



TO: Superintendent and Board of Education

FROM: Steve Dunn

DATE: November 7, 2012

SUBJECT: November Board Report

Buildings and Grounds: Air handling unit 3 has blown a bearing and should be back on line soon. With the help of Jamar, I have been checking every air handling units flow and fire damper operation. We have found eleven fire damper activators that do not work and are past warranty. I am dealing with the Honeywell Company who makes these activators now to see if they can do something for us. The replacement units run around \$400 each.

Transportation and Vehicles: The passenger entry door on the mini bus has been repaired. The lower hinges were rusted away. Also, the starter will need to be replaced before winter. A couple of the vehicles will get new tires before winter.

Safety and Crisis Management: It is time to start reviewing the School Safety Plans to comply with Wisconsin Act 309. The updated School Safety Plans must be in place by May 27, 2013. I have new guidelines and information that they need to include.

Planning and Projecting: The center island of lockers in the high school bay will be moved to the upper hall by the office to make more room when students access their lockers.

Staffing and Personnel: We have one new substitute bus driver that is driving for TAP now. I will be able to use him for our regular runs also.