



710 17th St. SW, Faribault, MN 55021

Office: 507-333-6000 | Fax: 507-333-6050

# Request for Program/Budget Addition

Fiscal Year 2021-22

Return to the Director of Finance & Operations

(attach additional documents if more room is needed)

Please detail the vision of your proposal below:

The position of OP2 has significantly changed with additional compliance, processes and policies within the Buildings and Grounds and Health and Safety Department. Our department is in need of higher level support than what the current OP2 job description entails. The following are some of the ways in which our department now places more responsibility on this position:

- Serve as backup for Buildings & Grounds Director
- Serve as backup for Health & Safety Manager
- Assist with Akitabox (district work order system) assign work orders, approve work orders, check on progress of work orders, inspect work that was done.
- Assist with Raptor (District Emergency Management/Reunification Software) maintaining updated emergency policies, maps, and staff duties in the software.
- Assist with keeping construction projects on time and on budget
- Assist with district wide security (S2 door access system, security calls)
- Assist with our work comp improvement plan to lower our EMR rating
- Assist with hiring, training, and supervising B&G staff

Rationale: How does this proposal align with our strategic plan?

The Buildings & Grounds/Health and Safety department focuses heavily on safety for students, staff and visitors for Faribault Public Schools. We are implementing an enhanced security system and emergency management system to tie directly to our strategic plan.



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Additionally, our philosophy has been to focus on preventative maintenance to both find efficiencies and also address areas of concern prior to becoming expensive projects. With our proactive approach we need to increase our awareness and visibility in our buildings. This position will assist our department in achieving this goal which we believe will lead to much safer and healthier schools.

**What will be needed to implement this proposal:**

<b>Description of Need:</b>	<b>Estimated Budget</b>	<b>Funding Source</b>
Staffing	\$26,500	LTFM
Curriculum	\$	
Textbooks	\$	
Technology	\$	
Supplies	\$	
Space	\$	
Other	\$	
Other	\$	
Total Estimated Budget	\$26,500	

Submitted by Kain Smith

Date 1/18/2021

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Approval \_\_\_\_\_

Date \_\_\_\_\_



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*Send this completed form and any attachments to the Director of Finance & Operations.*