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| <b>Operations Committee Meeting</b> | <b>Date: November 12, 2019</b><br><b>Location: District Educational Services Center</b>   |
| Members Present                     | Chair: David Striebinger<br>Members present: John Dowling, William Smith, (by phone)  |
| Others Present                      | Christina Gwozdz, Cathy Robine, Earl Campbell, Melvin Campbell, Robert Oetting, Alice Walton, Wendy Cartledge, Bryan Ryman, and Rachel Jones from the Island Packet   |
|                                     | Meeting called to order a 4:30pm.   |
| Action Item                         | <b>Motion to Approve the Agenda</b>   |
| Highlights                          | <b>Mr. John Dowling made the motion to approve the agenda. The motion was seconded by Mr. William Smith. The motion passed 3/0.</b>   |
| Action Item                         | <b>Public Comments</b>  |
| Highlights                          | <b>No Public Comments</b>   |
| Action Item                         | <b>Approval of the Committee Meeting Minutes</b>  |
|                                     | <ul style="list-style-type: none"> <li>September 11, 2019</li> <li>October 8, 2019</li> <li>October 14, 2019</li> </ul>   |
| Highlights                          | <b>Mr. John Dowling made the motion to approve the September 11, 2019 Committee Meeting Minutes, the October 8, 2019 with the removal of the statement, "late arrival by William Smith's name", and the October 14, 2019 committee meeting minutes. The motion was seconded by Mr. William Smith. The motion passed 3/0.</b>  |
| Action Item                         | <b>Annual HR Report</b>   |
| Highlights                          | <ul style="list-style-type: none"> <li>Ms. Alice Walton and Robert Oetting reviewed the recommended changes that were made to PE7 – Facilities.<br/>1.3 – add: Provide at an <i>interval recommended by the Operations Committee or at a minimum quarterly.</i><br/>1.4 add: <i>Operations Committee</i> (from Board).</li> </ul> <p><b>Mr. John Dowling made the motion to recommend to the full Board the changes to PE 7. 1.3 and 1.4. The motion was seconded by Mr. David Striebinger. The motion passed 2/0. (Mr. William Smith was absent from the vote.)</b></p>  |
| Action Item                         | PE5: Human Resources  |
| Highlights                          | <ul style="list-style-type: none"> <li>Ms. Alice Walton presented the Annual Human Resources Report. The report covers the following PEs.<br/>P.E.5.A.1 – Employee Recruitment Report<br/>P.E.5.A.2.3 – Employee Retention Report and Employee Retention Improvement Report<br/>P.E.5.A.4 – Employee Exit Interview Report<br/>P.E.5.A.5.6 – Nepotism<br/>P.E.5.B.4 – Employee Grievances<br/>P.E.5.C.1.2 – Evaluate All Staff<br/>P.E.5.C.3 - Recognize Excellence<br/>P.E.5.C.4 - Recognize Support Staff Person and Teacher of the Year<br/>The committee decided to delay action so that they can have time to review and to ask any questions and they will meet again.</li> </ul> |
| Action Item                         | Arrest Monitoring/Credit Check  |
| Highlights                          | <ul style="list-style-type: none"> <li>Ms. Alice Walton shared that staff is ready to implement the credit check for employees working with money. Financed established the criteria for the standards. The RFP has been finalized. The staff will bring the process and recommendations for implementing this to the board. The random background check for all employees is not ready for implementation yet.</li> <li>It was recommended by the committee that this topic be moved to a work session in April for the full Board's input.</li> </ul>   |

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| Action Item      | <b>River Ridge Mascot</b>  |
| Highlights       | <ul style="list-style-type: none"> <li>Mr. Brian Ryman, principal of River Ridge Academy, brought recommendations and suggestions that his students and staff have recommended for their logo. The feedback from the three presentations were they like the incorporation of the current River Ridge Academy Crest in the shield of the 'Raider". All groups like the image of the knight as they felt that it made sense with the current crest which resembles a shield that incorporates two swords. There was concern by Board members about using the swords at an Elementary School level.</li> <li>Mr. Ryman agreed to come back with additional recommendations based on the feedback from the committee.</li> </ul> |
| Action Item      | <b>Administrative Regulation SS-50 Suicide Prevention</b>  |
| Highlights       | <ul style="list-style-type: none"> <li>Mr. Dowling requested that this discussion be moved to another meeting because of the potential length of the discussion. The committee will plac this topic on another agenda.</li> </ul>  |
| Action Item      | <b>Referendum Impact</b>   |
| Highlights       | <ul style="list-style-type: none"> <li>Robert shared that the passing of the referendum has impact on the 10year plan. Any referendum projects will now be removed from the CIP and the dollar amount will be reduced.</li> <li>Robert Also shared the paper project management plans, (or timeline) with the committee on all of the projects and board actions.</li> <li>Robert also stated that administration is waiting on the hiring of the Bond Counsel and the Finance Advisor for moving forward.</li> <li>A RFP will go out on asking contractors for proposals on what they would recommend for staffing on a referendum this size.</li> </ul>  |
| Information Item | <b>County Swimming Pools Update</b>  |
| Highlights       | <ul style="list-style-type: none"> <li>Robert Oetting shared that the county has a county pool advisory and their recommendations. We have MOUs with the county. Battery Creek High, Beaufort High, and M.C. Riley. The M.C. Riley is in the most need of work. The advisory group stated that with limited funds, they should concentrate on the M.C. Riley pool, since that one needs the most work.</li> <li>This was just an update. No action is needed from the Board.</li> </ul>  |
| Information Item | <b>Future Topics</b>   |
| Highlights       | <ul style="list-style-type: none"> <li>HR – Choices for Budget</li> <li>St. Helena Gym</li> <li>Start Times – Survey</li> <li>CIP</li> </ul>   |
|                  | The next meeting – to be determined.   |
|                  | The next meeting is scheduled for December 11, 2019 beginning at 3:00.   |
| Adjournment      | The meeting adjourned at 6:00pm  |

(Signature on Official File Copy) \_\_\_\_\_  
David Striebinger, Board of Education Operations Committee Chair  
Minutes prepared by Robyn Cushingberry, Executive Assistant

Date: December 11, 2019