

Chebeague Island School Committee  
Regular Meeting Minutes  
November 28, 2023  
6:00 P.M.

**Call to Order**

The meeting was called to order at 6:03 p.m. by School Committee Chair Elizabeth Doughty. School Committee members in attendance were Courtney Doughty, Nancy Earnest, Jeff Putnam and Geoff Summa. Others in attendance were Superintendent; Ann Kirkpatrick was in attendance on ZOOM, and teacher Heidi Donnelly.

**Approval of Agenda for November 28, 2023-** A motion was made by Jeff Putnam to approve the agenda for November 7, 2023. Seconded by Geoff Summa. Motion passed 5-0-0.

**Minutes from November 7, 2023-** A motion was made by Courtney Doughty to approve the minutes for October 3, 2023. Seconded by Nancy Earnest. Motion passed 5-0-0.

**Public Comment-** none

**Correspondence-** The School Committee received a letter from the Commissioner of Education. The letter was to let us know that we did not need to make up the 2 days that we were not in session in October.

**Report from the School Committee Chair-** Elizabeth met with the new town manager; George Sutherland. Mr. Sutherland was at the hour of gratitude at the school before Thanksgiving.

**Report from the Superintendent/Principal-** The Superintendent and the town manager have met and will have a regular meeting on Tuesdays. The new water filtration system is in place. The state will allow Carol White to administer the state required test. We are hoping to be using the kitchen soon. We will however continue to use the bubbler to fill the water bottles for the students.

**Report from Lead Teacher-** Mary Train was not at the meeting. Heidi Donnelly shared that the conferences were held before Thanksgiving break, both teachers met with 100% of the student's parents. The hour of gratitude was a success. Heidi's class will be going to The Commons this week. Mary's class is working on setting up a time to visit the Portland Fire House.

**Old Business**

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

**EBCA- Comprehensive Health and Safety Emergency and Management Plan-** A motion was made by Jeff Putnam to accept this policy in the second reading. Seconded by Nancy Earnest. Motion passed 5-0-0.

**ECB-E Pest Management Notification-** A motion was made by Courtney Doughty to accept this policy in the second reading. Seconded by Jeff Putnam. Motion passed 5-0-0.

**Policies in the first reading:**

**AC-R Grievance Procedure for Persons with Disabilities-** A motion was made by Courtney Doughty to accept this policy in the first reading. Seconded by Nancy Earnest. Motion passed 5-0-0.

**GBEC- Drug Free Workplace -** A motion was made by Geoff Summa to accept this policy in the first reading. Seconded by Jeff Putnam. Motion passed 5-0-0.

**GBGB Workplace Bullying-** A motion was made by Courtney Doughty to accept this policy in the first reading. Seconded by Nancy Earnest. Motion passed 5-0-0.

**GBO- Family Care Leave-** The Chebeague Island School Committee does not need to have this policy as they do not employ enough employees to meet the requirements of the policy. This policy will be listed in the policy book with this footnote of exemption

**GBP- Earned Pay Leave -** The Chebeague Island School Committee does not need to have this policy as they do not employ enough employees to meet the requirements of the policy. This policy will be listed in the policy book with this footnote of exemption

**GCI- Professional Staff Development Opportunities-**A motion was made by Courtney Doughty to accept this policy in the first reading. Seconded by Jeff Putnam. Motion passed 5-0-0.

**GCOA- Supervision and Evaluation of Professional Staff-** A motion was made by Geoff Summa to accept this policy in the first reading. Seconded by Jeff Putnam. Motion passed 5-0-0.

**GCOG- Evaluation of Administrative Staff -** A motion was made by Nancy Earnest to accept this policy in the first reading. Seconded by Jeff Putnam. Motion passed 5-0-0.

**GCSA- Employee Computer and Internet Use-** A motion was made by Courtney Doughty to accept this policy in the first reading. Seconded by Geoff Summa. Motion passed 5-0-0.

**GCSA-R -Employee Computer and Internet Use Rules -**A motion was made by Nancy Earnest to accept this policy in the first reading. Seconded by Courtney Doughty. Motion passed 5-0-0.

**School Plan-** Mary Train sent some notes about different types of schools; magnet, charter, etc. for a start of the discussion of school sustainability. A survey will be developed to get the public's input and ideas into the school's future.

**New Business**

**Review FY24 Budget Spending for July through current spending. -** this will take place at the meeting at the beginning of the month.

**Job Descriptions-** Superintendent/Principal was read through with no changes made.

The Special Education Director and Administrative Assistant job descriptions will be reviewed by staff and then brought to the school committee.

**Budget Calendar-** Elizabeth Doughty handed out a proposed calendar for the development of the FY2024/25 school budget. The budget will be worked on between January 2024 and May 2024 with the goal of having a budget ready for the beginning of May. There will be a date set for the school committee to present the budget to the public before the town meeting.

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

**Next meeting is Tuesday, December 5, 2023 at the Chebeague Island School**

The School Committee adjourned at 7:56PM

Respectfully Submitted,

Ann C. Kirkpatrick; Superintendent