



**SUPPORT SERVICES  
DIVISION**



**SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES**

District: Clay  
Year: 2005/2006

Dept/Division Code Enforcement Department

PRIORITY OBJECTIVES (Improvements to be Made)	ACTION PLAN (Actions to be Taken to Make Improvement: Who, What, When, Where, How)	RESULTS
<p>1. Scan all Archive Plans</p> <p>2. Clear stored files in Room 16A and relocate them to Maintenance Department, to make Room 16A usable office space.</p> <p>3. Tod Sweatland, Chief Building Inspector to obtain Special Fire Safety Certification.</p>	<p>Col. 1</p> <p>Col. 2</p> <p>1.1 Contract with vendor to scan and load Archive Plans to DVD. Forward DVD to Information Services to download onto server.</p> <p>2.1 Notify Director of Maintenance when ready to relocate stored files from Room 16A.</p> <p>3.1 Enrolled in the Florida State Fire College, Ocala Florida to obtain certification as Special Fire Safety Inspector.</p>	<p>Col. 3</p> <p>M=Met; P=Partially Met; N=Not Met; I=In Progress; A=Abandoned</p> <p>Comments</p> <p>M Completed task. System in service.</p> <p>M All files moved to 2<sup>nd</sup> Floor Maintenance &amp; Operations Building.</p> <p>M Tod completed required courses and currently holds Special Fire Safety Inspector Certification.</p>

**SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES**

District: Clay  
Year: 2005/2006

**Department/Division FACILITY PLANNING AND CONSTRUCTION DEPARTMENT**

PRIORITY OBJECTIVES (Improvements to be Made)	ACTION PLAN (Actions to be taken to make improvement: Who, What, When, Where, How)	Results
1. Cross-train personnel on use of the MapNet System.	2.1 Dedicate time for training.	<p>M=Met; P=Partially Met; N=Not Met, I=In Progress; A=Abandoned</p> <p>Comments</p> <p>P David Conner has begun cross-training on the MapNet system. This will be an ongoing process.</p>



**SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES**

District: Clay Dept/Division: TRANSPORTATION DEPARTMENT Year: 2005-2006

PRIORITY OBJECTIVES (Improvements to be made)	Col. 1	ACTION PLAN (Actions to be Taken to Make Improvement: who, What, When, Where, How)	Col. 2	RESULTS	Col. 3
				M=Met; P=Partially Met; N=Not Met; I=In Progress; A=Abandoned	
				Comments	
1. ESE routes on computer.		1. The ESE Routing Specialist will continue to Enter and update ESE routes as developed or changed.		I	Continuing Each Year
2. Emphasis will be placed on providing guidance and support to new drivers following their completion of training.		2. Regular meetings will be held with new drivers during their first three (3) months of driving.		M	
3. Improve communication and provide current State and District information to Fleet Maintenance staff.		3. An informational meeting will be held monthly between Fleet Maintenance staff and Supervisory staff.		M	
4. Improve communication and to provide current updates pertaining to Transportation safety laws, rules and regulations.		4. A voluntary meeting will be held bi-monthly between School Bus Drivers, Monitors, and Supervisory staff.		P	