

## Meeting Minutes

-- [Regular Meeting October 11, 2005](#)

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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.

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### 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.

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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.

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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 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.

## 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

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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.

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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

Superintendent of Schools

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