

Effective and Efficient Operations Committee
Minutes October 7, 2015 at 3:30 PM in District Conference Room

Attendees: J.Walter, T.B-Beniak, J.Horton, B.Drewis, B.Hoppe, Laack, J.Douglas, J.Kramer, Passow, S.Morgan
Absent: K.Barker

Communication

- Skyward – Updates are going well. Questions should be directed to J.Rucker in the district ofc. Principal Jeff Horton is following up with staff on assignment piece of the website.
- Website – Comments reviewed from suggestion box. All comments have been addressed with roll out of new website.
- On-line payment – Going well. We are able to process refunds electronically as long as fees or payment is made with a credit card.

Student and Employee Safety – Safety committee is meeting in Mid Oct.

Facility and Equipment Planning and Maintenance

- Pre-K - 4 building – Finishing touches are being made. Playground is finished. Sod is coming in well and has been mowed. Signage has been ordered for directional purposes.
- 5 - 12 Building – Phase 2 plans go out for bid soon.
- Facility Rental – Document is currently being reviewed with new spaces added. Current brochure is available on the website.
- Fitness Center – Now Open 3:30-5:30pm for students with supervision and 6:00-9:00pm for staff. Elem staff should request a swipe from the district office.

Food Service

- Breakfast – Going well. . Some kindergarten students are still not getting to class until 8:30 staff is working with that.
- School Lunch – Supervisor position is currently open again.
- Application for School meals – We are currently down 7% from last year. District office to followup on the form format. Can we make it easier to fill out. Can we have forms printed off and available during conferences.

Student Transportation

- Busing – Going well. Shuttles are working out well.

Academic Calendar and Scheduling

- 2015-16 Calendar – Board will review in October for any updates.
- 2016- 17 Calendar – 3 staff days will be added for August. Students first day will be Sept 6th for 7-12 and Sept 9th for elementary. Calendar committee met on a draft proposal.

Staffing levels

- Technology – Taylor Bauman has accepted a position outside of the district. Aaron will assume higher level needs/operational requests. We currently have a open position to fulfill day to day requests.

Financial Management:

- Financial information – Audit has been completed.

Technology Planning and Funding:

- Update on technology – Committee meeting is mid October.

Staff Benefits and Compensation

- Monitor Compliance – ACA compliance is currently in the works. B.Drewis has several meetings in the coming weeks.

Sub processes and Bank Time

- TOC - Going Well

Legislative issues – Tammy currently met with Senators and Legislators to discuss current needs. The meeting went well.

Next meeting: Wednesday, November 4 at 3:30 PM