

## **Chebeague Island School Committee Meeting Minutes Tuesday, April 10, 2018**

### **Call to Order**

The meeting was called to order at 6:02 pm by Chairperson Jeff Putnam. Present: School Committee members Jeff Putnam, Stephen Todd, Suzanne Rugh and Jen Belesca, (Courtney Doughty excused absent); school staff Superintendent/Principal Mike Pulsifer, Pre-K Teacher Nancy Earnest; and guests David Brunner and Claire Betze.

### **Flag Salute**

The Pledge of Allegiance was recited.

### **Approval of Agenda**

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

### **Approval of Minutes**

A motion was made by Stephen Todd and seconded by Jen Belesca to approve the School Committee meeting minutes of March 20, 2018 and the School Committee Workshop minutes of March 20, 2018. The motion passed 3-0-1 (Putnam).

### **Correspondence**

Mike Pulsifer shared a letter from the Department of Education he received informing the School Department that our submission of the new CIS Technology Plan was approved by the DoE.

### **Public Comment**

None

### **Reports**

**School Committee Chair:** Jeff Putnam reviewed the upcoming School Committee meeting schedule, and after discussion, it was agreed that the next scheduled meeting on April 17<sup>th</sup> will be canceled and the next meeting of the School Committee will be on Tuesday, May 1<sup>st</sup>. As there will be lots to discuss, he suggested having the May 1<sup>st</sup> meeting start at 5:00 pm instead of the usual 6:00 pm start time. All were in agreement to start the meeting at 5:00 pm on May 1<sup>st</sup>.

**Superintendent/Principal:** Mike Pulsifer reported that our 3<sup>rd</sup> – 5<sup>th</sup> grade students have been taking the mandated Maine Educational Assessment (MEA) for the last two weeks, and are finally done. MEA results should be back to us in late summer or early fall. There is another section on Science that our 5<sup>th</sup> graders will need to take in late May. Mike also informed the School Committee that we have another 2<sup>nd</sup> grader coming from Florida who will be enrolling at school after the April break. In addition to that new enrollment, he informed the SC that we will have two new CIS students next year who are moving to Chebeague Island. We will also have one additional HMS student next year and one more at YHS from planned summer moves to the island. Mike has been

in contact with those parents about the additions for next year. Mike also said the teachers are working on the 2018/19 recommended school calendar and he should have a draft for the SC to review in the near future. Mike also suggested that the SC consider shortening the student days this year from 176 to 175 and have the students' final day be an early release day on Thursday, June 21<sup>st</sup>. He recommended to have the teachers work that afternoon and also on Friday, June 22<sup>nd</sup> (their 183<sup>rd</sup> day as per contract). The teachers would use that time for packing for the move. Mike said he will approach the SC about this again after more details are firmed up. And finally, Mike received our 2018/19 Anthem Blue Cross insurance rates for next year, and he shared those rates with the SC. We are under budget on our insurance projections, which is good news.

### **Old Business**

School Renovation: David Brunner reviewed that morning's pre-bid meeting he held at the school with interested general contractors. Four companies were present for it; Ducas, Doton, Great Falls and Wright-Ryan. David shared with them specifics of the renovation, he then gave a tour of the grounds and building to the contractors, and answered questions they presented.

David informed the School Committee that we still have a few more permits to get secured from the State Fire Marshall, but those should be approved very soon. He plans on getting those approvals, and then meeting with the Chebeague Island Code Enforcement Officer to finalize the building permits. David said he found out that the multi-purpose room at school will need an additional exit doorway to get permitting approval. David said he still needs to get final approval of the finished plans from the Chebeague Island Planning Board, but he does not see any problems securing that approval. He also informed the SC that the planned attic storage was approved.

After David's presentation, a discussion was held on student safety during construction, and it was recommended by David and Claire to set up a protective fence around the construction site. The School Committee agreed with this precaution.

Claire Betze was in attendance at the School Committee meeting and she reviewed the Hazardous Materials report that was completed by CES, Inc. Claire noted the following:

- Asbestos was found in the floor adhesive under the tiles in the main hallway, in the main office floor adhesive, and in the flooring adhesive of the kitchen and small closet off the hallway. No asbestos was found in the tiles themselves. A representative from Cazzoza Tile recommended that we could go over the hallway tiles without disturbing the asbestos below, but he did not recommend doing that in the kitchen area. Abatement will be needed.
- Asbestos was found in the roofing materials on the large roof. Claire felt it is very likely that it is also in the smaller roof and both roofs will need to be abated by regulations.
- Lead paint was found around some of the interior windows, and also around the exterior windows and will need to be abated by regulations.
- Old light bulbs and light ballasts will need to be abated by regulations.
- The Contractor who gets the bid will be responsible for doing or subcontracting the abatements, as it will be written up in the contract.

- Claire also recommended that the School Committee hire CES, Inc. to do the specs for the GC contract so that there is no issue on procedures and responsibilities of abatement.

After Claire's presentation, a motion was made by Stephen Todd and seconded by Suzanne Rugh to hire CES, Inc. to prepare abatement language for the bid documents to cover the School Department, and to give permission for Mike Pulsifer to sign that contract and to pay the bill using Capital Improvement designated funds. The motion passed 4-0.

Mike Pulsifer then updated the School Committee on the classroom re-location effort, and at this time, we do not have any leads on portable classrooms. The Recreation Center is still the best option, but he will continue to look at any and all options and report back again to the SC.

Mike Pulsifer also said that he found out one moving company would reduce the bill greatly if we were to pick up the moving cartons and bring them out to the school ourselves. Also, if we were to have the staff pack up, the company said it would also save us greatly. More information on this will be presented to the School Committee at a future meeting.

And finally, Mike reported that Walter Beesley, the Department of Education's Director of School Nutrition informed Laura Summa that we could not have school meals next year without a certified kitchen. At this time, Mike and Laura recommend the students bring lunches from home next year as Mr. Beesley would not give us a one-year allowance or grandfather us to use a different kitchen. After discussion, the School Committee agreed with the recommendation to have only home lunch.

David Brunner shared his latest bill (3<sup>rd</sup>) with the School Committee. After reviewing it, a motion was made by Suzanne Rugh and seconded by Stephen Todd to pay this bill using the Capital Improvement Designated account. The motion passed 4-0.

### **New Business**

Undesignated and Designated Fund Balances: Mike Pulsifer met with Town Manager Marjorie Stratton recently and they compiled a spreadsheet of all designated funds for the School Committee, with up to date balances shown. In addition, the SC's current undesignated funds were also reviewed. It was agreed to look at designating some of those undesignated funds later in the school year.

### **Other Business**

Warrant #21 was reviewed and approval was authorized for the warrant.

### **Adjournment**

Suzanne Rugh motioned and Jen Belesca seconded to adjourn the School Committee meeting at 7:40 pm. The motion passed 4-0.