

Policy Committee Meeting Minutes

Wednesday, May 8, 2019 @ 3:30 PM

Attendees: Denise Day, Brian Cisneros, Kenny Rotner, James Morse, Wendy DiFruscio

Visitors: Andy Lathrop, Jim Rozycki, Daniel Klein

Denise called the meeting to order at 3:35 PM.

Dr Morse asked if an additional policy EHAB – Data Governance and Security could be added to the agenda that requires adoption before July 1st. Denise agreed.

Dr. Morse opened the meeting by explaining that the facilities policy and subsequent procedure and fee schedule have been extensively reviewed and revised by Jim Rozycki, Facilities Director, and Andy Lathrop, Athletic Director and that the updated results are being shared with the Policy Committee.

Dr Morse explained that historically, ORYA was the prominent requester for facility use in the district; now we have competing request. These past events for usage prompted the District to take a closer look at the current policy and procedures for updating and clarification of language pertaining to usage.

Andy explained that there was concerns with the amount of blanket scheduling that had occurred for large blocks of time and spaces, which would result in a no show and the space could have been reserved by others. One change was to add language that sectioned out the request times by the seasons of each sport that would be playing. There was also language added that the requester of the allotted times was responsible to inform the District if the space was no longer needed.

Discussion ensued about different scenarios such as: requests by two different organizations at the same time, priority for obtaining requested time, and who oversees the scheduling and who has the final decision.

Denise brought the discussion back around to reviewing the current changes that will answer some, if not all of the above inquires.

Time limit for use of facilities was changed so that it would allow for custodians to be able to clean the areas that were used. Clarification was given for usage under the Community/Municipality heading. Rental Priority heading was changed to "Use" Priority with an update/revision to the current list. Dr. Morse mentioned that there was a revision to the wording surrounding the Turf and track field, and that a yearly lump sum fee would be charged to each organization to help maintain and care for the turf field and track.

Questions were raised about the possibility of Porta Potties. Andy explained that the service building is available for use. Jim Rozycki stated that there was a prior attempt to bring in Porta Potties, but it was unsuccessful.

There was additional discussion and questions asked and answered.

Kenny asked if a statement could be added that if an organization requests space, and then finds out that the space is not needed that it is there responsibility to contact the District and could result in the loss of use for them.

Policy KF, Procedure KF-R and KF-R1 will be revised and sent back to Policy at their next meeting.

Jim Rozycki, Andy Lathrop and Dan Klein left the meeting at 4:45PM.

Policy EHAB - Dr. Morse explained that Policy EHAB is a required policy that has been reviewed by legal council through NHSBA and also by Josh Olstad. Denise agreed to let it go as is for a first read, but if the Board had additional questions or concerns it would be brought back to the Policy Committee at their next meeting for further discussion.

No additional questions or comments.

Meeting ended at 5:00 PM – Next meeting June 12, 2019.

Respectfully submitted,
Wendy L. DiFruscio