

**Chebeague Island School Committee**  
**Tuesday, December 3rd, 2024**  
**Chebeague Island School**  
**Regular Meeting 6:00 PM**

THIS MEETING MAY BE RECORDED

**AGENDA**

1. Call to Order
2. Approval of Agenda for December 3rd, 2024
3. Approval of Minutes for School Committee Meeting of November 5th, 2024
4. Public Comment
5. Correspondence
6. Reports
  - A. Report from School Committee Chair
  - B. Report from Superintendent
  - C. Report from Lead Teacher
7. Old Business
  - A. Second read and approval of Chebeague Island School Comprehensive Health, Safety, and Emergency Plan.
8. New Business
  - A. School Sustainability and Enrollment Discussion
9. Executive Session
  - A. To discuss labor negotiations per 1 M.R.S.A §405(6)(D)
10. Warrant
11. Items for next meeting
12. Adjournment

**Chebeague Island School Committee**  
**Tuesday, November 5th, 2024**  
**Chebeague Island School**  
**Regular Meeting 6:00 PM**

**MINUTES**

1. Call to Order

The meeting was called to order at 6:06 p.m. by Chair Jeff Putnam. School Committee members in attendance were Nancy Earnest, Caitlin Henningsen and Erin Layng. Geoff Summa was absent.

2. Approval of Agenda for November 5th, 2024

The Chair proposed an amendment to the agenda to move Agenda Item 9A Grade 6 Students Transition to Yarmouth and middle school prior to the reports. Erin Layng made a motion to approve the agenda with the amendment. Seconded by Nancy Earnest. The motion passed 4-0-0.

3. Approval of Minutes for School Committee Meeting of October 5th, 2024

A motion was made by Nancy Earnest to approve the minutes for October 5th. Seconded by Erin Layng. Motion passed 3-0-1. Caitlin Henningsen abstained as she was not present for this meeting.

4. Approval of Minutes for School Committee Meeting of October 15th, 2024

A motion was made by Erin Layng to approve the minutes for October 15th. Seconded by Caitlin Henningsen. Motion passed 4-0-0.

5. Public Comment

NONE

6. Correspondence

NONE

9. New Business

A. Grade 6 students transition to Yarmouth and middle school

Current sixth grade students, Kaden Putnam and Ben Nadeau, shared their experiences about transitioning to Harrison Middle School this fall. Christin Nadeau also joined the discussion. They shared that they enjoyed having more students, but that it was challenging at first to figure out the schedules and manage the size of the school. They also said that math was the only subject that was difficult for them in the transition as they were familiar with some of the initial content that was reviewed at the start of the year in their classes. Ms. Nadeau recommended that family buddy/connections would be helpful to support students attending on the mainland.

7. Reports

A. Report from School Committee Chair

NONE

B. Report from Superintendent

The Superintendent provided a report about a number of issues. He shared a summary of the meeting with the Yarmouth Elementary School principal that he and Mary Train had recently to identify ways for further collaboration. He also shared about recent school events including the Walking Ghoul Bus, the trip to Farmer Chuck's and the visit to the election site at Town Hall. The students and staff are with their families at the Island Institute Trip on Wednesday, Thursday, and Friday of this week. He also shared that there will be Parent-Teacher conferences over the next few weeks. He also provided an update on the servicing of the van and the status of the new bus purchase. He shared an update about the need for a new copier and gathered input from the school committee members about the issue. Lastly, he shared the discussion with the manager of the Chebeague Recreation Center and their proposal to be responsible for field maintenance starting in 2025.

C. Report from Lead Teacher

NONE

8. Old Business

A. Second read and approval of Chebeague Island School Comprehensive Education Plan

The Superintendent presented the revised Chebeague Island School Comprehensive Education Plan. There were two minor changes proposed: to include page numbers and to use the word 'others' in the concluding sentence of the vision statement.

A motion was made to approve the Chebeague Island School Comprehensive Education Plan with the proposed changes by Erin Layng. Caitlin Henningsen seconded. Motion passed 4-0-0.

9. New Business

A. Grade 6 students transition to Yarmouth and middle school

SEE ABOVE

B. Present first draft of Comprehensive Health, Safety, and Emergency Plan

The Superintendent presented the first draft of the Chebeague Island School Comprehensive Health, Safety, and Emergency Plan in accordance with Maine State Law 20-A MSRA-1001 (16). The school committee will review and provide feedback to the Superintendent prior to next meeting so that the second draft can be prepared for approval.

C. Buildings and Grounds Sub Committee Report

The Superintendent reported on the first Buildings and Grounds Sub Committee meeting on November 1st, 2024.

10. Warrant

There was a warrant for FY25 for approval. The Chair requested that we gather more information regarding the tuition bills for UMF before these are processed for payment.

11. Items for next meeting

The next regular meeting is Tuesday November 18th, 2024 at the Chebeague Island School. The regular meeting will start at 6:00pm.

12. Adjournment

The meeting adjourned at 7:34 pm.

Respectfully Submitted,

Aaron Townsend  
Superintendent

# Chebeague Island School Committee

## Regular Meeting Agenda Item

**Topic:** Comprehensive Health, Safety, and Emergency Plan

**Purpose:** Present revised Comprehensive Health, Safety, and Emergency Plan for approval

**Date:** December 3rd, 2024

---

**Background:** In accordance with Maine State Law (20-A M.R.S.A. - 1001 (16)) and Chebeague Island School District Policy EBCA, the Superintendent must develop a Comprehensive Health and Safety and Emergency Management Plan (“the Plan”), to be approved by the School Committee annually. Substantive changes to the Plan must also be approved. This plan serves as the updated version for 2024-2025.

In addition, more detailed procedures are described in a confidential addendum to this plan titled Chebeague Island School Procedures for Emergency Management. For safety reasons, these procedures are not made public. Access to them is limited to CIS personnel and partners with a need to know and may be granted only with the authorization of the Superintendent or assigned designee.

**Recommendation:** Approve the CIS Comprehensive Health, Safety, and Emergency Plan for 2024-2025.

**Attachments:** CIS Comprehensive Health, Safety, and Emergency Plan

# **Chebeague Island School**

## **Comprehensive Health, Safety and Emergency Management Plan**

**2024-2025**

## **INTRODUCTION**

In accordance with Maine State Law (20-A M.R.S.A. - 1001 (16)) and Chebeague Island School District Policy EBCA, the Superintendent must develop a Comprehensive Health and Safety and Emergency Management Plan ("the Plan"), to be approved by the School Committee annually. Substantive changes to the Plan must also be approved.

The Plan must identify and address all potential hazards that could reasonably be expected to affect the school unit and school facilities. The following elements of the plan are considered public information:

1. A description of the scope and purpose of the Plan and the process used for developing and updating it;
2. General information on auditing for safety and preparedness;
3. Roles and responsibilities of school administrators, teachers and staff and the designated chain of command during an emergency; and
4. Strategies for conveying information to parents and the general public during an emergency.

The Federal Emergency Management Agency (FEMA) has defined four key elements of emergency management: Mitigation, Preparedness, Response and Recovery. These elements are addressed generally within the plan. In addition, more detailed procedures are described in a confidential addendum to this plan titled *Chebeague Island School Procedures for Emergency Management*. For safety reasons, these procedures are not made public. Access to them is limited to CIS personnel and partners with a need to know and may be granted only with the authorization of the Superintendent or assigned designee.

## **PURPOSE AND SCOPE**

The primary purpose of this plan is to establish a framework for effective and coordinated preparation and response to emergencies that may threaten the health, safety and security of individuals within the Chebeague Island School community.

This plan applies to all students, faculty, staff, visitors, and facilities within the Chebeague Island School. It encompasses a wide range of emergencies, including but not limited to natural disasters, accidents, medical emergencies, and security incidents.

## **REVIEW AND AUDIT**

The plan and associated procedures will be reviewed and updated at least annually, in consultation with the school's emergency management team. To inform the annual review, the school will conduct an audit at least once a year to assess the safety of the building and grounds, as well as the school's preparedness for potential emergencies. This audit will include the testing of fire safety equipment and preparedness, the availability of safe and unobstructed egress points, an examination of emergency response equipment (e.g., medical bags and radios) and signage; and a review of the materials, training plans, and documentation of drills.

## **ROLES AND RESPONSIBILITIES**

When an emergency occurs, teachers and other school-based staff will be responsible for the supervision of students in their care, and shall remain with students until directed otherwise.

Staff shall:

- Take steps to the best of their ability that are deemed necessary to ensure the safety of students, staff, and other individuals.
- Direct students in their charge according to established emergency procedures.
- Take attendance information with them during an evacuation and once evacuated, take an accurate roll when class relocates and report any missing students and/or staff to the person in charge of the evacuation.
- Remain on-site once at a relocation point, until they receive further direction from their incident commander or other emergency responders (i.e., police and fire officials).
- Render first aid to the best of their ability, if necessary.

The school will maintain an emergency management team that establishes a chain of command in the event of an emergency. The team will meet at least annually to review and coordinate all aspects of the plan. These are the roles and responsibilities of the emergency management team:

- Incident Command–The superintendent will serve as the primary onsite incident commander. The administrative assistant will be the back up. The incident commander is responsible for overall response to any health, safety or emergency situation and communicating with first responders.
- Communication coordinator–The administrative assistant will serve as the primary communication coordinator. The communication coordinator is responsible for any immediate communication to families about any health, safety, or emergency situation.
- Facilities coordinator–The custodian will serve as the primary facilities coordinator. The facilities coordinator is responsible for all aspects of the physical plant in regards to this plan.

## COMMUNICATION PLAN

In the event of a health, safety or emergency situation, the school will follow these steps:

- 1) Staff member alerts the incident commander of the situation. Staff may also contact 911 immediately if circumstances warrant.
  - a) Walkie talkies will be available in each room to communicate in the event of an evacuation.
- 2) Incident commander makes contact with local first responders if appropriate.
- 3) Communications coordinator sends **text messages, phone calls, and/or email** to inform the school community about the situation and provide instructions. Additional updates are sent as necessary during the response to the emergency.
- 4) The incident commander will provide a detailed written communication to the school community following any health, safety or emergency situation.

## MITIGATION

The following are the primary actions that CIS will take to mitigate potential threats or hazards:

- Establish an Emergency Management Team that meets at least annually to audit the school's preparedness for an emergency situation and to coordinate all aspects of this plan.
- Maintain equipment and upgrade facilities, as required, to bolster safety and security.

- Establish and enforce standard procedures, such as visitor sign-in and badging, management of external doors (keeping closed and locked and monitoring access), maintenance of hallways and emergency exits, and student and staff attendance-tracking.
- Test the school alarms annually.

## PREPAREDNESS

The following are the primary actions CIS will take to prepare for potential emergencies:

- Ensure that emergency response procedures are in place, rally points and relocation sites have been identified and communicated to all who need to know, a drill schedule is established and are being followed, and other preparedness measures are in place.
- Ensure that all substitutes, partners, and visitors are aware of the site's emergency procedures, exits, and rally and relocation points.
- Provide equipment to support emergency response efforts.
- Coordinate the development and delivery of training on safety procedures, prioritizing first aid and CPR training for key staff at each site.
- Conduct regular drills in every school to practice for potential emergencies, in accordance with requirements set by the Maine Department of Education (e.g., drills to practice evacuation, lockdown, response to a violent critical incident).

## RESPONSE:

The following are the primary actions CIS will take to ensure an effective response to emergencies:

- Designate an incident command and back-up. That person is primarily responsible for initiating the appropriate emergency response measures and communications based on the specific situation or threat that occurs (e.g., severe weather, fire, active shooter threat). However, it should be noted that any staff member can and should call 911, provide first aid, and/or provide support to others, as appropriate.
- *In case of an evacuation*, the incident commander will initiate the evacuation procedure and students and staff will be moved to a relocation point. Parents and guardians will be directed to the relocation point. They should NOT go to school during an emergency. Parents/guardians or emergency contacts will be verified before students are released. Staff will document the name of the parent/guardian picking up the student, as well as the time.
- *In case of a lockdown*, the incident commander will instruct staff to ensure that all exterior and interior doors are closed and locked. Students and staff will hide in the hallways and/or kitchen to remain out of sight. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will **NOT** be released during a lockdown.
- *In case of a shelter in place*, the incident commander will instruct staff to ensure that all exterior entrances are closed and locked, that access to the building is limited to staff and students who may be outside, and that building occupants are notified to maintain their regular activities. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will **NOT** be released during a shelter-in-place.
- *In case of a violent critical incident (VCI)*, the incident commander will inform building occupants of the nature and location of the threat. Staff may employ the safest strategy for their immediate circumstances, including evacuation, lockdown, and/or counter.

More detailed procedures are described in a confidential addendum to this plan titled *Chebeague Island School Procedures for Emergency Management*. For safety reasons, these procedures are not made public. Access to them is limited to CIS personnel and partners with a need to know and may be granted only with the authorization of the Superintendent or assigned designee.

## **RECOVERY**

The following are the primary actions CIS will take to return to learning and restore infrastructure of the school as quick as possible after an emergency:

- Coordinate an assessment of any damage to school facilities and implement a plan for ensuring a safe return to school/work as quickly as possible (including identifying alternative sites that could host the school community on a short-term basis).
- Coordinate mental health services and social-emotional support for students and staff in the wake of an incident.
- Conduct a post-incident debrief following any significant activation of the emergency response plan within a week of the incident. Lessons learned will be documented and used to guide future emergency response efforts, as well as any necessary revisions to CIS policy and procedures.

# Chebeague Island School Committee

## Regular Meeting Agenda Item

**Topic:** School Sustainability and Enrollment Plan

**Purpose:** Discuss a proposal for the school sustainability and enrollment plan for 2025-2026.

**Date:** December 3rd, 2024

---

**Background:** During the 2023-2024 school year, the school committee and school staff developed a plan to complement the current island student enrollment with students from the mainland as a strategy to have a stable ongoing school enrollment. The school staff developed fiscal and operational plans to allow for the enrollment of non resident students and committed to a small pilot for 2024-2025.

To date, the school has enrolled four students from the mainland. The school's current enrollment is 15 students: 11 island residents and 4 mainland students. The process has worked successfully thus far operationally and instructionally in terms of integrating these students into the Chebeague Island School community.

The current enrollment projections for island resident students indicates a further reduction in island students over the next few years to only 7 projected students in 2029-2030 in grades PK-5 (see attached table).

For next year, 2025-2026, we anticipate 12 island resident students evenly split between the two classrooms: 6 in the primary classroom and 6 in the upper classroom.

**Recommendation:** Based on these numbers and the initial successes of enrolling mainland students this year, we propose to **increase our mainland student enrollment to between 6-8 students (3-4 per classroom) for 2025-2026.**

Additionally, to manage the additional enrollment process, the Superintendent shall develop a set of procedures that reflect the following enrollment priorities:

- Island resident students
- Siblings of currently enrolled students
- Yarmouth resident students
- Other students

We anticipate that the school committee should review enrollment projections annually in the fall and determine an annual mainland student enrollment target.

**Attachments:** CIS Enrollment Projections Resident Students

**Island Resident Enrollment Projections**

Grade	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
PK	3 (0)	2	3	0	4	2	1	0	1	0	0
K	2 (1)	1	2	3	0	2	3	1	0	1	0
1	3 (1)	2	0	2	3	0	2	3	1	0	1
2	2 (2)	2	2		3	3	0	2	3	1	0
3	1 (0)	1	2	2	0	3	3	0	2	3	1
4	5 (0)	1	1	2	1	0	3	3	0	2	3
5	5 (0)	4	1	1	2	1	0	3	3	0	2
<b>CIS Total</b>	<b>21</b>	<b>13</b>	<b>11</b>	<b>10</b>	<b>13</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>10</b>	<b>7</b>	<b>7</b>
6	3 (2)	4	4	1	0	1	1	0	3	3	0
7	7 (0)	3	4	4	2	0	1	1	0	3	3
8	3 (0)	6	2	4	4	1	0	1	1	0	3
<b>HMS Total</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>6</b>
9	3 (1)	4	5	2	4	3	1	0	1	1	0
10	3 (0)	3	4	5	3	3	3	1	0	1	1
11	7 (0)	3	3	4	6	3	3	3	1	0	1
12	1 (0)	6	3	3	4	6	3	3	3	1	0
<b>YHS Total</b>	<b>14</b>	<b>16</b>	<b>15</b>	<b>14</b>	<b>17</b>	<b>15</b>	<b>10</b>	<b>7</b>	<b>5</b>	<b>3</b>	<b>2</b>
<b>YSD Total</b>	<b>27</b>	<b>29</b>	<b>25</b>	<b>23</b>	<b>23</b>	<b>17</b>	<b>12</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>8</b>
<b>Total PreK-12</b>	<b>48</b>	<b>42</b>	<b>36</b>	<b>33</b>	<b>36</b>	<b>28</b>	<b>24</b>	<b>21</b>	<b>19</b>	<b>16</b>	<b>15</b>

Master Contract  
Between  
CHEBEAGUE ISLAND SCHOOL COMMITTEE  
And CHEBEAGUE ISLAND TEACHERS' ASSOCIATION  
2022/23 - 2024/25

**PREAMBLE**

This agreement entered into by and between the Chebeague Island School Committee hereinafter called the "Committee" and the Chebeague Island Teachers' Association hereafter called the "Teachers".

Whereas, the above defined parties have reached certain understandings which they desire to confirm in this agreement.

Now, theretofore, the parties, mutually agree as follow:

**STATEMENT OF RECOGNITION**

The Chebeague Island School Committee recognizes the Chebeague Island Teachers' Association as the sole and exclusive bargaining agent for the teachers. The "teachers" for the purpose of this agreement include all employees of the Chebeague Island School Department who are employed by the Committee pursuant to 20-A M.R.S.A. § 13201 except for teachers who have been employed for less than six (6) months or who are employed under a separate working agreement and work less than half time. Half time is considered twenty (20) contracted work hours per week.

**INSURANCE**

**Group Health Benefits**

The Committee will pay 100% of the cost for a single coverage individual membership in the BC/BS Anthem Choice Plus Plan or a plan equal or better provided by the School Committee. Teachers who select an alternative Anthem Plan will be responsible for paying any increase in premium charge over the defined plan. Teachers working more than one half time will receive a single subscriber benefit.

## LEAVES

- A. **Sick Days for Personal Illness** - 15 days per year: cumulative to 120 days.
- B. **Personal Days**- 2 days per year non-cumulative. When not used, Personal days roll over to accumulated sick days. A personal day is a day that the teacher may take for any reasonable cause. For Example, activities not able to be conducted outside regular school hours. Personal days may not be used prior to or immediately following vacation periods or holidays except when agreed upon between teacher and the Superintendent/Principal, and due only to specific circumstances (e.g. Weather, flight problems beyond the individual's control, important appointments or events that cannot be scheduled at another time and religious holidays) without loss of pay. Vacation periods are defined as the December, February, April and June(summer) recesses. Any deviation in the use of a personal day may only be approved at the discretion of the Superintendent.

Application for a Personal Day must be made a minimum of three (3) days in advance (except in emergency situations), using the Standard Chebeague Island School Department request for Leave Form. The Superintendent/Principal must review all applications. Personal days are counted as regular teaching days for the participating teacher. A substitute (or other arrangement) for the participating teacher's classes will be provided by the Chebeague Island School Department.

Teachers are requested to submit Standard Requests for Leave Forms for the Superintendent/Principal's review for communication and planning purposes. While a teacher may take a Personal Day for any reasonable cause, it is not inappropriate for the Superintendent/Principal to request, but not require, that the teacher reschedule a Personal Day if the absence creates a hardship for the school.

- C. **Professional Days**- 2 days per year; non-cumulative. A professional day is a day in which a teacher visits, observe, attends, and/or participates in another teaching/educational experience or conference for the purpose of learning, expanding, developing, and/or exchanging professional skills and philosophies that will enhance the teacher's expertise in areas that will benefit the individual and School.

The Committee encourages the use of Professional Days to enable teachers to explore new and different methods, techniques, philosophies and approaches to teaching and to stimulate fresh ideas and enthusiasm among teachers during the school year.

The Committee promotes the use of Professional Days because, in our setting, healthy interaction among teaching professionals is not as readily available as on the mainland, and the Committee believes that such interaction contributes to better teaching skills and staff morale.

Professional Days must be applied for a minimum of three (3) days in advance, using the Standard Chebeague Island School Department Request for Leave Form. The Superintendent/Principal must approve all applications.

Teachers will be asked to report on the Professional Days to the Committee and the school teaching staff.

The Committee or its representative has the right to limit or not approve professional days requests due to lack of funding reasons.

D. **Bereavement Leave-** A teacher may be granted up to five (5) days leave upon the death of an immediate family member or significant other. This would also include the immediate family of the spouse or significant other. Significant other is defined to be a partner in a committed non-platonic relationship in which the partners are financially interdependent.

E. **Jury Duty** - A teacher who is called to serve on a jury shall continue to receive his/her full salary.

F. **Leave of Absence-**

Extended Leave of Absence is any leave which is for more than thirty (30) days but not more than one hundred eighty-three (183) days and is typically granted without pay.

1. May be granted to continuing Contract Teachers only.
2. Must be requested by May of the school year preceding intended leave of absence.
3. May be granted for reasons of health, travel, personal/professional growth, family crisis, maternity or paternity.
4. The same teaching position is granted to the teacher for the school year following the leave of absence provided that the position has not changed. If the position has changed and there is no other suitable position available, then three (3) months of severance pay shall be due.
5. Teachers may use up to thirty (30) days of accumulated sick leave for pregnancy or childbirth, or to care for a newly adopted child within the first three (3) months of the child's adoption, provided the child is less than five (5) years old. Medical disabilities resulting from pregnancy or childbirth shall be treated the same as any other medical disability. Chebeague Island School Department will comply with the Family Medical Leave Act of 1993 and the Maine Family and Medical Leave Act.

**G. Sabbatical Leave-** Sabbatical Leave may be granted to teachers who have completed seven (7) or more years of teaching in the Chebeague Island School Department.

1. Sabbatical Leave shall be granted to teachers at a rate of one half ( $\frac{1}{2}$ ) salary for one (1) year.
2. Sabbatical Leave is to be used for extending/furthering education to benefit Chebeague Island Elementary School.
3. Teachers shall agree, in writing, to return to employment in the Chebeague Island School Department for two (2) years following the Sabbatical Leave or reimburse Chebeague Island School Department that portion of the salary and benefits received while on the Sabbatical Leave in relation to the amount of time less than two (2) years of return.
4. Teachers returning from Sabbatical Leave maintain their seniority and shall not be denied any benefits or salary advancements granted to other members during the period of their leave.
5. The teacher requesting such leave during the preceding school year, file a letter of intent with the Superintendent no later than January 1. The teacher shall then apply to the Committee no later than April 1.
6. Sabbatical Leave may be granted to not more than one (1) teacher per year; in the event more than one (1) teacher applies, the Committee reserves the right to determine which teacher, if any, shall be the successful candidate.
7. Insurance while on Sabbatical Leave -A teacher on Sabbatical Leave will be continued on the Anthem Choice Plus Plan or a plan equal or better provided by the School Committee. if he or she is enrolled in such a plan. Provided that the teacher pays the regular premiums during the leave. The Chebeague Island School Department is not obligated to bill the teacher for these payments. The teacher will be reimbursed for these payments upon his/her return.

## **BENEFITS**

### **A. Reimbursement**

#### **1. Courses**

- a. The Committee shall pay the University of Southern Maine Graduate tuition rate or the actual tuition rate, whichever is less for the courses taken for recertification, additional certification, or as directly related to a teaching assignment, when approved in advance by the Superintendent/Principal.

The Superintendent/Principal shall budget for a minimum of 6 credit hours and a maximum of 12 credit hours per school year.

Teachers shall apply prior to the beginning of the semester and receive the approval prior to enrolling in a course. Teachers may be reimbursed for a maximum allowance of six (6) credit hours a year.

- b. In the event that a teacher wishes to take a course at a university where the tuition rate is higher than the graduate rate at the University of Southern Maine, the teacher must apply to the Superintendent/Principal for approval to take the course in order to be considered for reimbursement at the higher rate. Such application shall be made by April 15 at least two (2) weeks prior to the date by which the Committee finalizes a budget draft that will be presented to the voters for the year in which the desired course is to be offered.
- c. In the event that a specific course is required by the District, the State or the Federal Government where off island learning is necessary or desirable, the Committee shall pay for lodging if no other arrangement is possible.
- d. Upon pre approval by the Superintendent/Principal, tuition for a course shall be paid by the Committee at registration time directly to the university where the course is to be offered. In the event that the teacher withdraws or receives a grade below a B, a failure in a pass/fail course or an incomplete in the course, the teacher shall, within thirty (30) days of withdrawal or receiving said result, reimburse the Department full cost of the tuition prepared by the Department. Final transcripts from coursework paid by the Committee must be submitted within thirty (30) days of the course's completion.
- e. In the case of a spring or summer course work, a teacher must return to a teaching position at Chebeague Island School or reimburse the Committee the full cost of tuition paid by the Committee.

2. **Travel-** Automobile: IRS rate of the current year.
3. **For Conferences/ Conventions/ Seminars/Clinics**, reimbursement will be at the discretion of the Superintendent/Principal.
4. **Certification-** Classroom teachers may seek reimbursement for no more than one hundred (\$100) dollars every five (5) years for re-certification fees.

## **B. Compensation**

### **1. Retirement**

Any teacher retiring from Chebeague Island School Department shall receive upon retirement, a payment which is determined by multiplying one-half of his/her accumulated sick leave days by the daily rate of pay for the final year of employment, up to the maximum of ten (10) days.

The payments herein described shall be made only to those educators who, at the time of their retirement, (1) are eligible to retire and eligible to collect benefits under the Maine Public Employee Retirement System, and (2) have been in the Chebeague Island School System for at least ten (10) years.

To be eligible for payment with the last paycheck in June, written notification must be provided to the Superintendent by January 1 of the year of retirement. Exceptions can be made to this January 1 date in emergency situations such as illness, change in family circumstances, etc. Payment shall be made prior to the last paycheck in the next school year if the teacher notifies the Superintendent in writing of his/her intent to retire before January 1 of the school year in which the teacher is retiring.

## **WORKING CONDITIONS**

Any significant change in working conditions would require renegotiating the terms of this contract.

## **TEACHER RIGHTS**

- A. No continuing teacher covered under this contract shall be dismissed or non-renewed without just cause.
  
- B. Whenever any teacher is required to appear before the Committee concerning dismissal or non-renewal, she/he shall be given prior written notice of the reason for such a meeting or interview and shall be entitled to have a representative of the Teacher present to advise and/or represent him/her during such meeting or interview. Any suspension of a teacher pending changes will be with pay.
  
- C. No probationary teacher shall suffer dismissal from his/her contract except according to statute law and in accordance with the following;
  - 1. There shall be prior and due investigation.
  
  - 2. If the investigation produces some credible evidence tending to show the existence of conduct tending to impair teaching effectiveness or tending to show unfitness to teach, or that the teacher services are deemed unprofitable to the school, the Committee may proceed by giving the teacher written notice of its intention to dismiss the teacher.
  
  - 3. The teacher may request a hearing within fifteen (15) days of receipt of the written notice.
  
- D. Falsification of papers, reports, applications, statistics, data and documents shall be cause for immediate dismissal.
  - 1. After the hearing, at which the teacher shall have the burden of proving the nonexistence of reasons, the Committee may decide, on the evidence, not to renew the teacher's contract.

## **GRIEVANCE PROCEDURE GOVERNING TERMS OF THIS CONTRACT**

### **A. Informal Procedure**

1. If a teacher feels that there is a grievance under this contract, the matter shall first be discussed with the Superintendent/Principal in an effort to resolve the problem informally.

### **B. Formal Procedure**

#### **1. Level One- Superintendent/Principal**

- a. If an aggrieved is not satisfied with the outcome of the informal procedure, a formal grievance may, after consultation with the "Teacher", be submitted in writing to the Superintendent/Principal within the time limit contained in Section C- Notice of Grievance.
- b. The Superintendent/Principal shall, within fifteen (15) working days after receipt of the grievance, render a decision, with reasons, in writing to the aggrieved person and the Teachers. The aggrieved shall be granted an opportunity to meet with the Superintendent/Principal, if requested, prior to the Superintendent/Principal's decision.
- c. The time limits specified may be extended by mutual written agreement between the aggrieved person and the Superintendent/Principal.

#### **2. Level-Two- School Committee**

- a. If the aggrieved person is not satisfied with the disposition of the grievance at Level One, the aggrieved may, after consultation with the "Teacher" be submitted in writing within ten (10) working days after the decision of the Superintendent/Principal to the School Committee. The grievant may request an opportunity to meet with the School Committee for the purpose of discussing the grievance prior to the School Committee rendering a decision.
- b. The Committee shall, within a reasonable time after receipt of the appeal, meet with the aggrieved, if requested, for the purpose of reviewing the grievance.
- c. The Committee shall, within a reasonable time after such meeting, render its decision and the reasons therefore in writing to the aggrieved person and Teacher.
- d. The time limits specified may be extended by mutual written consent between the aggrieved person and the Committee.

4. Level Three- Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his or her grievance at Level Two, he/she may within ten (10) working days after receiving the written decision of the Committee request in writing to the "Teacher" that his or her grievance be submitted to arbitration.
- b. The Teachers shall, after the receipt of such request, formally determine if the grievance is meritorious. If the grievance is found to recommend such action, the Teachers will submit the grievance to arbitration by notifying the Committee in writing within thirty (30) working days receiving the written decision of the School Committee.
- c. Arbitration will follow the rules of the American Arbitration Association, which determines by the arbitrator shall be binding upon the parties, subject to the review provisions of the Uniform Arbitration Act, 13 MRSA §5927-5949 or 26 §972, whichever may be applicable.
- d. Nothing here is intended to abrogate the rights or privileges provided by statute. If both the School Committee and the Association agree, the grievances may be submitted to the American Arbitration Association.
- e. The costs of the service of the arbitrator shall be borne equally by the Committee and the Teachers.

5. In establishing the Grievance Procedure to be followed under this contract, the parties recognize that the purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible, to ensure efficiency and employee morale. By stipulation arrived at by mutual written agreement of the parties specific provisions may be made for alternative methods of instituting and processing exceptional grievances, which agreements - when reduced to writing and signed by the Chairperson of the Chebeague Island School Committee and the "Teachers" - shall be attached and made a part of this agreement and shall be effective thereafter for the balance of the term of the contract for processing a particular grievance in the manner provided.

C. Notice of Grievance

A grievance will be deemed waived unless submitted in writing within thirty (30) working days but not more than sixty (60) calendar days after the aggrieved party knew or should have known of events or conditions constituting the alleged grievance.

D. Rights to Representation

1. At any time during the grievance procedures, any aggrieved teacher shall have the right to representation by the "Teachers".
2. No reprisal shall be taken against any participants in the grievance procedure for reasons of such participation.

E. Definitions

- A grievance, as used in this agreement, means a claim by an employee or group of employees that there is a disagreement or dispute as to the interpretation, meaning or application of any provision of this Agreement, except provisions expressly excluded from the grievance procedure contained in this Agreement.
- "Teacher" can also mean with guidance from the Maine Teachers Association.

## SALARIES

- A. Teachers will be compensated in accordance with Exhibit A - Salary Schedules. Teachers will have the option to receive their annual pay in 22 pays (September - June) or 26 (September - August). The Teachers agrees that the Committee has the right to hire and pay teachers who work less than twenty (20) hours per week at a salary that may be different from a prorated salary calculation based upon Appendix A.
- B. Teachers who expect to advance to a new classification on the salary schedule, due to additional professional training, must notify the Superintendent in writing prior to November thirtieth (30) of the year preceding the school year in which the change of level is to be made. This provision is necessary for budgeting purposes.
- C. In addition to the salary schedules, the Committee will fund one (1) stipend position of Lead Teacher. That position will be paid an annual stipend of Five Thousand dollars (\$5,000). This stipend will be a one (1) year appointment, renewable at the discretion of the Superintendent. The teacher appointed for this stipend position will receive an annual stipend agreement separate from the annual teaching contract.
- D. **Honorarium for Major Curriculum Development**  
A teacher shall be paid an hourly honorarium rate of pay for work associated with school improvement and any work authorized by the Superintendent. It is understood this is for work accomplished following the expiration of the school year and prior to the commencement of the following year, during days off, or during school vacation periods, e.g. December, February, April and any other time approved by the Superintendent.  
This rate of pay will be thirty (\$30) dollars an hour for the duration of this agreement.

## SCHOOL YEAR

The teacher's work year shall be one hundred eighty-three (183) days. A school calendar of student days and in-service days will be developed by the Committee for each school year.

## DURATION

- A. This Agreement shall be effective September 1, 2022 and shall expire at midnight on August 31, 2025.
- B. This agreement incorporates the complete understanding of both parties on all items which were in this Agreement, neither party shall be required, nor may attempt to require the other party, to negotiate any additional items or modification whether or not within the knowledge or contemplation of the parties at the time of the negotiations.
- C. In Witness Whereof the parties hereto have caused this Agreement to be signed by their respective Lead Teacher and Chairperson and attested by a respective witness this 7th day of June 2022.

Teacher Representative

Committee's Representative

Sarah Klein- Lead Teacher

Suzanne Rugh - School Committee Chair

Justina Warren- Primary Teacher

Jeff Putnam- School Committee Vice Chair

Anja Haubs- Special Education Teacher

Leah Guay- Committee's representative

### Chebeague Island School Teacher Pay Scale 2022/23 - 2024/25

Step	2022-2023	2023-2024	2024-2025
------	-----------	-----------	-----------

0	\$46,000	\$46,920	\$47,858
1	\$47,380	\$48,328	\$49,294
2	\$48,801	\$49,777	\$50,773
3	\$50,265	\$51,271	\$52,296
4	\$51,773	\$52,809	\$53,865
5	\$53,327	\$54,393	\$55,481
6	\$54,926	\$56,025	\$57,145
7	\$56,574	\$57,706	\$58,860
8	\$58,271	\$59,437	\$60,626
9	\$60,020	\$61,220	\$62,444
10	\$61,820	\$63,057	\$64,318
11	\$63,675	\$64,948	\$66,247
12	\$65,585	\$66,897	\$68,235
13	\$67,553	\$68,904	\$70,282
14	\$69,579	\$70,971	\$72,390
15	\$71,667	\$73,100	\$74,562
16	\$73,816	\$75,293	\$76,799
17	\$76,031	\$77,552	\$79,103
18	\$78,312	\$79,878	\$81,476
19	\$80,661	\$82,275	\$83,920
20	\$83,081	\$84,743	\$86,438
21	\$85,574	\$87,285	\$89,031
22	\$88,141	\$89,904	\$91,702
23	\$90,785	\$92,601	\$94,453
24	\$93,509	\$95,379	\$97,287
25	\$96,314	\$98,240	\$100,206

- Each year after Step 25, teachers will receive a \$1,500 increase.
- Those teachers with a BA or BS +15 Masters credits will receive a \$1,000 increase to their regular step.
- Those teachers with a Masters in an educational field will receive a \$2,000 increase to their regular step.