

Operations Committee

Minutes

July 6, 2021

5:00 - 6:00pm

Meeting Video - <https://vimeo.com/573007646>

Members: Doug Dunlap, Cherieann Harrison, **Lisa Laflin**, Gloria McGraw

Other Board Members Present: Libby Kaut, Gwen Doak, Jesse Sillanpaa

Staff: Chris Elkington, Laura Columbia, Bill Greenlaw, Katie Duchesne, Monique Poulin

1. Call meeting to order 5:01 pm
2. Reviewed approved minutes from June committee meeting
 - a. No questions or concerns
3. Review expiration of Governor's State of Emergency - Chris Elkington
 - a. Starting in August, the Operations Committee will meet in person with a mask or a shield worn inside.
4. CRF Safety Committee Update - Bill Greenlaw
 - a. Custodians will not be using electric or battery-operated sprayers.
 - b. Safety Committee meetings have been held throughout the year with a variety of topics discussed, including ventilation. A presentation of the performance testing of Cape Cod Hill School will be presented at the beginning of the school year. The MOU with the staff expired on June 30th, but we will look to continue to have the Health and Safety Committee meet on a monthly basis.
 - c. There is a strong inventory of PPE: such as wipes, masks, shields, etc.
 - d. A question came up regarding being prepared for future pandemic needs and the inventory we have.
5. Update of Adult Ed parking and new Foster Tech structure - Bill Greenlaw
 - a. Facilities has been reviewing the land behind MBC with the DEP field engineer for expanding the parking lot for Adult Ed parking.
 - b. Discussion and questions regarding input from the community regarding the Foster Tech structure, as mentioned in policy FA and FB, to include community buy-in from our stakeholders. The timeline for paving the driveway would be as soon as the contractor is available.
 - i. Foster Tech structure would be a housing unit for equipment.
 - ii. Various parking locations and options were discussed, as well as possible donations, and other ways to reduce the cost, as well as bid proposal procedures.

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- iii. Questions on the bidding process were asked and will be reviewed by the superintendent.
6. Adult Ed Building update - Bill Greenlaw
 - a. An occupancy letter has been issued from the town. A variety of final additions have been added. Telephones are not installed yet, but all employees do have cell phones for school needs.
7. Facilities Use by outside organizations (review of policies regarding use)
 - a. Potential adjustments to procedures in the fall (COVID-19 related)
 - i. [KF](#): Community Use of School Facilities
 - ii. [KF-R1](#): Community Use of School Facilities - Regulations
 - iii. [KFA](#): Use of School Facilities by Unofficial Student Groups
 - b. Discussion: no adjustments are needed and the plan is that starting September 1, 2021 our buildings will be open for community use. Discussion regarding additional cleaning, knowing who is using the facilities, and ensuring safety guidelines are followed. Concern was heard regarding knowing who was at events - we will at least know staff and students. Outside spaces have been opened for community use since early June.
8. School Building Visit Schedule for 21/22 school year
 - a. School buildings and facilities visits consist of the Operation Committee and other board members, are given a tour by the principal and Bill Greenlaw to review the structures, positives, and other challenges the schools and departments might be facing. It is a half-day, and debrief time is built into the schedule. Approximately four sites will be visited. The purpose of this is to focus and help bring consistency to school visits. The suggestion was to have a few visits, as well as seeing completed projects.
 - i. Schools and facilities that we would like to prioritize and visit:
 1. W.G. Mallett
 - b. More discussion and finalizing dates will be completed and shared with the Operations Committee by the superintendent. Discussion was heard regarding the MBC tours, and if they would be returning. There have been low participation rates in the past, but it is a great opportunity to see teaching and learning in action.
9. Future Agenda Items
 - a. Elect Committee Chair (first meeting after committee assignments)
 - b. Review Procedures for Building Projects (Policy [FB](#))
 - i. Adding other policies that relate to building projects.
 - c. Central Office Location
 - i. Questions and concerns regarding the location of the central office.

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- d. Strategic Plan
 - i. Operations and maintenance will be a large topic in strategic planning. What are the concerns, areas we should be focusing on. Storage, preparing for future pandemics. More discussion at the next meeting.