

SHERMAN BOARD OF EDUCATION
SPECIAL MEETING – MAINTENANCE COMMITTEE
THURSDAY, SEPTEMBER 29, 2016
THE SHERMAN SCHOOL - Room 212

Mission Statement

We are dedicated to creating an educational environment that encourages all children to reach their potential as self-confident, responsible and caring citizens, equipped to succeed in a rapidly changing society.

MAINTENANCE SUB-COMMITTEE

A Board of Education Maintenance Committee meeting of the Sherman Board of Education was called to order by Mr. Hanley on September 29, 2016 at 4:30 PM at the Sherman School.

1. PRESENT:

Rowland Hanley - Chairman of the BOE and Interim Chair of the Maintenance Sub-Committee
Kasey Diotte - Vice Chairman of the BOE and member of the Maintenance Sub-Committee
Jeff Melendez - Superintendent and Principal of the the Sherman School District
Frank Spaziani - Facilities Manager of the Sherman School District
Robert Johnson - Security Consultant to the Sherman School District

2. DISCUSSED:

- There was a discussion led by Mr. Hanley on how the Committee would operate moving forward. It was discussed that, in the past, the sub-committee was involved in discussions, issues, and decisions, that may not have risen to the level where Board involvement was necessary.

It was suggested that much of the sub-committee's prior scope of business be handled by a School Building Committee - or team - made up of all those involved in maintaining the building, health and safety, and security, etc. This might include representatives of the Administration, Staff, Vendors, Consultants, and the Facilities Manager, etc. When issues arise that require BOE involvement, the Superintendent will request a meeting of the sub-committee.

Conversely, if a member of the BOE or sub-committee has any concerns they believe requires a sub-committee meeting, they can request that through the sub-committee Chair.

As a result, it is not anticipated that the sub-committee will be meeting as frequently as in the past. However, monthly review of financial expenditures is expected to continue, with questions and concerns of the Board being advanced to the Superintendent well in advance of the monthly BOE meeting.

- There was a line by line review of the final 2015-16 fiscal year on the maintenance and facilities area. The final balance was a positive ~113,000 dollars. It was noted that several areas came much under budget and would be looked at more closely this coming year. It was also noted that a large proportion of the overage was due to over \$80,000 in transfers into this area of the budget - meaning there was actually a roughly \$30,000 surplus.
- There was a review of all work that was completed on the facility over the course of the summer (see attached)**
- There was a brief discussion on the settlement proceeding with the vendor who re-lamped the building. The BOE will await direction from the Administration on when the Board will need to formally review and approve a settlement.
- Rob Johnson gave a brief update on the latest activities on security.
- There was a brief discussion on boiler maintenance and a pump replacement.

3. ADJOURNED

Meeting adjourned at 5:23 PM.

Respectfully submitted,

Rowland Hanley
Interim Chairman Maintenance Committee
Sherman Board of Education

MEMORANDUM

To: Jeff Melendez, Superintendent of Schools

From: Frank Spaziani, Facilities Manager

Subject: 2016 Summer Maintenance

Date: 9/9/2016

Greetings Jeff,

The following is a brief overview of summer maintenance activities:

- Standard cleaning of all areas. Includes emptying classrooms, strip, clean and re-wax floors. All hallways included. Gym floor stripped and recoated.
- High altitude vents cleaned in gym and multipurpose room.
- Mechanical and storage rooms reorganized, clutter/broken unusable items discarded.
- Interior railings, stairwell guides, bathroom stalls repaired and repainted.
- 5 Rooms repainted.
- 4 Classrooms moved.
- Kitchen floors degreased and traps cleaned.
- Repairs made to gym duct smoke detectors and remote testing devices installed.
- Main enunciator panel for fire protection replaced in front entrance.
- Preventive Maintenance and required inspections performed on HVAC Systems, Fire suppression system, Elevator, Generator and Alarm system.
- Security, Fire Alarm and Emergency lighting systems checked and tested.
- Two windows replaced in nurses room.
- Various minor general repairs to classrooms and building.
- Building Surge suppression system installed
- Roof repairs
- Main entrance repainted.
- @650 Linear feet of broken curbing replaced
- Additional plantings outside multi-purpose room installed.
- Poured-In-Place playground material repaired and re-sealed. Playground mulch added where needed.
- Concrete maintenance performed various locations.
- Unused chimney capped.
- Benches and gates repaired. Benches repainted.
- Replacement of walkway lighting underway.

I believe this covers everything. Let me know if I can be of further assistance.

