

Summit Hill School District 161
Business Office Report
Timeline and Project Completion
July 1, 2019 – June 30, 2020 School Year
Doug Wiley – Director of Business Services

■ - Update
 ■ Project On Time
 ■ Project Delayed
 ■ Project Behind Schedule

Projects – Ongoing	Priority	Status	Deadline	Comments
Assess bidding opportunities	Medium	5%	Ongoing	
Chart of accounts clean-up/update	Low	5%	Ongoing	
Support/train Bookkeeper/Purchasing position	High	N/A	Ongoing	
Assess SCO operations	Low	15%	Ongoing	Look at with Becky. Status quo for 19-20.

Projects – Spring 2018	Priority	Status	Deadline	Comments
Audit – Interim fieldwork prep	High	100%	6/18/19	
FY 20 preliminary budget	High	100%	6/30/19	

Projects – Summer 2018	Priority	Status	Deadline	Comments
Q4 IDEA grant expenditure reports	High	0%	7/15/19	
Title grant expenditure reports	High	0%	7/20/19	
FY 20 tentative budget	High	50%	8/1/19	
Site based expenditure report	High	0%	8/15/19	New ESSA requirement
Complete Transportation claim	Medium	0%	8/15/19	
Complete SPED Private Facility claim	Medium	0%	8/15/19	

Projects – Fall 2019	Priority	Status	Deadline	Comments
Audit – Final fieldwork prep	Low	0%	9/3/19	
Determine and approve summer 2020 projects	High	0%	9/30/19	
Goal 4 data	High	0%	12/31/19	

Projects – Winter 2019	Priority	Status	Deadline	Comments
Prep for negotiations	High	0%	2/29/20	

Projects – Spring 2020	Priority	Status	Deadline	Comments
Teacher supply allotments	Low	0%	4/15/20	

*Summit Hill School District 161
Operations/Transportation Report
Timeline and Project Completion
July 1, 2019-June 30, 2020
Frank Zajac-Operations/Transportation Manager*

■ - Update
 ■ Project On Time
 ■ Project Delayed
 ■ Project Behind Schedule

Project – Summer 2019	Priority	Status	Deadline	Comments
Summer Operations List	High	40%	8/21/19	
SHJH Angle Float Valve Replacement on Cooling tower 2	High	40%	8/21/19	
Trail Electrical On Pump	High	100%	7/17/19	
SHJH AHU-5 Electrical	High	100%	7/17/19	
SHJH AHU5 Re-Pipe Differential Piping	High	100%	7/17/19	
Mary Drew AHU-1 Repairs	High	55%	8/21/19	
Arbury Gas Line Inspect & Repairs	High	100%	7/17/19	
Square Roof Top Gas Line Inspect & Repairs	High	100%	7/17/19	
Rogus Electrical Breaker Panel	High	100%	7/17/19	
Rogus Gas Line Inspections & Repairs Boilers	High	100%	7/17/19	
Trail Vandalism	High	90%	8/21/19	
Trail Roof Drain Replacement	High	90%	8/21/19	
Rogus Condensing Unit	High	15%	8/21/19	
Arbury Furnace	High	100%	7/17/19	
Walker AHU-1 Broken Linkage	High	50%	8/21/19	
SHJH Electrical Work Circuit Breakers	High	100%	7/17/19	
SHJH Hot Water Pipe Leak	High	50%	8/21/19	
SHJH Chiller Low Pressure Alarm	High	90%	8/21/19	
SHJH Athletic Storage Building Damage	High	30%	8/21/19	
Trail Boiler 6 Problems	Medium	40%	8/21/19	
Trail VAV Boxes	High	40%	8/21/19	

Trail 3 rd grade Wing HVAC Problems	High	50%	8/21/19	
Square Fire Smoke Doors	High	20%	8/21/19	
Mary Drew Parking Lot Sink Hole	High	15%	8/21/19	
SHJH Roof Top Gas Line Inspection & Repairs	High	100%	7/17/19	
Rogus Concrete Work	Medium	25%	8/21/19	
Square Mulch	Low	10%	8/21/19	
Trail Concrete Work	Low	10%	8/21/19	
Square Gym RTU Work	Medium	75%	8/21/19	
Arbury Smoke Detector Installation	High	24%	8/21/19	
Walker Mechanical Project	High	70%	8/21/19	
Square Roof Project	Medium	80%	8/21/19	
Trail Learning Center Carpet	Medium	75%	8/21/19	
Mary Drew Roof	Medium	10%	8/21/19	

Summit Hill School District 161
Buildings and Grounds Report
Timeline and Project Completion
2019-2020 School Year
Dave Hesse – Buildings and Grounds Manager

■ Update
 ■ Project On Time
 ■ Project Delayed
 ■ Project Behind Schedule

Project – Summer 2019-2020	Priority	Status	Deadline	Comments
AH- New Water Meter Installed	Medium	100%	6/10/2019	Done
District Wide Sprinkler Inspections	High	15%	8/10/2019	In progress
District Wide Fire Alarm Inspections/Testing	High	10%	8/10/2019	In progress
SHJH Gym Floor re-done	Medium	100%	7/5/2019	Done
HW Gym Floor re-done	Medium	100%	7/5/2019	Done
HW Bleacher repairs	Medium	20%	7/31/2019	In progress
DW- Outside Sign replacement	Medium	25%	8/10/2019	In progress
SHJH Chiller Repairs	High	30%	8/10/2019	In progress
FS Hydro-flushing pipes	Medium	10%	7/31/2019	Scheduled
FS Gym pressure repair	Medium	90%	7/28/2019	Waiting on vent covers, custom sizes

Summit Hill School District 161
Technology Report
Timeline and Project Completion
July 1, 2019 – June 30, 2020 School Year
Kevin Perkins – Technology Specialist/Manager

■ - Update
 ■ Project On Time
 ■ Project Delayed
 ■ Project Behind Schedule

Project – Summer 2019	Priority	Status	Deadline	Comments
Security Cameras	Med	50%		Installation in progress
Raptor Kiosks	Med	0%		
Additional Network Infrastructure Items	Med	20%		Installation in progress
Recycling of old technology	Med	10%		Collection in progress
Building Tech Hire DJR	Med	10%		Interviewing candidates
CrisisGo App	Med	10%	8/19/2019	PO Submitted & Approved In Progress
Digital Signage – SHJH	Med	10%	8/19/2019	Obtaining quotes
Building Intercom Replacement – AH, FS	Med	0%	8/19/2019	
Single Sign On	High	20%	8/19/2019	Submitted Quote for approval
Recycling of Tablets	Low	25%		Collection in progress
Building Tech Hires	High	65%		Submitted two for round 2 hire, working on one more hire
Interactive Display Screens	Med	75%		Final screen mounting in progress
Deploy Blackboard Mobile App	Med	95%	8/1/2019	Final Deployment in progress
5Labs Data Collection Dashboard	High	90%	6/30/19	working with vendor on final items
PowerSchool Changes Re: Board Goal Data Collection	Med			Assigned to SM
Uniflow Cloud Printing	Med	60%	6/30/19	In Progress SM Assigned
Renovate Board Room Tech	Med	10%	6/30/19	
Door FOB migration to server	Low	0%	6/30/19	

District Extranet Website Update	Med	0%	6/30/19	Deferred to 19-20 school year
All Call paging integration with phone system	High	40%	2/1/2019	Contacting Vendor to work on over summer
Tablet refresh/replacement cycle	High	100%	1/31/2019	Completed
E-Rate 2019-20 Category 2 Network Switches	Med	100%	1/31/19	Completed
Student Registration Website Updates	Med	0%	3/15/20	

Summit Hill School District 161
Technology Report
Timeline and Project Completion
2018-2019 School Year
Shaun Mooney – Building Technology Coordinator

■ Update
 ■ Project On Time
 ■ Project Delayed
 ■ Project Behind Schedule

Project – Summer 2019	Priority	Status	Deadline	Comments
Technology and Custodial reports from School Dude	Medium	100%	Weekly	Sent to principals weekly
Repair of tablets and equipment for buildings	Medium	95%	Daily	Repairing and/or replacing any technology equipment.
Maintain data sync between Office 365 and PowerSchool	Medium	95%	Daily	Sync PowerSchool data with Office 365
Maintain InTune for Education software	Medium	95%	Daily	Manage classroom devices and student accounts
Support for building technicians	Medium	100%	Daily	Support by e-mail, text message, and on the phone
New student registration	Medium	95%	Daily	Import new student information into PowerSchool
Support for schools and outside users with facility usage software	Medium	100%	Daily	Support by e-mail, text message, and on the telephone
Work with Microsoft support	Medium	85%	Daily	Work with MS support on open tickets regarding Office 365 ongoing issues
Train new building technicians for HW and SHJH	Medium	75%	7/23/19	Support and train new building techs in day to day building operations
Work with building technicians on student tablets	Medium	10%	8/21/19	Reset and update student tablets for this school year

2019-2020 HW scheduling	Medium	70%	8/1/19	Work with principal and assistant principal on master schedule
2019-2020 SHJH scheduling	Medium	75%	8/1/19	Work with principal and assistant principals on master schedule
Research and setup single sign-on	Medium	50%	8/21/19	Research SSO capabilities of current software and websites
SHJH printing solution	Medium	40%	8/21/19	Deploy a printing solution for the students that logs each print record
Setup Relay Classroom Management for SHJH	Medium	25%	8/21/19	Setup and deploy classroom management software for teachers at SHJH