

CIP Meeting Minutes

June 10, 2015 – Capitol Improvement Committee Meeting

Members in attendance: Rob Collins (Chairman), Jack Sapia, Donna Green, Dennis Heffernan, George Stokinger, John Sherman, Dr. Farrah, Ellen Beckwith, Mrs. Buco

May 16 minutes - Motion to approve: Jack Sapia; 2nd, John Sherman

Discussion of statement of status of committee section of May 16 minutes. Motion to edit fails

1 -7. Minutes approved.

Current business:

Discussion of May 16 goals draft:

Goal 1: Develop a 6 - year, rolling CIP schedule; some mention of policy calling for ten year plan. A six-year rolling schedule meets with approval. Question: Should there be a start date? Goal 1 accepted with a correction to spelling, dropping "s" from "improvements" in first line.

Goal 2: Discussion of the need to require a form that shows justification for Capitol improvement requests. The purpose is to pass along information that has been vetted by the committee. There is concern about a form requirement slowing down the process. Suggestion to strike the second bullet as a goal. Donna Green makes motion to remove second bullet as goal. Dr. Farrah 2nds. Motion Passes 8-3.

Goal 3: John Sherman reiterates the need to create a repository of Capitol requests that are related to various district initiatives. There is discussion of the inclusion of the examples listed. The wording of goal three is adjusted and approved. The words "such as" replaced by "including."

Goal 4. Moved to goal 2.

Three goals approved unanimously 11-0 in new order.

CIP Process as of May 16

CIP committee discussion of each bullet.

#1. Stands

#2. John Sherman passed out a more comprehensive Capitol request list to be included in a yet- to-be-created form and a Timberlane CIP Yearly Cycle...draft. John displays an annual Capital Improvement Program document as an example. He explains that it would be used to explain requests to the public.

Suggested additions to list:

A. Mrs. Buco suggests sections for request or separate from CIP Committee recommendations. John Sherman suggests CIP report can put it in a context in writing a word document.

B. Date submitted

C. Funding source

#3. Change district administrative unit to Superintendent Designee

#4. Question as to whether that can be assigned to district employee. John Sherman volunteers to develop a first spreadsheet and draft document

#5. All set 6. All set 7. Language added to require request or to present to the committee as requested by the committee.

#8.

#9. All set

A Motion to approve the proposed/edited process and request form list. Jack Sapia/2nd Dennis Heffernan.

Discussion of cycle draft. Suggested amendment: Add cycle to process draft.

The timeline is analyzed. Further amendment considered - to say "approved pending approval of time frame."

Vote on amendment: fails 2-8

A new amendment is clarified. Dr. Farrah proposes amendment:

Add "approximate yearly cycle" to process and request form...

Vote: passes 9 in favor 1 opposed

Vote taken on process: Unanimous support of process form as adjusted

Action items: (Please double check this section and add what was missed)

Time table

Share with superintendent

Bring back form for consideration

Bring back time table for consideration

Meeting Adjourned

Future dates? 6/24