

Administrative Bulletin to Board Members

August 16, 2013

Superintendent Report

Bus Transportation

At present time it appears we may have 2 or 3 buses that may be overloaded. We will watch this the first day or so to insure that is the case and then we will make several minor route changes if needed. We are fortunate that we have several other buses that have plenty of room close to the routes that are over loaded. Should these changes become necessary they will be presented for your approval at the September board meeting.

Glenn Ward has submitted a request that the remainder of his contract be turned over to his son Eugene Ward. According to board policy #810, on the second page, #7 reads *"If a contractor is unable to fulfill the term of contract due to illness or death, the Board may permit a close family member (husband, wife, son or daughter) to complete the remaining time of the existing contract as long as they comply with examination and training mandates."* This request will be added to the August board meeting agenda as an addition item.

Professional Development Days

On Monday, August 19, 2013, all employees including secretaries will be in training from 8 till approximately 9:15; this will involve confidentiality training which all employees should participate in. On Tuesday, all employees will be involved in ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training from 9 till 11, which is the newest and greatest regarding intruders. These new guidelines have been developed and recommended for implementation after studying the scenario that occurred at Columbine and Sandy Hook. This training is being provided by an IU employee who has been trained and certified to provide the training for the districts. I want to make sure you are aware that at these specific times the offices will have notes on the door including the central office.

Track

John and I have met with the head man for the track and have come to an agreement that before his line painter paints the lanes on the track he will attend to certain areas that are a concern to us. Before a release of any of our money I am going to recommend additional warranty time on the job they have performed.

Propane Agreement

At present time I am still unsure whether we will have all proposals from the propane companies to provide you with in order to make a selection of the best choice. Everyone has indicated that it would take about one week to complete the work. Therefore, if a decision is made at the September 17, 2013 meeting, we would have heat prior to the October 15, 2013, state deadline.

High School Report

Soccer Request

Lowell Bard has withdrawn his "Request for Facility Usage".

Extra – Curricular Participation

The high school principal and athletic director met with all of the Fall Head Coaches to review and develop guidelines for students participating in more than one extra-curricular activity in any given season. There is a written document that explains the process and requires several signatures in order to ensure everyone understands and acknowledges the Primary and Secondary selection of the students. This extra-curricular participation form includes sports, band, chorus and organizations.

Open House

The High School Open House will be held on Thursday, August 29 from 6-7:30p.m. We will be running an abbreviated student schedule so parents can attend every period in their student's schedule.

Elementary Report

PreK

I attended a mandatory meeting, sponsored by the Pennsylvania Department of Welfare, for providers interested in opening a day-care center on August 14, 2013. This meeting detailed the necessary steps in meeting compliance in opening and running a center. This meeting is just one of the many steps needed for facilities to open. Facilities that operate in Pennsylvania that want to accept funding from "Child Care works" must complete additional paperwork for that process as well.

To begin the application process the following items must be submitted: application for Certificate of Compliance, copy of the Certificate of Occupancy for the building, Child Abuse, Criminal Record, and FBI Clearance for the owner/operator, copy of the verification form for the Bureau of Equal Opportunity stating that the Civil Rights Compliance questionnaire has been completed and filed, copy of the certification for the business partnership, company, or corporation, copy of tax-exempt status (non-profit), and completed "Tax Information: Child Care Center and Group Child Care Home" form with Federal Employer Identification Number (EIN) proof. Following approval of this part of the paperwork, a site visit is scheduled to review all pertinent site compliance mandates and to review the clearances and documents for the staff of the center.

School Opening

The elementary will hold our Open House/ Meet the Teacher night on August 19, 2013 from 6:00 PM to 7:30 PM. The staff will share information regarding their courses. Information will be sent home for parents unable to attend the Open House. The teachers and staff have been working diligently to prepare for the upcoming school year and we look forward to a great year. I have included a few important dates for the start of the school year below.

August

21	Student First Day
26	PTA "Joe Corbi" fundraiser begins
29	Picture Day

September

2	No School-Labor Day
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6	Grandparent Luncheon
9	PTA “Joe Corbi” fundraiser ends PTA Meeting 6:30 PM (Elementary Library)
11	Patriot Day
13	Read a Book Day
16-20	Mobile Ag Science Lab visit
17	Constitution Day

Facility Manager

Cleaning

The high school will be ready for August 20, first day of school for students.

Freezer at High School

The indoor freezer in the high school kitchen is now working; however, the contactor in the condenser needs replaced. It was stuck open, probably from age and not being ran this summer. We will be replacing it as soon as we get a replacement.

Elementary Chiller

The second system on the chiller at the elementary school still has a leak. We repaired one, but there’s a leak somewhere else. We’ll be testing it again as soon as we can.

Track

Precision Sports will be making some repairs and stripping the track. Once that is completed, we will look at it again and proceed from there.

Temporary Heat at High School

We are getting quotes for temporary propane to heat the high school this winter. We should have them by Friday afternoon, at which time we can calculate which proposal will be most advantageous to the district.

Water Softener

The water softener will be connected to the entire high school water supply and not just the kitchen hot water supply. The supplies have all arrived today August 14, and are being installed at this time