



## June 2018 Board Report

### *Administrative Updates*

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**Doug Bodey**  
***High School Director***

- Working on Perkins CCIP-FY 19
- Logging Quality Program Standards Summative Review in the CTE 26 portal
- Working with the realtor to auction this year's house
- Finalizing prints for next year's house lot 89
- Grade cards printed and mailed
- Working on student handbook
- Resident Educator yearly completion
- Start of summer school
- Started OPES and OTES recalibration



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**Tasha Shepline**  
***Adult Director***

- Customized training, CPR and First Aid training for FedEx and P&G
- Nick Sammetinger, Greg Bukowski, Alan Pollock and Tara Shepherd attended the Lima Rotary Golf Outing
- 48 students graduated from the Medical Academy
- 40 students graduated from the Adult Diploma Program
- 28 students completed their GED



**Dana Dukes-Norton**  
***District Communications Manager***

- Compiling IChoose News
- Research and development for next year's project: campaign, tagline, social media, advertising, etc.
- Campus signage
- Updates to social media and website
- Adult Education success stories
- Coordinated radio spots
- Wrote script for Noon Edition interview
- Completed content review for new Adult Ed website
- Uploaded images into Academix
- Created promotional materials for Fire/EMS event
- Assistance with assessment center staff to review IEP database functionality; created new IEP progress report with merged fields from the database to be shared and used with staff next year
- Preservice professional development agenda and schedule coordination
- Learned and set up new system for managing iPads
- Great job to Rod Wise and the Building and Renovations program for constructing 10 red doors for the St. Rita's 100th anniversary



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**Roy Gillespie**  
***Facility Manager***

- The Truck Academy office trailer project is nearly finished. The sanitary, water and electrical hook-ups are complete; the trailer has been leveled; the skirting installed; the handicapped ramp/deck is complete. We are waiting for Williams Scotsman to send a service tech out to repair a leak in a hose bib in the restroom wall. Scheduling city inspections for occupancy and the Sanitary Engineers for testing of the sanitary pumping station.
- The new Truck Academy entrance off Breese Road is complete. Brad Webb and his student helpers did a great job!
- Installing new lighting at the fire tower for better night class visibility
- Installing 82 door intruder devices throughout the school which takes about an hour per device



- Lifts tested and certified.
  - Kitchen fume hoods have been cleaned & certified
  - T & D Interiors repaired a number of cracked kitchen floor tile. We believe the cracking occurred due to the concrete expanding and contracting the first year after install.
  - Lima Floor Covering installed subway tile on two walls in the Cosmetology lab. The tile will protect the walls and give the room a great look.
  - Wired/installed the new welding and grinding exhaust system, as well as lighting and hard rubber flooring to cover/protect the VET tile where the stations are located in the Robotics lab. Also installing new electrical circuits to meet the code requirement of one circuit per five computer stations.
  - Annual waste evacuation of the kitchen and CET interceptors with Allied Environmental. Waste paint, anti-freeze, and oil from the Auto programs are disposed of annually.
  - Annual bus inspections with the State Highway Patrol are scheduled on June 21 at Cardinal Bus Sales.
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**Dick Schroyer**  
***Technology Manager***

- Student laptops and iPad carts have been collected and are currently being updated. This is done each summer, and takes a significant amount of time to complete.
  - Working with maintenance on the summer cleaning schedule. Equipment in all classrooms, labs and office areas have to be unhooked, moved out, and put back in place after cleaning.
  - The renovation of the telecommunications room in CET is near completion. We are waiting on the delivery of network switches to finish.
  - The first shipments of new PCs and laptops will arrive in early July.
  - Changing batteries on ALL Primex clocks in the district.
  - Coordinating with Maria to reduce the size and complexity of Apollo's printer and copier fleet. Several areas have been identified for improvement in both cost and quality of service.
  - Assisting Adult Ed with set up for the Medical Academy and Aspire graduation ceremonies.
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