



San Diego Unified School District

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OFFICE OF THE CHIEF LOGISTICS OFFICER
William A. Kowba
Chief Logistics Officer

MEMORANDUM

TO: Site Administrators
FROM: W. Kowba
DATE: July 9, 2008
SUBJECT: CUSTODIAL REORGANIZATION

On June 20, 2008, the SDUSD Board approved the superintendent's recommended reorganization of Physical Plant Operations (PPO). The new organization will create four geographical zones through which all PPO-related activities will flow. A manager who will be responsible to lead custodial, landscape and maintenance efforts therein will lead each of the four zones. A supervisor for each of the primary functions (custodial, landscape and maintenance) will be located in each zone. A support services group who will provide budget services, training, quality assurance and labor productivity leadership will support this zone concept. A centralized maintenance group for those trades not easily lending themselves to the zone concept will be continued. The entire organization will report to the Director of Physical Plant Operations. This new structure should provide greater integration of the varied physical plant functions and closer proximity of support to the schools.

Effective August 27, 2008, SDUSD custodial operations will be reorganized into a decentralized concept with PPO retaining overall custodial program management. The details of this change are as follows:

Custodial Management:

1. The site clerical staff will perform all custodial timekeeping.
2. Site administrators will be responsible for the day-to-day operations of the custodial function through their appropriate custodial site leader (POS, BSS I, II or III), supported by their zone custodial supervisor.
3. Site personnel (POS, BSS I, II or III, crew leaders) and zone custodial supervisors will provide leadership of evening custodians.
4. There will be a total of five non-site related custodial supervisors. Four will be in the direct chain of command with each responsible for a geographical zone of school sites. One will be responsible for district-wide budgeting, procurement and oversight of substitute/relief personnel.
5. Site administrators will be able to contact their zone manager or zone custodial supervisor with any particular concern or for specific technical support.
6. Site administrators and the POS/BSS III will conduct custodial evaluations/appraisals/discipline. Where no custodial site-based supervisors exist, the site administrator with the support of the appropriate zone custodial supervisor will conduct such evaluations/appraisals/discipline.
7. Custodial training will be coordinated and provided by the PPO support services training coordinator and appropriate zone custodial leadership.
8. A district-wide custodial quality assurance program will be led by PPO support services personnel together with zone custodial supervisors and the senior custodial supervisor.

9. The appropriate site administrator will sign off on all vacation and/or leave requests.
10. The appropriate zone custodial supervisor will supervise non-school sites (adult centers) and split-site personnel.

Custodial Supply/Material Procurement:

1. The appropriate site POS, BSS I, II or III should initiate supply or material orders (including paper products) through the online purchasing module.
2. The appropriate zone custodial supervisor will approve the purchase.
3. The PPO support services group will monitor budgets for each site and provide leadership/guidance in the same.
4. All custodial supplies and materials, including paper products will be purchased through the online system. Procurement of supplies and materials from any other source will be disallowed.
5. Supply/material purchasing may be tracked at the site level for purposes of reporting per pupil expenditures.

Custodial Hiring/Interviews/Placement:

1. The PPO senior custodial supervisor, together with the zone custodial supervisor will maintain a record of vacancies. The site administrator should inform these leaders of vacancies through the appropriate site custodial leadership (POS, BSS I, II or III).
2. PPO custodial leadership will serve site administrators by initiating PAR's and other personnel related services.
3. PPO custodial leadership will serve as subject matter experts on interview/selection panels.
4. When requested by the site administrator, PPO custodial leadership will provide such additional support as: working with HR to identify and screen candidates and presenting site administrators with a list of eligible candidates for custodial vacancies.
5. Site administrators will make the final hiring selection.

Custodial Budgets/Staffing:

1. Custodial budgets will be developed and monitored by PPO support services budget personnel.
2. Custodial budgets will be tracked by site to allow for appropriate reporting of per-pupil costs.
3. Custodial staffing will be determined by the work of the Custodial Staffing Performance/Project Team III. The custodial senior supervisor will aggregate the data. Staffing allocations will be monitored and augmented as funding allows for the same. Issues related to custodial staffing should be addressed to the zone manager, zone custodial manager or custodial senior supervisor.
4. Custodial staffing and material/supply budgets will be considered as categorical. They may be used for no other purpose.

Custodial Substitute Placement:

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1. A substitute pool of full-time custodians is being created in the 2008-2009 school year. This pool is being funded through the district-wide custodial program.
2. Initially, it will augment and eventually replace the existing hourly caretaker program.
3. The senior custodial supervisor will assign substitutes and relief custodians.
4. Site administrators should inform the appropriate custodial administrative support personnel of any actual or anticipated needs for custodial coverage. The PPO custodial leadership will make such assignment.

Should you have any questions please contact Drew Rowlands, Director, Physical Plant Operations at (858) 627-7121.

WAK:sl

c: T. Grier
Chief School Improvement Officers
D. Rowlands