



Board of Education Facilities Committee

Minutes

December 5, 2023

Time 3:45 – 4:45 p.m.

Board of Education Room

Present: Ms. Bass, Ms. Sullivan-Nunes, Ms. Lucasey (ex officio), Dr. Clamser, Mr. Brazil, and Mr. Slentz

1. Framing the work

Committee

- a. Review and approval of agenda

The committee approved the agenda

2. Updates and Recommendations

Administration

- a. Arborist recommendations and actions

Mr. Brazil reviewed the plan for the removal of certain trees on district property that have been identified by our contracted arborist as being damaged, rotting, etc. This review will be done annually moving forward and will be budgeted for accordingly.

- b. Building Access Protocol

Dr. Clamser reviewed the draft building access protocol that was developed by Mr. Nemeth, Mr. Huyter and Mr. Brazil and reviewed by Dr. Clamser. The purpose of this document is to provide consistency in making the determination as to what employees and first responders have access at what times throughout the week.

- c. Facilities Contractors

Mr. Brazil and Dr. Clamser provided an overview of a recent meeting with the district's cleaning contractor, A&A Maintenance Enterprise, Inc., and the improvements we have seen since beginning semi-annual meetings with contractor administrators and conducting biweekly walk-throughs with contractor supervisory staff.

- d. Special Education Office Space

Mr. Brazil and Dr. Clamser provided an overview to the committee of the renovations being made to the special education office at the Middle/High School to accommodate all special education administration and support staff. We are renovating to free up space in Springhurst for additional special classes.

- e. Facilities Staff

- i. Position fill update

- ii. Overtime status

Mr. Brazil and Dr. Clamser updated the committee on maintenance and custodial staff vacancies, hiring, and overtime status in response to the findings in the New York State Comptroller's audit.

3. Discussion Items

a. Capital Project Updates

i. Phase II

The committee discussed areas identified for the second phase of the 2019 capital project. The required documents have been submitted to the State Education Department, and we anticipate a spring bid and summer construction in the identified areas. Administration will meet with the architects and project management team on December 20 to continue planning within this timeline.

b. Athletic facilities requests

Mr. Slentz updated the committee on recent requests for improvements to our athletic facilities, including lights on the Springfield turf and softball field. The committee will discuss this further at the next meeting on March 5, 2024.

c. Disposal of District Property

Mr. Brazil and Dr. Clamser reviewed certain district property that administration will recommend disposing of under the provisions of the recently adopted policy 6900. This policy was updated in response to the 2022–23 internal audit findings.

4. Next meeting Date

Committee

a. March 5, 2024 – Next quarterly meeting at 4:00 p.m. in the Board Room.

i. Long-range planning

1. Review of the Building Conditions Survey and Long Range Plan to determine which areas to address next
2. District athletic facilities review

6. Adjourn

Committee

The meeting adjourned at 5:05 p.m.