

## **Chebeague Island School Committee Meeting Minutes**

### **Wednesday, May 25, 2016**

#### **Call to Order**

The meeting was called to order at 6:06 pm by Chairperson Beverly Johnson. Present: School Committee members Beverly Johnson, Carol White and Jeff Putnam (excused late Suzanne Rugh and Jen Belesca); school staff Superintendent/Principal Mike Pulsifer, and Custodian/Cook Laura Summa; guests Bob Earnest, Geoff Summa, and David Brunner.

#### **Flag Salute**

The Pledge of Allegiance was recited.

#### **Approval of Agenda**

A motion was made by Carol White and seconded by Jeff Putnam to approve the agenda as written. Motion passed 3-0.

#### **Approval of Minutes**

A motion was made by Suzanne Rugh and seconded by Carol White to approve the May 3, 2016 meeting minutes as written. Motion passed 4-0.

#### **Correspondence**

Mike Pulsifer reported that we had three audit companies respond to the RFP for a three-year audit contract for the town and school, and the final approval will be given soon by the Board of Selectmen. Mike also reported that Carol Sebastianski from CTC had contacted him about looking over the contract to get it updated for next year. He will ask Althea and Beverly to work with him during that review and share that review with the School Committee.

#### **Public Comment**

Geoff Summa inquired about using the school bus for an event the Cumberland Land Trust is doing on Chebeague Island. Details will be worked out for this excursion.

#### **Reports**

Beverly Johnson reported that two CIS staff have some student learning ideas they would like to get supported through the Recompense Grant process. Art teacher Louisa Wickard has a proposal to bring an artist in residence to CIS next year, and to also support art instruction by a field trip to the Portland Art Museum. Also Kristin Westra will be applying for grant funding from Recompense for a field trip to Cow Island to have our students work with Ripple Effect. Both grants will be reviewed at a later time. Beverly also reported that the Perloff Foundation has a grant opportunity for the school to get a 3-D printer and supplies. She will work on this grant to secure the printer. And finally, Beverly noted that there are a few older laptops that are not being used due to their age and ability, and she would like to donate them. The School Committee felt that we should try to upgrade them, and if that was not possible, donating them would be fine as long as we followed policy DN School Properties Disposition.

Mike Pulsifer reported that the law firm of Drummond Woodsum has a summer workshop for School Committee members on June 30<sup>th</sup>. Any interested School Committee members who would like to attend that workshop should contact him. Mike also reported that there may need to be a slight change to the 2016-17 school calendar, as there is a chance that the staff may have an opportunity to attend a workshop on November 4<sup>th</sup> for a nationally renowned speaker. More information will be shared with the School Committee if a change is needed. Mike also let the School Committee know that the town/school bookkeeper has resigned, and we will need to consider what to do about this vacancy. It was strongly suggested that we need to get a replacement, as this is a vital position for the school.

### **Old Business**

CIS Space Use Study: Dave Brunner, an architect from Seattle, Washington and Chebeague Island was in attendance to go over the space study information that the CIS staff had compiled earlier. Dave said that he had also reviewed the Stephen Blatt structural report and the Claire Betze energy report. He said that his report does not utilize their information, but it is more of a report based upon the feedback received from the CIS staff. He outlined three possible options if the school was to be renovated.

Option A - Utilize the current building footprint and increase the kitchen space by pushing out into the current administrative office space. The kitchen would then have access to the multipurpose room through a new doorway system and we would not need to use the hallway to serve meals. He also moved the administrative office to the current rooms utilized for special education. He suggested to add a small entrance vestibule in the front for energy savings and to create five additional storage spaces on the K-2 room wall that would be shared by the K-2 room and the multipurpose room. Option A does not have adequate space special education currently.

Option B - Add a 16-foot addition on the back of the current school footprint, and add two special education classrooms, one on each side of the hallway in the new addition. A small entrance way would be created. All other changes to option A would stay in place in option B.

Option C - Add a 16-foot addition on the front and use one side of the hall for administrative offices and small conference room and use the other side of the hall to increase the special education space with an additional conference room. A small entrance way would be created. All other changes to option A would stay in place in option C.

Dave shared different elevation visions of what the school would look like if options A, B and C were completed. A general discussion was held on the three options, and some ideas and comments were noted:

- A pitched roof versus and flat roof were briefly discussed.
- Storage space is greatly needed.
- A lengthy discussion was held on the timing of any renovations and locating school classes/offices during construction.
- It was noted that a discussion with town officials, Recreation Center officials and Kid's Place officials might be a good idea, so that all town needs could be considered when looking at renovations. This might be a good time to work collaboratively on space use.
- No cost projections were offered

David said he would be back on Chebeague Island in late August and again in late October. He suggested that the next steps might be to communicate with the different town officials to get feedback from them on any space needs and he would continue to look at our site study needs.

2016-17 Budget Review: A motion was made by Carol White and seconded by Suzanne Rugh to table this item and place it on the next School Committee meeting agenda. Motion passed 5-0. Carol also asked that the SAD 51 debt payments be discussed on the next agenda.

School Committee Retreat and Summer Meeting Schedule: A motion was made by Carol White and seconded by Suzanne Rugh to table this item and place it on the next School Committee meeting agenda. Motion passed 5-0.

### **New Business**

Teacher Leader Job Description – First Reading: A motion was made by Carol White and seconded by Suzanne Rugh to table this item and place it on the next School Committee meeting agenda. Motion passed 5-0.

Administrative Secretary Job Description – First Reading: A motion was made by Carol White and seconded by Suzanne Rugh to table this item and place it on the next School Committee meeting agenda. Motion passed 5-0.

Draft Teacher Evaluation Pilot: Mike Pulsifer shared the draft evaluation pilot that is required by the Department of Education in Augusta. It is due June 1<sup>st</sup>. A review of the pilot was done by the School Committee. Mike will update the School Committee on any changes or needs that come from the Steering Committee on this pilot during the 2016-17 school year. As it is a pilot, and not an official policy yet, no School Committee vote was taken.

### **Other Business**

Warrant #20: Warrant #20 was reviewed by the School Committee and approval was authorized for the warrant.

### **Adjournment**

Suzanne Rugh motioned and Carol White seconded to adjourn the School Committee meeting at 7:50 pm. The motion passed 5-0.