

School Board members present:

Christopher Boniakowski
Peter Joy Engel
Jennifer McVeigh
Phil Saucier, *Chair*
Lee Schroeder
Caitlin Sweet
Cynthia Voltz, *Vice Chair*

Superintendent Christopher Record, Ph.D.

MINUTES

1. CALL TO ORDER

2. ADJUSTMENTS TO AGENDA – *None*

3. APPROVAL OF MINUTES

a. Special Business Meeting - Tuesday, July 29, 2025

Motion: Ms. Voltz Second: Mr. Boniakowski Vote: Approved 7-0

4. COMMENTS FROM PUBLIC ON AGENDA (per [BEDH](#)) – *None*

5. PRESENTATIONS AND ADMINISTRATIVE REPORTS

- a. **Update on the building project by Harriman and Turner & Townshend Heery** [*approx 2 mins in*] - Lisa Sawin and Jamie Ouellette from Harriman provided [a project update](#), outlining what taxpayers' approved and what are within 'gifts and grants'. They offered the following project timeline: now-Dec 2025 in design/development mode, Jan-April 2026 is construction documents preparation, including permitting; with estimation of going out to bid in May 2026; July 2026 breaking ground, and move-in approximately August 2028. Site demolition will follow the next 12 months into 2029.

Q: What is the mechanism for community feedback?

A: Chuck Adam/Turner Townsend & Heery are going over community comments shared up to this point. The project team is available to contact/meet directly with anyone and take that burden off the school department. The school website will become a clearing house for information and whom to contact.

Q: What is the role of the Building Committee now?

A: Per Ms. Sawin, post-referendum there isn't a lot of decision-making. Harriman is working with staff to refine the building and spaces. Typically, if there is a major space layout or cost-impact change, that's when they'll come to the Committee. Per Mr. Adams, the Building Committee would meet monthly to review finances, budgets, and costs estimates as the project progresses, and report out at public SBoard meetings.

- b. *Principals and Facilities Director will provide updates at the September 9th regular business meeting.*
- c. **BUSINESS MANAGER'S REPORT** - *[approx 51:10 mins in] Ms. Weeks will provide an update at the September 9th regular business meeting.*
- d. **SUPERINTENDENT'S REPORT** - *[approx 51:10 mins in] Dr. Record will provide an update at the September 9th regular business meeting*

6. NEW BUSINESS

- a. **Consideration to approve the creation of an Advisory Building Committee.** *[approx 35:31 mins in]*

Chair Saucier proposed an alternative/amended committee charge at the meeting, which he described as a bit more Maine-specific and based on one used recently by MSAD 51, and one that also aligns with requirements outlined within Board [Policy BDF](#) - *Board Advisory Committees*.

--Mr. Boniakowski made a motion to consider the creation of an advisory building committee, with the proposed amendment as attached in this meeting. Seconded by Ms. Sweet.

--Ms. Voltz made a motion to amend the proposed amendment that would replace the words "evaluate and approve" with 'Review' in the second bullet under *Responsibilities*. Seconded by Ms. Engel.

(Approved 7-0)

Discussion:

The Committee would work as one group. No sub-committee.

The Superintendent will make school employee recommendations, the Board Chair will make board membership recommendations, and the Owner's Project Manager (OPM) will review community submissions and make recommendations. The slate will be presented for Board approval in the future.

Appointed School Board members will serve for the duration of their membership on the Board.

Cape Elizabeth School Advisory Building Committee Charge (approved 8/26/25)

Purpose

The Cape Elizabeth School Building Committee is established by the Cape Elizabeth School Board as an advisory body to advise and support the School Board and School Department staff on the design and construction of the new Cape Elizabeth Middle School and the renovations to Pond Cove Elementary School.

The Committee provides the design team with feedback and guidance on all design-related decisions and will make formal recommendations to the School Board regarding financial, contractual, and schedule-related matters. Members should anticipate a multi-year commitment to this work.

Responsibilities

The primary responsibility of the Building Committee is to guide the project to successful completion by building substantial consensus on all key issues. Specific responsibilities include:

- Review proposed design changes and refinements throughout the project.
- Review building products, materials, and systems to be incorporated into the

project.

- Consider value engineering options as needed to keep the project within budget.
- Develop alternate solutions, if necessary, to maintain alignment with budgetary constraints.
- Review and approve the work of any subcommittees the Committee may establish.
- Refer to the School Board any issues that:
 - Substantially alter the project's original scope,
 - Constitute a major design change, or
 - Would have a significant impact on the budget, schedule, or bonding process.
- Ensure regular communication and transparency with the School Board and the broader community.

Day-to-day project decisions will be made by the Superintendent, with guidance from the Owner's Project Manager (OPM) and architect. This structure is intended to ensure timely decisions and avoid schedule delays, especially during construction.

The Chair of the Committee will provide regular updates to the School Board at its monthly meetings.

Committee Composition

The Committee shall consist of up to **twelve (12)** members as follows:

- **Two (2)** members from the Cape Elizabeth School Board, one serving as Chair and the other as Vice-Chair.
- **Three (3) to Five (5)** community members with collective expertise in areas such as:
 - Architecture
 - Engineering
 - Construction
 - Building systems

- Education
 - Accounting
 - Project management
- **Four (4)** school employees, appointed by the Superintendent.
 - The **Superintendent** will serve as a **non-voting member** of the Committee.

Governance & Operations

- The Committee shall operate in accordance with the Maine Open Meeting Law and Public Records Law.
- The Committee will operate for the duration of the project and will cease upon conclusion of construction.
- The Committee will meet at least once a month for the duration of the project and can schedule additional meetings as needed.
- Official minutes will be recorded for all meetings and deliberations.
- The Committee shall comply with all applicable state laws and regulations governing public construction projects in Maine.
- Staff support will be coordinated through the Superintendent's office.

Motion:	<u>Mr. Boniakowski</u>	Second:	<u>Ms. Sweet</u>	Vote:	<u>Approved 7-0</u>
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b. Consideration to approve the nomination of new personnel for 2025-2026

<u>James Deterding</u>	<u>High School Math Teacher</u>
<u>Shannon Reynolds</u>	<u>Grade 3 Teacher (1yr)</u>
<u>Patricia Eastman</u>	<u>Elementary Academic Evaluator</u>

Motion:	<u>Ms. McVeigh</u>	Second:	<u>Ms. Schroeder</u>	Vote:	<u>Approved 7-0</u>
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7. **COMMITTEE REPORTS & UPCOMING MEETINGS** - *no committee updates to report [approx 53:35 mins in]*

- a. Regular Business Mtg – Sept 9, 6:30 pm Town Hall
- b. Policy Committee – Sept 17, 8:30 am Jordan Conf Room, Town Hall
- c. Executive Session – Sept 18, 5:00 pm CEHS
- d. School Board Workshop – Sept 18, 6:30 pm CEHS Library
- e. Buildings & Grounds Cmte - Sept 26, 8:30 am Jordan Conf Room, Town Hall
- f. PATHS – Oct 9, 8:30 am at PATHS
- g. Regular Business Mtg – Oct 14, 6:30 pm Town Hall
- h. Policy Committee – Oct 15, 8:30 am Jordan Conf Room, Town Hall
- i. MSBA Delegate Assembly - Sat, Oct 18, 9:15 am ZOOM

8. **CONSIDERATION TO ADJOURN**

Motion: <u>Ms. Schroeder</u>	Second: <u>Mr. Boniakowski</u>	Vote: <u>7-0</u>
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