

Operations Committee Meeting	Date: December 17, 2019 Location: District Educational Services Center
Members Present	Chair: David Striebinger Members present William Smith, John Dowling
Others Present	Earl Campbell, Richard Geier, Staff: Alice Walton, Robert Oetting, Wendy Cartledge, Jim Foster Dave Grissom, Alexander Marshall Community Members: Rachel Jones from the Island Packet
	Meeting called to order a 3:00pm.
Action Item	Motion to Approve the Agenda
Highlights	Mr. William Smith made the motion to approve the agenda. The motion was seconded by Mr. John Dowling. The motion passed 3/0.
Action Item	Motion for Executive Session
Highlights	Mr. John Dowling made the motion to move into Executive Session for the purposed to discuss the Security Project Priority List. The motion was seconded by Mr. William Smith. The motion passed 3/0. Committee members went into Executive session at 3:10.
Action Item	Open Session – 3:40 p.m.
Highlights	Mr. John Dowling made the motion that the Security presentation be brought to full Board without recommendations from the committee. The motion was seconded by Mr. William Smith. The motion passed 3/0.
Action Item	Architect Contracts
Highlights	<ul style="list-style-type: none"> • Robert Oetting presented a standard broiler plate contract that is used from the AIA Contract services. All contracts are based on the AIA documents. • Robert stated that the highlighted yellow areas are where there were changes made to the contract based on specific items. Most school districts and most construction projects use an AIA format. • Bick Halligan is currently reviewing are current contracts. • The purpose was to reduce the amount of time spent in Executive Session on reviewing the documents. • Robert stressed that the Project Managers make sure that each phase of the work is completed before the Architects are paid at each stage of the project.
Action Item	St. Helena School Gym
Highlights	<ul style="list-style-type: none"> • Robert Oetting stated that per William Smith request that a full cost estimate for renovations to the St. Helena Gym was done. The estimate amount is about 1.3million dollars. The following is what is included: <ul style="list-style-type: none"> ➢ replacement of lights ➢ replacement of gym floors ➢ renovations of restrooms ➢ office and classroom space ➢ façade work on the outside – (brick work, medal façade) Full cost about 1.3million dollars. This was put into the 8% plan to be worked on 2022. <p>Mr. William Smith made the motion to recommend to the full Board that St. Helena Gymnasium renovations be moved to FY 2021 8% fund. The motion was seconded by Mr. John Dowling. 2/1. David Striebinger voted against.</p> <p>Mr. Dowling stated that other projects could be moved to accommodate this project and asked if staff could make recommendations to reclassify other projects to make this happen.</p>

Action Item	Referendum Project Timelines
Highlights	<ul style="list-style-type: none"> Mr. Robert Oetting stated we are on scheduled with everything except with selecting architects for this summer's work. We are behind schedule with design on projects. This can be made up at the next board meeting.
Action Item	Administrative Regulation SS-50 Suicide Prevention
Highlights	<ul style="list-style-type: none"> Mrs. Wendy Cartledge presented SS-50 Suicide Prevention. Mrs. Kee Kee Swinton and others worked on updating this administrative regulation. The purpose of this administrative regulation is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The entire documents have been rewritten and updated. It also has been aligned with Board policies. Mr. Smith asked if there are any budgetary needs associated with this administrative regulation. Mrs. Cartledge will find out.
Information Item	Future Meetings and Topics
Highlights	<p>Future topics: Committee members will send to Chair.</p> <p>The next meeting – to be determined.</p>
Action Item	Motion by John Dowling and seconded by William Smith to adjourn. Motion passed 3/0.
Adjournment	The meeting adjourned at 4:20.

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

Date: January 29, 2020