

(Combined) Operation and Personnel Finance Committees

AGENDA/MINUTES

Monday, January 22, 2018

5:30 P.M.

Elm Street School

Members Present: **Aaron Ouellette**, Norm Davis, Laura Hemond, Mary Martin, Jen Boenig, Lisa Dulac,

Leonard Lamoreau, Norm Beuparlant, Julie Rioux

Members Absent: Stephen Holbrook

Other BODs Present:

Administrators Present: John Hawley, Tina Meserve, Stacie Field

Item 1: Air Conditioning – Tina Meserve

Tina and John met with the Poland PTA in December and were asked about the possibility of adding air conditioning to the school. Tina and John discussed the options and barriers to adding air conditioners. Cost is the main barrier of all options. The committee agreed that building administrators should continue with current practices of providing regular water breaks, shutting off lights, providing quiet learning experiences and moving students to cooler sections of the building for breaks on the hottest days. We will remind parents that they always have the option of keeping a child home if they feel conditions are unsafe. The district will review roofing insulation at the time of replacement to see if improvements should be made to protect against cold and heat.

Item 2: Nurse Update - Tina Meserve

Tina shared the update she received from the K-6 Nurse concerning services across the district. PCS Staff received support for vision, hearing and BMI screenings. Teachers were trained on when to send student tot the nurse and MCS and ESS nurses have provided support for office visits. Our RN's have completed efficiency and organizational audits of ESS and PRHS/BWMS, they will do the same for MCS and PCS to improve workflow.

Item 3: Operations Staff – John Hawley

John provided some information regarding the state of the Operation staff. ATeam is concerned about floating maintenance position. Gary is the daytime custodian at ESS, oversees maintenance, supervises all K-6 buildings. Tony does the same for 7-12. They are also plowing snow which is creating an unhealthy work expectation. We will be requesting a floating custodian in the FY 19 budget. To solve the current issue, Tina will approve some overtime for other staff to cover for Tony and Gary when they spend nights plowing. We are in need of substitutes for all operations positions (bus drivers, food service, custodians).

Item 4: Operations Director Opening and Transition Plan - Tina Meserve

Tina discussed next steps for the district as they transition to a new director. Tina will assume Affirmative Action and Title IV, safety plans, building project and supervision of Transportation Director. Stacie will assume supervisory duties for Food Service Director. Tina and Stacie will work together to determine what other responsibilities need to be covered and who will cover them. We are advertising and hope to fill the position soon. John is working with Tina to ensure a smooth transition.

Item 5: CIP Budget Preview – John Hawley

Although still in development stages, the Capital Improvements list continues to grow each year. John will go over some of the needs for next year's proposal through the budget process. There is a list of \$516,000 and that will need to be prioritized for what is included in next year's budget and what is for future budgets. If we are approved for a building project for MCS that will reduce the need considerably. We will find out about our application in April.

Item 6: Workers Compensation Update - Stacie Field

Stacie shared a 3-year history of our workers' compensation data and discussed the impact on our budget and next steps. Stacie explained the Experience Mod and how it is used as part of a formula to determine our overall worker's compensation costs. Our Mod has gone up the last two years. Stacie and John recently met with Worker's Comp and Risk Management to review our claims. At the next committee meeting we will share some trends and next steps if more training will help reduce claims.

Adjourned: 6:55 pm