



CENTRAL SCHOOL DISTRICT #104

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Director's Report
April 2026

Building & Grounds- Mr. Bergman

- 3-6 Metro lock \$141 new lever set handle for D.O.
- 3- 9 Johnson controls \$1751 to reprogram our fireAlarm.
- 3-9 Target pest control \$460 preventive seen roaches in lockers at JAMS
- 3-10 Jarvis electric replaced light sensor\$295
- 3-11 New system motor for vacuum \$151
- 3-17 I bought a storage container to store all the furniture. We don't have the space in our current shed with the loss of the garage and storage at the old D.O. \$3650, it is 40ft long 9ft tall brand new and the color matches our existing shed.
- 3-19 TEK lab I took 3 water samples at JAMS \$1200 4 samples at DEES \$1500. We are waiting on the test to come back.
- 3-20 Bulte bleacher company did inspection and repairs at DEES \$1330
- 3-25 Belo Replaced the large HVAC on the office at DEES it had stopped working and was patched alot. \$15241 Paid for with Maintenance grant 26/27
- 3-30 Boyer did 5yr back flow test and rebuilt the sprinkler back flows that failed during inspection. Waiting on results
- CLS landscaping is doing both ball fields adding dirt and cleaning up all the weeds.
- South lots of JAMS addition are done Poettker will be done with playground and bus turn around 4-10

Finance- Mrs. Cavins

- Payroll taxes for 2 payrolls
- Quarterly payroll taxes
- Bank file for 2 payrolls
- Bank deposit
- Prepare spec ed parent transportation reimbursement
- Review student worker's permit rules

- Process pay requests for JAMS addition
- Correspond with WC adjuster
- January and February Financials
- Prepare monthly treasurer's report
- Prepare budget to actual report for Board Meeting
- Invoice D90 student tuition
- Renew JAMS postage machine rental agreement
- Complete the FY27 GATA Risk Assessment
- Process homeless transportation invoices
- Prepare invoice for billing homeless transportation
- Correspond with attorney regarding former sub
- Respond to FOIA (2)
- Work on grants
- Process new homeless transportation students
- Contact Aflac several times regarding billing issues
- Figure retirement benefits on employee
- Contact our liability insurance regarding a spectator fall at a volleyball game
- Complete insurance survey
- Complete Prescription Drug Data Collection Survey
- Separate PMA account into sub accounts for easier transfers
- Submit McKinney-Vento Grant reimbursement
- Submit H/L Safety Amendments to ISBE
- Complete DoDEA grant expense reports

Technology- Mrs. Daniels

- IAR Testing @ JAMS
- Setting up 26-27 school year in TE
- Bus Routing Software Meeting
- Speakers in 4 new classrooms @ JAMS
- COPS Grant
- 36 IT Requests