

CATO-MERIDIAN BOARD OF EDUCATION
SPECIAL MEETING MINUTES
August 1, 2005

PRESENT: Kathleen Bratt, President
Charles Ware, Vice President
Dean Cummins
Heidi Dennison
Roxanne Miller
Patricia Russo
Donald Thompson

ALSO PRESENT: Deborah Bobo, Superintendent
Janice Lee, District Clerk – Absent
Crosby Lamont, Jr. – Assistant Superintendent for Business
Rec Center Board Members: Lee Epprecht, Eileen Stanistreet, Bob McCadden
Sue Allen, Marilyn Cole
Rec Center Director – Karen Ladouceur

WHERE HELD: Cafeteria

The meeting was called to order by President Kathleen Bratt at 7:00 pm.

Pledge to the flag.

On motion of Mr. Ware, seconded by Mr. Thompson, the agenda was approved.

Agenda

Yes 7 No 0 Abstaining 0

Discussion with Rec Center Board: The rec center is currently shut down for repairs and maintenance. Eleven new machines will be here on 8/3, and training will be held on 8/4.

Rec Center

The board discussed the issue of payment for structural repairs, ie. plumbing and electrical (there is a need for showerheads). There needs to be itemized billing and a decision as to who pays what bills – the school or the rec center.

Staffing: Currently the rec center pays 4 hours of the day custodian and 3 hours of the evening custodian, but only gets 1 to 15 hours of work. On the weekends, the rec center pays all custodial costs, but rarely sees the custodian. Mr. Lamont suggests a time sheet by the rec center, as well as check sheets for tasks to be done each shift. The rec center director should sign all requisitions and authorize any work/purchases prior to work or purchase.

Does the school offer swim lessons? Yes – in certain grades. There is a community swim club, self-pay. The MIC program also offers swimming. Mrs. Epprecht explained opportunities for swimming. Mr. Cummins would like school-sponsored swimming. The original goal was for competitive swimming and diving to evolve. Possibly, the AD may be asked to investigate interest. The rec center director's next goal would be to purchase a time clock and pads for pool for competition.

Bills The director should not see a bill she doesn't know about.

Custodians: The rec center pays for custodial time in the rec center. Staff should notify the Board of issues, and should have administration support. There needs to be a meeting with the custodial staff explaining who they are accountable to. Mr. Lamont plans to do a project with a consultant to determine custodial needs. Mrs. Bobo stated accountability and responsibilities should be explained in a meeting with Mrs. Ladouceur, Mr. Lamont and Mrs. Bobo. The rec center director needs to convey issues to Mr. Lamont.

Discussion regarding division of other costs, ie utilities. The school rents the facility to the rec center. Cost needs to be looked at, and the rec center should be paid for pupil use. Mr. Lamont needs to do a facility check.

Mrs. Eprecht summarized: The school is responsible for building and fixtures. The rec center is responsible for supplies, including maintenance supplies. The rec center custodian is paid by the rec center for hours worked, and should be responsible for supervising. The chain of command should be:

Rec Center Director ► Mr. Horn ► Mr. Lamont ► Mrs. Bobo ► Board of Education

Utilities have been paid by calculating a percentage to bill the rec center for. Mr. Lamont will look into whether costs can be accurately determined. There is also a need to look at heating and water costs.

It was proposed that the school will pay for building costs and utilities, with possible adjusting payment for school use. The rec center will bring a proposal to the Board of Education. The rec center will meet on August 15th and develop a proposal. Mr. Lamont will work on the school end, addressing the shower heads and custodial staffing.

Mr. Ware explained the process about bills. Mrs. Miller indicated that some invoices lack appropriate signatures. Mr. Ware said the finance committee will address the process and make sure it is clear.

On motion of Mr. Ware, seconded by Mr. Cummins, payment of the warrants was approved.

Yes 6 No 1-Miller Abstaining 0

There was some discussion regarding benefit packages for employees and a discussion regarding the MA Dady sign.

The finance committee will meet on 8/10 at 4:00 pm. The policy committee will meet on 8/9 at 6:00 pm.

On motion of Mr. Cummins, seconded by Mr. Ware, the meeting was adjourned at 9:34 pm.

Yes 7 No 0 Abstaining 0

Janice Lee, District Clerk