

**Chebeague Island School Committee**  
**Tuesday, July 15th, 2025**  
**Chebeague Island School**  
**Regular Meeting 6:00 PM**

THIS MEETING MAY BE RECORDED

**AGENDA**

1. Call to Order
2. Approval of Agenda for July 15th, 2025
3. Approval of Minutes for School Committee Meeting of June 17th, 2025
4. Public Comment
5. Correspondence
6. Reports
  - A. Report from School Committee Chair
  - B. Report from Superintendent
7. Old Business
  - A. Review FY24 Audit and Reserve Account Balances
8. New Business
  - A. Discussion of Chebeague Island School Committee Work Plan 2025-2026
9. Warrant
10. Items for next meeting
11. Adjournment

**Chebeague Island School Committee**  
**Tuesday, June 17th, 2025**  
**Chebeague Island School**  
**Regular Meeting 6:00 PM**

**MINUTES**

1. Call to Order
  - A. Welcome new members and orientation

The meeting was called to order at 6:00pm by Superintendent Aaron Townsend. Jeff Putnam, Carly Knight, Elizabeth Doughty and Erin Layng were present. Caitlin Henningsen was absent.

The superintendent provided an orientation for the school committee members which included the role of school committee, the role of school committee members, the role of the school committee chair, and additional information about meeting, communication and complaint procedures.

- B. Election of School Committee Chair

Jeff Putnam was nominated to serve as Chair for the 2025-2026 school year by Erin Layng which he accepted. The nomination was approved 4-0-0.

- C. Election of School Committee Vice-Chair

Elizabeth Doughty was nominated to serve as Vice-Chair for the 2025-2026 school year by Erin Layng which she accepted. The nomination was approved 4-0-0.

2. Approval of Agenda for June 17th, 2025

Erin Layng made a motion to approve the agenda. Seconded by Elizabeth Doughty. The motion passed 4-0-0.

3. Approval of Minutes for School Committee Meeting of June 3rd, 2025

Erin Layng made a motion to approve the minutes from June 3rd, 2025. Seconded by Jeff Putnam. The motion passed 2-0-2. Elizabeth Doughty and Carly Knight abstained as they were not present for the meeting.

4. Public Comment

NONE

# **Chebeague Island School Committee**

**Tuesday, June 17th, 2025**

## **Chebeague Island School**

### 5. Correspondence

The Superintendent shared a recent legislative update from Maine School Management Association (MSMA) that LD1103 'An Act Regarding Unallocated Fund Balances in School Units' had been signed into allow setting the amount school districts can maintain in their unallocated fund balance at 9% of the prior year's operating budget. He also shared an email exchange that he had with Representative Christina Mitchell about the bill as she was a co-sponsor of the legislation.

### 6. Reports

#### A. Report from School Committee Chair

The Chair reported that the town meeting went smooth and appreciated the partnership with the Select Board and community in the process.

#### B. Report from Superintendent

The Superintendent reported on the various end of the year activities to celebrate the end of the school year with students including, the annual Fun Day, a final field trip, and other celebrations. He also shared that the school is hiring for three positions this summer: Social Worker, Kitchen Manager, and Speech Language Pathologist. Finally, he shared that the school is waiting for completion of the audit and the review of our heat pump application.

### 7. Old Business

#### A. Review FY25 Revenue and Expenditures to Date

The committee reviewed the updated revenues and expenditures to date. There were a few questions from the members that were discussed.

### 8. New Business

#### A. Establish School Committee Meeting Calendar for 2025-2026

Erin Layng made a motion to approve the regular meeting calendar for the Chebeague Island School Committee as presented. Seconded by Elizabeth Doughty. The motion passed 4-0-0.

### 9. Warrant

There was a warrant for FY25 for approval.

**Chebeague Island School Committee**  
**Tuesday, June 17th, 2025**  
**Chebeague Island School**

10. Items for next meeting

The next regular meeting is Tuesday July 15th, 2025 at the Chebeague Island School. The regular meeting will start at 6:00pm.

11. Adjournment

The meeting adjourned at 6:52pm.

Respectfully Submitted,

Aaron Townsend  
Superintendent

# Chebeague Island School Committee

## Regular Meeting Agenda Item

**Topic:** FY24 Audit and Capital Reserve Account Balances

**Purpose:** Review the FY24 Audit and Capital Reserve Account Balances

**Date:** July 15th, 2025

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**Background:** As of publication of this school committee meeting packet, we are still waiting for the FY24 audit to be completed. As a reminder, the town and school are required to have an annual audit completed of our combined municipal accounts. There have been significant challenges with the completion of this year's audit, and as a result, the town will not be renewing their engagement with this firm for future audits and is currently looking for a replacement. This packet will be updated if the audit is received prior to the meeting. From the school's side, we are not anticipating any issues with the audit and are looking to it primarily to determine our official undesignated fund balance as of the end of the FY24 fiscal year (ie June 30, 2024). Once that figure is known, depending on the amount, the school committee may need to take action. Schools are now allowed to carry over up to 9% of their prior year budget which would be \$115,755.

This is an estimate of the school department's undesignated balance:

- FY23 End Balance \$218,863 (confirmed by FY23 audit)
- Reserve Allocations (\$165,000) (per SC action 5/7/24)
- FY25 Revenue (\$20,000) (per FY25 approved budget)
- *FY24 Actuals* \$42,000 (*unaudited, estimate*)
- *FY24 End Balance* \$75,863 (*unaudited, estimate*)

One of the choices the school committee may make with undesignated funds is to move them into a capital reserve account. This memo shares the capital improvement plan that was developed by a buildings and grounds sub committee last year which includes the current balances of the accounts and the estimated capital needs over the next 25 years.

One area that could use further discussion as we manage our reserve accounts is to determine the reserve targets for the Tuition and the Special Education reserve accounts. The targets for the other reserves are determined by the capital equipment needs.

**Recommendation:** NA. Item is for discussion purposes.

**Attachments:** FY24 Audit Package (if ready by meeting date; packet will be updated when it is provided)  
CISD Capital Plan  
Machias Bank Statement June 1, 2025

## 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 May 31, 2025*

Reserve Accounts	Savings Goal	Annual Contribution	Current Balance	Difference
Capital	\$446,499	\$33,689	\$145,828	\$300,670
SPED	TBD		\$129,709	
Transportation	\$161,800	\$11,588	\$5,648	\$156,152
Tuition	TBD		\$118,802	
Playground	\$121,467	\$14,637	\$17,968	\$103,499
<b>Totals</b>	<b>\$729,766</b>	<b>\$59,915</b>	<b>\$417,956</b>	<b>\$560,321</b>

Town of Chebeague Island  
For Period Ending: May 31, 2025  
Date Prepared: June 1, 2025



Project/Fund Name	Balance	Deposits	Withdrawals	Total	Interest		Ending Balance
					2.95%		
9197 School Capital Reserve	\$ 145,456.92			\$ 145,456.92	\$ 371.52		\$ 145,828.44
9130 School Special Education Reserve	\$ 129,378.76			\$ 129,378.76	\$ 330.45		\$ 129,709.21
9131 School Transportation Reserve	\$ 5,634.29			\$ 5,634.29	\$ 14.39		\$ 5,648.68
9132 School Tuition Reserve	\$ 118,498.96			\$ 118,498.96	\$ 302.66		\$ 118,801.62
9133 School Playground	\$ 17,922.71			\$ 17,922.71	\$ 45.78		\$ 17,968.49
9012 Fire Pond	\$ 5,117.50			\$ 5,117.50	\$ 13.07		\$ 5,130.57
9025 Fire Department	\$ 191,993.13		\$ 30,022.77	\$ 161,970.36	\$ 413.70		\$ 162,384.06
9060 Harbor Master Vessel & Equip.	\$ 6,916.40			\$ 6,916.40	\$ 17.67		\$ 6,934.07
9192 Rescue Vehicles & Equipment	\$ 102.94			\$ 102.94	\$ 0.26		\$ 103.20
9010 Dredging	\$ 135,488.97			\$ 135,488.97	\$ 346.06		\$ 135,835.03
9015 Stone Wharf	\$ 617,372.98		\$ 6,093.87	\$ 611,279.11	\$ 1,561.29		\$ 612,840.40
9016 Barge Ramps	\$ 38,094.67			\$ 38,094.67	\$ 97.30		\$ 38,191.97
9020 Floats and Gangways	\$ 32,645.61		\$ 13,800.00	\$ 18,845.61	\$ 48.13		\$ 18,893.74
9035 Vehicles	\$ 3,906.48			\$ 3,906.48	\$ 9.98		\$ 3,916.46
9050 Paving	\$ 91,335.98			\$ 91,335.98	\$ 233.29		\$ 91,569.27
9055 Public Works Equipment	\$ 17,078.67			\$ 17,078.67	\$ 43.62		\$ 17,122.29
9198 Cousins Island Parking Reserve	\$ 25,318.93			\$ 25,318.93	\$ 64.67		\$ 25,383.60
9030 Building Facilities	\$ 93,258.73			\$ 93,258.73	\$ 238.20		\$ 93,496.93
9031 Town Office	\$ 19,868.80			\$ 19,868.80	\$ 50.75		\$ 19,919.55
9057 Recycling Compactor	\$ 15,621.73			\$ 15,621.73	\$ 39.90		\$ 15,661.63
9059 Cemetery Capital Reserve	\$ 7,163.51			\$ 7,163.51	\$ 18.30		\$ 7,181.81
Cemetery Perpetual Care	\$ 99,077.68			\$ 99,077.68	\$ 253.06		\$ 99,330.74
9034 Broadband Reserve	\$ 51,737.90			\$ 51,737.90	\$ 132.15		\$ 51,870.05
9033 Solar Array Purchase	\$ 92,401.07			\$ 92,401.07	\$ 236.01		\$ 92,637.08
9040 Revaluation	\$ 79,721.95			\$ 79,721.95	\$ 203.62		\$ 79,925.57
9040 Grant Matching Funds	\$ 63,238.24			\$ 63,238.24	\$ 161.52		\$ 63,399.76
9058 Easements & Drainage	\$ 63,477.23			\$ 63,477.23	\$ 162.13		\$ 63,639.36
9070 Coastal Access Fund	\$ 21,600.41			\$ 21,600.41	\$ 55.17		\$ 21,655.58
9195 Storm Damage Repair and Resto	\$ 70,504.23		\$ 7,468.50	\$ 63,035.73	\$ 161.00		\$ 63,196.73
9032 Land Acquisition & Development	\$ 34,277.90			\$ 34,277.90	\$ 87.53		\$ 34,365.43
	\$ 2,294,213.28	\$ -	\$ 57,385.14	\$ 2,236,828.14	\$ 5,713.18		\$ 2,242,541.32

Interest Rate:  
Interest Posted:

2.95%  
\$5,713.18

# **Chebeague Island School Committee**

## **Regular Meeting Agenda Item**

**Topic:** CISD School Committee Work Plan 2025-2026

**Purpose:** Provide information about draft work plan for 2025-2026

**Date:** July 15th, 2025

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**Background:** The School Committee is charged with specific duties as outlined in Maine statute and school department policy (see attachment). This draft work plan represents an outline of a schedule and plan to address the required functions of the committee.

At the proposed workshop in August, the School Committee will discuss other potential priorities for the year that will be incorporated into this work plan. Additionally, there are final dates to be scheduled later this fall with the Select Board regarding the budget process that may shift some of the dates for the budget work.

This work plan is a ‘living’ document through the year that will be utilized to set agendas for our regular meetings to fulfill the committee’s required duties and accomplish our shared goals.

**Recommendation:** NA. Item is for discussion and feedback purposes.

**Attachments:** Chebeague Island School Committee Work Plan 2025-2026  
Policy BBA School Committee Powers and Duties



## Chebeague Island School Committee

### Work Plan 2025-2026

#### School Committee Goals:

- TBD based on August workshop discussion

#### Calendar:

Meeting Dates	Agenda Items
July 15, 2025 Regular Meeting	<ul style="list-style-type: none"> <li>Establish School Committee Work Plan</li> </ul>
August 19, 2025 Workshop, 5pm Regular Meeting, 6pm	<p>Workshop:</p> <ul style="list-style-type: none"> <li>Determine School Committee Goals and Working Agreements</li> </ul> <p>Regular Meeting:</p> <ul style="list-style-type: none"> <li>CIS Data Presentation and Comprehensive Education Plan Update</li> </ul>
September 2, 2025 Regular Meeting	<ul style="list-style-type: none"> <li>Executive Session: Superintendent Performance Goals</li> </ul>
September 16, 2025 Regular Meeting	
October 7, 2025 Regular Meeting	<ul style="list-style-type: none"> <li>Review FY25 YTD Actuals</li> </ul>
October 21, 2025 Regular Meeting	
November 4, 2025 Regular Meeting	
November 18, 2025 Regular Meeting	<ul style="list-style-type: none"> <li>Facilities and Capital Improvement Plan Review</li> </ul>
December 2, 2025 Regular Meeting	<ul style="list-style-type: none"> <li>Confirm enrollment targets for 2026-2027</li> </ul>
December 16, 2025 Regular Meeting	
January 6, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>Review FY25 YTD Actuals</li> <li>Start FY26 budget discussions/set budget goals</li> </ul>
January 20, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>Executive Session: Superintendent Mid Year Evaluation and Contract Discussion</li> </ul>

February 3, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• First read of FY26 budget</li> </ul>
February 24, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• First read of FY26 school calendar</li> </ul>
March 3, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• Second read/approval of FY26 school calendar</li> </ul>
March 17, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• Review FY25 YTD Actuals</li> </ul>
April 7, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• Second read/approval of FY26 budget</li> </ul>
April 28, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• Approval of FY26 teacher and staff contracts</li> </ul>
May 5, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• Executive Session: Superintendent Evaluation</li> </ul>
May 19, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• Executive Session: Superintendent Evaluation</li> </ul>
June 2, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• Comprehensive Health, Safety and Emergency Plan Review</li> </ul>
June 16, 2026 Regular Meeting	<ul style="list-style-type: none"> <li>• Swear in new school committee members</li> <li>• Set 2025-2026 School Committee calendar</li> </ul>

Additional Dates (to be scheduled):

- Joint Meeting with Yarmouth School Committee
- Budget workshops with Select Board
- Town Budget Forum
- Town Meeting

### **SCHOOL COMMITTEE POWERS AND RESPONSIBILITIES**

The Chebeague Island School Committee shall have general charge of all the public schools of this unit and shall exercise such other responsibilities as specifically provided by law.

The Committee shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and his/her staff, who shall be held responsible for the effective administration and supervision of the entire school system.

The Board, functioning within the framework of laws, court decisions, attorney generals' opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the state, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

- A. Enacts policy;
- B. Selects, employs and evaluates the Superintendent;
- C. Provides for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the school system;
- D. Prescribes the minimum standards needed for the efficient operation and improvement of the school system;
- E. Requires the establishment and maintenance of records, accounts, archives, management methods and procedures incidental to the conduct of school business;
- F. Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business;
- G. Estimates the funds necessary from taxes for the operation, support, maintenance and improvement of the school system;

**Chebeague Island School Department  
School Committee Policy**

**File: BBA**

- H. Adopts courses of study;
- I. Provides staff and instructional aids;
- J. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purposes of the school system;
- K. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public; and
- L. Approves/disapproves personnel nominations from the Superintendent and determines (where appropriate via collective bargaining) compensation and working conditions of all staff.

Legal Reference: 20-A MRSA § 1001  
20-A MRSA § 1476 (RSU)

Adoption: **December 1, 2009**