

Leelanau Montessori

Mission: Leelanau Montessori nurtures the whole child in a prepared environment based on respect, individuality, a love of learning, and freedom with responsibility.



Cooperation, Goodwill, Gratitude, Mindfulness, Respect

Title: Facilities Committee

Date: 2/18/2019

Location: school

Time: 8:30-9:30

Participants Present:

Code: I= Information

D= Discussion

R= Reflection

A= Action

Time	Agenda		
	issues that still need to be fixed on building (Weather stripping in Cedar class, door in Hickory does not shut)	Eric	D,A
	remaining items at Suttons Bay	Anita, Eric	D, A
	Cleaning, needs, changes, input	Eric	D, A
	Any issues with outdoor area?	all	D, A

	summary of CBB Partners meeting	Eric	D
	signage	Kallie, all	D,A
	update on remote unlock for entrance	Eric	
	identification of film over windows to prevent shattering	Eric	
	additions		

Action Steps:

1. Door/weather stripping in Cedar and Hickory classroom has been fixed.
2. Kallie will price entry rugs, school will likely stop using Cintas
3. Old Apple room still has a few items that need to be moved. Need to talk to the staff about keeping broken tables and identifying a person to fix them. We will make a plan to move the leftover items once the weather breaks.
4. Working in a plan to get the main sign moved from SB by the end of next week.
5. Andy will be following up with staff building concerns that need to be addressed.
6. HD will be rekeyed and facilities is l'm exploring a lock box option if HD gets locked out.
7. Arden is working on organizing the conference room in HD
8. The school is going to hold off on installing a remote unlock system at front door. Tom has spoken to Greene about finishing drywall in entry. Tim has also spoken to Greene about placing a light in HD closet.

9. Kallie has spoken to Kevin Jackson about being on retainer to complete facilities issues.
Facilities will meet with him next Monday to finalize Contract.
10. Eric was able to identify film to cover windows to protect from shattering and for safety.
School side would be 7k HD 5.5k. On hold for now.
11. Eric has spoken to safety inspectors and there may be an open grant for door boots later
this year.
12. Facilities reviewing consumable pricing versus Solutions for you providing