

CLARENCE CENTRAL SCHOOL DISTRICT

Administration

Matthew Frahm, Ed.D.

Superintendent of Schools

Mary Jo Dunkle

Interim Director of Special Education & Pupil Personnel Services

Patricia Grupka, Ed.D.

Assistant Superintendent for Finance & Operations

Robert Michel

Assistant Superintendent for Human Resources

Kristin Overholt, Ed.D.

Assistant Superintendent for Curriculum & Instruction



Board of Education

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Michael Fuchs

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Tricia Andrews

Kym Cannizzaro

Cindy Magera

Dennis Priore

Dawn Snyder

Facilities Committee Meeting

November 14, 2023

4:30 p.m. in the High School Library

Members Present: Cindy Magera, Dawn Snyder, Tricia Andrews, Brian Logel, Patti Grupka, Matt Frahm

Speaker at Public Meeting: Dawn Snyder

Discussion Topics and Agenda Items

1) Update on ML WorkOrder Process

- Provided a brief overview of the work order management system (Master Library) that the Buildings and Grounds Department has been using for close to a year
- Brian Logel talked about the system capabilities regarding scheduling as well as work orders
- Have begun to monitor the amount of time for when work orders are assigned and when they are completed. Still adjusting processes for closing out work orders. Additionally, some work orders involve long lead items and may stay in a “pending” status for a period of time
- Brian Logel talked about spending time in bi-weekly team meetings making sure that work orders are closed out
- Discussed the importance of communication in the work order process—especially when work orders are denied

2) Landscaping Tours and Expectations

- Historically, volunteers have taken care of things like flower beds, mulching, etc. at certain buildings
- Recently, the Buildings and Grounds Department has begun to clearly articulate expectations for landscaping and managing the exterior of our buildings by the Buildings and Grounds Department

- At this point, the Buildings and Grounds Department will be taking care of:
 - Mowing, mulching, weed-whacking, trimming trees/bushes, etc. Additionally, Brian Logel has been working with elementary school principals on exterior projects for different seasons
- Had a discussion about balancing the desire to honor people through dedicated trees, flowers, or bushes, with what can reasonably be maintained moving forward. Recommendation to talk with principals about encouraging people to purchase things that involve less upkeep

3) Building Signage Discussion

- Discussed the fact that the Middle School and multiple elementary schools are in need of new signage. Identified pros and cons of a digital sign at the Middle School, and new analog signs at the elementary schools
- Patti Grupka and Matt Frahm will reach out to the Town for current guidance on signage

4) Safety Initiatives

- Reviewed some of the security items that were added over the summer. (E.g. Security film, enhanced locks on doors, numbers on appropriate windows/doors, etc.)
- Brian Logel provided an overview of additional cameras that have been purchased—primarily for entrance/exit areas. Some of the cameras are replacements, and some are new cameras that need new wiring
- Brian Logel and Patti Grupka are going to put together a plan for having the cameras installed over the next month

5) Future Meeting Dates

- 4:00 on January 23 in the High School Library