

## **BUILDINGS/GROUNDS & TRANSPORTATION REPORT**

**Date:** April 24, 2017  
**To:** Board of Education  
**From:** Lori Ade

### **BUILDINGS/GROUNDS**

#### **Facilities Committee**

- The Facilities Committee did not meet in April. Next meeting is scheduled for May 3, 2017. This meeting will be held at the Pana High School Library.

#### **Dr. Lett's Retirement Open House**

I'm formally announcing with this month's board meeting, the Open House scheduled for Dr. Lett's retirement. This event will take place prior to next month's board meeting, May 15<sup>th</sup> from 3:30 – 6:30 p.m. in the Panther's Den. The monthly board meeting will follow in the High School Library at 6:30 p.m. Refreshments will be provided, and there will be time set aside from 6 – 6:30 p.m. for anyone who would like to share stories/memories/etc. Invitations have been distributed by either email or U.S. Mail. We will get detailed information to include in the Pana News Palladium, Taylorville Breeze-Courier, as well as the District's Facebook and Twitter pages.

#### **Life Safety Review Report**

Attached are copies of the submitted Life Safety Review Responses for each school. It's self explanatory, but if you have questions, I will be happy to answer those for you at Monday night's meeting.

#### **Christian County Emergency Operation/Disaster Recovery Plan**

On April 12<sup>th</sup>, Juletta Ellis and I attended the Christian Co. Emergency Operation Disaster Drill in Taylorville. It was very beneficial, and we gained a lot of information to bring back to our own Crisis Management Team's next meeting. We were given a hands-on look & tour of the disaster recovery vehicles and communication centers that are put in place for disasters (i.e. tornado, flooding, earthquake, etc). The recovery of any disaster basically follows the NIMS/FEMA protocol that was put in place back in 2003. NIMS is an acronym for the National Incident Management System. I'm happy to report that the building administrators and I have completed our required U.S. Department of Homeland Security NIMS training. These courses were time consuming, and not the most exciting training to work through, so I want to thank those who did complete the required work!

#### **Certification of Completion – Pana Jr. High**

Even though there are still possible insurance payments pending on the Jr. High gym project, the facility itself has been complete, so we need to file a Statement of Completion with the ROE. I have the original statement that will need to be signed at Monday night's meeting. Kacie Reiss from the ROE has already completed her walk-through of the facility.

## **Hand Dryer Purchase**

I have been looking at replacing our hand towels in all the school building restrooms with hand dryers for a couple of years now, and have attached a quote for what the dryers would cost. We would need 44 dryers total, which would cost \$16,478 to purchase, plus installation. I don't have a solid price on installation, but other schools and sales personnel have said that it ranges from \$125-\$150 per dryer normally. If that were the case, we'd be looking at another \$6,600 for installation, which brings the total to \$23,078. These hand dryers do not have a heating element, so the cost to operate is very minimal. I did not figure in hand dryers for the restrooms in the offices/teacher lounges/Unit Office areas where the use is more private and very minimal.

We have been spending a minimum of \$15,000 per year on paper towels, not to mention the added cost of garbage bags and labor each day. I have attached a detailed look at what we spend on paper towels annually vs. what we could recoup in a very short period of time (19 months). I will review the report at Monday night's meeting and answer any questions.

## **Summer Work**

As everyone is gearing up for the close of school, our busiest season is just getting underway. The capital improvements scheduled for this summer will get started as soon as school dismisses. Lincoln School will be the biggest focus this year with the ceiling bracing and interior painting, some floor replacement in a couple of areas, as well as the outside front steps and parking lot work. Washington School will have ceiling bracing completed. Parking lot and exterior painting and masonry work will be the focus at the Jr. & Sr. High Schools.

The temporary summer workers are being processed for hire right now and should be good to go by the time school is out of session.

## **Jr. High Custodial Position**

Don Cottrell will retire as the evening custodian at the Jr. High at the end of May. We posted his position this week, and will hopefully fill the position soon.

# **TRANSPORTATION**

## **New Buses**

The two 2018 purchased buses were delivered on March 24<sup>th</sup>. We don't make the first payment until after July 1. The leased 2016 bus will be delivered during the summer months.

## **Bus Aide**

We have a vacated bus aide position that was posted this week, and will start interviews for that position the week of April 24<sup>th</sup>.

# **YEAR END THANKS**

It's hard to believe another school year has almost come and gone. I want to extend my sincere thanks to the maintenance, custodial, and transportation staffs that make sure our buildings, grounds, and transportation are taken care of year after year. We have great crews that work hard and I want to give them some recognition of a job well done, and very much appreciated!!