

# **Chebeague Island School Committee Meeting Minutes**

## **Wednesday, August 23, 2017**

### **Call to Order**

The meeting was called to order at 5:03 pm by Chairperson Jeff Putnam. Present: School Committee members Jeff Putnam, Stephen Todd, Suzanne Rugh and Courtney Doughty (Jen Belesca was excused absent); school staff Superintendent/Principal Mike Pulsifer and Pre-K teacher Nancy Earnest; and Architect David Brunner.

### **Flag Salute**

The Pledge of Allegiance was recited.

### **Approval of Agenda**

A motion was made by Suzanne Rugh and seconded by Courtney Doughty to approve the agenda as written. The motion passed 4-0.

### **Approval of Minutes**

A motion was made by Stephen Todd and seconded by Suzanne Rugh to approve the meeting minutes of June 20, 2017 and July 18, 2017. The motion passed 4-0.

### **Correspondence**

Mike Pulsifer shared a letter he had sent to the Chebeague Recreation Center Board. The letter requested permission to utilize the CRC for classes during school construction if the renovation referendum is approved. He has not heard back yet from the CRC Board.

Mike also informed the School Committee that the 2016/17 Summer Newsletter has been mailed out to parents. Meredith Beaupre did a great job organizing and publishing this newsletter.

Suzanne Rugh shared an email she received from Eldon Mayer about a near-accident between a bicyclist and a car. She said that Eldon asked her if any type of bike safety is done by the school. Suzanne said that she returned his email letting him know that the school and CRC both do some bike safety with our island students, but there was nothing done for summer visitors.

### **Public Comment**

None

### **Reports**

School Committee Chair: None

Superintendent/Principal: Mike Pulsifer updated the School Committee with our final budget expenditure spreadsheet from 2016/17. Later in October there will be an agenda item for the SC to consider putting funds into designated accounts for School Department business.

Mike also informed the SC about a workshop that the CIS teachers had with the Long Island teachers on August 15<sup>th</sup>. The purpose of the workshop was to refine scoring on student writing and to make final recommendations on the 2017/18 teaching and specials schedules.

Mike also updated the School Committee that Ed Tech III Jessica Ireland had resigned. Mike is in the process of interviewing for a replacement, and he is hopeful to have one by the beginning of school.

And finally, the School Committee needed to take an updated photo for the website, and that was done and will be put up on our site.

### **Old Business**

CTC Contract: A discussion was held on the language and coverage of the current contract, and after reviewing the 2016/17 contract, it was suggested to change a few things and meet with CTC about them. A motion was made by Suzanne Rugh and seconded by Stephen Todd to give authority to the Superintendent to reword the new contract with CTC and sign that agreement. The motion passed 4-0.

CIS Renovation: Architect David Brunner was in attendance and he went over some updates for the School Committee to consider as they move forward to the referendum. Dave gave an update on the look ahead to the steps needed to get to a construction start date. He spoke with Jim Harford and Valerie Chiang, staff architects who work under Scott Brown at the State of Maine Department of Education. As the project will utilize local funding exclusively, the state review process is fairly limited. Prior to bidding, the project will require the following two things:

- Pre-qualification of general contractors. This establishes a list of qualified contractors that would be allowed to bid on the project. The State has an existing list of already pre-qualified companies that can be reviewed and selected from, or we could solicit other interested contractors not already on the list to go through the qualification process for this project. This can be done as an entirely local process, where the school would take sole responsibility for it, or the school can follow the State guidelines and utilize their review help and administrative backup. Dave will investigate further to determine pros and cons in order to recommend what may work best for CIS. The State pre-qualification process typically takes 4-6 weeks to complete.
- Plans review and approval by the State Fire Marshall's office for life safety and accessibility compliance. Dave spoke with the plans reviewer there and they estimate this to be a 2 to 4-week review period.

The two items may be able to be done concurrently. Jeff Putnam encouraged contacts be made with general contractors as soon as possible in order to determine levels of interest and insuring a good bid pool. Dave will compile a more detailed schedule with a target construction start date of approximately April/May of 2018, along with a design services proposal to complete the bidding and construction documents. This should be done for the second School Committee meeting in September. Dave noted that it would be a tight timeline to get construction going in April if the referendum passes on November 7<sup>th</sup>, but hopefully it would be doable.

Jeff Putnam reviewed a recent Board of Selectmen meeting he attended and the discussion that was held during that BoS meeting about the financial data and date for the referendum. After that meeting it was noted that additional renovation data was shared with the BoS. It was also discussed that at least one public forum will need to be scheduled prior to the vote, and that topic should be placed on the next School Committee meeting for discussion.

Part-time Spanish Teacher: Mike Pulsifer updated the School Committee on the progress of hiring a new part-time Spanish teacher. He is hopeful to have a candidate for the School Committee's approval by the next meeting. He also reviewed a proposal he had to begin offering Technology education classes to our students. After a discussion, it was agreed that offering Technology education would be beneficial for our students. A motion was made by Suzanne Rugh and seconded by Courtney Doughty to create a new part-time Technology teacher position at CIS. The motion passed 4-0.

### **New Business**

Chebeague Island School Department Technology Plan – First Reading: A copy of the updated Technology Plan was reviewed by the School Committee. This plan was updated by the Policy Committee earlier in July. A motion was made by Courtney Doughty and seconded by Stephen Todd to approve the first reading of the updated CISD Technology Plan. The motion passed 4-0.

Resignation of Part-time Music Teacher: Mike Pulsifer shared the resignation letter of part-time music teacher Jocelyn Carr. It was noted that she took a new full-time position in another district. A motion was made by Suzanne Rugh and seconded by Stephen Todd to accept the resignation of part-time music teacher Jocelyn Carr. The motion passed 4-0.

### **Other Business**

Warrant #3 was reviewed and approval was authorized for warrant.

### **Adjournment**

Courtney Doughty motioned and Stephen Todd seconded to adjourn the School Committee meeting at 6:20 pm. The motion passed 4-0.