

Administrative Bulletin to Board Members
June 28, 2013
Superintendent Report

Cafeteria Supervision

At the board meeting the issue was brought up that a Southern Fulton employee was not supervising the cafeteria employees. I offer to you the following solution which I believe can be effective and will work. First, legally you can hire an outside management company to manage your employees. In order to insure Jaime is able to manage the employees I believe we should develop an evaluation tool for cafeteria employees. I will be responsible for completing the evaluation tool thus providing direct supervision with cafeteria employees. However, I will make sure all cafeteria employees understand that my evaluation will mainly be comprised of data and information supplied to me by Jaime. Presently, in the district, teachers are evaluated, administrators are evaluated, secretaries are evaluated, aides are evaluated, and even John has an evaluation tool for his custodial employees. The only employees presently not being evaluated are the cafeteria employees. Therefore, this solution will insure all employees are evaluated and at the same time providing accountability to the cafeteria employees. I would appreciate hearing your thoughts on this issue by email or phone.

Elementary Principal

Title I and Title II

The Federal Programs Title I and Title II grants are completed and ready to be submitted in the new grant portal. The Department of Education is fixing some complications with the portal so that grants are able to be properly submitted. The deadline to submit grants is June 30, 2013 to begin encumbering funds for the new fiscal year.

Facilities Manager Report

High School

All necessary items have been cleared from the classrooms and other areas that will be accessed for construction.

We are in the process of organizing and clearing our storage areas so that they can better be utilized. We have been able to keep ahead of the construction crews, now we can focus on getting some repairs completed before the big cleanup for the start of school.

Renovation Work In Progress:

- 1 . Couplers are being replaced on the HVAC distribution lines.
2. All air handlers, except in classrooms, are installed and being connected to duct, wiring, and plumbing..
3. The corridor ceilings and classroom bulk heads have been removed except for the plaster area in the main hallway which will be completed by the middle of next week
4. The insulation on the chiller supply lines has been removed.

Renovation Next Schedule Tasks:

1. Heim will be installing the room airhandlers. They arrived today.
2. The asbestos under the existing airhandlers located in the cafeteria will be removed by R. L. Abatement Inc on Friday at a cost of \$850.00.
3. West Penn Power is scheduled to replace a blown surge arrester on one of the 3 Phase legs, that has been blown for quite a while.

Custodians

I moved the custodians from the High School to the Elementary to help with the summer cleaning.

Condenser

We moved the condenser that served the life skills to the High School office so that they would have air conditioning.

Anita Munson

Superintendent/Board Secretary
Southern Fulon School District