

EmployeeSafe Case Study

EmployeeSafe helped ensure all staff members were up-to-date on policies and procedures and helped promote a culture of efficiency and safety.

Easing the Stress of Ancillary Services Management Kings Local School District

The Challenge

For Steve Waldmann, Kings Local School District’s Manager of School Business Affairs, dealing with daily facilities issues and ancillary services operations is not an easy task. Waldmann is responsible for guaranteeing that the seven schools within the district are running smoothly. This includes facilities maintenance, transportation services, cafeteria operations, state and federally mandated compliance tasks, as well as managing the staff who run these departments.

“My morning starts with a conversation with my maintenance staff. I assign any work orders that came in during the night or previous day’s requests that were not assigned, so that we are all on the same page in terms of what the staff will be working on,” said Waldmann. “Then I start chasing down our HVAC issues to make sure we don’t have any surprises with a building not having AC, heat or other problems.”

“In addition to these responsibilities, we have to deal emergencies that pop up in the district which can interfere with some of these expectations and certain compliance tasks that you have to do as well,” said Waldmann.

The Solution

Kings Local School District implemented PublicSchoolWORKS’ EmployeeSafe Suite to help automate the process and timely completion of many of the district’s required tasks.

“There is a huge list of operational responsibilities that are associated with running a school district,” said Waldmann. “I spent a lot of time searching for the right mechanism to deal with just the management of work orders. We needed a work order system that was easy to operate and automated the process of managing work orders. While initially I was only looking for one piece, with PublicSchoolWORKS I got the whole pie. The system provides a great mechanism for ensuring we are meeting compliance standards and training as well.”

The Benefits

The EmployeeSafe Suite helps Waldmann to manage the following tasks:

- **Staff Accidents, Student Accidents and Hazards** - The online reporting tools make it easy for staff to submit reports and the system automatically notifies the appropriate people based on their responsibilities, including the supervisor to investigate the

District Overview

Schools: 6
Students: 4,100

“The EmployeeSafe Suite is like providing me with an administrative assistant. It helps me do my job better.”

*Steve Waldmann,
Manager of School Business
Affairs,
Kings Local School District*



accident, our MCO and TPA if it is a claim, ensuring that cases get handled in a proper and timely manner.

- **Preventive Measures for Safety** - The web-based platform allows Waldmann to analyze data quickly so he can find trends in accidents and take the appropriate maintenance action or to have training or safety tasks added to reduce the chance of a future occurrence.
- **Required Safety Tasks** - The system includes predefined state and federally mandated safety tasks (drills, inspections, IAQ, etc.) and customizable forms. PublicSchoolWORKS keeps up with new and changing legislation and develops the appropriate content (safety tasks, written programs and more) so that he does not have to worry about it. The “set it and forget system” is programmed to automatically notify the appropriate staff or contractor to complete their required safety tasks. Waldmann only needs to be involved if the system notifies him that somebody has not completed a task, freeing him up to deal with day-to-day issues.
- **Staff Safety Training** - The “set it and forget it” online training system completely manages staff training, auto-notifying each staff member to complete their training and then auto-notifying supervisors of their staff who did not complete it. New hires no longer fall through the cracks as they are automatically assigned and notified to take training. The training system has freed up professional development days. Waldmann is only involved if he receives either a report about his staff or a district-wide report.
- **New Legislation and Associated Safety Tasks** - When new legislation or changes to state or federal mandates come up, PublicSchoolWORKS keeps up with and creates the required safety tasks, reporting mechanisms and more to ensure Kings Local is in compliance. As the new tools are created, PublicSchoolWORKS contacts Waldmann to let him know what is needed and then sets up the process to meet Waldmann’s and the district’s expectations.

“I cannot be successful in my work without the resources that are available from PublicSchoolWORKS. PublicSchoolWORKS delivers and supports the correct package for school districts.”

*Steve Waldmann,
Manager of School Business
Affairs,
Kings Local School District*

The Results

Kings Local School District has moved to an automated and more effective facility operations and ancillary services process. The web-based, automated system manages the expectations of the district, tracks outcomes, stores the records and provides analytics of accident and hazard reports, permitting Waldmann to quickly assign maintenance work orders to prevent future accidents. The online training guarantees that staff members are up-to-date on policies and procedures. All of these management functions promote a culture of efficiency and safety.

Additionally, PublicSchoolWORKS has taken a substantial load off of the district by keeping up with legislative requirements and ensuring the district is in compliance. PublicSchoolWORKS helps Kings Local Schools continually evolve its safety program.

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