

## [Upcoming Meeting Dates](#)

### Meeting Agendas

-- [Regular Meeting October 12, 2004](#)

### Meeting Minutes

-- [Regular Meeting September 14, 2004](#)

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-- [Policy Subcommittee Meeting October 5, 2004](#)

-- [Communications Subcommittee Meeting September 17, 2004](#)

## **DATES TO REMEMBER**

### **School Board Workshop**

Tuesday, October 26, 2004

7:00 p.m.

High School Library

Topic: Special Education

### **Special School Board Workshop Meeting**

Friday, October 15, 2004

9:00 a.m.

William H. Jordan Conference Room

Topic: 2004-05 School Board Goals

### **Policy Subcommittee Meeting**

Tuesday, November 2, 2004

12:00 Noon

William H. Jordan Conference Room

### **Finance Subcommittee Meeting**

Tuesday, November 9, 2004

6:30 p.m.

William H. Jordan Conference Room

### **School Board Meeting**

Tuesday, November 9, 2004

7:30 p.m.

Council Chambers

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## **MEETING AGENDA**

CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY October 12, 2004

## SCHOOL BOARD MEETING

7:30 p.m. - Council Chambers

### PRECEDED BY

7:00 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 THREE MINUTES OR OTHER GUIDELINES SET BY THE CHAIRPERSON. 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 minute of September regular and special School Board meetings
4. Comments by High School and Middle School students
5. COMMUNICATION
  - a. Sabbatical Leave letters of interest from 3 teachers for 2005-06 school year
  - b. MSBA proposed resolutions
6. COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
7. SUPERINTENDENT'S REPORT
  - a. Update on building projects
  - b. Feedback from MSMA sponsored Tax Cap meeting of 10/4/04
  - c. Other
8. PRINCIPALS' REPORTS
  - a. High School
  - b. Middle School
  - c. Pond Cove

## 9. COMMITTEE REPORTS

- a. Finance Subcommittee
- b. Policy Subcommittee
- c. Communication Committee
- d. PATHS
- e. Food Service Task Force
- f. Food Allergy Management Task Force

## 10. UNFINISHED BUSINESS

- a. Consideration of policies for second reading
  - o Revised policies in Section A of the policy manual

## 11. NEW BUSINESS

- a. Consideration of request from High School social studies teacher regarding field trip to Washington D.C.
- b. Consideration of creation of a co-curricular fee position of "MLTI Lead Teacher" for CEHS
- c. Consideration of Superintendent's recommendations for athletic fee positions for winter 2004
- d. Consideration of Superintendent's recommendation to fill co-curricular fee position for school year 2004 - 2005
- e. Consideration of a request for maternity leave and subsequent unpaid leave
- f. First Reading, Policy GBO Identification Badges - Staff
- g. Request for volunteer to be appointed to Bus Stop Appeals Committee

## COMMENTS FROM THE PUBLIC

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## MEETING MINUTES

September 14, 2004

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, September 14, 2004, at 7:30p.m. in the Council Chambers.

School Board members present were:

Kevin Sweeney, Chair

Henry Adams

Anne Belden

Patricia Brigham

Rebecca Millett

Elaine Moloney

Kathy Ray

Robert L. Lyman, Superintendent of Schools

The meeting was called to order at 7:30 PM by Chairman Kevin Sweeney.

Others present included: Nancy Hutton, Tom Eismeier, Jeff Shedd, Claire LaBrie, Pauline Aportria, Sue Weatherbie, Conor Hankinson, Rob Moriarty

1. Pledge of Allegiance to the Flag led by Kevin Sweeney

2. Adjustments to agenda

· Under the current Item 11a. "Consideration of the Superintendent's recommendations for athletic fee positions for fall 2004" one additional recommendation was added.

· Item 11j. "Consideration of a proposed field trip to Salem, MA by Junior English classes" was added.

3. Approval of School Board Minutes

The minutes of the meeting held on August 24, 2004 were approved as presented.

4. Comments by Student Representatives

Rob Moriarty and Conor Hankinson, the High School representatives to the School Board, reported on items of interest from the students' perspective at the High School.

The Middle School. Representatives to the School Board will be elected later this month and will be at the October meeting to present their first report.

## School Board Minutes (continued)

### 5. COMMUNICATIONS

5a. A copy of the flyer prepared by the community Palesky Tax Cap Task force was included in the board packets. A copy of the resolution adopted by the Cape Elizabeth Town Council regarding the tax cap was distributed.

5b. A memo from Middle School Principal, Nancy Hutton, regarding overnight field trips and fundraisers for the 2004-05 school year was included. One of the fundraisers mentioned was bake sales. Superintendent Lyman pointed out that current State law prohibits the sale of "competitive food" during school hours. He also stated that the School Board could adopt a policy to allow groups to sell food for fundraising and needs to consider this option.

5c. A memo concerning the annual Special Olympics to be held in May at the University of Maine in Orono was included in packet.

5d. A thank you note from Pam Vose, a social worker in the who received an award for years of service was circulated among board members

5e. A letter from a citizen expressing concern about building parking lots at the High School with the thought that if students were not allowed to drive to school, a good deal of money could be saved in the project and the traffic problem at the High School would be minimized. It was explained that the reason for the need for additional spaces was to accommodate "event" parking rather than student parking and was a requirement for Planning Board approval of the project. Chairman Sweeney asked the Superintendent to write a letter to the citizen addressing her concerns.

5f. Kevin Sweeney took a few minutes to stress the Board's concern to be open to public input. Item #6 on the agenda and the final item on the agenda are intended to give the public an opportunity to speak on an agenda or a non-agenda item, keeping in mind that comments about employees or students are prohibited. In a further attempt toward open communication, Chairman Sweeney will be available to meet with any member(s) of the public forty-five (45) minutes before all regularly scheduled School Board business and workshop meetings.

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

### 7. SUPERINTENDENT'S REPORT

7a. The Superintendent reported that Sarah Simmonds and Shari Robinson are currently in Clayton, Missouri attending a planning session of Project Blueprint, a consortium of high performing schools who get together to share ideas. The current focus is on

staff development.

7b. The opening of school went very well with teachers and students. The total number of students is at 1,824, slightly lower than projected.

7c. It was reported that the School Department has moved to MSMA Property and Casualty Trust Fund for insurance. It is saving over \$4,000. Although the deductible is higher, we haven't had a need to make claims on the insurance.

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### School Board Minutes (continued)

7d. The Superintendent informed the Board that the Town Council voted to take the Town's total bonded indebtedness to referendum at the November election. If approved it will ensure that all of it comes outside the cap, should it be approved.

7e. The Superintendent called the Board's attention to the report on volunteer services contained in the packet. It was prepared by Gail Schmader and highlights the programs and the variety of ways volunteers are used.

7f. The Cape Elizabeth Education Foundation has expressed interest in coming to a School Board meeting for an update and is also interested in meeting with the District Leadership Team.

7g. The letter of approval from the State Department of Education for the increase in the price of a hot lunch to \$1.75 was received on September 9, 2004. The price increase has been put into effect.

7h. Information from the meeting sponsored by the Maine Municipal Association in Falmouth on the tax

## 8. ADMINISTRATIVE REPORTS

8a. Sue Weatherbie presented a report highlighting the successful summer recreation program.

8b. Written summaries of all staff development provided for staff over the summer was presented. Portions of this report were prepared by each administrator responsible for its delivery.

## 9. SCHOOL BOARD SUBCOMMITTEES AND REPORTS

### 9a. Finance Subcommittee

Finance Subcommittee Chairman Kathy Ray reported that the subcommittee met prior to the school board meeting where they signed warrants, reviewed appropriations reports, and discussed items including the technology leases. She also presented an update on the work of the Food Services Task Force. Pauline Apotria, Sue King, Kathy Ray and Bob Lyman will be meeting

regularly to review the program and make recommendations to the School Board as appropriate.

#### 9b. Policy Subcommittee

Policy Subcommittee Chairperson Anne Belden reported that the committee met over the summer to continue the work of reviewing the policy manual. Section 1 has been reviewed and will be presented for first reading later in the meeting. In addition to the review three issues are on the agenda for consideration: an allergy management policy; a policy related to memorials to deceased student within the buildings and on the grounds; and,, a policy providing for identification name badges for all staff (a required policy).

#### 9c. Building Committee

Building Committee Chairperson Elaine Moloney reported that the committee met three times since the June School Board meeting and anticipates its work will be completed later this month and the GMP will be established for the High School and Payton will begin the phased renovation. She thanked all of the

SUPERINTENDENT'S REPORT FOR 2004 Page 45c

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Building Committee members and all others who have worked hard to complete this work.

Bob Lyman gave a brief update on the progress of the Pond Cove addition. People in the public were reminded that drop off and pick up of students on Jordan Way is strictly prohibited because of concern for the safety of the students. Jordan Was is being used for entrance and egress of construction vehicles and therefore is particularly dangerous for students on bikes and walkers.

#### 9d. Communication Committee

Communication Committee members Trish Brigham and Rebecca Millett will meet on Friday at 9:00 and Anne Beldin will join them to review the work of the committee last year. They plan to look at ways to reach out to the public.

### 10. UNFINISHED BUSINESS

There was no unfinished business for consideration.

### 11. NEW BUSINESS

11a. Consideration of the Superintendent's recommendations to athletic fee positions

Superintendent Lyman recommended: Addie Rintel, Freshman Field Hockey Assistant; Kate Martin, Freshman Field Hockey;

Timothy Lawson, Assistant Football; Sarah Kinsella, JV Girls Soccer; Shannon Baillie, Freshman Girls Soccer; Jim Doliner, 8th Grade Boys Soccer; Jon Wise, 8th Grade Girls Soccer; Molly Thompson, 7th Grade Girls Soccer; Ben Putnam, 7th & 8th Grade Tennis; Michael Schwartz, Cross Country; Amy Matthews, Assistant Tennis; Kimberly Louten, 8th Grade Field Hockey; Patricia Franson, 7th Grade Field Hockey, ;Joe Doane, Cross Country; and Terry Long, 7th Grade Boys Soccer.

Anne Belden made a motion to accept the superintendent's recommendations for athletic fee positions as presented. Henry Adams seconded. The motion was approved 7-0.

11b. Consideration of the Superintendent's recommendations to co-curricular fee positions

Superintendent Lyman recommended: Certification Mentors for new teachers - Bill Brewington, Michael Efron, Swight Ely, Tony Ghidoni, Kathy Hamblin, Ted Jordan, Gretchen McNulty, Nancy Murphy, Tom Robinson, Richard Rothlisberger, Belinda Snell, Doug Worthly, Hayden Atwood, Suzanne Janell, Cheryl Joys, Mary Murphy, Sarah Lewis, Susan Michaud, Julie Mullen, and Linda Paul; Certification Committee Members - Mary Dulac, Joyce Bell, Shari Robinson; Middle School Student Council Grades 5-8, Paul Casey and Brian Freccero; High School Arts Department Chair, Tom Lizotte; ATM Room Coordinator, Roger Rioux; Senior Transition Project Coordinator, Mark Pendarvis; Speech/Debate Coaches & Assistant Coaches - Gretchen McNulty, Hannah Jones, Matt Clements, Kevin McNulty; Literary Magazine, Karen Lamb, Matt Clements; 9th Grade Class Advisor, Hannah Jones & Carrie Apanovitch;

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Drama Performance Fall, Dick Mullen; Drama Performance Spring, Dick Mullen; Theater Class Productions, Dick Mullen; Book Talk, Joyce Bell; Amnesty International, Rachel Guthrie; and, Web Master, Wendy Derzowiec.

Elaine Moloney made a motion to accept the Superintendent's recommendations as presented. Trish Brigham seconded. The motion was approved 7-0.

11c. Consideration of a request for maternity leave and subsequent unpaid leave

Superintendent Lyman present a request from Julie Nickerson, a first grade teacher at Pond cove School, request leave following the birth of her child. She is requesting that the leave commence on Monday, November 22 and continue until February 28, 2005 (the Monday following February vacation. She is requesting that the first 6 weeks be paid sick leave with the remainder of the time as unpaid leave. Mr. Lyman recommended approval of the request.



Elaine Moloney made a motion to accept the Superintendent's recommendation to approve the requested leave. Kathy Ray seconded. The motion was approved 7-0.

11d. Consideration of appointing an alternate representative to the MSMA Fall Conference on October 21 & 22

Kevin Sweeney is the delegate to the Maine School Board Representative Assembly which meets at the MSMA Fall Conference. Since he may be unable to attend, an alternate should be appointed. Henry Berry made a motion to name Elaine Moloney the alternate delegate to the MSBA. Trish Brigham seconded. The motion was approved 7-0.

11e. Consideration of policies from Section A of the Policy Manual for first reading

Anne Belden presented Section A of the policy manual for first reading. She went through a list of suggested changes including deletion of some policies currently in the manual, revision of others, and additions as needed. The changes are based on the review done by our legal firm and the work of the Policy Subcommittee. The policies were reviewed and input was received from members of the School Board. The Policy Subcommittee will continue work on the section and the policies will be presented for second reading at the next meeting. During the discussion a question was raised about whether or not a second reading is required to delete a policy.

11f. Consideration of adopting a resolution regarding the Palesky Tax Cap Initiative

A draft from MSMA with changes made by the Superintendent was read.

Anne Belden made a motion to adopt the resolution on the Palesky Tax Cap as read. Rebecca Millett seconded.

During discussion of the motion issues were raised regarding the wording of portions of the resolution as presented. After discussion it was recommended that the Superintendent "wordsmith" the resolution.

Elaine Moloney made a motion to table the motion currently before the Board. Kathy Ray seconded. The motion to table was approved 7-0.

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11g. Consideration of lap top lease

Kathy Ray made the following motion: : "That under and pursuant

to the provisions of Title 20-A M.R.S.A. Sections 1001 and 1055, the Superintendent of Schools be and hereby is authorized to execute and deliver a tax-exempt lease purchase agreement with Banknorth Leasing Corporation in the name and on behalf of the Town of Cape Elizabeth a municipal school unit acting by and through its School Committee (the "Issuer") for technology, with an aggregate purchase price of One Hundred Ninety Seven Thousand, Two Hundred Ninety Two Dollars and forty-six (\$197,292.46), in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement, shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the tax-exempt lease purchase agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265 (b) (3) (B) of said Code; and that the Superintendent be and hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof.

Henry Berry seconded. The motion was approved 7-0.

11h. Consideration of technology lease

Kathy Ray made the following motion:

"That under and pursuant to the provisions of Title 20-A M.R.S.A. Sections 1001 and 1055, the Superintendent of Schools be and hereby is authorized to execute and deliver a tax-exempt lease purchase agreement with Banknorth Leasing Corporation in the name and on behalf of the Town of Cape Elizabeth a municipal school unit acting by and through its School Committee (the "Issuer") for technology, with an aggregate purchase price of Seventy Four Thousand, Two Hundred Three Dollars and twenty cents (74,203.20), in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement, shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the tax-

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exempt lease purchase agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265 (b) (3) (B) of said Code; and that the Superintendent be and hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof.

Elaine Moloney seconded. The motion was approved 7-0.

11i. Input for the planning of future agenda

Anyone with an interest in adding an item to a School Board agenda should contact the Chair (Kevin), the Vice-Chair (Anne) or the Superintendent.

11j. Consideration of a proposal from a High School teacher concerning a field trip to Salem, Massachusetts

The School Board members were referred to a memo from the eleventh grade English teachers in the addendum to the school board packet. Jeff Shedd spoke on behalf of the teachers explaining that this is a day-long trip would take place on October 15 and is related to both English and Social Studies curriculum. All fees including the cost of the chartered bus will be paid by the students.

COMMENTS FROM THE PUBLIC

Town Councilor Michael Mowles spoke briefly about the Palesky Tax Cap.

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

There being no further business, Herry Adams made a motion that the meeting be adjourned. Trish Brigham seconded. The Board approved the motion 7-0. The meeting was adjourned at 9:55 PM.

Respectfully submitted,

Robert L. Lyman

Superintendent of Schools

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## **Minutes Special Meeting**

September 20, 2004

Cape Elizabeth, Maine

A special meeting of the School Board was held on Monday, September 20, 2004, at 1:00 p.m. in the Council Chambers.

School Board members present were:

Kevin Sweeney, Chair (arrived at 1:17)

Henry Adams

Anne Belden

Patricia Brigham

Rebecca Millett (until 1:50)

Elaine Moloney

Kathy Ray

Robert L. Lyman, Superintendent of Schools

The meeting was called to order at 1:15 PM by Vice-chair Anne Belden.

Others present included: Pauline Aportria

1. Pledge of Allegiance to the Flag led by Kevin Sweeney

2. UNFINISHED BUSINESS

2a. Consideration of the resolution regarding the Property Tax Cap Initiative

Elaine Moloney made a motion to discuss the revised resolution. Rebecca Millett seconded. The motion was approved 7-0.

After discussion of the revised resolution and suggestions for word changes and adding spaces for all Board members to sign, Trish Brigham made a motion to close the discussion. Henry Adams seconded. The motion was approved 7-0.

Anne Belden made a motion to adopt the resolution as amended. Trish Brigham seconded. Bob Lyman read the amendments. The motion was approved 7-0.

The resolution was adopted and ready for all Board members to sign soon after the meeting is adjourned.

### 3. NEW BUSINESS

#### 3a. Consideration of a change in scope of the High School renovation project

Elaine Moloney gave a brief synopsis of the recommendations of the Building Committee and a copy of the minutes of its September 15, 2004 meeting. She pointed out that the original plans included major components not in the base bid GMP. These components are auditorium seats, floor and ventilation system. The items are still in the alternates list, but not in the base bid.

Elaine Moloney made a motion that the School Board approve the change in scope of the High School renovation project to move the auditorium seats, floor and ventilation system to the add alternate list. Kathy Ray seconded. During discussion of the motion, Kathy Ray explained some of the reasons why this item was chosen to move to the add alternate list. After detailed discussion, the motion was approved 7-0.

#### 3b. Consideration of approval of the proposed G.M.P.

Elaine Moloney made a motion that the School Board approve a G.M.P. for the contract of \$6,246,406.00. Rebecca Millett seconded. The Superintendent referred Board members to the information included in the packet and answered questions from Board members. After a detailed review and question and answer period, a vote was called.

The motion was approved 6-0. (Rebecca Millett had left by the time the vote was taken.)

There being no further business, Elaine Moloney made a motion that the meeting be adjourned. Anne Belden seconded. The Board approved the motion 6-0. The meeting was adjourned at 2:25 PM.

Respectfully submitted,

Robert L. Lyman

Superintendent of Schools

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## POLICY COMMITTEE MINUTES

OCTOBER 5 2004

Present: Jeff Shedd, Tom Eismeier, Trish Brigham, Henry Adams, Kevin Sweeney, Bob Lyman, Anne Belden - Chair

## I .Section A – Revisions for second reading

- Questions/concerns raised during the first reading were discussed and changes were made.
- Bob will have Mary make changes and Section A will be presented for second reading at the October school board meeting.

## II. Updates on specific policies

- Allergy Management Task Force –Anne gave an update on the first task force meeting; see minutes of that meeting for further information
- Name Badges-Bob presented a policy on this with revisions from last month's meeting.. The policy will be presented for first reading in October.
- Student Memorials-Jeff presented a first draft, crafted by the HS crisis response team. Discussion will continue on this at the November policy meeting.
- SAC proposal for substance abuse policy revision – Jeff presented a document developed by the high school SAC which is a revision of the substance abuse policy and which the SAC would like the policy committee to consider. This will be placed on next month's policy agenda

## III. Section I – initial review

- This was tabled until next month's policy meeting.

## IV .Work plan for next sections of manual

- Anne suggested the Board convene to begin review of Section B – Board Governance and Operations. The Policy Committee determined that this section should be reviewed by the entire board, and that the administrators need not be involved in this section.
- Anne will send out an email regarding this task.

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### **Minutes Communications Committee September 17, 2004**

Present: Rebecca Millett, Trish Brigham, Anne Belden

The goal of the meeting was to review the Communication Committee Action Plan as approved by the School Board last Spring. Anne Belden, former Chair provided insight into the background and thoughts behind each action.

To review, the action items are:

Item 1. Have School Board representation at 2-3 parent association meetings each year to give updates/answer questions.

Item 2. Place School Board on High School and Middle School weekly email mailing list.

Item 3. Encourage staff communication to School Board of special activities/items of interest going on in classrooms.

Item 4. Extend an open invitation to teachers to give a presentation at a School Board meeting to share a classroom project, endeavor or aspect of their curriculum .

Item 5. Develop a series of informational flyers on a range of issues

Item 6. Post sub-committee minutes onto school website

Item 7. Post sub-committee meeting agendas onto school website

Having a better understanding of the action plan, Trish Brigham and Rebecca Millett agreed to divide up the work to begin implementation.

The parent associations will be contacted to request dates when school board members may attend meetings.

It will be confirmed that the school board is on the high school and middle school weekly email list.

Principals will be contacted to begin the process of inviting teachers to present an aspect of their work of interest and which they would like to share.

Previous non-school board committee members will be contacted to determine interest in continuing to serve on the committee.

An efficient manner of getting all committee agendas and minutes posted on the school website will be determined.