

Administrative Bulletin to Board Members February 12, 2016

Superintendent Report

Bus 11

Presently Bus 11 is still not being operated. It was checked by me on Monday after they completely scrubbed the inside of the bus and there was no smell. On Tuesday there was a slight diesel fuel smell in the front of the bus. Also, Tuesday morning the State Police Bus Inspector inspected the bus. They could not find anything wrong with the bus except for the smell in the front. However at that time because of the smell I had Linda use a different bus until we can get the problem with the smell solved. I will be checking the bus and will also be asking the state trooper to inspect the bus before we allow it again to be hauling children.

Pre K

We had a very successful first week of Pre K and now presently have a waiting list of approximately 12 students.

Cafeteria Problem

While Debbie was completing the Request for Proposal to bid the food service in the cafeteria one of the new items we must sign off on is that we will have no employees employed by both the School District and Food Management Company. This is something the USDA, the federal organization, is insisting that States put into their RFPs and School Districts sign off on that they will not do that. This creates a problem for two of our employees who work part time for us and part time for Metz. The following are the options we have with these two employees:

- Both employees become full time Metz employees.
- The employees remain half time with the District and give up their half time job with Metz.
- Employees become full time District employees.

I have met with both employees to discuss the issue and the options. Tony Russo from Metz has agreed that if they move to Metz they will keep their salary and hours they are presently working. The down side for the employees is that they would then no longer be in the State Retirement System and would no longer have sick days. The following questions arose during the meeting.

- Would the District pay off the two employees' sick days that they have accumulated as per contract since they are being forced to leave?
- Metz would agree to allow them to have their sick days as long as the District understands that when used Metz would be billing back the district on those days.

These are issues we need to discuss and solve at the board meeting in order for Debbie to complete the RFP.

Elementary Dean of Students Report

Pre-K

The Pre-K Program began this week with 18 students. The students are doing very well at getting the routine down already. I was told by several of the students that they, "Love school!"

Child Study Team

We held our CST meetings this week to discuss interventions the school and the parents can do to help the referred children to be more successful academically, behaviorally or emotionally. Several of the students were dismissed from the process because the parents and the team felt the interventions that had been put in place previously had helped the child to be where they needed to be. We will be holding another round of meetings later this month to accommodate all of the previous as well as new referrals.

High School Dean of Students Report

Senior High SMART Reward Program

The senior high SMART rewards program is picking up steam. It is definitely inspiring some students to work harder in hopes of being eligible for the events. It is also a great reward for our students who already were doing their best work. This week, students had the choice of bowling or roller skating in Hagerstown.

Interact Club

The Interact Club visited Long Term Care at Fulton County Medical Center on Friday to spread Valentine's cheer. This is another testament of our students' will to do good things. Although some underclassmen did miss classes to attend, several seniors who get to sign out early on Senior Challenge also attended the trip on their free time. We are very proud of the attitude of service and giving that is fostered in our students through their families, community, and school.

Technology Specialist

Website Additions

Added health forms and 1st Ed Credit Union Scholarship information to the Forms and HS Guidance pages respectively.

PSSA Information

Sent Spring 2016 PSSA information from Mrs. Hendershot to PDE as requested by PDE

Internet Issues

There was an issue whereby we could not access the Internet most of the day on Thursday, February 4th. People not in our buildings could not access Powerschool either. The problem was traced to DNS servers at the IU. When you type in a web address into a web browser (e.g., open Internet Explorer then go to website yahoo.com) a DNS server translates that into the actual IP Address of the server where that website is located. For example, yahoo.com gets translated to:

98.138.253.109. That translation was not working properly. It took time for the IU folks to figure out where the problem was and fix it.

Our Internet connection was also unavailable during the weekend of February 5th and a couple hours the morning of Monday February 8th. Affinity, who owns the communication lines and supports some of the network equipment located in our buildings for Internet access, made a change to a router at the HS late Friday afternoon. This change effectively made it so the router no longer talked to our local network. Around 9:45am on the 8th, they restored the router's configuration back to the way it was prior to the change. I requested via the IU that no future changes should be made unless I'm available to test or at least be made aware of when a change is going to take place.

Facility Manager

High School Intercom

The high school intercom, clock, and bell system was repaired Wednesday February 10. CSESI replaced two circuit boards in the system with two loaner boards. We can only borrow; not buy, these boards, I feel this is the first step in forcing us to buy a new system from them. They are working on a quote to replace our system with a new Valcom system, their estimated price was \$17,000.00. I have researched some systems; while Valcom's system replacement parts are readily available the system requires windows XP to operate. Which I think is a little outdated and the components from Valcom to replace our system cost about \$4,200.00. If replacement of our old system is the solution I feel we should look at the Telecor XL system using the MCC-300 console that could be mounted on the office wall something like the existing phone system. We currently have a telecor II system in the elementary school that works relatively well and the parts for the Telecor XL system can be purchased directly from Telecor. I have not checked on any pricing for the Telecor system, as of yet.

Terry, the tech, from CSESI was packing up our bad boards to take with him and I asked to keep them because we can get them repaired, he was fine with that and stated he was unaware they could be repaired. He asked if I did get them repaired to let them know where.

I can get both boards repaired: VC-7166 (main I O Board) repaired for \$579.00 with 2 year warranty. TC-4411 (CPU Board) repaired for \$330.00 with 2 year warranty or purchase a rebuilt used board for \$387.00 with a 2 year warranty.

I recommend we repair the boards, Radwell International's regional sales manager will be coming through here on Friday, February 12 and will pick up the boards for repair.

HVAC

The HVAC system filters have been replaced in both the elementary and high school. Three unit ventilators in the elementary have been repaired. The gas regulator to one of the boilers at the high school needs replaced. We have had issues with the regulators on both boilers not working properly. Heim installed a larger regulator and increased the vent pipe size to specs on the

primary boiler which seem to have fixed the problem. Note: both regulators have the same vent size and the vent pipe needs to be increased 1 pipe size for every 10 feet of length, another installation error. We will be installing the new regulator when it comes in. A new metering valve was installed on one of the boilers at the elementary. Fuel was purchased for the elementary at 98 cents per gal.

Additionally

The camera system is about 85% complete at the high school and should be completed by the end of next week. We have or will have added nine new cameras, two DVD's and two power supplies to the system.

The restrooms have been completed by the cafeteria, the second floor restroom sinks will be replaced on Monday. The locker rooms are the final area needing to be completed, once they are finish the building's water saving portion of the project will be complete.

The walk-in cooler at the elementary was repaired, leak fixed and charge added.

Gymnasiums skylight seems to be fix, no leaks so far.

High School / Elementary Principal

Child Study Team Meetings

We held the monthly Child Study Team meetings on Monday, February 8 at the Elementary School. There were 8 families scheduled and meetings were held on each student. These meetings typically include the parent of the child along with the school psychologist, the director of special education, the principal, the dean of students, the teacher and any other person that may be involved with the student (occupational therapist, speech therapist, anti-bullying coordinator, etc). These meetings are intended to address the needs of the student with a team approach.

Basketball Playoffs

On Saturday, February 13 the Junior High Boys and Varsity Boy basketball teams will be travelling to Claybsburg-Kimmel to represent the South Champions of the ICC. The Junior High boys will play at 4:30 and the Varsity boys will play at 6:00 p.m. The winner of the games are crowned the ICC Champions. The varsity boys are defending their title as they won the ICC last year. Sunday, February 14 is the seeding meeting for the District 5 playoffs which begin on Thursday, February 18 with the boys (SF has locked up a first round home game) and the girls play on Friday, February 19 (also anticipating a first round home game).