

## [Upcoming Meeting Dates](#)

### Meeting Agendas

-- [Regular Meeting February 8, 2005](#)

-- [Communications Subcommittee Meeting January 19, 2005](#)

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-- [Policy Subcommittee Meeting January 4, 2005](#)

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## **DATES TO REMEMBER**

### **School Board Workshop**

Wednesday, February 16, 2005

7:00 PM - Town Hall Council Chambers

Topic: Proposal for High School Achievement Center

### **School Board Policy Subcommittee Meeting**

Tuesday, March 1, 2005

Noon - William H. Jordan Conference Room

### **School Board Workshop**

Tuesday, March 1, 2005

7:00 PM - High School Library

Topic: 2005-06 Budget

### **School Board Workshop**

Saturday, March 5, 2005

8:30 AM - 215 PM - Council Chambers

Topic: 2005-06 Budget

### **Finance Subcommittee Meeting**

March 8, 2005

6:30 - William H. Jordan Conference Room

followed by:

### **Regular School Board Meeting**

7:30 - Council Chambers

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## **MEETING AGENDA**

TUESDAY, February 8, 2005

SCHOOL BOARD MEETING

7:30 p.m. - Council Chambers

PRECEDED BY

Finance Committee Meeting

7:00 p.m. - William H. Jordan Conference Room

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

2. Adjustments to agenda

3. Approval of January School Board minutes

4. Comments by high school and middle school representatives

5. COMMUNICATIONS

5a. Announcement of retirements

- Disability retirement for Rindi Martin-Weigel, Grade 2 Teacher

- Retirement effective June 30, 2005 - Nancy Hutton, Middle School Principal

5b. Announcement of resignations

6. COMMENTS FROM PUBLIC ON NON-AGENDA ITEMS

7. SUPERINTENDENT'S REPORT

a. Issue of The View "out" January 20, 2005

b. Pond Cove Kindergarten Wing Open House February 13, 2005

8. SCHOOL REPORTS

a. High School Principal's Report

b. Technology Update - Gary Lanoie

c. Report from Pond Cove teachers

9. COMMITTEE REPORTS

a. Finance Subcommittee

- b. Policy Subcommittee
- c. Communication Committee
- d. Personnel Committee
- e. Other

#### 10. UNFINISHED BUSINESS

#### 11. NEW BUSINESS

- a. Consideration of recommendation to extend the appointments of officers and subcommittee representatives until the first School Board meeting following the November, 2005 election.
- b. Consideration of superintendent's recommendations for athletic fee position
- c. Consideration of superintendent's recommendations for co-curricular fee positions
- d. Policies - First Reading
  - B Section of Policy Manual ( 3 additional policies in this section at later date)
  - Memorial Policies (2 policies)
- e. Consideration of proposal to endorse Project Graduation activities for June, 2005

#### 14. Public Comment

#### 15. School Board Agenda Requests

- 12. Consideration of proposal to enter executive session to consider a personnel issue related to the superintendent search pursuant to 1 MRSA 405 (6)(A).

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### **Communications Committee Agenda**

January 19, 2005

#### I. Progress Reports

- a. Student communication with school board - high school
- b. School Board Informational flyer
- c. Agenda and minutes for school board committees
- d. Exchange of school newsletters

## II. New Items for consideration

- a. Committee goals and objectives
- b. School "factoids" for public information

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## MEETING MINUTES

### SUPERINTENDENT'S REPORT FOR JANUARY 2005 Page 18

January 11, 2005

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, January 11, 2005, 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, Rob Moriarty, Conor Hankinson, Nora Daly, Suzanne Janelle, Cheryl Higgins

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

There were no adjustments to the agenda.

3. Approval of School Board Minutes

Elaine Moloney made a motion that the minutes of the regular meeting of the School Board held on December 14, 2004 be

approved as presented. Henry Adams seconded. The motion was approved 7-0.

#### 4. Comments by Student Representatives

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

Nora Daly updated the Board on student activities at the Middle School.

### SUPERINTENDENT'S REPORT FOR JANUARY 2005 Page 18a

#### School Board Minutes (continued)

#### 5. COMMUNICATIONS

5a. A letter was received from Jackie Petrillo, a special education teacher at Pond Cove, expressing her intent to retire at the end of the current school year.

5b. A letter was presented inquiring about whether the school insurance covers participants in Project Graduation activities. After a brief discussion, it was decided that the matter will be brought before the School Board at its February meeting for a decision.

5c. Chairman Sweeney invited each member of the School Board to share thoughts regarding the joint workshop held with the Town Council earlier in the month. Generally it was felt that it was a good opportunity for the two groups to share ideas. Concerns about the property tax cap's effect on the school budget were expressed. Community members were encouraged to attend the public hearing scheduled for January 24th to voice opinions.

#### 6. COMMENTS FROM PUBLIC

There were no comments from the public.

#### 7. RECOGNITION

Certificates of recognition for consistently high performance on the MEAs (Maine Educational Testing) in the areas of reading and math were recently received from the State Commissioner of Education, Susan Gendron. These certificates were presented by Chairman Sweeney. Certificates for consistently high achievement over the past three years in reading were presented to Pond Cove School, Cape Elizabeth Middle School and Cape Elizabeth High School. Certificates for consistently high achievement over the past three years in math were presented to Pond Cove School and Cape Elizabeth High School.

#### 8. SUPERINTENDENT'S REPORT

8a. The Superintendent reported to the School Board on the

progress of the building and renovation projects. The Pond Cove addition is nearly ready for occupancy. Kindergarten classes will start there on Monday, February 7. An open house is scheduled for Sunday, February 13 from 1:00-3:00 with a brief ceremony at 2:00. All citizens are invited to attend.. The high school renovations are progressing well.

## 9. SCHOOL REPORTS

9a. Suzanne Janelle (World Language Teacher) and Cheryl Higgins (Fifth Grade Teacher) reported on an integrated unit recently presented by the Fifth Grade Team. The unit focused on a study of Acadia. They reported on the many facets of the unit, the focus area of each teacher, and the benefit for all fifth grade students.

9b. Tom Eismeier reported on the eight year history of the TAT at Pond Cove and the service it provides to students there.

## SUPERINTENDENT'S REPORT FOR JANUARY 2005 Page 18b

School Board Minutes (continued)

## 10. SCHOOL BOARD SUBCOMMITTEES AND REPORTS

### 10a. Finance Subcommittee

Finance Subcommittee Chair Kathy Ray reported that the subcommittee met prior to the school board meeting where they signed warrants, reviewed appropriations reports, and discussed items including an update on the work of the Food Services Task Force. She also reported that Maintenance Director Ernie MacVane met with the Finance Committee to discuss the proposed CIP (Capital Improvement Plan) budget for the coming year.

### 10b. Policy Subcommittee

Policy Subcommittee Chairperson Anne Belden reported that the subcommittee met on January 4 when they discussed the policies in the G Section of the Policy Manual which will be presented for second reading at tonight's meeting. She reported that the proposed "Memorial Policy" has been sent to the high school Crisis Response Team for feedback before action is taken. The Allergy Management Policy was reviewed and will be presented tonight for second reading. She also reported that a subgroup of the committee, made up of the board members on the committee, will meet to review the policies from Section B of the Policy Manual and prepare them for presentation for first reading to the entire School Board.

### 10d. Communication Committee

Communication Committee Chairperson Rebecca Millett reported that the committee is looking at ways to further develop communications. Its second meeting will be held on Wednesday,

January 12 at 3:15 in the PPond Cove Media Center.

#### 10e. Personnel Committee

Kevin Sweeney gave an update on the Superintendent Search stating that sixteen requests for applications have been received and applications are due by January 28. A meeting of the Personnel Committee will soon be scheduled to plan the next steps in the process.

#### 11. UNFINISHED BUSINESS

##### 11a. Policies - Second Reading

- GAB: Job Descriptions

Anne Belden made a motion to adopt the policy as presented. Henry Adams seconded. The motion was approved 7-0.

- GCQE: Enrollment of Non-resident Employees' Children

Anne Belden made a motion to adopt the policy as presented. Elaine Moloney seconded. The motion was approved 7-0.

- GCSA: Employee Computer and Internet Use

Anne Belden made a motion to adopt the policy as presented. Henry Adams seconded. The motion was approved 7-0.

- GSCA-R: Employee Computer and Internet Use Guidelines

No vote needed for guidelines.

#### SUPERINTENDENT'S REPORT FOR JANUARY 2005 Page 18c

##### School Board Minutes (continued)

- GDO: Support Staff Evaluation

Anne Belden made a motion to adopt the policy as presented. Henry Adams seconded. The motion was approved 7-0.

- GDO-E: Evaluation Form

This "exhibit" will be removed from the Policy Manual. No vote was needed.

- GDO-R: Administrative Guidelines for Evaluation of Support Staff

These "guidelines" will be removed from the Policy Manual. No vote was needed.

- JLCEA: Managing Students with Food Allergies

Anne Belden made a motion to adopt the policy as presented.

Rebecca Millett seconded. The motion was approved 7-0.

## 12. NEW BUSINESS

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

Superintendent Lyman recommended:

Middle School Drama Positions - Stephen Price, 50 hours, Lighting; Kristen Thomas, 50 hours, Music; Tom Wilbur, 10 hours, Sound; Evan Solender, 20 hours, Directing; Dore Douty & Bonnie Steinroder, 10 hours each, Costumes, Props, Rehearsals.

High School - Brandy Lapointe, CAT Member; Katie Lisa, Student Leader; Belinda Snell, Student Leader.

Elaine Moloney made a motion to accept the nominations of the Superintendent to the co-curricular positions as presented. Trish Brigham seconded. The motion was approved 7-0.

12b. Consideration of request for child rearing leave

The Superintendent presented a letter from Holly Swenson, a half-time seventh grade teacher, for a leave of absence from approximately March 19, 2005 through the end of the school year. The first of this leave would be paid as sick leave (as determined by a letter from her doctor) and the remainder would be unpaid leave. Trish Brigham made a motion to approve the request for child rearing leave. Elaine Moloney seconded. The motion was approved 7-0.

12c. Consideration of support for Yarmouth School Committee Letter

The Superintendent informed the School Board that he has received a request from the Yarmouth superintendent to seek the support of the Cape Elizabeth School Board for a letter written by the Yarmouth School Committee expressing concern that the Essential Programs and Services (EPS) is being incorrectly interpreted as the baseline for a "complete" education. The letter was read into the record. (Please see attached.)

Henry Adams made a motion to authorize the Superintendent to author a similar letter. Elaine Moloney seconded. After discussion, the motion and second were withdrawn.

SUPERINTENDENT'S REPORT FOR JANUARY 2005 Page 18d

School Board Minutes (continued)

12c. Consideration of support for Yarmouth School Committee Letter (continued)

Elaine Moloney made a motion to authorize the Superintendent to



add Cape Elizabeth's support to the Yarmouth School Committee's letter. Trish Brigham seconded. The motion was approved 7-0.

13. Public Comments There were no public comments.

14. Board Members' requests for items for the February agenda.

There were no requests for agenda items for February.

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

There being no further business, Elaine Moloney made a motion that the meeting be adjourned. Trish Brigham seconded. The Board approved the motion 7-0. The meeting was adjourned at 9:03 PM.

Respectfully submitted,

Robert L. Lyman

Superintendent of Schools

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## POLICY COMMITTEE MINUTES

### Policy Committee Minutes

Tuesday January 4 2005

Present: Anne Belden, Trish Brigham, Henry Adams, Bob Lyman, Nancy Hutton, Tom Eismeier, Jeff Shedd

Others Present: Elaine Moloney, Rebecca Millet

### Old Business

#### 1. G Policies: GCQE - end of section

We reviewed this section and are submitting it for second reading.

#### 2. Policy GAB: Job Descriptions

This policy was reviewed and will be submitted for second reading.

#### 3. Memorial Policy

Jeff broke this draft policy into two separate ones. He will present them to the Crisis Response team for input and will then present it to the policy committee

#### 4. Allergy Management Policy

This was reviewed and will be presented for second reading

## New Business

1. Request for Policy Review/Consideration -A request by school board Chair, Kevin Sweeny, to consider policy development on protocol for establishing district wide committees and school board sub committees/task forces.

- It was determined that the policy committee does feel the need to adopt a policy regarding Board Advisory Committees. Bob has an MSMA draft that we will work from.
- In addition to this the committee discussed the need to formalize the process for developing district wide committees. It was decided that within the above policy, there will be guidelines which will direct this.
- We also determined the need to review the board's committee structure and committee representative role. This would fall under the B policies and so will be addressed under that section.

2. Section I policies - Instruction

- Discussion ensued around policy ICAA -Religious Holidays. We determined that 3 separate policies are needed.

1. A policy to cover what is currently ICAA and addresses school instruction on holidays

2. A policy regarding fundraising efforts as they might relate to major holidays and cultural celebrations

3. A policy regarding whether or not to recognize major religious holidays or cultural celebrations in any way and the need to be consistent in each school. On this one Bob will get a copy of a policy from MSMA on ?religious neutrality?.

We did discuss #1. In detail and a draft was developed. It will not be presented to the Board until a grouping of I policies are ready for first reading.

Upcoming Meetings:

- Anne, Henry and Trish will meet to begin work on section B.
- The Allergy Management Task Force will meet with middle school representatives to begin work on the guidelines for the middle school.

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December 15, 2004

Present: Trish Brigham, Kelly Hasson, Rebecca Millett, Mary Page, Kathy Walsh

I. Committee acknowledged Shari Robinson's resignation for personal reasons

II. Discussion of departmental presentation timeline: committee decided not to pursue a "timeline" per se and leave the opportunity for teacher/staff presentation open ended at least for this year, to see how the school community responds to our invitation to present at School Board business meetings.

III. Committee recognized that Principal Hutton has spoken with the middle school student representatives to the school board regarding their monthly communication and progress was made. Mary Page will discuss with Principal Shedd further developing high school student communication with the school board. High School student newspaper will be provided to school board members through their inboxes.

IV. Sarah Simmonds, professional development facilitator, responded favorably to our inquiry to edit the professional development form filled out by faculty and staff, to include an invitation to present the results of their work at a School Board business meeting. The use of flex time to prepare the presentations remains an open issue/ to be reviewed with Superintendent.

V. Trish Brigham presented a draft school board informational flyer for committee review and comments. The school board and superintendent will be provided the edited version for review and comments.

VI. Committee will recommend to school board that agendas for school board committees' meetings will be made available no later than one week prior to the scheduled meeting date to ensure timely notice to the public. The committee will ask the superintendent for the possibility of sending agendas to the schools for posting.

VII. To enhance communication between schools, committee members will send each other their respective school newsletters.

VIII. New topic for next meeting: begin outlining recommended committee goals and objectives

Next meeting: January 19, 2005 3:15 Pond Cove Media Center