

Chebeague Island School Committee
Tuesday, September 2nd, 2025
Chebeague Island School

Regular Meeting 6:00 PM

THIS MEETING MAY BE RECORDED

REGULAR MEETING

1. Call to Order
2. Approval of Agenda for September 2nd, 2025
3. Approval of Minutes for School Committee Meeting of August 19th, 2025
4. Public Comment
5. Correspondence
6. Reports
 - A. Report from School Committee Chair
 - B. Report from Superintendent
7. Old Business
 - A. Discussion of updated Chebeague Island School Committee Work Plan 2025-2026.
8. New Business
 - A. First discussion of the agenda for the joint meeting with the Yarmouth School Committee on October 5th, 2025.
 - B. Presentation on the REAP grant expenses in 2024-2025 and the budget for 2025-2026.
9. Executive Session
 - A. To discuss the Superintendent evaluation per 1 M.R.S.A §405(6)(A)
10. Warrant
11. Items for next meeting
12. Adjournment

Chebeague Island School Committee

Tuesday, August 19th, 2025

Chebeague Island School

Workshop 5:00 PM

Regular Meeting 6:00 PM

WORKSHOP MINUTES

1. School Committee Goals and Priorities 2025-2026

School committee members had a discussion about their goals and priorities for the 2025-2026 school year. There were four main areas identified that they wanted to focus on this year. The first is communication, including looking at the use of the website and other current strategies to ensure people within the school and island community are aware of what's happening with the school and can find information about the school easily. The second area that was identified was around instruction and teaching and learning including monitoring the development of the CIS Education Plan and the work of the staff to align their assessment and reporting systems with the CIS Portrait of a Graduate. The third area was continuing to monitor the progress and implementation of the enrollment sustainability plan. Lastly, the members identified updating the school policies as a priority for the coming year. The Superintendent will update the School Committee Work Plan for review at the next regular meeting.

REGULAR MEETING MINUTES

1. Call to Order

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

2. Approval of Agenda for August 19th, 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 July 15th, 2025

Elizabeth Doughty made a motion to approve the minutes from July 15th, 2025. Seconded by Erin Layng. The motion passed 4-0-0.

4. Public Comment

Chebeague Island School Committee
Tuesday, August 19th, 2025
Chebeague Island School

NONE

5. Correspondence

NONE

6. Reports

A. Report from School Committee Chair

NONE

B. Report from Superintendent

The superintendent shared a report about a few different topics. First, he reported to the school committee about the current status of the FY24 fiscal audit and the work the Select Board has been doing with the audit firm and a financial advisor to complete it. He also provided a report on the heat pump installation. The project was completed on schedule by the contractor, and the system is fully operational. Staff is working on closing out the project and establishing a maintenance plan for the system. Another update was about the summer hiring. The superintendent shared that CIS has hired Erika Boulware for the social worker position, Amy Bonville for the kitchen manager role, and Nancy Jones as the speech language pathologist. Lastly, he reported out on the preparation for the start of the school year. The back to school mailing was sent out earlier that day, and the final prep was underway with the facility, ordering and planning. There will be teacher work days next week on August 26, 27, and 28.

7. New Business

A. Presentation of Chebeague Island School Education Plan Progress Monitoring 2024-2025

The superintendent presented an overview of the CIS Education Plan that was updated last fall. He then reviewed the data regarding the progress monitoring measures that were established in the plan. These measures indicate that CIS students are performing well academically and social-emotionally. Additionally, families reported high levels of satisfaction with the school. However, the school's attendance data declined somewhat in 2024-2025 compared to the two prior years. Based on this data, he shared that the school will be focusing on the following priorities for the coming year: aligning the school's assessment and reporting systems with the portrait of a graduate, improving communication about procedures and information, and increasing student attendance.

8. Warrant

Chebeague Island School Committee
Tuesday, August 19th, 2025
Chebeague Island School

There was a warrant for FY25 and FY26 for approval.

9. Items for next meeting

The next regular meeting is Tuesday September 2nd, 2025 at the Chebeague Island School. The regular meeting will start at 6:00pm.

10. Adjournment

The meeting adjourned at 7:15pm.

Respectfully Submitted,

Aaron Townsend
Superintendent

Chebeague Island School Committee

Regular Meeting Agenda Item

Topic: Updated School Committee Work Plan 2025-2026

Purpose: Share the updated work plan

Date: September 2nd, 2025

Background: The School Committee held a workshop on August 19th, 2025 to discuss their priorities and goals for this year. These goals have been articulated in this updated version of the work plan, and the calendar has been developed to address those goals.

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

Attachments: Chebeague Island School Committee Work Plan 2025-2026

Chebeague Island School Committee

Work Plan 2025-2026

School Committee Priorities:

- Analyzing our communication systems and identifying potential improvements within the school and the broader island community, including the use of the website.
- Monitoring the continued development of the Chebeague Island Education Plan, including the alignment of our assessment and reporting systems to the CIS Profile of a Graduate.
- Evaluating the second year of the enrollment sustainability efforts, including identifying opportunities to attract elementary aged families from Yarmouth.
- Updating the Chebeague Island School Department Policy Book.

Calendar:

Meeting Dates	Agenda Items
July 15, 2025 Regular Meeting	● Establish School Committee Work Plan
August 19, 2025 Workshop, 5pm Regular Meeting, 6pm	Workshop: ● Determine School Committee Goals and Working Agreements Regular Meeting: ● CIS Data Presentation and Comprehensive Education Plan Update
September 2, 2025 Regular Meeting	<ul style="list-style-type: none"> ● Updated School Committee Work Plan ● 1st Discussion: Yarmouth Joint Meeting Agenda ● REAP Grant Update ● Executive Session: Superintendent Performance Goals
September 16, 2025 Regular Meeting	<ul style="list-style-type: none"> ● 2nd Discussion: Yarmouth Joint Meeting Agenda ● <i>FY24 Audit review and Undesignated Fund Balance Update (Tentative)</i>
October 4, 2025 Special Meeting 8:30-9:30am	<ul style="list-style-type: none"> ● Annual meeting with Yarmouth School Committee ● Hosted by Yarmouth
October 7, 2025 Regular Meeting	<ul style="list-style-type: none"> ● 1st Discussion: Communication systems ● Quarterly Finance Review <ul style="list-style-type: none"> ○ FY25 EOY Balance ○ FY26 YTD Actuals
October 21, 2025 Regular Meeting	<ul style="list-style-type: none"> ● 1st Discussion: Enrollment Sustainability ● 1st Discussion: Policy Book A and B Updates

November 4, 2025 Regular Meeting	<ul style="list-style-type: none"> • 2nd Discussion: Communication Systems • 2nd Discussion and Vote: Policy Book A and B Updates
November 18, 2025 Regular Meeting	<ul style="list-style-type: none"> • 1st Discussion: Policy Book C and D Updates • 2nd Discussion: Enrollment Sustainability • Comprehensive Health, Safety and Emergency Plan Review
December 2, 2025 Regular Meeting	<ul style="list-style-type: none"> • 1st Discussion: Enrollment Targets for 2026-2027 • 2nd Discussion and Vote: Policy Book C and D Updates
December 16, 2025 Regular Meeting	<ul style="list-style-type: none"> • 1st Discussion: Policy Book E and G Updates • 2nd Discussion and Vote: Enrollment targets for 2026-2027
January 6, 2026 Regular Meeting	<ul style="list-style-type: none"> • 1st Discussion: FY27 Budget Goals • 2nd Discussion: Policy Book E and G Updates
January 20, 2026 Regular Meeting	<ul style="list-style-type: none"> • Quarterly Finance Review <ul style="list-style-type: none"> ◦ FY26 YTD Actuals • 1st Discussion: Policy Book I and J Updates • Executive Session: Superintendent Mid Year Evaluation and Contract Discussion
February 3, 2026 Regular Meeting	<ul style="list-style-type: none"> • 2nd Discussion: FY27 Budget Draft • 2nd Discussion and Vote: Policy Book I and J Updates
February 24, 2026 Regular Meeting	<ul style="list-style-type: none"> • 1st Discussion: FY27 school calendar • 1st Discussion: Policy Book K Updates
March 3, 2026 Regular Meeting	<ul style="list-style-type: none"> • 2nd Discussion and Vote: FY27 school calendar • 2nd Discussion and Vote: Policy Book K Updates • Chebeague Island School Education Plan Review
March 17, 2026 Regular Meeting	<ul style="list-style-type: none"> • Quarterly Finance Review <ul style="list-style-type: none"> ◦ FY26 YTD Actuals
April 7, 2026 Regular Meeting	<ul style="list-style-type: none"> • 3rd Discussion and Vote: FY27 Budget
April 28, 2026 Regular Meeting	<ul style="list-style-type: none"> • Executive Session: Superintendent Evaluation
May 5, 2026 Regular Meeting	<ul style="list-style-type: none"> • Approval of FY27 teacher and staff contracts
May 19, 2026	<ul style="list-style-type: none"> • Executive Session: Superintendent Evaluation

Regular Meeting	
June 2, 2026 Regular Meeting	<ul style="list-style-type: none"> • Facilities and Capital Improvement Plan Review • Executive Session: Superintendent Evaluation
June 16, 2026 Regular Meeting	<ul style="list-style-type: none"> • Swear in new school committee members • Set 2026-2027 School Committee calendar

Additional Dates (to be scheduled):

- Budget workshops with Select Board
- Town Budget Forum
- Town Meeting

Chebeague Island School Committee

Regular Meeting Agenda Item

Topic: Yarmouth Joint Meeting Agenda Discussion

Purpose: Discuss potential agenda items for joint meeting

Date: September 2nd, 2025

Background: The Chebeague Island School Committee and Yarmouth School Committee will hold their annual joint meeting on Saturday October 4th at 8:30am at the Yarmouth School District building.

The purpose of this discussion is to identify potential agenda items or other points of discussion for the meeting.

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

Attachments: Chebeague and Yarmouth Contract 2021-2031

**AGREEMENT BETWEEN
The Yarmouth School Committee
And
The Chebeague Island School Committee**

Tuition Contract

This Tuition Contract (“Contract”) for the education of students grades 6 through 12 is made and entered into this ____ day of _____, 2019, by and between the Town of Chebeague Island School Committee (“Chebeague”) and the Yarmouth School Committee (“Yarmouth”).

In consideration of the mutual covenants and agreements contained herein and the mutual benefits to be derived therefrom, the parties agree as follows:

1. Provision of Services. During the Term, as defined below, Yarmouth will provide the following services to the Town of Chebeague Island:

- A. **School Instruction.** Commencing on July 1, 2021 and through June 30, 2031, Yarmouth will provide school instruction for grades 6 through 12, in accordance with the requirements of Maine law for the resident pupils from the Town of Chebeague Island entitled by law to receive such instruction, as provided herein.
- B. **Rights and Duties.** Tuition students from Chebeague Island shall be entitled to all the services and benefits, and shall be subject to the same rules, requirements, fees, payments or other terms, as resident students in Yarmouth, except as otherwise provided in this Contract.
- C. **Enrollment.** All Chebeague students in grades 6-12 shall attend Yarmouth schools exclusively. Students from Chebeague in grades 6-12 who wish to attend school elsewhere may do so at the family’s expense.
- D. **School Calendar.** Yarmouth agrees to notify Chebeague of its school calendar for the following school year by June 1 of the preceding school year.
- E. **Transportation.** Yarmouth will provide transportation for students residing in the Town of Chebeague Island in accordance with the Yarmouth school schedule once daily each way from a ferry dock in the Town of Yarmouth designated by Chebeague to the Yarmouth schools and from the schools back to the ferry dock.

2. Tuition.

- A. The annual tuition rates for each year shall be calculated as follows:
 - i. Grades 6-8: Yarmouth’s per student cost for the preceding year as calculated by the Commissioner in accordance with Title 20-A Maine Revised Statutes, Section 5804 plus an

annual debt service factor equal to the per pupil debt service for costs approved during the November 2018 referendum for expansion/renovation at Harrison Middle School in the previous year.

- ii. Grades 9-12: The sum of Yarmouth's expenditures for public education divided by the number of students, calculated in accordance with Title 20-A Maine Revised Statutes, Section 5805(1) plus an annual debt service factor equal to the per pupil debt service for costs approved during the November 2018 referendum for expansion/renovation at Yarmouth High School in the previous year.

B. Additional Charges.

- i. **Special Education.** Any additional costs and expenses incurred by Yarmouth attributable to the provision of special education services to special education students from the Town of Chebeague Island (including the costs and expenses, including attorneys' fees, arising from or related to any contested special education plan or decision) must be paid in their entirety, notwithstanding Section 2(B) of this Contract, by the Town of Chebeague Island. Said costs shall be computed in accordance with Maine Unified Special Education Regulation XVIII(2)(2008)(and as amended). Yarmouth shall bill the Town of Chebeague Island monthly, in arrears, for the costs of providing these services to Chebeague students. Yarmouth will provide the Chebeague School Committee with an accounting of such costs that is sufficient to apprise the Chebeague Island Committee of the educational and financial basis for the calculations.
 - ii. **Career and Technical Education.** Any additional costs and expenses incurred by Yarmouth attributable to the provision of career and technical education to students from the Town of Chebeague Island, including tuition, capital outlay, transportation, and any other related costs.
 - iii. **Capital Expenditures.** The per pupil cost (total cost divided by total students, multiplied by number of Chebeague students) of Yarmouth's expenditures for capital projects at Harrison Middle School and Yarmouth High School for any project in excess of \$100,000 per fiscal year, so long as that project is for the express purpose of increasing capacity to meet enrollment growth.
- C. **Transportation costs.** All transportation costs of students from the Town of Chebeague Island to and from Yarmouth school property, save those outlined in section 1(E) including extra bus runs and ferry service, must be provided and paid for by the Town of Chebeague Island. However, if Yarmouth transports students to or from a satellite program or an off-site location, the parties agree that Yarmouth shall bill the Town of Chebeague Island only to the extent that Yarmouth

incurs increased transportation costs to and from such location with respect to students from the Town of Chebeague Island.

3. Communication. The Superintendents for Yarmouth and Chebeague shall confer and meet as necessary to discuss any issues relating to the services under this Contract.

4. Term. This Contract shall commence on July 1, 2021 and expire on June 30, 2031.

5. Termination.

- A. The parties may terminate this agreement at any time based on mutual agreement.
- B. Yarmouth shall also have the right to terminate this agreement if it determines, in its sole discretion, that continuing to accept the Chebeague Island students will result or has resulted in overcrowding of certain grades and/or school or schools or will result or has resulted in other conditions in the schools that are unacceptable to Yarmouth. In such case, Yarmouth shall provide advance notice of not less than 24 months to Chebeague and the parties shall, in the interim, negotiate the equitable provisions for transition of students out of Yarmouth schools. In the event of termination, Chebeague students enrolled in Yarmouth schools at the time of termination shall be allowed to continue in Yarmouth until completion of grade 12, with all other terms of this agreement applied. Yarmouth agrees that, prior to terminating under this provision, it shall discuss alternatives and options, in good faith, with Chebeague; provided, however, that this obligation to discuss shall not be interpreted to limit Yarmouth's right to terminate under this provision. Yarmouth shall comply with any applicable state law requirements in the event of a termination under this provision.
- C. Yarmouth reserves the right to deny enrollment to Chebeague Island students if intervening circumstances make it either impossible or impractical for Yarmouth to either enroll or retain the Chebeague Island students. It is agreed that this provision shall apply only in exceptional circumstances, including but not limited to, the loss or destruction of school buildings. Representatives from Yarmouth and Chebeague will negotiate appropriate interim or transition measures in such circumstances.

6. Renewal. The parties agree to meet and attempt to negotiate the terms of a subsequent contract during or before the 2027-28 school year.

7. Notice. Any written notice or certification required or permitted to be given under the terms of this Contract shall be given by one or more of the following methods: (a) by delivery in hand; (b) by fax; (c) by courier or delivery service; or (d) by mail. If mailed by certified mail, return receipt requested or delivered by other means providing proof of delivery, the notice or certification is effective on the date it is received. If mailed by regular delivery, postpaid and properly addressed, the notice or certification is

deemed to have been received three business days after the date of mailing and is effective on that date. Notice shall be given to the parties' superintendents of schools.

8. Dispute Resolution. In the event that a dispute concerning the interpretation, performance and/or breach of this agreement between the parties cannot be resolved by informal means, the parties agree that, before resorting to litigation, they will submit the dispute to confidential mediation and will engage the assistance of a mediator appointed by mutual agreement of the parties. If the parties are unable to agree on a mediator, the mediator shall be selected by the Commissioner of Education. The parties will participate in such mediation in good faith. No party shall be prejudiced by any position taken by that party during mediation, and no party shall be bound by any recommendation of the mediator unless the party accepts it. If the parties are not able to reach agreement with the assistance of the mediator, then they retain all rights and remedies provided by law, including the right to initiate and pursue litigation.

9. Entire Agreement and No Alteration. This Contract constitutes the entire understanding of the parties. It supersedes any and all prior agreements between the parties. There are no representations or covenants other than those expressly set forth herein. This Contract may not be modified except by writing executed by both parties.

10. Severability and Enforcement. If any of the provisions of this Contract is held to be void and unenforceable, all the other provisions hereof shall nevertheless continue in full force and effect. The parties agree that any unenforceable provision may be reformed by a court of competent jurisdiction and, as reformed, enforced.

11. No Assignment and Binding Effect of Contract. This Contract is binding upon the Chebeague School Committee and Yarmouth without further authorization or approval. Neither the Chebeague School Committee nor Yarmouth may assign their respective rights and duties under the Agreement without the prior written consent of the other. This Contract shall be binding upon and inure to the benefit of the respective successors and permitted assigns of the parties and the parties agree, for themselves, their successors and assigns, to execute any instruments and to perform all acts which may be necessary or proper to carry out the purposes of this Contract. In the event that Yarmouth or the Chebeague School Committee are consolidated, reorganized, or regionalized into a different school unit, this Contract shall be binding on any such school unit.

12. Counterparts. This Contract may be executed in one or more counterparts, each of which shall be deemed an original but all of which, when taken together, shall be and constitute the Contract.

13. Good Faith. The parties mutually agree that they will cooperate with each other in the administration of this Contract according to its terms and will execute any and all documents, instruments and writings necessary to give effect to the intent and purpose of this Contract.

THE PARTIES HAVE READ THIS ENTIRE CONTRACT AND AGREE AND CONSENT TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH HEREIN.

IN WITNESS WHEREOF, this Contract has been executed by the parties as of the date first above written.

CHEBEAGUE ISLAND
SCHOOL COMMITTEE

YARMOUTH
SCHOOL COMMITTEE

By: _____
Its:

By: _____
Its:

Chebeague Island School Committee

Regular Meeting Agenda Item

Topic: REAP Grant Update

Purpose: Share annual REAP grant report

Date: September 2nd, 2025

Background: Chebeague Island School has received the Rural Education Achievement Program (REAP) grant for numerous years. The purpose of grant is to provide rural local educational agencies (LEAs) with financial assistance to fund initiatives aimed at improving student academic achievement. LEAs are entitled to funds if they meet basic eligibility and application requirements. Awards are issued annually, and award amounts are determined using a formula. LEAs have 27 months to expend their award and may use REAP funds to pay for activities that are allowable under Title I, Part A; Title II, Part A; Title III; Title IV, Part A; and Title IV, Part B of the Elementary and Secondary Schools Act.

In FY25, CIS received \$27,293 and expended \$21,793 leaving \$5,500 as carryover. For FY26, CIS received \$25,955 thus having a total of \$31,455 available to expend. The attached report shows the FY25 REAP expenses and the FY26 REAP budget in further detail.

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

Attachments: REAP Grant Update Report

REAP Grant Report

September 2nd, 2025

Summary	
2024 Carryover	\$0
2025 Award	\$27,293
2025 Expenses	\$21,793
2025 Carryover	\$5,500
2026 Award	\$25,955
Current Balance	\$31,455

2025 Expense Detail	
Field Trips	\$6,481
Professional Development	\$1,400
Instructional Materials	\$2,322
TLC Membership	\$6,000
Grant Management	\$4,219
Technology	\$1,370
Expense Total	\$21,793

2026 Budget Detail	
Technology	\$15,000
Field Trips	\$5,000
TLC Membership	\$6,000
Grant Management	\$5,000
Total	\$31,000