



Maine Association of School Business Officials

<http://www.measbo.org/>

November 9, 2018

Agenda

Keeley's Banquet Center

Minutes

Dawn Pooler	Brigette Williams	Denise Van Campen	Bridget Hopkins
Traci Drake	Zak Halding	Scott Vaitones	Debra Martin
Kathi Kilcollins	Chris Howell	Stephen Marquis	Sherrie Small
Adam Hanson	Barbara Grindle	Donna Lodge	Kristal Flagg
Colin Walsh	Susan Bell	Carol Grant	Diane Boucher
Michelle Lickteig	Teresa Scott	Bruce Rudolph	Sherry Moody
Dan O'Shea	Lori Glidden	Jackie Smith	Margo White
Peggie McKenzie			

1. Association Business

- a. Welcome – Introductions
- b. Approval of Minutes, September 28, 2018 – Motion & Second (edit - add Scott Vaitones to members present) Motion Carried
- c. Approval of Treasurer's Report – Motion & Second – Motion Carried
- d. Committee Reports
 - i. Legislative – no report
 - ii. PD – looking at training with Walter Beesley on School Nutrition for either the March or April meeting.
 - iii. Tri-State – May 15, 16, 17, in New Hampshire
 - iv. Technology – no report
 - v. Executive Committee – listed on website & introduced
 - vi. Other – no reports
- e. Other Association Business
 - i. Moment of silence
 - ii. Past Retirements & Upcoming Retirements
 - iii. Magazine discontinuance explanation
 - iv. Volunteering within the MeASBO organization – we need your help.

2. **Vendor Spotlight** – Efficiency Maine, Rick Meinking (commercial & industrial manager) – They have funds available to help with efficiencies within our school districts. They submitted a triennial plan they are hoping will be for about \$70M. Pamphlet was available customized for schools – lighting, heating & cooling systems, commercial kitchen equipment, heat pumps. Additional pamphlet on vendors that can help with replacement bulbs – no paperwork needed, they just need to know exactly where it is being installed. Talked about changing a regular light to an LED light, but replacement of fixture will allow for possible reduction of fixtures because they produce better light.

3. **Human Resources, What We Need to Know** – Laurel A. McLead Esq & Kathleen Landis, Drummond Woodsum – 10 issues that school clients have issues around. 1. Coaches – how to pay coaches & overtime issues; 2. Knowing when people are out what leave status they have – FLMA, workers comp, etc., know up front & not after an extended time of leave; 3. Bargaining agreements – financial impact

& administrative time on what has been negotiated; 4. Administrating leave – FMLA and reporting/paperwork timelines; 5. Volunteers & employees who are the same person – specific definition of volunteer – cannot “pay” volunteer if it is something more than “nominal” which is 20% of what would normally be paid, can pay for mileage, supplies, etc. Employees cannot be made to volunteer; cannot volunteer in a capacity that is the same as their regular work; could also be concerned with overtime issues; 6. Reasonable accommodations for persons with disabilities, which includes additional leave time; 7. FMLA & fitness for duty for return to work cannot be asked for if it was not on the original paperwork when the person went out on leave & should include job description; 8. Independent Contractors – multiple tests (MDOL, IRS, etc.) to make a determination as to whether someone is an employee or contractor; 9. Effect of the State minimum wage law that will go up again in 1/1/19 and how it applies to “non-exempt” employees; 10. Teacher contract form (yearly contract) should not be used for non-teachers & non-exempt employees.

4. **Safety in the Workplace** – Mike LaPlante, SafetyWorks - Maine Dept. of Labor – What it is we can do to help with safety in our schools & workers comp? It is the employer’s responsibility to reasonably protect employee health (this includes volunteers). Hand-outs were presented. SafetyWorks can come into schools to review & evaluate districts & issue a confidential report which is not subject to FOAA. SafetyWorks has three staff on enforcement and unannounced visits (by law) to do inspections for imminent danger, deaths, accidents. 9202 injuries in schools that took people out of their jobs from 2012 – 2017. Reports need to be made to MDOL within 8 hours for a death; other types of serious physical injuries (amputations & fractures) within 24 hours. Citations are issued for failure to report. Would rather do business through the free proactive SafetyWorks inspections, than through the enforcement side. Consultants for SafetyWorks inspections cannot share what they find in a workplace with the Enforcement division. Compliance Directive for Educational Facilities “Guide” hand out is a self-inspection checklist and is what is used when enforcement comes in. MDOL has jurisdiction of employees & volunteers, but they do not have jurisdiction over students. Scott Cotnoir is the wage & hour supervisor and they do similar types of programs for wage & hour. Amanda O’Leary is the drug enforcement supervisor and would approve plans/policies. All Labor employees have Active Shooter Training. SafetyWorks can help with air quality. OSHA has no standards for mold.

5. **Panel Discussion on School Security and How it Affects Business Officials** - Members of the panel include an SRO, security consultant, EMA director – Art Cleaves EMA for York County, Larry Fitzgerald TRC Security for schools & state/federal government, Bill DeLong Dept. of Homeland Security, Mark Carney SRO in Kennebunk RSU #21 (they have added an SRO to each building in the district). First topic – What is important to the people in the room – Larry thinks an assessment of district facilities and prioritize what would be best direction for the district; Art thinks communication, coordination & training plan in place; Larry also talks about cultural changes for employees; Mark says all types of security plays a role; cameras are good but need to be manned, but they do not stop a tragedy; a physical person (SRO) in the building can create relationships with students. Second topic – how do we deal with the community access to schools after regular school hours – Mark stated to close wings off and only allow access to certain areas of the school; Bill stated it is a culture that has to grow and change; also if school does not have updated security systems then someone has to take responsibility to do a walk through in the morning; Larry talked about some SRO being 9 months and should maybe be year round; consider who the after hour activity participants are to determine the risk; move activity to near front of building where more activity will be taking place. Third topic -Building Layouts – Larry looks at ventilation systems (is the intake at ground level), entrance “man trap” foyer where interior set of doors also lock and can trap someone in the foyer; discussed “safe rooms” in schools that staff/students could hide from outside or corridors with reinforced doors that buys time (but these rooms would be very expensive to include in schools); Bill talked about any new construction/renovations should have security features included in the plans; Mark talked about asking local law enforcement when planning construction/renovations. Fourth topic – Buses – Mark does not

think there is an answer because there are no metal detectors or SRO on the bus; bus drivers are pretty good at knowing the students & how they are doing each day; just have to be aware of your surroundings; Larry stated the bus drivers pre-trip check is a good check to make sure nothing has been done to the bus since the last time driven. Fifth topic – SRO are they employees or as a contracted service? - Mark stated the school pays for 36 weeks and the town/police department covers the rest of the year; they also have cruisers; Colin stated usually a school district contracts with a police department because they do not have jurisdictional rights to carry a weapon on school grounds; Larry stated that not all police officers make good SRO due to their personality and interaction with students/staff; Mark stated it is a good idea to have administration & police on the interview committee to make sure the right person is selected. Sixth topic – Lock down drills – should students actually practice lock down drills because that will let someone who is planning something know how the school will react to a situation; Mark stated he feels it is important for students to be involved; Colin stated students should only know what is their responsibility is in a situation and should not know what the entire plan is; Bill stated Dept. Homeland Security updated self-assessment tool – he is willing to share this.

Thank you to Rick Meinking of Efficiency Maine for being our Breakfast Sponsor!