

SLMC Meeting -Minutes
Superintendent's Conference Room
May 16th , 2019 - 9:00 a.m. – 10:00 a.m.

Attendees:

	Abby Derden Little		Mandy Corbin
X	Chelsea Siegel		Michael Vioria
	Dan Bienkowski	X	Stacie Post-Sheffer
	John Laughlin	X	Steve Herrington
	Karen Catalano		Susan Hoge
X	Kim Vallee		

Guests:

<i>Item/Owner</i>	<i>Time (Mins)</i>	<i>Abbreviated Minutes</i>	<i>Next Steps</i>
Greetings – All	5	N/A	N/A
HVAC ISSUES SPC	5	<p>A representative from ESS asked for a map of the Skylane facility that details which thermostats control which zones. Facilities will share map with ESS.</p> <p>There were also concerns about a lack of notice when the heat is not working or turned off for service in some areas. Admin will working with Facilities to determine the age of the boilers and if they need to be replaced. Notices will be sent to employees when the heat is down or if the boilers are off for service.</p>	This was followed up on the next day.

<p>Emergency Team Assignments SPS</p>		<p>There were concerns that some staff were never informed of their role during an emergency. Admin contacted Jennifer Duckhorn in Facilities Department and asked that she communicate with team leaders and have leaders work with their teams directly. SCOE Announcements will include reminders for staff to check in with their team leads for training.</p>	
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<p>Next Meeting: June 20th</p>	<p>Future Items for Discussion</p>

** All meetings will be held at 9:00 – 10:30 a.m. in the Superintendent’s Conference Room unless otherwise noted.*