

**Operations Committee Meeting
MINUTES**

Monday, November 27, 2017

5:00 – 6:00 P.M.

Elm Street School – District Conference Room

Members Present: **Aaron Ouellette**, Laura Hemond Steve Holbrook, Mary Martin

Other BODs Present:

Members Absent: Norm Davis

Administrators Present: John Hawley, Tina Meserve

Staff Members Present:

Item 1: Policy Review Process (Tina Meserve)

Tina shared a list of policies that the committee will review over the next year(s). The committee prioritized the policies related to Bullying, Visitors to Schools, Student Transportation, and Pest Management. All other policies will be done based on date of last review unless a need comes up. We will review both the current policy and MSMA's sample policy and decide what changes are needed. If we make substantive changes, we will need to get legal counsel prior to adoption. Tina and/or John will send policies out to district personnel for review and feedback. The committee will recommend policies to the full board for approval once reviewed. There was some discussion around the first and final hearing procedure of policies for the Board. It was suggested that when a policy is presented that may receive potential feedback from the public that the first and final hearings should be handled in two separate meetings. The committees who review the policy to present to the Board would make the recommendation as to conducting the first and second hearing in the same or separate months.

The committee requested to look at the policies surrounding bullying as this is a very relevant topic these days. The policies slated for review at the January committee meetings will be JICK, JICK-E1, JICK-E2, JICK-E3, and JICK-E4.

Policy ECB and ECBE-2 Pest Management, which were presented last month to be approved as reviewed without changes was erroneously premature. There were some changes and John presented the proposed changes (underlined text) and the suggested text for removal (struck-through). The committee recommended a first and final hearing for this policy change at the next meeting.

There was also some discussion regarding the complexity of finding specific policies on our website. It was asked if they could be referenced differently but Tina explained that the policies are laid out according to State law. It was recommended that a search feature be added to the site to allow people to look using specific keywords. Tina said that we would look into this to see if it would be possible somehow.

Item 2: Building Project Timeline and Update SP: D.1.b (John Hawley)

After the middle school addition passed John began to work with the architects and attorney to calculate the proposed timeline for the project to see if it is prudent to avoid the first payment of the bond for the building project coming due in the same fiscal year as the last year we retire some of our existing bonds. John does not have the proposed timeline from legal counsel yet that would layout the borrowing schedule. Our project isn't as simple as bonding the project as we will need to take out two Bond Anticipation Notes (BANs), which are interest only loans to cover bills during construction. The actual bond is taken once the construction is complete and the bond pays the principal due on the BANs. Although not confirmed by legal counsel, it is looking promising that we

will be able to be in the building for September 2020 and we can avoid the “bubble” payment of both the first year of the bond and the last year on the retiring bonds in the same year.

Item 3: School Security SP: D.1.a (John Hawley)

We are having an issue with thefts, vandalism, alcohol and drugs on our school grounds outside of school hours. There have been several minor incidents but more recently, the activity has increased in the areas of our schools not visible from the main roadways. Local police have been in contact with John and have asked for some improvements to our existing security systems that will increase their ability to prosecute suspects. Mechanic Falls PD and the Androscoggin Sherriff’s Department will increase patrols as much as possible. John said that we will see additional money proposed in next year’s budget to add more security on the grounds of our schools. John said he had recently been awarded Homeland Security Grant funding to do some security upgrades in one of the other schools and he would continue to apply for those funds as they come available for this purpose.

Item 4: Strategic Plan Revision (if time) SP: E.1.a (Mary Martin)

This item was not discussed.

Adjourned: - 5:55 p.m.