

Summer Projects, Personnel Needs, and Temporary Employees

Background:

The staff has been compiling lists of cleaning, maintenance, and improvement ideas for summer projects.

• Replace carpet in the Jacobson office and high school library.	\$10,000
• Check for roof leaks and seal potential holes.	\$8,000
• Repair ceiling in the high school boiler/geothermal room.	\$10,000
• Upgrade downtown office telephones.	\$3,000
• Finish hanging new white boards in high school.	\$10,000
• Carpet cleaning in all classrooms	\$5,000
• Install heat in high school classroom 99.	\$3,000
• Repaint industrial tech/voc ag area rooms.	\$3,000
• Replace all stained ceiling tiles.	\$300
• Cultivate sod on playground and football practice field.	\$5,000
• Refinish the two gymnasium floors.	\$7,000
• Student desks need to undergo routine cleaning and repair.	
• Lockers cleaned out, mechanisms oiled, and graffiti removed.	
• Miscellaneous small and routine cleaning, maintenance, wiring, and plumbing projects.	\$6,000

TOTAL COST **\$70,300**

Recommended Action:

I recommend the board move to approve the budget for the summer work listed above.

Temporary Summer Help

Background:

Last summer we hired a total of seven temporary summer helpers: two for cleaning, two for painting and repairs, and one to help supervise and coordinate the various projects. We also had two people to help clean, recondition, and load software on our laptops and tablets.

I advise we need a similar number of temporary employees this coming summer as well.

My Requests to the Board are as Follows:

Work Assignment	Hourly Wage	Total Hours*	Total Wages
• Cleaning (2)	\$10.00	2 x 320 = 640	\$6,400
• Painting, Vehicles (2)	\$10.00	2 x 320 = 640	\$6,400
• Computer Maintenance (2)	\$10.00	2 x 320 = 640	\$6,400
TOTAL			\$19,200

*Calculating for forty-hour weeks for eight weeks (June 10 through August 9) for summer help.

Recommended Action:

I recommend the board move to approve the budget for temporary summer employees.