



TO: Superintendent and Board of Education

FROM: Steve Dunn

DATE: December 10, 2009

SUBJECT: December Monthly Report

Buildings and Grounds: The parking lot changes we made this summer have really made a difference for vehicles safety visiting the school and being able to drive around parked cars. The air handling unit #2 has not been repaired yet but I have been promised it will be repaired before break.

Transportation and Vehicles: All vehicles are in good shape with a few having sporting new rubber for winter. The island bus and bus #2 which picks up island students has a diabetic emergency pack on board in case a student should need it with instructions inside from the nurse. The island bus received drive axles & bearings in the rear end this month. The oil seals were leaking onto the break pads. All is repaired now.

Safety and Crisis Management: The winter season has begun and we are ready with ice melt and rebuilt snow blower on the tractor. A log is kept as to where and when ice melt is applied around the building. I have met with the city to coordinate plowing and sanding around the building to be sure the street between the parking lot and school is sanded before school.

Planning and Projecting: I have been adjusting the boiler and air handling units on different schedules to try to squeak more efficiency out of our heating system. The controlling system allows me to cycle each air handing valve individually on and off down to the minute.

Staffing and Personnel: The housekeepers are doing a great job and the bus request has been low so the bus driver that we are short has not had an impact.

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