

Upcoming Meeting Dates

Meeting Agendas

- [Regular Meeting March 8, 2005](#)
- [Communications Subcommittee Meeting January 19, 2005](#)

Meeting Minutes

- [Regular Meeting February 8, 2005](#)
- [Policy Subcommittee Meeting January 4, 2005](#)
- [Communications Subcommittee Meeting January 19, 2005](#)

DATES TO REMEMBER

School Board Workshop

Saturday, March 5, 2005

8:30 AM - 2:15 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

Communication Committee

Wednesday, March 16, 2005

3:15 p.m. - Pond Cove Media Center

School Board Workshop & Special Meeting

Tuesday, March 22, 2005

High School Library - 7:00 p.m.

Topic: 2005-06 Budget

School Board Policy Subcommittee Meeting

Tuesday, April 5, 2005

Noon - William H. Jordan Conference Room

Finance Subcommittee Meeting

April 12, 2005

7:00 - William H. Jordan Conference Room

followed by:

Regular School Board Meeting

7:30 - Council Chambers

Presentation of School Budget to Town Council Finance Committee

April 13, 2005

7:30 Council Chambers

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MEETING AGENDA

TUESDAY, March 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 February School Board minutes
4. Comments by high school and middle school representatives
5. COMMUNICATIONS
 - a. Notification of teacher retirements
 - b. Letter from MSSA Funding Committee to Joint Standing Committee on Education and Cultural Services
 - c. Letter from Barbara Bush Children's Hospital regarding hockey team
 - d. Letter from High School guidance Office regarding Presidential Scholars candidates
 - e. Letter from High School Music Department regarding Bangor Symphony Orchestra High School Concerto Competition Finalists from Cape Elizabeth High School
 - f. Other
6. COMMENTS FROM THE PUBLIC ON NON-AGENDA

ITEMS

7. RECOGNITION

8. SUPERINTENDENT'S REPORT

- a. Update on budget process
- b. Notification of upcoming Co-curricular Stipend Committee meeting
- c. Notification of upcoming Calendar Committee meeting
- d. Appointment of School Board representatives to the Comprehensive Plan Committee and the Volunteer Program Advisory Committee
- e. Other

9. SCHOOL REPORTS

- a. High School Program Report
- b. Middle School Principal's Report

10. COMMITTEE REPORTS

- a. Finance Subcommittee
- b. Policy Subcommittee
- c. Communication Committee
- d. Personnel Committee

11. UNFINISHED BUSINESS

- a. Policies - second reading
- B Section of Policy Manual
- FFA- Memorial Events
- FFAA-Memorial Scholarships and Gifts

12. NEW BUSINESS

- a. Consideration of the superintendent's recommendation to athletic fee positions
- b. Consideration of proposal from Class of '59 to donate a granite bench
- c. Consideration of the proposed process for hiring a new Middle School Principal

- d. Consideration of School Board volunteers to serve on the Middle School Principal Search Committee
- e. Consideration of a request from a teacher for a 1-year leave of absence for child rearing

13. PUBLIC COMMENT

14. SCHOOL BOARD AGENDA REQUESTS

15. ANNOUNCEMENT OF UPCOMING MEETINGS

- 16. 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

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February 8, 2005

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, February 8, 2005, at 7:30 p.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, Conor Hankinson, Nora Daly, Elsa Mullin, Kelly Hasson, Karen Abbott, Gary Lanoie

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

2. Adjustments to agenda

An item 11f. "Consideration of the Superintendent's nominations to administrative positions for the 2005-06 school year" was added under "New Business".

3. Approval of School Board Minutes

Elaine Moloney made a motion that the minutes of the regular meeting held on January 11, 2005 be approved as presented. Trish Brigham seconded. The motion was approved 7-0.

4. Comments by Student Representatives

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.

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

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School Board Minutes (continued)

5. COMMUNICATIONS

5a. Retirements announced:

· Disability retirement of Rindi Martin-Weigel, Grade 2 teacher,

will be effective immediately

- Nancy Hutton, Middle School Principal, will retire effective June 30, 2005. Nancy has been employed in Cape Elizabeth for 25 years, 15 as the Middle School Principal. She will be sorely missed.

- Two teachers submitted letters notifying the Superintendent of their intent to retire at the end of the current school year:

- Judy Liberty, High School French teacher for 20 years

- Charlotte Muzrall, Grade 2 teacher for 26 years.

5b. Resignations were received from two teachers and an educational technician II

- Brigid Reily, Special Education Life Skills Teacher at the High School

- Michael Burns, Special Education Life Skills Teacher at the Middle School

- Patty Laferriere, Half-time Special Education Educational Technician II at Pond Cove

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

7. SUPERINTENDENT'S REPORT

7a. The Superintendent reported that an issue of The View was published and distributed in January in a continuing effort to communicate important information regarding the schools to the Cape Elizabeth community.

7b. The Pond Cove Kindergarten Wing is completed and students are in. It was announced that an Open House will be held on Sunday, February 13, 2005, from 1-3:00 with a brief ceremony at 2:00 p.m.

7c. The Superintendent gave a brief update on the progress of the renovations at the High School.

9. SCHOOL REPORTS

9a. In the High School Principal's report, Jeff Shedd reported on "the softer side" of the high school, the people and positions that support the emotional, non-academic needs of the students.

9b. Gary Lanoie presented his annual report from the tech department. It included updates on the technology plan, the MLTI program, the high school laptop program, summer staff development, and various other aspects of the program.

9c. Kelly Hasson reported on the new K-4 writing program

introduced at Pond Cove this year. The report included information about the rationale for the program, the teacher training, and the response to the implementation.

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School Board Minutes (continued)

10. SCHOOL BOARD SUBCOMMITTEES AND REPORTS

10a. Finance Subcommittee

Finance Subcommittee Chair Kathy Ray reported that the Town Council met on February 3 and agreed on the C.P.I. of 3.3% to use for budget purposes.

She reported that the subcommittee met prior to the school board meeting where they signed warrants, reviewed appropriations reports, and discussed items including the Food Service Task Force Report, an update on State Subsidy for the 2005-06 budget, and an Athletic Boosters' 03-04 report.

10b. Policy Subcommittee

Policy Subcommittee Chair Anne Belden reported that the committee met on February 1, 2005 and have two different memorial policies and the policies from Section B of the Policy Manual to present for first reading at tonight's meeting. In addition they started reviewing the policies from the I Section of the Policy Manual.

10c. Communication Committee

Communication Committee Chair Rebecca Millett reported that the committee met on January 19, 2005. Items being worked on include improving communications with students, creating a school board informational brochure, and getting information about the school board and its committees onto the website.

10d. Personnel Committee

Kevin Sweeney presented a brief update on the progress of the superintendent search.

11. UNFINISHED BUSINESS

There was no unfinished business for consideration.

12. NEW BUSINESS

12a. Consideration of recommendation to extend the appointments of officers and subcommittee representatives until the first School Board meeting following the November 2005 election

The Superintendent explained that since the voters of Cape Elizabeth voted to move all elections to November, the local elections, traditionally held in May, will be moved to November. This necessitates the extension of the committee appointments and the leadership appointments currently in place. Henry Adams made a motion to extend the terms of Kevin Sweeney as Chair of the School Board, Anne Belden as Vice-Chair of the School Board and all committee appointments to the first meeting of the School Board after the November 2005 election. Elaine Moloney seconded. The motion was approved 7-0.

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School Board Minutes (continued)

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

Superintendent Lyman recommended: Sarah Hascall, Middle School Swimming; Rob Yokabaskas, Middle School Nordic Skiing Assistant; Muzzy Barton, Middle School Nordic Skiing Assistant; Ben Raymond, Varsity Boys Lacrosse; Sarah Kinsella, Varsity Girls Lacrosse; Andy Strout, Varsity Boys Tennis; Ben Putnam, Assistant Boys Tennis; Jamyn Mooney, Varsity Girls Tennis; Todd Day, Varsity Baseball; Joe Hendrikson, Varsity Softball; Sam Coughlin, J.V. Softball; David Weatherbie, Track.

Trish Brigham made a motion to approve the athletic fee positions as presented by the Superintendent. Rebecca Millett seconded. The motion was approved 7-0.

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

Superintendent Lyman recommended: Jill Bell to replace Hayden Atwood as Video-Conference Coordinator at the Middle School for the remainder of the current school year; High School Theater Management, Dick Mullen; High School Theater Assistant, Peter Bloom; High School Tech Director/Set Design, Deb Richio.

Elaine Moloney made a motion to accept the Superintendent's recommendations to co-curricular fee positions. Trish Brigham seconded. The motion was approved 7-0.

12d. Consideration of policies for first reading

Anne Belden presented all of the policies from the B Section of the Policy Manual for first reading as part of the overall review and revision of the School Board Policy Manual. Section B deals with School Board Governance. She presented each policy individually with recommendations and notations from the Policy Committee and the School Board's legal advisors. In addition she presented two new policies for first reading: FFA- Memorial Events and FFAA-Memorial Scholarships and Gifts. The School

Board members offered comments and suggestions for the Policy Committee.

12e. Consideration of proposal to endorse Project Graduation activities for June 2005

The Superintendent reviewed the history and explained that unless endorsed by the School Board, the activities will not be covered by the district's insurance. Both the Superintendent and the High School Principal recommend approval of the endorsement.

Kathy Ray made a motion to endorse Project Graduation activities for June 2005. Elaine Moloney seconded. The motion was approved 7-0.

It was suggested that it might be advisable to develop a policy, perhaps similar to the current field trip policy, delineating what needs to be done for Project Graduation activities to be endorsed.

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School Board Minutes (continued)

12f. Consideration of Superintendent's nominations to administrative position for 2004-05

Superintendent Lyman nominated the following:

Principals

Tom Eismeier, Pond Cove School

Jeffrey Shedd, High School

Assistant Principals

John Casey, Middle School

Mark Tinkham, High School

District-wide

Claire LaBrie Director of Special Education

Pauline Aportria Business Manager

Gary Lanoie Technology Coordinator

Sarah Simmonds Facilitator of Professional Development and Curriculum

Keith Weatherbie .75 Athletic Administrator

Sue Weatherbie Community Services Director

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

14. Public Comment There was no public comment

15. School Board Agenda Requests There were no agenda requests

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

Kathy Ray made a motion to enter executive session to discuss the superintendent search pursuant to 1 MRSA 405(6)(A). Elaine Moloney seconded. The motion was approved 7-0.

The School Board entered executive session at 10:10 p.m.

The School Board exited the executive session and adjourned the meeting at 10:50 p.m.

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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Minutes
Communications Committee

January 19, 2005

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

I. Encourage school board attendance of high school student council meetings. Rebecca will contact Dwight Ely to learn schedule.

II. School Board Informational Brochure: meeting information will be added including opportunities to participate and will refer to both business and committee meetings. Brochure will reference web site as information source.

III. Committee will seek to have school board committee information on website upon completion of committee definitions.

IV. Committee will continue to request all school board meetings prepare agendas and publish minutes in a timely fashion.

V. Committee members will take the next two months to propose goals and objectives for the committee to be approved by school board

Next meeting: To be determined