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Meeting Agendas

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Meeting Minutes

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DATES TO REMEMBER

School Board Workshop Meeting

June 17, 2002

7:00 p.m. - High School Library

Topics: Building Project

End of the Year Wrap-up

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MEETING AGENDA

CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY, June 10, 2003

SCHOOL BOARD MEETING

7:30 p.m. - Council Chambers

PRECEDED BY

6:00 p.m. Organizational Meeting

6:30 Executive Session to discuss negotiations

William H. Jordan Conference Room

7:00 p.m. Finance Committee Meeting

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.

1. Pledge of Allegiance
2. Adjustments to agenda

3. Approval of May School Board minutes
4. Comments by high school and middle school students
5. COMMUNICATIONS

- a. Reflections of the year by Board members

6. COMMENTS FROM THE PUBLIC

7. RECOGNITION

- a. Annual recognition of staff for years of service

- b. Recognition of parent associations from each school

- c. Recognition of retiring faculty/staff

- d. Recognition of Cape Elizabeth Education Foundation

- e. Recognition of our visiting teacher from China

Brief Recess to Honor Retirees

8. SUPERINTENDENT'S REPORT

- a. Update on Future Direction Planning

- b. Update on Cape Elizabeth Education Foundation

- c. Supervision and Evaluation Plan

9. PRINCIPALS' REPORTS

- a. Pond Cove -- Tom Garland, Principal for the Day

- b. High School

- c. Middle School

10. COMMITTEE REPORTS

- a. Finance Subcommittee

- b. Policy Subcommittee

11. UNFINISHED BUSINESS

- a. Consideration of policies for second reading

- ECB: Pest Management in School Facilities and on School Grounds

- GCF: Professional Staff Hiring

- GA: Personnel goals
- GCFB: Recruiting and Hiring of Administrative Staff
- GCFB-R: Procedures for Recruiting and Hiring of Administrative Staff
- Hiring Procedures Handbook
- GCGC: Teacher Job Share Policy
- JJIG: Athletic Policy: Evaluation of Coaches

12. NEW BUSINESS

- a. Consideration of Superintendent's nominations to teaching positions for 2003-04
- b. Consideration of Superintendent's nomination of a teacher to second year probationary contract
- c. Consideration of Superintendent's recommendations of athletic fee positions for fall 2003-04
- d. Consideration of Superintendent's recommendations to co-curricular fee positions for school year 2003 - 2004
- e. Consideration of approval of negotiated benefits amendment to the Bus Drivers/Custodians/Maintenance contract
- f. Consideration of a proposal to continue a fifth grade job share at the Middle School
- g. Consideration of proposal to authorize summer hiring
- h. Consideration of Superintendent's contract
- i. Consideration of Business Manager's contract

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MEETING MINUTES

May 13, 2003

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, May 13, 2003, at 7:30p.m. in the Council Chambers.

School Board members present were:

Marie Prager, Chair

George Entwistle, 3rd

Jennifer DeSena

Elaine Moloney

Susan Steinman

Kevin Sweeney

Kathy Walsh

Dr. Thomas Forcella, Superintendent of Schools

The meeting was called to order at 7:30 PM by Chair Marie Prager.

Others present included: Nancy Hutton, Tom Eismeier, Jeff Shedd, Claire LaBrie, Pauline Aportria, Sue Weatherbie, Keith Weatherbie, Aaron McKenney Elise Moody-Roberts, Elise Moloney

1. Pledge of Allegiance to the Flag led by Marie Prager

2. Adjustments to agenda

Item 11a "Consideration of recommendation to athletic fee position for winter 2003-04" to be considered before Item 8 "Superintendent's Report".

3. Approval of School Board Minutes

The minutes of the regular meeting held on April 8 and special meetings held on April 8, 16, 29 and May 6 were approved as presented.

4. Comments by Student Representatives

Aaron McKenney, one of the High School representatives to the School Board, reported on items of interest from the students' perspective at the High School.

Elise Moloney and Elise Moody-Roberts, updated the Board on student activities at the Middle School.

Anticipating that they may not be present at the June meeting, all of the students were thanked for their dedicated service of reporting to the School Board throughout the school year.

5. COMMUNICATIONS

5a. Marie Prager read the following statement regarding the Town Council's decision regarding the building and renovation projects:

(Please see attached statement)

Elaine Moloney also read a prepared statement regarding this issue.

Kevin Sweeney expressed his concern about the "deterioration of the relationship" between the Town Council and School Board. He suggested that after the election, plans should be made to set up a mediation/joint retreat. He requested that the Superintendent contact the Town Manager to arrange it before the end of the summer.

6. COMMENTS FROM PUBLIC There were no comments from the public.

7. RECOGNITION

7a. Gold and silver award winners on the National Latin Exam and their teacher were recognized. Dr. Frocella noted in his introduction that being the first year Latin has been offered at the High School it is truly outstanding that our students did so well on the exam. Those recognized were: Gold Award winners - Kaley Skapinsky, Elizabeth Kayatta, Leslie Harrison, Schuyler Armstrong, Theodore Turesky, Kenji Tabery, Elizabeth Allen and Halley Elliott; Silver Award winners - Heidi Millar, Samuel Lobosco, Jared Jones, Jennifer Crouteau, Reid Hansen, Kelley Steinmna, Jacob Metzger, Katie Tammaro, Nicole Lyons, Meryl Poulin, Amanda Luck, Garret Currier, Kristin Howe, Ben McKinney, and Mark Barrett; instructor Mort Soule

8. SUPERINTENDENT'S REPORT

8a. Dr. Forcella reported that the walkthroughs at each building were very successful. A group of teachers will work this summer to organize the data collected.

8b. The Superintendent presented a brief update on the Future Direction Plan and reported that the August 26th teacher workshop day will be used to review and revise the mission and vision.

8c. A brief update on the work of the Cape Elizabeth Education Foundation was given by the Superintendent.

8d. It was announced that Marilyn Dale, a special education teacher at the high school, has submitted her resignation effective at the end of the current school year.

8e. It was announced that Michael Efron, a science teacher at the high school, will be changing from a full time status to a .6 time teacher.

9. PRINCIPALS' REPORTS

Each of the three building principals updated the School Board

regarding items of interest at their respective schools.

10. SCHOOL BOARD SUBCOMMITTEES AND REPORTS

10a. Finance Subcommittee

Finance Subcommittee Chairman Elaine Moloney reported that the subcommittee met prior to the school board meeting where they signed warrants, reviewed appropriations reports, and discussed items including the likely need of an additional half time kindergarten teacher to accommodate the higher than projected enrollment.

10b. Policy Subcommittee

Policy Subcommittee Chairperson Susan Steinman reported that the committee met on Wednesday, May 7 and prepared policies for first and second reading at tonight's meeting. The next meeting is scheduled for June 4th at noon in the William H. Jordan Conference Room.

11. UNFINISHED BUSINESS

11a. Consideration of recommendation to athletic fee position for winter 2003-04

Marie Prager read a prepared statement regarding "the process leading to the renewal of Jim Ray's contract as varsity basketball coach..." (Please see the attached statement). After the statement was read, George Entwistle made a motion to accept the recommendation of the principal regarding naming Jim Ray to the athletic fee position of varsity boys basketball for the 2003-04 season. Kathy Walsh seconded. Each school board member spoke with regard to the motion. The motion was approved 5-2 (in favor: J. DeSena, G. Entwistle, E. Moloney, M. Prager, K. Walsh; opposed: S. Steinman, K. Sweeney).

11b. Policies - Second Reading

Policies related to the state mandated student code of conduct were presented for second reading. They included:

- ACAA Haarassment & Sexual Harassment of Students
- ACAA-R: Student Discrimination and Harassment Complaint Procedure
- ACAD: Hazing
- ADAA: School System Commitment to Standards for Ethical & Responsible Behavior
- ADC: Tobacco Use and Possession
- EBCC: Bomb Threats

- JIC: System-Wide Student Code of Conduct
- JICC: Student Conduct on Buses
- JICH: Drug & Alcohol Use by Students
- JICIA: Weapons, Violence and School Safety
- JIHA: Student Locker/Storage Facilities
- JK: Student Discipline
- JKD: Suspension of Students
- JKE: Expulsion of Students

Susan Steinman made a motion to adopt the policies related to the student code of behavior. Kathy Walsh seconded. The motion was approved 7-0.

11b. Policies for Second Reading (continued)

o Policies IIB: Class Size and IKF: Graduation Requirements were presented for second reading. Susan Steinman made a motion to adopt the policies. Jennifer DeSena seconded. The motion was approved 7-0.

o Policy AC: Nondiscrimination/Equal Opportunity & Affirmative Action was presented for second reading. Susan Steinman made a motion to adopt the policy. George Entwistle seconded. The motion was approved 7-0.

12. NEW BUSINESS

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

Dr. Forcella recommended: Joel Shroder, 8th Grade Boys Lacrosse; Joe Doane, Middle School Track; Dave Kinsella, Middle School Track; Scott Labbe, Expansion Baseball; Steve Martin, 7th Grade Softball; Elizabeth Miklavic, 7th Grade Girls Lacrosse; Beth Currier, 7th grade Girls Lacrosse; Anne Carney, 7th Grade Girls Lacrosse; Jake Jackson, 7th grade Girls Lacrosse; Ben Blouin, JV Boys Lacrosse; & 7th Grade Boys Lacrosse; Zach Herbert, JV Boys Lacrosse.

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

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

Dr. Forcella recommended: Win Phillips, High School Literary Magazine.

Elaine Moloney made a motion to accept the Superintendent's recommendation to the co-curricular fee position. Kathy Walsh seconded. The motion was approved 7-0.

12c. Consideration of the negotiated agreement between the Cape Elizabeth School Board and the Cape Elizabeth Education Association (Teachers)

Geroge Entwistle made a motion to accept the proposed negotiated agreement between the School Board and the CEEA. Susan Steinman seconded. The motion was approved 7-0.

12d. Consideration of the Superintendent's nominations to teaching positions for 2003-04

o Dr. Forcella nominated Elaine Bressard as a special education teacher at the high school. George Entwistle made a motion to accept the superintendent's nomination. Kathy Walsh seconded. The motion was approved 7-0.

o Dr. Forcella nominated Mia Jordan as a special education teacher at the high school. Susan Steinman made a motion to accept the superintendent's nomination. George Entwistle seconded. The motion was approved 7-0.

o Dr. Forcella nominated Jacqueline Petrillo as a special education teacher at Pond Cove School. Kevin Sweeney made a motion to accept the nomination. Susan Steinman seconded. The motion was approved 7-0.

o Dr. Forcella nominated Rebecca Bean as a music teacher at the middle school. Susan Steinman made a motion to accept the Superintendent's nomination. George Entwistle seconded. The motion was approved 7-0.

12e. Policies - First Reading

Susan Steinman presented the following policies for first reading:

- ECB: Pest Management in School Facilities and on School Grounds
- GCF: Professional Staff Hiring
- GA: Personnel goals
- GCFB: Recruiting and Hiring of Administrative Staff
- GCFB-R: Procedures for Recruiting and Hiring of Administrative Staff
- Hiring Procedures Handbook
- GCGC: Teacher Job Share Policy
- JJIG: Athletic Policy: Evaluation of Coaches

During discussion of the policies, it was explained that several policies and a handbook deal with hiring policies and procedures. The handbook will not be policy, but school board approval is requested.

12f. Consideration of a proposal to continue a job share at Pond Cove School

Dr. Forcella explained that the job share of the Pond Cove Guidance Counselor position has worked well. A description was included in the packet. Both the building principal and the superintendent recommend continuation.

Kathy Walsh made a motion to accept the proposal for a job share of the guidance counselor position at Pond Cove School. Jennifer DeSena seconded. The motion was approved 7-0.

12g. Consideration of the Superintendent's nominations of teachers to continuing contract status

The Superintendent nominated the following teachers for continuing contract:

Holly Hertel, Grade 3; Aaron Filieo, Grade 7; Carlee Bean, Middle School Special Education; Sally Connolly, grade 5; Lisa Leonard, .5 World Language; Brian Freccero, Grade 7; Gretchen McNulty, High School Social Studies; Joycelyn Beaudoin, High School Special Education; William Kueck, Social Worker.

Kathy Walsh made a motion to accept the Superintendent's nominations to continuing contract. Elaine Moloney seconded. The motion was approved 7-0.

12h. Consideration of the Superintendent's nomination of teachers to second year probationary contracts

The superintendent nominated:

Pond Cove School - Erik Nielsen, Patricia Wright (.5), Karen Niehoff (.5)

Middle School- Maegan Crabtree, Sarah Kinsella, Cheryl Joys, Evan Solender

High School - Erika Stump Bergeron, Alison Coulter, Courtney Ferrell, Thomas Lizotte, Michael O'Brien, Dawn Pons, Martin Soule (.4)

System-wide - Christine Kennedy, Delbert Peavey

Kevin Sweeney made a motion to accept the superintendent's nominations of teachers to second year probationary contracts. Kathy Walsh seconded. The motion was approved 7-0.

13. Susan Steinman made a motion to enter executive session to discuss contract negotiations and to ask Business Manager Pauline Aportria to join them. George Entwistle seconded. The motion was approved 7-0. Kevin Sweeney asked to be excused from the executive session

Chairperson Prager announced dates of upcoming meetings involving the Board and its subcommittees. She thanked Susan Steinman for her three years of service to the School Board and welcomed Anne Belden who will take her seat in June.

The School Board adjourned to executive session at 9:30 p.m.

Respectfully submitted,

Thomas A. Forcella, Ed. D.

Superintendent of Schools

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