

17 Monday  
137/228

- 7-10 15 call off irregular on mtg spv & usen exception report Staffing plan call team payroll
- 10-1 edgerton
- 1-2:30 meet zoom w/ nic stacy
- 2:30-4 cover edgerton bus garage + HS w/ Simon + Lisa
- 4-9 cover edgerton bus garage + HS w/ Simon + Lisa
- 9-10 mtg trustnet spv calls emails

(15)

18 Tuesday  
138/227

- 7-8 enter supplies orders emails mtg
- 8-9 gas supplies
- 9-10 grandville SS
- 10-11 jenison SS
- 11-12 44th wilson SS
- 12-1 10@12 healthy habits
- 1-2 Staffing plan
- 1:30-7:30 cover edgerton + HS
- 7:30-9 emails spv call

(13)

19 Wednesday  
139/226

- 6:30-7:30 Staffing draft to bank
- 7:30-8:30 byron SS
- 8:30-9:30 geton SS
- 9:30-10:30 local SS
- 10:30-11:30 Wyoming SS
- 11:30-12:30 dailies emails phone
- 12:30-1:30 Staffing plan
- 1:30-5:30 call @ HS

(12)

Important Matters This Week

20 - 23 May

63 hours = total hours (includes 11 hrs PTO)  
 1 = PTO days  
 4.7 = mileage  
 18.43 = productivity

Thursday 20

- 6:30-7 emails Staffing draft to bank
- 7-8 comping draft to bank
- 8-9 gas supplies team
- 9-10 keefe group supplies
- 10-11 APPLE SS
- 11-12 n muelgan SS
- 12-1 zealand SS
- 1:30-2:30 Staffing plan dailies emails
- 2:30-4:30 HSCover

4:30-5:30 emails specials  
 Friday Staffing  
 5:30-6:30 enter inspections

(12)

PTO Day

Friday 21  
141/226

(11)

22 Saturday  
142/223

Sunday  
143/222