



TO: Superintendent and Board of Education

FROM: Steve Dunn

DATE: December 4, 2013

SUBJECT: December Board Report

Buildings and Grounds: The Jamar Co. and I have repaired six heating units last month and tuned the boiler burners to maintain peak efficiency. Of the six units, two of them will require major reconstruction or replacement. The #2 shed has been turned into the smudging shack which is located behind the Tech. Ed. Building.

Transportation and Vehicles: The two replacement vehicles for the District are: 2011 Chevy Traverse and a 2012 Chevy Traverse. The District vehicles all have a folder with vehicle log and all pertinent information for usage which gets checked out when issued and checked upon return. The #2 Thomas bus will be getting a new starter this month.

Safety and Crisis Management: A lockdown drill was performed on November 26th which went well.

Planning and Projecting: District needs to install ADA door openers on the entry door of the Tech. Ed. Building and on the north door of the school building to facilitate entry and exit for ADA students. The price will be discussed at the Finance Committee meeting.

Staffing and Personnel: May need a long-term substitute for one of the part-time custodians as he may require surgery in the future.