

GENESEO CUSD #228



OPERATIONS QUARTERLY REPORT
GENESEO SCHOOL BOARD MEETING
MARCH 8, 2012
GENESEO UNIT OFFICE

OPERATIONS EXECUTIVE SUMMARY MARCH 8, 2012

1. **Electricity Usage** – Refer to pages 2-5 in the Operations Quarterly Report. Since air conditioning was installed during the summer of 2010 in Geneseo H.S. and Northside Elementary, we have obviously used more kilowatt hours (kwh). However, our District is now 100% air conditioned, and we have an environment that is more conducive to learning and teaching.
2. **Natural Gas Usage** – Refer to pages 6-10 in the Operations Quarterly Report. Geothermal units have been added to both Millikin and Northside Schools. Heating these buildings is now more cost efficient. For the months of July through December 2011, Northside used only 356.38 therms (compared to 4,599.94 therms for the same time period in 2009, which was before the geothermal units were installed).
3. **Food Service Information** – Refer to pages 11-25 in the Operations Quarterly Report.
 - a. Five Food Manager Meetings have been held this school year. Program data and information is being reviewed on a regular basis.
 - b. During the first semester of the 2011-12 school year, the job descriptions within the Food Service Program were reviewed by this group.
 - c. During the second semester of the 2011-12 school year, the job descriptions within the Food Service Program were refined. These changes are being presented at this meeting for Board review. They will be implemented during the 2012-13 school year.
 - d. During the first semester of the 2012-13 school year, Standard Operating Procedures (SOP) for the Food Service Program will be developed.
 - e. During the second semester of the 2012-13 school year, the evaluation instruments currently being for the Food Service Program will be reviewed and necessary changes will be made.
4. **Custodian Job Descriptions** – Refer to pages 26-30 in the Operations Quarterly Report.
 - a. During the first semester of the 2011-12 school year, the job descriptions for the Site Head Custodian and School Custodian positions were reviewed by the Maintenance Director and the Head Custodians in the District.
 - b. During the second semester of the 2011-12 school year, these job descriptions were refined. These changes are being presented at this meeting for Board review. They will be implemented during the 2012-13 school year.
 - c. During the first semester of the 2012-13 school year, Standard Operating Procedures (SOP) for the custodians in the District will be developed.
 - d. During the second semester of the 2012-13 school year, the evaluation instruments currently being used for custodians will be reviewed and necessary changes will be made.

ELECTRICITY USAGE 110

	H.S.	FACILITY	M.S.	MILLIKIN	NORTH.	SOUTHWEST	TOTALS
AMT. PD. JULY '09	\$5,997.33	\$1,232.84	\$4,885.00	\$0.00	\$925.62	\$1,557.28	\$14,598.07
KWH USED	83,320	16,200	67,080	0	11,920	20,720	199,240
AMT. PD. AUG. '09	\$5,315.59	\$1,037.59	\$4,462.94	\$0.00	\$828.00	\$1,448.18	\$13,092.30
KWH USED	72,800	13,480	61,200	0	10,560	19,200	177,240
AMT. PD. SEPT. '09	\$4,426.75	\$1,985.54	\$3,726.93	\$4,284.77	\$599.88	\$1,173.87	\$16,197.74
KWH USED	55,600	25,960	49,560	57,120	7,360	14,960	210,560
AMT. PD. OCT. '09	\$3,679.62	\$1,377.52	\$3,062.84	\$887.57	\$511.64	\$1,044.00	\$10,563.19
KWH USED	47,040	17,720	40,560	11,080	6,240	13,200	135,840
AMT. PD. NOV. '09	\$6,999.91	\$1,584.13	\$5,249.92	\$2,047.52	\$1,026.29	\$2,212.80	\$19,120.57
KWH USED	92,080	20,520	70,200	26,800	12,960	29,040	251,600
AMT. PD. DEC. '09	\$6,870.67	\$1,082.37	\$5,010.84	\$1,896.99	\$1,150.26	\$1,947.17	\$17,958.30
KWH USED	89,440	13,720	66,960	24,760	14,640	25,440	234,960
AMT. PD. JAN. '10	\$7,377.11	\$988.78	\$4,445.71	\$2,214.79	\$1,046.21	\$1,695.10	\$17,767.77
KWH USED	101,520	12,800	60,960	29,880	13,600	22,640	241,400
AMT. PD. FEB. '10	\$7,537.89	\$1,172.54	\$4,445.71	\$3,676.23	\$1,138.09	\$1,815.69	\$16,109.92
KWH USED	108,760	15,360	60,960	50,240	14,880	24,320	274,520
AMT. PD. MARCH '10	\$7,135.92	\$1,040.47	\$3,946.12	\$4,709.86	\$1,092.15	\$1,959.25	\$19,883.77
KWH USED	98,160	13,520	54,000	64,640	14,240	26,320	270,880
AMT. PD. APRIL '10	\$7,176.12	\$1,270.16	\$4,359.57	\$4,287.79	\$971.56	\$1,976.48	\$20,041.68
KWH USED	98,720	16,720	59,760	58,760	12,560	26,560	273,080
AMT. PD. MAY '10	\$6,900.49	\$1,146.70	\$4,307.89	\$3,435.05	\$1,585.99	\$1,781.24	\$19,157.36
KWH USED	94,860	15,000	59,040	46,880	21,120	23,840	260,740
AMT. PD. JUNE '10	\$6,716.73	\$5,195.09	\$621.96	\$2,263.60	\$1,057.69	\$1,499.86	\$17,354.93
KWH USED	92,320	71,400	7,840	30,560	13,760	19,920	235,800
TOTALS - \$	\$76,134.13	\$19,113.73	\$48,525.43	\$15,007.87	\$11,933.38	\$20,110.92	\$190,825.46
TOTALS - KWH	1,034,620	252,400	658,120	400,720	153,840	266,160	2,765,860

ELECTRICITY USAGE FY11

	H.S.	FACILITY	M.S.	MILLIKIN	NORTH.	SOUTHWEST	TOTALS
AMT. PD. JULY '10	\$6,349.22	\$951.46	\$4,833.32	1,631.93	\$971.56	\$1,574.51	\$16,312.00
KWH USED	87,200	12,280	66,360	21,760	12,560	20,960	221,120
AMT. PD. AUG. '10	\$7,468.98	\$1,284.52	\$5,660.23	\$1,921.92	\$919.88	\$1,924.80	\$19,180.33
KWH USED	102,800	16,920	77,880	25,800	11,840	25,840	261,080
AMT. PD. SEPT. '10	\$5,958.14	\$2,006.20	\$3,726.93	\$1,787.78	\$246.91	\$1,404.09	\$15,130.05
KWH USED	77,200	26,240	49,560	23,280	2,880	18,080	197,240
AMT. PD. OCT. '10	\$7,504.68	\$2,537.47	\$4,754.06	\$2,059.32	\$729.09	\$1,811.40	\$19,396.02
KWH USED	97,440	33,440	63,480	26,960	9,000	23,600	253,920
AMT. PD. NOV. '10	\$11,062.02	\$1,533.95	\$5,772.34	\$2,428.26	\$1,392.28	\$2,389.89	\$24,578.74
KWH USED	139,600	19,840	77,280	31,960	17,920	31,440	318,040
AMT. PD. DEC. '10	\$8,043.40	\$1,126.64	\$5,249.92	\$1,767.12	\$1,165.01	\$1,882.23	\$19,234.32
KWH USED	102,160	14,320	70,200	23,000	14,840	24,560	249,080
AMT. PD. JAN. '11	\$6,510.00	\$908.39	\$4,592.14	\$1,835.79	\$1,143.83	\$1,643.42	\$16,633.57
KWH USED	89,440	11,680	63,000	24,600	14,960	21,920	225,600
AMT. PD. FEB. '11	\$7,118.70	\$1,163.93	\$4,566.30	\$3,670.48	\$1,821.43	\$2,074.10	\$20,414.94
KWH USED	97,920	15,240	62,640	50,160	24,400	27,920	278,280
AMT. PD. MARCH '11	\$6,756.93	\$1,448.18	\$4,118.39	\$4,158.59	\$2,163.10	\$1,942.02	\$20,587.21
KWH USED	92,880	19,200	56,400	56,960	29,160	26,080	280,680
AMT. PD. APRIL '11	\$7,164.64	\$1,703.71	\$4,755.80	\$4,477.29	\$2,384.19	\$2,211.92	\$22,697.55
KWH USED	98,560	22,760	65,280	61,400	32,240	29,840	310,080
AMT. PD. MAY '11	\$6,740	\$1,583.12	\$5,005.59	\$3,762.36	\$1,703.71	\$1,838.66	\$20,633
KWH USED	92,640	21,080	68,760	51,440	22,760	24,640	281,320
AMT. PD. JUNE '11	\$6,268.82	\$1,238.58	\$5,203.71	\$2,433.00	\$1,554.41	\$1,660.64	\$18,359.16
KWH USED	86,080	16,280	71,520	32,920	20,680	22,160	249,640
TOTALS - \$	\$86,945.23	\$17,486.15	\$58,238.73	\$31,933.84	\$16,195.40	\$22,357.68	\$233,157.03
TOTALS - KWH	1,163,920	229,280	792,360	430,240	213,240	297,040	3,126,080

ELECTRICITY USAGE FY12

	H.S.	FACILITY	M.S.	MILLIKIN	NORTH.	SOUTHWEST	TOTALS
AMT. PD. JULY '11	\$6,854.54	\$825.13	\$4,247.60	2,901.00	\$1,640.55	\$1,660.64	\$18,129.46
KWH USED	94,240	10,520	58,200	39,440	21,880	22,160	246,440
AMT. PD. AUG. '11	\$7,089.99	\$894.03	\$6,788.61	\$1,468.27	\$735.59	\$1,815.69	\$18,792.18
KWH USED	97,520	11,480	93,600	19,480	9,320	24,320	255,720
AMT. PD. SEPT. '11	\$6,417.68	\$1,339.15	\$3,222.22	\$1,170.92	\$562.06	\$1,421.80	\$14,133.83
KWH USED	80,720	17,200	42,720	14,920	6,880	18,320	180,760
AMT. PD. OCT. '11	\$8,877.54	\$1,773.03	\$4,984.28	\$2,348.57	\$884.62	\$2,071.13	\$20,939.17
KWH USED	114,480	23,080	66,600	30,880	11,040	27,120	273,200
AMT. PD. NOV. '11	\$11,205.79	\$1,483.78	\$6,551.54	\$2,487.29	\$1,454.26	\$2,614.21	\$25,796.87
KWH USED	141,760	19,160	87,840	32,760	18,760	34,480	334,760
AMT. PD. DEC. '11	\$8,874.38	\$881.67	\$4,904.59	\$1,628.40	\$1,144.35	\$1,823.20	\$19,256.59
KWH USED	109,360	11,000	65,520	21,120	14,560	23,760	245,320
AMT. PD. JAN. '12	\$7,377.11	\$957.20	\$4,824.71	\$2,085.58	\$1,382.14	\$1,580.25	\$18,206.99
KWH USED	101,520	12,360	66,240	28,080	18,280	21,040	247,520
AMT. PD. FEB. '12	\$7,756.10	\$1,215.61	\$4,747.18	\$3,871.47	\$1,881.73	\$1,660.64	\$21,132.73
KWH USED	106,800	15,960	65,160	52,960	25,240	22,160	288,280
AMT. PD. MARCH '12	\$7,394.34	\$1,425.21	\$4,583.53	\$3,159.41	\$1,387.88	\$1,649.16	\$19,599.53
KWH USED	101,760	18,880	62,880	43,040	18,360	22,000	266,920
AMT. PD. APRIL '12							\$0.00
KWH USED							0
AMT. PD. MAY '12							\$0
KWH USED							0
AMT. PD. JUNE '12							\$0.00
KWH USED							0
TOTALS - \$	\$71,847.47	\$10,794.81	\$44,854.26	\$21,120.91	\$11,073.18	\$16,296.72	\$175,987.35
TOTALS - KWH	948,160	139,640	608,760	282,680	144,320	215,360	2,338,920

ELECTRICITY USAGE SUMMARY/HIGHLIGHTS

Total for 6 buildings FY10	\$190,875.46	2,765,860 kwh	Cost per kwh: \$.069
Total for 6 buildings FY11	\$233,157.03	3,126,080 kwh	Cost per kwh: \$.075
Total for Northside FY10	\$11,933.38	153,840 kwh	
Total for Northside FY11	\$16,195.40	213,240 kwh	
Total for High School FY10	\$76,134.13	1,034,620 kwh	
Total for High School FY11	\$86,945.23	1,163,920 kwh	
Total for 6 buildings - July 2009 to March 2010	\$145,291.56	1,996,120 kwh	Cost per kwh \$.072
Total for 6 buildings - July 2010 to March 2011	\$171,467.18	2,285,040 kwh	Cost per kwh: \$.075
Total for 6 buildings - July 2011 to March 2012	\$175,987.35	2,338,920 kwh	Cost per kwh: \$.075
Northside - July 2009 to March 2010 - before Geo.	\$8,318.14	106,400 kwh	
Northside - July 2010 to March 2011 - with Geo.	\$10,553.09	137,560 kwh	
Northside - July 2011 to March 2012 - 2nd yr. of Geo.	\$11,073.18	144,320 kwh	

Natural Gas Monthly Activity Report ~ Fiscal Year 2009/2010

District Totals	USAGE	263.92	664.74	1,913.09	18,693.35	20,368.61	38,174.97	38,958.67	32,139.76	17,954.13	8,672.19	4,601.85	374.28	182,779.56
Facility Count 7	Gas	\$ 109.43	\$ 279.07	\$ 815.56	\$ 4,246.29	\$ 10,322.42	\$ 25,614.37	\$ 24,653.35	\$ 22,767.84	\$ 11,512.13	\$ 4,876.39	\$ 2,043.87	\$ 177.96	\$ 107,218.68
	Utility Dist	\$ 1,025.00	\$ 1,064.90	\$ 1,080.25	\$ 1,645.29	\$ 2,082.00	\$ 3,142.82	\$ 2,976.11	\$ 2,725.28	\$ 2,080.75	\$ 1,616.67	\$ 1,319.02	\$ 1,169.39	\$ 21,827.43
	Other Charges	\$ 185.01	\$ 185.01	\$ 185.01	\$ 185.01	\$ 185.01	\$ 185.01	\$ 185.01	\$ 185.01	\$ 185.01	\$ 185.01	\$ 185.01	\$ 185.01	\$ 2,220.12
	Other Credits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,319.44	\$ 1,528.98	\$ 1,280.82	\$ 5,976.59	\$ 13,189.43	\$ 28,942.20	\$ 27,814.47	\$ 25,678.13	\$ 13,777.89	\$ 6,678.02	\$ 3,547.90	\$ 1,532.36	\$ 131,266.23	

USAGE BREAKDOWN		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Acct Code	Facility Name ~ Address ~ Utility Acct #	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
GCU2-001	Northside Elem ~ 402 N Russell Ave 877732000	33.33	41.41	68.69	777.34	884.50	2,794.67	3,127.75	2,434.57	1,314.60	302.40	60.29	22.08	11,861.63	
GCU2-002	High School ~ ES N State St 2N Olden 2853732000	141.71	425.30	1,244.70	12,983.03	13,255.01	22,590.67	20,077.07	17,960.08	8,931.53	6,128.64	3,144.96	191.52	107,074.22	
GCU2-003	Athletic Facility ~ 700 N State St 0723465268	0.00	5.05	170.97	1,280.80	1,504.26	2,823.96	3,543.47	2,756.48	1,096.60	111.78	55.40	0.00	13,348.77	
GCU2-004	Unit Office ~ 209 S College Ave 9202832000	31.31	32.32	32.32	216.23	332.49	884.76	1,023.01	762.67	426.67	70.38	56.25	27.03	3,895.44	
GCU2-005	Middle ~ 333 Odgen Ave 6977202000	48.48	72.78	168.93	2,688.09	3,455.47	6,314.52	7,422.08	5,356.67	4,691.71	1,597.56	1,005.85	54.29	32,876.43	
GCU2-006	Millikin Elem ~ 930 S Congress 2S Prospect 4696732000	0.00	68.68	169.88	179.81	173.74	256.54	785.86	674.85	461.96	224.63	151.19	59.29	3,206.43	
GCU2-007	Southwest Elem ~ 715 S Center 9229991000	9.09	19.20	57.60	568.05	763.14	2,509.85	2,979.43	2,194.44	1,031.06	236.80	127.91	20.07	10,516.64	
	TOTAL	263.92	664.74	1,913.09	18,693.35	20,368.61	38,174.97	38,958.67	32,139.76	17,954.13	8,672.19	4,601.85	374.28	182,779.56	

DOLLAR BREAKDOWN		Unit Price	Unit Adj Price	Breakdown	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
		\$ 0.3780	\$ 0.3550														
		\$ 0.3670	\$ 0.2805														
		\$ 0.2970	\$ 0.4070														
		\$ 0.4382	\$ 0.4985														
		\$ 0.4816	\$ 0.5100														
		\$ 0.5128	\$ 0.6200														
		\$ 0.6192	\$ 0.6126														
		\$ 0.6233	\$ 0.4600														
		\$ 0.5586	\$ 0.4058														
		\$ 0.4976	\$ 0.3980														
		\$ 0.4549	\$ 0.4800														
		\$ 0.4390															
GCU2-001	Northside Elem ~ 402 N Russell Ave 877732000	\$ 12.07	\$ 129.46	\$ 26.43	\$ 12.07	\$ 14.98	\$ 19.55	\$ 367.48	\$ 414.29	\$ 1,469.79	\$ 1,977.51	\$ 1,607.41	\$ 789.57	\$ 204.15	\$ 26.67	\$ 10.14	\$ 6,913.61
		\$ 129.46	\$ 131.30	\$ 26.43	\$ 129.46	\$ 131.30	\$ 135.14	\$ 179.72	\$ 186.18	\$ 275.38	\$ 300.71	\$ 266.68	\$ 210.20	\$ 162.67	\$ 139.90	\$ 196.55	\$ 2,253.89
		\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 26.43	\$ 317.16
		\$ 167.96	\$ 172.71	\$ 181.12	\$ 573.63	\$ 626.90	\$ 1,771.60	\$ 2,304.65	\$ 1,900.52	\$ 1,026.20	\$ 393.25	\$ 193.00	\$ 173.12	\$ 62,115.28			
GCU2-002	High School ~ ES N State St 2N Olden 2853732000	\$ 56.07	\$ 296.06	\$ 26.43	\$ 56.07	\$ 161.64	\$ (150.70)	\$ 1,518.88	\$ 7,541.52	\$ 18,076.54	\$ 12,689.11	\$ 11,401.33	\$ 6,490.93	\$ 2,789.28	\$ 1,452.51	\$ 88.17	\$ 8,493.89
		\$ 296.06	\$ 316.62	\$ 277.36	\$ 469.14	\$ 933.80	\$ 1,618.85	\$ 1,252.42	\$ 1,090.13	\$ 769.14	\$ 625.40	\$ 462.94	\$ 382.03	\$ 26.43	\$ 26.43	\$ 26.43	\$ 317.16
		\$ 378.56	\$ 504.69	\$ 153.09	\$ 2,014.45	\$ 8,501.75	\$ 19,721.82	\$ 13,967.96	\$ 12,517.89	\$ 7,286.50	\$ 3,441.11	\$ 1,941.88	\$ 496.63	\$ 70,926.33			
GCU2-003	Athletic Facility ~ 700 N State St 0723465268	\$ -	\$ 132.21	\$ 26.43	\$ -	\$ 1.40	\$ 70.89	\$ 641.69	\$ 737.12	\$ 1,417.42	\$ 2,240.66	\$ 1,811.19	\$ 706.56	\$ 123.36	\$ 24.05	\$ 0.01	\$ 7,774.35
		\$ 132.21	\$ 133.33	\$ 155.06	\$ 210.88	\$ 223.11	\$ 284.65	\$ 329.00	\$ 290.37	\$ 207.41	\$ 154.23	\$ 146.75	\$ 139.08	\$ 2406.08			
		\$ 158.64	\$ 161.16	\$ 252.38	\$ 879.00	\$ 986.66	\$ 1,728.50	\$ 2,596.09	\$ 2,127.99	\$ 940.40	\$ 304.02	\$ 197.23	\$ 165.52	\$ 10,497.59			
GCU2-004	Unit Office ~ 209 S College Ave 9202832000	\$ 12.48	\$ 55.53	\$ 26.43	\$ 12.48	\$ 11.94	\$ 10.57	\$ 104.56	\$ 160.68	\$ 464.51	\$ 646.36	\$ 506.26	\$ 250.83	\$ 52.36	\$ 26.99	\$ 12.36	\$ 2,259.90
		\$ 55.53	\$ 56.43	\$ 56.46	\$ 74.96	\$ 80.58	\$ 105.16	\$ 115.99	\$ 103.81	\$ 86.62	\$ 65.35	\$ 63.78	\$ 59.90	\$ 924.57			
		\$ 94.44	\$ 94.80	\$ 93.46	\$ 205.95	\$ 267.69	\$ 596.10	\$ 788.78	\$ 636.50	\$ 363.88	\$ 144.14	\$ 117.20	\$ 98.69	\$ 3,501.63			
GCU2-005	Middle ~ 333 Odgen Ave 6977202000	\$ 24.00	\$ 153.35	\$ 26.43	\$ 24.00	\$ 55.64	\$ (4.39)	\$ 1,276.35	\$ 1,700.84	\$ 3,279.01	\$ 4,691.08	\$ 3,598.86	\$ 2,529.09	\$ 880.81	\$ 469.14	\$ 25.75	\$ 18,526.18
		\$ 153.35	\$ 157.10	\$ 168.77	\$ 285.95	\$ 322.80	\$ 440.03	\$ 499.89	\$ 418.71	\$ 388.80	\$ 245.13	\$ 218.20	\$ 169.67	\$ 3,468.40			
		\$ 203.78	\$ 239.17	\$ 190.81	\$ 1,588.73	\$ 2,050.07	\$ 3,745.47	\$ 5,217.40	\$ 4,044.00	\$ 2,944.32	\$ 1,152.37	\$ 713.77	\$ 221.85	\$ 22,311.74			
GCU2-006	Millikin Elem ~ 930 S Congress 2S Prospect 4696732000	\$ 1.47	\$ 133.59	\$ 26.43	\$ 1.47	\$ 26.58	\$ 49.92	\$ 64.65	\$ 5.61	\$ (356.97)	\$ 523.01	\$ 2,303.47	\$ 72.96	\$ 645.35	\$ (16.24)	\$ 32.35	\$ 3,352.16
		\$ 133.59	\$ 143.27	\$ 155.48	\$ 157.39	\$ 158.24	\$ 163.72	\$ 193.15	\$ 307.35	\$ 226.24	\$ 208.24	\$ 140.38	\$ 145.03	\$ 2,132.08			
		\$ 161.49	\$ 196.28	\$ 231.83	\$ 248.47	\$ 190.28	\$ (166.82)	\$ 742.59	\$ 2,637.25	\$ 325.63	\$ 880.02	\$ 150.57	\$ 203.81	\$ 5,801.40			
GCU2-007	Southwest Elem ~ 715 S Center 9229991000	\$ 3.34	\$ 124.80	\$ 26.43	\$ 3.34	\$ 6.89	\$ 19.72	\$ 272.68	\$ 362.36	\$ 1,264.07	\$ 1,885.62	\$ 1,539.32	\$ 672.19	\$ 181.08	\$ 60.75	\$ 9.18	\$ 6,277.20
		\$ 124.80	\$ 126.85	\$ 131.98	\$ 167.25	\$ 177.29	\$ 255.03	\$ 284.95	\$ 248.23	\$ 192.34	\$ 155.60	\$ 147.07	\$ 137.13	\$ 2,148.52			
		\$ 154.57	\$ 160.17	\$ 178.13	\$ 466.36	\$ 566.08	\$ 1,545.53	\$ 2,197.00	\$ 1,813.98	\$ 890.96	\$ 363.11	\$ 234.25	\$ 172.74	\$ 8,742.88			
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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NATURAL GAS USAGE SUMMARY/HIGHLIGHTS

Natural Gas			
Total for 6 buildings FY10	\$131,266.23	182,779.56 therms	Cost per th.: \$.72
Total for 6 buildings FY11	\$105,027.63	164,874.03 therms	Cost per th.: \$.64
Total for Northside FY10	\$9,484.66	11,861.63 therms	
Total for Northside FY11	\$2,373.70	797.41 therms	
	\$7,110.96 less spent	11,064.22 less therms	
Total for 6 buildings - July 2009 to Dec. 2009	\$52,237.46	80,078.69 therms	
Total for 6 buildings - July 2010 to Dec. 2010	\$38,935.94	59,465.63 therms	
Total for 6 buildings - July 2011 to Dec. 2011	\$32,425.19	53,633.33 therms	
Northside- July 2009 to Dec. 2009 -before Geothermal	\$3,493.92	4,599.94 therms	
Northside- July 2010 to Dec. 2010 -1st year Geothermal	\$1,170.11	378.02 therms	
Northside- July 2011 to Dec. 2011 -2nd year Geothermal	\$1,142.66	356.38 therms	

FOOD SERVICE

INFORMATION

Geneseo CUSD #228

Food Service Program

Topics of Review and Discussion for the 2011-12 School Year

1. Examine ways to improve the food quality within the program.
2. Examine ways to improve the “presentation” of the food being served.
3. Examine ways to reduce the “turnover” of employees within the program.
4. Review “benchmark” data within the program to improve its quality.

Mr. Schlindwein will meet with the Food Service Director in August 2011 to begin this process. At this time, quarterly meetings will be established to meet and discuss the items outlined above. The food service managers from all of the buildings will be in attendance at these meetings also.

The goal of this review and evaluation is to ultimately improve the food service program in the district.

GOAL #5

WHAT WE SEE	QUARTERLY PROGRESS REPORT
Food Service Action Plan	Five (5) food manager meetings have already taken place. Another meeting is scheduled for April 26, 2012. Report to be given at March 8, 2012 School Board Meeting. Food manager meetings will be conducted every other month.
	1st Semester 2011-12 school year: Review of Job Descriptions - Completed
	2nd Semester 2011-12 school year: Refine Job Descriptions - Recommended new job descriptions in March 8, 2012 Board Packet.
	1st Semester 2012-13 school year: Develop Standard Operating Procedures
	2nd Semester 2012-13 school year: Make necessary changes to evaluation instrument.

GENESEO CUSD #228 CAFETERIA
PRODUCTION REPORT

2010-11	# OF DAYS BREAKFAST SERVED	TOTAL # OF BREAKFASTS SERVED FOR MONTH	# OF DAYS LUNCH SERVED	TOTAL # OF LUNCHES SERVED FOR MONTH	TOTAL LOCAL REVENUE FOR MONTH	TOTAL # OF ABSENT EMPLOYEE DAYS PER MONTH	# OF SUBSTITUTE WORKER DAYS PER MONTH
MONTH							
August	11	3500	11	21500	\$94,583.60	35	26 + 6 [^]
September	21	8396	20	39438	\$89,462.90	64	48
October	19	8084	19	37251	\$89,550.45	58	47 + 13 [^]
November	17	7188	17	32972	\$87,594.73	40	41 + 37 [^]
December	16	6317	16	30721	\$68,823.58	39	8
January	15	5558	15	28528	\$79,762.48	26	12
February	15	5920	15	29207	\$73,940.20	26	20 + 4* + 23 [^]
TOTALS Aug.-Feb. 2010-11	114	44963	113	219617	\$583,717.94		
March							
April							
May							
June							

* added number is for employee training
[^] added number is for open positions

GENESEO CUSD #228 CAFETERIA
PRODUCTION REPORT

2011-12	# OF DAYS BREAKFAST SERVED	TOTAL # OF BREAKFAST S SERVED FOR MONTH	# OF DAYS LUNCH SERVED	TOTAL # OF LUNCHES SERVED FOR MONTH	TOTAL LOCAL REVENUE FOR MONTH	TOTAL # OF ABSENT EMPLOYEE DAYS PER MONTH	# OF SUBSTITUTE WORKER DAYS PER MONTH
MONTH							
August	11	3702	11	20873	\$98,131.76	22	18 + 11^
September	21	8884	21	39911	\$88,728.52	37	25 + 11^ + 5*
October	20	8626	20	37801	\$97,950.75	26	39 + 20^ + 1*
November	16	7230	16	30375	\$78,497.86	41	39 + 16^ + 14*
December	15	6474	15	28240	\$66,092.40	40	32 + 7^ + 4*
January	19	8139	19	34987	\$99,733.04	26	7
February	20	8923	19	35117	\$89,938.07	26	17 + 2^ + 8*
TOTALS - Aug.- Feb. 2011-12	122	51,978	121	227,304	\$619,072.40		
March							
April							
May							
June							

* added number is for employee training

^ added number is for open positions

GENESEO CUSD #228
FOOD MANAGERS MEETING
MINUTES
THURSDAY, FEBRUARY 23, 2012- 1:45 P.M.
GENESEO MIDDLE SCHOOL- CONFERENCE ROOM

1. Recent cafeteria usage figures – both breakfast and lunch will be shared. The most recent Production Report was shared with the group. One for the same time period for the 2010-11 school year was also review. We have served more breakfasts and lunches this year. More money has also been collected.
2. Review of January 10, 2012 Meeting – discuss minutes/topics from this meeting; this includes the updated job descriptions that will be handed out at this meeting for final review. Minutes from the January 10th meeting were reviewed. The job descriptions for the Cafeteria Head Cook/Manager and Food Service Worker were discussed. Changes have been made to these two documents. These changes will be shared with the Board of Education at the March 8, 2012 Meeting.
3. 2012-13 Projects: Standard Operating Procedures and Evaluation – Standard Operating Procedures were briefly reviewed by Mr. Schlindwein. More time will be spent developing them next school year. The Food Service evaluation tools will also be reviewed next school year.
4. Other topics – Nothing new presented.
5. Next meeting date/time – please check your calendars for **Thursday, April 26, 2012 at 1:45 P.M.** for our next meeting at the M.S.

Geneseo School Food Service

Job Description

TITLE: Food Service Director

QUALIFICATIONS:

1. High School Diploma.
2. Demonstrated knowledge and expertise in the areas of menu planning, food purchasing, preparation and serving.
3. At least 5 years experience in food service work.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent/Director of Operations

SUPERVISES: All Cafeteria Staff

JOB GOAL: To insure the smooth and efficient operation of the school cafeterias and to provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

PERFORMANCE RESPONSIBILITIES:

1. Assigns, schedules, and trains members of the cafeteria staff.
2. Interviews, screens, and recommends appointments of all cafeteria personnel.
3. Administers personnel policies and is responsible for the evaluation of cafeteria personnel.
4. Maintains payroll sheets, any time changes, and for bringing in substitutes as needed.
5. Maintains an inventory of and recommends purchase of food, paper goods, and equipment, including the bidding or quoting of such items as required by state law or good purchasing procedures.
6. Makes application for government surplus food and directs its distribution, transfer and use.
7. Recommends and maintains procedures for cleanliness, good health, and safety for cafeteria staff.
8. Works with the Director of Operations in preparation of a budget for the school cafeterias.
9. Coordinates the operation of the cafeteria accounting procedures in cooperation with the school business office.

Geneseo School Food Service

Job Description

Food Service Director (cont.)

10. Plans and supervises the preparation and serving of all menus and food at all schools.
11. Inspects school lunch facilities and operations to insure that standards of diet, cleanliness, health, and safety are being maintained for children.
12. Standardizes the serving portions for lunches and recommends the prices to be charged for various lunches and ala carte items.
13. Keeps students, staff, and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.
14. Works with the building principals and head cooks to facilitate the fast and efficient serving of lunches and the maintenance of proper conduct in the lunchroom areas.
15. Collects all monies and informing the business office as to the source and distribution of funds received from state, federal, and local sources.
16. Trains staff in proper sanitation, food preparation and government regulations.
17. Performs such other activities required by the Board of Education or the immediate supervisor.
18. Assures that the proper licenses are obtained and inspections have been performed.
19. Inspects all lunchrooms and cafeterias on a regular basis, checking that high standards of health and safety are maintained.
20. Trains cafeteria personnel in on the job safety procedures.
21. Notifies the Maintenance Supervisor immediately of unsafe conditions which cannot be rectified.
22. Reports potential risk exposures to the Director of Operations.
23. Performs all other duties as assigned by the Director of Operations.

Geneseo School Food Service

Job Description

TERMS OF EMPLOYMENT: 10 (was 9 ½) month year. Salary and work schedule to be established by the Board.

EVALUATION: Performance of this job will be evaluated ~~annually~~ at least every two years by the Director of Operations.

Approved by: _____ Date: _____
Director of Operations

Reviewed and agreed by: _____ Date: _____
Employee

Geneseo School Food Service

Job Description

TITLE: Food Service Secretary/**Bookkeeper**

QUALIFICATIONS:

1. Demonstrates willingness to work with others and a basic knowledge of bookkeeping skills.
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director

JOB GOAL: To assist the Cafeteria Supervisor in the various aspects of planning and operating the records and reports of the school cafeteria.

PERFORMANCE RESPONSIBILITIES:

1. Counts monies from the lunch program and deposits the money in the bank.
2. Maintains daily, weekly, monthly, and yearly records of meals served and free and reduced lunches.
3. Types menus, reports and such other information as is required by the Food Service Director.
4. Works with the Food Service Director in ordering of supplies and maintenance of a complete inventory.
5. Works with Food Service Director to organize and verify payment of bills for Board approval.
6. Attends workshops and training sessions on bookkeeping and records for State and Federal monitoring and other topics as required.
7. Maintains Skyward/Computer Program and helps train other cafeteria workers in its usage.
8. **Processes free/reduced applications for all schools. Calculate eligibility, notify families, verify and maintain applications.**
9. **Prepare and submit annual and monthly reports to ISBE for participation in the National School Lunch Program.**
10. Completes such other duties as may be assigned by the Food Service Director.

TERMS OF EMPLOYMENT: Works those days when lunches are served plus such time as required to begin and end the cafeteria year. Salary and work schedule to be established by the Board.

EVALUATION: Performance of this job will be evaluated **at least every two years** by the Food Service Director.

Approved by: _____ Date: _____
Food Service Director/Director of Operations

Reviewed and agreed by: _____ Date: _____

Geneseo School Food Service Job Description

TITLE: Cafeteria Head Cook/Manager

QUALIFICATIONS:

1. High School Diploma or GED
2. At least 5 years experience in food service work.
3. Illinois Sanitation Certificate
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director

SUPERVISES: Cafeteria Staff in an assigned School

JOB GOAL: To insure the smooth and efficient operations of the school cafeteria and to provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

PERFORMANCE RESPONSIBILITIES:

1. Works with the Food Service Director in all phases of the operation of the cafeteria in which he/she is manager.
2. Trains and directs the cafeteria staff.
3. Administers personnel policies and evaluates cafeteria personnel.
4. Maintains an onsite inventory of food, paper goods, and equipment.
5. Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitation.
6. Maintains procedures for cleanliness of the eating area and the working area of the cafeteria.
7. Assumes responsibility for the security of monies from cafeteria services until it has been turned over to proper authorities.
8. Supervises the storage and care of foods and supplies.
9. Estimates the quantities of all food items needed for the day's menu and keeps a complete production record of all food items used each day and the quantity of each.
10. Helps with planning, preparing and serving of all meals and supervises the preparation and serving of all menus and food at the school.
11. Verify employee time records, plans work schedules and instructs substitutes when required.

Geneseo School Food Service Job Description

Cafeteria Head Cook/Manager (cont.)

12. Works with the building principal to facilitate the fast and efficient serving of lunches and the maintenance of proper conduct in the lunchroom areas.
13. Supervises the delivery of the prepared foods, the maintaining of food at proper temperatures and the serving of all food.
14. Performs such other duties required by the Board of Education or the immediate supervisor.

TERMS OF EMPLOYMENT: Works those days when lunches are served. Salary and work schedule to be established by the Board.

EVALUATION: Performance of this job will be evaluated ~~annually~~ at least every two years by the Food Service Director.

Approved by: _____ Date:
Food Service director

Reviewed by: _____ Date:
Employee

Geneseo School Food Service

Job Description

TITLE: Food Service Worker

QUALIFICATIONS:

1. Demonstrates willingness to work with others and to learn needed skills.
2. Demonstrates skills in the preparation and serving of quality foods.
3. Demonstrates willingness to learn all kitchen tasks and willing to work in different tasks as they may be assigned.
4. Knowledge of National School Lunch Program and basic financial skills.
5. **Ability to communicate and work cooperatively with different people.**
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Cafeteria Manager

JOB GOAL: To facilitate the serving of attractive and nutritious meals in an atmosphere of cleanliness, efficiency, **safety**, and caring.

PERFORMANCE RESPONSIBILITIES:

GENERAL

1. Makes safe, proper and efficient use of all kitchen and dishwashing equipment and trains others in its use as directed.
2. Maintains the highest standards of safety and cleanliness in the dish room, prep area, cooking area, serving area, and eating area of the cafeteria and kitchen.
3. **HACCP record keeping and proper food labeling (date/time/temperatures).**
4. Aids in the daily clean up of the kitchen and serving areas as well as between serving line clean up.
5. Keeps work area and other storage areas clean and organized.
6. Able to communicate effectively with co-workers and managers.
7. Confers with the Cafeteria Manager on such other items as may be important to the safe and efficient operation of the facility.
8. Fills in as directed for other work areas and jobs.
9. **Performs such other duties required by the Board of Education or the immediate supervisor.**

DISH ROOM

1. Operate dish machines to company and manufacturer specifications.
2. Restocks all trays, utensils, pots, and pans after cleaning is complete.
3. Breaks down, cleans, and sanitizes the dish machine at the end of a shift.
4. Reports to the Cafeteria Manager any supply needs or equipment problems in the dishwashing or serving area.

Geneseo School Food Service

Job Description

FOOD PREP

1. Prepares food and recipes according to a planned menu and determines if the finished product is of best quality both in flavor and appearance before it is served.
2. Verifies that correct quantities of food are prepared and that the serving portions are of the correct size.
3. Reports to the Cafeteria manager any inferior quality food received.
4. Helps with storage and care of foods and supplies.
5. HACCP record keeping
6. Proper food labeling including leftovers. (date/time/temp)

DINING ROOM SUPERVISOR

1. Organize students into orderly lines for purchasing food and sees that they maintain order in the lunch lines
2. Monitors student behavior at the lunch tables
3. Monitors the students for orderly disposal of food wastes, trays, and utensils
4. Circulates among the tables during the meal period so as to be available to resolve minor problems that arise.
5. Informs any attending teacher/principal at once of any serious infraction of disciplinary rules by students.
6. Calls immediately for an attending teacher/principal in the event of any argument involving more than two students; any incident involving physical confrontation; and any incident that appears to be of more than momentary disruption.
7. Strives constantly to promote the safety, health, and comfort of the students and employees.
8. Clean cafeteria tables between classes. (elementary)

SERVER

1. Assists with the set up and serving of lunch.
2. Serves with the proper portion control as specified by production record.
3. Restock food items as necessary.
4. Breaks down, cleans, and sanitizes the serving line at the end of the day.
5. HACCP record keeping
6. Clean cafeteria tables between lines. (High School)

CASHIER

1. Collects monies from the lunch program and sends money ~~and a report sheet~~ to the Food Service Office each day.
2. Operates a Computer and/or takes care of entering the students' breakfast/lunch during the serving period.
3. Understands the components of a reimbursable meal and charges accordingly.

Geneseo School Food Service

Job Description

- ~~4. Maintains a daily record of meals served according categories of paid, free, and reduced.~~
5. Sends a daily report of breakfast/lunch served to the Food Service Office each day.
6. Notify students as they come thru the line of low balances.
7. Send home payer balance notices with students once a week (elementary)

DELIVERY DRIVER

1. Ability to lift fifty (50) pounds overhead up to 20 times during the work shift.
2. A Valid driver's license and safe driving record.
3. Assure efficient and proper handling, storage, and delivery of food and supplies to the cafeterias of the school district.
4. Delivers food and supplies to various cafeterias within the District

STOCK WORKER

1. Ability to lift fifty (50) pounds overhead up to 20 times during the work shift.
2. Assure efficient and proper handling and storage of food and supplies to the cafeteria of the school district.
3. Place food and supplies in storage in a neat and efficient manner
4. Removes food and supplies from storage and place in the kitchen areas as directed.
5. Assists the Cafeteria Manager in maintaining a neat and complete inventory of supplies.

TERMS OF EMPLOYMENT: Works those days when lunches are served or as requested by Food Service Director. Salary and work schedule to be established by the Board.

EVALUATION: Performance of this job will be evaluated at least every two years by the Cafeteria Manager and/or Food Service Director.

Approved by: _____ Date: _____
Cafeteria Manager/Food Service Director

Reviewed and agreed by: _____ Date: _____
Employee

CUSTODIAN

JOB

**DESCRIPTIONS
(REVISIONS)**

TITLE: Site Head Custodian

QUALIFICATIONS:

1. High School Diploma
2. Five years experience as a school custodian or the equivalent in custodial service in other institutions or firms.
3. Demonstrated knowledge and skill in building care and maintenance.
4. Demonstrated ability to supervise people and handle responsibility.

REPORTS TO: Principal and Custodial/Maintenance Supervisor

SUPERVISES: Custodial staff of the building.

JOB GOAL: To maintain the physical school plant in a condition of operating excellence so that full educational use may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
2. Plans and oversees all cleaning and small repair work, maintaining a high standard of safety, cleanliness, and efficiency.
3. Monitors the time records of all custodial employees in the building and certifies them for wages.
4. Assists the Custodial/Maintenance Supervisor with an inventory of supplies, equipment, and requisitions for such needed replacements from the Unit Office far enough in advance so that they may be delivered on the regular weekly delivery schedule or be ordered from suppliers in ample time so as to not hinder the custodians' duties.
5. Maintains tools and equipment reports needed for repair.
6. Evaluates the performance of the custodial staff on a regular basis.
7. Strives constantly to promote the safety, health and comfort of the students and employees.
8. Performs all duties of the school custodian.
9. Maintains a regular inspection schedule of the following: playground equipment, fire extinguishers and fire alarm equipment, emergency lights, exit lights, building security, and bleachers (if present), and submits a monthly risk management report to the building principal.
10. Watches for building conditions which become unsafe through normal usage/wear.

Site Head Custodian (cont.)

11. Notifies maintenance supervisor immediately of unsafe conditions which cannot be rectified by the custodial staff.
12. Trains custodial personnel on-the-job safety procedures.
13. Monitors the condition of the known remaining asbestos in the building.
14. Maintains a file of Material Safety Data Sheets on the hazardous materials handled by the custodial staff.
15. Reports potential risk exposures to the Director of Operations.
16. Assumes other duties and responsibilities as assigned by the maintenance and/or building principal. - ADD

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated by the Principal and the Custodial/Maintenance Supervisor.

Approved by: _____ Date:
Principal/Custodial/Maintenance Supervisor

Reviewed and agreed to by: _____ Date:
Employee

THE FOLLOWING OUTLINE IS A GENERAL DESCRIPTION AND WILL BE ADJUSTED FOR EACH INDIVIDUAL IN EACH SCHOOL BUILDING.

TITLE: School Custodian

QUALIFICATIONS:

1. Demonstrated aptitude for the work to be performed.
2. Demonstrated physical ability and aptitude for successful completion of the tasks assigned.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Site Head Custodian

JOB GOAL: To provide students and staff with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, develop and work.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. With the assistance of District maintenance personnel, regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Maintains sidewalks and doorways safely, including snow shoveling and ice removal as needed.
4. Checks daily to insure that all exit doors are open and all panic bolts are working properly.
5. Raises and lowers the United States flag before and after each school day.
6. Sweeps and dusts classrooms daily and cleans blackboards/dry erase boards on a regular basis.
7. Cleans corridors after school each day, and during the day when their condition requires it.
8. Scrubs and disinfects toilets, floors and walls daily, and cleans all sanitary fixtures and drinking fountains daily.
9. Washes all windows on both the inside and outside as specified by the Principal or Custodial/Maintenance Supervisor.
10. Keeps all floors in a clean, safe, and attractive condition and in a good state of repair, including the yearly summer preparation of floors for the following school year.
11. Makes such minor building repairs as possible and informs the Principal and maintenance department of any maintenance needs for the building.
12. **Maintains, on a regular schedule, all motors and other mechanical equipment as designated by the Site Head Custodian (REMOVE FROM NEW JOB DESCRIPTION)**

School Custodian (cont.)

13. Reports immediately to the Principal or Site Head Custodian any damage to school property.
14. Remains on the school premises for the entire work shift unless otherwise directed by the Principal or Site Head Custodian (custodians may leave the building during their 30 minute unpaid lunch hour). -ADD part in red
15. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
16. Assists the site Head Custodian with an inventory of supplies, equipment, and requisitions for such needed replacements from the Unit Office far enough in advance so that they may be delivered on the regular weekly delivery schedule or be ordered from suppliers in ample time so as to not hinder the custodian's duties.
17. Conducts an ongoing program of general maintenance, upkeep, and repair as coordinated by the Site Head Custodian.
18. Moves furniture or equipment within buildings as required for various activities and as directed by the Principal or Site Head Custodian.
19. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
20. Conducts periodic inspections and tests of all custodial equipment in the school to insure their safe condition. (REPLACED "electrical installations" with custodial equip.)
21. Applies training in the safe handling and reporting of asbestos and other potentially hazardous materials and chemicals.
22. Maintains a courteous, friendly, and helpful attitude toward students, visitors, and staff.
23. Displays individual initiative and when time permits completes extra duties designed to improve the appearance and care of the building and grounds.
24. In conjunction with the Principal and Site Head Custodian, plans and carries out the summer cleaning of the entire building.
24. Assumes other duties and responsibilities as assigned by his/her supervisor, maintenance and/or building principal. - ADD

TERMS OF EMPLOYMENT: 12 month year. Salary and work schedule to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Principal and Site Head Custodian.

Approved by: _____ Date:

Principal/Site Head Custodian

Reviewed and agreed to by: _____-30- _____ Date:

Employee