



CENTRAL SCHOOL DISTRICT #104

Imagine. Inspire. Achieve

Director's Report
February 2026

Building & Grounds- Mr. Bergman

- Sorry I missed the last report. I was busy with the demo and remodel of the district office I am putting Dec on here as well.
- 12-8 Poettker started
- 12-8 security alarm fixed our Fire alarm it was not communicating with the modular at dee replaced a surge protector in both the modular and DEES \$578.00
- 12-10 Jim Taylor roofing fixed JAMS roof leak \$639.83
- 12-11 Dutch hollow delivered 2 pallets of salt \$1250 Total
- 12-12 moved to NEW district office
- 12-12 Security alarm finished everything but Gabe's office.
- 12-15 I hooked up all tech in D.O
- 12-16 All electric and gas were terminated OLD D.O.
- 12-19 crocketts snow removal and salt lots DEES \$1,180 JAMS \$2,000
- 12-23 DEMO old district office passed all inspections by the city and ROE
- Over christmas break we did inspections on sprinkler systems(Boyer) We have some back flows that need rebuilt waiting on the quote from Boyer still
- 1-5 Boyer for Inspections \$1,050 each building
- 1-7 Security alarm finished Gabes office
- 1-9 Belo our Bi annual preventive maintenance \$5,880
- 1-12 I removed shower in new D.O made a closet for supplies 1-19
- 1-19 Security alarm did inspection on fire systems \$1530 and \$850. We have a couple strobes and horns that need replacing. I am waiting on a quote to repair.
- 12-20 signed a contract to have our ball fields done in the spring for \$6,000 for both fields to kill grass, till and add new dirt and pre-emergent for the weeds. To help keep our fields looking nice
- 5-20 replaced all door handles at the district office with ada compatible handles \$650 3 doors outside and 3 inside.
- 5-21 I moved the lift to Jams and fixed the WIFI in the gym. It had been knocked off its clip.

- 1-22 Did the intruder drill with OPD. They suggested a few things I think will help with safety to be preventive instead of reactive.
Add a camera room at both schools to be able to help incase of an intruder.
- 1-26 snow day
- 1-27 we cleared all side walks for school on Wed
- 1-30 Myself and Gabe met with Bluepath and Trane.
Very interesting to say the least.

Finance- Mrs. Cavins

- Payroll taxes for 2 payrolls
- Bank file for 2 payrolls
- Bank deposit
- Setting up Aflac payroll liabilities & vendors
- Prepare financial information for Impact Aid Report
- Complete FY25 Medicaid Annual Cost Report
- Complete information for ACA (insurance) reporting-2025 1095's
- EMMA compliance documents
- Complete FOIA requests (3)
- Complete Worker's comp audit
- Prepare fee letters for overdue fees
- Complete extra duty stipends
- Additional correspondence with Workers Comp adjuster
- Sent WC issue (documents) to attorney to review
- Complete grant expense reports (4)
- Complete survey
- Additional correspondence for WC case
- Work on retiree salaries
- Provide employee retirement information for TRS
- Process W-2's and 1099's
- Process special ed parent transportation reimbursement

Technology- Mrs. Daniels