

**Mansfield School Committee
Facilities Subcommittee
Minutes for December 13,2019
Superintendent's Office**

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A meeting of the Mansfield School Committee Facilities Subcommittee was opened and called to order at 8:02am

SC Members Present: Jenn Walsh
Linda Fernando

Others Present: Ed Donoghue, Assistant Superintendent of Finance and Operations
Matt Jacques, Director of Facilities

Approval of Minutes from 10/31/19 were tabled

New business:

A 2nd shift custodian position at Robinson was filled. Linda asked about how many women we employed as custodians. 2/21 custodians are women. We will look at wording in job descriptions to be more gender inclusive.

We had two storms and clean up went well. Any custodian hired after July 1,2019 is required to be on the snow removal team. We currently have 13 people on the snow removal team and we need about 17.

We have a good reputation with work orders. They are going well and we will have an update at a future meeting. Heating is better than it was before. A new contractor found a lot of issues and is fixing lingering issues. Heat calls are lower and we are more consistent with how we are heating rooms. At J/J it was found that 34 unit ventilators had been turned off.

No luck with the HVAC position yet. There were two applicants, Matt and Ed will start seeking out applicants after the first of the year.

Phase 2 of the key fobs-key locks were changed at the HS and QMS

Raptor from 11/1-12/12: 347 people were checked in at the HS, 244 at QMS,553 at J/J,683 at Robinson and 69 at Roland Green.

Policies-

Began reviewing Policies FB, FDB-E,KF,KF-R-1,KF-R-2. The Committee began to compare existing policy to the MASC suggested policy. Because of time constraints we will table policy discussion until the next meeting. Jenn will follow up with the policy subcommittee to get clarification on formatting question.

We will also take a look at a MASC policy on Animals on School Property.

Upcoming agenda items:

Policies

Completed work order updates

Upcoming Meeting Dates-

January 14th, 8am

Meeting adjourned-8:58am

Respectfully Submitted,
Jenn Walsh
School Committee