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From: David Marshall

To: Board of Directors, Three Rivers School District

Subj: SUPPORT SERVICES: Summer Report

INTRODUCTION

It seems most efficient to combine the Board Reports for all of the Support Services departments within one report; also, given the intensity of the summer activity, this report summarizes the *entire* summer's events.

Support Services consists of Food Service; Student Transportation; Maintenance; Custodial, and District Office operations (the latter consisting of the warehouse, print shop, delivery, and courier services and known as the "South 40 Ops").

THE FIRES

The District hosted fire fighters, most of them working *The Big Windy* fire, the *Stratton Creek* fire, or the *Lightning Complex* of fires, from late July to late August. On July 26th, we were "home" to about 240 fire fighters at North Valley High School. On July 29th, that population exploded to 700 fire fighters as the ICS (Incident Command System) was activated, essentially mobilizing the entire school as the fire's Incident Command Post.

About the time that the NVHS fire fighters left (for the Douglas Complex of fires), between 100 and 140 fire fighters descended upon Manzanita Elementary and, briefly, Fleming Middle School.

By August 20th, the fire fighters had departed for the most part, and Manzanita especially started the recovery activities that were necessary to ready the school for students. Many district employees and contractors contributed to the success of these unanticipated projects, including Dennis Misner, Andy Andrade, Jessica Durant, David Trout, Ric Ross, and Jim Bunge. (I apologize for the many that I did not acknowledge.)

We learned a lot about hosting fire fighters, and the lessons learned from this experience will be valuable should we ever do so again. The school district "earned" about \$18,000 from the Oregon Department of Forestry, which will be given to the schools involved.

MAINTENANCE

Though the Maintenance Department handled many of its normal summertime chores and tasks, it did not meet all of them. The "Move to Madrona," the Life Skills complex at NVHS, and the weekly acts of vandalism, three of them of major import, dominated our summer. In addition, the requirement to follow the tenets of Integrated Pest Management Plan has had a significant impact on our grounds-keeping efforts, and we are putting together a plan to respond. We do know that ignoring weed-whacking and foregoing spraying create a host of problems for everyone, especially for the grounds of our high schools.



I will not address all of the activities associated with these projects, though I will be happy to answer any questions that you may have.

- **Madrona.** The Madrona Project was finished on time, with the exception of some playground equipment that we have yet to move from Jerome Prairie; also, on October 11th we will finish asphaltting some staff parking areas that are presently just “rocked;” some late Fall activities include adding rain gutters, an “overhead” for the deck, and possibly replacing the well-worn, untidy-looking windows in the six doors of the recently moved portable classrooms.

The estimate for the relocation of the portables was approximately \$40,000. The actual cost of the relocation of the portables was \$30,500. The total cost to date for the transition of Jerome Prairie to Madrona is \$172,000 and is paid from capital projects. The estimated staff savings over a three year period is approximately \$705,000 with additional savings in facility costs

Though many TRSD employees were involved in this project, two are deserving of uncommon recognition: Robert Horban, and the soon-to-be retired Chuck Kaeser. I would also like to recognize the team effort that was applied to this job, especially the day that seven maintenance employees re-painted all three of the portables – on their day off!

- Another large project was the replacement of a boiler at **Manzanita Elementary** with two natural gas hot water heaters.
- NVHS has been the object of two major acts of vandalism, the one at the end of August resulting in the theft of nearly \$35,000 of major equipment. HVHS, too, was subject to considerable vandalism in August, though that incident could have been a lot worse. Jerome Prairie is subject to a continuous assault, the latest attempt being on September 8th, when vandals attempted to set fire to the school.
- The discussion on vandalism continues, with solutions ranging from additional cameras (ineffective to me: one need don only a ski mask to avoid identification), to roving patrols (looked at years ago and too sporadic and too expensive) to tall, barbed-wire security fencing (aesthetically unpopular and too institutional).

FOOD SERVICE

Summer gives us the opportunity to plan for the upcoming school year, including menu plans for ten different programs, formal menus for households, season-opening newsletters, production plans, ordering guides for school menu plans, and procurement of food products including purchased and commodity products.

Here is a brief summary of our program for the 2012-2013 school year:

- Full implementation of the Healthy Hunger Free Kids Act for both breakfast and lunch
- 12 NSF Audits (food and physical safety) with 10 at 100%, 1 at 98% and 1 at 96%.
- Successfully passed an Oregon Department of Education menu validation review that was conducted on ten menu plans at all levels including menu validation and site visitations to ensure that our program is meeting guidelines for the Healthy Hunger Free Kids Act.
- Successfully passed two health inspections at each of our serving sites.



- Successfully passed an Oregon Department of Education Summer program review, with no corrective action requirements.
- Continued expansion of our District recycling program to reduce our carbon footprint.
- Continued efforts to expand our catering operation in support of all needed service.

Data:

- 233,499 Breakfast Meals served.
- 450,160 Lunch Meals served.
- 9,505 After School Snack Meals served.
- 47,467 Supper Meals served.
- Fresh Fruit and Vegetable Program providing mid-morning snack to four of our schools.
- 7,431 Summer Breakfasts served.
- 10,140 Summer Lunches served.

Our office staff is processing household Free and Reduced Applications and populating data of all information in our program. We expect over 3,000 applications to be processed by September 30th.

Safety Training – Opening Meeting

Our opening meeting was conducted on August 29th; it featured our annual safety training, featuring physical safety and food safety, for all staff. As part of Sodexo’s commitment to safety, we provide over 60 training topics to ensure our program operations provide a safe work place and meals to our students.

In addition, we provided training on Civil Rights, updating meal plans, ordering schedules, procuring products, marketing, promotions, and new accounting procedures.

Madrona/Jerome Prairie

We successfully moved all equipment and smallwares out of the Jerome Prairie School and relocated it to our warehouse where it was redistributed to other schools as needed. Any “hard wired” equipment was left in the building for potential future use. All leftover food supplies were taken to our summer locations for use in the Summer Program. All paperwork was relocated to our warehouse for storage for any future need.

CUSTODIAL

Summer Projects

It was a busy summer for the custodial staff. While the staff and students were out enjoying the summer break our custodial staff was hard at work getting ready for the new school year:



- Preparing for floor maintenance, removed the furniture from 430 rooms and offices in preparation for floor maintenance. That included the desks, book shelves, filing cabinets, chairs, and tables of every student and teacher in the district.
- Vacuumed and extracted 275,000 square feet of carpet.
- Stripped or scrubbed the finish off nearly 375,000 square feet of hard floor (tile) in preparation for new finish.
- Applied almost 600 gallons of floor finish, resulting in the “shining” appearance now so noticeable in our schools.
- Wiped down and cleaned all walls, windows and ledges.
- Replaced 1,475 light tubes and bulbs
- Removed and replaced about 1,300 table and chair “feet.”
- Cleaned all desks, chairs and tables, and removed about 40 pounds of gum.

In addition, the custodial staff completed hundreds of small projects, such as repairing tables, chairs, desks, restroom fixtures, and painting copious number of walls walls and striping a plethora of parking lots.

SOUTH 40 OPS

Print Services

- For Print Services, summer is the busiest time of year. In July, the print shop produced 994,268 black and white copies and 11,176 color copies for a total of 1,005,444 copies. We also bound 4,500 books. We also padded several orders of NCR forms and cut and padded scratch pads from used paper. We printed approximately 60 boxes of envelopes and 300 business cards.

Our copy numbers in August were a little lower than July but we still printed 908,421 black and white copies and 23,556 color copies for a total of 931,977. This includes the binding of 2000 books. We padded several NCR orders as well as scratch pads. We also produced approx. 600 business cards.

The print shop works functions with one full-time employee (Jenny), with Rick Jump, her supervisor contributing about half-time. This compares to District Seven’s four employees.

Warehousing and Delivery

At the start of summer, we removed unwanted furniture and supplies from the schools and delivered it to the warehouse, where we sorted it, “tossed” it, or recycled it. As we do every summer, we organized and cleared the warehouse to make room for incoming supply orders. As supplies arrived, we sorted and shipped them to schools.

Our courier began working on August 5th by daily delivery to all of our facilities. Typically, the workload is quite heavy at first and then levels off.



Safety. This department had no accidents or safety issues.

HOME-TO-SCHOOL TRANSPORTATION

With the decentralization of the Hidden Valley SPED program (Multi-Handicap programs now exist at both NVHS and HVHS), our routing schemes were no longer efficient; so we “re-mapped” 16 Special Education routes in August. This resulted in a reduction of one route, leaving 15 new routes, an estimated net savings to the district of an entire SPED route (about \$50,000).

In an attempt to meet the demands of relocating Jerome Prairie students at Madrona 9for some routes, an additional drive of seven miles), we also changed several routes. We were able to do that that without adding any routes.

The arrival times at Lincoln Savage Middle School are questionable at this point. We are evaluating the information to determine how to improve the route timing with the least impact upon students. Options are:

- a. Route will improve with driver familiarity new routed?
 - b. Any alternative routes that can shave a couple of minutes off here and there?
 - c. Is there a layover between (Elementary & HS/MS) routes that can be shortened? This would only change pickup times for HS/MS students.
 - d. Do we need to move the entire route forward 5-10 minutes which would mean all students even elementary get picked up earlier to allow the bus to get to the MS on time..... This is always our last resort because of the inconvenience to all students/parents riding that bus.
- 2) Obviously adding five more buses at Madrona has been a large undertaking. Even with all of the planning, it is still a tight fit and requires training and practice for the drivers to become proficient.
 - 3) All things considered, “start-up” went pretty well.