



Connecticut School Buildings and Grounds Association

SUPPORT-TEAM/INTERIM DIRECTOR

Why a SUPPORT-TEAM?

The business of facilities management has many complex and varied functions that are the responsibility of the Facilities Director. When problems arise, Facilities Directors may need an independent analysis of the processes, procedures, and programs to address their concerns. The CSBGA offers a SUPPORT-TEAM of experienced facilities directors to help you.

What is the SUPPORT-TEAM?

The Support-Team is made up of CSBGA members who will respond to a specific request for assistance. This request must be made by a Senior Administrator of a school district. The CSBGA Board will seek volunteers who can assist with the specific request. A team may consist of two to five people. Depending on the needs, CSBGA Member Volunteers may visit your district from one to three days and will remain informal or write a report. The cost is minimal and often there are no costs at all. If costs are incurred, they usually consist of travel and food related expenses for the team members.

The CSBGA can also provide access to an Interim Facilities Director for Districts who are seeking to fill a position or in case of long-term absence of a District's Director. Compensation to the Interim Director shall be negotiated specifically between the District requesting an Interim Director and the person suggested by the CSBGA. The CSBGA Board of Directors will not participate in the compensation negotiations.

<u>What Can a Team Do?</u>	<u>What A Team Can Not Do?</u>
<ul style="list-style-type: none"> • Help ensure code compliance • Help to implement a custodial program • Aid with a capital plan • Advise on a work order system • Advise on equipment and chemical programs • Offer assistance on a quality assurance program 	<ul style="list-style-type: none"> • Teams will not provide performance appraisals • Team findings and recommendations will only be made to a senior administrator • Teams will not respond to requests for budget evaluations or solicit projections for capital plans or expenditures • Teams will not begin the process until the Board has received the signed indemnification statement

How do you request a Support Team or an Interim Director?

Complete and submit the request packet. To obtain a request packet, contact the CSBGA Executive Office, One Regency Drive, PO Box 438, Bloomfield, CT 06002, 860-243-3977 or Istevens@ssmg.com.



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SUPPORT-TEAM/INTERIM DIRECTOR REQUEST FORM

Name _____ Title: _____

School System/District: _____

Address: _____

Phone: _____ Email: _____

General reason for requesting a SUPPORT-TEAM/INTERIM DIRECTOR

Please summarize the problem in one or two sentences

How is the facilities department staffed?

During the past two years, have there been any significant changes to the Facilities Department?

What are your expectations of the SUPPORT-TEAM project?

Prior to the SUPPORT-TEAM commencing the project, the CSBGA must receive the following:

- Completed request form
- Signed SUPPORT-TEAM Assistance Indemnification Clause
- An organizational chart (if required)
- Job descriptions (if required)

Other information may be requested by the team prior to or upon the first visit.

Please send the materials to:

CSBGA, One Regency Drive, PO Box 438, Bloomfield, CT 06002; lstevens@ssmgt.com or Fax 860-286-0787

Signature: _____

Date: _____



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SUPPORT TEAM ASSISTANCE INDEMNIFICATION CLAUSE

In the event there is any claim, demand, action, suit or proceeding brought or threatened against the CSBGA and/or any individual functioning in his/her capacity as a member of the CSBGA Support Team involved in this consultation with the _____ Board of Education during the period, _____, the _____ Board of Education shall indemnify, defend, and hold harmless the CSBGA and any individual Support Team member involved in this consultation.

Should it be necessary that the CSBGA or any individual of the Support Team involved in this consultation incur any expenses or suffer any loss related to or arising from any action, suit, proceeding, claim, or demand brought against them, the CSBGA and any such individual shall be fully reimbursed for such expense or loss by the _____ Board of Education.

Authorized Signature

Title

Date

Accepted by CSBGA

Authorized Signature

Title

Date