

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

THIS MEETING MAY BE RECORDED

AGENDA

1. Call to Order
2. Approval of Agenda for May 20th, 2025
3. Approval of Minutes for School Committee Meeting of May 6th, 2025
4. Public Comment
5. Correspondence
6. Reports
 - A. Report from School Committee Chair
 - B. Report from Superintendent
7. Old Business
 - A. Approval of use of Capital Reserves to fund the heat pump conversion project.
8. New Business
 - A. First read and discussion of the Chebeague Island School Facilities Maintenance and Capital Plan.
 - B. First read and discussion of Policy IJJ Instructional and Library-Media Materials Selection.
9. Warrant
10. Items for next meeting
11. Adjournment

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

MINUTES

1. Call to Order

The meeting was called to order at 6:02 p.m. by Chair Jeff Putnam. Nancy Earnest and Erin Layng were present. Geoff Summa was absent. Caitlin Henningsen is on leave of absence.

2. Approval of Agenda for May 6th, 2025

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

3. Approval of Minutes for School Committee Meeting of April 15th, 2025

Nancy Earnest made a motion to approve the minutes from April 15th, 2025. Seconded by Erin Layng. The motion passed 3-0-0.

4. Public Comment

NONE

5. Correspondence

The Superintendent shared two notes from staff appreciating the School Committee members staff appreciation gifts and messages.

6. Reports

A. Report from School Committee Chair

The Chair shared about his efforts to engage the Long Island School Committee members thus far. He will continue to pursue an opportunity to meet with them regarding their plans for their school.

B. Report from Superintendent

The Superintendent reported that the heat pump vendor, Dave's World, had to resubmit our application to Efficiency Maine for the School Retrofit Opportunity Notice. As a result, the

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school is delayed from receiving final approval of the incentives our project qualifies for. Once we get the final approval from Efficiency Maine, the full package will be brought to the school committee for action. The superintendent also shared that they had hired Madelyn Leen for the new special education ed tech role pending approval of the budget at Town Meeting on June 7th.

C. Report from Lead Teacher

NONE

7. Old Business

A. Debrief community meeting about middle school expansion.

The school committee members discussed input from the parent community meeting that happened prior to the regular meeting regarding adding a middle school classroom at Chebeague Island School. They acknowledged that there are strong feelings on both sides of the issue. Committee members shared concerns about a potential expansion due to the potential impact on the school budget, the limitations of the existing space to effectively serve an additional class of middle school students, and the potential for impacting the quality of the current programming being offered. The school committee requested more specific information about the possible budget impacts for their review at an upcoming meeting before the end of the school year.

B. Revisit FY26 CISD Budget.

School committee members discussed the overall budget situation for the town, and the superintendent reviewed the projected undesignated fund balance for the school pending the final audit.

Erin Layng made a motion to amend the FY26 CISD school budget by allocating \$20,000 from the school's undesignated fund balance as revenue. Seconded by Nancy Earnest. The motion passed 3-0-0.

8. Personnel

A. Approval of certificated staff contracts for 2025-2026.

Nancy Earnest made a motion to approve the certificated staff contracts as presented. Seconded by Erin Layng. The motion passed 3-0-0.

Approve contracts

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9. Executive Session

- A. To discuss the Superintendent evaluation per 1 M.R.S.A §405(6)(A)

Erin Layng made a motion to enter into executive session to discuss the superintendent evaluation per 1 M.R.S.A §405(6)(A). Seconded by Nancy Earnest. The motion passed 3-0-0.

Nancy Earnest made a motion to end the executive session. Seconded by Erin Layng. The motion passed 3-0-0.

10. New Business

- A. Approval of Superintendent evaluation process and tools for 2025-2026.

The school committee members discussed the timeline for finalizing the superintendent evaluation. They will hold a special meeting to meet in executive session to review the feedback from staff and community members, the superintendent self evaluation, and school committee member ratings to finalize the evaluation.

11. Warrant

There was a warrant for FY25 for approval.

12. Items for next meeting

The next regular meeting is Tuesday May 20th, 2025 at the Chebeague Island School. The regular meeting will start at 6:00pm.

13. Adjournment

The meeting adjourned at 7:12pm.

Respectfully Submitted,

Aaron Townsend
Superintendent

Chebeague Island School Committee

Regular Meeting Agenda Item

Topic: Heat Pump Conversion Project Update

Purpose: Approve the use of Capital Reserves to fund the heat pump conversion project for Chebeague Island School.

Date: May 20th, 2025

Background: The current boiler for the school building is at the end of its life expectancy and is in need of scheduled replacement. The Buildings and Grounds Sub Committee has been working this year to develop a proposal to convert the school's primary heating systems to utilize heat pumps to reduce ongoing costs and improve environmental impact by reducing fossil fuel consumption.

Efficiency Maine is offering a specific School Retrofit Funding Opportunity Notice for heat pump conversion to subsidize the costs of this transition.

After reviewing bids from multiple vendors, the school submitted an application to Efficiency Maine with the vendor, Dave's World. Their proposal is for a total project cost of \$136,500 with an estimated \$66,504 in incentives which would mean a final cost to the Chebeague Island School District of \$69,996.

Recommendation: 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.

Attachments: Efficiency Maine School Retrofit Funding Opportunity Application, Chebeague Island School Department

CIS Heat Pump Summary

CIS has submitted an application to Efficiency Maine's School Retrofits funding opportunity notice for installation of a heat pump system. Efficiency Maine always has baseline incentives available for school electrification projects like heat pumps, but this additional funding opportunity increases incentive amounts substantially over the baseline incentives. If CIS were to pursue the selected heat pump project under this funding opportunity, we would save an additional \$30,000 relative to net cost under Efficiency Maine's baseline incentives. CIS gathered proposals from 4 heat pump providers and ultimately selected Dave's World because it offered the best price for a comprehensive heating system that covers all rooms without requiring reliance on ventilation systems or open doors to transfer heat.

Project

- System type: VRF single phase with heat recovery
- Heating capacity: 106,000 BTUs, equal to the entire building's calculated heating load
- Room coverage: every room except front and back vestibules
- Technology: 14 high wall mounted indoor units, 3 outdoor units
- Backup heat: existing boiler system would be reconfigured to operate as emergency backup
- Warranty: 1 year satisfaction guarantee for all parts/labor, 4 year workmanship warranty, 12 year Samsung parts and compressor warranty

Cost

- Total (all materials, labor, electrical work): \$136,500
- Incentive: \$12/sqft heated → \$65,304 (Efficiency Maine will pay installer directly, so CIS is not responsible for fronting this piece of the bill)
- Net cost to CIS: \$71,196

Timeline

- Application submitted May 7th
- Roughly 2 week application review process
- Accept Efficiency Maine offer letter and sign Dave's World proposal
- 6 week installation lead time for contractor to acquire materials
- Roughly 3 week installation period

SCHOOL RETROFITS PROJECT INCENTIVES



Funding Opportunity Notice (FON) FON-014-2024 Attachment A: FON HVAC Project Application

The HVAC solutions offered through this Funding Opportunity Notice are intended to allow your buildings to operate electric heating and cooling equipment without the need for fossil fuel systems. To assist with these upgrades, the installed solutions must use integrated controls (if the existing system remains) that communicate with your existing systems to make sure that each system is being optimized. If you, your vendor, or installer have any questions, Efficiency Maine is available to help at (207) 213-6247 or CIP@efficiencymaine.com.

Mini-Split Heat Pumps

Zone(s)	Min HSPF/HSPF2	Incentive
1	12.5/9.5	\$1,800/unit

Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas are not eligible. Incentives are capped at 85% of invoiced project cost.

Single Package Heat Pumps (Splitless)

Heating Capacity (Btu/h)	Incentive
$\geq 7,000$ and $\leq 9,500$	\$3,700

Incentives are capped at 90% of total material costs.

Heat Pump Rooftop Units (RTUs)

Required Heat Pump RTU Heating Capacity (MBh)	Minimum Required Efficiency Criteria (Heating)	Incentive
24	8.5 HSPF or 7.2 HSPF2 or 2.0 COP	\$7,000
36		\$10,000
48	2.0 COP	\$12,000
60		\$17,000
90		\$22,000
120		\$27,000
132		

Incentives are capped at 90% of invoiced project cost.

Energy Recovery Ventilators (ERVs)

Sensible Heat Recovery	Incentive per CFM
≥ 55% to < 65%	\$2.25/CFM
≥ 65% to < 75%	\$2.50/CFM
≥ 75% to < 85%	\$2.75/CFM
≥ 85%	\$3.00/CFM
Incentives are capped at 90% total material costs (without labor).	

Variable Refrigerant Flow Systems (VRFs)

Measure	Heating Capacity	Incentive
Single-Phase VRF Air-Cooled Heat Pump without Heat Recovery	< 65,000	\$12.00/sq.ft.
VRF Air-Cooled Heat Pump without Heat Recovery	≥ 65,000	\$15.00/sq.ft.
VRF Air-Cooled Heat Pump with Heat Recovery	≥ 65,000	\$18.00/sq.ft.
Incentives are capped at 90% of invoiced project cost.		



Billing Address

TOWN OF CHEBEAGUE
14 School House Road
Chebeague Island, ME 04017 USA

Job Address

School
14 School House Road
Chebeague Island, ME 04017 USA

Description of work

We are pleased to present a proposal for a new Samsung VRF heat pump system to be installed in the Chebeague Island school. This is a contract price, and it includes all labor, materials and permits required to complete the installation. All equipment covered by a 12-year parts and compressor warranty. Dave's World includes a 1 year complete 100% satisfaction guarantee which means if a part fails in the first year you do not pay for labor and our installation is covered by a 4-year workmanship warranty.

Quoted are a mix of heat pump and heat recovery systems. The Heat pump systems will be for the Apparatus Room. These rooms will have Samsungs VRF Mini single-phase units with the 360 ceiling cassette units. This is done as these units are all in the same space and would not need to heat or cool at the same time. This is also a way to cut some cost of the heat recovery condenser and the extra branch box needed for a system of this type. For the office area of this space, we have quoted the Heat Recovery VRF Mini systems that will be paired with Samsungs Wind Free highwall units. Heat recovery is selected so each occupant can choose whether heat or cooling is wanted simultaneously. The 4-Port R4NEK0N must be installed first and then you can use other branch boxes or y-joints. Please note that some common spaces may be combined on the branch box which will make those units only able to heat or cool at the same time. Please see the Samsung Report for system layouts and the quote for system accessories.

Your system may qualify for rebates which have recently changed. Dave's World is a Qualified Partner for Efficiency Maine's residential, commercial, and multi-family rebate programs and will assist you in filing for your rebate(s). All anticipated rebate amounts provided by Dave's World are estimates and are not guaranteed. Incentive amounts are determined by Efficiency Maine based on the information provided on the rebate claim form. Any prior rebate incentive amounts will be subtracted from the lifetime eligibility per property. Rebate incentive amounts are tied to income. Please see rebate claim form for possible eligibility amount.

Service #	Description	Quantity	Your Price	Total
INS.AO.0315	Weather Cap for Outdoor Unit	4.00	\$361.00	\$1,444.00
MISC.ITEM	All outdoor equipment including ground mount stands Samsung SAMAM060NXMDCR/AA Outdr Unt Dvms Heat Recov Eco 60k Btu - 2 Samsung SAMWBB-8M Wind Bfle Rear Galv Pntd 27.09x10.25x53" - 2 Samsung SAMWBF-6M Wind Bfle Frnt Galv 23.25x10.031x53.938" - 2 Samsung SAMAM036NXMDCR/AA Outdr Unt Dvms Heat Recov Eco 36k Btu - 1 Samsung SAMWBB-2M-B Wind Bfle Rear Galv Pntd Wbb-2m-b 28x10x44 - 1 Samsung SAMWBF-1M2 Wind Bfle Frnt Galv Pntd 23x10.031x45.438" - 1 Samsung SAMMHC-015EE Htr Bse Pan Eco Systems - 3 Quick-Sling QSLQSMS1802 Mn Splt Stnd Dbl Fan 18" Stl F/cndsr - 3 Diversitech DTCEL3648-2 Equipment Pad E Lite 36x48x2" - 3 Mars MRC84135 Cndt Whip Nmtlc 1/2"x6' 10ga Thhn - 3 Mars MRC83315 Dsconn 60a Non-fused 1ph 7.25x5x2.13" - 3 Samsung SAMMCU-R4NEK0N Ctrl Unit 4prt Heat Recov Changer F/dvms - 3 Samsung SAMMXJ-YA1509M Y-joint Dvms L/51k Btu Brzd Cop - 2	1.00	\$68,391.90	\$68,391.90

Superior Refrigeration SRP586WBS-4SW - 14
B/v 1/4x1/4" Ods
Superior Refrigeration SRP586WBS-8SW - 14
B/v 1/2x1/2" Ods

MISC.ITEM	All indoor equipment including controls Samsung SAMAM005TNVDCH/AA - 8 Indr Unt Dvms Wndfr High Wall 5k Btu Samsung SAMAM007TNVDCH/AA - 2 Indr Unt Dvms Wndfr High Wall 7.5k Btu Samsung SAMAM009TNVDCH/AA - 1 Indr Unt Dvms Wndfr High Wall 9.5k Btu Samsung SAMAM012TNVDCH/AA - 2 Indr Unt Dvms Wndfr High Wall 12k Btu Samsung SAMAM018TNVDCH/AA - 1 Indr Unt Dvms Wndfr High Wall 18k Btu Samsung SAMMWR-WG01UN - 18 Line set Isotech Gry Uv Sng Ins 1/4"x1/2"x50' - 3 Line set Isotech Gry Uv Sng Ins 3/8"x1/2"x164' - 1 Line set Isotech Gry Uv Sng Ins 1/2"x1/2"x164' - 3 Line set Isotech Gry Uv Sng Ins 5/8"x1/2"x164' - 1 Line set Isotech Gry Uv Sng Ins 3/4"x1/2"x82' - 2	1.00	\$51,043.47	\$51,043.47
INS.AO.ADD.CREW.HR	Crew Labor	60.00	\$252.00	\$15,120.00
MISC.ITEM	Accounting adjustment	1.00	\$500.63	\$500.63

Sub-Total	\$136,500.00
Tax	\$0.00
Total Due	\$136,500.00
Deposit/Downpayment	\$0.00
Est. Financing	\$1,747.39

We truly appreciate your business and the trust you have placed in us. If you are happy with our service, we would love for you to share your experience with friends or leave us a review. Your support means the world to us. Thank you for being part of the Dave's World family!

I hereby authorize Dave's World to complete the above work in the amount of \$136,500.00 to be performed with the knowledge that this an estimate and can be changed.

All equipment covered by a 12-year parts and compressor warranty and 1-year Dave's World labor coverage. Installation covered by a 4-year workmanship warranty. All materials, labor, and electrical work are included in the pricing as well as a Complete 100% Satisfaction Guarantee! Dave's World is a Qualified Partner for Efficiency Maine's residential, commercial, and multi-family rebate programs and can assist you in filing for your rebate(s). Dave's World is not responsible for rebate eligibility. All eligibility is solely determined by Efficiency Maine. Some rebates need to be preapproved. See salesperson for details.

Although you can use your heat pump primarily we DO NOT recommend it to be your only heat source. Dave's World recommends that you always have other source(s) of heat. Pricing subject to product availability, ESPECIALLY approaching the 2025 Refrigerant changeover.

See Terms and Conditions for additional information.



Load Short Form
Entire House
Dave's World

Job:
Date: 9/12/24
By: Seth Anderson

Project Information

For: Chebeague Island School

Design Information

	Htg	Clg	Infiltration	
Outside db (°F)	-10	88	Method	Simplified
Inside db (°F)	70	72	Construction quality	Average
Design TD (°F)	80	16	Fireplaces	0
Daily range	-	M		
Inside humidity (%)	30	50		
Moisture difference (gr/lb)	30	30		

HEATING EQUIPMENT

Make	
Trade	
Model	
AHRI ref	
Efficiency	80 AFUE
Heating input	0 Btuh
Heating output	0 Btuh
Low output baseboard	505 Btuh/ft
Total low baseboard	212 ft
High output baseboard	782 Btuh/ft
Total high baseboard	137 ft
Space thermostat	

COOLING EQUIPMENT

Make	
Trade	
Cond	
Coil	
AHRI ref	
Efficiency	0 SEER
Sensible cooling	0 Btuh
Latent cooling	0 Btuh
Total cooling	0 Btuh
Actual air flow	2757 cfm
Air flow factor	0.054 cfm/Btuh
Static pressure	0 in H2O
Load sensible heat ratio	0.79

ROOM NAME	Area (ft²)	Htg load (Btuh)	Clg load (Btuh)	Baseboard (ft)		Clg AVF (cfm)
				Low	High	
Office 103	121	5770	2256	11	7	121
Admin 102	162	2905	1738	6	4	93
Pre-K 104	412	7427	4248	15	9	228
3-5 Classroom 105	713	12667	6431	25	16	346
Girls 106	153	2709	1142	5	3	61
Boys 108	153	2709	1142	5	3	61
Mech	213	3528	827	7	5	44
New Classroom 110	221	4247	1980	8	5	106
Vest 101	98	6768	2784	13	9	150
Corridor 113	855	4008	1474	8	5	79
Vest 112	149	7733	2308	15	10	124
New Classroom 124	215	4217	2670	8	5	144
K-2 114	729	15658	9413	31	20	506
Storage	40	805	134	2	1	7

Bold/italic values have been manually overridden

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.



Mult-Purpose 118	615	11513	7420	23	15	399
Kitchen 119	289	4657	3286	9	6	177
Storage 122	15	70	26	0	0	1
Storage 123	26	120	44	0	0	2
Receiving 121	182	3479	718	7	4	39
Storage 125	83	5869	1232	12	8	66
Entire House	5442	106858	51272	212	137	2757
Other equip loads		0	0			
Equip. @ 1.00 RSM			51272			
Latent cooling			13655			
TOTALS	5442	106858	64927	212	137	2757

Bold/italic values have been manually overridden

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

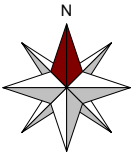


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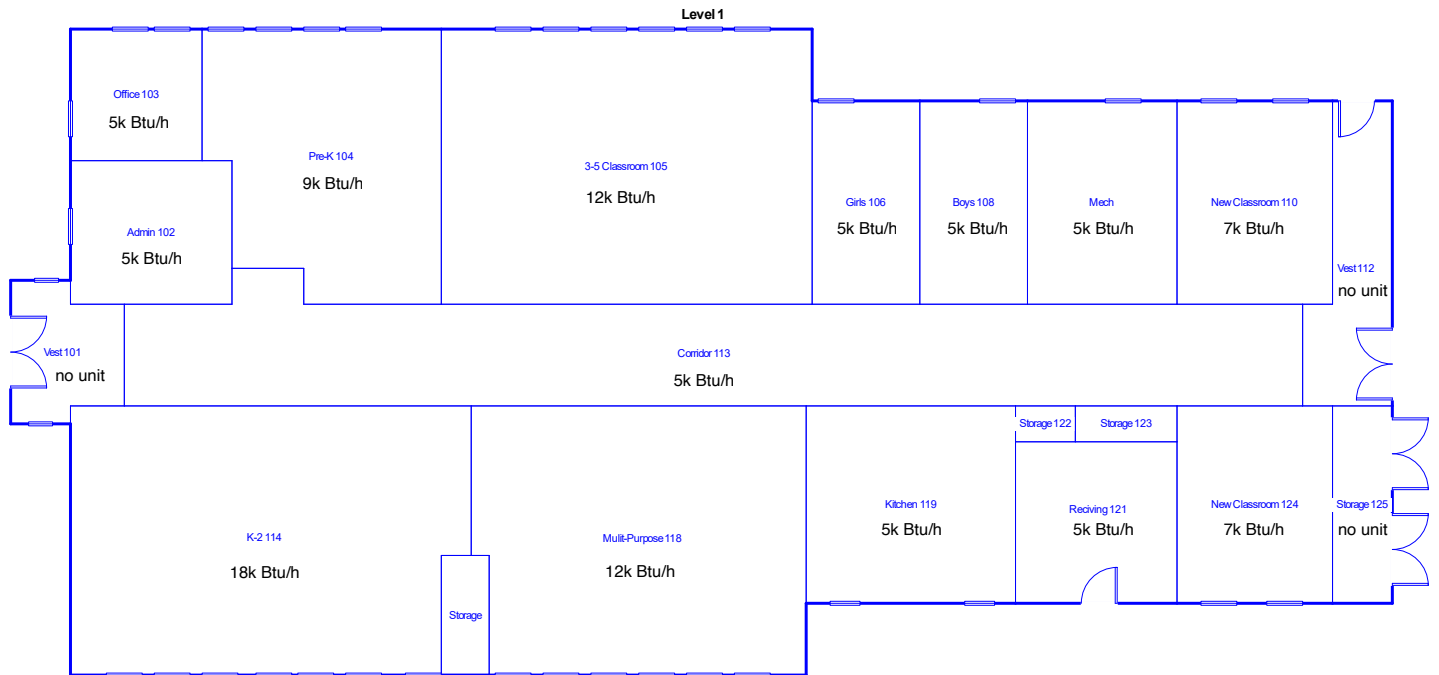
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Indoor unit size by room



Job #:
Performed by Seth Anderson for:
Chebeague Island School

Dave's World

Scale: 1 : 193
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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: May 20th, 2025

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).

Recommendation: NA

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	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	Remaining Life	Replacement Date	Replacement Cost	Savings need/year
Capital Items					
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	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	2040	\$6,000	\$400
Freezer	2019	15 years	2040	\$6,000	\$400
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			
Totals				\$396,499	\$30,118
Playground Items					
Greenhouse	2010	NA	2025	\$3,600	\$3,600
Playground Equipment	Various	10 years	2035	\$65,000	\$6,500
Fencing		10 years	2035	\$27,862	\$2,786
Pizza Oven	June 2014	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
Totals				\$121,467	\$14,637
Transportation Items					
Bus	2025	15 years	2040	\$137,750	\$9,183
Van	2016	10 years	2035	\$24,050	\$2,405
Totals				\$161,800	\$11,588

CIS Capital Reserve Accounts

Balances current as of April 30, 2025

Reserve Accounts	Current Balance	Replacement Costs	Difference	Annual Contribution
Capital	\$145,457	\$396,499	\$251,042	\$30,118
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
Totals	\$416,893	\$679,766	\$510,751	\$56,343

Chebeague Island School Committee

Regular Meeting Agenda Item

Topic: Policy IJJ Instructional Materials

Purpose: First read and discussion of the new policy IJJ Instructional Materials.

Date: May 20th, 2025

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 first draft of this policy is presented in this item for discussion and feedback. Committee member feedback will be incorporated into a final proposed version for the second read at a subsequent meeting.

Additionally, the spreadsheet of the audit of the policy book is attached for discussion. There is substantial work to ensure all the links are active with the most recent versions of the policies posted publicly.

Recommendation: NA

Attachments: Policy IJJ Instructional Materials (DRAFT)
CISD Policy Book Master

**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

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~~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

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- 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

Chebeague Island School Department School Committee Policy

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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.~~

Chebeague Island School Department 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 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 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, and one community member. ~~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;

**Chebeague Island School Department
School Committee Policy**

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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: _____

CISD Policy Book Master

Code	Title	Date Adopted	Date Updated	Required	Posted?	Notes
AA	School Unit Legal Status	10/16/07			Y	
ABA	Participation in Decision Making	10/16/07			Y	
AC	Nondiscrimination/Equal Opportunity and Affirmative Action	11/06/07		X	Y	
AC-R	Nondiscrimination/Equal Opportunity - Grievance Procedure	11/06/07	12/19/23	X	Y	Need to add up
ACAA	Harassment and Sexual Harassment of Students	12/04/09		X	Y	
ACAA-R	Student Discrimination and Harassment Complaint Procedure	01/25/16		X	Y	
ACAB	Harassment and Sexual Harassment of School Employees	01/25/16		X	Y	
ACAB-R	Employee Discrimination and Harassment Complaint Procedure	10/16/07		X	Y	
ACAD	Hazing	01/17/17		X	Y	
AD	Educational Philosophy / Mission	01/17/17		X	Y	
ADA	School Goals and Objectives	12/18/07		X	Y	
ADAA	School System Commitment to Standards for Ethical and Responsible Behavior	02/02/16	10/3/23	X	Y	New doc from 10
ADC	Tobacco Use and Possession	01/17/17		X	Y	
ADC-R	Tobacco Use and Possession Administrative Procedure	01/17/17			Y	
ADF	School District Commitment to Learning Results	01/03/08		X	Y	
AEC	Accountability - Reporting to the Public	02/05/08			Y	
BB	School Committee Legal Status	10/18/11				
BBA	School Committee Powers and Responsibilities	12/01/09		X	Y	
BBAA	Committee Member Authority and Responsibilities	10/18/11				
BBBA	Committee Member Qualifications	10/18/11			Y	
BCA	Committee Member Code of Ethics	12/01/09			Y	
BCB	Conflict of Interest	12/01/09			Y	
BCC	Nepotism	12/01/09			Y	
BDA	School Committee Organizational Meeting	12/06/11			Y	
BDB	Duties of the Chair	12/06/11			Y	
BDD	School Committee - Superintendent Relationship	12/06/11			Y	
BDG	School Attorney/Legal Services	12/06/11			Y	
BED	Remote Participation in School Committee Meetings	11/07/23		?		Version from 11/
BEDC	Quorum	09/20/11			Y	
BEDD	Rules of Order	09/20/11			Y	
BEDF	Voting Method	09/20/11			Y	
BEDFA	Abstentions	09/20/11			Y	
BEDG	Minutes	09/20/11			Y	
BEDH	Public Participation at Committee Meetings	10/04/11		X	Y	Need 11/7/23 ver
BEDI	Committee Relations with the Media	10/04/11			Y	
BEDJ	Broadcasting/Taping of Committee Meetings	10/04/11			Y	
BEDL	Adjournment of School Committee Meetings	10/04/11			Y	
BG	School Committee Policy Process	10/04/11			Y	
BG-R	Policy Adoption Process	10/04/11			Y	
BIA	New Committee Member Orientation	12/01/09			Y	
BIB	Committee Member Development Opportunities	12/01/09			Y	
CBI	Superintendent Evaluation	04/12/22				
CC	Administration Organization	08/14/12				
CHA	Development of Administrative Procedures	08/14/12				
CHCAA	Student Handbooks	08/14/12				
CHD	Administration in the Absence of Policy	08/14/12				
CM	School Department Annual Report	08/14/12				
DA	Fiscal Management Goals/Priority Objectives	11/19/13				
DB	Annual Budget	11/19/13				
DBG	Budget Adoption Process	11/19/13				
DD	Grants	11/19/13				
DDDD1	Time and Effort Certification Procedures	11/20/18			Y	
DDDD2	Allowable Costs for Federal Programs Procedures	11/20/18			Y	
DDDD3	Cash Management Procedures	11/20/18			Y	
DFF	Student Activity Funds	12/03/13				
DI	Fiscal Accounting and Reporting	12/03/13				
DID	Inventories	12/03/13				
DIDA	Fixed Assets	12/03/13				
DIE	Audits/Fiscal Monitoring	12/03/13				
DJ	Bidding/Purchasing Requirement	12/17/13				
DJH	Purchasing and Contracting: Procurement Staff Code of Conduct	12/17/13	11/7/23	X		
DK	Invoice Payment	12/17/13				
DKC	Expense Authorization and Reimbursement	12/17/13				
DN	School Properties Disposition	01/09/10	10/3/23	X		
EB	Safety Program	03/01/16			Y	
EB-R1	Safety Program Administration Procedure	03/01/16			Y	
EBAA	Chemical Hazards	02/02/16		X		Reviewed 9/19
EBCA	Comprehensive Emergency Management Plan (Formerly Crisis Plan)	03/01/16	11/28/23	X		

CISD Policy Book Master

Code	Title	Date Adopted	Date Updated	Required	Posted?	Notes
EBCA-R1	School Evacuation Procedures	03/01/16				
EBCA-R2	School Lockdown Procedures	02/02/10				
EBCC	Bomb Threats	11/01/16	11/7/23	X		
EBCC-E1	Bomb Threat Recording Checklist	02/02/16				
ECAD	Security Camera	06/15/21			Y	
ECAD-R	Security Camera Administrative Procedures	06/15/21			Y	
ECB	Pest Management	05/03/16		X		ECBE...11/28/23
ECB-R1	Annual Pesticide Notification	02/02/16				
EEAEAA	Drug and Alcohol Testing of School Bus Drivers	02/02/16		X	Y	
EEAEAA-R	Drug and Alcohol Testing of School Bus Drivers Administrative Procedures	10/04/16		X	Y	
EEBA	School Department Owned Vehicles	10/04/16				
EEBA-R1	School Department Vehicle Regulations	10/04/16				
EEBA-R2	School Department Vehicle Guidelines	10/04/16				
EEBA-E1	Notification of Traffic Violation	10/04/16				
EEBA-E2	Permission for Release of Individual Records	10/04/16				
EEBB	Use of Private Vehicles for School Business	10/04/16				
EFE	Competitive Food Sales - Sales of Food in Competition with School Program	05/03/16				
GBEC	Drug Free Workplace	12/07/10	12/5/23	X		
GBO	Family Care Leave	05/03/16	12/5/23	X		
GBGB	Workplace Bullying		12/5/23	X		
GBP	Earned Paid Leave		12/5/23	X		
GBP-R	Earned Paid Leave-Administrative Procedure			X		Not urgent?
GCFB	Recruiting and Hiring of Administrative Staff	12/07/10	12/5/23	X	Y	
GCFB-R	Recruiting and Hiring of Administrative Staff Administrative Procedure	12/07/10	12/5/23	X	Y	
GCI	Professional Staff Development Opportunities	12/07/10	12/5/23	X		
GCOA	Supervision and Evaluation of Professional Staff	12/21/10	12/5/23	X		
GCOC	Evaluation of Administrative Staff	12/21/10	12/5/23	X		
GCSA	Employee Computer and Internet Use		12/5/23			
GCSA-R	Employee Computer and Internet Use Rules		12/5/23			
IGA	Curriculum Development and Adoption	05/03/16		X		
IHBA	Individual Education Program	03/26/13				
IHBAA	Referral/Pre-referral of Students with Disabilities	03/26/13	1/23/24	X		
IHBAA-R	Referral Procedures and General Education Interventions	05/29/18	1/23/24	X	Y	Old one posted
IHBAC	Child Find Policy	03/26/13		X	Y	
IHBAL	Grievance Procedures for Persons with Disabilities	05/03/16				
IHBG	Home Schooling	11/09/17		X	Y	
IHBGA	Home Schooling - Participation in School Programs	11/09/17		X	Y	
IJJ	Instructional and Library Materials Selection			X		
IJJ-E	Challenge of Instructional Materials Form	01/02/2017			Y	
IJNDB	Student Computer and Internet Use and Cyber Safety	05/15/12	1/23/24	X		
IJNDB-R	Student Computer and Internet Use Rules	03/06/12	1/23/24			
IJOA	Field Trips and Other Student Travel	06/06/17			Y	
IJOA-E1	Parent Permission Form for Field Trip Participation	06/06/17			Y	
IJOA-E2	Non-School Personnel Transporting Students in a Private Vehicle Form	06/06/17			Y	
IJOA-E3	Field Trip and Other Student Travel Teacher Request Form	11/09/17			Y	
IKE	Promotion, Retention and Acceleration of Students	01/02/17		X	Y	
ILA	Student Assessment	01/02/17		X	Y	
ILD	Educational Research: Student Submission to Surveys, Analyses or Evaluations	01/16/18		X	Y	
IMBB	Exemption from Required Instruction	01/16/18		X	Y	
IMG	Animals in School	11/12/19			Y	Need to update
JEA	Compulsory Attendance	01/16/18		X	Y	
JEB	Admission to the Chebeague Island School Department's Pre K Program	08/21/18			Y	
JFAA	Admission of Resident Students	08/21/18			Y	
JFABD	Admission of Homeless Students	05/29/18		X	Y	
JHB	Truancy	03/26/13				
JIC	Student Code of Conduct	05/29/18		X	Y	
JICH	Drug and Alcohol Use by Students	01/22/19		X	Y	
JICIA	Weapons, Violence and School Safety	01/22/19		X	Y	
JICK	Bullying	12/06/16		X	Y	
JICK-R	Bullying - Administrative Procedure	12/06/16			Y	
JICK-E1	Bullying Report Form	12/06/16			Y	
JICK-E2	Bullying Investigation Form	12/06/16			Y	
JICK-E3	Documentation of Disciplinary and Remedial Actions Taken	12/06/16			Y	
JJIF	Management of Concussions and Other Head Injuries	11/06/18		X	Y	
JK	Student Discipline	03/26/13		X		
JKAA	Use of Physical Restraint and Seclusion	07/09/13		X	Y	
JKAA-R	Procedure for Physical Restraint and Seclusion	07/09/13		X	Y	
JKD	Suspension of Students	03/26/13			Y	

CISD Policy Book Master

Code	Title	Date Adopted	Date Updated	Required	Posted?	Notes
JKE	Expulsion of Students	03/26/13			Y	
JKE-R	Expulsion Guidelines	03/26/13			Y	
JFK	Disciplinary Removal of Students with Disabilities	03/26/13		X		
JKF-R	Disciplinary Removal of Students with Disabilities Administrative Procedures	03/26/13		X		
JKFG	Physical Restraint	12/21/10				
JL	Student Wellness	03/12/19		X	Y	
JLCB	Immunization of Students	09/02/14	1/23/24	X		
JLCC	Communicable Infectious Diseases	03/12/19		X	Y	
JLCD	Administration of Medications to Students	10/07/14		X		
JLDBG	Reintegration of Students From Juvenile Correctional Facility	11/20/18		X	Y	
JLFA	Child Sexual Abuse Prevention and Response	08/21/18		X	Y	
JRA	Student Education Records and Information	10/20/09		X	Y	
JRA-R	Student Education Records and Information Administrative Procedure	10/20/09		X	Y	
JRA-E	Annual Notice of Student Education Records and Information Rights	10/20/09		X	Y	
JLF	Reporting Child Abuse and Neglect	10/03/17		X	Y	
JLF-R	Reporting Child Abuse and Neglect - Administrative Procedures	10/03/17			Y	
KDB	Public's Right to Know/Freedom of Access	10/06/12			Y	
KE	Public Concerns and Complaints	5/2/24			Y	
KF	Community Use of School Facilities	11/01/16			Y	
KF-E1	Facility Use Request Form				Y	