



Homer Central School District
Russ Hearton
Director of Business and Finance
607-749-7241
rhearton@homercentral.org

Date: May 10, 2012
To: Nancy S. Ruscio, Superintendent
From: Russ Hearton, Director of Business and Finance
Subject: New Building Use

The District's Building Use Request System is ready to roll out. I am writing this memorandum to review the process that was followed in the development of the new implementation from Fall 2011 to this point.

During late October, November and December 2011, I spent time gathering information about the District's legacy building use request procedures in order to understand what the District had been doing. I did this by interviewing Laird Updyke and Mary Kabat, Josh Finn and others in key roles.

I gathered information about prospective replacement systems during December and January online. I investigated systems such as School Mate, School Dude, and Que Centre looking at such aspects as ease of use, ease of integration, universality and cost.

With a net estimated cost of \$1,400. It was determined that Que Centre's software solution, called the event scheduler module, was the most attractive option on-paper. It was already BOCES approved and aided. It was a potential single source solution and had the potential to save the District money by interfacing with electronic facilities management controls for lighting and temperature as well.

In January, as a team Laird, Josh and myself met with the designers of Que Centre's software solution for a closer look and to examine how customizable the software can be. From this meeting we determined that Que Centre would most likely work provided we could develop an interface for the web. Josh Finn was tasked with developing the District's interface.

In March Laird, Mary Kabat, Josh and I met with the AD and his secretary to review the possibilities and a rough process flow diagram illustrating the building request process. I also discussed the process in March at the Admin Team meeting and gathered important input from the Admin Team.

From there two meetings were held in April to further define the process-flow and set-up of the new system and to demonstrate the software to the AD, Principal Van Etten, Lynda Craft, Laird and me. That meeting resulted in further refinement of the process and set-up of the approver and calendar owner (s).

It was decided there would be two calendars, a District-wide calendar and an



Homer Central School District
Russ Hearton
Director of Business and Finance
607-749-7241
rhearton@homercentral.org

athletic calendar. Principals would approve their own buildings, but the AD would be involved with parking lots, fields and gymnasiums. The two calendars are viewable at the same time or separately. The AD calendar nests inside the District-wide calendar.

One advantage of the software is that it keeps multiple parties informed and involved in pre-defined ways using emails and approval queues.

By May 4th, the final initial set-up has been completed and the system is now ready to be shown to the Admin Team and BOE with implementation during June.

I expect that as we go through the first year, there may be adjustments needed to accommodate unforeseen circumstances or other concerns. The new system meets the requirements of being a single point of entry for all building use requests for outside groups, inside stakeholders and sports, even allowing for real time up to the minute notifications of event cancellations online.

I would like to show the system to the admin team at the May 17th meeting if possible and then at a BOE meeting in June.