

Minutes for Operational Director's meeting
Wednesday, March 23, 2008

Present:

Keesha Knutson
Les Vandervort
Tammy Hubensack
Phil Krahn
Marcia Hahn
BJ Kuntz
Bryan Visscher
Dave Yancey
Lisa Turner

7:30-7:55 Round-table updates (Consider sharing out on: CIPP Progress toward goals, current problems, customer feedback received, new/ improved work processes, planned dept changes, improvements - approx 2-3 minutes per dept)

HR

Hiring of West Side High School Principal, negotiations for three open contracts.

Trans

Washington State Patrol inspection went really well, only one bus went down for a slack adjuster. Otherwise it was 100%.
Wenatchee is hosting the regional safety competition on May 17th, still working on planning for that. The competition is from 9-12 and Marcia could use some volunteer judges. She will be driving in one of the competitions as well.
Wenatchee is also hosting a state wide program for mechanics that offers several focused workshops. It is very good for us that we are being asked to host several functions in the transportation area; it's our step toward world class.
Marcia is busy this time of year doing ride alongs.

Finance

Karen is at a conference. Summer school, camps, daycare, are all worked out. Newberry building is being used for outside program, which will impact HVAC project. There has been a lot of good communication this year. Will set meetings next week to review budgets.

Payroll

Still working on budget numbers. If anyone has anything to add, please let us know.
Are continuing to see issues with absence reports. The cover sheets need to match the subs that are working. Please be sure we are looking at those and tracking who is absent.

S&S

Bob was unable to attend meeting

Food Service

Kent was unable to attend meeting

Technology

Made an agreement with Spokane public schools for on-line registration of clock hours. Has required two days of sequel server programming time. Ron Brown is spearheading the project; just want to keep all in the loop.

Hired the TRA from the high school to fill Kevin Cooper's position following his resignation.

Working with WVC to look for candidates for our TRA positions. Their students in the tech program tend to be a good match for 3 hour jobs.

M&O

Attended a haz-mat training that was very eye opening. Will put together the highlights and send to middle schools and high school. All labs are required to have a chemical hygiene plan and at least one person trained. Bryan will be doing walk through with an inspector in the next few weeks.

3 kids broke into the apple bowl over the weekend and blew out a fire extinguisher. Kids were caught, just a clean up now

Canfield wants to inspect the grand stands, so that will be scheduled

Have the asbestos survey results. Orchard, Pioneer and Transportation all have projects.

Custodial/Grounds

Dealing with staffing issues with 3 retirements this year and a lot of medical leave issues.

Summer plans are going well, going to ask for specific vacation plans from employees for better planning.

Irrigation project on Red Apple road is operational today. It will increase efficiency and lower maintenance costs.

Working on Westside renovation

Athletics

Panther Triathlon – feedback good on later games with less out of school time. Just finished up several meetings for 3A every other week regarding how we schedule games, has been very time consuming.

Working on coach compliance issues

All summer camps are posted on-line and building calendars

Been busy with media fires

We have the good problem of too many kids trying out for sports

Have been working with the city sports council for regional events, but we don't have the hotel support for large groups.

Child Care

Busy hiring for the summer.

Westside has worked hard on their parade entry, they won last year and are hopeful again this year.

Summer camp enrollment is up this year.
Park & Rec is charging for pool usage. Will have to talk with other people as we have a shared use agreement with them.

7:55-8:40 Classified Employee Evaluations Training
Presentation on conducting objective evaluations.
Focus on documentation, appropriate ratings, and specific details.
Power point presentation is available to anyone who would like a copy.
HR has asked for one-on-one meetings with directors prior to completing evaluations this year to review the evaluations and provide assistance
HR will be putting together a small committee to review the design of the classified evaluation form and see if a consistent format can be developed for all to use.

8:40 – 9:00 – MRT Update
Kent was unable to attend meeting, we did not review.

NEXT MEETING: MAY 21, 2008