

OFFICE OF THE PRINCIPAL

Millburn West School

Administrative Report

July 19th, 2010

To: Board of Education Members

From: Jake Jorgenson

Summer projects at Millburn West are well under way. The custodial staff has been busy cleaning rooms, scrubbing floors and waxing the floors. They also take care of touch up paint and maintenance of the mechanical systems. Their combined efforts will make Millburn West fresh and clean to kick off the school year in August.

Registration for the upcoming year is 96% complete. There are a few families that we are waiting to receive paperwork and fees from. The secretarial staff has been processing all the paperwork as it is received.

The efforts of the custodial and secretarial staff over the summer help ensure a smooth start to each year. I appreciate all their hard work!