

# Draft Minutes – Not Yet Approved

## CIP Meeting Minutes October 26, 2016

Mrs. Sherman called the meeting to order at 7:07pm.

**In Attendance:** J. Sherman, D. Gerns, D. Heffernan, S. Dube, J. Sapia, G. Dowd, K. Farah, G. Stokinger, K. Henderson, D. Green, S. Sherman and J. Paul. C. Buco joined the meeting at 7:55pm. J. Hammond was absent.

Mr. Woodworth, TRHS Principal, joined the meeting at 7:20pm.

Mr. Paul, new Committee member representing Atkinson, introduced himself to the Committee and the Committee members introduced themselves to him.

### **Review Minutes of Previous Meeting:**

- **Motion to Approve September 7, 2016 minutes.** Made by J. Sherman, second by D. Gerns. Minor changes were proposed which Mr. Sherman assented to. Vote Called. **Motion passed 10-0-2, with J. Paul and D. Heffernan abstaining.**

The Committee discussed postponing discussion on the Minutes from the August 31, 2016 meeting until the next meeting.

**Board Presentation Summary:** Mrs. Sherman spoke to her presentations of the CIP work to the SLT, School Board, Budget Committee and Facilities Committee. Members expressed appreciation for the work and time Mrs. Sherman (and Mr. Sherman) put into the work.

Mrs. Green noted the Facilities Committee allowed a couple items to be included in their Facilities Committee Plan directly and outside of the CIP plan process. Mrs. Sherman noted the work in question included work on door frames, Phase V Middle School painting, and cement board work on the main campus.

Mr. Sherman noted under the current plan, requests could not be submitted after the CIP Committee's deadline. He recommended the Committee consider closing requests only after CIP has presented to the School Board.

Mrs. Green noted this illustrated a glaring weakness in the CIP policy due to these projects being presented. There is an agenda item to raise the CIP threshold to \$25K, which could cause the same issue, but at a higher dollar amount. Dr. Farah noted the Budget Committee had the ability to exclude those items from the Budget if they were not included in the CIP.

**CIP Going Forward:** Mrs. Sherman proposed discussing a number of open agenda topics in whichever order Committee members would like to discuss.

**Strategic Planning Update:** Dr. Farah noted the Strategic Plan is imperative going forward. Mrs. Sherman noted her impression was there would not be a complete Strategic Plan for approximately two years. Dr. Farah noted 2 years is excessive. Mr. Sherman noted it would be useful to know generally the direction of the plan, such as whether the Middle School would be razed, or a fieldhouse built. Dr. Farah noted there is a recent plan so it should not be too involved in order to get direction. Discussion ensued. Mr. Paul suggested CIP Committee send communication to the School Board requesting clarification on the facilities aspect of the strategic plan.

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Mrs. Green noted 21<sup>st</sup> century education may not require a lot of classrooms or teachers. We are unsure of what this delivery of education will require of our facilities. Mrs. Green noted Salem has undertaken a project to upgrade facilities to accommodate certain program needs, which Mr. Woodworth discussed further.

- **Motion to Request the School Board Appoint Two (2) CIP Committee Members to the Strategic Planning Committee.** Made by D. Green, second by K. Farah. Discussion ensued. Vote Called. **Passed 10-0-3 with Mr. Heffernan, Mr. Sherman and Mr. Henderson abstaining.**
- **Motion to Recommend to the School Board that the Strategic Planning Committee Make Recommendations within One (1) Year.** Made by D. Green, second by S. Dube. Dr. Farah noted it seemed more likely than not the existing buildings would remain, regardless of the proposals in the Strategic Plans. J. Sapia stated the CIP could present the facilities projects to the community which may cause progress on identifying the financial requirements of the facilities. He further noted the discussion is being had because of the importance of that committee's work to the CIP Committee. An Amendment was proposed and withdrawn. Vote Called. **Failed 1-12 with Mrs. Green in favor.**

Years 2-6 Review: Mrs. Sherman discussed what would happen to Year 1 requests in Year 2 if they were not approved by the Budget Committee. Mr. Dowd noted Year 1 items required Budget and voter approval and these would not be fully known until March.

Mr. Sapia left the meeting at 8:25pm.

#### Threshold Limit:

- **Motion to Recommend to the School Board that the CIP Threshold remain at \$10,000.** Made by Mr. Heffernan, second by Mrs. Green. Mrs. Green noted the threshold was discussed previously the Facilities Committee and they had their own channel for projects. She noted political tension between the CIP and the Facilities Committee. Vote Called. **Passed 9-3 with Mr. Stokinger, Mr. Dowd and Mr. Henderson against.**

Flowchart: A proposed flowchart was submitted by Mr. and Mrs. Sherman. Mrs. Sherman articulated the flowchart. Mr. Stokinger noted the flowchart demonstrated the process the CIP Committee followed this past year. Mrs. Bucu noted there was nowhere on the flowchart for budget owners to appear before the committee. Mrs. Sherman stated this remains a work in progress. Committee work would proceed CIP submission and this would be a change.

Changes to Request Form: Request forms would be revised to reflect changes. Among which were 'new' or 'replace' and whether it was needed or should be removed.

Combining projects: No discussion.

Communication to Stakeholders: No discussion.

**Future Dates:** All Future Dates are cancelled with the next meeting being March 15, 2017 at 7pm at the SAU Boardroom.

**Other Business.** None.

**Adjournment.** Meeting adjourned at 9:14 pm.