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### Meeting Agendas

-- [Regular Meeting November 9, 2004](#)

### Meeting Minutes

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

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

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

## **DATES TO REMEMBER**

### **Finance Subcommittee Meeting**

Friday, November 5, 2004

12:00 Noon

Superintendent's Office

Agenda Items: 2005-06 Budget Preliminary Discussion/Process

### **School Board Workshop**

Tuesday, November 16, 2004

6:30 p.m.

PATHS (Portland Arts and Technology High School)

196 Allen Avenue, Portland

Topic: Essential Programs & Services

### **Policy Subcommittee Meeting**

Tuesday, December 7, 2004

12:00 Noon

William H. Jordan Conference Room

### **Finance Subcommittee Meeting**

Tuesday, December 14, 2004

6:30 p.m.

William H. Jordan Conference Room

### **School Board Meeting**

Tuesday, December 14, 2004

7:30 p.m.

Council Chambers

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## **MEETING AGENDA**

CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY November 9, 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.

Pledge of Allegiance

Adjustments to agenda

Approval of October School Board minutes

Comments by high school and middle school students

COMMUNICATIONS

- a. Report on MSBA workshop sessions
- b. Commissioner Gendron's letter regarding waiver approval for Maine Learning Results

COMMENTS FROM THE PUBLIC

RECOGNITION

- a. Cape Elizabeth Education Foundation/Laptop Initiative
- b. Marie Prager/Laptop Initiative

SUPERINTENDENT'S REPORT

Update of Education Foundation - Patty Grennon & others

Update on Late Start Day Staff Activities - Sarah Simmonds

Update on building projects

Other

PRINCIPALS' REPORTS

Pond Cove/Collaborative Technology Project - Fran Vita Taylor & Shari Robinson

High School

Middle School

## COMMITTEE REPORTS

Finance Subcommittee

Policy Subcommittee

Communication Committee

## UNFINISHED BUSINESS

a. Consideration of policies for second reading

· GBO: Identification Badges

· ADAA: Ethical & Responsible Behavior

b. Consideration of request from High School social studies teacher regarding a field trip to Washington, D.C.

## NEW BUSINESS

Consideration of request regarding a field trip for High School CP Government class

Consideration of policies for first reading

· ABC: Student Involvement in Decision Making

· G Section of Policy Manual: Policies GA-GCQC

## 12. NEW BUSINESS (continued)

Consideration of approval to receive and spend all federal and state grants for 2004-05 school year

Consideration of Superintendent's recommendations for athletic fee positions for winter 2004-05

Consideration of adoption of School Board Goals

Consideration of the formation of a standing Personnel Committee

Consideration of the formation of a standing Communication Committee

Consideration of the formation of a one-year Laptop Committee

Consideration of Cape Elizabeth's portion of the PATH's budget for 2005-06 school year.

## COMMENTS FROM THE PUBLIC

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## MEETING MINUTES

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October 12, 2004

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, October 12, 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, Pauline Aportria, Claire LaBrie, Sue Weatherbie, Conor Hankinson, Nora Daley, Liza Mullen

1. Pledge of Allegiance to the Flag led by Kevin Sweeney
2. Adjustments to agenda
  - An Item 11h "Food Services Task Force recommendations" was added
  - Item 11a "Consideration of request from High School social studies teacher regarding a field trip to Washington, D.C. was moved to come after #6" Comments from the Public"

### 3. Approval of School Board Minutes

Elaine Moloney made a motion that the minutes of the regular meeting held on September 14, 2004 and the special meeting held on September 20, 2004 be approved as presented. Trish Brigham seconded. The motion was approved 7-0

#### 4. Comments by Student Representatives

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

b. Nora Daly and Liza Mullen introduced themselves as the Middle School Representatives to the School Board for the 2004-05 school year. They updated the Board on student activities at the Middle School.

#### 5. COMMUNICATIONS

5a. Letters from three teachers interested in applying for sabbatical leaves during the next school year were presented. The Superintendent will acknowledge receipt of the letter from each of the teachers and advise them of the steps in the process and let them know that the completed proposals are due by the end of November.

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##### School Board Minutes (continued)

5b. The MSBA proposed resolutions for the fall conference were included in the packets. Board members were advised to contact Elaine Moloney with thoughts and concerns regarding them.

5c. Chairman Sweeney reported that he has met twice with the Chair of the Town Council, Anne Swift-Kayatta, and the meetings have been productive.

#### 6. COMMENTS FROM PUBLIC

Nancy Sears of 17 Linwood Street spoke to the Board offering the suggestion that teachers and staff should be invited to offer suggestions anonymously regarding ways to conserve in the budget.. She was thanked for her input and her suggestions were referred to the Finance Subcommittee.

#### 8. SUPERINTENDENT'S REPORT

8a. The Superintendent briefly updated the Board on the progress with the building and renovation projects at Pond Cove and the High School.

8b. Mr. Lyman provided feedback to the Board with regard to an MSMA sponsored Tax Cap meeting he attended in Augusta on October 4th.

8c. The Superintendent announced that there will be a meeting held in Portland at PATHS on November 16 from 6:30-8:30 p.m. regarding essential programs and services and how funding is calculated.

8d. The waiver application regarding the Maine Learning Results was filed with the State Department of Education in a timely manner (it was due October 1). We are awaiting a response.

8e. A group of area Superintendents (Scarborough, Cape Elizabeth, Windham, Gorham, & SAD #6) met recently in Gorham to discuss the possibilities of future cooperative initiatives. Items discussed included buying, curriculum work, local assessments, establishing standards, etc. They will be meeting again in November. Mr. Lyman will keep the Board informed.

8f. Mr. Lyman notified the Board that future Superintendent Susan O'Brien will be in the district for half a day on Monday, October 18. This is part of the plan for her to become familiar with our school system before she assumes the position of superintendent in July 2005.

## 9. PRINCIPALS' REPORTS

Each of the building principals updated the School Board on areas of importance at their respective schools.

## 10. SCHOOL BOARD SUBCOMMITTEES AND REPORTS

### 10a. 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 Food Services Task Force work.

### 10b. Policy Subcommittee

Policy Subcommittee Chairperson Anne Belden reported that the committee met on October 5. Among items discussed were the Allergy Management Task Force recommendations, Policy GBO: Identification Badges - Staff (which will be

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School Board Minutes (continued)

### 10b. Policy Subcommittee (continued)

presented for first reading later in this meeting), final changes to policies in Section A of the Policy Manual which will be presented for second reading later in this meeting, a draft of a policy regarding memorials and other policies to be worked on at subsequent meetings.

### 10c. Communication Committee

Rebecca Millett met with Anne Belden, last year's committee chair, for an update of previous work of the committee. Parent

groups have been contacted at the schools and work on implementing other portions of the approved plan are under way. The next meeting of the group has not been scheduled.

#### 10d. PATHS

Kevin Sweeney reported on the meeting of the General Advisor Committee of the Portland Arts and Technology High School. He reported that: the Biotech instructor retired and that program is on hold; because of low enrollment the fashion program and the graphic arts program are being reviewed; the election of a vice-chair was discussed.

#### 10e. Food Service Task Force

Kathy Ray reported that the task force met on October 5 when they reviewed overdue food accounts and prepared recommendations for the school board regarding how to deal with them. Permission was granted by the State to increase the cost of hot lunch . The task force feels it needs another month to get a real feel for whether the increased price will offset the increasing deficit.

#### 10f. Food Allergy Task Force

The task force met on September 20 . The group is made up of 3 school board members, 2 administrators, 2 nurses, and 5 parents. The purpose of the group is to look at allergy management. The guidelines which currently exist will be reviewed and a policy developed to guide the development of procedures. The policy and procedures will be presented to the School Board for approval once they are developed.

### 11. UNFINISHED BUSINESS

#### 11a. Policies - Second Reading

The policies in section A of the Policy Manual were presented for second reading. After a long discussion it was decided to withdraw Policy ADAA from the list to be deleted until the Code of Conduct can be reviewed.

Anne Belden made a motion to accept the A policies as presented except for ADAA: School System Commitment to Standards for Ethical and Moral Behavior. Elaine Moloney seconded. After discussion of concerns about wording regarding protected classes, Trish Brigham made a motion to amend the motion on the floor to include. "...such conduct is a violation of School Board policy and may constitute illegal discrimination under state and federal law" immediately following the current wording. Kathy Ray seconded. A vote was called. The amendment was approved 7-0. The motion as amended was approved 7-0.

## 11a. Policies - Second Reading (continued)

Anne Belden made a motion to delete file ADAA:School System Commitment to Standards for Ethical and Moral Behavior. Trish Brigham seconded. After a long discussion Elaine Moloney moved to table the motion. Kathy Ray seconded. The motion to table was approved 7-0.

## 12. NEW BUSINESS

12a. Consideration of request from High School social studies teacher regarding field trip to Washington, D.C.

Ted Jordan presented a proposal for his Government class to travel to Washington, D.C. March 16-20. He explained the purpose of the trip and how it would fit with the curriculum. He further explained that it will involve missing only one day of classes. Several questions were raised that Mr. Jordan will have answers to when this request returns for final approval at the November meeting.

12b. Consideration of creation of a co-curricular fee position of "MLTI Lead Teacher" for CEHS

The Superintendent explained the need to have a person at the high school to serve in a position similar to one we had funded by the State at the Middle School during implementation of MLTI and recommended establishing the position with a \$1,000 stipend. A job description was included in the School Board packet. Jeff Shedd explained that funds are available from the Mobile Lab position not filled this year.

Elaine Moloney made a motion to establish a position of MLTI Lead Teacher at the High School with \$1,000 stipend. Henry Adams seconded. The motion was approved 7-0.

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

Superintendent Lyman recommended: Jerry McQueeney, JV Boys Basketball; Ron Kierstead, Varsity Girls Basketball; Doug Worthley, Varsity Indoor Track; David Weatherbie, Assistant Indoor Track, Kerry Kertes, Varsity Girls & Boys Swimming; Ben Raymond, Varsity Assistant Swimming; Deven Morrill, Varsity Nordic Skiing; Curt Brown, Assistant Ice Hockey; Cecily Upton, Assistant Nordic Skiing; Robert Kierstead, JV Girls Basketball; Jason Tremblay, Ice Hockey; Chris Hayward, Freshman Boys Basketball; Sarah Hascall, J.V. Swimming.

Henry Adams made a motion to accept the Superintendent's recommendations to athletic fee positions. Kathy Ray seconded. The motion was approved 7-0.

12d. Consideration of the superintendent's recommendations/co-



curricular fee positions

Superintendent Lyman recommended: Middle School positions - Cathy Clough, Yearbook advisor; Evan Solender, 5th/6th Math Club; Brian Freccero, 7th/8th Grade Math Team; Deb Hannon & Pam Vose,, STUDENT VOICE; Anne Marie Dionne & Lisa Leonard, World Language Club. Special Olympics positions: Spring Events, Karen Johnson & Kim Hanlon; Soccer, Carlee Bean; Basketball, Alyssa Anderson. High School: MLTI Lead Teacher, Joyce Bell. Anne Belden made a motion to accept the recommendations of the Superintendent for co-curricular fee positions. Rebecca Millett seconded. The motion was approved 7-0.

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School Board Minutes (continued)

12e. Consideration of a request for maternity leave and subsequent unpaid leave

The Superintendent presented a letter for Gretchen McNulty, a social studies teacher at the high school, requesting a paid leave as provided in the teacher contract with addition unpaid leave of 4-6 weeks following the birth of her child. She anticipates the leave will start in late January. She will return to work April 25 (the Monday following April vacation). Mr. Lyman recommended the leave be granted. Elaine Moloney made a motion to accept the recommendation of the Superintendent. Henry Adams seconded. The motion was approved 7-0.

12f. Policy - First Reading

Policy GBO: Identification Badges - Staff was presented. The policy was read and discussed. Suggestions were made to the Policy Committee.

12g. Request for volunteer to be appointed to Bus Stop Appeals Committee

The Superintendent explained the purpose of the committee and that it would only meet once to review requests from parents regarding proposed changes in bus stops. Henry Adams volunteered. Kathy Ray made a motion to appoint Henry Adams to the Bus Stop Appeals Committee. Rebecca Millett seconded. The motion was approved 7-0.

12h. Food Services Task Force Report

Kathy Ray made a motion that in order to help resolve the problem with the deficit in the school lunch program that starting November 1, 2004, any student with an account balance of \$40.00 or more will not be allowed to participate in Community Services, athletic, or co-curricular activities. In addition, those students with a balance of \$40.00 or more will be provided a prepackaged bag

lunch. Trish Brigham seconded. Rebecca Millett expressed reservation about the second condition. She stated that she was afraid the child would feel embarrassed or ashamed by being given a bag lunch. The motion was approved 6-1. (Yes, K. Sweeney, H. Adams, A. Belden, P. Brigham, E. Moloney, K. Ray. No, R. Millett)

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

There being no further business, the meeting was adjourned at 9:27 p.m.

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.