

Attendees: Jeff McDaniel, John Clark, April Arnold, Joe Estrada, Lorie O'Brien

Topic: Plan Development for Inventory at Holbrook Elementary and Glenbrook Middle School

Meeting Objectives:

1. Determine how inventory will be completed.
2. Determine who will conduct the inventory.
3. Determine when the inventory will be conducted.
4. Develop plan to track items and determine demands on Warehouse personnel and M&O personnel during move.
5. Coordinate meeting with Holbrook and Glenbrook principals, work with them to determine how to inform staff on process.

Notes:

John Clark drew up a draft of a potential inventory collection sheet to be used in each room at the campuses. Group provided input on items to add. There was discussion around how to deal with items owned by district, owned by teacher and those where there may be some confusion.

Group agreed that all items in the room (not small items like pencils, scissors, etc.) will be marked on the form. This first pass will be a **Preliminary Inventory**. Principals will get copies of the completed **Preliminary Inventory** forms and will reconcile the form against the personal property in the rooms with input from teachers. John will work with M&O staff to create a spreadsheet that will list and tally all the items discovered via this process. This information will assist Jeff, John, and April in determining staffing needs, equipment needs, storage, and schedules for the moves of the items over the summer.

Joe Estrada indicated he discussed with his techs how to inventory computer related items. He clarified that this means computers, printers, monitors, keyboards and mice. SMART boards, document cameras, etc. are not part of his inventory piece but for M&O to include in their inventory. Joe raised the question about inventorying switches, phone, and the like. The group determined that this needed to be addressed by Rose Lock as it is directly connected to any facility usage plans after the schools close. Joe plans to have computers go with teachers. If a computer was purchased with categorical funds, he will work with Jennifer Sachs to determine where the computers should go. He plans to pull data off the hard drives of those computers and place the data on thumb drives for the teachers (or file servers at Glenbrook) and then reimage the computers for distribution to new locations. He expressed concern about having enough staff to do this before school begins. His team will be able to scan the bar codes on the computers and check them against IFAS to determine funding source. How this will be tracked is to be determined.

Lorie indicated that a textbook inventory was just completed at Holbrook. Teacher support materials were not inventoried and she will work with the principal to determine the best way to inventory them

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that is least intrusive for the staff especially during STAR testing time. No inventory has been done at any middle school so far. Her initial position is that the books should be collected in central locations on campus during the last week of school, by grade level and inventoried then. Teacher support materials should be turned in at the same time and inventoried. This most closely follows what many middle schools do around textbook collect at the end of any school year and will be least disruptive. She will finalize with Denise Rugani and April Bush the best way to proceed. Collection and moving of textbooks, elementary: Textbooks should be collected into either the Multi-Use Room or Library during the last week of school in a manner determined by the principal. The Warehouse will dispatch staff to count, box and label by grade level and content. They will then be shipped to the Warehouse using the procedures that were put in place this year. Books will then be redistributed to sites based on enrollment needs. Middle school -when the inventory is completed the books and support materials will be collected into the warehouse as is currently as for elementary books.

Principals are best able to have any necessary discussion with staff about what is true personal property and what was a donation to the district by parent groups was and is not true personal property. It was discussed that as those items are dealt with, it may be that an agreement can be made to send those items with the teacher who had the benefit of those donations. This needs to be resolved by Rose Lock. It was suggested that teachers update their Personal Property forms and return them to their principals before Spring Break. Jeff and John will discuss with the principals.

There was discussion about whether or not to tag items that are inventoried. It was decided that marking items would wait until nearer the end of the school year. This seemed the most sensitive to situation. Group agreed that teacher personal items will be marked with a tag with their first and last name, school it is being moved from and school it is being moved to, and – if known by that time – the location (i.e. classroom number) at the new campus.

Group discussed timing of inventory – weighed pros and cons of conducting it over Spring Break versus the afternoons during Shortened Wednesday time. The timing is best for M&O over Spring Break. If principals feel it can be presented to staff this week and the principals are supportive of it that is what they will do. If over Spring Break, they will inventory Glenbrook on Tuesday through Thursday and Holbrook on Friday. If additional time is needed to complete Holbrook, they will do so during subsequent Shortened Wednesdays per arrangements with the principal.

Deliverables for May 4 meeting:

Meeting with principals regarding process – Jeff and John by April 23rd

Status report on **Preliminary Inventory** -John

Process for principals to collect reconciled inventory information from staff and date due to M&O - Jeff and John

Date for final inventory information to spread sheet - based on consultation with principals. – Jeff and John

School Closure Inventory/Moving Planning

April 19,
2011
3:00 p.m.

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Finalized process and dates to be used by TIS to complete inventory - Joe

Finalized process and dates to inventory teacher support materials, collect and move books and teacher support materials from Holbrook – Lorie and April Arnold

Finalized process and dates to inventory textbooks and teacher materials and to collect and move them from Glenbrook – Lorie and April Arnold

Begin to determine staffing, equipment, storage, and scheduling needs in anticipation of move – April Arnold

Additional information: after the meeting Lorie spoke to Sara Dieli, principal, from Holbrook who did agree to the plan to inform her staff this week and for the M&O **Preliminary Inventory** to be completed over Spring Break. John will be following up with April Bush.