



# Maintenance, Operations & Facilities

# Staffing Reorganization

April 13, 2022 Board Meeting  
Presented by Melanie Koslow, Director of M&O  
& Lisa Gonzales, CBO

# FCMAT Recommendations\*

1. Consider placing custodians under school principals for evaluation and discipline. As an alternate, we will address the supervision in item #2 below.
2. Reduce span of control (p. 6) of approximately 15:1 or in maintenance 10:1 (p. 9). “Before the Great Recession, the district had 17 custodial supervisors” and “these supervisors were assigned approximately 8 custodians.” “Providing adequate supervision and evaluation for 140 custodians would be difficult with six area facility managers but is simply not possible with only one” (p. 14). The reorganization will move from 143 to 161 custodians, and they will be supervised by 4 managers. This will be reevaluated in Spring 2023 to determine how many additional managers should be added. The new model will result in a 40.75:1 ratio.

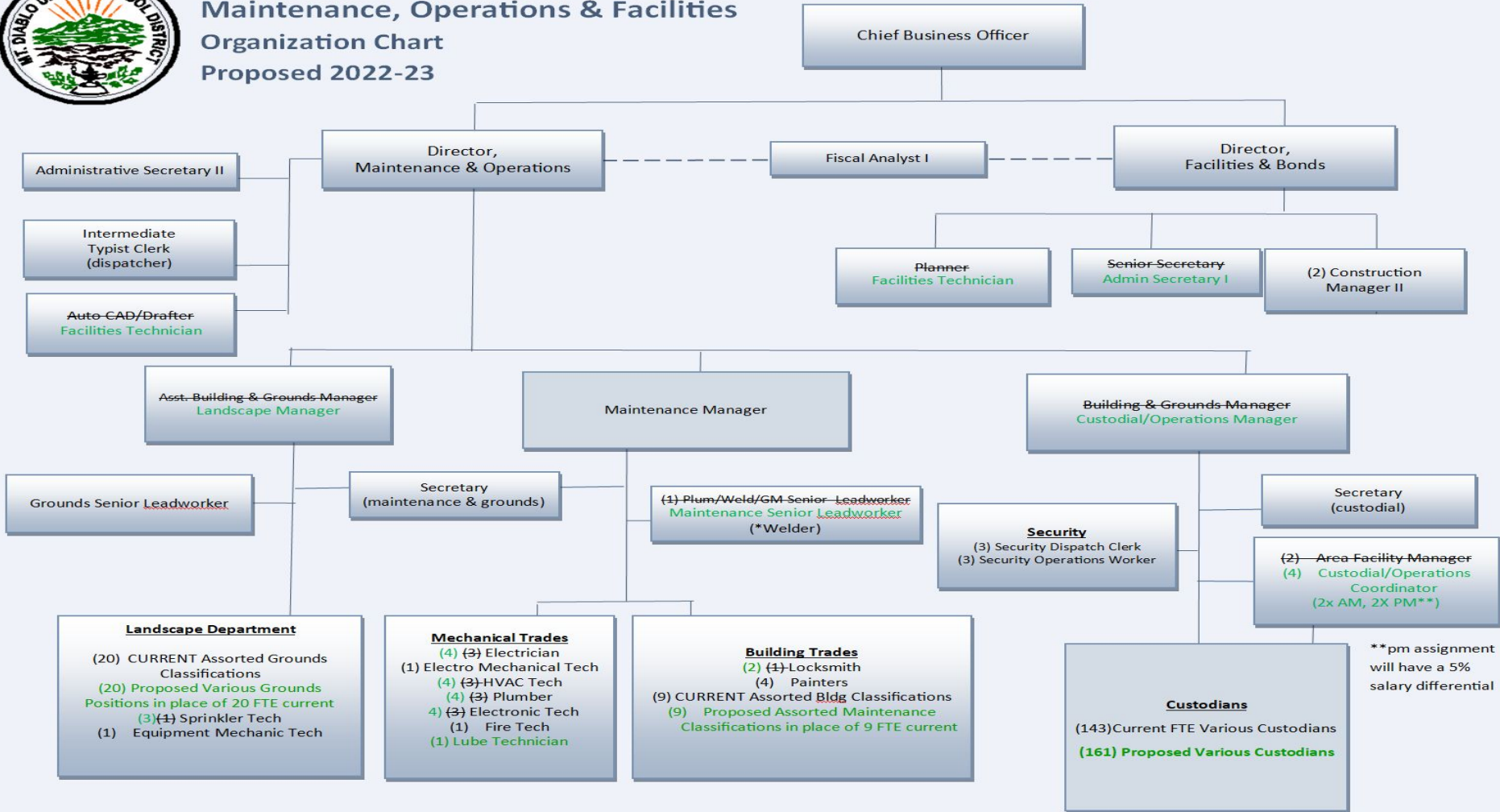
# FCMAT Recommendations (cont.)\*

3. Develop a plan for incrementally increasing staffing to move from a Level 4 (reactive management) to Level 3 (comprehensive stewardship) model.
4. Reconfigure management structure and operation by redistributing and reducing vertical layers of management (p. 7). “ maintenance line staff have little ongoing supervision and when complex issues arise beyond the skill set of line staff, there is limited managerial support to escalate the issue for complex troubleshooting.”
5. Require school administrators to ensure that the custodians at their schools perform the minor maintenance tasks in their job descriptions (p. 35).

\* FCMAT - Maintenance, Operations & Facilities Review - MDUSD,  
December 29, 2021



# MT. DIABLO UNIFIED SCHOOL DISTRICT Maintenance, Operations & Facilities Organization Chart Proposed 2022-23





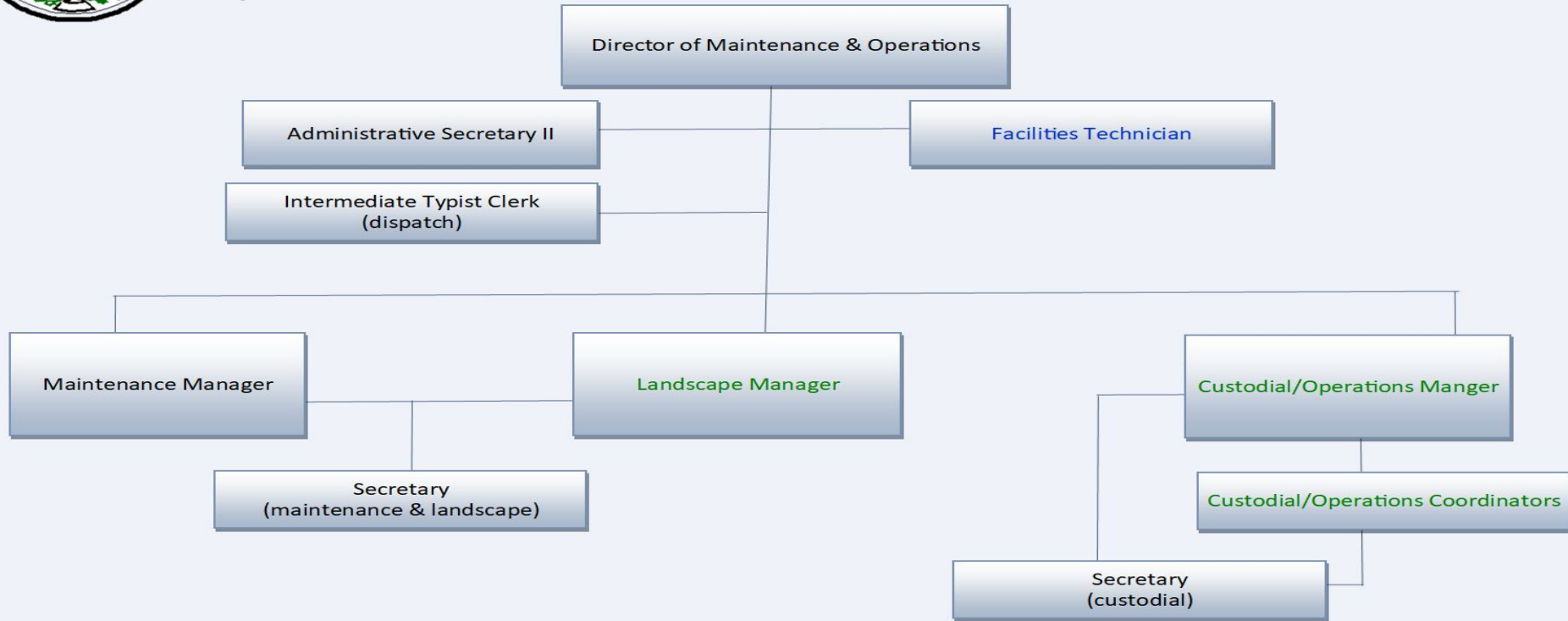
**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**Maintenance, Operations & Facilities**  
**Facilities Department**  
**Proposed 2022-23**



The Facilities Department handles new construction and modernization to the District's existing facilities, ensuring our students have spaces where they can thrive and succeed in their education every day.



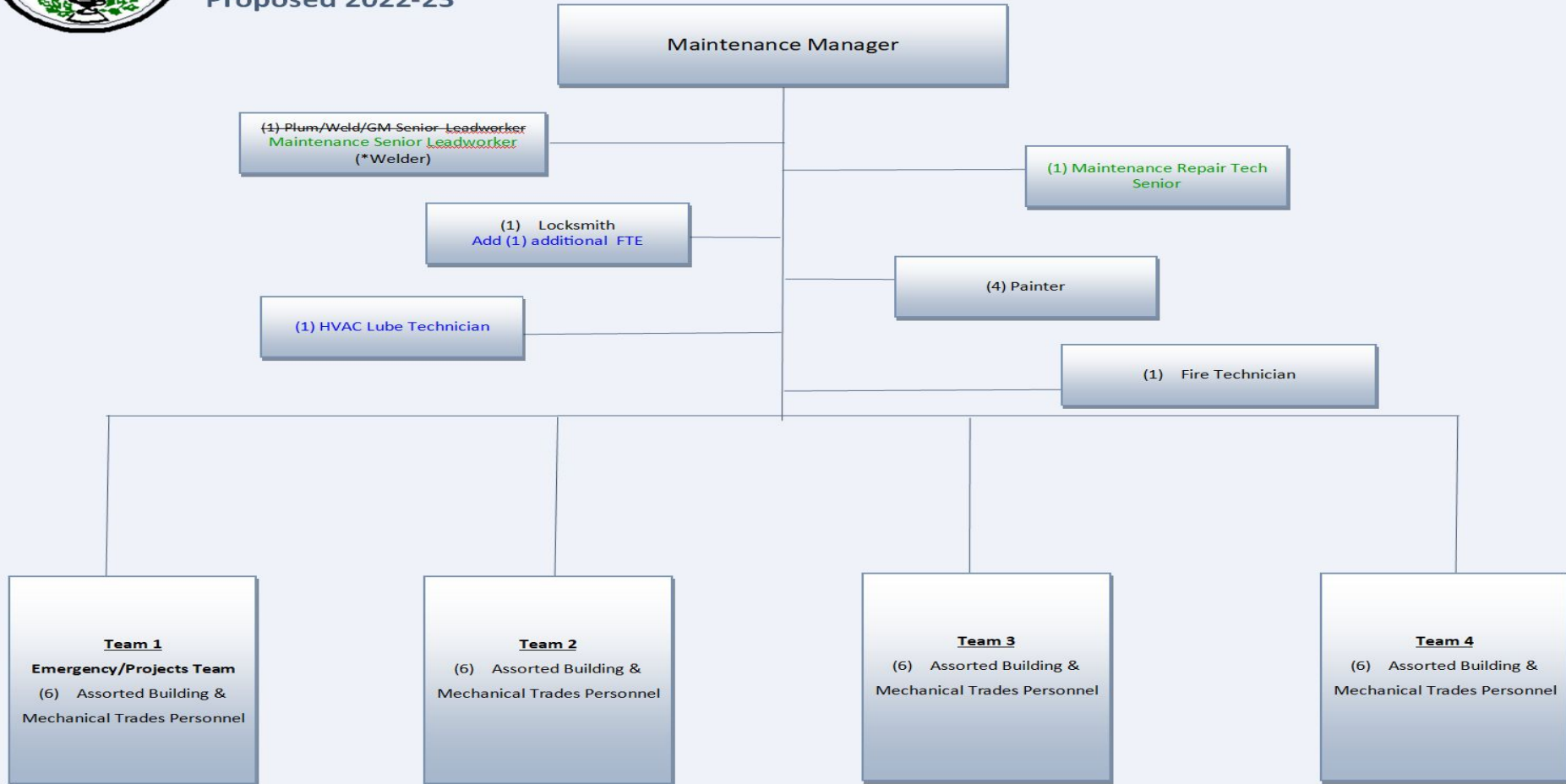
**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**Maintenance, Operations & Facilities**  
**M&O Department**  
**Proposed 2022-23**



The primary mission of the Maintenance & Operations Department is to maintain every physical site, its associated equipment, and grounds, at the highest possible standards of safety, cleanliness, and functionality, therefore ensuring that the best possible learning environment is provided for each and every Mt. Diablo Unified School District Student & Staff Member.

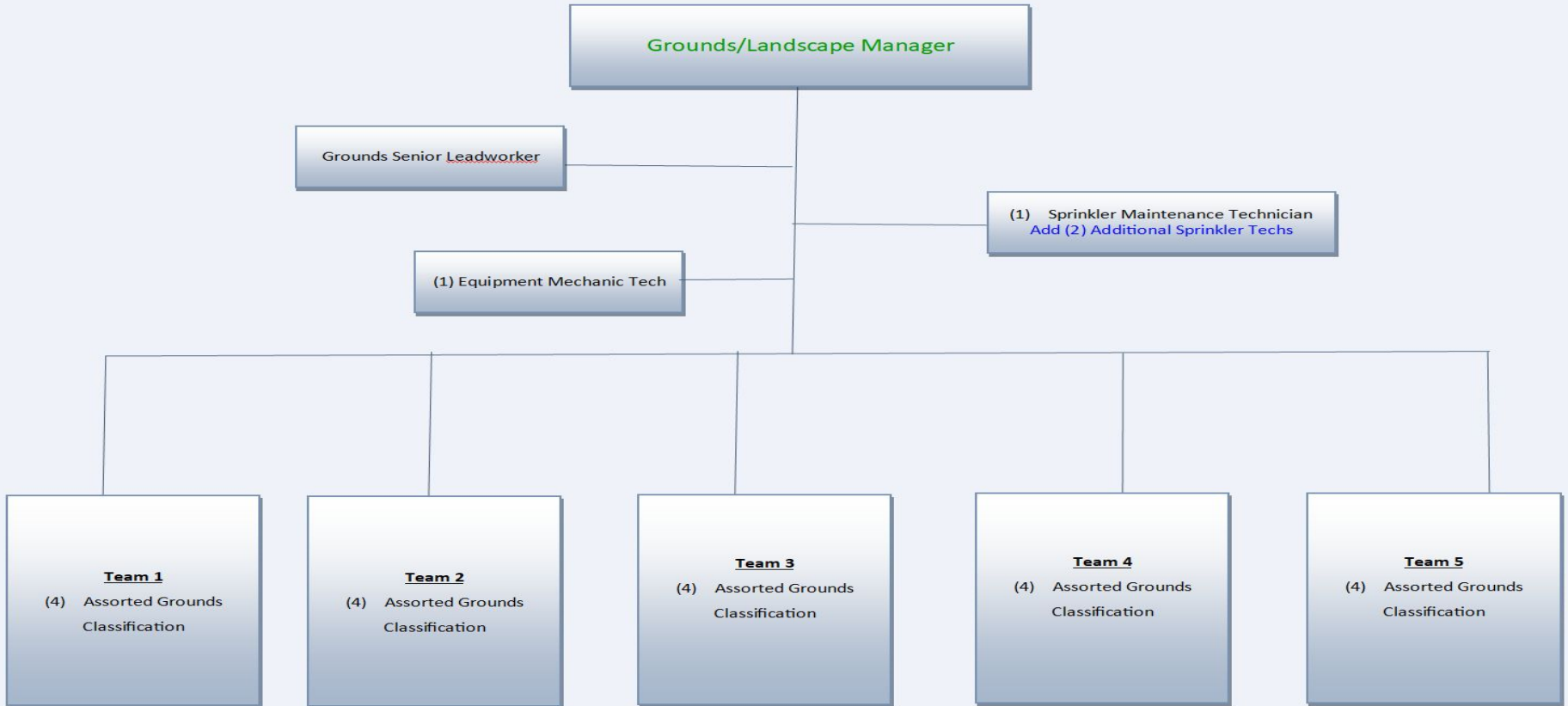


**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**Maintenance, Operations & Facilities**  
**Maintenance Department**  
**Proposed 2022-23**





MT. DIABLO UNIFIED SCHOOL DISTRICT  
Maintenance, Operations & Facilities  
Landscape Department  
Proposed 2022-23





## It is the custodian's responsibility to ensure the health and safety of all students, families, staff and MDUSD community through their job functions

→ Create Cleaning Standards

→ Complete Custodial Staffing Assessment (National Center of Educational Statistics)

→ Replace current custodial staffing formula (by level) with the new "Level of Service" staffing formula to obtain NCES Level 3 Standard of Clean.

→ Update school specific custodial routes to ensure the work is divided to achieve the Level 3 Cleaning Standard

→ Recruit for additional staff needed to achieve Level 3 Cleaning Standard

→ Implement Custodial Staffing changes and use of Roving Team(s) program

→ Add additional supervisors roles instead of moving responsibility to Principals (New Ratio 40.75:1), and reevaluate in Spring 2023.



**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**Maintenance, Operations & Facilities**  
**Operations Department**  
**Proposed 2022-23**

**Information Data**  
  
TOTAL CURRENT CUSTODIANS: 143 FTE  
PROPOSED CUSTODIANS: 161 FTE



# FISCAL IMPACT

Approximately \$1,042,000

- New CST Staff (Salaries & Benefits)
- New Teamster Staff (Salaries & Benefits)
- New Management Staff (Salaries & Benefits)
- Current Staff changes (Salaries & Benefits)
- Increased Costs that coincide with new salary schedule



# Future Considerations:

- Evaluate changes in staffing & new models
- Address any shortcomings transparently
- Board Update: December 2022



# Next Up...

Post positions that require no job description change (i.e. locksmith, electrician, plumber, electronic technician, HVAC tech, etc.)

Job descriptions & salary changes for Management roles - April 27, 2022 Board Meeting

Job descriptions & salary changes for Teamster roles - TBD

Job descriptions & salary changes for CST roles - TBD



**Any  
Questions?**

