

To: Raymond School Board  
From: Todd Ledoux, Director of Safety and Facilities  
Re: Department Update June 5, 2019

The new parent pick-up process is working very well. The new process added layers of safety on different levels and has decreased the amount of time the pickup process takes. We have received positive feedback from everyone involved.

We have completed our bid process for the upcoming CIP projects. This process includes, putting the requests for proposals together, having pre-bid meetings with any interested vendor, answering any questions the vendors have, and finally vetting the bids we receive to recommend them to the board. The projects include, Bleacher renovations, fire alarm upgrades, bathroom upgrades, and HVAC upgrades. We were successful in securing at least one bid for each project.

The Elementary School front entry redesign project is on schedule to start as soon as the students are out of the building. I have had many meetings with that contractor and am confident we will stick to the schedule.

We are continuing our lockdown training using the ALICE protocols. We had drills at each school over the winter just going over how to barricade in a room. We are currently doing lockdown drills at each school where staff and students will make a decision on what to do using their knowledge of the ALICE protocols.

On May 21, we had a mass casualty tabletop drill focused on a scenario at the Middle School. The tabletop was developed in conjunction with the State Department of Homeland Security and Emergency Management. The tabletop included all three schools, the SAU, police, fire, ambulance, public works, and state department members. This was a great opportunity to have the schools and first responders work through an emergency in a controlled environment. We will continue to have tabletops like this as well as individual school team based in the future.

We will be working this summer to update our emergency operations plan for the next school year. This EOP is submitted yearly to the state for review.

Lastly, we are getting ready for summer cleaning again this year. We will go through the same process as always, deep cleaning the building and everything in it. We have other smaller projects planned as well using the in house maintenance staff instead of outside contractors. We are looking forward to a very productive summer.