

## **DATES TO REMEMBER**

### **School Board Special Meeting**

Friday, February 12, 1999

5:30 p.m. - William H. Jordan Conference Room

For the purpose of entering executive session to select finalists for the position of Superintendent of Schools

### **School Board Workshop**

Tuesday, February 23, 1999

7:00 p.m. - High School Library

Topic: Report by Mary Anne Casey on her sabbatical leave

Other topic(s) to be announced

### **School Board Budget Workshop Meeting**

Saturday, March 6, 1999

Town Hall Chamber 8:30 a.m. - 4:30 p.m.

### **Finance Subcommittee Meeting**

March 9, 1999 6:30 p.m. - William H. Jordan Conference Room

followed by:

Regular School Board Meeting 7:30 p.m. - Council Chamber

followed by:

Budget Workshop Meeting

[Return to top](#)

## **MEETING AGENDA**

Tuesday, Feb. 9, 1999

School Board meeting

7:30 p.m. -- Town Hall chamber

*The Finance Subcommittee meeting regularly scheduled preceding this meeting has been canceled for this month*

### **AGENDA**

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.

2. Pledge of Allegiance

3. Adjustments to agenda

4. Approval of January School Board minutes

5. Comments by high school and middle school students

## 6. COMMUNICATIONS

## 7. SUPERINTENDENT'S REPORT

- a. Teacher resignation
- b. NFICA Girls Tennis National Coach of the Year Award
- c. List of probationary contract teachers
- d. 1999 Middle School Career Fair

## 8. COMMITTEE REPORTS

- a. Finance Subcommittee
- b. Policy Subcommittee
- c. Update on Superintendent Search

## 9. UNFINISHED BUSINESS

Policies -S econd Reading

EBCA - Critical Incident/Crisis Response Plan

IHBA - Individual Educational Plans

IHBAA - Referral/Pre-referral Procedures

IHBAB - Student Educational Records

IHBABA - Notification of Rights Under FERPA

IHBAC - Model Procedure on Child Identification

IHBAD - Model Procedure on Personnel Development

IHBAE - Model Procedure on Parent Involvement

MBAG - Programming in the Least Restrictive Environment

MBAI - Special Education Independent Evaluations

ICE - Extended Year Services

JXF - Suspension/Expulsion of Special Education Students

## 10. NEW BUSINESS

- a. Consideration of a teacher retirement
- a. Consideration of the superintendent's nomination to athletic fee positions

- b. Consideration of the superintendent' s nomination to co-curricular fee positions for 1998-99
  - c. Consideration of a sabbatical leave proposal for the 1999-2000 school year
  - d. Consideration of the superintendent' s nominations to administrative positions for 1999-2000
11. Consideration of the superintendent's request to enter Executive Session to discuss a negotiations issue and the superintendent search

[Return to top](#)

## **MEETING MINUTES**

### **SUPERINTENDENT'S REPORT FOR JANUARY 1999**

January 12, 1999 Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, January 12, 1999, 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

Keith Witherell

Dr. Cynthia Mowles, Superintendent of Schools

School Board member absent: Kevin Sweeney

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

Others present included: Peter Dawson, Nancy Hutton, Tom Eismeier, Dwight Fly, Carrnen Melito, Marla Bonneau, Pauline Aportria, Sue Weatherbie, Keith Weatherbie,

Jeff Butterworth, Alicia Chang, Mary Ann Chapman, Amelia Wiggins

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

Prior to asking for adjustments to the agenda, Chairman Entwistle made a brief announcement that Board Member Kevin Sweeney

was absent do to a mishap at his home involving a fire with minor injuries making it impossible for him to attend .

## 2. Adjustments to agenda

Additions:

8e. Report from Athletic Steering Committee

10a. Additional policy for first reading - EBCA-Critical Incident/Crisis Response Plan

10f. Motion to expend money from staff development grant

3. Approval of School Board Minutes. The minutes of the special meeting and the regular meeting held on December 8, 1998 were approved as presented.

## 4. Comments by Student Representatives

Alicia Chang and Jeff Buttenthorth reported on items of interest from the students' perspective at the High School.

Middle School representatives Mary Ann Chapman and Amelia Wiggins updated the Board on activities of interest going on at their school.

## 5. COMMUNICATIONS

5a. Beth Currier presented a brief update on the work of the Pool Committee.

5b. Keith Witherell reported that the School Board and Town Council met on January 3, 1999 for a preliminary budget meeting. He thanked the Town Council for good discussions on several issues.

## 6. SUPERINTENDENT'S REPORT

6a. Dr. Mowles reminded board members that they need to contact her office to arrange a visit to PATHS.

6b. Dr. Mowles reported that Jean Ginn Marvin has presented a bill for consideration by the Legislature to clarify the conflict of interest issue in relation to service on a school board.

## 7. PRINCIPALS' REPORTS

The building principals reviewed important highlights/events happening at their respective schools. During her report, Nancy Hutton paid special tribute to Martin Watts, a teacher who will be retiring this year. She enumerated many contributions he has made during his 32 year tenure.

## 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 a \$7000 rebate from MSMA for unemployment compensation, approval of a bus purchase, a proposal for adjustment in co-curricular hours, and a food services report.

#### 8b. Policy Subcommittee

Beth Currier reported that the Policy Subcommittee meeting was cancelled and has not yet been rescheduled. She noted that there are a number of policies to be presented for first reading tonight. John Ridge asked that the committee review Administrative Guideline GCG-R-Long-term and Short-term Substitute Professional Staff Employment.

8c. Continuous Improvement Team (Time Usage) George Entwistle reported that the group met on Monday, December 14th from 4:00-5:30 PM in the William H. Jordan Conference Room. The time was used for the team to reflect on its purpose and focus. The next meeting of the group has not been scheduled.

#### 8d. Update on Superintendent Search

Beth Currier reported that 28 completed applications have been received to date, 14 from Maine and 14 from outside Maine. She also reported that the Board met in executive session at 6:30 p.m. on January 11, 1999 to select the candidates to be interviewed by the Screening Committee. She answered questions about the make up of the Screening Committee and the process for the superintendent's selection.

#### 8f. Athletic Steering Committee

Keith Witherell reported that the Athletic Steering Committee met on December 16, 1998. They discussed items including requests for junior varsity football as a club sport, alpine skiing, athletic trainer, and changes in Middle School coaching positions. The contingency for practice of the swim teams at the South Portland Pool next fall (in the event that the renovations to the Cape Elizabeth Pool take longer-than-anticipated) was discussed.

The football issue will be discussed from 7:00-7:30 PM at the January 26, 1999 School Board workshop.

### 9. UNFINISHED BUSINESS

There was no unfinished business for consideration.

### 10. NEW BUSINESS

#### 10a. Policies - First Reading

Beth Currier presented the following policies for first reading:

EBCA - Critical Incident/ Crisis Response Plan;

IHBA - Individual Educational Plans;

IHBAA - Referral/Pre-referral Procedures;

MBAB - Student Educational Records;

MBABA - Notification of Rights Under FERPA;

IHBAC - Model Procedures on Child Identification;

MEAD - Model Procedure on Personnel Development;

IHBAE - Model Procedure on Parent Involvement;

MBAG - Programming in the Least Restrictive Environment;

MBAI- Special Education Independent Evaluations;

ICE - Extended Year Services;

JXF - Suspension /Expulsion of Special Education Students

She explained that the majority of these policies are special education policies

required by regulation and based on sample policies obtained from MSMA.

10b. Consideration of the superintendent's nominations to athletic fee positions

Dr. Mowles nominated:

Aaron Balistreri - Indoor Track at the Middle School

Joe Doane - Indoor Track at the Middle School

Beth Currier made a motion to accept the superintendent's nominations. Keith Witherell seconded. The motion was approved 6-0.

10c. Consideration of the superintendent' s nominations to co-curricular fee positions

Dr. Mowles nominated:

Andrea Cayer and Katie Lisa - Natural Helpers at the High School (being paid from Drug Free funds)

Leslie Brown - Art Club Advisor at the Middle School

Lynn McGhee - Drama at Pond Cove

Keith Witherell made a motion seconded by Beth Currier to accept the superintendent's nominations. The motion was approved 6-0.

#### 10d. Consideration of proposed change in High School co-curricular allotment of hours

Keith Witherell explained that the Finance Subcommittee recommends the reallocation of funds for one year to address an inequity. 208 hours of those allotted to Policy Debate would be transferred to the Speech Adviser position to bring that total to 408 hours. The other 108 hours would be assigned for a Speech Assistant. Keith Witherell made a motion that the recommended reallocation be applied for the 1998-99 school year only and that the matter be turned over to the Co-curricular Fee Committee for permanent solution. Jennifer DeSena seconded. During discussion of the motion, John Ridge noted that it needs to be documented that the CEEA (Cape Elizabeth Education Association) accepts this change. The motion was approved 6-0.

10e. Consideration of a teacher retirement. Dr. Mowles presented a letter from Martin Watts, a 32-year veteran of the Middle School teaching staff, stating his intention to retire at the end of the current school year. Beth Currier made a motion to accept Mr. Watt's resignation with regret. John Ridge seconded. Several Board members expressed gratitude to Mr. Watts for his many years of commitment to the students of Cape Elizabeth. The motion was approved 6-0.

#### 10f. Staff Development Grant

Beth Currier made a motion seconded by Jennifer DeSena to expend the funds from the Staff Development Grant for the 1998-99 school year. The motion was approved 6-0.

Chairman Entwistle announced dates of upcoming meetings involving the Board and its subcommittees. He noted particularly that the next School Board workshop meeting will be at 7:00 in the High School Library on January 26, 1999. The first half hour of this meeting will be devoted to a discussion of the proposal to make JV Football a club sport at the high school level. The remainder of the meeting will be spent discussing proposed new positions for the FY2000 Budget.

John Ridge read the proposed policy EBCA - Critical Incidents/Crisis Response Plan which was presented for first reading tonight. He stated that he felt it was important for parents and students to be aware of its content.

There being no further business, Beth Currier made a motion that the meeting be adjourned. Keith Witherell seconded. The Board approved the motion 6-0. The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Cynthia Mowles

Superintendent of Schools

[Return to top](#)