



Date: 03 October 2013

From: David Marshall

To: Three Rivers School District, Board of Directors

Subj: SUPPORT SERVICES: September 2013 Report

MAINTENANCE – Robert Horban, Manager

Next month's report will have first quarter fiscal results and year-to-date work order status.

CUSTODIAL – Jim Bunge, Manager

First month of School

Now that school is back in full swing, our custodial staff is back into its normal cleaning routines. What does this mean? We are responsible for cleaning and helping maintain over 805,673 sq. ft. of classroom and office space.

Head Custodians are busy during the school day taking care of:

- Daily cleaning duties, which include offices, cafeterias, restrooms, cleaning up after spills, picking up trash and maintaining lawn areas.
- Assisting students and staff on many daily issues, such as student lockers, setting up and taking down for assemblies, and moving furniture.
- Taking care of minor building maintenance issues. Examples: replacing light bulbs, un-plugging toilets and sinks, repairing broken table and chairs, and other small jobs.

Night and evening custodians do the bulk of the building cleaning. Depending on the school, each custodian is responsible for cleaning and disinfecting between 10,000 sq. ft. and 30,000 sq. ft. each night.

Some examples of their work:

- Cleaning at least 345 classrooms: Removing trash, dumping pencil sharpeners, disinfecting counters and desk tops. Sweeping, vacuuming or mopping of floors.
- Cleaning, disinfecting, and restocking 147 restrooms every night.
- Cleaning of the kitchen floors, cafeterias and gyms

That's just a small example of some of the items completed. The intent of this work, of course, is so that students and staff have a clean and safe environment to work and learn in.

Safety

Each Monday, the head custodian receives a daily safety topic. These are part of ARAMARK's commitment to safety. It is printed and posted at each school. The topics cover a wide range of safety topics, and each custodian reviews them. They help to remind us on how to work safely and help keep others safe. This past month's topics were:



- Ladder Safety
- Cuts and Lacerations Prevention
- Struck by Injury Prevention
- Slip, Trip and Fall Prevention

FOOD SERVICE – Michael Morris, Manager

Food Service data, both operational and financial, is not available until October 7th, too late to be included in this packet. We will have that data next month.

September 2013 Highlights

The Nutrition Service program started the year off with some great opportunities and success stories throughout the District.

Below is a brief summary of our program for September, 2013:

Point of Sales Upgrades

We installed a bar code scanner system at Madrona and Fruitdale. This system provides all students with a card that has their names and district ID numbers. Cards are organized by teacher and placed in a card rack in the cafeteria with a unique color label identifier. Students take their own card, proceed through the service line, and check out at the Point-Of-Service (POS) terminal. By eliminating the need of students to memorize their six-digit student I.D. number, this process greatly increases line flow.

We currently have three schools on this system and use the same program during recertification years at all our Provision schools.

District Recycling Program

We were notified by Aspire, our paper recycling provider, that it is no longer able to provide paper pick up at our schools, due to budget cuts in their program. We have contacted Southern Oregon Sanitation to pursue options for the District to continue our recycling efforts. They initially stated that they could handle pick up for Hidden Valley, Lincoln Savage, Madrona, Maintenance/Food Service Compound and the District Office. They are currently looking at our other sites to see if they can accommodate them, also.

Equipment

The first day of school provided several challenges with some of our kitchen equipment; the District's capital needs, from buildings, to equipment, to "rolling stock" will be addressed in a January workshop. In addition, we have had several schools with minor "fix its" on equipment to make them operational. We would like to thank the diligent work of our maintenance department for their speedy response in getting out to the schools and putting the equipment back on line.

Fresh Fruit and Vegetable Program (FFVP)

We successfully launched our FFVP starting the second week of September. This program continues throughout the school year and provides fresh fruits and vegetables at mid-morning snack time to all students at Madrona, Lorna Byrne, Evergreen and Fruitdale. Our attempt is to offer items that are not regularly served in our National School Lunch Program and even some items that are not normally seen at

home. This month we offered Bartlett Pears, Red Bell Peppers, Star Fruit, Yellow Cherry Tomatoes, Rainbow Radishes, Red Globe Grapes English Cucumbers, Hawaiian Papaya and Honeydew Melon.

Safety Training

As a continued focus on Safety, Food Service Staff reviews safety topics each month. Below are our topics for October:

- Safe Knife Handling - A guide to safety precautions to be followed when using a knife
- Personal Hygiene - Guidelines for keeping yourself clean and healthy.
- Lock Out/Tag Out– Rules for disabling un-used or broken equipment.
- Preventing Cross Contamination - Staff procedures for proper storage, production and service of food products.
- Safer Lifting– easy DOs and DON'Ts for safer lifting techniques.

We continue this school year with staff awareness, increased focus, and informative training throughout the school year. Food and Nutrition Services continues to provide a safe working environment in all our Schools, as well as incorporating safe work place practices district wide by keeping SAFETY at the top of mind!

SOUTH 40 OPS – Rick Jump, Manager

Print Services

The start of school continued to be a busy time for the print shop. For the month of September, we produced 973,759 black and white copies and 16,554 color copies for a total of 990,313 copies. We also bound 500 books, and approximately 40 boxes of envelopes were printed. We also produced about 500 business cards.

Our copy numbers were up from September, 2012, possibly because of last minute teaching assignments at the schools this year.

Warehousing and Delivery

As school has started, Jeff's attention shifts to food delivery. He works for Rick in the supply warehouse on Mondays and Fridays and a couple of hours on Wednesdays, depending on his food delivery workload. While supply orders have been filled, there are still deliveries for bond paper and other items.

Bev has been to every school each day as well as scheduled stops at two SOASTC facilities and RCC. She is preparing to start the new food service money program, where she will be collecting money from the kitchen managers of all schools and transporting it to Food Service in a safe located in her van. Previously, only a couple of schools sent money through the courier.

Rick continues to split time between Print Services and Warehousing. In the warehouse, he produces purchase orders, fills supply orders, and currently is looking into a program to provide paper recycling options to schools, as ASPIRE will no longer be picking up recycled paper items.

Safety

This department had no accidents or safety issues

The start of the year brought many new challenges. Each year our routes are built upon the ridership and location of students riding at the end of the previous year. At the start of each school year, we evaluate the ridership of the current year and determine if any route changes are necessary. This year was no different and brought the additional challenges of changed attendance boundaries as a result of the JP closure.

To date, we have evaluated and changed approximately two dozen routes to meet the student needs of the current year. Some examples are:

- 1) Moving the starting time of a route forward or backward.
- 2) Adding a peripheral road to a route based on new riders.
- 3) Removing a peripheral road based on the absence of previous riders.
- 4) Changing the drop off times at an elementary school to meet the needs of the next school (Specifically FV for Fleming).
- 5) And many other minor changes to meet the needs of the children or the schools on our routes.

We have experienced some additional challenges from Road construction. The construction project on the Hwy 199 Bridge near Riverbanks Road has caused delays several times in September. The delays have thus far been sporadic and fairly infrequent. The I5 exit in Sunny Valley was closed for several days which required us to travel beyond the exit from the other direction.

We had one small incident on September 30th at Hidden Valley High School. A gate swung open as the bus was exiting the parking lot. The incident was minor and there were no injuries.