Custodial

Initial Rollout Fall 2023

All custodians and their work details and duties and assignments, will be finalized in all new buildings and older buildings.

Philosophy:

Rock Ridge is committed to having a clean environment for our students and staff
Rock Ridge is committed to having staff properly trained
Rock Ridge is committed to having safe work environment

Resources:

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WIG: Establish from none in July of 2020, of custodians and their work details and duties and assignments in their new buildings to having all custodians and their work details and duties finalized and completed by June of 2025 in their new buildings.

EXPLORING	EMERGING	SUSTAINING	EXTENDING

• Research current building custodial and maintenance needs and consider placement of maintenance and custodial staff.
  ○ Working on how it is going to look and identifying needs.
• Training of custodians and staff has started
  ○ Many new building trainings have been completed.
	• Continual readjusting of staff as new buildings open and old buildings close.
	  ○ In the process
	• Training of custodians and staff is mostly completed
	  ○ For the new facilities and is continuous…
		• All custodians have their work details and duties and assignments
		• Custodial/Maintenance staff are trained in new cleaning areas by square footage in the new buildings.
			• Custodial and staff assignments will be determined by square footage formulas
			• All custodians and staff will have the skills and training to perform multiple job duties

lag indicators:
Custodians and staff complete work details and assignments. Custodian staff are placed in new buildings–Laurentian and High School 10/18/2023

lead Indicators:
Custodians and staff will be trained. All HS staff has been trained new custodial equipment with more training to follow this school year. Laurentian has older equipment. 10/18/2023

- Completed. Actively training new staff joining the department. 10/19/2026. A new challenge is that retiring custodians who did not drive the bus are being replaced by custodians who are driving the bus. This has helped the transportation department with bus drivers but created more challenges in taking care of our buildings because more custodians are driving the bus than in the past few years.

Custodians and staff will be properly assigned. Still in process working through issues. 10/18/2023. High School day shift is properly assigned. High school PM staff in process and getting staff in locations they are successful.

- Constantly in flux because of retirement and new hires.

Square footage per custodian and staff will be initiated and completed. Still in Progress. The report by Hilliard should be complete by 12/01/2023

- This is still a work in progress because the Life and Learning Center was added to buildings and grounds staff since the Hilliard report. Since the Hilliard report we are constantly assessing duties as recommended in the Hilliard report.

Buildings and Grounds

Initial Rollout Fall 2023

Achieve efficiency in the management of all of our athletic facilities including training staff and performance in turf management

Philosophy:

Rock Ridge is committed to having a clean environment for our students and staff
Rock Ridge is committed to having staff properly trained
Rock Ridge is committed to having safe work environment

Resources:

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- Link inserted here in blue color
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WIG: Train from no training in July of 2020 to achieve efficiency in the management of all our athletic facilities including training staff and performance in turf management to all staff being fully trained in June of 2025 in the management of our athletic facilities including training staff and performance in turf management.

EXPLORING	EMERGING	SUSTAINING	EXTENDING

• Analyze what equipment and what staff we will need to take care of turf maintenance.
  ○ Have purchased necessary equipment for all facilities.
  ■ Waiting to assess old equipment when the buildings close.
• All turf fields are properly maintained
  ○ Yes, we have been trained, with more training coming as needed.
	• We currently have a two year schedule of continual training for staff on turf maintenance and updating and maintaining the turf fields. This was completed in the summer of 2026
	• All turf fields are properly maintained
		• Make a five year schedule of continual training for staff on turf maintenance
		• All turf fields are properly maintained
			• Make a ten year schedule of continual training for staff on turf maintenance
			• All turf fields are properly maintained

lag indicators:

Games and practices are successfully held on turf fields. This is currently happening. All home games and most practices are held on turf fields.

lead Indicators:

We have the proper equipment to perform our turf maintenance procedures. Equipment has been purchased, such as snowblower attachment for John deer loader, (plow) pusher that is made for turf fields, sweeper and raker. 9/01/2023

- True, we have all the proper equipment.

Staff are properly performing their turf maintenance procedures. Staff are performing maintenance on all turf fields on a regular scheduled basis. Fields are dragged and raked once per week. Weeds growing on turf are eliminated with recommended spray. Training on fields is an ongoing process. For example, Proctor field personnel helped train our maintenance staff in late September. Plan on attending field maintenance and turf maintenance workshop (4 employees) in spring.

- This is true and we are accomplishing this goal. As of 10/19/26, we are In the process of changing from season to season turf maintenanc.

Transportation

Initial Rollout Fall 2023

We will provide safe and efficient transportation to all students at the lowest possible district cost.

Philosophy:

Rock Ridge is committed to provide all PreK -12 students with transportation that is safe and efficient at the lowest possible cost to the district.
Rock Ridge is committed to provide students with an up to date fleet of buses that provides modern technology for the learning process.
Rock Ridge is committed to providing training for employees involved in transportation in order to provide a positive and safe experience for students riding district buses.

Resources:

- www.transfinder.com
- www.hoglundbus.com
- www.telingroup.co

WIG: Revamp from no system in place in July of 2020 to provide a safe and efficient transportation to all students at the lowest possible cost to having a modern system in place by June of 2025.

EXPLORING	EMERGING	SUSTAINING	EXTENDING
• Hold meetings with the district's bus routing software company representatives and consultants to determine the best way to proceed. This includes contracting with our software company for consulting services. • Explore and seek bid proposals under the Minnesota State Cooperative Purchasing Program each year no later than February 15th for bus purchases in the next fiscal school year. • Collaborate with our bus software company to establish a training program for using the bussing software. Determine the characteristics needed for effective utilization for the program and possibly hire a router/driver. I have had a meeting with our routing company. The best candidate would be: 1. Must possess computer skills 2. Should be or have been a bus	• Hold meetings with administration and school board committee members to discuss options for transportation scenarios for the upcoming school year. • Provide the school board with annual bids received no later than March 15 to determine the number of older buses to be retired and the number of new buses to be purchased. (Email to Noel for meeting 2/16/23 • Select the router/driver for the training and set up a regimented schedule with the software company and the employee.	• Complete comprehensive bus routing for students PK through grade 12 for all district elementary schools and the new Rock Ridge High School. This plan must address student safety, route efficiency and transporting students at the lowest cost possible. Routes are built and now being fine tuned. • Implement a school bus rotation program with a goal that no bus be more than ten years in age. 3 new buses in transit to Rock Ridge and 4 new buses ordered. This will be in progress for 2 more order cycles depending on the number of buses approved for purchase by the school board. • Bus orders have come to a halt because of budget constraints during the 24-25 and 25-26 School year. We took delivery of 4 new buses in March of 2025. These buses were ordered in November of 2023. Because of this purchase our average age of buses went down from 9.16	• Bus routing software is working flawlessly. Our bus routing software is working very well. As Transportation Director and also Routing Specialist I have learned to master the software and this has given the district high efficiency on our routes. There are always additional new updates to our software and I will continue to keep up these updates as they are implemented. • No school bus is older than 10 years. • Additional employee works routing software flawlessly and helps out as needed in transportation.

driver. 3. Should be a full time person. Possibly a .8 position.		years to 6.63 years. • The router/driver utilizes school district bus routing software. This person is able to use the software to provide seamless operations in regard to student transportation. The Maintenance/Transportation Secretary was provided 2 days of software training and one time per month training.	

lag indicators

Measure runs per bus, students per bus, miles per bus, cost per student and cost per mile.

We currently have 23 buses used for AM and PM routes. This is a total of 46 runs per day.

Bus #	Students Per Bus	Miles Per Bus	Cost Per Student	Cost Per Mile
1	77	158	$7.59	$3.70
2	65	104	$5.92	$3.70
6	59	105	$3.70	$3.70
9	73	44	$2.23	$3.70
10	80	128	$5.92	$3.70
11	90	67	$2.75	$3.70
12	92	82	$3.29	$3.70
13	74	104	$5.20	$3.70
15	87	112	$4.76	$3.70
16	85	55	$2.39	$3.70
17	82	141	$6.36	$3.70
18	79	32	$1.49	$3.70
19	73	96	$4.87	$3.70
20	61	94	$5.70	$3.70
21	76	54	$2.62	$3.70
22	68	31	$1.68	$3.70
3	49	68	$5.13	$3.70
25	65	34	$1.93	$3.70
28	103	78	$2.80	$3.70
30	56	28	$1.85	$3.70
31	44	103	$8.66	$3.70

The number of buses and length of time they have been in service.

VEHICLE #	LICENSE PLATE #	YEAR	MAKE	Years in Service
1	806402	2026	International	1
2	956341	2019	Thomas	7

3	967062	2121	International	5
4	944196	2015	International	11
5	950272	2017	International	9
6	947553	2017	Thomas	9
7	950271	2017	International	9
8	970768	2013	International	13
9	965781	2021	International	5
10	956340	2019	Thomas	7
11	947552	2016	Thomas	10
12	954089	2018	International	8
13	960240	2020	International	6
14	970769	2014	International	12
15	970770	2024	International	2
16	962746	2019	International	7
17	806405	2026	International	1
18	974838	2021	Blue Bird	5
19	974837	2021	Blue Bird	5
20	954580	2019	Thomas	7
21	953644	2017	Blue Bird	9
22	957506	2015	Thomas	11
23	945524	2014	Blue Bird	12
24	806403	2026	International	0
25		2023	IC	3
26	806404	2026	International	0
27	926046	2008	Blue Bird	18
28		2023	IC	3
30	800131	2024	International	2
31	800906	2024	International	2

The training of a router/driver creates a better work flow in the transportation Department.
The Maintenance/Transportation Secretary was provided 2 intensive days of routing software training on October 3rd & 4th with ongoing monthly training. She will be working to become proficient at routing students.
Unfortunately because of budget considerations, the transportation secretary position was eliminated. All duties were assumed by the Transportation Director.

lead Indicators
Meetings with our district bus software company to formulate a plan for routing.
A Bell time study was completed for the district on 1/10/23. Ongoing weekly meetings were held from 1/15/23 to the start of the 2023-2024 school year to address routing concerns and route efficiency. A kick-off meeting for the 2024-2025 school year is being held on 11/13/23. This will address the move to the New North Star Elementary.
Meetings with our software provider were held on an as needed basis always keeping in mind efficiency. Routing is currently as efficient as it can possibly be at the present time.

Meetings with administration to discuss options. Meetings will be held at a later date.
Meetings with our administrative team have occurred on an as needed basis. Many occur during administration meetings but the majority occur with principals in a one-to-one format as needed.

Bus quotes discussed and approved early so that buses are ordered on time.
2/23/23 Bus Purchase for 2023-2024 was presented to the Building Grounds and Transportation Committee (Recommended to present to the full school board at the next meeting.)
3/23/23 Bus purchase for 2023-2024 presented to the School Board. (The recommendation was turned down.)
7/10/23 Bus Purchase for 2023-2024 was again presented to the Building Grounds and Transportation Committee (Recommended to present to the full school board at the next meeting.)
8/14/23 Bus purchase for 2023-2024 presented to the School Board. (Recommendation was approved.)
9/19/23 Buses ordered
11/3/23 Bus order updated.
I recommend the school board purchase 2 buses and 2 suburbans for the 2026-2027 school year.

Collaborate effectively with routing experts. For routing and training purposes meetings happen weekly or as needed. THe Transportation Secretary will have training dates 11/13, 11/22, 11/29 to date. Kick-off meeting for Bob will be 11/13/23..
Collaboration with our routing provider (Transfinder) has occurred as needed.