

Chebeague Island School Committee Meeting Minutes

Tuesday, August 6, 2019

Call to Order

The meeting was called to order at 6:05 pm by Chairperson Jeff Putnam. Present School Committee members Jeff Putnam, Jen Belesca, Christin Nadeau, and Suzanne Rugh; absent Courtney Doughty. School staff Superintendent/Principal Ann Kirkpatrick, Nancy Earnest, Town Manager Marjorie Stratton and community members Mary Todd and Bob Earnest.

Flag Salute

The Pledge of Allegiance was recited.

Approval of Agenda

Additions were made to the agenda; New Business, School Car and 2 warrants from FY19 were included under Other Business. A motion was made by Jen Belesca and seconded by Christin Nadeau to approve the agenda with the changes. Motion passed 4-0.

Approval of the Minutes of 7/9/19

A motion was made by Suzanne Rugh and seconded by Christin Nadeau to approve the School Committee meeting minutes of July 9, 2019 as written. Motion passed 4-0.

Correspondence and Thank Yous

The School Committee members are still working on their Thank you notes. Christin Nadeau received a letter from Senator Catherine Breen congratulating her for being voted in as a new School Committee member!

Public Comment

Jen Belesca spoke about support needed for the Swim/Run in Casco Bay. Mary Todd asked about the requirements for her children to continue attending school in Yarmouth. Superintendent Kirkpatrick will be in contact with Mary to help answer questions.

Reports

School Committee Chairperson: Jeff Putnam share two versions of the slate of Chebeague Island School Employees. The first was a list of the names of the positions and how much time they work. The second was a table with the positions, the percentage of time worked or hours, what line(s) in the budget that the position is paid, the current salary for the position and the name of the person currently holding the position.

Superintendent/Principal: Ann Kirkpatrick gave an update on the paving. The town paving will take place on August 26, 2019. There is not an exact date for the school paving because the 'hot mix' must be kept warm so it will be barged over and used the same day. Currently driveway is being prepped for the paving by Beupre The following job descriptions were shared; Building Principal, Teacher, Educational Technician III, Administrative Secretary, and Bus Driver.

The Town Manager gave a print out from FY2019 Budget. As of August 1, 2019 94.1% of the proposed budget was expended. On this warrant there were 2 warrants from FY19 for a total of \$11,566.93.

Old Business

Employee Handbook: There was a list of topics/headings to include in the Employee Handbook. Some of the topics have current school policies that help define them. It was agreed that this is a project to begin working on. The policies will be mentioned but not copied into the handbook as they are online on the school website. Nancy Earnest offered to help proofread as it is written.

CTC:

The SC began editing a draft letter to the Parents of School aged children on Chebeague Island regarding the situations where the School Committee will pay for the student's tickets on the Chebeague Island Transportation to attend Yarmouth Public Schools and to attend Yarmouth Public School functions and activities. Letter will be ready for the next SC meeting.

Hiring Policies (GCFB) and Hiring Procedures (GCFB-R)

The SC reviewed the Hiring Policies and Procedures to assure that they were current. In reviewing surrounding area school districts same policies it was observed that all policies are very similar.

New Business

Spanish Teacher-Superintendent Kirkpatrick recommends Kathleen 'Katy' McCann to teach Spanish at Chebeague Island School of the 2019-2020 school year. She will work up to 4 hours per week including preparation for the lessons. Her hourly pay will be \$26.00. A motion was made by Suzanne Rugh and seconded by Christin Nadeau to accept the Superintendent's recommendation to hire Kathleen McCann. Motion passed 4-0

Educational Technicians- There was a discussion regarding when the school begins paying the educational technicians at the start of the day and when their day ends. It was agreed that educational technicians work five days per week. If they are coming from the mainland the school would pay for their parking pass and boat fare.

School Car- Superintendent shared the information from Casco Ford that the Ford Freestyle would not pass inspection due to the amount of rust, needs new brakes and struts, rocker panel, subframe, axle and the tires aligned. The school committee directed Superintendent Kirkpatrick to research and purchase a vehicle for the school. The suggested a minivan making it easier to get into the last row of seats.

Other Business

There were 3 warrants; 2 from the previous year (FY19) and one for FY20.

Adjournment:

Jen Belesca made a motion to adjourn the meeting seconded by Christin Nadeau. Passed 3-0 (Suzanne left before the vote) 7:38 PM

Respectfully Submitted,

Ann C. Kirkpatrick, Superintendent