

Chebeague Island School Committee Meeting Minutes Tuesday, July 12, 2016

Call to Order

The meeting was called to order at 5:10 pm by Chairperson Beverly Johnson. Present: School Committee members Beverly Johnson, Steven Todd, and Jeff Putnam (Suzanne Rugh arrived late and Jen Belesca was excused absent); and school staff Superintendent/Principal Mike Pulsifer.

Flag Salute

The Pledge of Allegiance was recited.

Approval of Agenda

A motion was made by Beverly Johnson and seconded by Steven Todd to approve the agenda as written. The motion passed 3-0.

Approval of Minutes

A motion was made by Beverly Johnson and seconded by Jeff Putnam to approve the June 7, 2016 meeting minutes as written. The motion passed 2-0-1 (Todd abstention).

Election of School Committee Officers for 2016-17

A nomination was made by Beverly Johnson to appoint Suzanne Rugh as the Chairperson of the School Committee for the 2016-17 school year. Jeff Putnam seconded the nomination. The appointment was approved 4-0. A nomination was made by Beverly Johnson to appoint Jeff Putnam as the Vice-Chairperson of the School Committee for the 2016-17 school year. Steven Todd seconded the nomination. The appointment was approved 4-0.

Correspondence

None

Public Comment

None

Reports

School Committee Chair: None

Superintendent/Principal: Mike Pulsifer reported that we have hired a new Ed Tech III to replace Marty Trower. Jessica Ireland will begin her duties at Chebeague Island School in the fall. Additionally, Jessica will come briefly to the next School Committee Workshop on August 4th to introduce herself to the School Committee.

The Bookkeeper vacancy at the Town Office is still not filled, and discussions with the Town Manager show that the current Deputy Clerk is filling in well on payroll and warrants, but we will still need to hire someone part time who knows the current accounting laws and procedures.

The 2015-16 Bond Payment to SAD 51 was done accurately, as researched by the Drummond Woodsum legal team. An accurate payment schedule was obtained and we are set going forward.

The Maine DOE has some 2016-17 school renovation funds that are available to school districts, but districts must be further along in the renovation process than we currently are to be eligible for the funding. A call to Augusta informed us that these type of funds are usually available every other year or so, and can be completely forgiven for high subsidy receiving districts, or can be given out at a 0% interest rate to districts receiving low subsidy amounts like Chebeague Island.

Old Business

A School Committee workshop retreat has been scheduled for August 4th, 2016 beginning at 8:00 am. The workshop will be at the Yarmouth's Superintendent's office conference room. The School Committee brainstormed ideas to discuss at the workshop and the topics were centered around the school renovation needs. An agenda will be set up for the meeting.

Teacher Leader Job Description – Second Reading: A motion was made by Beverly Johnson and seconded by Jeff Putnam to approve the second reading of the Teacher Leader job description. The motion passed 4-0.

Administrative Secretary Job Description – Second Reading: A motion was made by Beverly Johnson and seconded by Jeff Putnam to approve the second reading of the Administrative Secretary job description. The motion passed 4-0.

New Business

Teacher Leader Appointment: A motion was made by Beverly Johnson and seconded by Jeff Putnam to appoint Kristen Westra to the Teacher Leader stipend position for the 2016-17 school year. The motion passed 4-0.

CTC Schedule and Contract for 2016-17: Mike Pulsifer shared the contract proposal from CTC that outlined adding two new trips to accommodate the changed school start and end times at Yarmouth and Greely. The approximate increase in costs to the school district will be around \$7,500. The two new ferry trips will also raise the total trips a day to 12, which is 1 higher than the current agreement with Yarmouth allows. The CTC administration feels that the increase in trips will be approved by the town of Yarmouth as they will not add more CTC bus trips to the neighborhood. Mike will get confirmation from CTC when the extra trips are approved, and will then update the School Committee and share the final contract for their review and approval.

Cook/Kitchen Manager Job Description – First Reading: A motion was made Beverly Johnson and seconded by Steven Todd to approve the first reading of the Cook/Kitchen Manager job description. The motion passed 4-0.

Custodian Job Description – First Reading: A motion was made by Jeff Putnam and seconded by Beverly Johnson to approve the first reading of the Custodian job description. The motion passed 4-0.

Bus Driver Job Description – First Reading: A motion was made Beverly Johnson and seconded by Jeff Putnam to approve the first reading of the Bus Driver job description. The motion passed 4-0.

2014-15 Undesignated Fund Balance: The 2014-15 approved School Department audit showed that there is an undesignated fund balance of \$103,072. Currently the School Committee has three designated funds; Capital Improvements (\$18,995.91), Special Education (\$20,026.22) and Tuition Costs (\$30,057.11) totaling \$69,079.24. A motion was made by Beverly Johnson and seconded by Steven Todd to move \$33,072 from the undesignated fund into Capital Improvements, to move \$20,000 from the undesignated fund into Special Education, to move \$20,000 from the undesignated fund into Tuition Costs, and to keep \$30,000 in the undesignated fund. The motion passed 4-0.

Sprinkler System for the Athletic Field: Mike Pulsifer informed the School Committee that our sprinkler system on the athletic field needs major repairs. A review of the system by Cary Espeaignette from the golf course showed that all 49 of the sprinkler heads need replacing. Mike will be getting that work done very soon.

Other Business

None.

Adjournment

Steven Todd motioned and Beverly Johnson seconded to adjourn the School Committee meeting at 6:45 pm. The motion passed 4-0.