

## **DATES TO REMEMBER**

### **School Board Workshop Meeting**

Tuesday, November 17, 1998

6:30 – 9:00 p.m.

High School Library

Topics:

6:30 - Public input regarding Superintendent Search

7:30 -Technology

### **School Board Executive Session**

Tuesday, December 8, 1998

5:30 p.m.

William H. Jordan Conference Room

Topic: Develop criteria for superintendent search

followed by:

Finance Subcommittee Meeting

6:30 – William H. Jordan Conference Room

followed by:

Regular School Board Meeting

7:30 – Council Chambers

### **School Board Policy Subcommittee Meeting**

Thursday December 10,1998 - 8:30 a.m.

William H. Jordan Conference Room

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## **MEETING AGENDA**

TUESDAY, November 10, 1998

SCHOOL BOARD MEETING

7:30 p.m. - Council Chambers

PRECEDED BY

Finance Committee Meeting

6:30 p.m.- William H. Jordan Conference Room

## **A G E N D A**

*CITIZENS IN THE AUDIENCE ARE INVITED TO SPEAK ON A TOPIC THAT IS INTRODUCED DURING THE COURSE OF THE MEETING. EACH CITIZEN IS TO BE LIMITED TO ONE PRESENTATION, PER CITIZEN, PER TOPIC, OF NOT MORE THAN FIVE MINUTES. AUDIENCE PARTICIPATION SHALL CEASE ON A TOPIC AT SUCH TIME AS THE CHAIRMAN CALLS FOR THE BOARD ACTION.*

1. Pledge of Allegiance
2. Adjustments to agenda

3. Approval of October School Board meeting minutes
  - a. October 13, 1998 – Regular Meeting
  - b. October 19, 1998 – Special Meeting
4. Comments by high school and middle school representatives
5. COMMUNICATIONS
6. SUPERINTENDENT'S REPORT
7. PRINCIPALS' REPORTS
  - a. Pond Cove
  - b. High School
8. COMMITTEE REPORTS
  - a. Finance Subcommittee
  - b. Policy Subcommittee
  - c. Continuous Improvement Team – Time Usage
  - b. Update on Superintendent Search
9. UNFINISHED BUSINESS
  - a. Policies – Second Reading  
GBN – Family and Medical Leave  
Administrative Guidelines  
GBN-R1 – Procedure for Family and Medical Leave Act (FMLA)  
GBN-R2 – Procedure for Maine Family Medical Leave  
GCG-R Long-term and Short-term Substitute Professional Staff  
Employment
10. NEW BUSINESS
  - a. Consideration of the superintendent's nominations to athletic fee positions for winter 1998-99
11. Consideration of the superintendent's request to enter Executive Session
  - a. Discuss a personnel issue
  - b. Update on a legal matter/Ann Ridge Case

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## **MEETING MINUTES**

October 13, 1998

Cape Elizabeth, Maine

The School Board met in special session at 4:00 p.m. in the William H. Jordan Conference Room.

Beth Currier moved to enter Executive Session for the purpose of interviewing finalists for the position of Assistant Principal at Pond Cove School. Kevin Sweeney seconded the motion and the Board approved with a vote of 7–0.

The Board entered Executive Session at 4:05 p.m. Those present were:

George Entwistle, Chairman  
Beth Currier  
Jennifer DeSena  
Marie Prager  
John Ridge  
Kevin Sweeney  
Keith Witherell

Dr. Cynthia Mowles, Superintendent of Schools  
Tom Eismeier, Pond Cove Principal

Keith Witherell moved to reenter public session. Jennifer DeSena seconded the motion and the Board approved with a vote of 7-0.

The Board reentered public session at 6:35 p.m.

John Ridge made a motion, seconded by Kevin Sweeney, recommending that Marla Bonneau be nominated by the Superintendent to assume the position of Assistant Principal at Pond Cove School. The motion was approved with a vote of 7-0.

The meeting was adjourned at 6:30 p.m. The motion to adjourn was made by Marie Prager, seconded by Jennifer DeSena and approved with a vote of 7-0.

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The regular meeting of the School Board was held on Tuesday, October 13, 1998, at 7:30 p.m. in the Council Chambers.

School Board members present were:

George Entwistle, Chairman  
Beth Currier  
Jennifer DeSena  
Marie Prager  
John Ridge  
Kevin Sweeney  
Keith Witherell

Dr. Cynthia Mowles, Superintendent of Schools

The meeting was called to order at 7:30 by Chairman George Entwistle.

Others present included: Peter Dawson, Nancy Hutton, Tom Eismeier, Dwight Ely, Carmen Melito, Pauline Aportria, Claire LaBrie, Sue Weatherbie, Keith Weatherbie, Elicia Chang, Mary Ann Chapman, Amelia Wiggins

1. Pledge of Allegiance to the Flag led by George Entwistle

## 2. Adjustments to agenda

Under 10f. "a request for child rearing leave" was added.

Item 10h. "Substitute pay" was added.

Item 11 "...request to enter executive session..." was eliminated.

## 3. Approval of School Board Minutes

The minutes of the regular meeting held on August 25, 1998 and the special meeting held on September 3, 1998 were approved as presented.

## 4. Comments by Student Representatives

High School representative, Elicia Chang, reported on athletic and co-curricular activities and the goals of SAC for the year.

The middle school representatives, Mary Ann Chapman and Amelia Wiggins, reported on Middle School activities including

Outdoor Experience at each grade level, Junior Achievement Program, the upcoming Halloween party for Pond Cove students, athletic teams, and other items of interest.

## 5. COMMUNICATIONS

5a. Kevin Sweeney read a brief update on the legal matter of Ann Ridge vs Cape Elizabeth School Board:

In what is now a second important development in the Ann Ridge case, the Cape Elizabeth School board received notice of a decision by the Maine Labor Relations Board in the Ann Ridge v. Cape Elizabeth Education Association complaint dated September 8, 1998. The order from that case reads as follows: "on the basis of the foregoing findings of fact and discussion and by virtue of and pursuant to the powers granted to the Supp. 1996), it is hereby ORDERED that the complaint filed by Ms. Ann Ridge on July 7, 1997, against the Cape Elizabeth Education Association be, and hereby is, DISMISSED."

While this is a matter that specifically involved the union, the Board has received the decision and order from this case very positively in that the union has and continues to successfully identify and differentially manage those cases that are without merit.

This follows, chronologically, the dismissal of the complaint filed by Ms. Ridge with the Maine Human Rights Commission against the Cape Elizabeth School Board.

5b. Keith Witherell complimented Tom Eismeier and the teachers and staff of Pond Cove for the excellent curriculum nights recently completed.

5c. Kevin Sweeney took this opportunity to express thanks on behalf of himself and his family for the many expressions of sympathy during his recent loss.

## 6. SUPERINTENDENT'S REPORT

6a. The superintendent notified the Board that two fifth grade teachers, Jill Bell and Gail Parker have submitted letters expressing interest in applying for sabbatical leave for the 1999-2000 school year. The next deadline is November 30th when a "package" is due from the applicants, which will be forwarded to the Sabbatical Leave Committee.

6b. Dr. Mowles announced that the Middle School is a recipient of the President's Physical Fitness Award for the second year in a row.

6c. Dr. Mowles announced that the November School Board Workshop date has been changed to November 17th. The meeting will be held at the High School Library at 6:30 p.m.

## 7. PRINCIPALS' REPORTS

Each of the building principals reviewed important highlights/events happening at their respective schools.

## 8. SCHOOL BOARD SUBCOMMITTEES AND REPORTS

### 8a. Finance Subcommittee

Finance Subcommittee Chairman Keith Witherell reported that the subcommittee met prior to the school board meeting where they signed warrants, reviewed appropriations reports, and discussed items including renovations to the 30's Basement, debt refinancing, audit report, food services report, an administrative salary issue, and substitute pay.

### 8b. Policy Subcommittee

Policy Subcommittee Chairman Kevin Sweeney reported that the committee met on September 16th at 8:30 a.m. Topics discussed included: policy matters still outstanding from last year, selection of a chair, class ranking at the high school, completion of the reorganization of the Policy Manual, policies to be presented for second reading at the October School Board meeting, Special Education policies needing review, policy regarding booster support issues tabled, truancy policy referred to building administrators for recommendations, medical leave policy and administrative guidelines to be presented for first reading, and the need for a policy on volunteers in the classroom. The schedule for upcoming meetings of the subcommittee is: October 15, November 9, and December 10, 1998. All meetings will be held at 8:30 a.m. in the Jordan Conference Room.

## 8c Continuous Improvement Team (Time Usage)

George Entwistle reported that the group's next meeting will be held on September 22, 1998.

## 8d. Update report on the review of staff changes

Jennifer DeSena and Marie Prager reported on their review of staff changes. It was their conclusion that if there are any questions regarding turnover or moral, they will be brought to the surface through the School Quality Review.

## 9. UNFINISHED BUSINESS

Kevin Sweeney presented the following for second reading:

- o ADA – School District Goals and Objectives
- o ADC – Tobacco Use and Possession
- o ADC-R – Tobacco Use and Possession – Administrative Guidelines
- o JICFA – Student Hazing

Kevin Sweeney made a motion, seconded by Beth Currier to accept the three policies and the administrative guideline as presented. After a brief discussion the motion was approved 7-0.

## 10. NEW BUSINESS

10a. Consideration of the superintendent's nomination to teacher position for 1998-99

Dr. Mowles nominated Elinor Campbell to teach grade 1 at Pond Cove.

Keith Witherell made a motion to accept the superintendent's nomination. John Ridge seconded. The motion was approved 7-0.

10b. Consideration of proposed school system goals for 1998-99

Chairman Entwistle presented the proposed goals. He thanked Board members and administrators for the time and effort invested in their development. Kevin Sweeney made a motion to adopt the Cape Elizabeth School System Goals for 1998-99 as presented. Jennifer DeSena seconded. After a brief discussion, the motion was approved 7-0.

10c. Consideration of the superintendent's nominations for athletic positions, 1998-99

Dr. Mowles made the following nominations:

Fall – Middle School  
Chris Mullen Assistant Cross Country Coach

Winter – High School  
Jim Ray Boys Varsity Basketball

Tom Robinson J.V. Boys Basketball  
Jerry McQueeney Freshman Basketball  
Lisa Manning Varsity Girls Basketball  
Marge Queen J.V. Girls Basketball  
Kerry Kertes Varsity Boys Swimming  
Kerry Kertes Varsity Girls Swimming  
Ben Raymond Asst. Swimming  
Shawn Rosseau Varsity Ice Hockey  
Curt Brown Asst. Ice Hockey  
Steve Ouellette Asst. Ice Hockey  
Larry Greer Head Coach Indoor Track  
Doug Worthley Asst. Indoor Track  
John & Ann Upton Nordic Skiing (volunteer position)

Beth Currier made a motion, seconded by Kevin Sweeney, to accept the Superintendent's nominations to athletic positions.

The motion was approved 7-0.

10d. Consideration of the superintendent's nominations for co-curricular nominations

Dr. Mowles made the following nominations:

High School

Mentors for new teachers: Sarah Franklin; Sally Martin; Ted Jordan; Tina Johnson; Scott Shea; Elaine Brownell; Doug Worthley; Judy Liberty; Richard Rothlisberger; Skip Crosby; and Andrea Cayer

Certification Committee Member -- Belinda Snell  
Fine Arts Department Head -- Norm Richardson  
Theater Technical Assistant (Set Design) -- Peter Bloom  
Jazz Combo I & II -- Christopher Marsh

Beth Currier made a motion seconded by Jennifer DeSenato to accept the Superintendent's nominations. The motion was approved 7-0.

10e. Policies -- first reading

Kevin Sweeney presented the following for first reading:  
GBN -- Family and Medical Leave  
GBN-R1 -- Procedure for Family and Medical Leave Act (FMLA)  
GBN-R2 -- Procedure for Maine Family Medical Leave

There was a brief discussion before moving to the next item.

10f. Consideration of a teacher request for maternity leave and an employee request for child rearing leave

Dr. Mowles presented a request from Kathy VanDorn, special education teacher at the high school, for maternity leave expecting that it will commence on November 3, 1998. Beth Currier made a

motion to accept the request. The motion was seconded by Marie Prager and approved with a vote of 7-0.

Dr. Mowles presented a request from Mary Gray, a part-time employee working out of the Community Services Office as the system scheduler. Her request was to be allowed to use accumulated sick leave as child rearing leave in conjunction with adoption of an 18 month old baby girl. Dr. Mowles explained that based on a review of the policies in place and past practice she would recommend that the request be denied. Paul Bolger and Pam Wright, members of the public, spoke on Mary's behalf presenting arguments supporting the paid leave.

After considerable input and discussion, Chairman Entwistle polled the Board. It was the consensus of the Board to deny the use of sick leave and to refer the question to the Policy Subcommittee.

10g. Consideration of the Superintendent's nomination of an Assistant Principal at Pond Cove School.

After briefly describing the process followed, Dr. Mowles nominated Marla Bonneau to the position of Assistant Principal at Pond Cove School. Kevin Sweeney made a motion to accept the Superintendent's nomination. John Ridge seconded and the motion was approved 7-0.

10h. Substitute Pay

Keith Witherell made a motion to increase substitute pay from \$50.00 to \$75.00 per day with a possible estimated cost impact of \$50,000 effective immediately. John Ridge seconded the motion. During a brief discussion, it was noted that the rate has not changed in more than ten years and substitutes are extremely difficult to find. Hopefully the increase will be an incentive and increase our pool of subs. The motion was approved 7-0.

Chairman Entwistle announced dates of upcoming meetings involving the board and its subcommittees.

There being no further business, Beth Currier made a motion seconded by Keith Witherell, that the meeting be adjourned. The

Board approved the motion 7-0. The meeting was adjourned at 9:53 p.m.

Respectfully submitted,

Dr. Cynthia Mowles

Superintendent of Schools

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October 19, 1998



Cape Elizabeth, Maine

The School Board met in special session at 7:00 p.m. in the William H. Jordan Conference Room. School Board members present were:

George Entwistle, Chairman  
Beth Currier  
Jennifer DeSena  
Marie Prager  
John Ridge  
Kevin Sweeney  
Keith Witherell

Dr. Cynthia Mowles, Superintendent of Schools  
Pauline Aportria, Business Manager

Others present included Ron Barker of Maine School Management Association who met with the Board from 7:00-9:00 p.m. Mr. Barker reviewed procedures and details to prepare for the Superintendent Search and answered questions raised by Board members.

Keith Witherell moved to enter Executive Session for the purpose of discussing the Superintendent Search. Jennifer DeSena seconded the motion and the Board approved with a vote of 7-0. The Board entered Executive Session at 9:00 p.m. Those present were:

George Entwistle, Chairman  
Beth Currier  
Jennifer DeSena  
Marie Prager  
John Ridge  
Kevin Sweeney  
Keith Witherell

Dr. Cynthia Mowles, Superintendent of Schools  
Pauline Aportria, Business Manager

Kevin Sweeney moved to reenter public session. Keith Witherell seconded the motion and the Board approved with a vote of 7-0. The Board reentered public session at 10:10 p.m. There being no business requiring action, the meeting was adjourned.

Respectfully submitted

Dr. Cynthia Mowles  
Superintendent of Schools

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