

Chebeague Island School Committee
Regular Meeting Minutes- at the Chebeague Island School
December 21 , 2021
6:00 P.M.

Call to Order

The meeting was called to order at 6:02 p.m. by the School Committee Chair Suzanne Rugh. School Committee members in attendance were Jeff Putnam, Emily Short, Geoff Summa. Also in attendance was Superintendent Ann Kirkpatrick. Vika Wood was not present at the beginning of the meeting. She came into the meeting during the reports but left again. She returned during the executive session and for the rest of the meeting.

Suzanne Rugh began the meeting with the Pledge of Allegiance to the American Flag.

Approval of Agenda for December 21, 2021- A motion was made by Jeff Putnam to approve the agenda but also moving the executive session before Old Business.. Seconded by Suzanne Rugh. Motion was approved 3-0-0.

Minutes from December 7, 2021- A motion was made by Jeff Putnam to approve the minutes December 7, 2021 with corrections. Seconded by Geoff Summa. Motion passed 4-0-0.

Correspondence-

We had a letter from the Department of Education regarding our lunch program. We applied to not participate in the Federal lunch program. The letter denied our participation in providing lunch at the school. Obvious misunderstanding as we provide snacks and lunch, but we do it without federal assistance. Superintendent is working to correct this misunderstanding.

Public Comment - None

Reports

School Committee Chairperson- Suzanne shared that Emily Short has been asked to serve on a committee advocating for early childhood education. The meetings are the first Tuesday of the month and conflict with the School Committee Meeting. Suzanne would like to discuss possible solutions for the School Committee to keep Emily as a member.

Superintendent/ Principa- Ann Kirkpatrick reported that CIS has applied for an extension of our last year's school budget audit. The town has not been able to hire an auditor. It is noted that Chebeague Island is not alone in not finding an auditor.

There was a letter from the Yarmouth School Department regarding snow days. CIS will follow the same format; the first 2 snow days will be full out of school days. After that the students will have remote days including meeting times with the teacher. Note, delays and early dismissals are not considered snow days.

Ann reviewed the COVID protocols for the Nutcracker and going out to lunch. After vacation the COVID protocols in the school will remain the same as they have been since the beginning of the school year. We are doing a great job keeping our school and the people in it safe and healthy.

New Business

Financial Needs of the School

There are 3 areas of financial need for the school. The business management including grant management, reports to the department of education and overall budget reconciliation. Neal Consulting LLC currently is able to fill this role with the added responsibility of budget reconciliation..

The Town of Chebeague runs the payroll and the accounts payable. The school provides the town with the salaries (annually) and timesheets (biweekly) to upload to Complete Payroll, LLC on a biweekly basis for our 12 employees. Payroll also includes the monthly reporting to MainePers, unemployment insurance, health insurance, Fica, Medicare.

The school provides the town with the invoices/bill with the Trios number for the payment, the date and with the Superintendent's signature when it was reviewed. This is to generate a Warrant. Currently warrants are paid twice a month.

The school budget is about 33% of the town's total finances. It was agreed that the school would budget for next year up to 40% of a full time bookkeeper.

Policies Suzanne Rugh tabled the reading and consideration of the policies.

Geoff Summa moved that the school committee move into executive session pursuant to 1 M.R.S.A. §405(6)(A) employment-related matters. Seconded by Emily Short. Motion passed 5-0-0. 7:10 p.m. School committee came out at 8:07 p.m.

Jeff Putnam moved that the School Committee direct the Chair to negotiate a contract with Ann Kirkpatrick as Superintendent for Chebeague Island School for 2 years, under the language and insurance discussed and in compliance with Maine State Law. Seconded by Suzanne Rugh. Motion passed 4-1(gs)-0.

Goeff Summa made an amendment to Jeff Putnam's motion for the contract to be for the Superintendent's contract to be for 1 year. There was no second.

Vika Wood moved that the School Committee Chair and the Superintendent complete the Maine Department of Education paperwork to employ the Superintendent. Seconded by Jeff Putnam. Motion passed 5-0-0.

Other Business

A warrant was brought to the meeting to be signed.

Adjournment at 8:25 p.m.m
Respectfully Submitted,

Ann C. Kirkpatrick; Superintendent