

# Operations Committee

## Minutes

September 7, 2021

5:00 - 6:00pm

The Forum, Mt. Blue Campus

Committee Members: Doug Dunlap, Scott Erb, **Cherieann Harrison**, Gloria McGraw, Josh Robbins

Members Absent: **Cherieann Harrison**

Other Board Members Present: Kirk Doyle, Lisa Laflin, Libby Kaut

Staff: Chris Elkington, Laura Columbia, Bill Greenlaw

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1. Call meeting to order
  - a. 5:06 pm
2. Elect Committee Chair
  - a. Doug Dunlap shared that he was no longer able to serve as committee chair due to other roles he is serving on for RSU 9.
  - b. Motion was made by Josh Robbins to nominate Cherieann Harrison for chair. There were no other nominations.
    - i. All were in favor of Cherieann Harrison.
3. Review [approved minutes](#) from the last meeting
  - a. No comments
4. Schedule Building Visits by Committee
  - a. Where?
    - i. A previous discussion had the committee visiting all schools.
  - b. When?
    - i. In previous years they were scheduled during breaks, in order to not disrupt the schools. Superintendent Elkington shared that visiting schools during the school day is positive and would not disrupt school.
    - ii. A discussion was had regarding visiting a variety of buildings. And how all of the buildings play into our long term plan.
    - iii. Cherieann Harrison will contact board members and admin for possible times to then create and send out a proposed schedule for visits.
5. [Summer Project Update](#) - Greenlaw

## Operations Committee

- a. Summary of the updates were given.
  - b. A discussion was had regarding the use of the bidding process for various services/projects completed.
6. COVID-19 Planning - Columbia
- a. Review - [RSU 9 COVID-19 Handbook](#)
    - i. A quick review of the handbook was had, as well as what the process will be for educating staff and families. If more questions come up, this will be added to a future agenda.
  - b. 10 Year Building & Grounds Planning - Elkington
    - i. Will need to be created hand-in-hand with RSU 9 Strategic Plan
    - ii. Completed by March/April 2022
      1. Why?
        - a. Assist with 22-23 Budget
    - iii. Includes:
      1. Building wear & tear
      2. Mechanical Upgrades
      3. Middle School
      4. Bus Garage/Superintendent's Office
      5. FTC
      6. Storage
      7. Fields & Grounds
      8. Law Changes
        - a. Ventilation
        - b. Water
      9. Discussion:

Reviewing energy efficiency and our thumb print on the environment was brought up as an addition to consider when moving forward with planning.

Superintendent Elkington shared that it is not listed, but should be as it is something he is looking at when looking at potential space for a central office. Not having to build new. He added to the discussion that three possible needs to consider for longer range, future space needs are: FTC, Bus Garage and Central Office. Is there a space in Farmington that could be converted for all three to share use?
7. Strategic Planning - Elkington
- a. OC Member representation?

## Operations Committee

- i. If board approves plan will need one permanent member
    1. First scheduled meetings: September 22, 6:00 pm, place to be determined, second meeting is scheduled for September 29.
  - ii. Cherieann Harrison volunteered to be the permanent member representing the Operations Committee. This was approved by the committee.
8. Mt. Blue Campus "Space Needs"
  - a. Specifics  
Superintendent Elkington shared present, short-term needs at MBC.
  - b. Short-term Move Superintendent's Office  
Leased-space for the central office, sped directors and possibly Maintenance & Operations would buy us some time to plan larger scale and could be paid for with ESSER 3 Funds for 30-34 months.
  - c. Long-term TBD  
Through the development of a ten year building & grounds plan.
  - d. The committee agreed to move this idea forward to the full board. That any board member with any further questions to email Superintendent Elkington and CC Cherieann Harrison.
9. Schedule a "Special" Operations Committee Mtg. Tuesday, Sept 21st
  - a. Not needed as will be on Board Agenda  
Not needed as item 8 is being moved to the next board mtg.
10. Future Agenda Items
  - a. Operations Committee priorities to move forward to strategic plan.
  - b. A section of the meeting that is addressing urgent matters, and a section for long term goals.
  - c. RSU 9 Organizational Changes
    - i. Developing Leaders from within
    - ii. Hard to hire and find qualified staff, especially "leads"
    - iii. Need to look at differing structures and training options
    - iv. Draft structure adjustments for consideration