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Meeting Agendas

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**DATES TO REMEMBER**

**Building Committee**

Monday, November 17, 2003

7:00 p.m.

William H. Jordan Conference Room

**School Board Workshop**

Tuesday, November 18, 2003

7:00 p.m.

High School Library

Topic: Initial Discussion for 2004-05 School Budget

**New School Board Members Orientation**

Tuesday, December 2, 2003

9:30-11:30 a.m.

Superintendent's Office

Town Hall

**Policy Subcommittee Meeting**

Tuesday, December 2, 2003

12:00 Noon

William H. Jordan Conference Room

**Finance Subcommittee Meeting**

Tuesday, December 9, 2003

6:30 p.m.

William H. Jordan Conference Room

**School Board Meeting**

Tuesday, December 9, 2003

7:30 p.m.

Council Chambers

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**MEETING AGENDA**

CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

WEDESDAY November 12, 2003

## SCHOOL BOARD MEETING

7:30 p.m. - Council Chambers

### PRECEDED BY

6:00 Executive Session to discuss  
Superintendent's quarterly evaluation

6:30 p.m. Finance Committee Meeting  
William H. Jordan Conference Room

### 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.

Pledge of Allegiance

Adjustments to agenda

Approval of October School Board minutes

Comments by high school and middle school students

### COMMUNICATIONS

- a. Intention to retire letter from high school social studies teacher
- b. Letter from NEASC regarding high school accreditation process

### COMMENTS FROM THE PUBLIC

### RECOGNITION

### SUPERINTENDENT'S REPORT

State Funding

Future Direction Plan

Education Foundation

FY 2004-05 Budget

### PRINCIPALS' REPORTS

Middle School

Pond Cove

High School

## COMMITTEE REPORTS

Finance Subcommittee

Policy Subcommittee

Building Committee

## UNFINISHED BUSINESS

a. Consideration of request from French teacher regarding trip with students during the current school year

## NEW BUSINESS

Consideration of Superintendent's recommendations for athletic fee positions for winter 2003-04

Consideration of candidates for appointment to the Community Services Advisory Board

Consideration of Cape Elizabeth's portion of PATHS budget for 2004-05 school year

Consideration of policies for first reading

- BCB Board Member Conflict of Interest
- BCC Nepotism

Consideration of Alternative Delivery Project Application

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## MEETING MINUTES

October 14, 2003

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, October 14, 2003, at 7:30 p.m. in the Council Chambers.

School Board members present were:

Marie Prager, Chair

Anne Belden

Jennifer DeSena

Elaine Moloney

Kevin Sweeney

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, George Entwistle, Gary Lanoie, Sue Weatherbie, Rebecca Taylor, Michael Irace, Kevin Johnson, Nora Gilley

1. Pledge of Allegiance to the Flag led by Marie Prager
2. Adjustments to agenda - An item 10d was added under "Committee Reports" for a report from Kevin Sweeney regarding PATHS (Portland Arts and Technology High School).
3. Approval of School Board Minutes

The September 16, 2003 School Board meeting minutes were approved as presented.

4. Comments by Student Representatives

High School representatives Rebecca Taylor and Michael Irace updated the School Board on high school items of interest from the students' perspective. Kevin Johnson, an eighth grader, and Nora Daly, a seventh grader, introduced themselves as the Middle School representatives for the year and reported on items of interest from their school.

## 5. COMMUNICATIONS

5a. It was pointed out that a letter from NEASC regarding high school accreditation issues was included in this month's packet. The School Board workshop meeting later this month will devote time to a discussion of the preparation for accreditation.

5b. The Superintendent pointed out that a copy of the Maine School board Association's proposed resolution are included in the packet. Kevin Sweeney is the representative and School board members were encourage to contact him with any thoughts or concerns prior to the convention later in the month.

5c. Marie Prager reported regarding the letter read at last month's meeting from a parent regarding the hazardous driving conditions related to the beginning and ending of the school day at the high school. The town Council has a traffic study under way and will have a workshop regarding this issue before the end of the year.

## 6. COMMENTS FROM PUBLIC

Town Councilor Ann Swift-Kayata spoke briefly urging the public to support State Referendum 1A for property tax reform and state

funding for schools.

## 7. RECOGNITION

It was announced that Keith Wakem has left his position as Custodial supervisor to pursue a career in the private sector. He was recognized for his years of service to the Cape Elizabeth Schools. He was unable to be present to receive a certificate of appreciation and a small token of appreciation.

## 8. SUPERINTENDENT'S REPORT

8a. Dr. Forcella spoke about the upcoming local referendum on the school building and renovation projects. He reported that a special issue of The View is being published to get information about the projects out to the public. Several public forums have been held and large copies of architectural renderings are on display at Town Hall, Thomas Memorial Library, and Community Services.

8b. Dr. Forcella reported that although the School Board usually uses its October workshop to set priorities for the upcoming budget, that will be postponed until after the election. The outcome of the referendum questions will impact the budget needs.

8c. The Superintendent reported that copies of the results of the March MEA testing are included in the packets for School Board review. The principals will report on them at a later meeting.

## 9. PRINCIPALS' REPORTS

Each of the building principals reported on items of interest at their respective schools.

## 10. SCHOOL BOARD SUBCOMMITTEES AND REPORTS

### 10a. Finance Subcommittee

Finance Subcommittee Chair Elaine Moloney reported that the Finance Subcommittee met prior to the school board meeting where they reviewed the appropriations report, signed warrants, and discussed the upcoming referendum. The review of the Boosters' Annual financial Report was postponed until the November meeting.

### 10b. Policy Subcommittee

Policy Subcommittee Chairperson Jennifer DeSena reported that the committee had an organizational meeting on October 7 at noon. They reviewed the work accomplished last year and discussed what needs to be done this year. The next meeting of the group will be held on Tuesday, November 4 at noon in the Jordan Conference Room.

### 10c. Building Committee

Marie Prager reemphasized the importance of the vote on November 4th.

#### 10d. PATHS

Kevin Sweeney reported on the regional high school attended by a number of our students. There has been a complete change in the administration. They are just getting started on the budget process, but no new programs are planned for next year and Cape Elizabeth's assessment will most likely remain about the same as this year. Bob Hasson, Sharon Merrill and Kevin Sweeney have been named to a committee to look into how to better serve the needs of all PATHS students including academic needs.

#### 11. UNFINISHED BUSINESS

There was no unfinished business.

#### 12. NEW BUSINESS

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

Dr. Forcella recommended:

High School: Jerry McQueeney JV Boys Basketball; Russell Davis, Freshman Boys basketball; Ron Kierstead, Varsity Girls Basketball; Kim Rovzar, JV girls Basketball; Doug Worthley, Varsity Indoor Track; Jeremy LaRose, Assistant Indoor Track; Kerry Kertes, Varsity Girls & boys Swimming; Ben Raymond, Varsity Assistant Swimming; Steve Ouellette, Varsity Ice Hockey; Curt Brown, Assistant Ice Hockey; Drew Riddle, Assistant Ice Hockey; Deven Morrill, Varsity Nordic Skiing; Zach Stegeman, Assistant Nordic Skiing; Michael Bartley, Diving Coach

Jennifer DeSena made a motion to accept the Superintendent's recommendations to athletic fee positions. Anne Belden seconded. The motion was approved 5-0.

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

Dr. Forcella recommended:

High School: SAT Members - Belinda Snell, Sharon Merrill, Nancy Murphy, Win Phillips, Katie Lisa, Ben Raymond, Paula Harris; Student Leaders Advisor - Belinda Snell, Katie Lisa; ATM Room Coordinator - Roger Rioux; Mobile Lab Coordinator - Roger Rioux, Karen Lamb; Drama/Tech Director - Peter Bloom

System-wide: Mentors for New Teachers - Claire Ramsbotham, Alison Hawkes; Special Olympics Soccer - Carlee Bean; Special Olympics Basketball - Maureen Messer; Special Olympics Spring Events - Karen Johnson.

Kevin Sweeney made a motion to accept the Superintendent's recommendations. Jennifer DeSena seconded. The motion was approved 5-0.

12c. Consideration of a request from a French teacher regarding a trip with students during the current school year

High School French Teacher David Peary presented a proposal for an exchange with a school in Saint Nazaire, France. The plan would be for 10-12 Cape students to travel to France from February 12 - March 1 and for the French students to come to Cape Elizabeth for three weeks in April. With School board approval, a meeting with interested students and parents will be scheduled later in the month.

Kevin Sweeney clarified that the School Board is being asked to approve the time away from school. The School District would not incur any financial obligation.

The consensus of the School Board was for Mr. Peary to go ahead with the preliminary work and the parent/student meeting necessary for arranging the trip. The item will be considered for final approval at the November meeting.

There being no further business, Elaine Moloney made a motion to adjourn the business meeting and reconvene the Finance Subcommittee meeting to be followed immediately followed by an executive session to discuss a legal issue. Anne Belden seconded. The motion was approved 5-0.

Before adjourning, Marie Prager reminded people of dates of upcoming meetings of the School Board and its subcommittees. The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Thomas A. Forcella, Ed. D.

Superintendent of Schools

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### **Special Meeting October 3, 2003**

Cape Elizabeth, Maine

The special meeting of the School Board was held Friday, October 3, 2003, at 10:00a.m. in the William H. Jordan Conference Room.

School Board members present were:

Marie Prager, Chair

Anne Belden

Jennifer DeSena

Elaine Moloney

Kevin Sweeney

Dr. Thomas Forcella, Superintendent of Schools

The meeting was called to order at 10:05 AM by Chair Marie Prager.

Others present included: Pauline Aprotria, Business Manager

Pauline Aportria presented information regarding the required application to the State of Maine regarding the renovation project.

Kevin Sweeney made a motion to approve the Application to the State of Maine Revolving Renovation Fund. Anne Belden seconded. After a brief discussion, the motion was approved 5-0.

There being no further business, the meeting was adjourned at 10:15 AM.

Respectfully submitted,

Thomas A. Forcella, Ed. D.

Superintendent of Schools

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