

# **Chebeague Island School Committee**

**Tuesday, June 3rd, 2025**

**Chebeague Island School**

**Executive Session 5:15 PM**

**Regular Meeting 6:00 PM**

THIS MEETING MAY BE RECORDED

## **AGENDA–EXECUTIVE SESSION**

1. Call to Order
2. Executive Session
  - A. To discuss the Superintendent evaluation per 1 M.R.S.A §405(6)(A)

## **AGENDA–REGULAR MEETING**

1. Call to Order
2. Approval of Agenda for June 3rd, 2025
3. Approval of Minutes for School Committee Meeting of May 20th, 2025
4. Public Comment
5. Correspondence
6. Reports
  - A. Report from School Committee Chair
  - B. Report from Superintendent
  - C. Report from Lead Teacher
7. Old Business
  - A. Continue discussions regarding adding middle school classroom at CIS
  - B. Second read and approval of the Chebeague Island School Facilities Maintenance and Capital Plan.
  - C. Second read and approval of Policy IJJ Instructional Materials Selection.
8. Warrant
9. Items for next meeting
10. Adjournment

**Chebeague Island School Committee**  
**Tuesday, May 20th, 2025**  
**Chebeague Island School**  
**Regular Meeting 6:00 PM**

**MINUTES**

1. Call to Order

The meeting was called to order at 6:01 p.m. by Vice Chair Nancy Earnest. Geoff Summa and Erin Layng were present. Jeff Putnam was absent. Caitlin Henningsen is on a leave of absence.

2. Approval of Agenda for May 20th, 2025

Erin Layng made a motion to approve the agenda. Seconded by Geoff Summa. The motion passed 3-0-0.

3. Approval of Minutes for School Committee Meeting of May 6th, 2025

Erin Layng made a motion to approve the minutes from May 6th, 2025. Seconded by Nancy Earnest. The motion passed 2-0-1. Geoff Summa abstained as he was absent on May 6th.

4. Public Comment

NONE

5. Correspondence

NONE

6. Reports

A. Report from School Committee Chair

NONE

B. Report from Superintendent

The Superintendent reported on plans to administer a family feedback survey over the last few weeks of school as stated in the CIS Comprehensive Educational Plan. The survey is a few short items that assess the parent's feelings about collaboration with the school, communication from the school, and their perspective on the academic and social experience of their children. The School Committee will review the results over the summer as part of the cycle to set goals for the

# **Chebeague Island School Committee**

**Tuesday, May 20th, 2025**

## **Chebeague Island School**

next school year. He also reported about a planned reconfiguration of the part time hourly positions. For next year, the driver and custodian positions will be combined, and the kitchen manager will be an independent role. This is a budget neutral change as it is a reallocation of the committee resources for those positions. The current kitchen manager and custodian will serve as the driver and custodian next year, and the school will be seeking a kitchen manager. The position will be posted shortly. Lastly, the superintendent reported on the Island Institute field trip from last week and the upcoming Spring Concert on Friday May 30th.

### **7. Old Business**

- A. Approval of use of Capital Reserves to fund the heat pump conversion project.

The school committee was joined by Ellie Hughes, the Climate Action Intern for Chebeague Island, to review the current status of the school's heat pump project. Based on this discussion, Nancy Earnest made a motion to approve the use of up to \$80,000 from the Capital Reserve to fund the heat pump conversion project as detailed in the attached proposal. Seconded by Erin Layng. The motion passed 3-0-0.

### **8. New Business**

- A. First read and discussion of the Chebeague Island School Facilities Maintenance and Capital Plan.

The superintendent presented the current draft of the maintenance and capital plan for discussion and feedback. Committee members asked questions and recommended some additions to the capital plan. The proposed changes will be incorporated for a second read and approval at the next regular meeting.

- B. First read and discussion of Policy IJJ Instructional Materials Selection.

The superintendent reported on the efforts to assess the current state of the school department's policy book as summarized in the table presented. Additionally, the committee reviewed the proposed changes to policy IJJ Instructional Materials. There was discussion and a few clarifications to be incorporated for the second read and approval of the policy at the next meeting.

### **9. Warrant**

There was a warrant for FY25 for approval.

### **10. Items for next meeting**

**Chebeague Island School Committee**  
**Tuesday, May 20th, 2025**  
**Chebeague Island School**

The next meeting is an executive session on Thursday May 29th at 6:00pm. The next regular meeting is Tuesday June 3rd, 2025 at the Chebeague Island School. The regular meeting will start at 6:00pm.

11. Adjournment

The meeting adjourned at 7:12pm.

Respectfully Submitted,

Aaron Townsend  
Superintendent

# **Chebeague Island School Committee**

## **Regular Meeting Agenda Item**

**Topic:** Middle School Expansion

**Purpose:** Provide financial analysis for consideration

**Date:** June 3rd, 2025

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**Background:** Based on inquiries from current families, we have been gathering feedback about adding a middle school classroom at Chebeague Island School. Given the discussion at the recent parent meeting, the attached memo outlines initial potential fiscal implications for the committee's consideration.

**Recommendation:** NA

**Attachments:** Middle School Expansion Fiscal Analysis Memo

# Chebeague Island School Committee

## Business Memo

To: School Committee Members  
From: Aaron Townsend, Superintendent

RE: Middle School Expansion Fiscal Analysis Memo

Date: June 3rd, 2025

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The purpose of this memo is to start to make concrete the possible financial implications of adding a middle school classroom at CIS. These are initial assumptions based on the program model that has been discussed. This analysis is based on 2025-2026 costs for comparison purposes.

### Financial Model Assumptions:

- **Enrollment:** 8 students (4 island students, 4 mainland students)
- **Instructional Program:** This would be a multi-aged classroom (6th-8th grade) that would be consistent with the CIS Education Plan of providing a personalized, project based curriculum.

### Budget Analysis Summary

- Estimated Revenue: \$91,344
- Estimated Expenses: \$107,910
  - *There are additional potential unknown expenses for administration, special education, and facilities.*
- Projected Difference: **(\$16,566)**

### Budget Analysis Detail

| Revenue                  | Amount          | Notes  |
|--------------------------|-----------------|--|
| Yarmouth Tuition Savings | \$67,344        | 4 students @ \$16,836/student                            |
| Mainland Tuition Revenue | \$20,000        | 4 students @ \$5,000/student                             |
| Meals Reimbursement      | \$4,000         | Estimate reimbursement for meals for additional students |
| <b>Total</b>             | <b>\$91,344</b> |  |
|                          |                 |  |

# Chebeague Island School Committee

## Business Memo

| Expenses                             | Amount           | Notes   |
|--------------------------------------|------------------|---|
| Classroom teacher                    | \$78,327         | Salary and health benefits for full time teacher  |
| Specials staffing                    | \$20,716         | Additional part time specialists for art, music, PE, and foreign language for one session per week. |
| Instructional Materials and Supplies | \$3,000          | Ongoing costs for curricula and materials for middle school.  |
| Food service costs                   | \$5,867          | Annual food service costs for additional 8 students.  |
| <b>Total</b>                         | <b>\$107,910</b> |   |
|                                      |                  |   |
| <b>Potential Expenses</b>            |                  |   |
| Administrative costs                 | TBD              | Possible additional costs for superintendent, admin and transportation.                             |
| Special Education                    | TBD              | Dependent on student need and capacity of staff for PK-5 services                                   |
| Facilities                           | TBD              | See further explanation below.  |

### Facilities

The current school facility has housed three separate classrooms at different times since the renovation. The third classroom has historically been a Pre K or Pre K/K classroom. If a middle school classroom were added, it would utilize the space that has been used for this additional class. This could mean that there would not be a classroom space available as there has been historically for Pre K or K if it was needed.

There have been a number of suggestions regarding utilization of other spaces to support the program, such as converting the attic space to a classroom or utilizing community spaces on the island. The potential costs for these are unknown at this time and would require evaluation by appropriate contractors to convert those spaces to conform to building codes for public school for that age level.

# **Chebeague Island School Committee**

## **Regular Meeting Agenda Item**

**Topic:** Facilities Maintenance and Capital Plan

**Purpose:** First read and discussion of the Facilities Maintenance and Capital Plan.

**Date:** June 3rd, 2025

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**Background:** In the fall of 2024, the School Committee established a Buildings and Grounds Sub Committee. One of the tasks for the committee was the development of a Facilities Maintenance and Capital Plan as required by state statute. The Sub Committee has been meeting at least monthly since November.

To develop the plan, the sub-committee first conducted a facilities audit to assess the current state of the facility and capital assets. Based on this audit and review of other relevant information, the sub-committee has drafted a Chebeague Island Facilities Maintenance and Capital Plan (see attachments).

This plan should be reviewed annually and adjusted as necessary.

**Recommendation:** Approve the CIS Facilities Maintenance and Capital Plan.

**Attachments:** CIS Facilities Maintenance Plan  
CIS Capital Plan  
CIS Capital Reserve Accounts



| CIS Facilities Maintenance Plan |                    |  |                    |
|---------------------------------|--------------------|--|--------------------|
| Frequency                       | Space/System       | Task   | Person Responsible |
| Daily                           | Bathrooms          | Clean and sanitize toilets and sinks                           | Custodian          |
| Daily                           | Bathrooms          | Refill soap, paper towels, and toilet paper                    | Custodian          |
| Daily                           | Bathrooms          | Sweep and mop floors   | Custodian          |
| Daily                           | Bathrooms          | Empty trash bins   | Custodian          |
| Daily                           | Bathrooms          | Sanitize stall doors, handles, and dispensers                  | Custodian          |
| Weekly                          | Bathrooms          | Check for plumbing issues                                      | Custodian          |
| Monthly                         | Bathrooms          | Deep clean partitions and doors                                | Custodian          |
| Monthly                         | Bathrooms          | Inspect and repair any damages                                 | Custodian          |
| Quarterly                       | Bathrooms          | Deep clean floors and fixtures                                 | Custodian          |
| Quarterly                       | Bathrooms          | Check for mold and mildew growth                               | Custodian          |
| Quarterly                       | Bathrooms          | Ensure all plumbing fixtures function properly                 | Custodian          |
| Annually                        | Bathrooms          | Scrub tile walls and grout                                     | Custodian          |
| Annually                        | Bathrooms          | Replace old fixtures as needed                                 | Contractor         |
| Daily                           | Classrooms         | Sweep and spot mop floors; vacuum rugs                         | Custodian          |
| Daily                           | Classrooms         | Empty trash bins   | Custodian          |
| Daily                           | Classrooms         | Wipe desks and chairs  | Custodian          |
| Daily                           | Classrooms         | Clean whiteboards and erasers                                  | Custodian          |
| Daily                           | Classrooms         | Sanitize door handles and light switches                       | Custodian          |
| Weekly                          | Classrooms         | Deep clean floors and furniture                                | Custodian          |
| Weekly                          | Classrooms         | Dust shelves and storage areas                                 | Custodian          |
| Weekly                          | Classrooms         | Inspect and clean vents  | Custodian          |
| Weekly                          | Classrooms         | Inspect doors and locks for security                           | Custodian          |
| Quarterly                       | Custodial          | Wash windows inside and out                                    | Custodian          |
| Annually                        | Custodial          | Shampoo carpets  | Contractor         |
| Annually                        | Custodial          | Strip and wax floors   | Contractor         |
| Monthly                         | Electrical         | Check and replace faulty bulbs                                 | Custodian          |
| Monthly                         | Electrical         | Inspect emergency lighting and backup systems                  | Contractor         |
| Monthly                         | Electrical         | Check circuit breakers for proper function                     | Contractor         |
| Monthly                         | Electrical         | Inspect electrical panels for loose connections or overheating | Contractor         |
| Monthly                         | Electrical         | Test outlets for functionality and safety compliance           | Contractor         |
| Monthly                         | Electrical         | Inspect surge protectors and grounding systems                 | Contractor         |
| Quarterly                       | Electrical         | Inspect and test emergency backup generators                   | Contractor         |
| Quarterly                       | Electrical         | Test and reset ground fault circuit interrupters (GFCIs)       | Contractor         |
| Quarterly                       | Electrical         | Ensure all electrical panels are properly labeled              | Contractor         |
| Annually                        | Electrical         | Conduct an energy efficiency audit                             | Contractor         |
| Annually                        | Electrical         | Inspect transformers, wiring, and conduit systems              | Contractor         |
| Annually                        | Electrical         | Ensure compliance with local safety codes                      | Contractor         |
| Weekly                          | Exterior Grounds   | Sweep entryways and sidewalks                                  | Custodian          |
| Weekly                          | Exterior Grounds   | Empty outdoor trash bins                                       | Custodian          |
| Weekly                          | Exterior Grounds   | Inspect landscaping and remove debris                          | Custodian          |
| Annually                        | Exterior Grounds   | Power wash building exterior                                   | Custodian          |
| Annually                        | Exterior Grounds   | Inspect roof for leaks or damage                               | Custodian          |
| Annually                        | Exterior Grounds   | Prune trees and other landscaping                              | Custodian          |
| Annually                        | General Operations | Touch-up interior paint as needed                              | Custodian          |
| Annually                        | General Operations | Repair or replace damaged furniture                            | Custodian          |
| Monthly                         | General Structure  | Inspect windows and doors for proper sealing                   | Custodian          |
| Monthly                         | General Structure  | Check for any signs of pest infestation                        | Custodian          |
| Monthly                         | General Structure  | Replace ceiling tiles as needed                                | Custodian          |
| Daily                           | Hallways           | Sweep and spot mop floors                                      | Custodian          |
| Daily                           | Hallways           | Sanitize handrails and doorknobs                               | Custodian          |
| Daily                           | Hallways           | Spot clean walls as needed                                     | Custodian          |
| Daily                           | Hallways           | Inspect stairwells and railings for stability                  | Custodian          |
| Quarterly                       | Hallways           | Buff and polish floors   | Custodian          |
| Quarterly                       | Hallways           | Dust and clean light fixtures                                  | Custodian          |
| Monthly                         | HVAC System        | Replace air filters  | Custodian          |

|           |                                  |  |                 |
|-----------|----------------------------------|--|-----------------|
| Monthly   | HVAC System                      | Inspect and clean vents and ductwork   | Contractor      |
| Monthly   | HVAC System                      | Check thermostat settings and calibrate if necessary                               | Custodian       |
| Monthly   | HVAC System                      | Inspect HVAC belts and fans for wear   | Contractor      |
| Monthly   | HVAC System                      | Ensure condensate drains are clear   | Contractor      |
| Monthly   | HVAC System                      | Test system efficiency and airflow   | Contractor      |
| Monthly   | HVAC System                      | Clean ductwork for improved air quality  | Contractor      |
| Quarterly | HVAC System                      | Inspect heat exchangers and coils for buildup                                      | Contractor      |
| Quarterly | HVAC System                      | Lubricate moving parts to reduce wear and tear                                     | Contractor      |
| Quarterly | HVAC System                      | Check refrigerant levels and inspect for leaks                                     | Contractor      |
| Quarterly | HVAC System                      | Inspect insulation on piping to prevent energy loss                                | Contractor      |
| Annually  | HVAC System                      | Professional inspection and servicing  | Contractor      |
| Annually  | HVAC System                      | Perform comprehensive system performance evaluation                                | Contractor      |
| Annually  | HVAC System                      | Clean evaporator and condenser coils   | Contractor      |
| Annually  | HVAC System                      | Inspect and seal ductwork to improve efficiency                                    | Contractor      |
| Weekly    | Integrated Pest Management (IPM) | Inspect for signs of pest activity in all areas                                    | Custodian       |
| Weekly    | Integrated Pest Management (IPM) | Seal any cracks or entry points  | Custodian       |
| Weekly    | Integrated Pest Management (IPM) | Ensure proper food storage and waste disposal practices                            | Custodian       |
| Weekly    | Integrated Pest Management (IPM) | Remove standing water and moisture sources   | Custodian       |
| Monthly   | Integrated Pest Management (IPM) | Conduct a thorough pest inspection   | Custodian       |
| Monthly   | Integrated Pest Management (IPM) | Apply eco-friendly pest control methods as needed                                  | Contractor      |
| Monthly   | Integrated Pest Management (IPM) | Ensure all food storage and waste areas are pest-proof                             | Custodian       |
| Monthly   | Integrated Pest Management (IPM) | Monitor and log pest activity  | Custodian       |
| Quarterly | Integrated Pest Management (IPM) | Review and update pest control strategies  | Custodian       |
| Quarterly | Integrated Pest Management (IPM) | Perform deep inspections in storage and food areas                                 | Custodian       |
| Quarterly | Integrated Pest Management (IPM) | Schedule professional pest control service if needed                               | Custodian       |
| Annually  | Integrated Pest Management (IPM) | Comprehensive pest control evaluation  | Contractor      |
| Annually  | Integrated Pest Management (IPM) | Update pest control protocols based on findings                                    | Contractor      |
| Annually  | Integrated Pest Management (IPM) | Perform structural maintenance to prevent pest entry                               | Contractor      |
| Daily     | Kitchen                          | Sweep and spot mop floors  | Kitchen Manager |
| Daily     | Kitchen                          | Wipe down countertops and tables   | Kitchen Manager |
| Daily     | Kitchen                          | Clean and sanitize sinks   | Kitchen Manager |
| Daily     | Kitchen                          | Empty trash bins   | Kitchen Manager |
| Daily     | Kitchen                          | Sanitize high-touch surfaces, including refrigerator handles and appliance buttons | Kitchen Manager |
| Weekly    | Kitchen                          | Clean inside microwave, refrigerator, and cabinets                                 | Kitchen Manager |
| Weekly    | Kitchen                          | Sanitize all surfaces thoroughly   | Kitchen Manager |
| Weekly    | Kitchen                          | Inspect for expired food and discard as needed                                     | Kitchen Manager |
| Weekly    | Kitchen                          | Check and clean grease traps   | Kitchen Manager |
| Monthly   | Kitchen                          | Deep clean ovens, stovetops, and exhaust fans                                      | Kitchen Manager |
| Quarterly | Kitchen                          | Check fire suppression systems and grease traps                                    | Contractor      |
| Annually  | Kitchen                          | Conduct thorough cleaning of all appliances  | Kitchen Manager |
| Annually  | Kitchen                          | Inspect and maintain gas lines or electrical connections                           | Contractor      |
| Daily     | Multipurpose Room                | Sweep and spot mop floors  | Custodian       |
| Daily     | Multipurpose Room                | Empty trash bins   | Custodian       |
| Daily     | Multipurpose Room                | Wipe tables and chairs   | Custodian       |
| Daily     | Multipurpose Room                | Sanitize high-touch surfaces   | Custodian       |
| Weekly    | Multipurpose Room                | Deep clean floors and walls  | Custodian       |
| Weekly    | Multipurpose Room                | Inspect for damage or needed repairs   | Custodian       |
| Daily     | Office                           | Vacuum or sweep floors   | Custodian       |
| Daily     | Office                           | Empty trash bins   | Custodian       |
| Daily     | Office                           | Wipe desks and chairs  | Custodian       |
| Weekly    | Office                           | Vacuum carpets or rugs   | Custodian       |
| Quarterly | Playground & Exterior            | Inspect playground equipment for damage  | Custodian       |
| Monthly   | Plumbing                         | Inspect for leaks or drainage issues   | Custodian       |
| Monthly   | Plumbing                         | Flush water heaters and check for sediment buildup                                 | Contractor      |
| Monthly   | Plumbing                         | Test water fountains for safe water quality  | Contractor      |
| Quarterly | Safety                           | Test fire alarms, carbon monoxide detectors, and extinguishers                     | Contractor      |
| Quarterly | Safety                           | Inspect first aid kits   | Admin           |
| Quarterly | Safety                           | Conduct annual ADA compliance inspections  | Contractor      |
| Annually  | Safety                           | Review emergency evacuation routes   | Admin           |

## CIS Capital Plan

|                             | Date of Ownership | Cost if known | Remaining Life | Replacement Date | Replacement Cost | Savings need/year |
|-----------------------------|-------------------|---------------|----------------|------------------|------------------|-------------------|
| <b>Capital Items</b>        |                   |               |                |                  |                  |                   |
| Oven                        |                   |               | 1 year         | 2025             | \$5,000          | \$5,000           |
| Stove                       |                   |               | 3 years        | 2028             | \$5,000          | \$1,667           |
| Smartboards                 |                   |               | 5 years        | 2030             | \$15,000         | \$3,000           |
| Laminator                   | 2021?             |               | 10 years       | 2031             | \$6,000          | \$1,000           |
| Copier                      | 2025              | 7850          | 7 years        | 2032             | \$9,499          | \$1,357           |
| Generator                   |                   |               | 10 years       | 2035             | \$15,000         | \$1,500           |
| Water Filter System         |                   |               | 10 years       | 2035             | \$5,000          | \$500             |
| Water heater                |                   |               | 12 years       | 2035             | \$8,000          | \$800             |
| Dishwasher                  |                   |               | 15 years       | 2040             | \$10,000         | \$667             |
| Fridge                      | 2019              |               | 15 years       | 2034             | \$6,000          | \$400             |
| Freezer                     | 2019              |               | 15 years       | 2034             | \$6,000          | \$400             |
| Air Ventilation System      | 2019              |               | 20 years       | 2039             | \$50,000         | \$3,571           |
| Fire Alarm System           | 2023              |               | 20 years       | 2043             | \$20,000         | \$1,111           |
| Heat Pumps                  | 2025              |               | 20 years       | 2045             | \$216,000        | \$10,800          |
| Piano                       | pre 2007          |               | 20 years       | 2045             | \$5,000          | \$250             |
| Roof                        | 2019              |               | 30 years       | 2049             | \$50,000         | \$1,667           |
| Boiler                      |                   |               | NA             |                  | \$15,000         |                   |
| Touch Tank/Little Casco Bay | 2010?             |               | NA             |                  |                  |                   |
| <b>Totals</b>               |                   |               |                |                  | <b>\$446,499</b> | <b>\$33,689</b>   |
| <b>Playground Items</b>     |                   |               |                |                  |                  |                   |
| Greenhouse                  | 2010              |               | NA             | 2025             | \$3,600          | \$3,600           |
| Playground Equipment        | Various           | NA            | 10 years       | 2035             | \$65,000         | \$6,500           |
| Fencing                     |                   |               | 10 years       | 2035             | \$27,862         | \$2,786           |
| Pizza Oven                  | June 2014         | 3850          | 10 years       | 2035             | \$5,005          | \$501             |
| Picnic Tables               | 2015?             |               | 10 years       | 2035             | \$5,000          | \$500             |
| Outdoor Shelter             | Oct. 2014         |               | 20 years       | 2045             | \$15,000         | \$750             |
| <b>Totals</b>               |                   |               |                |                  | <b>\$121,467</b> | <b>\$14,637</b>   |
| <b>Transportation Items</b> |                   |               |                |                  |                  |                   |
| Bus                         | 2025              | 95000         | 15 years       | 2040             | \$137,750        | \$9,183           |
| Van                         | 2016              | 18500         | 10 years       | 2035             | \$24,050         | \$2,405           |
| <b>Totals</b>               |                   |               |                |                  | <b>\$161,800</b> | <b>\$11,588</b>   |

## CIS Capital Reserve Accounts

*Balances current as of April 30, 2025*

| Reserve Accounts | Current Balance  | Replacement Costs | Difference       | Annual Contribution |
|------------------|------------------|-------------------|------------------|---------------------|
| Capital          | \$145,457        | \$446,499         | \$301,042        | \$33,689            |
| SPED             | \$129,379        | NA                |                  |                     |
| Transportation   | \$5,635          | \$161,800         | \$156,165        | \$11,588            |
| Tuition          | \$118,499        | NA                |                  |                     |
| Playground       | \$17,923         | \$121,467         | \$103,544        | \$14,637            |
| <b>Totals</b>    | <b>\$416,893</b> | <b>\$729,766</b>  | <b>\$560,751</b> | <b>\$59,915</b>     |

# **Chebeague Island School Committee**

## **Regular Meeting Agenda Item**

**Topic:** Policy IJJ Instructional Materials

**Purpose:** Second read and approval of the new policy IJJ Instructional Materials.

**Date:** June 3rd, 2025

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**Background:** One of the primary functions of a school committee is to maintain a set of policies to guide the work of the school department. Certain policies are required because of either state or federal requirements. The Chebeague Island School Department maintains a webpage that houses all of the school department policies. The policies can be found [here](#).

Based on audit of the posted policies, the only relevant required policy that CISD is missing is Policy IJJ Instructional Materials. The second draft of this policy is presented in this item for approval.

**Recommendation:** NA

**Attachments:** Policy IJJ Instructional Materials (DRAFT)  
Policy IJJ Instructional Materials (FINAL)

**Chebeague Island School Department  
School Committee Policy**

IJJ

**INSTRUCTIONAL ~~AND LIBRARY MEDIA~~ MATERIALS SELECTION**

The School Committee is legally responsible for all matters relating to the operation of the schools, including the provision of instructional materials ~~and maintenance of library media resources~~ that support the school system's curriculum.

While the School Committee retains its authority to approve the selection of instructional materials, it recognizes the educational expertise of its professional staff and the need for such staff to be involved in the recommendation of instructional materials. The School Committee delegates responsibility for the selection of instructional materials ~~and library media resources~~ to the professionally trained personnel employed by the school system, subject to the criteria and procedures for selection and the School Committee's policy on challenged materials as described below.

~~[NOTE: Under 20-A M.R.S.A. § 1001(10-A), a school board is required to have a policy governing selection of educational materials. The statute also states that a board may approve educational materials. "Educational materials" are not defined in statute. Chapter 125 of the Department of Education Rules makes a distinction between "instructional materials" and "library media resources," but does not use the term "educational materials." MSMA has provided definitions in this policy.]~~

~~**OPTION 1 (Board delegation):** With the assistance of professional staff, the Superintendent shall establish a system for the selection of instructional materials, including procedures to establish an orderly process for the review and recommendation of instructional materials. The Superintendent will be responsible for overseeing the purchase of instructional materials within budgetary parameters set by the Board. The Board expects the Superintendent to report on progress made in aligning instructional materials with curriculum development and evaluation in support of the content standards contained in Maine's system of Learning Results.~~

~~**OPTION 2 (School Committee approval):** With the assistance of professional staff, the Superintendent shall establish a system for the selection of instructional materials, including procedures to establish an orderly process for the review and recommendation of instructional materials. The Superintendent shall present his/her recommendations to the Board regarding the selection of textbooks and other instructional materials after completion of the review process. The School Committee will act on the Superintendent's recommendations concerning instructional materials. The School Committee expects the Superintendent to report on progress made in aligning instructional materials with curriculum development and evaluation in support of the content standards contained in Maine's system of Learning Results.~~

# Chebeague Island School Department School Committee Policy

IJJ

~~Each school shall maintain a library-media program that includes books and other print materials, multimedia materials, online Internet resources and information technology that support the curriculum. A certified library-media specialist will be responsible for overseeing the library-media program, under the supervision of the Superintendent. As with instructional materials, the School Committee delegates responsibility for selection of library-media materials and technology and Internet resources to the school system's professionally trained staff, subject to the criteria and procedures for selection and the School Committee's policy on challenged materials described below.~~

## Definitions

**“Instructional materials”** include textbooks and other print materials, online textbooks and instructional materials, other online/Internet resources (including access), software, and supplies and other materials to support instruction in subject areas and the implementation of standards for student learning.

~~**“Library-media resources”** include books, print materials, online/Internet resources (including access), multimedia materials and information technology that, as part of the library-media program, support the school system's curriculum.~~

## Objectives of Selection

The School Committee recognizes that it is the primary objective of instructional materials to implement and support the curriculum, ~~and of library-media resources to extend and enrich the educational programs of the schools.~~ Quality instructional materials ~~and library-media resources~~ are essential to student learning. In preparing students to meet the content standards of the Learning Results, in supporting the achievement of the school unit's educational goals and objectives, and in providing enrichment opportunities that expand students' interests and contribute to a desire for lifelong learning, it is the responsibility of the instructional program ~~and the library-media centers~~ of the schools to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

## Criteria for Selection

Instructional ~~and library-media~~ materials selected should:

- A. Support achievement of the content standards of the Learning Results;

## Chebeague Island School Department School Committee Policy

IJJ

- B. Support the goals and objectives of the school system's educational programs;
- C. Enrich and support the curriculum;
- D. Take into consideration the varied interests, abilities, and maturity levels of the students served;
- E. Foster respect and appreciation for cultural diversity and varied opinions;
- F. Give comprehensive, accurate and balanced representation to minorities and women in history, science, leadership and the arts and acknowledge the contributions of ethnic, religious and cultural groups to our American heritage;
- G. Present a balance of opposing sides of controversial issues to enable students to develop a capability for critical analysis;
- H. Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- I. Provide a background of information that will enable students to make intelligent decisions in their daily lives; and
- J. Respect the constraints of the school unit's budget.

Other factors that should be considered are accuracy and currency of material; importance of the subject matter; scholarship; quality of writing and production; and reputation and significance of the author, artist or composer.

In evaluating software, multimedia materials and online/Internet resources, additional factors that should be considered include purpose for use; content; format (degree of interactivity or student involvement); appropriate use of graphics, sound and animation; feedback provided; and ease of use.

### **Procedures for Selection**

Meeting the needs of the individual schools, based on knowledge of the curriculum and the existing collections of instructional ~~and library media~~ materials, shall be the highest priority. Basic learning materials, i.e., those that are the predominant instructional materials used by most members of the class, are used for a significant portion of the



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course or receive major emphasis during a course, or are essential to student achievement of content standards of the Learning Results are to take priority in the selection process.

Before recommending materials for purchase, professional staff should evaluate the existing collection, consulting reputable, unbiased, professionally prepared selection aids and specialists from all departments and/or all grade levels.

Social studies and science textbooks should not be older than five years unless up-to-date supplemental instructional materials are also available.

Whenever possible, purchase of non-print materials and multimedia, Internet and technology resources shall be made only after personal evaluation by ~~the librarian/media specialist and/or other~~ appropriate professional staff. Reviewing aids may be used in lieu of personal evaluation.

Multiple copies of outstanding and much-in-demand materials should be purchased as needed. Worn or missing standard items should be replaced periodically. Out-of-date or no-longer-useful materials should be withdrawn from the collection/circulation.

### **Donated Materials**

Gift materials are to be evaluated by the same criteria as purchased materials and are to be accepted or rejected by those criteria and in accordance with School Committee policy on gifts and donations.

### **Parental Authority**

A student's parent/guardian may inspect, upon request, any instructional material used as part of the curriculum. The Superintendent will be responsible for developing and implementing procedures for providing access to instructional material within a reasonable time after such a request is made.

The School Committee recognizes that the final authority as to what materials an individual student will be exposed rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their children to read or view the same material.

~~Library media center materials will not be removed from the collection because of criticism except in accordance with School Committee policy.~~

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### Challenged Materials

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, the School Committee recognized that objections may be raised occasionally by students, parents, school staff or Chebeague Island community members.

In the event a complaint is made, the following procedures will apply:

- A. The complaint shall be heard first by the person providing the materials in question.
- B. If the complaint is not resolved, the complainant shall be referred to the ~~building Principal~~Superintendent and requested to fill out the “Instructional ~~and Library Media~~ Materials Challenge Form.” ~~A copy of the form will be forwarded to the Superintendent.~~
- C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: the Lead Teacher, one additional classroom teacher, one community member, and the Superintendent. ~~one Principal at the appropriate grade level; one librarian/media specialist; one classroom teacher; the department head in the subject area of the challenged materials; one community member.~~
- D. The review committee shall: read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it.
- E. The report of the committee shall be forwarded to the Superintendent who will inform the complainant of the results.
- F. No materials shall be removed from use until the review committee has made a final decision.
- G. The review committee’s decision may be appealed to the Board. The School Committee may set aside a portion of a regular meeting or call a special meeting for the purpose of receiving testimony from representatives of the various points of view. The material in question shall be:

- 1. Reviewed objectively and in its full content;

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2. Evaluated in terms of the needs and interest of students, school, curriculum and community;
3. Considered in the light of differing opinions; and
4. Reviewed in light of the criteria for initial selection and purpose as provided herein.

The School Committee will announce its decision in writing not later than the conclusion of the next regular meeting of the School Committee following its receipt of said testimony.

Legal Reference: 20-A MRSA §§ 1001 (10-A); 1055 (4); 4002  
Ch. 125 §§ 9.01, 9.03 (Me. Dept. of Ed. Rule)  
P.L. 107-110 § 1061 (No Child Left Behind Act)

Cross Reference: IJJ-E – Challenge of Instructional Materials Form

Adopted: \_\_\_\_\_

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**INSTRUCTIONAL MATERIALS SELECTION**

The School Committee is legally responsible for all matters relating to the operation of the schools, including the provision of instructional materials that support the school system's curriculum.

While the School Committee retains its authority to approve the selection of instructional materials, it recognizes the educational expertise of its professional staff and the need for such staff to be involved in the recommendation of instructional materials. The School Committee delegates responsibility for the selection of instructional materials to the professionally trained personnel employed by the school system, subject to the criteria and procedures for selection and the School Committee's policy on challenged materials as described below.

With the assistance of professional staff, the Superintendent shall establish a system for the selection of instructional materials, including procedures to establish an orderly process for the review and recommendation of instructional materials. The Superintendent will be responsible for overseeing the purchase of instructional materials within budgetary parameters set by the Board. The Board expects the Superintendent to report on progress made in aligning instructional materials with curriculum development and evaluation in support of the content standards contained in Maine's system of Learning Results.

**Definitions**

**"Instructional materials"** include textbooks and other print materials, online textbooks and instructional materials, other online/Internet resources (including access), software, and supplies and other materials to support instruction in subject areas and the implementation of standards for student learning.

**Objectives of Selection**

The School Committee recognizes that it is the primary objective of instructional materials to implement and support the curriculum. Quality instructional materials are essential to student learning. In preparing students to meet the content standards of the Learning Results, in supporting the achievement of the school unit's educational goals and objectives, and in providing enrichment opportunities that expand students' interests and contribute to a desire for lifelong learning, it is the responsibility of the instructional program of the school to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

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**Criteria for Selection**

Instructional materials selected should:

- A. Support achievement of the content standards of the Learning Results;
- B. Support the goals and objectives of the school system's educational programs;
- C. Enrich and support the curriculum;
- D. Take into consideration the varied interests, abilities, and maturity levels of the students served;
- E. Foster respect and appreciation for cultural diversity and varied opinions;
- F. Give comprehensive, accurate and balanced representation to minorities and women in history, science, leadership and the arts and acknowledge the contributions of ethnic, religious and cultural groups to our American heritage;
- G. Present a balance of opposing sides of controversial issues to enable students to develop a capability for critical analysis;
- H. Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- I. Provide a background of information that will enable students to make intelligent decisions in their daily lives; and
- J. Respect the constraints of the school unit's budget.

Other factors that should be considered are accuracy and currency of material; importance of the subject matter; scholarship; quality of writing and production; and reputation and significance of the author, artist or composer.

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## **Procedures for Selection**

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- C. The Superintendent shall appoint a committee composed of the following persons to review the complaint: the Lead Teacher, one additional classroom teacher, one community member, and the Superintendent.
- D. The review committee shall: read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it.
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Adopted: June 3, 2025