

Chebeague Island School Committee  
Regular Meeting Minutes  
November 7, 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.

**Approval of Agenda for November 7, 2023-** A motion was made by Jeff Putnam to approve the agenda for November 7, 2023. Seconded by Courtney Doughty. Motion passed 4-0-0.

**Minutes from October 3, 2023-** A motion was made by Nancy Earnest to approve the minutes for October 3, 2023. Seconded by Courtney Doughty. Motion passed 4-0-0.

**Notes from October 14, 2023-** A motion was made by Nancy Earnest to approve the notes for October 14, 2023. Seconded by Jeff Putnam. Motion passed 4-0-0.

**Public Comment-** none

**Correspondence-** Jeff Putnam has been working with the Town Select persons interviewing candidates for the town manager. The School Committee would like to begin talks again with the recreation center and include the Town Select Board.

**Report from the School Committee Chair-** Elizabeth met with the teachers and reported the start of the conversation about sustainability of CIS. More about the conversation will be discussed under New Business.

**Report from the Superintendent/Principal-** The Superintendent shared how decisions are made around canceling school. There are more than one factors going into the decision. However, the overall decision will be made on the side of keeping students and staff safe. There are still no applicants for the special education teacher position. It is recommended to move the position to 100%.

The new water filtration system was scheduled to be put in place Thursday, October 26, 2023. It was canceled due to a shelter in place order. The workers were coming from the Lewiston area and stayed home. It is rescheduled for Thursday, November 9, 2023. The students will not be in the building.

**Report from Lead Teacher-** Mary Train and Heidi reported that the Halloween parade was fun, lots of parent volunteers! The Chebeague Island Fire Department shared their fire truck and safety tip with the students. The students showed the fire department their knowledge of the school excavation plan! November 15th will be an hour of gratitude from 4:30 - 5:30 at the same time as the afternoon activity pick up. NWEAs have been completed for the students in

grades 3-5. Gardens have been weeded, soil tilled and garlic and daffodils planted to come up in the spring. Trees and Poinsettias fundraisers have begun! Parent / teacher conferences have begun. The 5th grade students have started their essays for the Daughters of the Mayflower. This year's topic is the patriotic song by John Phillips Susa, Stars and Stripes Forever. Mary attended a workshop about growing kelp. She is working out a plan to start kelp in the school. The students in grades 1-5 will be attending a program at the Merrill Auditorium in Portland on Thursday.

### **Old Business**

**Website-** FY23 budget and current budget year expenditures need to be posted to the School Website under their own tabs.

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

**DJH- Purchasing and Contracting: Procurement Staff Code of Conduct-** Nancy Earnest made a motion to accept this policy in the second reading. Seconded by Courtney Doughty. Motion passed 4-0-0.

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

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

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

**EBCA- Comprehensive Health and Safety Emergency and Management Plan-** This policy was tabled as the Emergency Plan is being developed.

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

**ECB- Pest Management in School Facilities and on School Grounds-** Nancy Earnest moved to accept this policy in the second reading. Seconded by Courtney Doughty. Motion passed 4-0-0.

**ECB-E Pest Management Notification-** this policy was tabled.

Policies in the first reading:

**AC-R Grievance Procedure for Persons with Disabilities-** tabled.

**GBEC- Drug Free Workplace** - tabled.

**GBGB Workplace Bullying-** tabled

**GBO- Family Care Leave-** tabled

**GBP- Earned Pay Leave** - tabled

**GCI- Professional Staff Development Opportunities-** tabled

**GCOA- Supervision and Evaluation of Professional Staff-** tabled

**GCOG- Evaluation of Administrative Staff** - tabled

**GCSA- Employee Computer and Internet Use-** tabled

**GCSA-R -Employee Computer and Internet Use Rules** - tabled

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

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

## **New Business**

**Review FY24 Budget Spending for July through current spending.** - this was handed out at the last meeting. The School Committee continues to review.

**Job Descriptions-** Superintendent/Principal, Special Education Director and Administrative Assistant were available for the school committee to review.

The Special education teacher position will be moved to full time on serving schools.

**Discussion: Chebeague Island School Vision for Sustainability.** There was a question of whether the school would have a focus like STEM/STEAM or small class size while accepting off island students. What are the pillars or foundations that the sustainability statements are anchored to represent?

Barriers for families and students coming to the island for their education? Parking and riding the boat for families and students. Finding housing on the island for families with students.

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

**Executive Session-** none

**Next meeting is Tuesday, November 28, 2023 at the Chebeague Island School**

The School Committee adjourned at 7:45PM

Respectfully Submitted,

Ann C. Kirkpatrick; Superintendent