



Schuyler Community Schools
Maintenance Staff Meeting
Monday, October 14, 2013 8:30 AM
Maintenance Staff Meeting @ Central Office
401 Adam Street
Schuyler, NE 68661-2400

I. October Agenda Items

Attendees: Dr. Hoelsing, Mr. Gibbons, Mrs. Egr, Mrs. Vrba, Ron Mundil, Eugene Barr, and Rob Clayton

1. Dr. Hoelsing initiated the conversation about the quality work our custodial staff does in all the buildings and our appreciation for their work. This recognition and appreciation was supported by the other administrators and program supervisors.
2. Work Comp. Claims: In September we had several work comp. issues filed due to employees slipping on spills. We need to make sure we pay attention to spills and get them cleaned up immediately. We also need to make sure we place warning signs to alert others of the potential danger. With snow and cold weather approaching, we visited about snow removal and ice management. Ronnie said he was concerned about ice in our parking lots because we do not have the machinery to spread salt/sand in our lots. He said he visited with the city in the past, and would revisit the issue to see if they would be willing to work with us for payment.
3. Inclement Weather/School Dismissal: We discussed the process for school dismissal on inclement weather days. We agreed that while the superintendent's office makes the call, the maintenance staff would assist in informing the superintendent of road conditions, etc... We also discussed several other people on staff, in the community and surrounding schools who we might call on for assistance.
4. Facility Maintenance Plan: We discussed the need to share a facility maintenance guideline to promote better communication and clarify expectations of house keeping staff. We currently have a plan in place, but the group agreed that this plan should be reviewed and could be included in the board's strategic planning program.
5. Work Orders: We visited about the relationship between our custodial staff and classroom teachers. The custodians shared that they want a great relationship with our staff and are glad to accommodate teachers when asked to do something special. Concern was raised in how to respond to their supervisors when asked who approved them to do the requested items. It was agreed that there is not real easy solution to this issue and that custodians and teachers needed to include supervisors in responding to a teacher's request that should get prior approval.