

**JRMS Health & Safety Team*****(Emergency Response Team)***

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**JRMS Health & Safety Team Meeting Calendar****SY 2015-2016**

Meeting Date	Time	Location	Topics to Address
May 6, 2015	9AM	Main Office	Introduction of members, Distribute CSSM Pilot Program Documents.
May 12, 2015	10AM	Library	Address CSSM Pilot Program forms and requirements.
June 03, 2015	9AM	Main Office	Follow-up on Actionable item#1 -7; Review reports for submission to GPHSS/DEH.
July 01, 2015	9AM	Main Office	Follow-up on Actionable item#1 -7.
Aug 5, 2015	9AM	Main Office	Address Actionable item#8.
Sept. 02, 2015	9AM	Main Office	Address new school year plans. Address Actionable Item#9-11.
Oct. 7, 2015	9AM	Main Office	Follow-up on Actionable Item#5, #8. Address Actionable Item#9-11.
Nov. 4, 2015	9AM	Main Office	Follow-up on Actionable Items. Address Actionable Item #12-16.
Dec. 2, 2015	9AM	Main Office	Review Action Plan Goals.
Jan 20, 2016	9AM	Library	Review Inspection Results conducted on 12/24/2015
Feb. 17, 2016	9AM	Library	Updates on inspection concerns, focus on actionable items and work with F&M on addressing items listed as skill specific.

Mar 16, 2016	9AM	Library	Updates on inspection concerns, H&S Team focused on actionable items and communicated with F&M to address skill specific items.
April 4, 2016	9AM	Library	Updates on inspection concerns, H&S Team focused on actionable items to include closing out the school year and FestPac Preparations.
May 15 , 2016	9AM	Library	H&S Team focused directly on classroom and building concerns/requirements related to FestPac preparations.

Meeting minutes located in adjacent pocket.

## Jose L.G. Rios Middle School Maintenance Action Plan

GOAL: To Improve and maintain the sanitary and safe conditions at Jose Rios Middle School.			
OBJECTIVE ONE: Monitor GDOE Responsibilities			
Actionable Items	Activities	Lead	Frequency of Monitoring
Actionable Item #1  Monitor Work Orders	Create a running list of work orders.	G. Tedpahogo E. Lamb B. Crisostomo	Bi-Weekly
	Track the type of issues.		Monthly
	Track the frequency of issues.		Monthly
	Track the location of issues.		Monthly
	Track who is reporting issues.		Monthly
Actionable Item #2  Bi-Weekly Walkthrough	Set up a time to conduct bi-weekly walkthrough.	G. Tedpahogo E. Lamb	Bi-Weekly
	Contact GDOE Maintenance about work orders that have not been completed.		Monthly

## OBJECTIVE TWO: School Ownership

Actionable Items	Activities	Lead	Frequency of Monitoring
Actionable Item #3  Monitor School List	Create list of issues considered within purview of school.	G. Tedpahogo E. Lamb	Monthly Jan. 2016 JRMS H&S Team internal checklist
	Delegate appropriate issues to school staff for corrective action.		Monthly Jan. 2016 JRMS H&S Team internal checklist
	Delegate appropriate issues to school community for corrective action.		Monthly May 2016 JRMS H&S Team internal checklist
Actionable Item #4  Create a best practices list	Create list of issues considered within purview of school with how they were addressed.	G. Tedpahogo E. Lamb	Monthly Jan. 2016 JRMS H&S Team internal checklist
	Determine if the action used would be suitable for inclusion as a "Best Practices".		Monthly Feb. 2016 JRMS H&S Team internal checklist
	Compile list of best practices for identified issues.		Quarterly April. 2016 JRMS H&S Team internal checklist
Actionable Item #5  Presentations to staff.	Prepare presentations to staff on types of reported issues.	G. Tedpahogo E. Lamb	Quarterly Feb. 2016 Faculty Mtg
	Prepare presentations to staff on how issues are being addressed.		Quarterly Mar. PD (FESTPAC PREP)
	Keep staff informed of process.		Monthly MAY PD (classroom inspections)

OBJECTIVE TWO: School Ownership (continued...)			
Actionable Item #6  Adopt and use the checklists on a monthly basis	Obtain checklists of school maintenance issue from DEH.	G. Tedpahogo E. Lamb	Bi-Annually
	Use checklists to engage more staff in the monitoring of school maintenance issues.		Monthly: Feb. 2016 JRMS H&S Team internal checklist
Actionable Item #7  Quarterly walkthrough	Set up a time to conduct quarterly walkthrough.	G. Tedpahogo E. Lamb	Quarterly MAR 2016 JRMS H&S Team internal checklist
	Contact JRMS Administration about work orders that have not been completed.		Quarterly May 2016 JRMS H&S Team follow up on work orders and FESTPAC Prep.
Actionable Item #8  Survey and findings	Create survey for school staff perception of school maintenance.		Quarterly AUG 2016 H&S mtgs. To include school building concerns as part of JRMS Emergency Response Action Plan.
	Issue survey.		Quarterly SEPT 2016 JRMS ERAP roll-out
	Tabulate survey results to gauge interest in participation of school maintenance.		Quarterly
	Present survey results to staff.		Quarterly OCT 2016 1 <sup>st</sup> QTR PTC

### OBJECTIVE THREE: Student Engagement

Actionable Items	Activities	Lead	Frequency of Monitoring
Actionable Item #9  Create student leadership team	Encourage SBA/StuCo to create student leadership team to focus on learning about environmental health issues.	G. Tedpahogo E. Lamb	Monthly OCT 2016 H&S mtgs. To include school building concerns as part of JRMS Emergency Response Action Plan.
	Encourage SBA/StuCo to create student leadership team to focus on participation in volunteer opportunities that address environmental health issues.		Monthly OCT 2016 H&S mtgs. To include school building concerns as part of JRMS Emergency Response Action Plan.
Actionable Item #10  Create student involvement opportunities	Identify area where students can create a bulletin board of information.	G. Tedpahogo E. Lamb	Monthly OCT 2016
	Develop a running list of student volunteers for school improvement projects.		Monthly
	Provide opportunities for students to write personal letters to school staff to encourage involvement.		Monthly
	Student leadership will participate in school walkthroughs to learn about types of public health issues.		Quarterly

	Student leadership will participate in school walkthroughs to learn how to report public health issues.		Quarterly
OBJECTIVE THREE: Student Engagement(continued...)			
Actionable Item #11  Survey and findings	Create a student perception survey.	G. Tedpahogo E. Lamb	Quarterly
	Issue survey.		Quarterly
	Tabulate survey results to gauge interest in participating in addressing school maintenance issues.		Quarterly
	Share survey results with students.		Quarterly
	Keep students informed of the process.		Monthly
	Keep students engaged in the process.		Monthly



## OBJECTIVE FOUR: Community Engagement

Actionable Items	Activities	Lead	Frequency of Monitoring
Actionable Item #12  Present assessment findings	Offer presentations to parents and other school community members on types of reported school maintenance issues.	G. Tedpahogo E. Lamb	Quarterly SEPT 2016 JRMS Parent/Admin/Student/Teacher Association (PASTA) Mtg.
	Offer presentations to parents and other school community members on how reported school maintenance issues are being addressed.		Quarterly OCT 2016 JRMS Parent/Admin/Student/Teacher Association (PASTA) Mtg.
	Keep community informed of process.		Monthly NOV 2016
	Keep community engaged in process.		Monthly
Actionable Item #13  Create community involvement list	Develop list of issues at the school that can be addressed by external partners of the school.	G. Tedpahogo E. Lamb	Monthly
	Initiate list of ideas on how school community partners can organize school improvement projects.		Monthly
Actionable Item #14  Develop a monitoring plan	Develop monitoring plan to report progress of addressing school maintenance issues		Monthly SEPT 2016 JRMS Parent/Admin/Student/Teacher Association (PASTA) Mtg.

Actionable Item #15  Quarterly walkthrough	Parents will participate in school walkthroughs to learn about types of public health issues pertaining to the school building sanitation and safety.		Quarterly
	Parents will participate in school walkthroughs to learn how to report public health issues pertaining to the school building sanitation and safety.		Quarterly
Actionable Item #16  Survey and findings	Create survey for parents perception of the school maintenance.		Quarterly
	Issue survey		Quarterly
	Tabulate survey results to gauge parent interest in participating in school maintenance initiatives.		Quarterly
	Share survey results at parent meetings		Quarterly