

Chebeague Island School Committee Minutes November 19, 2019

Call to Order

The meeting was called to order at 6:08 am by Vice Chairperson Jen Belesca. School Committee members in attendance were Jen Belesca, Suzanne Rugh and Carol White. School staff present were Superintendent/Principal Ann Kirkpatrick and PreK teacher Nancy Earnest.

Flag Salute

The Pledge of Allegiance was recited.

Approval of Agenda

No additions were made to the agenda, there will not be an executive session. A Motion was made by Carol White to approve the agenda as written. Seconded by Suzanne Rugh. Motion passed 3-0-0.

Approval of Minutes from November 12, 2019

The Credit Union has asked for a signed copy of the minutes where Jeff Putnam signed to the letter to change signatures on the bank account. An extra set of minutes were brought for committee members to sign. A Motion was made by Suzanne Rugh to approve the minutes as written and seconded by Carol White. Motion passed. 3-0-0.

Correspondence

No correspondence

Public Comment

No public comment

Reports

School Committee Chairperson: Jen Belesca spoke about the 5 year plan. The main concern is that the warranty items and systems are checked and running before the end of the school year. Superintendent Kirkpatrick will write a letter inviting the Contractor to visit Chebeague Island School. During the visit the contractor needs to go over items on the punch list and warrantee items to show the new administrator and maintenance the workings of the school. Superintendent Evaluation Process and Timeline was discussed. The evaluation tool was viewed. It was recommended that it be transferred to a PDF file for ease of collating the results. Suzanne Rugh would look into getting that done. It was discussed who should fill out the evaluation; the 5 school committee members, 3 classroom teachers, special education teacher and cook/custodian. This should happen in December.

Superintendent/Principal

The van is scheduled to be barged back onto the island tomorrow.

The policies we are revising and adding are being tracked as well as updated.

The Superintendent is working with our grant writer Heather Neal. We have another conference call on Friday.

The copier lease is expiring this spring. For budget purposes and ease of running the school we will look to have our copier be multi-functional; copy, scan to email and fax as well as black and white and color print. Currently, the color printer and fax are in a classroom. We will begin the research and contacting the company to look into other options.

Both the David Brunner and Laura Summa have been contacted for their information regarding 'punch lists' and warranty items that need to be taken care of in a timely fashion. The Superintendent will get this list to the Board and also set up a meeting with the contractor.

The budget process was discussed along with the dates to meet with the selectmen. At the beginning of January the draft budget of personnel and benefits will be ready for view by the school committee. The School Committee did not give a directive when building the budget but recommended that we try to keep it as flat (0% increase) as possible.

Old Business

The Budget Calendar FY21 was transposed onto the Town's Budget calendar so that we can get a better working knowledge of the development of the budget. It was asked that when we meet with the town select board on February 12, 2020 that there be an agenda. Possible agenda item would be a discussion of Chebeague Transportation Company working together.

New Business

The policies were not revised for this meeting. Visitors in the School-KI and First Aid and Emergency Medical Care- JLCE will be put on the next agenda for discussion.

The teachers were asked about the 3 year Curriculum Cycle for science and social studies.

They are interested in having the whole Lucy Caulken program for reading, writing and phonics.

This will be addressed during the budget process.

Other Business

During the warrant signing there were questions regarding the charge for the Website hosted by the company, Go Daddy. The charge is for a 3 year host; 2019-2022. Other charges on this warrant was the cost to repair the van door. Warrant signed.

Adjournment at 7:46

Respectfully Submitted,
Ann C. Kirkpatrick; Superintendent