

Chebeague Island School Committee
Regular Meeting Minutes- at the Chebeague Island School
December 7 , 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 and Vika Wood. Others in attendance were Superintendent Ann Kirkpatrick and Jen Belesca.

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

Approval of Agenda for December 7, 2021- A motion was made by Jeff Putnam to approve the agenda as written. Seconded by Geoff Summa. Motion was approved 5-0-0.

Minutes from November 16, 2021- A motion was made by Jeff Putnam to approve the minutes November 2, 2021 with corrections. Seconded by Vika Wood. Motion passed 5-0-0.

Correspondence-

Donna Damon sent an email to Suzanne Rugh, Jeff Putnam and Ann Kirkpatrick in response to Suzanne's inquiry about being part of the selection committee for the Town Manager positions. Donna welcomes the school's input with regards to our fiscal needs from the Town Office. University of Farmington sent a thank you note to Ann Kirkpatrick and Nancy Earnest for helping with Justina's practicum this fall.

Public Comment - None

Reports

School Committee Chairperson-

Superintendent/ Principal- Ann Kirkpatrick reported that CIS is signed up to be one of the schools in Cumberland County to participate in Winter Kids in January!

The newsletter should go to print this week.

Our one 4th grader will be participating in the National Assessment of Educational Progress (NAEP) on March 1, 2022. This reading section will be the focus at CIS.

All parents will have the option of receiving messages from the school through the App; Remind. We are currently setting it up and inviting parents to join.

CONCERT: on December 16, 2021 at the hall 5:30PM. It will also be livestream on Beverly's website.

All students will be attending a special performance of The Nutcracker. The show will stop and be explained to the audience. This will be on Wednesday, December 22, 2021. Students and staff will go out to eat after the show.

New Business Policies

A motion was made by Jeff Putnam to approve policies IHBAC, Child Find and BCB, Conflict of Interest in their second reading. Second by Emily Short. Motion passed 5-0-0.

The School Committee tabled policy BCC- Nepotism. The policy IJOC School Volunteers is mentioned in the policy and will be reviewed.

Superintendent Evaluation-

The Superintendent handed out information from the Maine Department of Education regarding notification of the Superintendent's Contract by the School Committee to MDOE. This document will be reviewed at the next School Committee meeting.

There was discussion about an evaluation and the timing of it either in December or in the spring.

Financial needs of the School from the Town Office

There was a good discussion of the school's financial needs; payroll including reporting state and federal taxes, medicare, Maine State Retirement System and quarterly unemployment; bookkeeping including preparing warrants with invoices and bills entered to pay creditors; and fiscal management including state and federal reporting, grant writing and management and tracking the overall budget with the Superintendent.

The history of the part time town clerk, bookkeeper and town manager was shared. There was a division of work. When the bookkeeper left, the jobs were redistributed between the town manager and the full time clerk.

It was determined that the school could use dedicated bookkeeping. This will be communicated to the Town Selectboard and the school will budget for it next fiscal year.

Old Business

Update on the BOAT - There are some outstanding bills from the Boat Project. .

Current Budget Update- The town is still looking for someone to audit last year's town and school budgets. Covid and LEA grants were completed last year. We do not know what our reimbursement from the state will be for special services.

Other Business

Two warrants from November and one from December were brought to the meeting.

Adjournment at 7:43 pm

Respectfully Submitted,
Ann C. Kirkpatrick; Superintendent