

## Upcoming Meeting Dates

### Meeting Agendas

- [Regular Meeting November 8, 2005](#)
- [Meeting with Town Council November 28, 2005](#)

### Meeting Minutes

- [Personnel Committee Meeting October 24, 2005](#)
- [Finance Committee Meeting September 27, 2005](#)
- [Substance Abuse Policy Committee Meeting November 15, 2005](#)
- [Regular Meeting October 11, 2005](#)
- [Policy Subcommittee July 19, 2005](#)
- [Communications Subcommittee Meeting January 19, 2005](#)

## **DATES TO REMEMBER**

### **School Administrative Unit Visiting Committee**

November 7, 2005

8:00 - throughout the day

### **Policy Committee Meeting**

Tuesday, November 15, 2005

12:00 Noon

William H. Jordan Conference Room

### **Substance Abuse Committee**

Tuesday, November 15, 2005

8:00 a.m.

William H. Jordan Conference Room

### **Finance Committee Meeting**

Tuesday, November 22, 2005

12:30 p.m.

Superintendent's Office

### **Personnel Committee**

Monday, November 28, 2005

1:00 p.m.

Superintendent's Office

### **School Board/Town Council communication meeting**

Monday, Nov. 28, 2005

7-8:30 p.m.

William H. Jordan Conference Room

Agenda:

I. Team building Icebreaker - David Backer and Anne Belden

II. Overview of current collaborative efforts between town and schools – Alan Hawkins and Mike McGovern

III. Discussion Items - facilitated by Alan Hawkins and Mike McGovern

- Public Forums during budget time

Internal process for building a budget - How does the school do it? How does the town do it? What are some of this year's challenges?

#### IV. Closing Activity - David Backer and Anne Belden

#### **School Board Workshop**

Tuesday, December 6, 2005

7:00 p.m.

Achievement Center, Cape Elizabeth High School

Topics: The focus of the workshop will be the new High School Achievement Center. The meeting has been moved to that location to provide an opportunity for the School Board and others present to view the facility.

#### **School Board Business Meeting**

Tuesday, December 13, 2005

7:00 p.m.

Council Chambers

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### **MEETING AGENDA**

#### CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY, November 8, 2005

#### SCHOOL BOARD MEETING

7:00 p.m. - Council Chambers

Preceded by

Executive Session to discuss Superintendent Evaluation as provided by 1 MRSA 405 (6)(A)

6:30 p.m. - Jordan Conference Room

#### A G E N D A

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 FIVE MINUTES. 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 October School Board minutes

#### 4. COMMUNICATIONS

- a. Report on MSMA Fall Conference
- b. Middle School Student Voice
- c. Summary of fall sports

#### 5. Comments by High School and Middle School students

#### 6. COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

#### 7. RECOGNITION

- a.

#### 8. SUPERINTENDENT'S REPORT

- a. Brief presentation on Smart Energy - Phil Coupe

#### 9. SCHOOL REPORT

- a. Tom Eismeier- Pond Cove

#### 10. COMMITTEE REPORTS

##### Standing Committees

- a. Finance Committee - Kathy Ray
- b. Planning Committee - Elaine Moloney
- c. Policy Committee - Anne Belden
  - o Substance Abuse Policy Review Subcommittee - Trish Brigham
- d. Personnel Committee - Elaine Moloney
- e. Communications Committee - Rebecca Millett
- f. Athletic Committee - Elaine Moloney

##### Reports from Non-Board Committees

- a. Legislative Liaison - Rebecca Millett
- b. Cape Elizabeth Education Foundation - Elaine Moloney
- c. PATHS - Kevin Sweeney

##### Board Advisory Committees

- a. Town's Comprehensive Plan Committee - Elaine Moloney

## 11. UNFINISHED BUSINESS

- a. Information on insurance regarding Costa Rica trip
- b. Confirmation of appointment of Rebecca Millett to the Athletic/Co-Curricular Committee

## 12. NEW BUSINESS

- a. Consideration of the Superintendent's recommendation for athletic fee positions for Winter 2005
- b. Consideration of the Superintendent's recommendations for co-curricular fee positions for 2005-06 school year
- c. Consideration of proposed trip by members of the swim team to MIT
- d. Consideration of request from the Athletic Department to allow the Boys And Girls High School Cross Country Teams to travel to Vermont to participate in the regionals
- e. Consideration of proposal to authorize the Finance Committee to sign school warrants
- f. Consideration of proposal from Finance Committee to decrease the temperature in the schools from 70° to 69°
- g. Consideration of Cape Elizabeth's portion of the PATHS budget for FY2006-07 Part II
- h. Consideration of proposed bus lease
- i. Consideration policies for first reading
  - Policy IKB: Homework
  - Policies from D Section of Policy Manual

## 13. Public Comment

## 14. School Board Agenda Requests

## 15. Announcement Of Upcoming Meetings

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## MEETING MINUTES

### SUPERINTENDENT'S REPORT FOR OCTOBER 2005 Page 5

October 11, 2005

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, October 11, 2005, at 7:30p.m. in the Council Chambers.

School Board members present were:

Henry Adams

Patricia Brigham

Rebecca Millett

Elaine Moloney, Acting Chair

Kathy Ray

Alan H. Hawkins, Superintendent of Schools

School Board members unable to attend:

Kevin Sweeney

Anne Belden

The meeting was called to order at 7:30 PM by Elaine Moloney.

It was announced that in the absence of the Chair and the Vice-chair, Elaine Moloney will serve as Acting Chair for this meeting.

Others present included: Steve Connolly, Tom Eismeier, Jeff Shedd, Claire LaBrie, Pauline Aportria, Sue Weatherbie, Conor Hankinson, Daley Gruen, Jack Fisher, Will Daly, Ted Jordan, David Peary

1. Pledge of Allegiance to the Flag led by Elaine Moloney

2. Adjustments to agenda

- The Superintendent announced that there will be an additional recommendation under Item 12a "Consideration ...for athletic fee positions..."

- A new agenda item, "12g. Consideration of approval of an additional half-time educational technician II in special education" was added.

- Presentations concerning Items 11a and 12 d concerning consideration of high school out of state trips were moved up in the agenda to follow Item 5 "Comments by High School and Middle School students".

- A new agenda item 12h "Consideration of a proposal to create a new standing committee combining the Athletic and Co-curricular committees" was added.

## School Board Minutes (continued)

### 3. Approval of School Board Minutes

The minutes of the regular meeting held on September 13, 2005 were corrected to show that under Item 10 "Unfinished Business - Policies - Second Reading" that Policies IGA: Curriculum Development and Adoption and Policy IHOA: Field Trips and Excursions were tabled rather than approved. Rebecca Millett made a motion to approve the minutes as amended. Henry Adams seconded. The motion was approved 5-0.

### 4. COMMUNICATIONS

#### 4a. SAU (School Administrative Unit) Review Process

The Superintendent briefly explained that the State's newly instituted SAU review process is set up to send teams to each SAU to review work around the Learning Results and assessment. The administrative and teaching staff will be provided surveys to complete and send back for feedback on the assessment process. Cape Elizabeth is scheduled to be visited on Monday, November 7.

#### 4b. SAT vs MEA at Grade 11

The Superintendent reported that the State Department of Education has decided to replace the 11th Grade MEA with the SAT. In Cape Elizabeth more than 92% of our students take the SAT anyhow. There are still many unanswered questions, but it should work well for Cape Elizabeth.

### 5. Comments by Student Representatives

5a, Conor Hankinson and Daley Gruen were introduced as the high school representatives to the school board for the current school year. They reported on items of interest from the students' perspective at the High School.

5b. Jack Fisher (Grade 8) and Will Daly (Grade 7) introduced themselves as the representatives from the Middle School. They updated the Board on student activities at the Middle School.

Information pertaining to Items 11a and 12d:

Ted Jordan, High School social studies teacher, presented proposals for 3 trips:

- CP Government Class - 36 students to Boston to FBI Regional Offices as culmination of Law & Order unit;
- Honors & CP Economics classes - 25 students to visit the New York Stock Exchange; The trip will be scheduled during the second semester and will require missing just 1 day of school;

- AP Government Class - 14 seniors on a 4 day trip to Washington D.C.

Mr. Jordan gave details of the trips, history of similar trips, and how they are tied to the curriculum.

David Peary talked briefly about the proposed exchange trip to France presented at last month's meeting. He has forwarded insurance information to the business office.

## SUPERINTENDENT'S REPORT FOR OCTOBER 2005 Page 5b

School Board Minutes (continued)

Information pertaining to Items 11a and 12d: (continued)

Jeff Shedd presented a proposal for a overnight trip for the Natural Helpers group for training in Sanford. He explained that the training is provided annually and is provided by Day 1.

The board members listened to each of the presentations, asked question, and indicated support with questions still unanswered about insurance issues for out of state trips. Action on the items will be taken during the business sections of the agenda.

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

## 7. RECOGNITION

7a. AP Scholars named by College Boards; 21 members of Class of 2005 & 9 members of class of 2006 have been named AP Scholars by the College Board

- National AP Scholar Award - Boris Vabson

- AP Scholar with Distinction Awards- Kaitlyn Becker, Emma Bond, Christine Catsos, Bradford Miklavic, Anna Moir, Kaley Skapinsky and Boris Vabson

- AP Scholar with Honor Award - Kristine Babick, Mary Katherine Cox, Corinne Earnshaw, Emma Hanson, Alison Mehlsak, Jacob Metzger, Elisabeth Michaud, Bethany Roy

- AP Scholar Award - Jessica Danielson, Chase Dittrich, Zachary Donahue, Clare Egan, Reid Hansen, Colman Hatton, Samuel LoBosco, John Malcolm, Benjamin McKinney, Erin Moloney, Grace Needleman, Zachary Rioux, Erin Samenfeld-Specht, Spencer Scott, Dustin Turinm

7b. National Merit Scholarship Semifinalist and Commended Student recognitions

- Semifinalists - Carlin Gayer, Silas Rioux, Zachary Rioux

- Commended Students - Jessica Danielson, Jeremy Falk, Conor

Hankinson, Dana Riker

#### 7c. School Bus Driver Appreciation Day October 21, 2005

The Superintendent read a proclamation from Governor Baldacci proclaiming October 21, 2005 as "School Bus Driver Appreciation Day" throughout the State of Maine. He added his own comments voicing appreciation of the district for our drivers.

#### 8. SUPERINTENDENT'S REPORT

8a. The Superintendent gave a brief update on AYP (average yearly progress) and MEA (Maine Education Assessment).

8b. Superintendent Hawkins presented a report from the High School on the 2005 College-Bound Seniors.

8c. The Superintendent updated the Board on Cape Elizabeth's participation in Project Blueprint, a consortium of 6 high performing districts from around the country.

#### 9. SCHOOL REPORT

Steve Connolly, principal of the middle school, made a brief presentation on Maine Educational Assessment Data. He focused the presentation on how the middle school is using the data from the MEAs to inform instruction.

#### SUPERINTENDENT'S REPORT FOR OCTOBER 2005 Page 5c

School Board Minutes (continued)

#### 10. SCHOOL BOARD SUBCOMMITTEES AND REPORTS

##### 10a. Finance Subcommittee

Finance Subcommittee Chair Kathy Ray reported that the subcommittee met on September 27, 2005 meeting where they signed warrants, reviewed appropriations reports, and met with local State Representative Connie Goldman to discuss EPS funding. A follow-up meeting between Connie Goldman and Rebecca Millett for further discussion of the issue was set. In addition, the committee discussed energy costs, possible areas for saving, a new monthly report energy format focused on usage, and incorporating the Food Services Task Force into the Finance Committee.

##### 10b. Policy Subcommittee

Trish Brigham, chair of the Substance Abuse Subcommittee, reported that they met on Tuesday, September 27 and reviewed strategies and focus of the committee's work. The next meeting is scheduled for Tuesday, October 25, 2005 at 8:00 a.m. in the Jordan Conference Room.



#### 10c. Planning Committee

Planning Committee Chair Elaine Moloney reported that the committee met on September 26 and reviewed the original charge and discussed its scope. The old plan and feedback from the administrators was reviewed.

#### 10d. Personnel Committee

Committee Chair Elaine Moloney reported that the committee met on September 29th. The first priority is to develop a tool for the evaluation of the Superintendent. It will be a condensed timeline this year with approval of goals by the first of November and a vote on renewal in December.

She reported briefly on the workshop held on October 4, 2005 focused on evaluation of personnel. Job descriptions will be developed/updated during the year.

#### 10e. Communication Committee

Communication Committee Chair Rebecca Millett reported that two new members, Margaret Welch and Sarah Hollowell, have joined the committee. The goals and objectives and areas for focus were discussed. The teacher members will communicate projects and events and Rebecca and Trish will get information out to the community. The committee will meet quarterly. The next meeting is scheduled for January.

#### 10f. Athletic Committee

Committee Chair Elaine Moloney reported that it is proposed that a new standing committee be established called the Athletic/Co-curricular Committee. It would encompass the Athletic Steering Committee, Sports Done Right and the Co-Curricular Committee. It would bring them all under one umbrella. Elaine is currently the only Board member. Once it is established another Board member appointed.

SUPERINTENDENT'S REPORT FOR OCTOBER 2005 Page 5d

School Board Minutes (continued)

#### 10g. Cape Elizabeth Education Foundation

Elaine Moloney reported that the CEEF meeting was held on September 19th. Topics discussed included, the fall professional grants, an update on the Achievement Center at the High School by Jeff Shedd, and the successful start of the capital campaign, She also noted that they received a note from Kevin Sweeney apologizing for not being able to attend and expressing his support and thanks for their efforts.

#### 10h. Town Comprehensive Plan Committee

The committee meets the fourth Thursday of each month, most recently on September 22. Items discussed included: a telephone survey being planned to obtain public input; a newspaper article to explain this to the public; public forums being held.

## 11. UNFINISHED BUSINESS

11a. Consideration of requests from high school teachers regarding trips: Costa Rica; France; Italy

Action on trips was tabled pending resolution of insurance issues.

## 12. NEW BUSINESS

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

Superintendent Hawkins recommended: High School Winter Sports - Jim Ray, Varsity Boys Basketball, Jerry McQueeney, JV Boys Basketball, Chris Hayward, Freshman Boys Basketball, Ron Kierstead, Varsity Girls Basketball, Rob Kierstead, JV Girls Basketball, Doug Worthley, Varsity Indoor Track, David Weatherbie, Assistant Indoor Track, Paul Snyder, Assistant Indoor Track, Mark Joyce, Assistant Indoor Track, Kerry Kertes, Varsity Girls & Boys Swim Team, Mike Bartley, Diving Coach, Ben Raymond, Assistant Varsity Swim, David Morrill, Varsity Nordic Ski, Jason Trembly, Ice Hockey, Joseph Robinson, Assistant Ice Hockey

Henry Adams made a motion to approve the recommendations for winter sports athletic fee positions as recommended by the Superintendent. Rebecca Millett seconded. The motion was approved 5-0.

High School Fall Sports - Derek Curtis, Assistant Football

Trish Brigham made a motion to approve the fall athletic fee position as recommended by the Superintendent. Henry Adams seconded. The motion was approved 5-0.

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

Superintendent Hawkins recommended: Middle School - 7th & 8th Grade Math Team, Brian Freccero; Computer Club, Brian Freccero; Drama Director, Evan Solender, Lighting, Steve Price; Sound, Tom Wilbur; Music, Kristen Thomas; General Assistants, Margurite Lawler-Rhoner & Susan Quirk; 5th & 6th Grade Math Team, Evan Solender; Student Council, Jim Doliner & Katie Fairbanks-Cliffe

SUPERINTENDENT'S REPORT FOR OCTOBER 2005 Page 5e

School Board Minutes (continued)

12b. Consideration of the superintendent's recommendations to co-curricular fee positions (continued)

High School - 9th Grade Advisor, Shawn Guerette & Bill Blake;  
Science Club, Shawn Guerette

System-wide Mentors for teachers as required by certification - Lynn Spadinger for Marianne Harrington, Janet Amberger for Lisa Derman, Amy Kieran for Nicole Ball, Susie Saffer for Morrigan Burns, Sara Lewis for Tyla Edlund, Susan Michaud for Sara Hollowell, Terese Roberts for Sarah Welch, Suzanne Janelle for Amy Matthews, Mary Murphy for Melissa Sullivan, Elaine Brownell for Bill Blake, Bill Brewington for Sue Guerette, Michael Efron for Shawn Guerette, Kathy Hamblin for Karen Cronin, Kathy Hamblin for Rob Thompson, Belinda Snell for Brandy LaPointe, Nancy Murphy for Matt Clements, Tom Robinson for Beth Mylroie, Hannah Jones for Lisa Melanson and Mary Hart for Karen Dyer (second semester only).

Kathy Ray made a motion to accept the recommendation to co-curricular fee positions as presented. Rebecca Millett seconded. The motion was approved 5-0.

12c. Consideration of the Superintendent's recommendation for School Physician

The Superintendent explained that State law requires the district to appoint one or more school physicians. Dr. Jeffrey Saffer has served in this capacity for a number of years and the Superintendent recommended him to continue as the School Physician for the current school year and be paid the allotted stipend of \$1000.

Trish Brigham made a motion to accept the Superintendent's recommendation as presented. Rebecca Millett seconded. The motion was approved 5-0.

12d. Requests from High School Social Studies Teacher regarding field trips with students

Information from Ted Jordan regarding the details of the trips was presented earlier in the meeting. Rebecca Millett made a motion to allow Ted Jordan to move forward with plans for the trips with final approval after the insurance approval is confirmed. Kathy Ray seconded. The motion was approved 5-0.

12e. Request from High School Natural Helpers regarding a field trip

Details regarding this request were presented earlier in the meeting. Trish Brigham made a motion to approve the request for the Natural Helpers as presented. Rebecca Millett seconded. The motion was approved 5-0.

12f. Consideration of the Superintendent's nomination to a

teaching position

The Superintendent nominated Gina Rizzo to fill the temporary position of physical education teacher at the Middle School for the remainder of the current school year.

Kathy Ray made a motion to accept the Superintendent's nomination as presented. Henry Adams seconded. The motion was approved 5-0.

#### SUPERINTENDENT'S REPORT FOR OCTOBER 2005 Page 5f

#### School Board Minutes (continued)

#### 12g. Consideration of proposal to add a .5 Special Education Educational Technician II

Superintendent Hawkins reminded the Board that they were informed at last month's meeting that the special education student population from grade K-8 had unexpectedly increased by 17 students over the summer. Mrs. LaBrie and the special ed staff tried to find ways to accommodate the increase with current staffing, but have found it necessary to request an additional half-time ed tech II. The cost, with a hire date of October 11th, will be \$12,140 and half pro-rated health benefits. Henry Adams made a motion to accept the proposal as presented. Trish Brigham seconded. A question was asked about available funds in the budget. The Superintendent responded that there are savings in the salary account that will cover the cost of the position. The motion was approved 5-0.

#### 12h. Consideration of forming a new standing committee

Rebecca Millett made a motion to establish a new standing committee to oversee the athletic and co-curricular committees. Henry Adams seconded. The motion was approved 5-0.

12i. Kathy Ray made a motion that the Food Services Task Force be dissolved and the responsibility for the role it was performing become part of the current Finance Committee. Henry Adams seconded. The motion was approved 5-0.

13. Public Comment - There was no public comment.

14. School Board agenda requests - There were none.

15. Acting Chair Moloney announced dates of upcoming meetings involving the Board and its subcommittees.

There being no further business, the meeting was adjourned at 9:52.

Respectfully submitted,

Alan H. Hawkins

## POLICY COMMITTEE MINUTES

### Policy Committee Minutes

July 19 2005

Present: Alan Hawkins, Jeff Shedd, Steve Connolly, Tom Eismeier, Henry Adams, Trish Brigham, Anne Belden

Other SB members: Kevin Sweeney

#### I. Update on policy manual review

Anne reported we are 2/3 of the way through the I section. Next big section is J – students

#### II. I Policies

- Policy ICAA – Religion in the Schools

Discussion around gift giving section per SB first reading/ minor changes made. Policy will be presented for second reading in Sept.

- Policy IJOB – Athletic Trips

Discussion around issue regarding whole vs partial teams invited to tournaments. Clarifications were made.

- All other I policies , reviewed to date, will be presented for second reading in Sept.

#### III. B Policies

No changes from first reading, except typos. Policies will be presented for second reading in Sept.

#### IV. Homework Policy

Jeff, Tom and Steve will present draft policy to their staffs in September and will bring feedback to Oct. policy meeting. We will aim for a first reading in October.

#### V. Remaining I policies

Work will begin on the remaining I policies in October beginning with policy IKD – Honor Roll. Because of the recent series of discussions around the middle school nonor roll, efforts will be made to get the word out that this policy is up for review.

#### VI. Next Policy Committee Meeting

The next meeting will be held Tuesday Sept. 6, 12:00 in the Jordan Conf. room. Agenda will include:

1. Technology policies – Gary Lanoie
2. Fiscal Management policies – Pauline Aportria
3. Distributing Medications procedures – Julie Tselikis and Paula Harris

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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

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## **CE School Board**

### **Substance Abuse Policy Subcommittee**

Meeting Minutes- November 15, 2005

Members Present: Mary Cox, Heather Furman, (SAC), Katie Lisa, Keith Weatherbie, Trish Brigham, Anne Belden, Elaine Moloney, Alan Hawkins, Mark Dorval, Mark Tinkham, Jeff Shedd, Rick Madden.

Meeting began at 8:00AM

Minutes from last meeting were amended. In the section dealing with proposed consequences, first offense with self-referral, should read "when a season has fewer than 10 games".

Discussion:

Jeff shared a draft of a document he had prepared which reflected his thoughts on the policy including some overarching attributes, what activities should be covered and possible disciplinary actions.

The Committee used this document as a framework for discussion. Conversation began with philosophical aspects of policy. The students questioned what that was. From their perspective, many students view the policy as more punitive in nature. Committee voiced that prime goal was to help kids make good decisions, keep them safe, teach them to assume responsibility for their actions and to assist students who may have substance abuse issues. The overriding philosophy is included in JICH.

Keith shared an article about problems in Winthrop Maine, around teen suicides. The article mentioned that substance abuse might be one of contributing causes. Also mentioned that based on a survey of the students, parents are tolerant of the abuse. This led to discussion of what issues are specific to Cape. Mark mentioned that there were instances when parents were around and substance abuse was taking place. Largest problem in Cape is with alcohol.

One problem is kids crashing parties, particularly when parents may be absent. Mark Dorval mentioned a new program that the Police Dept. is introducing which allows parents who are away to alert police to that fact and designate a contact person.

Alan mentioned that he felt that prevention/education was a weak link in the school system. Several suggestions were made about how to address ie. A Chewonki/Kieve type program at the high school, more guidance resources, Cape Coalition programs, programs involving parents. Most Committee members agreed in concept that this area could be strengthened but acknowledged the financial challenges involved.

The committee continued through Jeff's document, making some changes. The committee agreed that the two policies being discussed should be streamlined and includes both philosophy and disciplinary aspects. A separate policy will be drafted for tobacco.

The Committee was provided with summaries of substance abuse policies from surrounding communities as reference.

The meeting adjourned at 9:35AM.

The next meeting is Wednesday, December 15 @ 8AM. Topic to be discussed is contract length- seasonal or for entire school year.

## **Personnel Committee Minutes**

10/24/05

Members Present: Elaine Moloney, Kathy Ray, School Board Chair, Kevin Sweeney, Alan Hawkins

A meeting of the Personnel Committee was held on Monday, October 24, 2005 at 1:00 p.m. in the Superintendent's Office.

A follow-up discussion to the October workshop on Evaluation resulted in the following recommendations:

1. November 28, 2005 Personnel Committee will finalize for presentation to the School Board the job descriptions for all administrators, teachers and superintendent
2. December 19, 2005 Personnel Committee meeting will focus on evaluation tools used for support staff. The following administrators will present suggested tools and job descriptions: Sue Weatherbie - bus drivers, Sue King, cafeteria staff, Keith Weatherbie - coaching staff, Claire Labrie - Special Ed Techs II, III, Pauline - head custodian, David - individual custodians.
3. In the spring of 2006, a review committee will be established to take another look at the teacher evaluation tool. In the meantime, negotiations with teachers will proceed and members can take some time to further educate and analyze some improved options to consider (readings and internet research)

It was also decided that Personnel Committee members would take some time over next month to review the Personnel section of Policy, along with the recommendations of Drummond and Woodsum, and make recommendations to the Policy Committee to consider prior to their addressing this section.

The focus of this Personnel Committee meeting was to approve the superintendent evaluation tool to be used for this year. Utilizing the past tool, the committee reviewed all aspects of the document. It was decided that the tool was a reliable instrument and with the one year exclusion of the Performance Incentive, we would present this to the Board for their approval. The Performance Incentive component can be brought up in another year, but it was felt that during the superintendent's probationary year it would not be considered.

It was Alan's suggestion that the Personnel Committee look at altering the time line for future goal setting and board evaluation to better fit the state's requirement that approval for re-hiring of the Superintendent occur in December. The Personnel Committee agreed with this move and subsequently it was suggested that the



Superintendent's goals for 2005-2006 would start out as a 18 month document that would be "open" for any additions in the fall of 2006.

The Personnel Committee then heard an overview of Alan's goals, rationale and action plan. The document will be shared in executive session/personnel issue on November 1st following the workshop. The final document will be up for School Board vote and be viewed as a public document at November's business meeting. A vote to extend the superintendent's contract will occur at December's business meeting.

Copies of the Superintendent's goals and the evaluation tool (along with time line for implementation) will be available to individual school board members in their mailboxes during the week of October 24th.

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### **Finance Committee Minutes**

September 27, 2005

A meeting of the Finance Committee was held on Tuesday, September 27, 2005 at 12:30 p.m. in the Superintendent's Conference Room at Cape Elizabeth Town Hall.

Committee members present: Kathy Ray (Chair), Elaine Moloney, and Rebecca Millett

Committee members unable to attend: none

Others Present: Alan Hawkins, Pauline Aportria, Connie Goldman, and Ernie MacVane

The committee signed warrants and reviewed appropriations reports.

Connie briefed us on the current status of the EPS funding situation in Augusta. She indicated that the targeted funds model is problematic. There will also be forthcoming a written piece on the use of targeted funds for technology and any monies not used will be forfeited.

Connie commented that Maine's local assessment system is the most cumbersome in the country, and she is looking to promote streamlining it.

Rebecca talked with Connie about the ramp up versus EPS model and she and Connie are going to get together to go over the details. Connie was interested and wanted to take the information back to Augusta. As Rebecca indicated, we need clarification, preferably in writing, as to how much of the funds are meant for tax relief and how much are meant for schools.

Connie encouraged looking into regionalization, especially on transportation for expense savings.

Rebecca asked Connie about local control. Do we have it or don't we? Connie indicated that although Augusta has a lot of rules, they don't really have the resources to enforce them.

Connie spoke about Sue Gendron going to the legislature to enquire about energy relief, which may not need to go through the budget process.

Ernie reviewed the energy management projects that have been completed, are in progress and yet to be done. This list was generated from an evaluation of the mechanical systems done by Herriman Associates in 1999. The five top energy savers have been the variable speed drives installed in the boiler room at the high school, the parking lot lights being put on the computerized energy management system, the energy management burner control system installed in all schools, the domestic hot water boiler installed for summer use, and the replacement of the locker room rooftop air exchanger.

The Ed Tech that had been requested was being withdrawn as some rearranging of student loads had been done.

Pauline and Ernie put together, per the request of the committee, a Cape Elizabeth School Department energy cost summary. There was some discussion as to whether to include the pool energy costs. Pauline will re-calculate and get a new one distributed.

A new report showing monthly energy usage vs. budget will be put together to keep us abreast of where things stand.

Kathy suggested that the former food service task force be incorporated into the finance committee and a monthly reporting continue to be made on the status of the overdue student accounts. Elaine and Rebecca agreed to this proposal, so it will be brought up at the next business meeting for a vote.

There will be a town council meeting on October 20th with the auditors at 7:30 pm.

The next Finance Committee meeting will be held on October 25, 2005 at 12:30 in the superintendent's office.

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