

Meeting Minutes

-- [Regular Meeting December 11, 2001](#)

MEETING MINUTES

December 11, 2001

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, December 11, 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: Nancy Hutton, Jeff Shedd, Claire LaBrie, Sue Weatherbie, Chris Roy, Dave Greenwood, Brianna Bowman, Lily Hoffman, Sarah Jordan

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 November 13, 2001 were approved as presented.

4. Comments by Student Representatives

Chris Roy and Dave Greenwood, the High School representatives to the School Board, reported on the work of the SAC and other items of interest from the students' point of view.

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

Middle School.

5. COMMUNICATIONS

Dr. Forcella referred the Board to items in their packets, one of which was a copy of a letter to Cal Chaplin, Director of PATHS informing her of the Board's action of adopting Part I and Part II of the PATHS 2002-03 Budget at the November meeting. Cal Chaplin communicated back to the Board, through Kevin Sweeney, her appreciation for their continued support of the school and its programs.

6. COMMENTS FROM THE PUBLIC

There were no comments from the public.

7. RECOGNITION

7a. The Middle School physical education program was recognized for outstanding achievement for receiving the Presidential Physical Fitness Award. During the presentation of the certificate, Superintendent Forcella mentioned that the program was recently recognized during a press conference in Governor King's office for its outstanding achievement in receiving this award for the fourth year in a row. Sarah Jordan, a teacher in the program, accepted the certificate.

8. SUPERINTENDENT'S REPORT

8a. The Superintendent reported that the Cape Elizabeth Education Foundation is continuing in the process of organization. In the next few months they plan to start the process of collecting seed money and perhaps allot some initial small grants. Their looking at the fall of 2002 as a time when they will lodge a capital campaign.

8b. In the update on the Future Direction Planning, the Superintendent reported that the Climate Committee will be administering a survey to all staff in January to establish baseline data. A survey of students and parents is planned for next year.

8c. The Superintendent announced that Bruce Lind, a veteran middle school teacher, has submitted a letter expressing his intent to retire after 33 years in Cape Elizabeth at the end of the current school year. It was noted that he will be recognized at the June School Board meeting.

8d. Dr. Forcella noted that Anine Burgess will be unable to return to school. A letter requesting an extension of her sick leave until the end of the school year has been received along with documentation from her doctor and a letter from the teachers association authorizing use of days from the sick leave bank when they are needed.

8e. The Board was informed that Claire Ramsbotham, a sixth grade teacher, has requested using accumulated sick leave for

maternity leave starting in April.

8f. The Superintendent noted that the first issue of the school district's newspaper, *The View from Cape Elizabeth Schools*, will be published this month. This is a result of a need identified through the Future Direction Planning process for communication with the community. A second issue will be published in the spring.

8g. Dr. Forcella announced that a public forum is planned to get input on developing a system-wide student code of ethics. The meeting will be held in the Pond Cove/Middle School cafeteria on Monday, January 7, 2002 at 7:00 p.m.

9. PRINCIPALS' REPORTS

Nancy Hutton, Middle School Principal, and Jeff Shedd, High School Principal, each reported to the School Board on items of interest in academic and extra-curricular areas at their respective schools. Pond Cove Principal Tom Eismeier was unable to be at the meeting, so no report was given from the elementary school.

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 the 2002-03 capital improvement needs. He thanked Ernie MacVane, Facilities Director, for attending the meeting and noted that the capital improvements plan will be scrutinized during the budget process.

10b. Policy Subcommittee

Policy Subcommittee Chair Jennifer DeSena reported that the committee met on Wednesday, December 5, 2001 and, after a brief discussion of the athletic task force work, spent most of the time discussing the special education policies scheduled for first and second reading at tonight's meeting. She announced that the January meeting has been canceled. The next meeting is scheduled for February 6, 2002 at noon in the Jordan Conference Room.

10c. Building Committee

Building Committee Chair Marie Prager reported that HKTA has been hired and has already started their preliminary work at the high school. She reported that the proposal to secure bonds to fund the renovations to the high school and build a new kindergarten wing at Pond Cove will not go to referendum. Rather, approval from the Town Council is what is required and will be sought for each project. The next meeting of the committee will be held on Thursday, January 24, 2002 at 7:00 p.m. in the Jordan Conference Room.

11. UNFINISHED BUSINESS

11a. Consideration of policies for second reading

Jennifer DeSena presented for second reading:

- o IHBAB - Students' Educational Records Policy
- o IHBAB-R Procedures for Students' Educational Records Policy
- o IHBABA - Notification of Rights Under FERPA

Kevin Sweeney made a motion to approve the policies as revised. Jim Rowe seconded. The motion was approved 7-0.

12. NEW BUSINESS

12a. Consideration of superintendent's recommendations to co-curricular fee position

Dr. Forcella recommended Gretchen Anglund for High School Debate.

Jim Rowe made a motion to accept the superintendent's recommendation for the co-curricular fee position. Elaine Moloney seconded. The motion was approved 7-0.

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

Dr. Forcella recommended:

Drew Riddle, High School Assistant Ice Hockey Coach; Sean Creagan and Mike Miller, Assistant Nordic Coaches/Middle School.

Jennifer DeSena made a motion to confirm the Superintendent's recommendations to athletic fee positions as listed. Susan Steinman seconded. The motion was approved 7-0.

12c. Policies - First Reading

Jennifer DeSena presented for first reading:

- o JKGA - Time Out Rooms and Therapeutic Restraint
- o JKGA-R - Procedures for Time Out Rooms and Therapeutic Restraint

It was explained that this is a new policy with accompanying procedures as a result of state mandates. After discussion, it was stated that no action is required at this time; the policies will be brought back to the Board in January for a second reading.

12d. Consideration of proposed change to Article XV15-1

"Health Insurance" of the Collective Bargaining Agreement between the School Board and the Cape Elizabeth Education Association (Teachers)

Jim Rowe made a motion to amend the stated portion of the collective bargaining agreement to reflect the increased payment as recommended by the negotiations team. Jennifer DeSena seconded. After a brief discussion, the motion was approved 7-0.

12e. Consideration of the reelection of the Superintendent of Schools

It was explained that it is a requirement of the State Department of Education that a superintendent of schools be elected/re-elected each December.

Kevin Sweeney made a motion to re-elect Dr. Thomas Forcella Superintendent of Schools for the Cape Elizabeth Schools. Susan Steinman seconded. The motion was approved 7-0.

George Entwistle announced dates to remember involving the school board and its subcommittees.

There being no further business, Kevin Sweeney made a motion that the meeting be adjourned. Marie Prager seconded. The motion was approved 7-0. The meeting adjourned at 8:16 p.m.

Respectfully submitted,

Thomas A. Forcella, Ed. D.

Superintendent of Schools

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