

## **Chebeague Island School Committee Meeting Minutes Tuesday, September 4, 2018**

### **Call to Order**

The meeting was called to order at 6:05 pm by Chairperson Jeff Putnam. Present: School Committee members Jeff Putnam, Suzanne Rugh, Courtney Doughty and Stephen Todd; school staff Superintendent/Principal Mike Pulsifer and Pre-K teacher Nancy Earnest; and guests Architect David Brunner and Town Manager Marjorie Stratton.

### **Flag Salute**

The Pledge of Allegiance was recited.

### **Approval of Agenda**

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

### **Approval of Minutes**

A motion was made by Suzanne Rugh and seconded by Jeff Putnam to approve the School Committee meeting minutes of August 21, 2018 as written. The motion passed 4-0.

### **Correspondence**

Mike Pulsifer informed the School Committee that the Maine School Board Association had sent out an email informing everyone that a School Board Delegate Assembly will be meeting on October 24<sup>th</sup> in Augusta. If anyone is interested in serving on that assembly, please let Mike know. He will forward information he received from the MSBA to the SC for their review.

### **Public Comment**

None

### **Reports**

School Committee Chair: Jeff Putnam said that he had a date of October 20<sup>th</sup> for a joint School Committee meeting with Yarmouth, and asked if that date works for all. After discussion, it was agreed to confirm the October 20<sup>th</sup> date. He asked Mike Pulsifer to contact the Yarmouth Superintendent to firm up plans for that workshop in Yarmouth.

Superintendent/Principal: The Policy Committee meeting schedule was shared and each School Committee member agreed to serve on one of the committee meetings each month for the first five months. The meetings will begin at 5 pm and conclude at 5:50 pm. The scheduled assignments are as follows: September 18 – Jeff Putnam, October 16 – Suzanne Rugh, November 20 – Courtney Doughty, December 18 – Stephen Todd and January 22 – Jen Belesca.

Mike Pulsifer shared that the first day of school was a positive one, and the students and teachers were all excited to be back at school. They all liked their new rooms at the Chebeague Recreation Center as well, and the move into the facility was almost complete.

Mike Pulsifer also announced that our Cook/Custodian Laura Summa had resigned, and a copy of her resignation letter was in the School Committee packets. Mike is hopeful she will reapply when the renovation concludes and we once again need a Cook/Custodian position.

### **Old Business**

School Renovation Update: Architect David Brunner was in attendance, and he shared information with the School Committee on the current progress and work. Some points he highlighted were as follows:

- Work continues to go smoothly, and there are no serious problems.
- The under slab plumbing work is underway.
- The new rear addition framing is underway and almost complete, and the window installation is almost done. The siding and roofing will be done in the next week or so.
- David reviewed all of the Change Orders approved or suggested so far, there were 13 of them reviewed. We have spent approximately \$7,000 on changes, after factoring in refunds we received from vendors or the construction company.
- The next construction meeting with Ducas will be on Tuesday, September 18<sup>th</sup>.

David shared that flooring colors and patterns need to be determined. The School Committee reviewed some patterns and colors and made selections. Mike Pulsifer will share some information with the teachers and solicit their feedback as well. David also shared the most recent certificate for payment by Ducas in the amount of \$177,216.72. He noted that we are approximately 30% through the work so far.

David also said that the drain in the mechanical room was found to go to a dry well. Based upon that finding, he suggested that the School Committee should consider replacing the current oil tank with a double walled tank as recommended by the Planning Board. David said he would get more information for the School Committee on that change.

Mike Pulsifer shared an outline of the current designated Capital Improvement funds. He noted the School Committee has approximately \$44,369 left from its current CI fund. In addition, he noted that undesignated funds from 2016/17 in the amount of \$55,205 still need to be designated, along with any leftover funds from this past 2017/18 year. We will not have that exact 2017/18 amount until after the October audit. We still have to cover expenses for the BAN interest, storage rentals, and moving back into the school costs. In addition, he noted the School Committee may want to consider costs for a new double-walled oil tank, a generator, or a 400 amp electrical system. A general discussion was held by the School Committee on the various extras that might be considered or needed. It was agreed that David Brunner will put together a list of extras with approximate costs for the School Committee to review at a future meeting.

David also shared that during the renovation project several areas of water prevalence had been discovered and the School Committee determined that it was the right time to explore and address the situation. After discussion, Suzanne Rugh motioned and Courtney Doughty seconded to authorize the Superintendent to hire a company to investigate this and to pay for it from the Capital Improvement fund. The motion was approved 4-0.

Student Numbers and Class Sizes for 2018/19: Mike Pulsifer informed the School Committee that three new students moved into school today, in grades Pre-K, Kindergarten and 4<sup>th</sup> grade, and those three students bring our CIS total student count to 25 as of today. In addition, there are 34 students enrolled in grades 6-12 in Yarmouth. The SC was also informed that one student going to Yarmouth may decide to go part-time, or not at all due to being homeschooled. Mike also noted that we now have two students enrolled who are Pre-Kindergarten aged. He asked the School Committee if the current plan to have Pre-K stay in the K-2 classroom would continue, or would they like to initiate a separate Pre-K program along with its teacher for the year. A lengthy discussion ensued, but no new decisions were made. The SC asked the superintendent to get more information for them and to report back at the next SC meeting with those details.

### **New Business**

Health Insurance Coverage: Mike Pulsifer updated the School Committee that Laura Summa had some outstanding health insurance costs still at the time of her resignation, and he wanted the School Department to cover those, due to the savings the School Department would have due to her resignation. It was also noted that her exceptional work during the move out of the school in June was above and beyond the call of duty and he considered that when making this recommendation. After discussion, a motion was made by Courtney Doughty and seconded by Stephen Todd to have the School Department cover the outstanding health insurance amount of \$1,723.43 for Laura Summa. The motion was approved 4-0.

### **Other Business**

Warrant # 4 was reviewed by the School Committee and approval was authorized for it.

### **Adjournment**

Suzanne Rugh motioned and Stephen Todd seconded to adjourn the School Committee meeting at 7:43 pm. The motion passed 4-0.