

Chebeague Island School Committee Meeting Minutes

Tuesday, February 6, 2018

Call to Order

The School Committee Chair was not in attendance at the start of the meeting, but a quorum was present, and Jen Belesca was approved by the School Committee to run the meeting. The meeting was called to order at 5:07 pm by Jen Belesca. Present: School Committee members Courtney Doughty, Jen Belesca, and Stephen Todd (Suzanne Rugh was excused tardy); school staff Superintendent/Principal Mike Pulsifer and Pre-K Teacher Nancy Earnest; Town Manager Marjorie Stratton and Board of Selectmen member Jay Corson; and guest Peter Hall (auditor). David Brunner (architect) took part in the meeting at 7:02 pm via a telephone call.

Flag Salute

The Pledge of Allegiance was recited.

Approval of Agenda

A motion was made by Courtney Doughty and seconded by Stephen Todd to approve the agenda as written, but with one change; to move Agenda item 9a - 2017 Audit Report to be beginning of the meeting to allow the auditor to give his report and still make the 6:15 ferry to the mainland. The motion passed 3-0 to approve the agenda with one change.

Approval of Minutes

A motion was made by Stephen Todd and seconded by Courtney Doughty to approve the meeting minutes of January 16, 2018 as written. The motion passed 3-0.

Correspondence

None

Public Comment

None

Reports

School Committee Chair: None

Superintendent/Principal: Mike Pulsifer reminded the School Committee of some meetings coming up: February 7th at 6 pm with the Board of Selectmen for a budget discussion; February 13th at 7 pm with the Planning Board for a discussion on the school renovation plans (David Brunner will be at the meeting); and on February 20th the School Committee regular meeting will begin at 5 pm instead of the normal 6 pm due to the long agenda. Mike also informed the SC that Channel 13 came to CIS last Friday, February 2nd and will plan on airing their story about our school and other Chebeague Island topics in the near future. And finally, Mike informed the SC that a new student will be starting school at CIS in grade 2 soon.

Old Business

School Renovation: The School Committee received six applications from construction companies that wanted to be pre-qualified for the school renovation project bidding. During this agenda item a telephone call was made to David Brunner (architect) in Seattle, to allow a

conference call between David and the SC about the different bidders. References were obtained on the bidders, and each company's individual references were reviewed. After discussing them at length, the following companies were approved by the School Committee to move forward in the bidding process: Wright-Ryan, Warren, Great Falls and Ducas. No decision was made on Gordon's or Doten's, as more information was needed, and their qualifying status will be decided upon at another time. It was agreed to have David double check the four approved companies with the Department of Education to hear if the DOE had any comments for us on the bidders.

New Business

2017 Audit Report: Peter Hall from Smith and Associates in Yarmouth was present at the School Committee meeting to review the town's 2017 audit report. The School Department is a department within the town, but is still required to have an annual audit report presentation as per Department of Education regulations. Peter reported that his firm gave the town and school a clean audit opinion, finding no issues, and said the town and school are performing well financially. As he went through the report he answered questions brought up by the School Committee during his presentation. Peter did offer three suggestions for the town and school to consider for future financial planning:

- Try to switch from the current TRIO accounting system to one that aligns better with the Maine Department of Education in Augusta (like NEO or ABS),
- Consider tracking the school department as a separate entity financially from the town. Right now the school budget is one department of the town, and separating the two could more clearly show financials,
- Three lines of the School Department budget were overspent in 2017 (Special Education, Guidance and Food Service) but overall the total school budget was underspent. Peter suggested adding more funding to the three overspent areas for future budgets. Mike Pulsifer informed him that the current budget (2018) does have more funding in those areas.

2018/19 Budget: The School Committee reviewed the many cost factors that are included in the school budget, and a discussion was held on each trio area and the impact it might have on the overall budget. Items specifically discussed were as follows: health insurance costs, debt payments, enrollment projections, tuition and MAT projections, ferry costs, salary estimates and projected state subsidy as shown on the preliminary ED 279. Many comments were shared and the SC gave Mike directions on making changes to different trio categories. An updated spreadsheet will be provided for the School Committee's review at the next meeting.

First Reading of Policies: Suzanne Rugh motioned and Stephen Todd seconded to approved policy JFC Dropout Prevention Student Withdrawal from School as a first reading. The motion was approved 4-0.

Other Business

Warrant #15 was reviewed and approval was authorized for the warrant.

Adjournment

Stephen Todd motioned and Courtney Doughty seconded to adjourn the School Committee meeting at 8:10 pm. The motion passed 4-0.