

Chebeague Island School Committee  
Regular Meeting Minutes  
April 23, 2024  
6:00 P.M.

**Call to Order**

The meeting was called to order at 6:00 p.m. by School Committee Chair Elizabeth Doughty. School Committee members in attendance were Nancy Earnest (on Zoom), Jeff Putnam and Geoff Summa. School Committee members absent Courtney Doughty. Also in attendance were Town Manager; Vika Wood, Teachers; Mary Train and Heidi Donnelly, Community member; Bob Earnest and Aaron Townsend. On Zoom was Superintendent Ann Kirkpatrick.

**Approval of Agenda for April 23, 2024-** A motion was made by Jeff Putnam to approve the agenda for April 23, 2024. Seconded by Nancy Earnest. Motion passed 4-0-0.

**Minutes from April 7, 2024-** A motion was made by Nancy Earnest to approve the minutes for April 7, 2024. Seconded by Jeff Putnam. Motion passed 4-0-0.

**Public Comment-** none

**Correspondence-** The Superintendent and School Committee received a letter from Courtney Doughty stating that she is unable to be at the meeting this evening due to a family obligation. Courtney wanted to let the SC know that she has reviewed the FY25 budget and she supports it. If present she would vote to accept the FY25 budget.

**Report from the School Committee Chair-** Elizabeth gave a brief update on information from the attorney on school sustainability. This will be discussed at the next School Committee Meeting on May 7, 2024.

**Report from the Superintendent/Principal-** Superintendent Kirkpatrick read a letter of resignation from Administrative Assistant Christin Nadeau. It was accepted with regret and thanks for Christin's commitment to the safety and attention to the students and staff of CIS. Superintendent Kirkpatrick thanked the School Committee and staff for understanding her need to take care of her parents.

The transition has begun with communication with Aaron Townsend to make for a seamless transition to new leadership at CIS.

**Report from Lead Teacher-** The teachers are lining out the last few weeks of school. The big events are the Island Institute 3 day trip to Schoodic Peninsula and the end of year trip to Boston for the 4th and 5th graders.

**Old Business**

**School Budget FY2025 expenditures-** The SC and the Town Select Board along with the Town Manager and Superintendent have been working to finalize the school and town budgets. The overall school budget is \$1,286,170. Motion: Elizabeth Doughty moved to approve the budget with the overall amount of \$1,286,170. Seconded by Jeff Putnam. Motion passed 4-0-0.

The individual cost centers are as follows: Regular education \$526,243; Special Education \$224,890; Staff and Student Support \$35,451; Systems Administration \$129,083; Building Administration \$30,497; Transportation \$122,319; Facilities and Grounds \$64,060; Debt Service \$107,923; All Other \$45,704.

**School Budget FY2025 Revenues-** It was reviewed what the School Committee will put forward to offset the tax burden on the residence. Elizabeth Doughty made a motion to have the SC put forward as revenue for the budget the amount of \$92,427.54. Seconded by Jeff Putnam. Motion passed 4-0-0.

**Date for Budget Information Meeting for the Public-** School Committee Chair set the date of Wednesday, May 22, 2024 - 6pm, to meet with the public at the Hall to have a budget presentation and to answer questions.

### **New Business**

**2nd Year Probationary Teaching Contract-** Superintendent Ann Kirkpatrick recommended Mary Train for a 2nd Probationary Teaching Contract at Chebeague Island School. Mary Train also serves as the Lead Teacher. Elizabeth Doughty made a motion to allow the Superintendent to offer Mary Train a 2nd Year Probationary Contract. Seconded by Geoff Summa. Motion passed 4-0-0.

**2nd Year Probationary Teaching Contract-** Superintendent Ann Kirkpatrick recommended Heidi Donnelly for a 2nd Probationary Teaching Contract at Chebeague Island School. Elizabeth Doughty made a motion to allow the Superintendent to offer Heidi Donnelly a 2nd Year Probationary Contract. Seconded by Geoff Summa. Motion passed 4-0-0.

**Buildings and Grounds-** The Superintendent had a conversation with Genaro B. about mowing the lawns around the school this summer as he had done last summer. There were discussions between the town, recreation department and the school as to the responsibility of mowing the ball field. A SC member reached out to a mowing company and asked if they were interested in mowing the ball field. The School Committee directed the Superintendent to reach out to these mowing companies and then make a decision on the mowing for the school property for the 2024 summer.

The Superintendent will reach out to Tracy Ames regarding the flower beds in front of the school and if she would trim the nests out of the trees.

**REAP Grant-** Heather Neal is considered the Business Manager for CIS and worked for the school for at least 7 years. She is responsible for assisting the Superintendent in writing the grants. She also tracks the receipts that will be used to draw down the funds from the grant. She also uploads the school budgets to the Maine Department of Education once they are voted on and then again when they have been audited. Heather was at school working on the grants on Monday. The grants funds that are not spent are rolled over to the next year and are expended before the new money is used.

Maine Department of Education put out a call out for districts interested in working with the CDS and PreKindergarten to help support 4 year olds in public schools. Heidi Donnelly and Ann

Kirkpatrick signed up to learn more about this program. The program was not appropriate for CIS. It was looking for districts that needed to improve its infrastructure to support 4 year olds in the public schools including classroom furniture, playground equipment and school buses. At this point CIS does not qualify for this program.

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

**Next meeting:** Tuesday, May 7, 2024 at the Chebeague Island School at 6:00PM.

The School Committee adjourned at 8:07PM

Respectfully Submitted,

Ann C. Kirkpatrick; Superintendent