

Chebeague Island School Committee  
Regular Meeting Minutes  
October 3, 2023  
6:00 P.M.

**Call to Order**

The meeting was called to order at 6:02 p.m. by School Committee Chair Elizabeth Doughty. School Committee members in attendance were Courtney Doughty, Nancy Earnest and Jeff Putnam. Geoff Summa was absent. Others in attendance were Superintendent; Ann Kirkpatrick, teachers Mary Train and Heidi Donnelly and community members Carrie Ridgway and 6th grade student Morgan Ridgway.

**Approval of Agenda for October 3, 2023-** A motion was made by Jeff Putnam to approve the agenda for October 3, 2023. Seconded by Nancy Earnest. Motion passed 4-0-0.

**Minutes from September 20, 2023-** A motion was made by Nancy Earnest to approve the minutes for September 20, 2023. Seconded by Courtney Doughty. Motion passed 3-0-1(jp).

**Public Comment-** none

**Correspondence-** We have received information back regarding the next steps for the water system. The Superintendent will speak with Carol White.

**Report from the School Committee Chair-** none

**Report from the Superintendent/Principal-** The Superintendent shared the 2022 audit report. We received it at school this afternoon so we will look at it and answer questions at the next meeting. We have received information from the water treatment people. The Superintendent and Carol White will review the proposals. The school is going on field trips and will need to rent a van to transport the students. The Superintendent will look at renting when needed versus purchase.

**Report from Lead Teacher-** Mary Train and Heidi reported that the Open House was a great success; many people took volunteer pamphlets. They took all the students to the Cumberland Fair. They were impressed that the pre-schools students lasted the whole day! Next week the students will be going to Cow Island. The following week grades 1-5 will be going to Hidden Valley Nature Center for a day with the Island Institute. The classes have been going on excursions on the island; to Mary Holt's orchard, working in the garden with Miss Nancy. They will also be accessing the soup at the Hall, spending time at the Commons and working with Donna Daman on the study of erosion at the Hook. In the classroom the students are settling into their routines.

## **Old Business**

### **Policies for their second reading and adoption:**

**ACAD- Hazing-** Courtney Doughty moved to accept this policy in the second reading.

Seconded by Nancy Earnest. Motion passed 4-0-0.

**ADAA- School Committee Standards of Ethical and Responsible Behavior-** Nancy Earnest moved to accept this policy in the second reading. Seconded by Courtney Doughty. Motion passed 4-0-0.

**DJH- Purchasing and Contracting: Procurement Staff Code of Conduct-** This policy was tabled for further research.

**DN- School Properties Disposition-** Nancy Earnest moved to accept this policy in the second reading. Seconded by Courtney Doughty. Motion passed 4-0-0.

### **Policies for their First Reading-**

**BED- Remote Participation in School Committee Meetings-** Courtney Doughty moved to accept this policy in the first reading. Seconded by Nancy Earnest. Motion passed 4-0-0.

**BEDH- Public Participation at School Committee Meetings-** Courtney Doughty moved to accept this policy in the first reading. Seconded by Nancy Earnest. Motion passed 4-0-0.

**EBAA- Chemical Hazards** Courtney Doughty moved to accept this policy in the first reading. Seconded by Nancy Earnest. Motion passed 4-0-0.

**EBCA- Comprehensive Health and Safety Emergency and Management Plan-** Courtney Doughty moved to accept this policy in the first reading. Seconded by Nancy Earnest. Motion passed 4-0-0.

**EBCC- Bomb Threats -** Nancy Earnest moved to accept this policy in the first reading. Seconded by Courtney Doughty Motion passed 4-0-0.

### **ECB- Pest Management in School Facilities and on School Grounds-**

Discussion: There was a parent that asked for clarification on 'accident'. Mrs. Donnelly has answered the question. The plan is to send the policy home to the parents and get the second page returned signed. Motion passed 4-0-0.

Policies in the first reading:

**ACAD- Hazing:** A motion was made by Courtney Doughty to accept the ACAD-Hazing policy in its first reading. Seconded by Nancy Earnest. Motion passed.

**ADAA- School Committee Standards of Ethical Behavior:** A motion was made by Courtney Doughty to accept the ADAA- School Committee Standards of Ethical Behavior policy in its first reading. Seconded by Geoff Summa. Motion passed.

**DJH- Purchasing and Contracting:** A motion was made by Geoff Summa to accept the DJH- Purchasing and Contracting policy in its first reading. Seconded by Nancy Earnest. Motion passed.

**DN- School Property Disposition-** A motion was made by Geoff Summa to accept the DN- School Property Disposition policy in its first reading. Seconded by Nancy Earnest. Motion passed.

Meeting with Yarmouth School Board in October: Topics were generated to discuss with the Yarmouth School Committee. The board topics were safety, curriculum and student readiness, PreK and Guidance.

## **New Business**

There were 8 policies that we will begin working on for their first reading next meeting.

**BED- Remote Participation in School Committee Meetings** - review

**BEDH- Public Participation in School Committee Meetings**- needs work

**EBAA- Chemical Hazards** - review

**EBCA- Comprehensive Health and Safety Emergency/ Management Plan** - needs work

**EBCC- Bomb Threats**- needs work

**ECB-Pest Management in School Facilities and on School Grounds** - review

**ECB-E - Notice of Planned Pesticide Application** - needs work

**EB-R1-Safety Program Administrative Procedure**- review

**Review FY24 Budget Spending for July through current spending.** - Documents were not available from the town office.

**FY23 budget finalized**- The current budget does not reflect the summer pays for the teachers. We were waiting to see if Regular Education had over spent the cost center. It was not. Debt Service was over spent by \$4,157.

Nancy Earnest moved that the School Committee move \$4,300 from the Special Education cost center to the Debt Service cost center. Seconded by Courtney Doughty. Motion passed 4-0-0. The school budget has nine cost centers. It is estimated that the FY23 school budget ends with a balance of \$112,117.00 or 9%.

**Grade 6 Transition to Yarmouth** - Morgan Ridgway spoke to the School Committee about his first few weeks of school. His overall adjustment has been positive as he navigated the bigger school. Morgan shared that it was overwhelming at first trying to find the next classroom in the short amount of time there is to pass between classes. But after he figured it out he settled into a routine. The other area of concern for him was at the end of the day finding the bus that went to Cousins Island. Advice that Morgan would give to the next group of students from Chebeague included time management because assignments are not due the next day and to be friendly. Saying hi to people in the hallways has been a great icebreaker for him!

**Warrant**- There was a warrant to sign.

**Executive Session**- none

**Next meeting is Saturday, October 14, 2023 at the Yarmouth Superintendent's Office**

The School Committee adjourned at 7:30PM

Respectfully Submitted,

Ann C. Kirkpatrick; Superintendent