

TIMBERLANE REGIONAL SCHOOL DISTRICT
CAPITAL IMPROVEMENT PLAN COMMITTEE MEETING MINUTES
October 28, 2015

Committee members in attendance: Co-chair Susan Sherman, Co-chair George Stokinger, Dr. Earl Metzler, John Sherman, Debra Armfield, Jack Sapia, Rob Collins, Ellen Beckwith, Julie Hammond and Dennis Heffernan.

CLERICAL ASSISTANCE TO THE COMMITTEE

Discussed the need for clerical help in drafting the CIP. The business office will coordinate the clerical portion of this.

CAPITAL IMPROVEMENT PLAN

Appendix A and B and request form discussed and finalized.

Discussed an automated process and will solicit ideas from John Holland. SharePoint could be used to download the request form. Future consideration will be discussed as we move on into training of budget stakeholders and staff, as well as the implementation of plan.

Training will be undertaken by Co-chair Stokinger, Ms. Armfield and Co-chair Sherman (if needed).

Consensus that documents as presented will be used until such a time that automation can be demonstrated as a viable option.

Motion: John Sherman motioned and Dr. Metzler seconded to accept the CIP plan and documents as presented and move the plan and documents on to the School Board. The motion passed.

Madam Co-Chair Sherman will present the documents and ask for acceptance during committee report time at next school board meeting.

FUTURE MEETINGS

Jan 27, 2016 at 7pm at the SAU

NEXT STEPS

Training, CIP schedule going into 2016-2017

Respectfully submitted,

Susan Sherman,
CIP Committee Co-chair