

Olean City School District
Building and Grounds Committee
Tuesday, December 19, 2017
410 West Sullivan Street
12:00 p.m.

Present:	Jim Padlo	Frank Steffen, Jr.
	Rick Moore	Vicki Zaleski-irizarry
	Kathy Elser – via phone	

Upcoming building projects

- List of building improvement projects at the High School, OIMS, WW, EV, Complex, and Central Receiving
- Mr. Moore discussed the condition of the High School front steps and the need for regrouting

Q Software rehash

- Software has been a great help to the maintenance department
- All staff with an email account can enter a maintenance request; Mark Huselstein review's and prioritizes and assigns staff to complete the task by a certain date
- Mark will be attending management training

Upcoming smaller projects for summer scheduling

- Mark is completing a list of what will be completed
- Will go out to bid for items that the maintenance department will need to be outsourced

Summer usage of facilities

- A meeting will be held regarding summer usage of facilities; access to buildings will be limited due to the capital project

Potential policy updating as it applies to the B&G

- The 2017-2018 facility use fee structure was reviewed
- Kathy Elser to review and make a recommendation to the committee for fee increase
- Kathy to contact other districts to get their fee structure

Other

- Jim noted that several projects have been discussed over the years (ie, soccer field at EV, bus loop at EV, lights and bleachers at OIMS track, etc); he would like to see some of these projects completed

Meeting adjourned at 1:00 pm.

Next Meeting: TBD