

## Operations Committee Meeting

### MINUTES

Date: October 22, 2018

5:00 p.m. - 6:00 P.M.

Poland Community School Library

Members Present: Aaron Ouellette (Chair), Stephen Holbrook, Laura Hemond and Lou Goulet

Members Absent: Norm Davis

Other Board Members Present: Mary Martin, Norm Beauparlant and Julie Rioux

Administrators Present: Ken Healey, Gary Purington

Others Present: Jess Smith, Jay Bryant and Scott Segal

**Item 1: Facility Tour:**

Gary Purington gave the subcommittee members an abbreviated tour of Poland Community School at 5:37 PM. Gary did discuss the most pressing maintenance needs of the building. The needed heating, electrical, windows, door upgrades and roof replacement were the top items discussed.

**Item 2: Facilities Use Policies:**

Reviewed the proposed changes to the following policies:

KF – Use of School Facilities & Grounds

KF-E – Facility Use Request Form

KF-R – Facility Use Guidelines

It was suggested that the cost of the CHRC (Criminal History Records Check) be included into the policy. Additionally, we were asked to see if the current background checks that are required for the other local agencies are comparable to the CHRC. Some participants promised to send the Superintendent the names of the local background checks. It was also asked if the school district could create a standardized punch list for signing out the facility, gym or room.

**Item 3: Transportation Update:**

The Superintendent gave a brief update on the hiring of the Transportation Director and how the shortage of bus drivers was negatively impacting the daily bus runs.

**Item 4: Roof Repair Update:** Tabled.

**Item 5: Signed recently approved policies at the 10-15-18 (changes made):**

DKC – Expense Authorization and Reimbursement

DKC-R - Expense Reimbursement Procedures

GCSB - Use of Social Media by School Employees

ACAB-R - Employee Discrimination and Harassment Complaint Procedures

IKF - Graduation Requirements

**Adjourned: 6:02 p.m.**