

## Meeting Minutes

-- [Regular Meeting October 9, 2001](#)

### **MEETING MINUTES**

October 9, 2001

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, October 9, 2001, at 7:30p.m. in the Council Chambers.

School Board members present were:

George Entwistle, Chairman

Jennifer DeSena

Elaine Moloney

Marie Prager

James Rowe

Susan Steinman

Kevin Sweeney

Dr. Thomas Forcella, Superintendent of Schools

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

Others present included: Jeff Shedd, Nancy Hutton, Tom Eismeier, Claire LaBrie, Pauline Aportria, Chris Roy, Dave Greenwood, Brianna Bowman, Lily Hoffman, David Peary, Mark Pendarvis

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

2. Adjustments to agenda

There were no adjustments to the agenda.

3. Approval of School Board Minutes

The minutes of the regular meeting held on September 20, 2001 were approved as presented.

4. Comments by Student Representatives

Chris Roy and Dave Greenwood reported on items of interest from the students' perspective at the High School.

Lily Hoffman and Brianna Bowman updated the Board on student activities at the Middle School.

## 5. COMMUNICATIONS

5a. Dr. Forcella reported that the High School Music Department received a letter from The Grammy Foundation - an invitation to participate in this year's program, one of only 32 schools to be invited.

5b. The Superintendent commented on the October enrollment report included in the School Board packet. He noted that the increase in the numbers of early elementary students should be an item of consideration as the building project is considered.

## 6. COMMENTS FROM THE PUBLIC

There were no comments from the public.

## 7. RECOGNITION

There were no items under recognition for this month's meeting.

## 8. SUPERINTENDENT'S REPORT

8a. The Superintendent reported that the Cape Elizabeth Education Foundation will be meeting on October 16, 2001 in the Jordan Conference Room. The group is in the process of identifying possible funding sources, determining if they need to hire a professional fund raiser, and considering whether or not a feasibility study is indicated.

8b. The Future Direction Planning initiative is moving forward. The three schools have each completed the process of identifying its own core values as related to the district's mission, vision, and belief statements.

8c. Dr. Forcella reported that a total of three requests have been received from teachers for the 2002-2003 school year: two for semester long sabbatical leaves and one request to approve a trimester long sabbatical postponed from this year. He explained that this was a topic of discussion at the Finance Committee meeting and it was the consensus of the Board to notify these teachers that the School Board intends to attempt to include sufficient funds in the 2002-03 budget to grant each of the requests.

8d. The Superintendent pointed out that information pertaining to the MEA tests completed last spring in grades 4, 8 and 11 were included in the Board packets. The Principals will elaborate on them in their reports.

## 9. PRINCIPALS' REPORTS

Each of the building principals spoke about the MEA results, the trends with our students over the last three years, and how the results are used. The results have just recently been received and therefore detailed study and discussions with teachers have not

been completed. Other items of interest at the schools were also noted.

## 10. SCHOOL BOARD SUBCOMMITTEES AND REPORTS

### 10a. Finance Subcommittee

Finance Subcommittee Chairman Kevin Sweeney reported that the subcommittee met prior to the school board meeting where they signed warrants, reviewed appropriations reports, and discussed items including sabbatical leave requests and an upcoming forum on equitable tax policy in school funding

### 10b. Policy Subcommittee

Policy Subcommittee Chairman Jennifer DeSena reported that the subcommittee met on October 3 and discussed the work in progress by the Athletic Task Force. The next meeting of the subcommittee will be held in the William H. Jordan Conference Room at noon on Wednesday, November 7, 2002

### 10c. Building Committee

Marie Prager reported that a slate of volunteers to serve as members of a Building/Renovation Project Committee has been put together. After reading the list, she noted that the initial meeting of the group has been tentatively scheduled for tomorrow, October 10, 2001, at 7 p.m. in the Jordan Conference Room pending School Board approval of the slate.

## 11. UNFINISHED BUSINESS

### 11a. Consideration of proposed exchange trips to France and Costa Rica

Ø David Peary, High School French teacher, spoke to the Board and withdrew the request for the trip to France because the exchange school has been unable to find an adequate number of students to participate.

Ø Mark Pendarvis, High School Spanish teacher, reported that a school in Liberia, Costa Rica has been confirmed for the exchange with 16 students and 2 teachers who wish to participate in an exchange with our school. They will come to Cape Elizabeth for 3 weeks in January and our students will travel to Costa Rica in April for 3 weeks (the vacation week and the week before and after). After a period of discussion with questions about the safety of travel at this point in time, Kevin Sweeney made a motion to approve the exchange trip with Liberia, Costa Rica contingent upon the State Department's best advise immediately before the trip and upon the advise of our own legal counsel regarding the school department's liability. Susan Steinman seconded. After discussion of the motion, Mr. Sweeney modified his motion to include the requirement that Mr. Pendarvis and the students will report on the exchange after their return in the spring. With this

modification, the motion was approved 7-0.

## 12. NEW BUSINESS

### 12a. Policies - First Reading

Jennifer DeSena, Chair of the Policy Subcommittee, presented the following for first reading: IHBAB - Students' Educational Records Policy

IHBAB-R - Procedures for Students' Educational Records Policy

IHBABA - Notification of Rights Under FERPA

Jennifer explained that these are all special education policies and are being revised on the advise of our attorneys. Clarification on the need for the revisions was provided by Special Education Director, Claire LaBrie.

### 12b. Consideration of the superintendent's recommendations to co-curricular fee positions

Dr. Forcella presented a memo to the Board recommending:

Middle School:

Drama Positions

Steve Price - Director 150 Hours

Tom Wilbur - Assistant (Sound) 30 Hours

Christine Trahan - Assistant (Scenery) 30 Hours

Terese Roberts - Assistant (Clerical) 30 Hours

### 12b. Co-Curricular fee position recommendations (continued)

Cheryl Higgins - Assistant (Communication Liaison for 5th/6th Grade Students) 30 Hours

Gaily Parker - Assistant (Music) 30 Hours

Cape Elizabeth Middle School Volunteer Club

Gail Parker - 30 Hours

Middle School Yearbook - Total 80 hours shared equally between:

Kate Thibeault

Shari Gillies

Carolyn Wissley

Math Club/Grades 5& 6

Alison Hawkes - 40 Hours

Civil Rights Teams

Sarah Ozych - 40 Hours

Outdoor Experience

Grade 5 - Bruce Lind - 10 Hours

Grade 6 - Gary Record - 25 Hours

Grade 7 - Matt Whaley - 15 Hours

Grade 8 - Mary Murphy - 10 Hurs

Computer Club Grades 5-8

Brian Freccero - 60 Hours

Art Friday Grades 5-8

David Kinsella - 50 Hours

Debate Grades 7-8

Rachel Guthrie - 75 Hours

Pond Cove

Drama - Elizabeth Sprague

Elizabeth is involved with theater production at the high school. She worked with Children's Theater on their faculty, and did Shakespeare summer workshop in Scotland this summer.

System-wide

Special Olympics Soccer - Marilyn Dale & Carlee Bean

Special Olympics Basketball - Marilyn Dale & Carlee Bean

Special Olympics Spring Events - Marilyn Dale & Carlee Bean

Kevin Sweeney made a motion to accept the Superintendent's recommendation to co-curricular fee positions as enumerated in his memo to the School Board. Susan Steinman seconded. The motion was approved 7-0.

12c. Consideration of the superintendent's recommendations to athletic fee positions

Dr. Forcella recommended: High School - Jim Ray, Varsity Boys Basketball; Jerry McQueeney, JV Boys Basketball; Creed Ray, Freshman Boys Basketball; Tamy Loring, Varsity Girls Basketball; Kim Rovzar, JV Girls Basketball; Doug Worthley,

Head Coach Indoor Track; Kerry Kertes, Varsity Swimming; Ben Raymond, Assistant Swimming; Paul Hathaway, Diving; Steve Ouellette, Ice Hockey; Curt Brown, Assistant Ice Hockey; Fern Cloutier, Assistant Ice Hockey; John & ann Upton, Nordic Skiing

Middle School: John Casey, 8th Grade Boys Basketball; Chris Turner, 7th Grade Boys Basketball; Wayne Bridgham, 7th & 8th Grade Boys "B" Team.

Kevin Sweeney made a motion to accept the Superintendent's recommendations for athletic fee positions. Elaine Moloney seconded. The motion was approved 7-0.

12d. Consideration of slate to serve on the Building/Renovation Project Committee

Marie Prager made a motion that the following list of people be approved to serve as the Building/Renovation Project Committee: School Board, Marie Prager - Chair, Elaine Moloney; Town Council, Mary Ann Lynch; Superintendent of Schools,

Tom Forcella; Administrators, Jeff Shedd, Nancy Hutton, Tom Eismeier, Pauline Aportria; Community Representatives, Mary DeLano, James Huebener, Ron Hodge; Kindergarten Teachers, Catherine Cornell, Linda Paul; High School Teachers, Michael Efron, Scott Shea; Athletic Director, Keith Weatherbie; Parents, Sue Pierce, Diane Nicholson, Peter Rich

Jim Rowe seconded. The motion was approved 7-0.

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

There being no further business, Jim Rowe made a motion that the meeting be adjourned. Kevin Sweeney seconded. The Board approved the motion 7-0. The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Thomas A. Forcella, Ed. D.

Superintendent of Schools

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