

Regional School District 13
Board of Education
Policy Committee
Minutes of the meeting of Thursday, September 13, 2012

The Policy Committee of Regional School District 13 met on Thursday, September 13, 2012 in the Board Room at the Regional School District 13 Central Office.

Committee members present: Mrs. Adams, Mrs. Buckheit, Mrs. Flanagan and Mr. Hicks.

Administrator present: Mrs. Viccaro

Mr. Hicks called the meeting to order at 8:12 a.m.

The agenda was unanimously approved.

Mr. Hicks welcomed Mrs. Buckheit as a member of the policy committee.

Use of District Property (Concession Stand) – Mr. Hicks outlined the situation regarding the concession stand and where the Committee is at this time. Mrs. Viccaro and Mrs. Adams added to the discussion. The directive to the athletic director was to organize the clubs together and form one booster club to be the operator of the stand. Mrs. Buckheit suggested that the umbrella organization be developed to oversee the concession stand.

Mrs. Adams suggested that a policy be developed that will specify the umbrella organization that will operate the stand, carry insurance, file an annual application and distribute funds equitably among all of the sports. Mrs. Adams mentioned that the policy might include selecting a group each year who is 501(c)3, have insurance and have the ability to provide a quality service, personnel, history of working in the district. Mrs. Buckheit asked if we should include where the funding is going. The committee agreed that this would be part of the application. Mrs. Viccaro also added that appropriate licensing should be provided. Mrs. Adams continued that a point system might be developed to aid in choosing a concession stand provider.

The list should include but not be limited to:

5 Points - Local umbrella organization, fund distribution, list of dates to operate the booth
3 Points – Equipment, insurance, license/permit, personnel, historical performance, 501(c)3 status

It was agreed that a five-point scale should be used with a score of five fulfilling all the requirements. The scoring will be accomplished by the administration. The intent of the policy is to ensure that the entity operating the booth will perform in an appropriate manner.

FMLA and Administration of Medication – There was significant discussion but no

action will be suggested. Further clarification is necessary in order to make an informed decision.

On a motion by Mrs. Adams and seconded by Mrs. Buckheit, the Policy Committee unanimously approved to adjourn at 9:31 a.m.

Respectfully submitted,

Norm Hicks

Norm Hicks, Chair