

Operations Committee

Minutes

August 3, 2021

5:00 - 6:00pm

The Forum, Mt. Blue Campus

Members: Carol Coles, Doug Dunlap, Josh Robbins

Other Board Members Present: Debbie Smith, Jesse Sillanpa, Kirk Doyle, Libby Kaut

Staff: Chris Elkington, Laura Columbia, Melissa Williams, Matt Allen, Rodney Spiller

1. Call meeting to order at 5:04 pm
2. Elect Committee Chair-tabled until next meeting due to number of members present
 - a. A quorum was not reached, a suggestion was made to encourage an Educational Policy member to be on operations.
 - b. Doug Dunlap expressed interest as the committee chair.
 - c. A discussion was held around voting and reaching consensus as a committee.
3. Review [approved minutes](#) from the last meeting
 - a. No corrections or discussion regarding the approved minutes.
4. Schedule Building Visits by committee-postponed to next meeting.
 - a. Where?
 - b. When?
5. Review Procedures/Policy for Building Projects
 - a. Policy [FB](#)
 - i. Discussion on the need for a five-year facilities plan, that is updated every two years.
 1. Chris Elkington reported on a goal/action step that he will be working on with the Facilities Director for a ten-year plan, updated every two years as part of the strategic planning process to be reviewed in March.
 2. Changes:
 - a. Updating plan to ten years
 - b. Updating language to reflect ADA. Ex. for access consistent with the Americans with Disabilities Act.
 - c. Combine sentences around the Building Committee.

Operations Committee

- d. Add to the policy alerting board, and the board will vote on whether a Building Committee would be established.
 3. Discussion of the need for Building Committees, their purpose, and defining what a building project is.
 - a. Recommendation to alert the board of the building project, and the board would decide whether a committee would be required. Maintenance or smaller renovations of buildings versus redesigning and new projects.
 - ii. Workflow discussion of policies was held. Superintendent will share policies.
 - iii. Superintendent will share MSMA Policy FB for comparison.
 - b. Policy [DJ](#)
 - i. Brought forward to the committee based on previous questions and to alert the committee as a review.
6. FTC Building Project Update - M. Williams & ~~Greenlaw~~
 - a. Funding is through the state.
 - b. Work completed by whom and when?
 - i. Vining is scheduled to complete the project, as they had been working on a previous project as well.
 - c. Space needs to be alleviated by this project and changes
 - i. FTC has been able to purchase needed equipment through bonds and grants written by the Director.
 - ii. The history of the project was given, and the steps taken so far.
 - iii. Additional parking spots are in the plan going forward.
7. Central Office Location - Elkington
 - a. Current MBC space needs
 - i. MBHS and FTC both are in need of additional spaces for student program needs along with office and meeting space for social-emotional work with students.
 - b. Concerns regarding the present location of the central office
 - i. Safety concerns bringing visitors into MBC
 - ii. Accessibility issues for the public
 - iii. Current space needs for present staff as Business Office-side is a little cramped
 - c. Can we look at alternatives:
 - i. Leased space (ESSER 3)
 - ii. Purchase (ESSER 3)

Operations Committee

- iii. Combination planning w/FTC future space needs (ESSER 3)?
 - 1. 9-12
 - 2. 6-8
- iv. Next steps?
 - 1. Continue discussions & Planning or not for this year?
 - 2. Bring back ideas & info next mtg:
 - a. Consensus from the committee was to bring forward alternative options: space on campus, pre-existing space in the area, or are we looking at new construction?
 - b. What programs and services do we need to/have to offer if the space was available. Superintendent will share this info.

Meeting ran out of time.

- 8. 10 Year Building & Grounds Plan - Elkington-postponed
 - a. Needs to be created
 - b. Completed by March 2022
 - c. Includes:
 - i. Wear & Tear
 - ii. Upgrades
 - iii. Storage
 - iv. Fields
 - v. Law
 - vi. Other?
- 9. Strategic Planning-postponed
 - a. Key Concepts for review?
 - b. OC Member representation?
 - i. Need one permanent member
 - c. Other?
- 10. Developing Leaders from within - Elkington-postponed
 - a. Hard to hire and find staff, especially "leads"
 - b. Need to look at differing structures and training options
 - c. Draft structure adjustments for next meeting
- 11. Future Agenda Items
 - a. Elect Committee Chair
 - b. Schedule Building Visits by committee-postponed to next meeting.
 - i. Where?

Operations Committee

- ii. When?
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 - 6. Other?
- d. Strategic Planning-postponed
 - i. Key Concepts for review?
 - ii. OC Member representation?
 - 1. Need one permanent member
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- e. Developing Leaders from within - Elkington-postponed
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