

**Portland Board of Education
Building and Grounds Subcommittee
Special Meeting.
August 12, 2024.**

Attending:

Administration: Superintendent, Charles Britton, Facilities Administrator, Bob Shea, Director of Student Services, Sarah McLaughlin, Business Manager, Stephanie Fragola

Board members: Chairperson, Laurel Steinhauser, Kim, Nagy-Maruschock, Meg Scata.

Absent Dave Murphy. Attached is D. Murphy's email supporting the purchase.

Meeting called at 9:05 am.

Agenda: the purpose of the meeting: discuss the district van proposal to add a second minivan to the fleet to accommodate in-town and out-of-town students as well as homeless students.

Sarah McLaughlin presented a proposal that included the purchase of the van, registration, and decals for approximately \$52,000. Additional funding for cameras and radios, estimates of the basic per-hour cost of drivers, and a stipend for a coordinator of transportation.

There was a lengthy discussion about the present number of students using this van, funding, drivers, job descriptions, additional costs for radios, cameras, ability to have two-way communication through town emergency radio frequency, and regular maintenance.

The committee was satisfied that there are real cost savings for our district. Tentatively approval was given to reserve a Pacifica Min Van with the dealer.

The following items should be included in the final proposal for a vote by the board and should include:

- Job description – Dispatcher with stipend information, How will we cover the 6:45 am bus runs and the late afternoon bus runs
- Actual cost increase in Workman's Compensation costs,
- Final number of full-time and part-time drivers that we will hire and associated costs (hourly plus benefits)
- final funding which may include monies from the Sale of Town Assets, {namely sale of our mini busses }
- Availability of used cameras, removed from our mini buses and cost of installation
- Mobile radio installation. Those costs will be cost to upgrade the existing van with school bus signage
- See the final cost of the van once we sign the purchase agreement.
- Updated Matrix of the costs, funding and timeline of hourly trips and actual savings

Additionally, the current minivan should have signage for carrying school children. That requires a registration change and an inspection by DMV.

Respectfully submitted

Meg Scata
Secretary of the Board of Education