

Wednesday, December 10, 2025 Official Minutes

4:00 p.m. Manchester Jr./Sr. High School Media Center

Meeting convened at 4:00pm

In attendance...Steven Head, Shannon Cajic, Bryan Houttekier, Heather Place, Brent Kinnunen, Michael Tindall, Sandra Wiitala, John Hinkley

Agenda

1. Check-In and General Questions from the CIC

2. Manchester Athletic Complex Construction Update

-Gates have been installed under bleachers, Windscreen will be measured and ordered for install at a later date.

3. Luther C. Klager Elementary Construction Update

-Punchlist should be complete by end of December, working through HVAC controls issue, should be resolved soon.

4. Riverside Intermediate Design

a. Review and approval of contractor recommendations

- Discussed contract award recommendations:
- Bids for all work categories except General Trades and Masonry were received on 11/20/25
- The construction team held post bid interviews with the two lowest bidders on 11/24/25 and 11/25/25
- Discussed alternates, and MT process for vetting contractors new to the project
- Masonry and General Trades bids are due 12/18/25....those recommendations will be discussed in January.
- Capital Improvement Committee unanimously approved recommending to the full Board to approve the Moore Trosper Riverside Intermediate School Renovations Contract Recommendations document dated 12-10-25 as presented.

5. Other

None

Meeting adjourned 4:40 pm.

Next Meeting: Wednesday, January 14, 2026: 4:00 p.m.

Kind Regards,

A handwritten signature in cursive script, appearing to read 'Colleen Schoenfeld', written in black ink.

Colleen Schoenfeld
Board of Education Secretary