

January 17, 2006

TO: Dr. Hugh Hayes & Board Members

FR: Aaron F. Morgan

RE: December Maintenance Report

Grounds:

Our grounds staff continued to do an excellent job maintaining all of the campuses despite having a short work month. After watering the baseball field low areas were noted and we are redressing the infield to remedy the problem. This should be completed before the end of the month just in time for the first practice.

Maintenance:

All of the roofing trim and roof drain repairs resulting from hurricane Rita were completed this past month. I also met and finalized all the reports with Mr. Charles Schalk with FEMA and Mr. Hubbard with the Texas Emergency Management. The paperwork is being reviewed and it will be approximately 60-90 days before we know about any reimbursement.

Maintenance continued to manage their time wisely and completed a number of work orders despite having a short work month and being short staffed. In addition to their normal duties they also ran the electrical and plumbing lines for the new elementary school lift station. Attached is the monthly work order report for your review.

Transportation:

As a follow-up to the November bus accident, both buses are in the process of being repaired and we hope to have them back by the end of February.

We have filled all the open bus driver positions and Ms. Nelson and Personnel are now screening applications for additional substitute drivers.

Operations:

Throughout December the custodial and warehouse staff remained busy with everyday duties and preparations before and after numerous choir and band productions, Christmas plays and parties, staff and board meetings and the Gulf Coast Classic.

Enclosed is the warehouse year-to-date activity report for your review.

If you have any questions or comments, please do not hesitate to call.

Sincerely,

Aaron F. Morgan, M.B.A. CTSBS
Executive Director of Operations

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