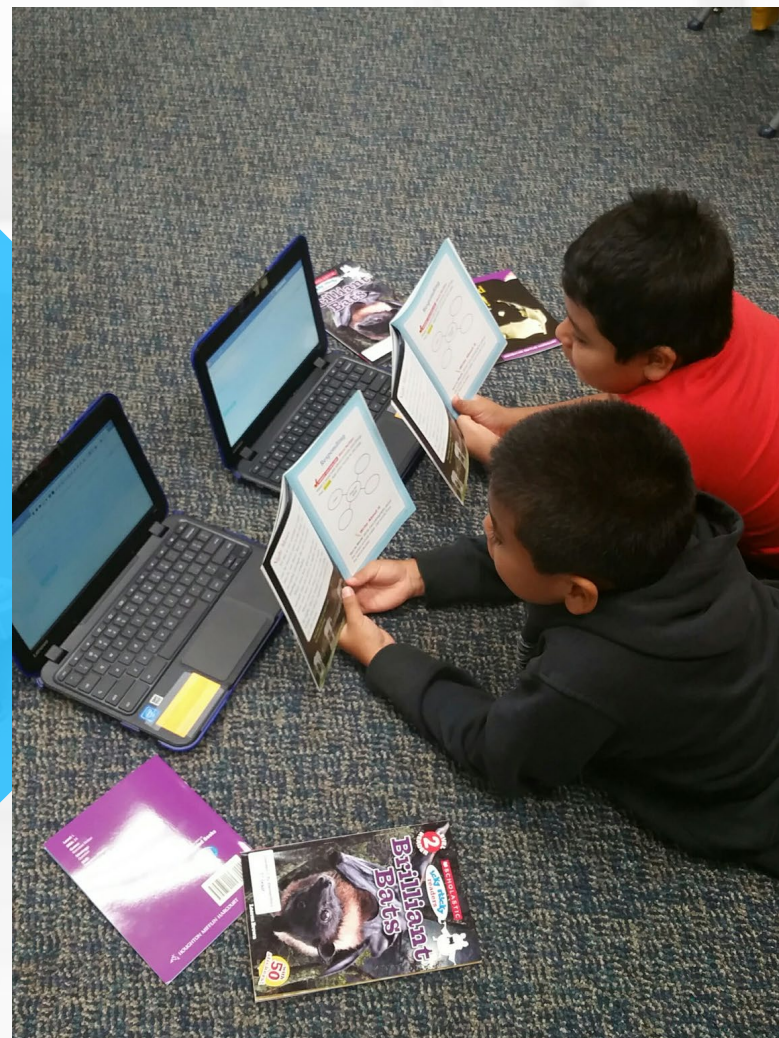


Foundational Leadership Building Blocks

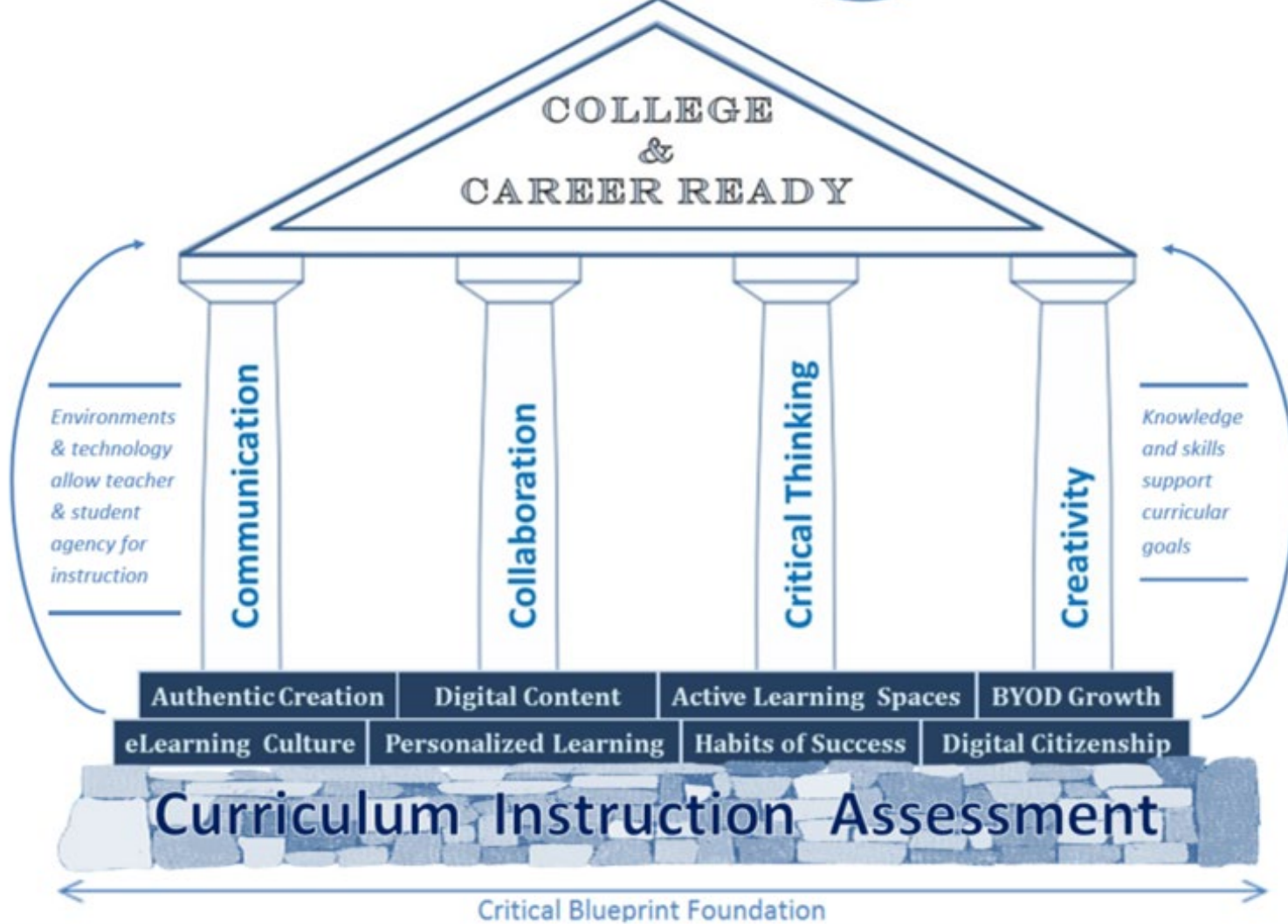




## Digital Learning Historical Growth



# Continued Evolution







# IT Services Team Roles- eLearning

## **eLearning Coordinator**

Dana Lile

## **Virtual Learning Specialist**

Sara Wilking

## **Director of Virtual & Blended Learning**

Michele Eaton

## **eLearning Specialist**

Amanda Moore



# IT Services Team Roles- School based

## **Technology Assistants** **Responsibilities**

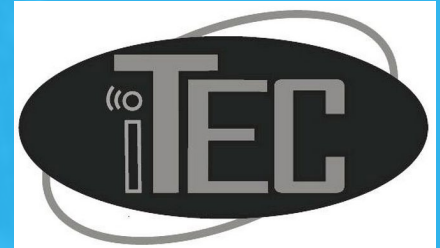
- Provide front-line technical assistance
- Provide resolution of minor tech problems (e.g., printer jams, loose cabling, etc.).
- Provide reporting of unresolved issues via the work order system to the Technology Application Specialist.
- Provide local support during online testing sessions.
- Assists the elementary media specialist in the sorting of print materials.

# IT Services Team Roles- School based

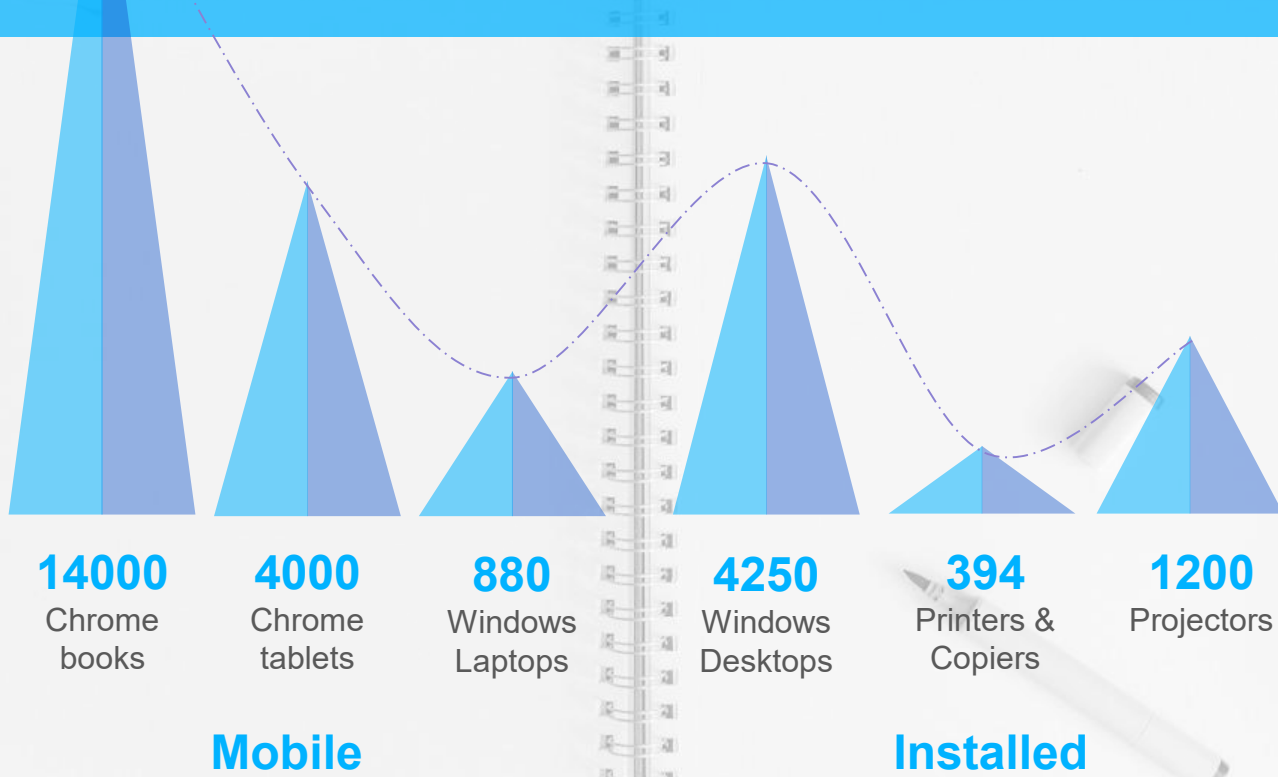
## Integration- iTEC Responsibilities

- Share Communication
- Support Integration of Digital Resources
- Analyze Clarity Data
- Help develop school PD plan

School based teachers  
serving as Digital Learning integration coaches



## Our Deployed Learning Devices







KEEP  
CALM  
AND  
TELL YOUR

#WWDD  
What Wayne Does Differently





# IT Services Team Roles- IT Apps

**Manager of IT Services**  
Mark Lutey

**Tech Apps Specialist-  
Storage/ Applications**  
Chad Harvey

**Tech Apps Specialist-  
Mobile/ Google**  
James Rasor

**Tech Apps Specialist-  
Network/Filter/Google**  
Linda Carter

**Tech Apps Specialist-  
AV/Telephony/Cabling**  
Larry Couch

**Tech Apps Specialist-  
Security/Signage/Cafe**  
Maureen Murphy

**Tech Apps Specialist-  
Printers/Applications**  
Josh Abner

**Tech Apps Specialist-  
Data integrations**  
Doris Roberts

# IT Services Team Roles- IT Apps

**Manager of IT Services**  
Mark Lutey

**Tech Apps Specialist-  
Storage/ Applications**  
Chad Harvey

**Tech Apps Specialist-  
Servers/ Systems**  
Daniel Duback

**Tech Apps Specialist-  
Mobile/ Google**  
James Rasor

**Tech Apps Specialist-  
Network/Filter/Google**  
Linda Carter

**Tech Apps Specialist-  
Microsoft/ Imaging**  
Brad Perdue

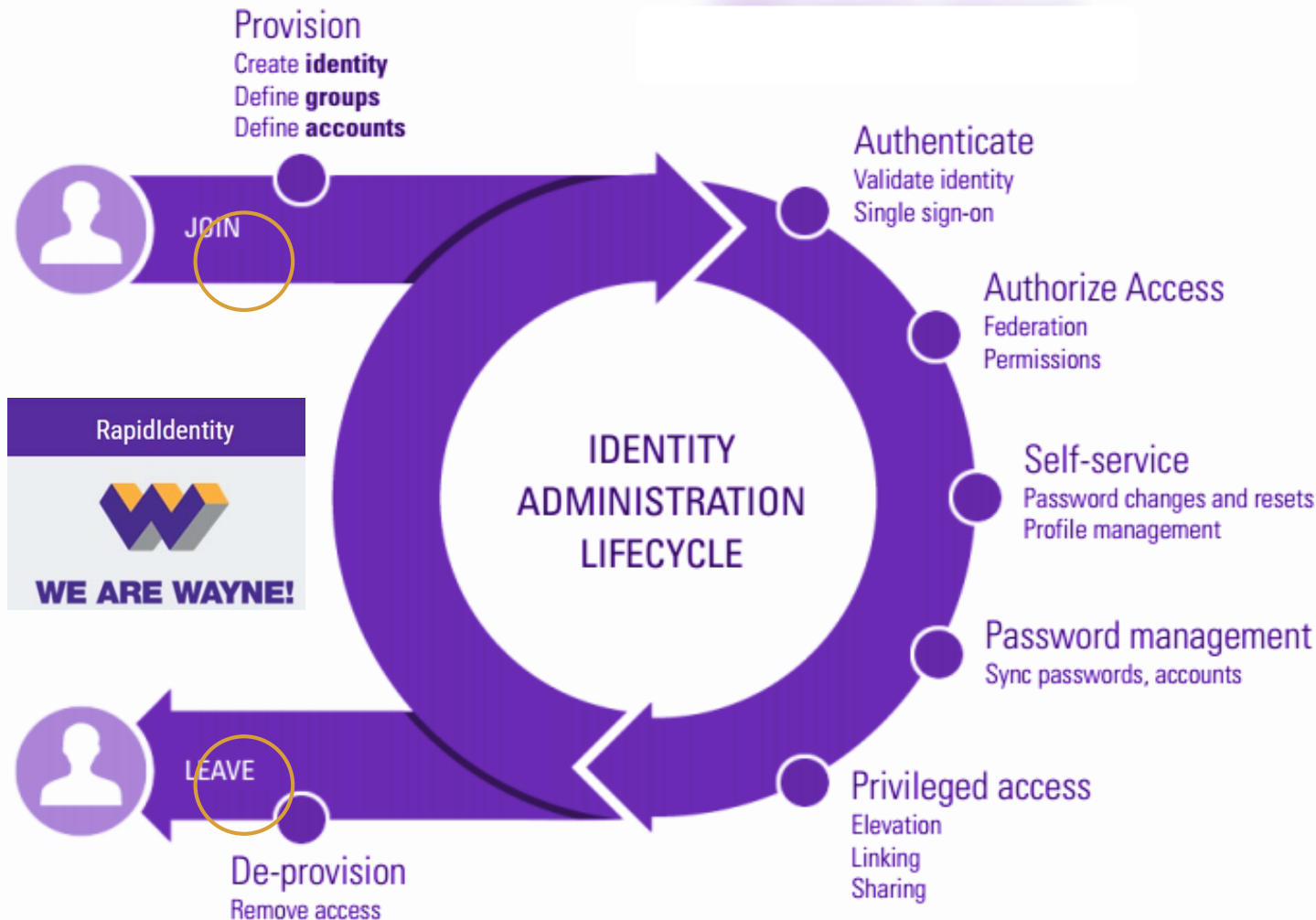
**Tech Apps Specialist-  
AV/Telephony/Cabling**  
Larry Couch

**Tech Apps Specialist-  
Security/Signage/Cafe**  
Maureen Murphy

**Tech Apps Specialist-  
Printers/Applications**  
Josh Abner

**Tech Apps Specialist-  
Data integrations**  
Doris Roberts

# On Boarding Students and Staff





# IT Services Team Roles- Data

## **Manager of Data Systems**

Thelma Webb

## **Tech Apps Specialist- Training & Gradebook**

Denise Thornberry

## **Data Systems Support- Transfers & Reporting**

Misty Huff

## **Tech Apps Specialist- Scheduling & Support**

Jody Watson

## **Tech Apps Specialist- Database and servers**

Jay Denny



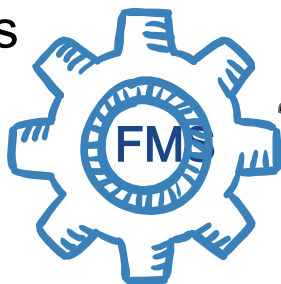
Staff

# Digital Resource Provisioning



Students

Business  
System



**WAYNE  
LEARNING HUB**

MSD WAYNE TOWNSHIP



**SKYWARD®**  
Student Information

Learning apps



Houghton Mifflin Harcourt.  
The Learning Company™



A Rosetta Stone® Company



**LaunchPad**  
macmillan learning



**Pearson**



Productivity apps



Utility apps








K-12 Strategic Talent Management






# The Wayne Learning Hub




**Wayne Learning Hub**












Adobe




AVST




ClassLink Academy Webinar...




ClassLink Academy Webinar...




ClassLink Management Cons...




ClassLink Roster Server




Clever




Destiny Discover LTI




Destiny LTI




Ellevation (Legacy)




Google Classroom






itsLearning









Payroll Portal



PebbleGo





 Help

LOGINS TODAY

7,975

LOGINS THIS MONTH

609.6K

LOGINS THIS YEAR

1.1M

# Analytics

## Dashboard

Overview ▾ +

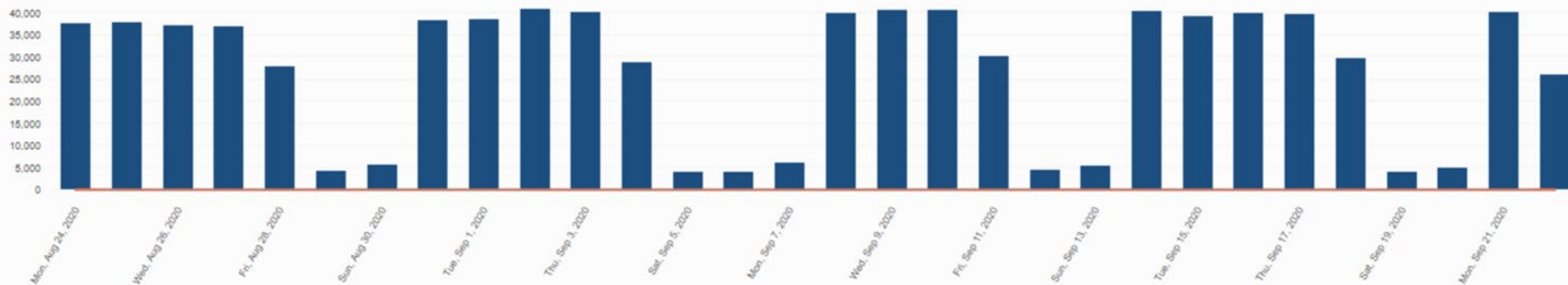
Aug 24, 2020 - Sep 22, 2020

Bar Chart

Filter

Info

Print



APP LAUNCHES THIS YEAR

1.4M ↗ 355.6K%

AVG. LAUNCHES / USER THIS YEAR

84 ↗ 546%

TOTAL APPS LAUNCHED THIS YEAR

505 ↗ 1,385%

TOP APP THIS YEAR

itsLearning



STUDENTS ▾

PARENTS ▾

STAFF ▾

COMMUNITY ▾



← → ↻ https://waynetrc.wayne.k12.in.us

Apps ★ Bookmarks LSaccess boarddocs CoSN Network Skyward SchoolDude ITS Blog Procore TimeClock + NavGate Prepared® » Other bookmarks

### Home

AVST Voicemail

Chromebooks

Digital Resources

▼ Gmail/Calendar

▼ Google

Learning Hub

Naviance

Policies & Procedures

Skyward

XMedius Fax

Frequently Asked  
Questions



## MSD WAYNE TECHNOLOGY RESOURCE CENTER

### ONBOARDING

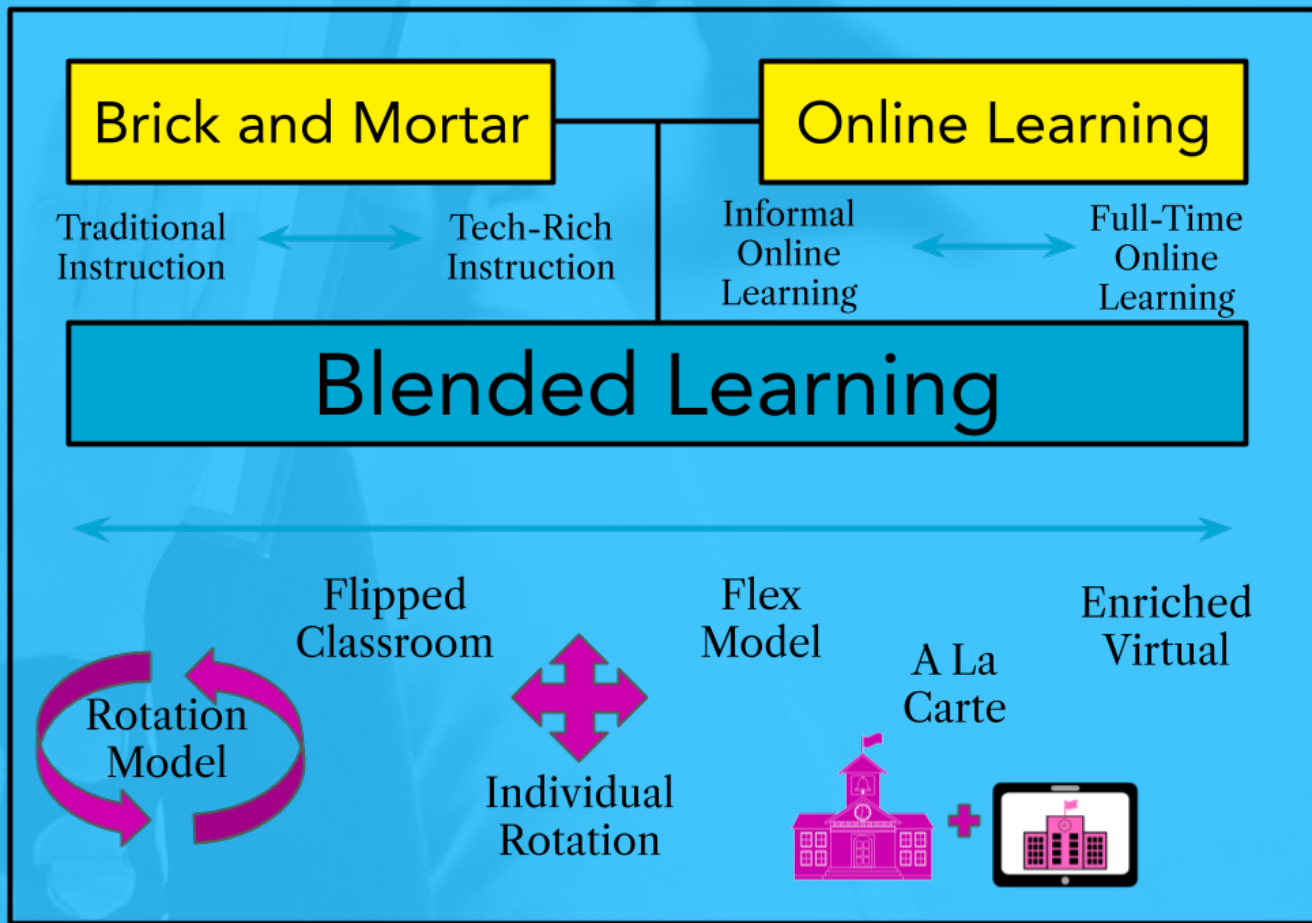
Need to get your personal device on the MSD of Wayne network? Follow these directions:

[iOS](#)

[Android](#)


[BYOD Chromebooks](#)





# eLearning Instructional Support

- iTEC building needs-based PD
- eLearning team member assigned by building level
  - Hardware
  - Software
  - Best Practices
- Blended and online instruction



**WAYNE BLENDED BYTES**

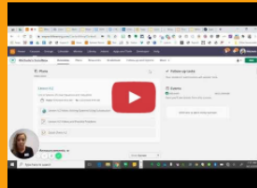
### Weekly Flipped Professional Learning

This week's edition of *Blended Bytes* includes more quick tutorials on itslearning features and some design tips for your digital lessons. Explore the videos of interest to you throughout the week and join in on one or more of the daily office hours if you have specific questions. Find the office hours schedule and Meet links at the bottom of this email.

---

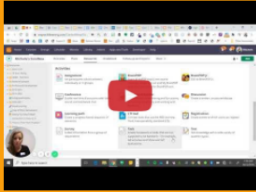
#### 360° Reports (4:53)

[360° Reports](#) provide you with tons of data about your students progress and engagement habits within itslearning. View student [activity](#), [progress](#), [grade trends](#), and information about how your [course resources](#) are being used.

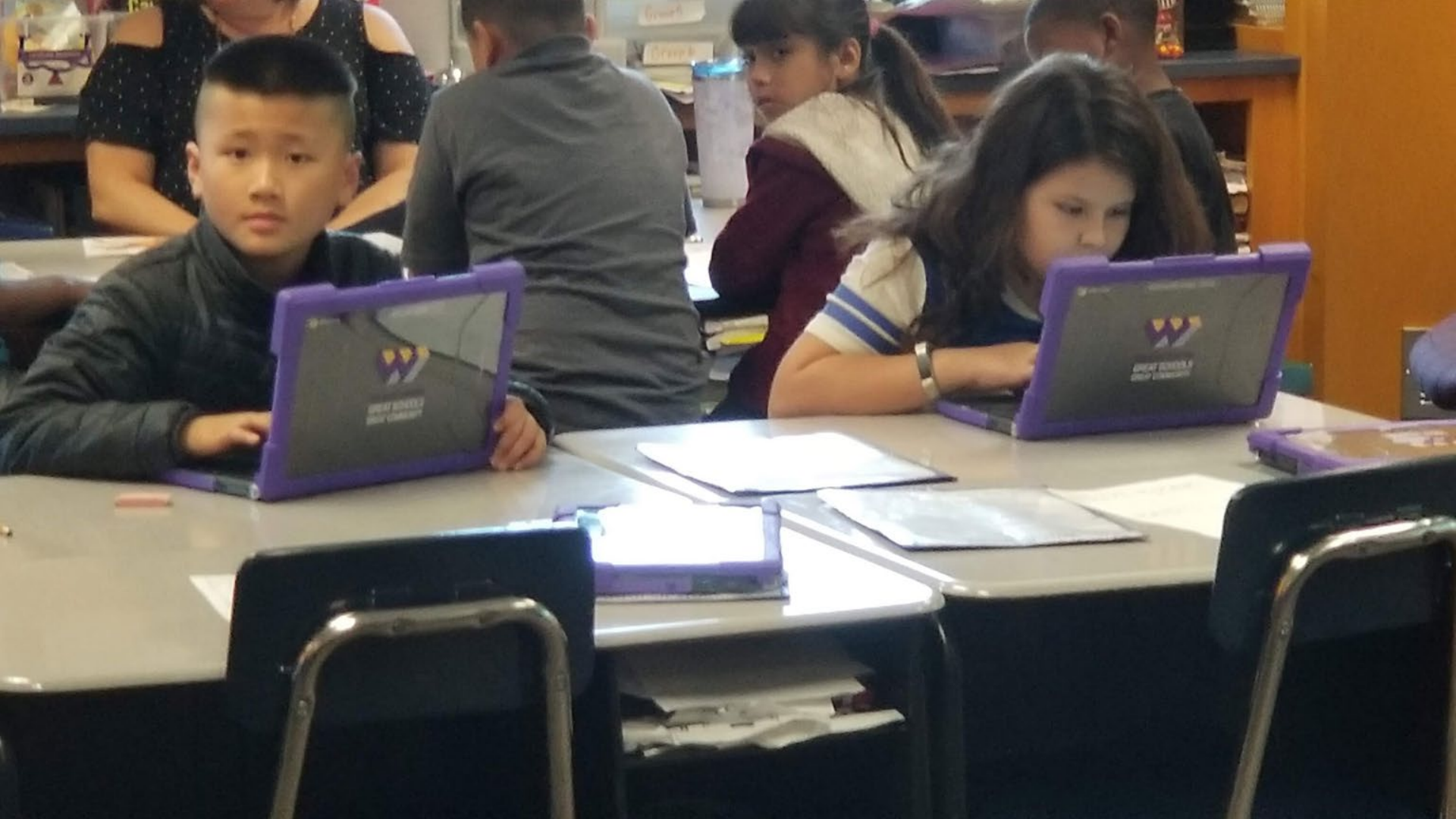


#### Test Tool (6:27)

Use the [test tool](#) in itslearning to create multi-question assessments.







# Main Campus Bandwidth @ 20% Utilization



## CA Performance Center - Interface

Router: pe02.fish01-in.us.windstream.net

Interface: TenGigE0/3/0/1.1201 - "CUST: null: null: %205247685%: 10000MB: [INET: METROPOLITAN SD OF WAYNE:]"

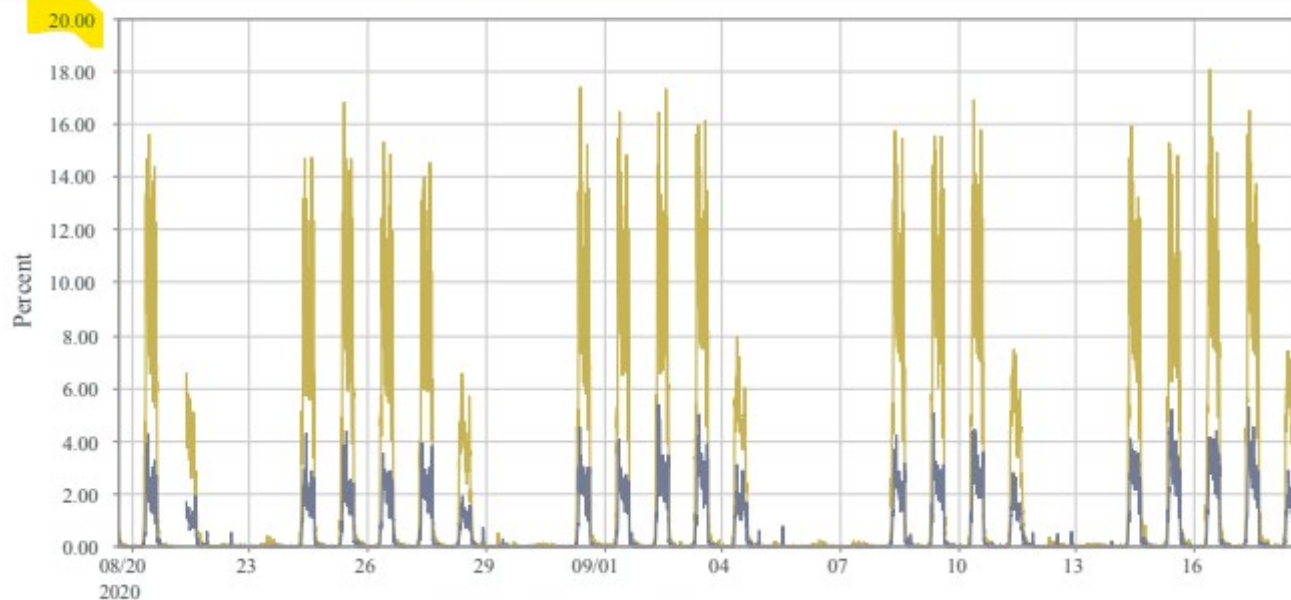
Life Cycle State: Active

Timeframe: Last 30 Days Start time: Aug 19, 2020 - End time: Sep 18, 2020 EDT

Generated On: Friday, September 18, 2020 4:10:03 PM EDT

## BW Utilization In and Out Trend Graph - Interface

Router: pe02.fish01-in.us.windstream.net Interface: TenGigE0/3/0/1.1201 - "CUST: null: null: %205247685%: 10000MB: [INET: METROPOLITAN SD OF WAYNE:]"



5-Minute Resolution Time Zone: EDT


Utilization In - Maximum

Utilization Out - Maximum

# Wayne @ Home Chat Support

DISTRICTSCHOOLSPROGRAMSRESOURCESSelect Language ▼


ParentSquare

STUDENTS · PARENTS · STAFF · COMMUNITY · **FAQS** · ABOUT WAYNE

Technical Frequently Asked Questions

search hereSearch

Technical Support Chat



**If the Technical Frequently Asked Questions did not answer your questions.**

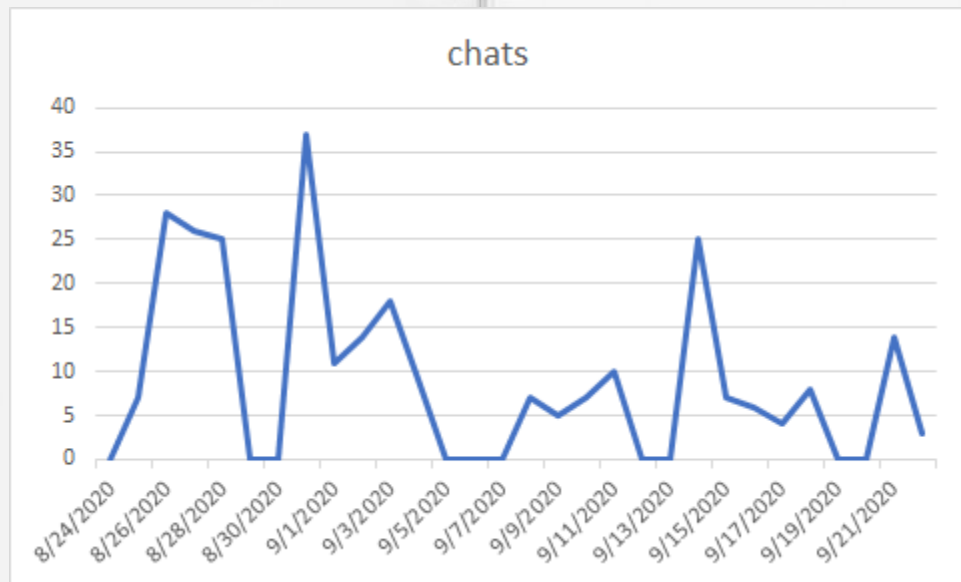
Let your Teacher know about your problem so they can contact your school's Technology Assistant.

Live Tech Support Chat will be available for Wayne@Home Students and Parents through school hours.

If we are not available, please leave a message.

**CHAT NOW**

## Wayne @ Home Chat Support



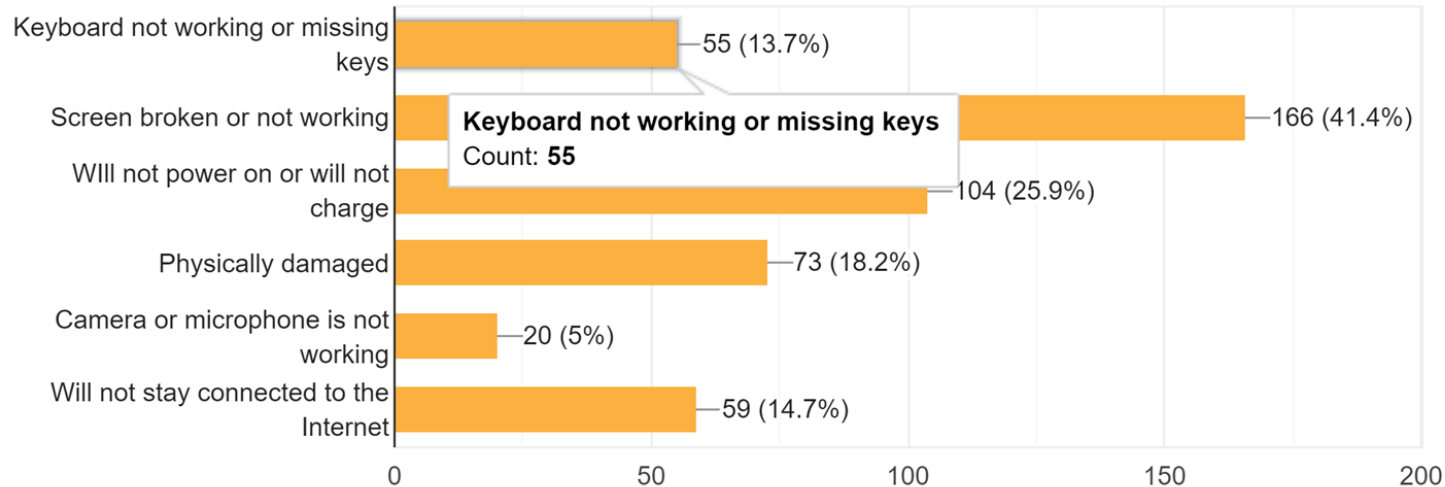


## Work orders

### Wayne@Home - Doorstep Repair Pickup/ Drop off

What issue are you experiencing your Wayne issued device?

401 responses





## Cyber Security Practices

- NIST standard practices for controlled use of user privileges & VPN
- Annual penetration testing
- Annual user awareness & phishing
- Continuous vulnerability management
- Incident response exercises
- Routine network device security updates
- Data recovery capabilities
- Two layer firewall
- Wireless access control
- Expansion of Multi Factor Authentication

# Cyber Security Data

## Security Overview

### Network Breakdown

☐ See All Security Events

ALL

DNS

PROXY

#### Total Requests

435.4M Total ▲ **73%** vs. last 30 days



#### Total Blocks

1.6M Total ▲ **53%** vs. last 30 days



#### Security Blocks

209K Total ▲ **37%** vs. last 30 days



# Preventing Cyber Attacks through PhishSims

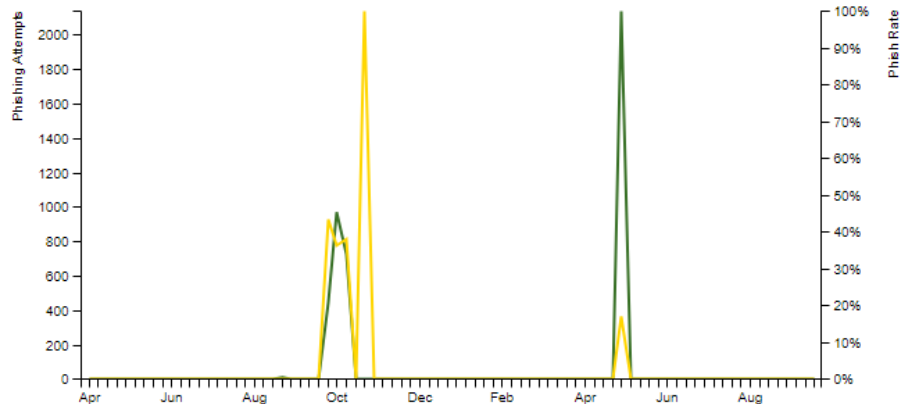
Click Rate



## Click Rate Overview

Attachment	0%
Business Email Compromise	0%
Drive By	14%
Data Entry	39%

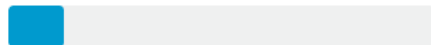
## Click Rate Overview



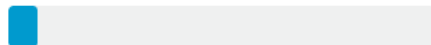
## Click Rate Score



Click Rate Score: 13%



Industry Average: 7%



## Department



Operations Center

INFOSEC IQ

# The ITS Blog for Issues and Updates

## Wayne IT Services Project Blog

### 1. Issues & Announcements

- 2. IT Project Calendar
- 3. ITS Related Documents

### Recent site activity

#### [1. Issues & Announcements](#)

edited by Pete Just  
edited by Dana Lile

[View All](#)

## Wayne Issue & Announcement Log

**UPDATE:** 06/04/2018 11:00 am Issue resolved.

**ISSUE:** Can't get to Google Sites 06/04/2018 8:00 am

Some locations have indicated that they can't get to Google sites. This is a security certificate issue. Our Lightspeed filter certificate now needs to be recreated and distributed. Lightspeed has been notified and as soon as they issue the new certificate to our locations, we will start pushing the new one to the PCs and the CBs. It may require a reboot of the device. Updates will follow.

**UPDATE:** 5/15/18 11:00am

It appears that the issue has been resolved.



### Current Issues and Answers

If you are looking for the latest information on [Current Issues and Answers](#), please visit our [page](#) to get the scoop!





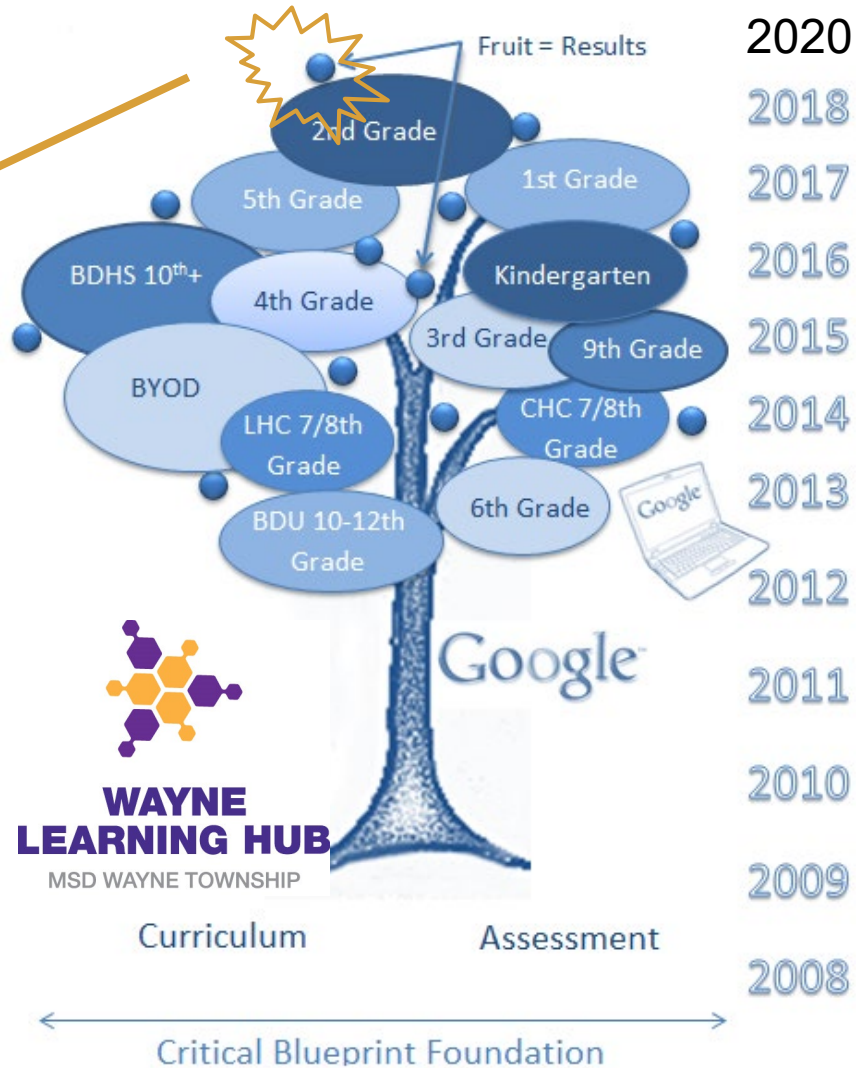
# Measuring Our Progress



BLUEPRINT FOR DIGITAL LEARNING



Foundational Leadership Building Blocks



# Fall and Spring Measures since 2014



Measures in the areas of:

**Classroom**  
**Access**  
**Skills**  
**Environment**

**The CASE**  
**Technology**  
**Framework**



# Clarity CASE Framework

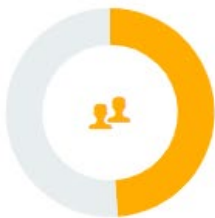


## CASE™ Score Legend

- Exemplary  
1200-1300
- Advanced  
1100-1199
- Proficient  
1000-1099
- Emerging  
900-999
- Beginning  
800-899

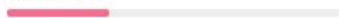


## Classroom



## Use of the 4Cs

Teachers



Students



## Digital Citizenship

Teachers



Students



## Assessment



## Assistive Technology



## Access



## Access at School

Teachers



Students



## Access at Home

Teachers



Students



## Skills



## Foundational

Teachers



Students



## Online

Teachers



Students



## Multimedia

Teachers



Students



## Environment



## The 3Ps



## Support



## Professional Learning



## Beliefs



## Trends

Overall  Domains



## Teacher-reported frequency of student computer use in the classroom




Chart

Trends

 View Insight

 Save Chart

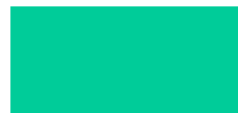
 Share

61%



Almost daily

24%



Weekly

6%



Monthly

5%



Every few months

4%



Never



## Teacher-reported frequency of student computer use in the classroom



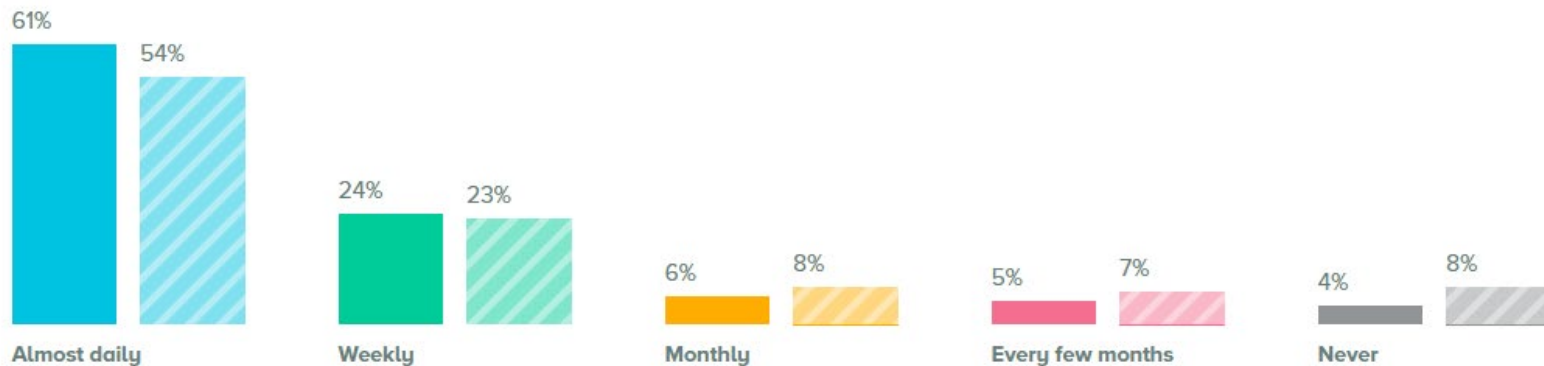
Chart

Trends

View Insight

Save Chart

Share



COMPARE

**Current**  
Solids

**All Technology & Learning**  
Stripes







## Student Access to Internet and Wireless at Home



Clarity



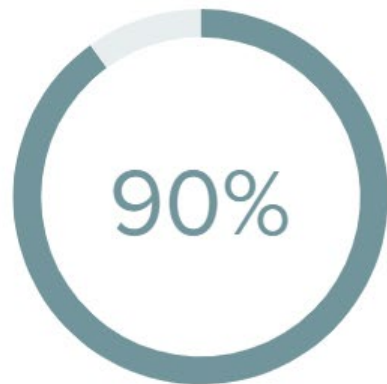
View Insight



Save Chart



Share

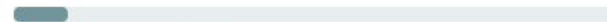


of your students have Internet access at home

### → OF WHOM



91% Have wireless Internet access



9% Have wired Internet access

# Student Access to Internet and Wireless at Home



View Insight

Save Chart

Share

90%



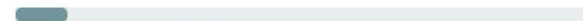
92%



## → OF WHOM



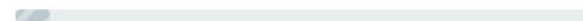
91% Have wireless Internet access



9% Have wired Internet access



94% Have wireless Internet access



6% Have wired Internet access

COMPARE

Current  
Solids

All Technology & Learning  
Stripes



## Grades and Credits

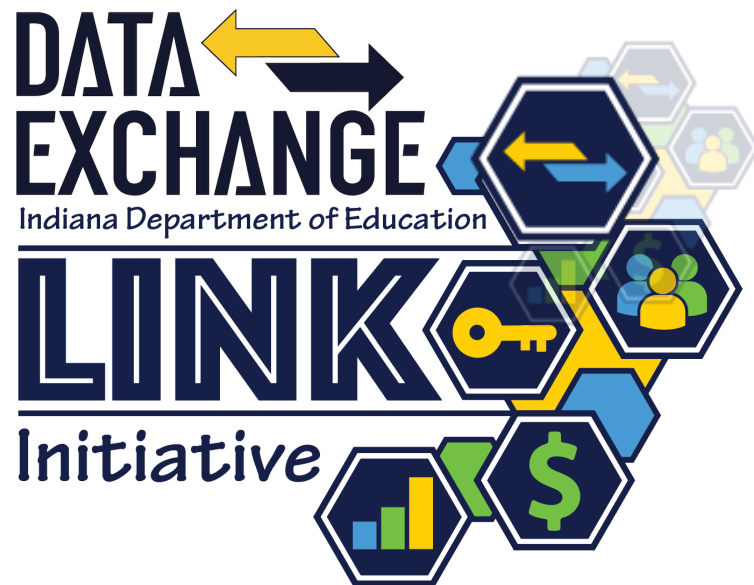
Jump to subcategory: [Subject Area Grades](#)

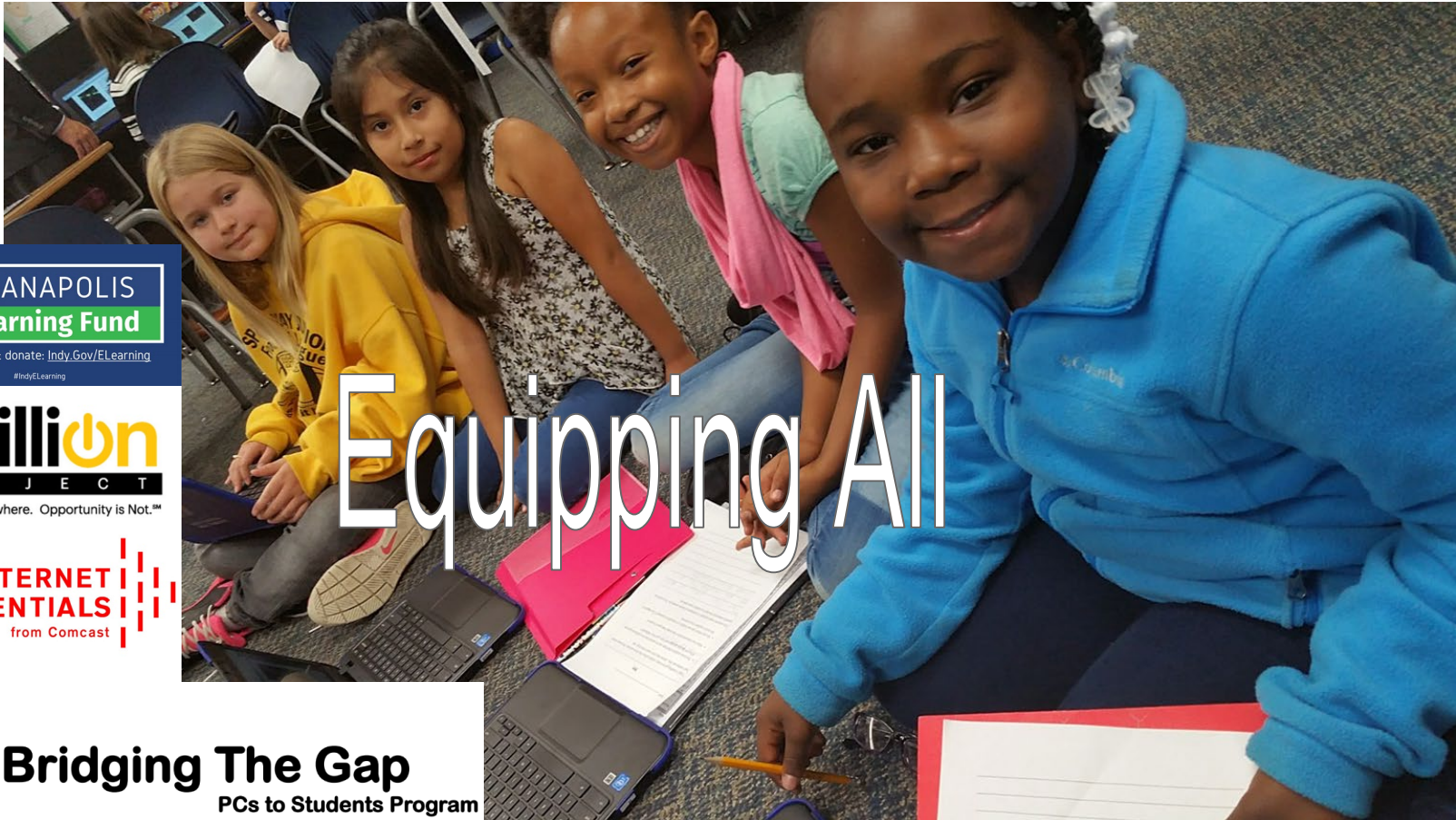


### Failing Subject Area Course Grades (Through Second Nine Weeks 2018-2019)

Performance and progress in subject areas

SUBJECT AREA GRADES	METRIC VALUE	
■ Reading/ELA	2/2	↔
- 100_2019_ENGL1	D	
- 100_2019_READ1	F	
→ Prior Year Reading/ELA		
■ Mathematics	0/1	↔
- 100_2019_MATH1	C+	
→ Prior Year Mathematics		
■ Science	0/1	↔
- 100_2019_SCIE1	A-	
→ Prior Year Science		
■ Social Studies		
→ Prior Year Social Studies		
■ Other	1/2	
- 100_2019_HR1	F	
- 100_2019_SOCL1	A+	
→ Prior Year Other		





INDIANAPOLIS  
E-Learning Fund

Learn more & donate: [Indy.Gov/ELearning](http://Indy.Gov/ELearning)

#IndyELearning

the  
**1million**  
PROJECT

Potential is Everywhere. Opportunity is Not.™

INTERNET  
ESSENTIALS  
from Comcast



**Bridging The Gap**

PCs to Students Program



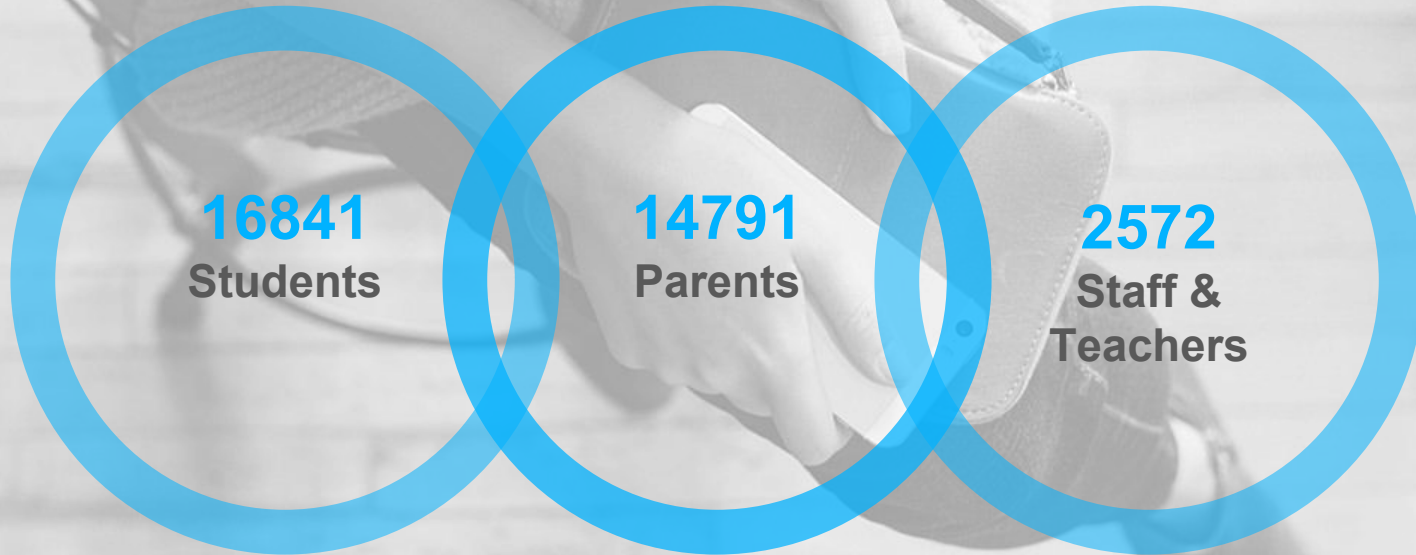


# ParentSquare

Unify All School Communication



## ParentSquare Overall Snapshot



# Languages



**73%**  
English



**22%**  
Spanish

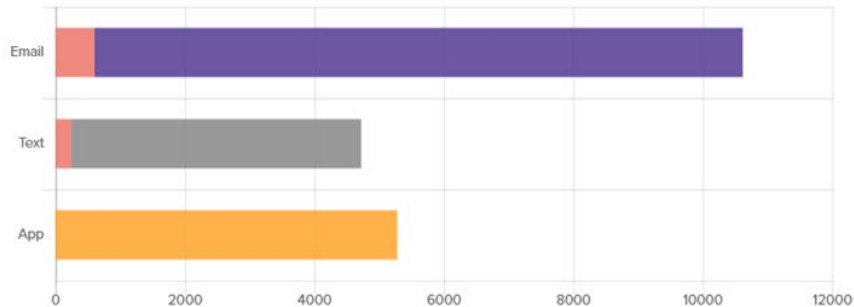


**2%**  
Other

# Reach & Deliverability

## REACH & DELIVERABILITY

### REACH METHODS



### EMAIL

11,462 (78%) Parents with emails  
10,619 (72%) Opted to receive emails  
10,018 (68%) Receiving emails  
601 (4%) Failed emails

### APP

6,529 (44%) Parents with app  
5,280 (36%) Receiving notifications

### TEXT

13,578 (92%) Parents with phones  
4,722 (32%) Opted to receive texts  
4,486 (30%) Receiving texts  
236 (2%) Failed texts

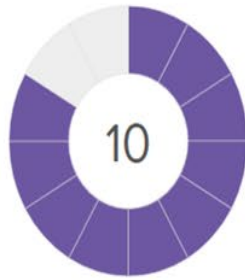
\* all percentages are out of the total 14,791 parents in the District



# Features Usage

## FEATURES USAGE

### FEATURES USED



OUT OF 12

8,413 Posts

144,249 Direct Messages | 26,187 Threads

3 Smart Alerts

33 Calendar Events | 9 RSVP Requested

2,172 Volunteers Requested | 45 Posts

16 Items Requested | 1 Posts

1,967 Photos / Videos Shared | 656 Albums

935 Files Shared | 720 Posts

2 Forms / Permission Slips

0 Payment Items | 0 Posts

5 Polls

0 Posts Shared on Social

*\* all values are totaled starting from July 06, 2020*



Wayne Operations Department

Providing  
environments for  
learner success

**Operations consists of 2 teams**

**Maintenance**

**Grounds**

# Staff chart

Chief Operations Officer

*Pete Just*

Director of Operations

*Todd Hendricks*

Custodial  
Services  
Supervisor  
*J. Shead*

Operations  
Coordinator  
*K.  
McKinney*

North Maintenance/Mechanical Team  
Lead  
*D. Campbell*

Grounds Supervisor  
*T. Anderson*

South Maintenance/Aesthetics Team Lead  
*M. Liles*

*J. Schrier*

HVAC/Electrical  
*D. Pfeiffer  
J. Perez*

Electrical/Plumbing  
*R. Staufenberger*

Carpenter/Painter  
*Wally Miller Jr.*

North Grounds Team Lead  
*C. Nance*

South Grounds Team Lead  
*C. McKinney*

HVAC/Electrical  
*R. Spence  
D. Nance  
A. Gabe*

Plumbing  
*J. Holland*

Lodging/Hardware  
*W. Worland*

*Z. Cox*

*C. Reed  
D. Engelmann*

Operations  
staff  
manage all  
district  
facilities,  
grounds and  
warehousing  
needs of the  
district.



**Operations consists of 2 teams +**

**Maintenance**

**Renovations  
&  
Construction**

**Grounds**

# Deputy Construction Officer

- In coordination with the COO oversee all construction projects from conception to completion
- Work closely with principals, architects and engineers to agree on specifications, plans and blueprints, developing timetables for construction projects.
- Attend construction meetings
- Negotiate terms of agreements, draft contracts and obtain permits and licenses
- Analyze and mitigate facilities and construction related risks for the district and it's employees
- Ensure quality construction standards and the use of proper construction techniques
- Ensure Pay Applications match scope of work completed
- In coordination w/ Director of Facilities, manage and annually update the 25 Year Preventative Maintenance plan and assist in Strategic Long & Medium Range Planning
- Collaborate with Business Office on Construction Budget Process

# Team Roles > Operations

**Director of  
Operations**

Todd Hendricks



**Custodial  
Supervisor**

Joe Shead



**Grounds Manager**

Tawona Anderson

**Operations Center**

Katrina McKinney

A top-down view of a person's hands typing on a laptop keyboard. A large blue circle is overlaid on the center of the image, containing the text "Some Statistics" in white. The background is a grayscale image of a desk with a laptop, a small potted plant, a pair of headphones, and a book.

# Some Statistics

# 3.5 million +

Square feet in all our facilities

# 627 acres

Acres of grounds

# 427,410 sq yards

Yards of asphalt to plow during snow



# 42 +

Boilers providing heat

# 39

Chillers providing cooling

# 257

Air Handling Units

# Operations Project Levels

## Work orders

Routine facilities & grounds repairs & issues. Funded through Capital Projects Funds

IE: Squeaky door



**Maintenance  
Team**

## Minor Projects

More than a work order, not part of long range planning. Funded through CPF and bonds

IE: Conversion of a computer lab to office space.

**Custodian &  
Todd**

## Major Projects

25 year plan.  
Renovations.  
Funded through bonds

IE: Chiller replacement

**Todd & Pete**

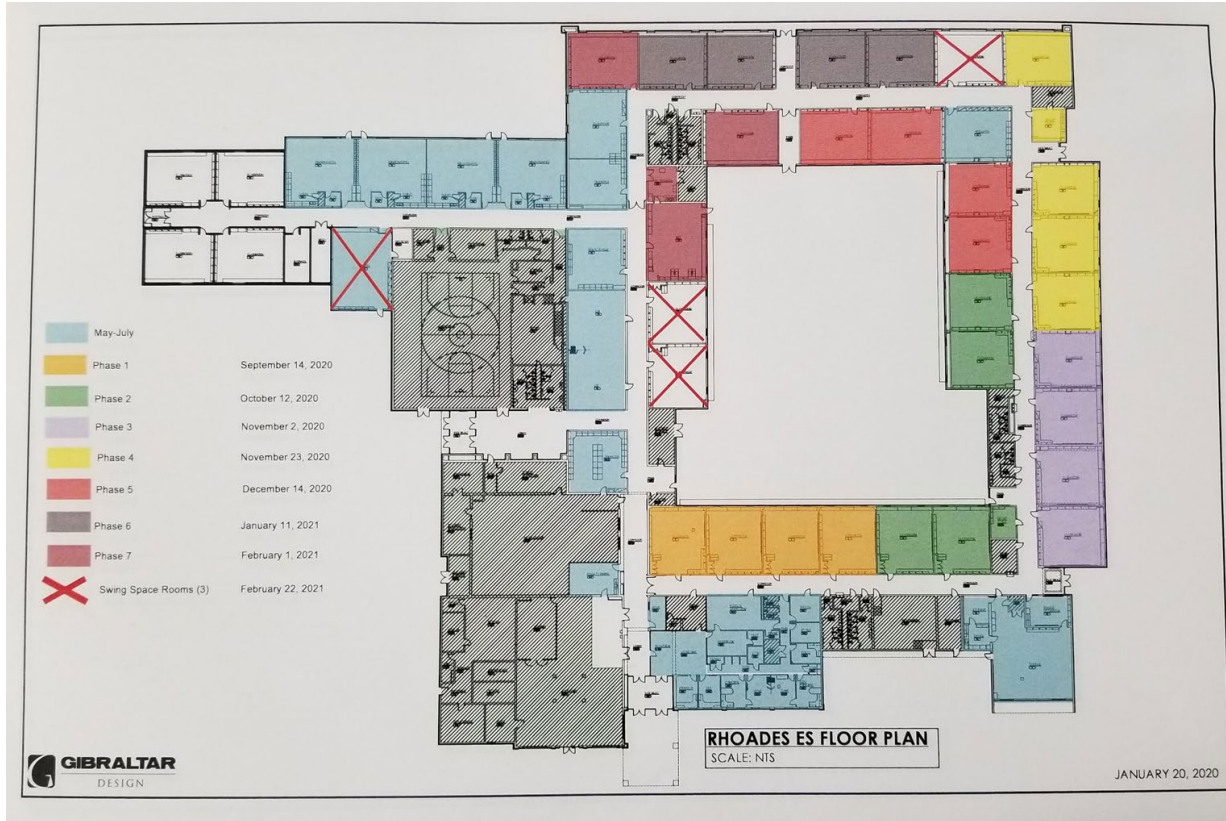


# Operations 25 Year Plan

**Long term planning with our schools**  
To address all significant facilities & grounds improvements, repairs & issues above and beyond those able to be achieved and funded with CPF.

	A	B	C	D	E
	CSI NAME	DESCRIPTION	CONDITION	YEARS IN SERVICE	EXPECTED LIFE EXPECTANCY
1	RHE				
2					
3					
4	Fabric Wall Covering	Vinyl wall covering throughout	1	1999	15
5	Hyd. Piping & Specialties		2	1955/67	30
6	Hyd. Piping & Specialties		3	1986	30
7	Term. Heat Trans. Unit	Cabinet Heaters	3	1989	30
8	Mechanicals/AHU's	AHU-HF04: CV, Tunnel	2	1955	20
9	Terrazzo	Terrazzo in restrooms - discolored	3	1959	50
10	Carpeting	Roll carpet in corridors, classrooms Carpeted gym floor	3	1999	10
11	VFD's	ABB	3	1992	20
12	Pipe Insulation	Fiberglass with Vapor Barrier	3	1992	30
13	Plumbing Piping		3	1986	30
14	Plumbing Fixtures		3	1986	30
15	Plumbing Equipment	Water Heater: Boiler Rm., Whirlpool Electric E2F30HD035V, 30 Gal.	3	1999	15
16	Plumbing Equipment	Water Heater: East Wing, A.O Smith Electric EC-40- 917, 40 Gal	3	1992	15
17	Plumbing Equipment	Water Heater: North Wing, Whirlpool Electric MHE2F30HS035V, 30 Gal.	3	1999	15
18	Plumbing Equipment	Water Heater: West Wing, Whirlpool Electric EE2H50RD045V, 50 Gal.	3	1999	15
19	Plumbing Equipment	Water Coolers: Elkay	3		15
20	Boilers	Flexible Water Tube Boilers: Bryan RV-450-W-FDG with Gordan-Platt Burners	3	1992	25
21	Air Cooled Cond. Units	ACCU-1: Trane TTA048A300B0, (for CUV in eastwing)	3		20
22	Unit Vents	East Wing Classroom	3		20
23	Power Ventilators		3		20
24	Power Distribution	Square "D"	3	1986	25
25	Power Distribution	I-T-E	3	1981	25
26	Power Distribution	Cleveland Switchboard	1	1955	25
27	Plaster	EIFS - some staining - poor condition at windows	5	2019	15
28	Masonry Restoration	Tuckpointing	5	2019	30
29	Masonry Restoration	Brick mortar staining - moisture penetration	5	2019	30
30	Aluminum Fascias		5	2019	30
31	Joint Sealants	Sidewalk joint sealant missing	5	2019	10
32	Joint Sealants	Exterior wall and window sealant	5	2019	10
33	Joint Sealants	Interior sealants	5	2019	10
34	Asphalt	Cracks/ Seal Coat. Entrance/Transition- failing			
35	Concrete				

# Renovation Planning





BEN DAVIS, GIANTS



VOLLEYBALL  
STATE CHAMPIONS  
1979

MIC



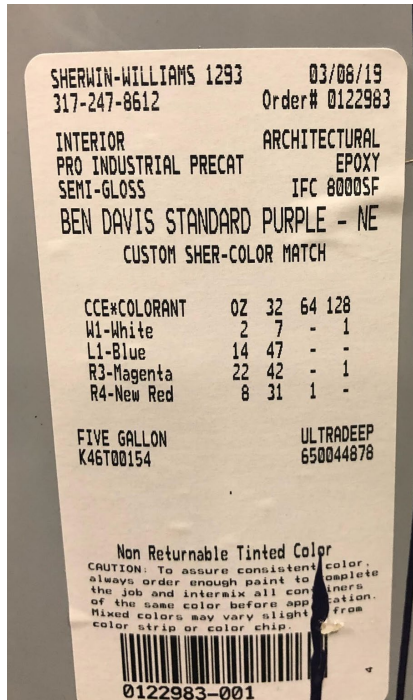
LADY GIANTS BASKETBALL  
STATE CHAMPIONS  
2000 2001 2009  
2010

BOYS BASKETBALL  
STATE CHAMPIONS  
1995 1996 2017

GIANTS

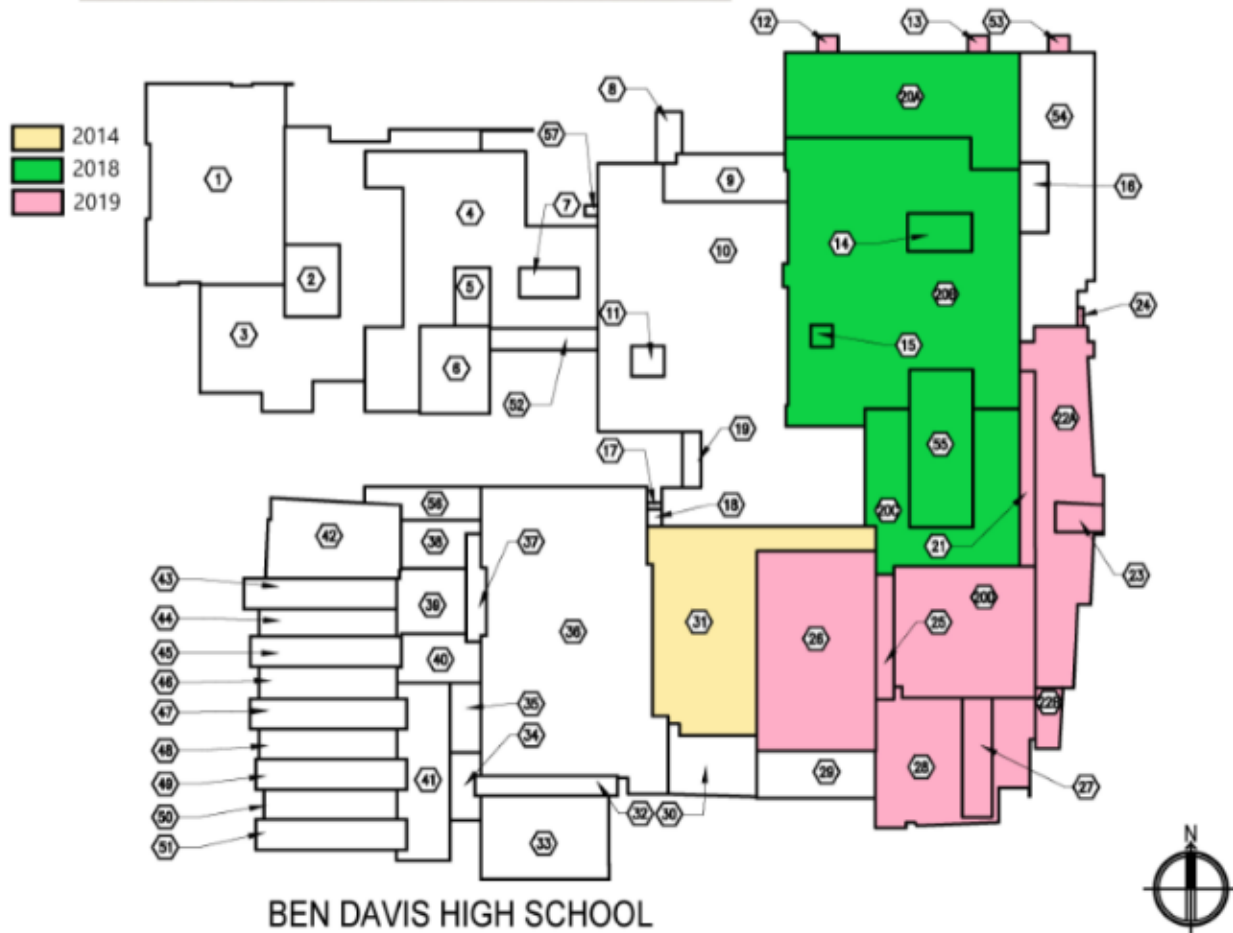


# BD Purple





Metropolitan School District of  
**WAYNE TOWNSHIP**



**BEN DAVIS HIGH SCHOOL**

NTS





BE POSITIVE



BE KIND



BE OUTSTANDING

BE HONEST

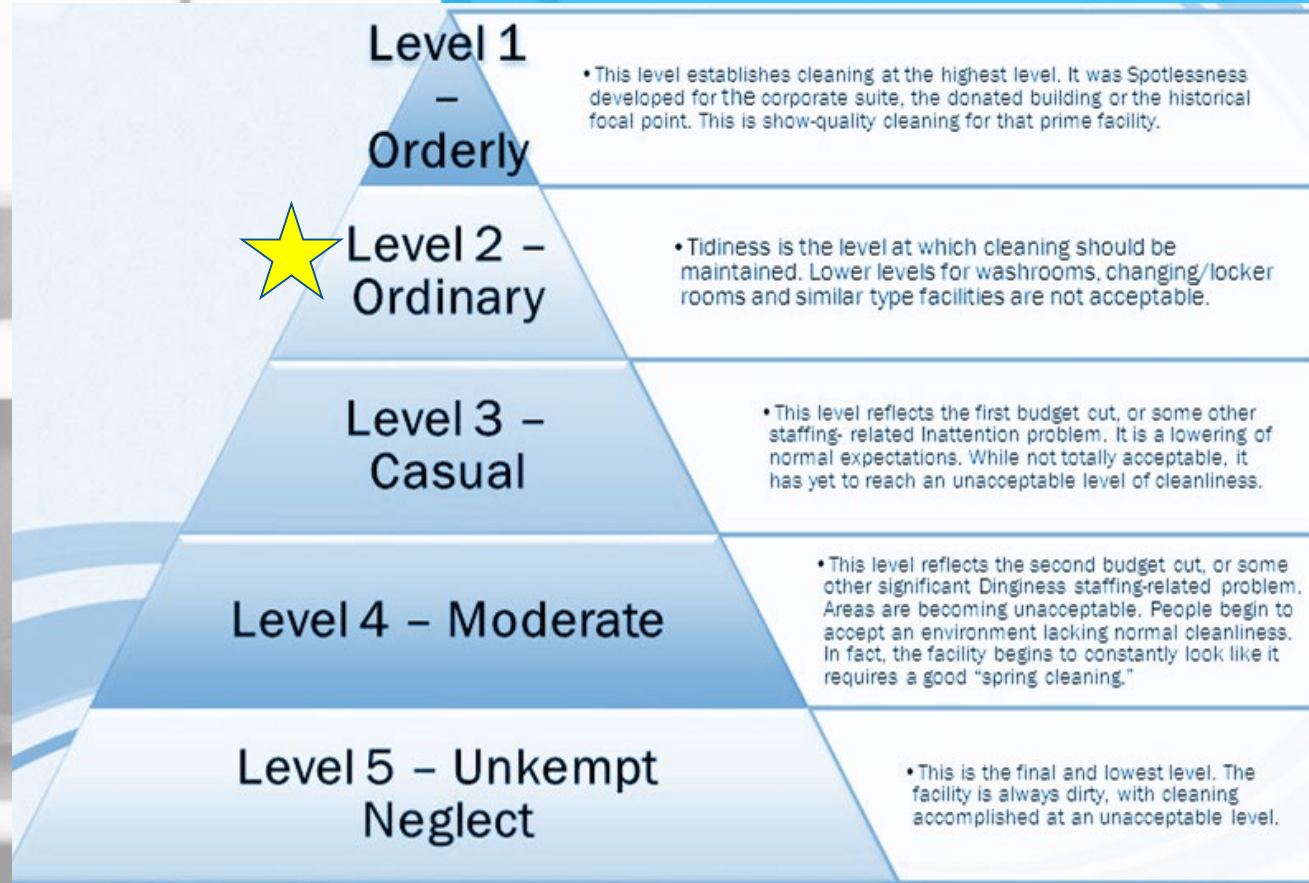
BE COURAGEOUS





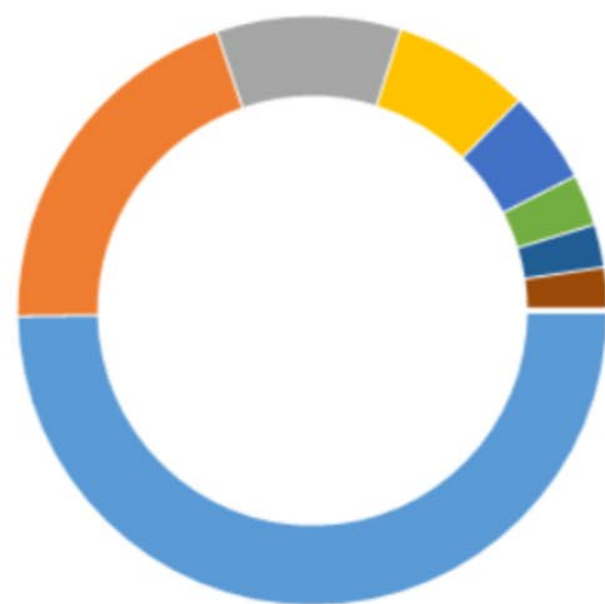
**Taking care  
of what we  
have**

# Custodial APPA levels of Clean





## Custodial products and supporting chemicals

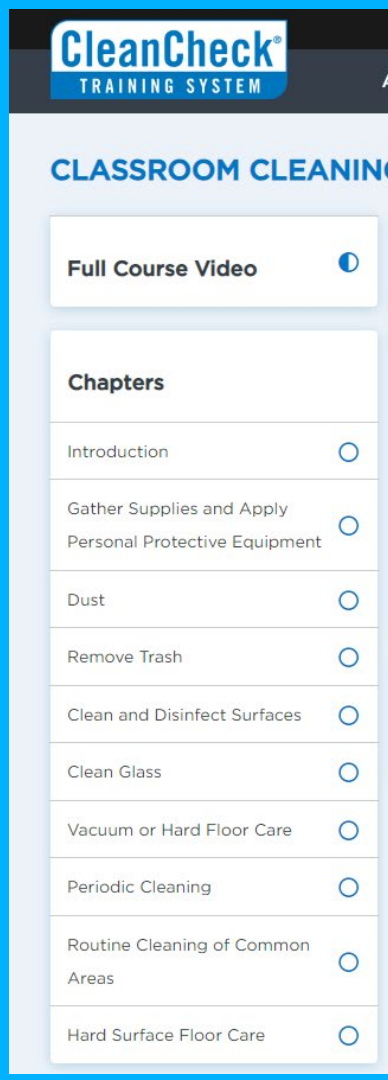


Towels, Tissue, & Wipers  
Cleaning Chemicals  
Can Liners/Garbage Bags  
Janitorial Equipment  
Cleaning Tools  
Facility Supplies  
Hand Soap/Skin Care  
Safety  
Shipping Supplies  
Unknown  
Closeout Specials  
Food Service Dispos...  
Industrial Supplies  
Miscellaneous / Char...

Product Group	% of Total
Towels, Tissue, & Wipers	49.75 %
Cleaning Chemicals	20.05 %
Can Liners/Garbage Bags	10.10 %
Janitorial Equipment	7.51 %
Cleaning Tools	5.11 %
Facility Supplies	2.82 %
Hand Soap/Skin Care	2.36 %
Safety	2.29 %
Shipping Supplies	0.01 %
Unknown	0.00 %

## Custodial Training

Custodial training and a documented cleaning program creates trained staff who are safer, more productive, and more efficient.

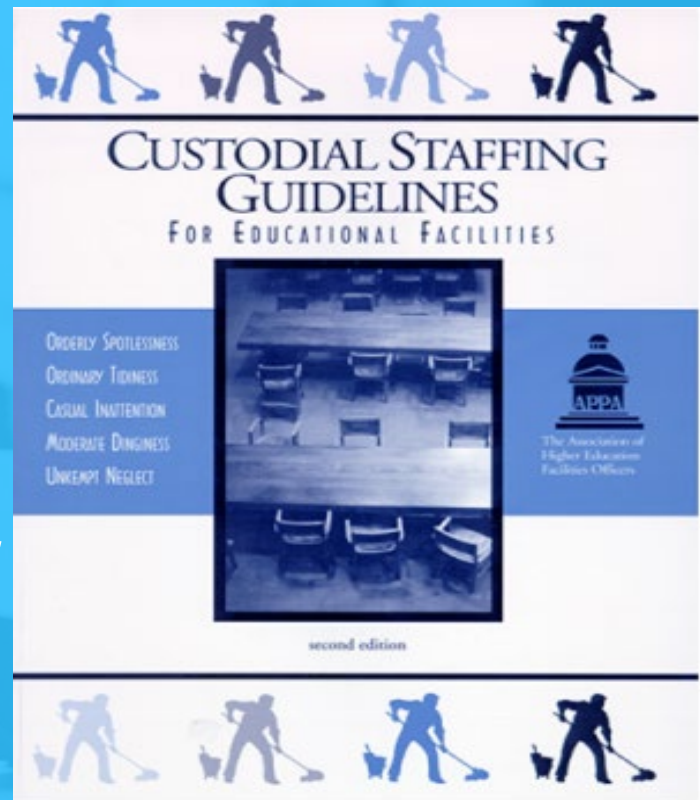


### Classroom Cleaning Certification Test

1. When cleaning a classroom, how often should you clean the walls?
  - ☐ Weekly
  - ☐ On a regular schedule as directed by your supervisor.
  - ☐ Once a month
2. It is not necessary to allow a disinfectant to stand on the surface. Just wipe with a cloth.
  - ☐ True
  - ☐ False
3. When glass cleaning with a color coded microfiber cloth system, what color should be used?
  - ☐ Blue
  - ☐ Red
  - ☐ Yellow
4. You should regularly empty pencil sharpeners even if they are not completely full?
  - ☐ True
  - ☐ False
5. To remove gum from carpeting, you should:
  - ☐ Use scissors to cut it out of the carpeting

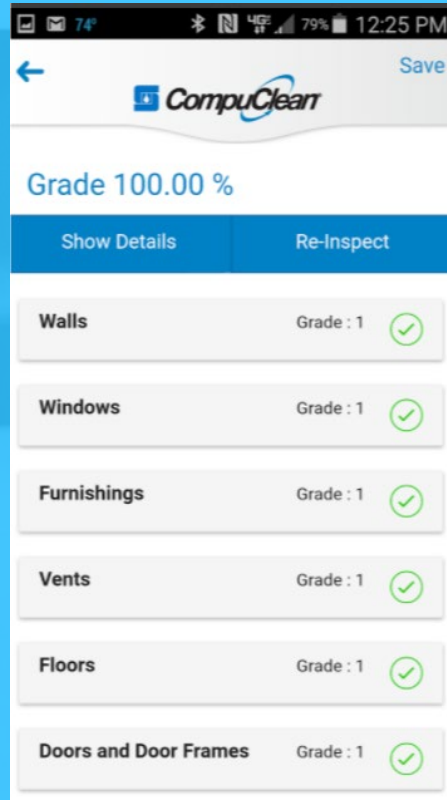
## Custodial Training

- Training sequence
- Training videos
- Color coded training cards
- Spot checks
- Retraining





# Cleaning Management App



Continuous  
improvement  
through  
honest  
feedback



# Clean-Sanitize-Disinfect

Changes during  
the  
COVID Pandemic





What's happening to keep our schools safe

## CUSTODIAL DISINFECTING & CLEANING

### TRAINING

All custodians participated in training on proper disinfection protocols associated with BNC-15®. Through videos, manuals and flip cards with color coded chemical products, custodial staff have been taught how to specifically clean all areas of the school. Advanced disinfection and specific techniques for various surfaces are covered.

### CUSTODIAL PROCEDURES

All custodians follow a specific set of protocols and procedures from this training each evening to clean and disinfect classrooms and offices. Head custodians check the work through CompuClean® Quality Inspections.

## CLASSROOM CLEANING & SANITIZATION

### CLEANING THROUGHOUT THE DAY WITH ZEH-N-X AND SANI-TYZE

Cleaning as defined by the CDC refers to the removal of dirt and impurities, including germs, from surfaces.

Cleaning alone does not kill the germs, but by removing the germs, it decreases their number and therefore the risk of spreading infection.

### CLEAN - SANITIZE - DISINFECT



Viruses must attach themselves to a protein soil to survive. When we use cleaning detergents we are able to remove protein soils from the surfaces, thus preventing the spread of viruses. To sanitize is to make surfaces more hygienic. We have chosen alcohol free hand and surface sanitizers to avoid issues of consumption and flammability. Our goal with FoamyIQ® Hand Sanitizer, Sani-Tyze® and Zehn-X® is to keep surfaces as clean as possible during the day until our custodial team can disinfect these areas after hours. Disinfecting will occur once a day after school by the custodial team using BNC-15® with gloves and precautions while providing dwell and drying time. Disinfecting as defined by the CDC is the process of killing germs and is completed by using chemicals, for example EPA-registered disinfectants, to kill germs remaining on a surface after cleaning further reduces any risk of spreading germs. But killing germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. It is important to note that disinfecting is a process and having the correct product and infection. It is important to note that disinfecting is a process and having the correct product and process is part of the equation to effectively disinfect surfaces. We promise to stay in tune with changes in professional recommendations and will adjust our practices and products accordingly. Our goal is to keep surfaces as clean as possible throughout the day and then have our custodial team disinfect these areas after hours once students and staff are away from the buildings.

Thank you for all that you do to help this goal become reality.

### CUSTODIAL CERTIFICATION

The thorough training via the CleanCheck® training program rolled out over eight months in 2018/2019. Refreshers and additional certification in "Post Pandemic Cleanup and Disinfection" occurred this summer. Our Head custodians are also becoming "Certified Advanced Disinfection Specialists"

### DISINFECTANT

Each evening our custodians are performing a complete cleaning/disinfection process based on CDC guidelines. We use BNC-15®, an EPA registered disinfectant approved for use on SARS-CoV-2 and a broad spectrum of harmful pathogens.

### CLASSROOM & HAND CLEANER

Zehn-X® wipes are an FDA approved and registered Sani-Tyze® wipes are for use on hands organic ingredients. The wipes are for use on hands and surfaces by staff and students to ensure a clean work environment.

Zehn-X® is in wipe buckets and is for hand and general purpose classroom cleaning.

Sani-Tyze® will be used on buses, playground equipment and cafeterias to clean tables. Head custodians will distribute as needed. To sanitize, spray the surface and allow 60 seconds dwell time then wipe.

# Communications of Product, Process & Training

## CUSTODIAL PROFESSIONAL DEVELOPMENT 2018-2021



ALL CUSTODIANS ARE TRAINED THROUGH VIDEOS UPON HIRE VIA A THOROUGH TRAINING PROGRAM CALLED "CLEANCHECK" FOR OUR CUSTODIAL STAFF THAT ROLLED OUT OVER EIGHT MONTHS IN 2018/2019. THIS HAS CONTINUED AND RAMPED UP OVER THE PAST 8 MONTHS.



HEAD CUSTODIANS SHOW AN ASSIGNED CLEANCHECK TRAINING VIDEO TO THEIR STAFF MONTHLY. THIS IS FOLLOWED BY A TEST FOR COMPREHENSION. CERTIFICATES ARE PROVIDED TO CUSTODIAL STAFF UPON MASTERY. THESE VIDEOS ARE A PART OF OUR REQUIRED ONGOING TRAINING AND EDUCATIONAL PROCESS FOR ALL FULL TIME CUSTODIAL PERSONNEL.



CompuClean®



THE SCHOOL HEAD CUSTODIAN INSPECTS THE QUALITY OF THE CLEANING ROUTINELY WITH A QUALITY ASSURANCE SOFTWARE PROGRAM CALLED COMPUCLEAN

### MONTH

AUGUST  
SEPTEMBER  
OCTOBER  
NOVEMBER  
DECEMBER  
JANUARY  
FEBRUARY  
MARCH  
APRIL

### GENERAL CUSTODIAL TRAINING


PANDEMIC DISINFECTION  
POST PANDEMIC CLEANUP & DISINFECTION  
THE ABC'S OF CLEANING CHEMISTRY  
GHS HAZCOM  
BLOOD BOURNE PATHOGEN STANDARD  
CLASSROOM CLEANING  
RESTROOM CLEANING  
OFFICE CLEANING  
HARD FLOOR CARE  
CARPET CARE



### HEAD CUSTODIAN TRAINING CERTIFIED ADVANCED DISINFECTION SPECIALISTS

The ABC's of Cleaning Chemistry  
GHS HAZCOM  
Bloodborne Pathogen Standard  
Classroom Cleaning  
Restroom Care  
Office Cleaning  
Hard Floor Care  
Carpet Care

Fitness Facilities  
Kitchen Sanitation  
Employee Personal Workspace Cleaning  
Long Term Health Care  
Acute Care  
Pandemic Disinfection  
Post Pandemic Cleanup & Disinfection  
Advanced Disinfection

A person wearing a grey sweater is holding a smartphone. A large blue diamond is overlaid on the image, containing white text. The background is a blurred indoor setting.

# **Increasing Energy Efficiency**

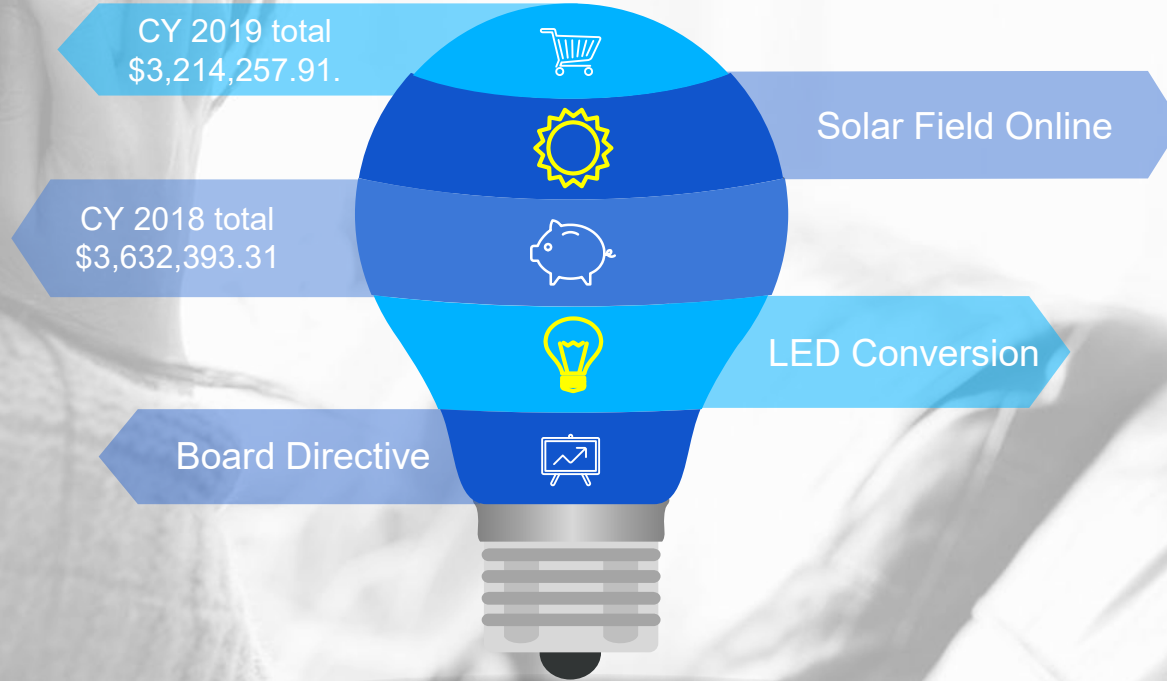
A  
Multi faceted  
Approach

The background of the slide is a photograph of a desk with a pair of black headphones and a white mug. A solid blue rectangular overlay covers the right two-thirds of the image, serving as a background for the text.

# Varied Approaches to Reduce Energy

- LED lighting
- Solar Farm @ BDHS & load shedding
- Condensing Boilers
- New Efficient Chillers
- Installation of Variable Frequency Drives
- Working with IPL to obtain rebates on all applicable projects

# IPL Bills







# MSD OF WAYNE TOWNSHIP SOLAR FARM

Load  
shedding  
@ BDHS



# MSD OF WAYNE TOWNSHIP SOLAR FARM

THE FUTURE LOOKS BRIGHT

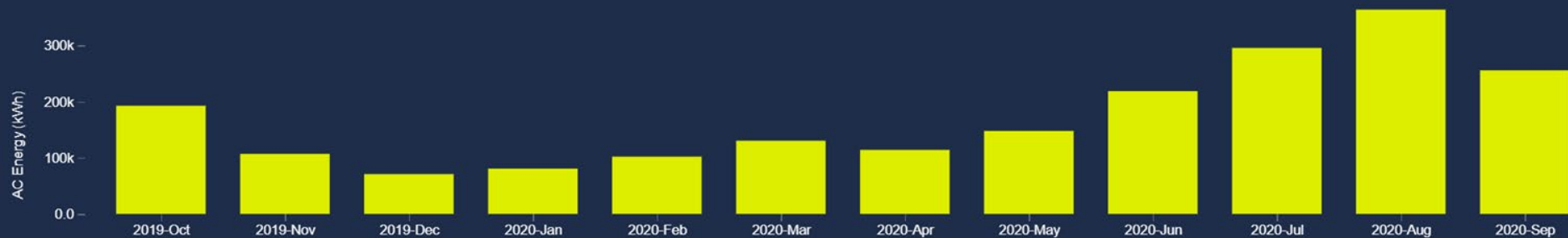
OVERVIEW

PROJECT INFORMATION

LIVE DATA

HOW IT WORKS

## SYSTEM OUTPUT



Total Generation – sum: 2.08 GWh

TODAY

LAST WEEK

LAST MONTH

LAST YEAR

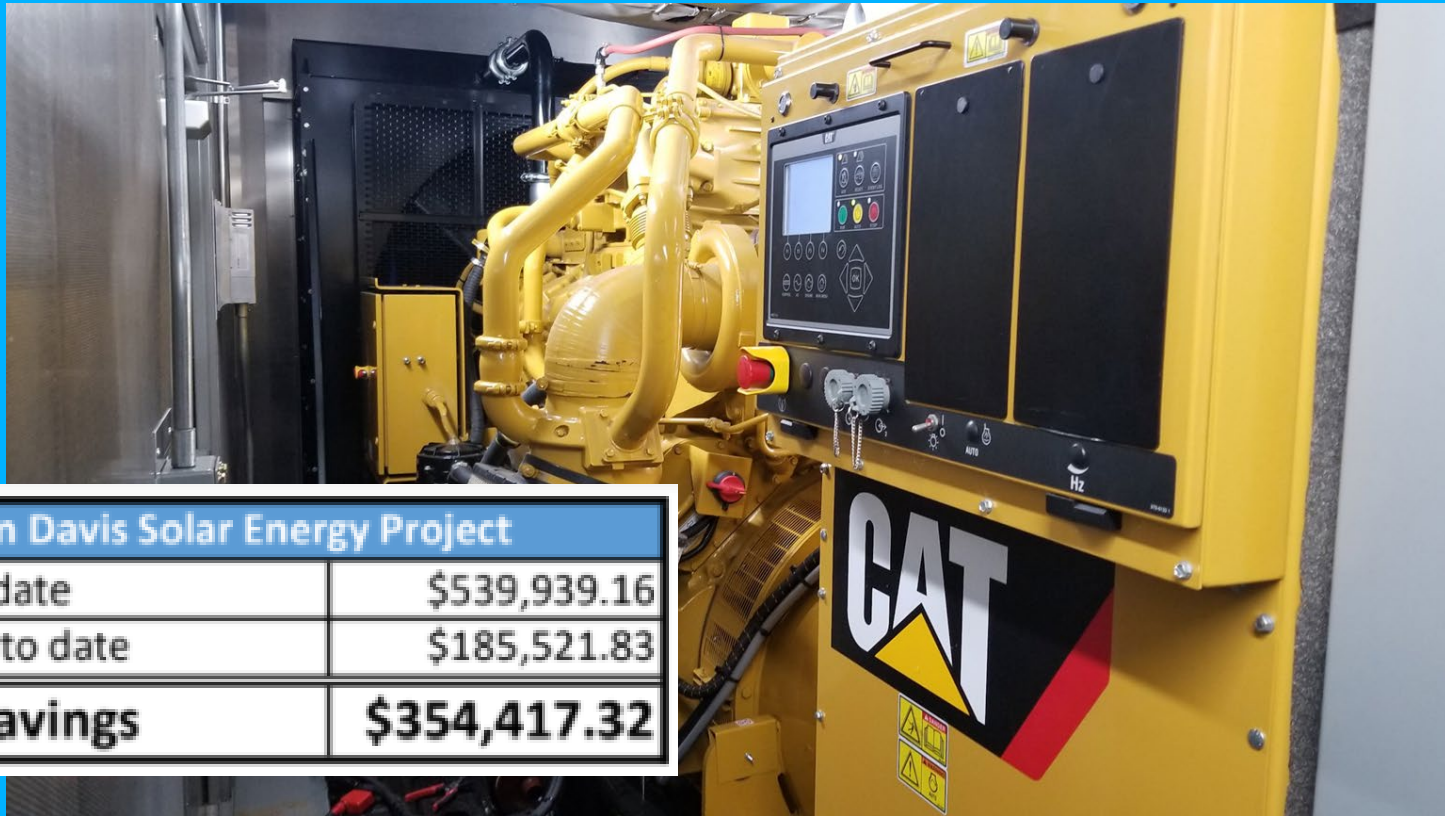
LIFETIME



# SOLAR FARM



Peak  
Load  
Reduction



## Ben Davis Solar Energy Project

Savings to date	\$539,939.16
Guarantee to date	\$185,521.83
<b>Excess Savings</b>	<b>\$354,417.32</b>

A person wearing a grey sweater is shown from the chest up, holding a small object in their hands. A large blue diamond is overlaid on the image, containing the text 'Safety & Training' and 'Keeping people safe'.

# **Safety & Training**

Keeping people safe



## Arc Flash Training

Providing proper training, equipment and PPE  
keep our employees informed and safe





# Equipment Training

## Aerial work platform and boom lift training





## Pesticide Certification


All pesticide applications to school property (both buildings and grounds used for the instructions and recreation of students) must be performed by certified and licensed applicators or employees operating under the direct supervision of those certified and licensed applicators.



## Playground Safety Certification



The National Recreation and Park Association certified playground inspectors. The Certified Playground Safety Inspector (CPSI) certification program is the most comprehensive training program on playground hazard identification and risk management methods offered nationwide.




## Operations Department Mission

The mission of Wayne Township Schools Operations Department is to provide quality buildings and grounds maintenance for the students, staff and community members who utilize our facilities.

Our goal is to maintain the districts facilities in a manner that delivers a safe, clean and comfortable environment in which our students can learn and grow.

Our methods for maintaining our facilities include School Dude work order system, regular dialog with building staff, administration and our community to ensure proper communication of relevant issues and continually seek input on ways to improve our schools.

We also strive to work with our community to resolve any concerns that they bring to our attention.







**WE ARE WAYNE!**  
GREAT SCHOOLS  
GREAT COMMUNITY

Pete Just  
Dana Lile  
Todd Hendricks

**Thank You!**