

# ESTACADA —SCHOOLS—

## Operations Reports: August 2025



### **Maintenance Department**

John Simpson, Facilities Coordinator

Seismic updates remain on schedule and are expected to be completed by the end of August. At the high school, the gym floor has been sanded and sealed. Logo and line work are underway this week, with full completion anticipated by Monday morning. The lower locker rooms have been repainted and upgraded with new lighting. Wall mats have been installed in the upper wrestling room, and installation of lower wall mats is scheduled for next week, ahead of project completion. Our facilities team continues to prepare all classrooms and learning spaces for the return of students and staff. New stairs have been installed at the RiverMill Annex portable to support increased traffic, now that both sections are in use. CTE space cleanup is complete, and the art room has been successfully relocated to the former culinary area. Demolition in that area has also been completed.

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## Technology Department

Kristy Cheshier, Director of Technology

### ✓ 3 Wins:

- The Summer Project Stoplight app improved project tracking, ownership, and communication.
- Of 101 summer projects: 42 are complete (●), 39 in progress (●), 20 not started (●), showing strong progress across sites.
- Starting from the end of the 24-25 school year to date, [1,243] helpdesk tickets have been closed with an average 0.9hr response and 2.2hr completion—demonstrating excellent responsiveness alongside project work.

### 🧠 2 Things Learned:

- Yellow tasks are often delayed due to outside dependencies.
- Red tasks tend to be lower-priority enhancements that don't impact critical operations.

### 🎯 1 Focus:

- Add a "Dependency Log" column to the Stoplight Report to track and communicate so that the task can move forward, improving follow-through and reducing delays.

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### ~ **Nutrition Services Department**

Lori Dyson, Nutrition Services Coordinator

~ **CEP 2025–26:** No Meal Applications Needed. Every enrolled student receives one free breakfast and lunch daily. We are estimating a 30% + increase in student meals for the school year.

64 % Federal Reimbursement + 26% State Incentive Reimbursement = 90% Reimbursement rate

~ **Wellness Policy:** Triennial assessment was completed by the Health and Wellness Comity , July 2025.

~ **Summer Meals:** 4,000+ meals served in July. Program ends Aug. 14<sup>th</sup>.

ODE Summer Administrative Review: Zero Findings. First review since 2022.

~ **ODE CACFP Application in Progress:**

Approval will reimburse REID day meals previously paid for out of the general fund.

~ **USDA Equipment Grant Prep:**

Working with maintenance to apply for 2025 funds; \$1,000- \$50,000. Kitchens need updates.

~ **Summer program student workers:**

Students gained food service skills, teamwork, and engaged with the community—we're grateful for their help and smiles.

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### **Transportation Department**

Sara Lawson, Transportation Coordinator

#### **3 Wins**

- Successfully supported 11 summer programs from June 17 through August 6, demonstrating our ongoing commitment to reliable student transportation and community service.
- Completed safety and efficiency audits on all bus routes, ensuring continuous improvement in route design, student safety, and on-time performance.
- Mechanics have completed 9 full annual safety inspections, reinforcing our proactive approach to fleet maintenance and operational excellence.

#### **2 Things learned**

- Identified the need for a more consistent and proactive communication process with summer program staff to ensure alignment on transportation needs, scheduling, and last-minute changes.
- Need to enhance the work order and ticketing system in the transportation shop to streamline data collection, increase efficiency, and support more accurate reporting and decision-making.

#### **1 Action Item**

- Enhance transportation shop operations by using the Incident IQ ticketing system for mechanical work on non-yellow fleet vehicles like tractors and other district equipment. Customize the platform for maintenance, inspections, and repairs. Use built-in reporting tools to track response times, recurring issues, and asset history, supporting accurate data collection, efficient workflows, and informed decision-making across the department.