CENTRAL SCHOOL DISTRICT #104

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Director's Report
November 2026

Building & Grounds- Mr. Bergman

- **The switch to Dutch hollow is paying off. We have saved around $8000 getting away from buckeye compared to last year at this time. The service is better with deliveries as needed, not on a weekly basis as before.**
- 9-1 Ubox movable cameras $650 a year for 4 cameras
- 9-2 Hartman turf &tractor fixed our 72 in cut mower the hydraulic pump stopped it was $3192 to fix
- 9-8 Jarvis came out and fixed 2 lights in the multipurpose at JAMS
- 9-9 Active shooter training district wide.
- 9-10 Jarvis fixed 4 lights in the gym at DEES $985 replaced a classroom sensor $295
- 9-14 JAMS practice fire drill went well
- 9-21 I met with Ameren to go over our savings from using the BAS system with me adjusting unoccupied times on JAMS. We will save around $9000 yearly.
- 9-22 Practice fire drill at DEES went well
- 10-1 start getting ready for our annual ROE inspections
- 10-5 O.F.D. observed our fire drill at JAMS they recommended we add some more horns in the north hallway which I have the quote $2287.99 and Security Alarm will be out over Xmas break to install the hardware
- 10-5 gelly quoted $62000 poettker $44500 Mueth excavating started to rerock the gravel road behind JAMS $21420 it was finished on 10-12
- 10-5 O.P.D observed our active shooter drill went really well and gave small suggestions for security.
- 10-20 I met with Ameren Again over cost savings.

- 10-20 O.F.D observed or fire drill at DEES went great.
- 10-20 Cheslea fence came and gave me a quote Of $9,680and $12000 for the fence that would separate the modulars from the playgrounds
- 10-21 Jlm Taylor roofing came out and fixed some holes in the roof on the music room at JAMS$751
- 10-23 trunk or treat was a great success

Director of Student Services - Mrs. Shelton

- Attended IEP meetings for our out-of-district students
- Attended Early Intervention transition meetings for two children who will be turning three later this year. Discussed the transition process to the school setting.
- Attended 504 meetings for JAMS students
- I attended parent-teacher conferences at both buildings
- Participated in a webinar pertaining to Access testing
- Reviewed our student data in SIS for our EL learners
- Attended the trunk or treat
- Assisted the ECSE class during the fire drill
- Arranged for transportation for one of our new students
- Attended problem-solving meetings at both buildings
- Mrs. Spencer and I continue to work on collecting items for our pre-kindergarten state visit.
- Contacted Illinois Central to add a stop for one of our homeless families.

Finance- Mrs. Cavins

- Payroll taxes for 2 payrolls
- Bank file for 2 payrolls
- Bank deposit
- Balance for September
- September Financials for Board Meeting
- Completed 7 grant expense reports
- Correspond with employee regarding salary and extra duty, several times
- Adjust that employee's salary
- Sent paystub and W2 to employee
- Invoice another District for homeless transportation
- Sent an email to staff regarding medical insurance site visits
- Correspond with Aflac to visit new staff
- Sent an email to staff regarding Aflac visit

- Complete 26-27 Teacher Salary Study
- Contact St. Clair County Assessor regarding the tax exempt status on the DO building.
- Complete Pre-K grant expense report
- Correspond with employee regarding retirement/payout options
- Complete DoDEA Annual Report for 2 grants
- Adjust employee's pay to include retroactive pay
- Add funds to the Arbiter account
- Complete the Pre-K grant payment survey
- Correspond with ISBE regarding the FY26 maintenance grant
- Update Title I, Title II, Title IV grants
- Contact DoDEA regarding status of grant reimbursements
- Process tax distribution payment received
- Meet with principals regarding building budgets, p-Card procedures
- Meet with employee regarding pay
- Attend Red Rover zoom meeting
- Process insurance coverage change for an employee
- Contact State of Illinois regarding a payroll tax issue
- Contact SDS regarding training for PO implementation
- Transfer funds to PMA investment accounts
- Invoice IL Central for FY26 late arrivals
- Begin work on Tax Levy

Technology- Mrs. Daniels

- KIDS testing set up for Kindergarten
- Student Schedule Updates
- TE updates/reports
- PTCs
- Red Rover Meetings and Set Up
- Investigated/handled phishing attempts
- Student Photos in TE
- 27 IT Requests