

[Upcoming Meeting Dates](#)

Meeting Agendas

-- [Regular Meeting May 10, 2005](#)

Meeting Minutes

-- [Regular Meeting April 12, 2005](#)

-- [Special Meeting April 26, 2005](#)

-- [Policy Subcommittee Meeting April 5, 2005](#)

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

DATES TO REMEMBER

School Board Workshop & Brief Business Meeting

Tuesday, May 24, 2005

High School Library - 7:00 p.m.

Topic:

Business Meeting - Consideration of superintendent's nomination to teaching positions for 2005-06

School Board Policy Subcommittee Meeting

Tuesday, June 7, 2005

Noon - William H. Jordan Conference Room

Finance Subcommittee Meeting

June 14, 2005

7:00 - William H. Jordan Conference Room

followed by:

Regular School Board Meeting

7:30 - Council Chambers

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MEETING AGENDA

TUESDAY, May 10, 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.

1. Pledge of Allegiance
2. Adjustments to agenda
3. Approval of April School Board minutes
 - a. Regular School Board meeting held April 12, 2005
 - b. Special meeting held April 26, 2005
4. Comments by high school and middle school student representatives; comments from "Pond Cove Principal for the Day"
5. COMMUNICATIONS
 - a. "What Parents Want" Award from School Match
 - b. United Way contributions
 - c. Keith Weatherbie's letter regarding coaches
6. COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
7. RECOGNITION
 - a. Special awards presented by State Representative Connie Goldman
 - b. High School Student Awards
 - c. Middle School Student Awards
 - d. Pond Cove Student Award
 - e. CEEF Spelling Bee and other events - Trish Brigham
8. SUPERINTENDENT'S REPORT
 - a. Team member for Sports Done Right 5/25
 - b. Update on the upcoming issue of The View
 - c. Information from Commissioner of Education
 - d. Other

9. SCHOOL REPORTS

- a. Pond Cove School Program Report
- b. High School Principal's Report

10. COMMITTEE REPORTS

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

11. UNFINISHED BUSINESS

- 11a. Consideration of policy for second reading

· BDF: Board Advisory Committees

- 11b. Consideration of the 2005-06 School Calendar

11c. Consideration of superintendent's nomination of teachers to continuing contracts

11d. Consideration of superintendent's nomination of teachers to second year probationary contracts

12. NEW BUSINESS

- a. Consideration of the superintendent's recommendation to athletic fee position
- b. Consideration of a request from the CEHS Science Club to join the North Shore Science League
- c. Consideration of the Superintendent's nominations to teaching positions for 2005-06
- d. Consideration of Superintendent's nomination of Middle School Principal for 2005-06
- e. Consideration of a recommendation to submit an application to the Maine Department of Education for Revolving Renovations Funds for the High School Renovation Project
- f. Consideration of a request from a teacher for a child rearing leave during 2005-06 school year
- g. Consideration of proposed trip to Europe by Community Services group
- h. Consideration of approval of the goals and objectives of the Communication Committee

13. PUBLIC COMMENT

14. SCHOOL BOARD AGENDA REQUESTS

15. ANNOUNCEMENT OF UPCOMING MEETINGS

16. Consideration of the Superintendent's request to enter executive session to discuss negotiations with the Cape Elizabeth Educational Administrators Association as provided by 1 MRSA 405 (6)(D)

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MEETING MINUTES

SUPERINTENDENT'S REPORT FOR APRIL 2005 Page 29

April 12, 2005

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, April 12, 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, Sarah Kinsella, Andy Strout, Keith Weatherbie,

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

Three additions were made under "12. New Business"

- An additional coaching recommendation was added under Item 12a.
- An Item 12i. " Consideration of a request to determine the composition of the Substance Abuse Policy Review Committee" was added.
- An Item 12j "Consideration of the Superintendent's recommendation to fill a co-curricular fee position" was added.

3. Approval of School Board Minutes

The minutes of the regular meeting held on March 8, 2004 and special meetings held on March 21, and two on March 22, 2005 were reviewed. The minutes of the regular meeting were amended to show that under Item 11a "Policies for Second Reading" Policies BCC:Nepotism & BCB:Board Conflict of Interest should show "Not reviewed" rather than "No change recommended". Elaine Moloney made a motion to approve the minutes as amended. Trish Brigham seconded. The motion was approved 7-0.

SUPERINTENDENT'S REPORT FOR APRIL 2004 Page 29a

School Board Minutes (continued)

4. Comments by Student Representatives

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

Nora Daley and Liza Mullen updated the Board on student activities at the Middle School.

5. COMMUNICATIONS

5a. The Superintendent pointed out a letter contained in the board packet from a parent complimenting the High School faculty for the excellent job they have done educating her daughter.

5b. The Superintendent reviewed lists of teachers who will be considered for continuing contract and for second year probationary contracts at next month's board meeting.

5c. The Superintendent called board members' attention to a brochure in the packet regarding an upcoming "School Law for Board Members Workshop" coming up in May.

6. COMMENTS FROM PUBLIC There were no public comments.

7. RECOGNITION There were no items for recognition.

8. SUPERINTENDENT'S REPORT

8a. Budget update: The Proposed Budget as approved by the School Board will be presented to the Town Council Finance Committee tomorrow night, April 13, 2005 at 7:30 in the Council Chambers.

8b. The Superintendent noted that the PCPA has recently awarded a total of \$26,000 to benefit the Pond Cove School in ways determined by a survey of the staff. He thanked the parents association for their generosity. He also noted that the High School has recently received a grant from UPS in the amount of \$10,910 to bring theater to senior citizens and young children. Kevin Sweeney added his thanks and that of the School Board to both groups for their "extremely generous grants".

8c. Superintendent Lyman noted that input is needed for the next issue of The View in mid to late May.

8d. Mr. Lyman distributed copies of local assessment measures materials.

8e. A report on the AP Government trip to Washington, D.C. was distributed to Board members.

8f. The Superintendent announced that Cape Elizabeth High School has been invited to The Improved Performance Schools Conference, limited to the top 25 schools in the state.

8g. Mr. Lyman noted to the School Board that he will be meeting with Alan Hawkins to arrange meetings and make arrangements for a smooth transition.

8h. The Superintendent gave an update on the construction/renovation progress at the High School.

8i. An update on the Middle School Principal Search was provided.

SUPERINTENDENT'S REPORT FOR APRIL 2004 Page 29b

School Board Minutes (continued)

9. SCHOOL REPORTS

9a. Middle School Program Report

Sarah Kinsella and Andy Strout, the physical education teachers from the Middle School, reported to the School Board on the winter physical education program. (See attached)

9b. Principal Tom Eismeier reported to the School Board on several items of interest at Pond Cove including an "Instructional Walkthrough".

9c. Sue Weatherbie and Keith Weatherbie presented a brief report on "Sports Done Right"

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 school bus lease, Food Services Task Force report, and an update on the Pond Cove construction.

10b. Policy Subcommittee

Policy Subcommittee Chairperson Anne Belden reported that the committee met on April 5th. High School students Mary Cox and Erin Crenshaw attended to offer input from the SAC on revisions to the Substance Abuse policy. It was decided to form an advisory committee to provide input to the Policy Committee. They also worked on several other policies in the I section of the manual and prepared two policies for reading at tonight's meeting which will be presented later.

10c. Volunteer Advisory Committee

Trish Brigham reported that she attended the annual meeting of the committee with Gail Schmader to evaluate the volunteer program. She recognized the work of the volunteers and the great value of their volunteer hours.

10d. Communication Committee

Communication Committee Chairperson Rebecca Millett reported that the committee has not met since the last School Board meeting.

11. UNFINISHED BUSINESS

11a. Policies - Second Reading

BDE: School Board Standing Committees - Anne Belden made a motion to accept the policy as presented. She explained the changes that had been made. Henry Adams seconded. During discussion of the motion Kathy Ray asked why all members were appointed by the School Board Chair and voiced the opinion that only the Committee Chair should be appointed by the School Board Chair. Anne Belden amended her motion to include adding to B "Non school board advisory members may be added in a non-voting capacity." Henry Adams seconded the amendment. After discussion a vote was called on the amended motion. The motion was approved 5-2. (Yes K. Sweeney, H. Adams, A. Belden, P Brigham, E. Moloney. No: R. Millett, K. Ray)

SUPERINTENDENT'S REPORT FOR APRIL 2004 Page 29c

School Board Minutes (continued)

12. NEW BUSINESS

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

Superintendent Lyman recommended: Kurt Chapin, Assistant Varsity Girls Lacrosse; Mike Ott, 7th Grade Boys Lacrosse; Sarah Hascall, JV Girls Lacrosse; Adam Waxman, Assistant Varsity Baseball; Evan Livada, Freshman Baseball; Joe Doane, Middle School Spring Track

Elaine Moloney made a motion to accept the Superintendent's recommendations to athletic fee positions as presented. Kathy Ray seconded. The motion was approved 7-0. A question was raised about why recommendations came to the Board after the season's start. The Athletic Director will be asked to submit a written reply

12b. Consideration of the 2005-2006 School Calendar/ first review

The Superintendent reviewed the work of the calendar committee and some of the decisions that lead to the draft calendar presented. No action is required at tonight's meeting. Final review and approval will be sought at the May meeting.

12c. Consideration of a request from a teacher for a 1-year leave of absence for child rearing leave

The Superintendent reviewed a letter from Second Grade teacher Julie Robbins, requesting an unpaid leave of absence for the 2005-06 school year to spend with her young children. Both the Superintendent and the Principal recommend approval. Trish Brigham made a motion to grant the 1-year unpaid leave of absence for child rearing to Julie Robbins. Elaine Moloney seconded. The motion was approved 7-0.

12d. Consideration of request for Cape Elizabeth Baseball trip to Cape Cod, April 18-20

Elaine Moloney made a motion to approve the baseball trip to Cape Cod as proposed. Henry Adams seconded. The motion was approved 7-0.

12e. Policies - First Reading

Anne Belden introduced Policy BDF :School Board Advisory Committees She explained that this is a new policy and read the introductory paragraphs. Board members were given an opportunity for input.

12f. Consideration of proposed 3-year lease for a new bus

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

Gorham Leasing Group 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 a school bus, with a purchase price of Sixty Seven Thousand Five Hundred and Twenty Dollars (\$67,520.00), 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-

SUPERINTENDENT'S REPORT FOR APRIL 2004 Page 29d

School Board Minutes (continued)

12f. Consideration of proposed 3-year lease for a new bus
(continued)

exempt lease purchase agreement; 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 Section 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 he/she hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due the United States in connection with the issuance of said tax-exempt lease purchase agreement, and 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."

Trish Brigham seconded. The motion was approved 7-0.

12g. Consideration of the Superintendent's nomination to a teaching position for the 2005-06 school year

The Superintendent nominated Morigan Burns to a teaching position in the Life Skills program at Pond Cove School. Elaine Moloney made a motion to accept the Superintendent's nomination. Kathy Ray seconded. The motion was approved 7-0.

12h. Consideration of a request from the Speech & Debate coaches for out of state trip with students

The Superintendent presented a request from the Speech and Debate coaches regarding a trip to compete at the Catholic Forensics League National Speech and Debate Tournament this

year. Details were provided.

Trish Brigham made a motion to approve the trip as presented. Rebecca Millett seconded. The motion was approved 7-0.

12i. Consideration of a request to determine the composition of the Substance Abuse Policy Advisory Committee

Anne Belden explained that the Policy Committee is requesting that an advisory committee be set up to review, evaluate and make revisions to the existing Substance Abuse Policy and report back to the Policy Committee. The suggested composition of the committee is 2 high school students, the high school social worker, middle school guidance counselor, at least 2 school board members, 2 other staff members, the Community Liaison Officer and the Athletic Director.

Elaine Moloney made a motion to approve the composition of the committee as proposed. Trish Brigham seconded. The motion was approved 7-0.

SUPERINTENDENT'S REPORT FOR APRIL 2004 Page 29e

School Board Minutes (continued)

12i. (continued)

It was decided that Trish Brigham will serve as Chair of the Substance Abuse Policy Advisory Committee with Anne Belden and Elaine Moloney serving as well. Committee meetings will need to be posted

12j. Consideration of the Superintendent's recommendation to a co-curricular fee position

The Superintendent recommended Larry Allen to fill the position of musical director for the theater program. He explained that this is an approved position for the current school year and funds are in the budget to cover it. Trish Brigham made a motion to accept the Superintendent's recommendation as presented. Rebecca Millett seconded. The motion was approved 7-0.

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

There being no further business, the meeting was declared adjourned at 9:57 p.m.

Respectfully submitted,

Robert L. Lyman

Superintendent of Schools

MIDDLE SCHOOL AWARDS

Joe Wolanski and Rose Hewitt 8th Grades

Scholar Winners

Selected by the faculty as outstanding students. They will be honored at a banquet in Augusta on May 19th. Sponsored by MAMLE and NCMS

Michael Long 8th Grade, First Place Winner for 2nd year in a row

Nichole Alves 8th Grade 2nd Place Winner

Creative Capers - Writing Contest sponsored by Cape Elizabeth Arts Commission

Katie Mowles 8th Grade

Honored by the Maine State Legislature for Community Service Efforts through the Girl Scouts of America

The entire 7th Grade Class raise \$2000 for Project Smile to assist the Tsunami Victims

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SUPERINTENDENT'S REPORT FOR APRIL 2005 Page 31

April 26, 2005

Cape Elizabeth, Maine

A special meeting of the School Board was held on Tuesday, April 26, 2005, at 7:00p.m. in the High School Library.

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 7:00 PM by Chairman Kevin Sweeney.

Others present included: Nancy Hutton, Kelly Hasson, Jeff Shedd,

Claire LaBrie, Pauline Aportria, Sue Weatherbie, Mark Tinkham, John Casey, Gary Lanoie, Sarah Simonds

1. Consideration of a proposal to amend the current school budget to reflect the revenues and expenditures generated by the athletic fees

Kathy Ray made a motion to adjust the 2004-2005 school budget to include athletic fees in the amount of \$50,000.00 for a total of \$16,605,861.00. Elaine Moloney seconded. Business Manager Pauline Aportria explained that during the meeting to present the 2005-06 Proposed Budget to the Town Council Finance Committee, it was discussed that the funds generated by the athletic fees this year were not shown in the budget as revenue or expenditures. The proposed amendment will accomplish this. She added that it is in line with accounting practices.

The motion was approved 7-0.

2. Consideration of revision to Proposed 2005-06 School Budget

Kathy Ray made a motion "... to approve the 2005-06 school budget in the amount of \$17,554,204.00 of which \$3,221,686.00 is additional local funds which exceeds the State's Essential Programs and Services funding model by \$1,321,967.21.

The School Board recommends \$3,221,686.00 for the following reasons:

The state's funding formula does not support all of the costs of the schools because it includes only those costs considered essential by the new state Essential Programs and Services (EPS) model."

Trish Brigham seconded.

Pauline Aportria explained that the revision includes a change in the final state subsidy and reflects the athletic fees.

The motion was approved 7-0.

SUPERINTENDENT'S REPORT FOR APRIL 2005 Page 31a

(Special School Board Meeting Minutes continued)

2. Consideration to approve the participation of CEHS Math Team in the New England Math Meet in Canton, MA on April 29, 2005

High School Principal Jeff Shedd explained that the invitation to send students to this math meet is always last minute and has just been received. The proposal is for six students to attend along with the coach. It will be a day trip. He explained how students were selected for participation and stated that he recommends the students be allowed to attend.

Elaine Moloney made a motion to approve the Principal's

recommendation to send Math Team members to the New England Math Meet in Canton, MA on April 29, 2005. Henry Adams seconded. The motion was approved 7-0.

There being no further business, the meeting was adjourned to the regularly scheduled workshop meeting.

Respectfully submitted,

Robert L. Lyman

Superintendent of Schools

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POLICY COMMITTEE MINUTES

Policy Committee Minutes

April 5 2005

Present: Henry Adams, Trish Brigham, Anne Belden, Jeff Shedd ,
Nancy Hutton,

Tom Eismeier, Bob Lyman

Guests : Mary Cox, Corinne Earnshaw

Other School Board members: Rebecca Millet, Elaine Moloney,
Kevin Sweeny

New Business

1. Presentation by two HS students and SAC members, Mary Cox and Corinne Earnshaw regarding suggested revisions to the Substance Abuse Policy.

Major recommended changes are :

- Getting rid of the self referral piece of the policy
- Adding an educational component- mainly a “checklist” whereby students would have to gather information exploring the community costs of policy violation
- More specifics and clarifications in several areas of the existing policy such as how offenses accumulate
- The additional inclusion of having contracts apply to not only athletes, but students in all co-curricular activities.

The committee will be recommending to the Board that we form a Board Advisory Committee with the charge of reviewing and revising the existing policy. It will be recommended that the advisory committee be comprised of 2 high school students, Keith

Weatherbie, 2 school board members, Katie Lisa, one MS guidance counselor, 2 other staff - one from the HS and one from the MS and the Community Liason Officer

Old Business

1. Policy IHCDA – Post Secondary Enrollment Options

Jeff presented the re-write using recommendations from the last meeting

He will add a clause under Awarding Credits, which will address how GPA is figured for these classes

2. Policy IKB – Homework

We discussed that while the current policy may reflect MS and HS overall practice and philosophy, it may in fact not for PC. We also agreed the the current attached guidelines are no longer what we want to have. We identified the need for community/school discussion around our philosophy of homework and how we might frame that discussion.

Bob will gather sample policies and also research in this area. We will look towards possibly holding some type of community forum or school board workshop in the Fall .

3. Policy IGA – Curriculum Development and Adoption

Bob re-wrote using committees suggestions

An item will be added regarding the School Board approving the district's course of study.

Other Business

School Board members remained to discuss Board Governance Policies

1. BDE Board Standing Committees

Revisions were made and will be presented for first reading

2. BDF- Board Advisory Committees

MSMA sample policy was reviewed, changes made and will be presented for first reading.

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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