

**Operations Committee Meeting**

**AGENDA/MINUTES**

Monday, October 24, 2016

5:00 – 6:00 P.M.

Elm Street School

Members Present: Steve Holbrook, Norm Davis, Mary Martin,

Members Absent: Annette Hemond, **Aaron Ouellette**

Other BODs Present: Jack Wiseman

Administrators Present: Tina Meserve, John Hawley, Ellen Dore, Tom Kelly

Staff Members Present:

**Item 1: Strategic Plan Revisions SP: E.1.a (John Hawley)**

In 5 years we would like to have the capacity of 2 bays and our 2 mechanics able to work at the same time to accomplish the repair and regular bus maintenance. Our current situation is that we don't have a permanent lift system for the buses, which would be valuable in the long run as well.

Second column from Transportation Director add Tom will report to John and John will include transportation reports in his Board report unless big changes are being reported and then Tom will give report.

D.2 b) Bus drivers will be trained and fully invested in PBIS and/or other proactive strategies to reduce behavior issues on the bus.

D.2.b) The transportation director will coordinate and cooperate with the school administration to establish structures and procedures for addressing behavior expectations and parent communications.

D.2.d) Offer options for cross-training custodians and bus drivers to address staffing issues and improve efficiencies across the departments.

D.2.d) Evaluation of bus drivers will be updated to reflect expectations of educating students on behavior expectations and communication with staff and parents.

D.3.a) Maintain and improve food service

Ellen Dore, our new food service director was present. She was recognized for making great changes and, in return, she recognized her managers for making the difference. We have stopped the financial losses and are working to have efficiencies in the department. We are still having collection issues, but we have new steps in place to collect money due to the district.

D.3.a) Catering will be refined and then put back on the option list for providing food for special events occurring in district. This could include meals for workshop days or special sessions of the board.

D.3.b) Food menu developing is a priority to make sure that our menus include food that students will eat. Menus will be revised with nutrition, appeal and cost considered when developing the menus for the schools.

D.3.b) Future menus will include links to nutritional information for parents, students, staff and community members.

D.3 a) Cost saving strategies will be employed when planning meals. Example may include working with food distributors to bring in new foods and allow students to sample.

**Item 2: Transportation Next Steps (Contracting vs. Owning Research) SP: D.2.a (Tina Meserve)**

The Operations Committee wants to put this on a back burner while we consider other issues we are working on. This will be back on the agenda for next month because the State said they will be adding pertinent information to their website in the near future.

**Item 3: Application for Construction SP: D.1.a (John Hawley)**

John reported that the construction applications are available. The direction from the Board was to look at Minot as the priority and Elm Street School at Priority #2. We will do two applications with the intent that we may be able to do a joint project should one of them be approved. The deadline for applications is in April.

**Item 4: Garage Bay Update SP: D.2.a (Tina Meserve)**

As requested by the Board, Tina and Mary sent a request to the Poland Chair, Walter Gallagher, and Vice Chair, Stan Tetenman to request a meeting to discuss unresolved issues with the garage bay and determine next steps. The request to meet was denied. Tina replied and said that we would be available should they change their mind. Tina and Stacie began work with Drummond and Woodsum for assistance. The Town will be sent a letter requesting documents pursuant to determining ownership of the bay. Once the information is received, we will go forward as advised by council.

**Adjourned: 6:05 pm**