

**SOUTH PORTLAND SCHOOL DEPARTMENT  
SECONDARY SCHOOLS FACILITIES COMMITTEE**

October 11, 2007

**MEETING NOTES**

These notes were prepared by Polly Ward to the best of her understanding. If you find any inaccuracies, please contact the Superintendent of Schools Office at 871-0555 within one week after receiving the notes.

Present: Ralph Cabana, Suzanne Godin, Megan Welter, Dave Brochu, Sylvia Green, Carrie Hall-Indorf, Steve Bailey, Jeanne Crocker, Jake Viola, Coral Sandler, Randy Martin, Molly Aldrich, Kathy Germani, Ralph Baxter, Jr., and Polly Ward

1. Welcome – review of agenda
2. Approval of minutes from September 27, 2007
  - Add Scratch Baking Co. to Coral’s list of places to distribute brochures
  - Approved with correction
3. Updated: informational brochures (inserts, locations, neighborhood deliveries), tours, presentations and displays.
  - Ralph Cabana distributed brochures to the Branch and Main Library
  - Jake distributed to J.P. Thornton’s and the Housing Authority
  - Kathy needs inserts
    - Ralph Cabana will give Kathy some brochures with inserts
  - The brochures went in the Small school totes last week and in the Skillin school totes this week
  - Jake will help Ralph Baxter Sr. with the outer Highland Avenue distribution
  - Coral will go to talk to Ellen’s class about the project
  - Randy distributed to the Mill Creek Barbershop and Willows
  - Trying to get the flyers to the houses by 10/21

Tours

  - Ralph Cabana reported on the tours held to date
    - The following are the remaining tours on the schedule:
      - Small School PTA on 10/16
      - 10/21 and 11/3 – Tours of the High School

Presentations

  - Community Forums 10/15 and 10/29, 6.30 at the Community Center
  - The video is supposed to be ready by 10/19

#### 4. Community Forum dates and plans

- Architects to lead
- Slides for the financial aspects
- Intro/Overview
- Architect presentation
- Answers to the most frequent questions
  - Bricks and Mortar
  - Turf of Field and 2 Gyms (Athletic Facilities)
  - State funding
  - What happens if it doesn't pass
  - Mention the tours
- Randy will do the intro/overview on 10/15
- Ralph Cabana will do the intro/overview on 10/29
- Press Release on the forums
- Dan suggested a SSFC/Board of Education workshop before the election
- Suzanne will provide information to the Board and the Council on the Community Forums.

#### 5. On-going communications plan

- Steve provided copies of letters/emails received
- Have sheets that show the actual costs
- Scott provided some additional answers to questions that have been asked and a list of additional upgrades that will be needed.
- Educational issues
  - Not adequate classroom spaces even with fewer students
  - Electrical upgrade needed in order to support the equipment needed by the students
- Jeanne will come up with a few bullets for our use at the Community Forums
- Suggestions about getting on the radio – a couple of suggestions were made for programs that might be contacted

#### 6. PAC update?

- PAC intends to send out postcards toward the end of the month

#### 7. Timeline update – next steps

#### 8. Other

- Next meeting: October 25 at Memorial unless we can do a Board/SSFC workshop that night at City Hall
- Randy suggested that on Scott's list, we need not only the dollar amount but also a prioritization and timeline – what of the items may trigger code compliance
- Randy – questions from the tour
  - What about getting money from the State for the project?
  - Why is the interest on the bond so much?

- When were the enrollment projections done, what has been changing and what is the impact?
- Should do a video
- Suzanne will get together with Jake and Coral to get something from a student perspective.

\*\* Next meetings:    October 25, 2007  
                                 *November 8, 2007*