



**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40**

Friendship \* Waldoboro \* Warren \* Washington \* Union  
1070 Heald Hwy.\* PO Box 701 \* Union \* Maine \* 04862  
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Susan A. Pratt, Superintendent  
Kimberly Schroeter, Director of Instruction

R. Scott Wyman, Business Manager  
Karen Etheridge, Director of Student Services

**FACILITIES/TRANSPORTATION COMMITTEE MEETING**

**Thursday September 22, 2011**

**7:00 p.m.**

**Medomak Middle School**

<b>COMMITTEE</b>	X	Francis Cross	X	Maggie Massengale	X	Sandra O'Farrell
<b>MEMBERS</b>			X	Bonnie Davis Micue (ex-officio)		
<b>OTHERS:</b>	X	R. Scott Wyman	X	Susan Pratt	X	Guest Board Member, Danny Jackson and Bob England

**MEETING MINUTES**

**I. Call to Order-Superintendent**

The meeting was called to order at 7:04 p.m. by Superintendent Susan Pratt

**1) Elect Chair**

Motion to elect Maggie Massengale as committee chair by Francis Cross

Seconded by Bonnie Davis Micue

Vote: 2-0-1 (Maggie Massengale)

**2) Declaration of Quorum: Quorum declared**

**3) Note absentees:** All present, absence of Town of Washington member noted.

**4) Approve minutes:** None for approval

**II. Report on Summer Work**

**1) Maintenance**

Scott Wyman presented a Project Management summary of summer 2011 work that was accomplished throughout the school district. He indicated this format and process (PM) will be the norm in accomplishing work tasks and assignments. Mr. Wyman also discussed the purchase of a new (used) maintenance vehicle from state surplus. The committee questioned the total cost of the universal access bathroom at the High School. Mr. Wyman responded that the bill for the project had not yet been received from the contractor.

**2) Food Service**

Scott Wyman reported that the new cooler/freezer unit at the High School is completely installed and operational. Both new (old) stoves at Prescott Memorial School and Friendship Village School have been installed. Some problems exist with the thermostat and heating elements. Our maintenance crew is working to resolve the issues.

**3) Transportation**

Scott Wyman reported that all four new buses are on the road. The committee questioned how the new transportation software was working. Mr. Wyman reported that the system is very useful, but that the transportation director worked closely with the software support team at the vendor to make changes to the reference points from

city blocks to rural country road directions and timing elements. Mr. Wyman will ask Gail Whittier to make a presentation at a future committee meeting.

**III. Schedule Site Visits**

All future meetings will be moved to 5:00 p.m. The following dates and locations for future meetings are: October 13<sup>th</sup> at Miller Elementary School, November 10<sup>th</sup> at Prescott Memorial School, December 8<sup>th</sup> at Friendship Village School, January 12<sup>th</sup> at Union Elementary School, February 9<sup>th</sup> at Warren Community School, March 8<sup>th</sup> at Medomak Middle School, April 12<sup>th</sup> at Medomak Valley High School, and May 10<sup>th</sup> at the Bus Maintenance Garage.

**IV. Future agenda items**

Snowplowing Bids  
Fresh Fruits and Vegetables  
Transportation Software report

**V. Next meeting October 13, 2011**

5:00 p.m. at Miller Elementary School, Site Walk

**VI. Other business**

None

**VII. Adjournment**

Motion to adjourn at 7:59 p.m.: Francis Cross  
Seconded by: Bonnie Davis Micue  
Vote: Unanimous

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings. A time period of up to thirty minutes in duration for comments by visitors at Board meetings will be scheduled at the beginning of the Board's agenda. Board committee meetings are open to the public. Public input is welcomed but the Board Chair may need to limit discussion.