

Facilities Task Force

Improving Processes & Systems

Objective

Collect feedback and recommendations from district level end-users to enhance and improve Facilities processes and technical systems.

Facilities Task Force

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Committee

35 District Members
9 KDE Members

Number of Meetings

21 Meetings in Total



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District Members

- 1 Assistant Principal
- 2 Assistant Superintendents
- 1 Chief Executive Officer
- 2 Chief Financial Officers
- 1 Chief Operating Officer
- 2 Coop Members
- 1 Director of Operations
- 2 Executive Directors
- 4 Finance Officers
- 1 Operations Director
- 18 Superintendents

KDE Members

- 1 Associate Commissioner
- 1 Branch Manager
- 1 Assistant Director
- 1 Facilities Manager
- 4 Facilities Architects
- 1 Project Manager



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Approach

The 35 members were separated in smaller groups and assigned to the following areas based on their expertise and experience:

- Funding
- Communications & Training
- KY Facilities Inventory Classification System (KFICS)
- Planning Manual

- Local Planning Committee/District Facility Plan
- FACPAC & BG Process
- Property Acquisition

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Meetings Details & Participation Rate

Meeting Group	Meeting Date	Attended	Missed	Participation %	Meeting Length (in minutes)
Funding	16-Jul	3	2	40.00%	58
Funding	19-Jul	5	1	83.33%	58
Communications & Training	6-Jul	3	2	50.00%	49
Communications & Training	19-Jul	3	2	60.00%	47
Communications & Training	2-Aug	2	3	40.00%	17
FACPAC & BG'S	7-Jul	4	2	66.67%	55
FACPAC & BG'S	20-Jul	3	3	50.00%	32
FACPAC & BG'S	3-Aug	1	5	16.67%	47
KFICS	7-Jul	3	1	75.00%	51
KFICS	20-Jul	1	3	25.00%	38
KFICS	3-Aug	2	2	50.00%	15

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Meetings Details & Participation Rate

Meeting Group	Meeting Date	Attended	Missed	Participation %	Meeting Length (in minutes)
Planning Manual	12-Jul	3	2	60.00%	64
Planning Manual	26-Jul	1	3	25.00%	36
LPC/DFP	12-Jul	5	0	100.00%	67
LPC/DFP	26-Jul	3	2	60.00%	66
LPC/DFP	9-Aug	3	2	60.00%	66
Property Acquisition	13-Jul	1	6	14.29%	18
Property Acquisition	27-Jul	3	2	60.00%	54
Property Acquisition	10-Aug	3	2	60.00%	22

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Next Step – Large Group Meeting & Survey

Two more rounds of meetings were conducted with all members of the Task Force to allow them to review all the recommendations and provide additional feedback.

Meeting Group	Meeting Date	Attended	Missed	Participation %	Meeting Length (in minutes)
All Members	31-Aug	17	18	48.57%	58
All members	7-Sep	9	26	25.71%	31

A survey via Survey Monkey was sent to the 35 Task **Force** members to prioritize the **74 recommendations**. **16 responses** were collected.

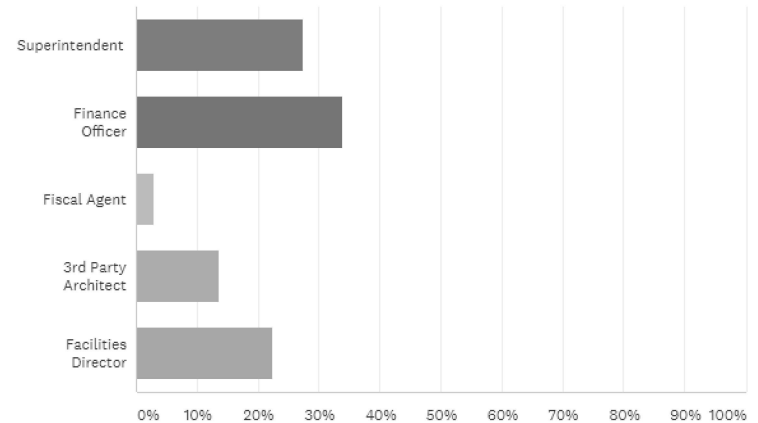
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Next Steps - Further Input

An additional survey was sent to all Facilities Directors, Finance Officers, 3rd Party Architects, Fiscal Agents, and Superintendents.

- The survey was sent to – 792 people
- Participation rate – 144 people



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Final Meeting

October 28, 2021 - KDE scheduled a final meeting with the 35 Task Force members (14 attended) with the following objectives:

- Review the feedback submitted by Facilities Directors, Finance Officers, 3rd Party Architects, Fiscal Agents, and Superintendents.
- Have one more opportunity to review all the recommendations and add any additional recommendations not listed.