Regional District 11
Addition/Withdrawal of Grades Committee
Minutes

July 17, 2017
Parish Hill Library
5:00 PM

1. Call to Order 5:12 pm
2. Roll Call

Present	Absent	
☒	☐	Matt Foster (Chair)
☐	☒	Rose Bisson (Vice Chair)
☒	☐	Stacy Foster (Secretary)
☒	☐	Sherry Smardon
☒	☐	Rod Perry
☒	☐	Jeff Clermont
☐	☒	John Burnham
☐	☒	Stephanie Harrington
☒	☐	Jennifer Nelson
☒	☐	Atty. Matt Venhorst – Arrived 5:41 pm

3. Review of Statutory Charge
   Matt Venhorst – Not present
4. Approval of minutes
   a. Motion – Sherry Smardon 2nd – Rod Perry
      Aye – Jeff Clermont, Matt Foster, Sherry Smardon, Jennifer Nelson
      Nay – None
      Abstain – Rod Perry, Stacy Foster
5. Discussion between working groups
   a. Matt reviewed the report requirements
   b. Discussion ensued on how to split the reports for the workgroups.
   c. Input from Matt Venhorst on ownership and lease arrangements for the buildings. Norfolk and Colbrook reviewed a lease arrangement whereby the buildings were leased from the towns for 25 years for $1 per year. The maintenance of the buildings remaining the responsibility of the Region for maintenance. Forming a Buildings/CIP committee of 6 people with representatives of all towns for CIP projects in excess of $100,000 and Maintenance projects in excess of $25,000.
   d. Request capital improvement plans for all buildings.
   e. Re-Request FTE staffing for CES and PHHS and student populations and projections.
   f. Look up building maintenance for the three schools.
6. Break out for Working Groups Research – Not applicable
7. Reconvene for Working Groups Updates – Not applicable

8. Presentations - None
9. Next Steps –
    a. Look at the operational procedures for potential review
    b. Begin building the background and recommendation sections of the report by workgroup.
    c. Revise Matt Venhorst's item to say Review of Statutory charge and other statutory issues
10. Agenda/Date/Time for next meeting – Thursday, July 20, 2017 at 5 pm.
11. Public Participation
12. Adjournment 6:34 pm
    a. Moved – Sherry Smardon 2nd Rod Perry
       Unanimous

Regional District 11
Addition/Withdrawal of Grades Committee
Proposed Operational Procedures - Revised

- Meeting Biweekly – Monday - per attached schedule (to be approved)
- Meeting Start time – 5 pm
- Meeting Length – 1.5 Hours Maximum
- Audience for Citizens – Public Comment at the end of the meeting - 15 minutes maximum
- Meeting Place – Parish Hill Library
- Allow Chair of the Board to appoint a stand in if the voting member of the committee is unavailable to attend.
- Final vote must be the original members of the committee.
- Participation by phone for voting member.
- Posting agenda, minutes, and committee communication are the charge of the Region 11 office. Posting to the three town clerks and all committee members.
- Quorum is a majority defined as five of nine members. The five members must include one member of each town.
- The committee requests Atty. Venhorst prepare a summary of our statutory charge to be reviewed at the beginning of each meeting.