



TO: Superintendent and Board of Education

FROM: Steve Dunn

DATE: December 3, 2014

SUBJECT: December Board Report

Buildings and Grounds: It has been a battle to get the unit classroom ventilators/heaters working with the Meta computer system. The Meta system is too small to handle all the AHV's and ventilators so it goes off line here and there and does not retain some values and schedules. Also, just lately, I have had problems with the compressor that operates the heating activators for the high school wing.

Transportation and Vehicles: The many special trips during the day is taking a toll on maintenance and operations. The school vehicles are in good shape for winter. Bus #2 is a continuous struggle.

Safety and Crisis Management: We finished up with the staff on A.L.I.C.E. training last month. The Wisconsin Department of Safety and Professional Services paid us a visit last month and performed an inspection and only had 5 minor findings. They are as follows: Portable eye wash station had no inspection tag, fire extinguisher in boiler room was flocked with items, portable eye wash in boiler room had no inspection tag, bench grinder in woodshop had worn grinding wheel and safety training procedure was not available to new employees. All-in-all, the inspector was pleased with his findings.

Planning and Projecting: To get camera system up and above and beyond it's current capabilities. Also, heating system working properly.

Staffing and Personnel: Gary Smith will be training to get his bus license.