

**CIP Minutes**

**February 17, 2016**

**Present: SLT: Deb Armfield, George Stokinger, Earl Metzler, Board: Sue Sherman, Jack Sapia,  
Budget: Dennis Heffernan Community: John Sherman, and Kim Farah**

**Excused: Julie Hammond, Donna Green, Cindy Buco, and Ellen Beckwith**

1. Minutes approved October 28 (Sherman, Metzler)
2. Discussed training/schedule
3. Discussed addition of a second signature line for accountability. Chair will seek approval from school board. This form will be part of the record along with the spreadsheet.
4. Mechanics going forward:
  - a. Mr. Stokinger will let all the stake holders/departments know/train and receive input during March and April
  - b. May 1: Review document and offer training and extensions if necessary to departments
  - c. May 4: Post documents and spreadsheet to committee for review prior to meeting ( business office)
  - d. Requests for 17-18 but will post all submissions (business office)
  - e. When reviewed they will be highlighted or color changed on the spreadsheet.
  - f. Co chairs are available for help to any department.
  - g. Discussed adding Dennis Heffernan as a Community at large representative
5. Next meeting May 11