

MEETING MINUTES

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November 8, 2005

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday,
December 13, 2005, at 7:00 p.m. in the Council Chambers.

School Board members present were:

Elaine Moloney, Chair

Anne Belden

Patricia Brigham

Rebecca Millett

Kathy Ray

Kevin Sweeney

Linda Winker

Alan H. Hawkins, Superintendent of Schools

The meeting was called to order at 7:00 PM.

Others present included: Steve Connolly, Tom Eismeier, Jeff
Shedd, Claire LaBrie, Pauline Aportria, Sue Weatherbie, Connor
Hankinson, Daly Gruen, Jack Fisher, Will Daly

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

Following the Pledge of Allegiance, Kevin Sweeney introduced
Kristen Thomas and the Girls Treble Choir from Cape Elizabeth
High School. The choir did an outstanding job singing The Star
Spangled Banner and three other selections. At the conclusion of
their performance, they were thanked for an outstanding
performance and the audience was reminded of their upcoming
concert on January 19th.

2. Election of School Board officers for December 2005- December 2006

o Kevin Sweeney made a motion to elect Elaine Moloney as Chair

of the Cape Elizabeth School Board for the period running from December 2005 to December 2006. Trish Brigham seconded. The motion was approved 7-0.

o Elaine Moloney made a motion to elect Anne Belden Vice-Chair of the Cape Elizabeth School Board from December 2005 to December 2006. Kevin Sweeney seconded. The motion was approved 7-0.

Newly elected Chairperson Moloney thanked the outgoing chair, Kevin Sweeney, for his service as chair and welcomed Linda Winker as a new board member.

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3. Adjustments to agenda

Anne Belden noted that policy DBAA is mistakenly listed under 11b "Policies for Second Reading" and should be listed under 12a "Policies - First Reading"

4. Approval of School Board Minutes

Kevin Sweeney made a motion to accept the minutes of the regular meeting held on November 8, 2005 as presented. Anne Belden seconded. The motion was approved 5-0 with two abstentions. (Yes: A. Belden; P. Brigham; E. Moloney; K. Ray; K. Sweeney. Abstained: R. Millett; L. Winker) (R. Millett abstained because she was not present at the November meeting, L. Winker abstained because she was not a board member in November.)

5. Comments by Student Representatives

Connor H. and Daly G., the High School representatives to the School Board, reported on items of interest from the students' perspective at the High School.

Jack F. and Will D. updated the Board on student activities at the Middle School.

6. Comments from public on non-agenda items - There were none.

7. COMMUNICATIONS

7a. Superintendent Hawkins presented a letter dated November 4, 2005, from Holly Forsyth, a third grade teacher, indicating that she is expecting a child and plans to take leave starting April 14, 2006. He explained that since this should not extend beyond the period normally approved from the teacher's sick leave for the birth of a child, no special board action is required.

7b. Kevin Sweeney thanked members of the public for the many

emails sent to the Comprehensive Planning Committee in support of the schools.

8. RECOGNITION

The contributions of the parent organizations at each school, the booster groups and the Cape Elizabeth Education Foundation were all recognized for the great contributions they make to the schools and the students. In her comments, Chairperson Moloney acknowledged each of the groups and the support they provide. It was estimated that a total in excess of \$360,000 is received from these groups and their assistance is an essential part of the support of the schools.

9. SUPERINTENDENT'S REPORT

9a. Report on NWEA training - The Superintendent distributed materials and explained briefly why many schools are joining in a movement to replace the MEAs with the NWEA tests. Among the advantages mentioned was the timeliness of the return of results, the alignment with the Maine Learning Results, and the usefulness of the testing information to impact instruction.

9b. Copies of a "Draft for State Board of Education Receipt - Select Panel Report" included in this month's packet for board members. If adopted, the recommendations would bring very broad changes in how education is provided.

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9c. The Superintendent explained that when a decision is made to close school, his biggest concern is safety, " Can we get students and staff in and home safely? "

9d. Middle School Principal Steve Connolly spoke to two areas of concern at the middle school:

- Honor Roll - Mr. Connolly reviewed some of the concerns regarding publication of a honor roll for middle level students and the fact that the National Middle School Association doesn't support recognition of an honor roll. In response to questions from board members, he clarified that in the future an honor roll will not be published for Grades 5 & 6 but will be published for Grades 7&8. The change will be communicated to parents in a variety of ways.

- Parties - Birthday parties for individual students will no longer be allowed for several reasons:

- Time away from education

- Poor nutritional choices

- Concern regarding severe food allergies.

10. SCHOOL BOARD COMMITTEES AND REPORTS

10a. Finance Committee

Kathy Ray reported that the committee met on November 29 when they signed warrants, reviewed appropriations reports, and discussed items including the food services monthly report and the draft calendar for budget meeting dates.

10b. Policy Committee

Policy Committee Chairperson Anne Belden reported that the committee met on November 15 when Gary Lanoie met with them to review the technology policies. The policies will be presented for first reading at tonight's meeting. They also reviewed financial policy DBAA and prepared it for first reading at tonight's meeting.

o Substance Abuse Policy Review Subcommittee - Trish Brigham gave a brief update on the ongoing work of the committee and reported that they will be meeting again tomorrow, December 14, 2005.

10c. Planning Committee

The Planning Committee has not met since the last School board meeting.

10d. Personnel Committee

10e. Communication Committee

Communication Committee Chairperson Rebecca Millett reported that the committee is not meeting monthly. It's next meeting is January 11, 2006.

10f. Student Extra-Curricular Committee

Elaine Moloney reported on the reasoning behind the committee's formation by joining the athletic and co-curricular committees. Potentially there will be some work in conjunction with the Policy Committee on some issues. The next meeting of this committee is scheduled for December 20, 2005.

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Reports from non-Board Committees

10g. Legislative Liaison - No report

10h. Cape Elizabeth Education Foundation

Elaine Moloney updated the Board on the work of CEEF, reporting that they are 2/3 of the way to their goal for the capital endowment.

10i. PATHS General Advisory Committee

Kevin Sweeney reported that the General Advisory Committee adopted the budget and Cape Elizabeth was the first to deliver acceptance. He updated the Board on other matters concerning PATHS.

Board Advisory Committee

10j. Town's Comprehensive Plan Committee

Elaine Moloney reported on the survey results and about work on the vision.

11. UNFINISHED BUSINESS

11a. Board Appointments

Kevin Sweeney made a motion to accept the chair's recommendations to appointments as listed (Please see attached sheet.) Trish Brigham seconded. The motion was approved 7-0.

11b. Policies - Second Reading

· IKB: Homework - Anne Belden made a motion to approve the policy IKB as presented. Trish Brigham seconded. After a brief discussion the motion was approved 6-1. (Yes - A.Belden, P. Brigham, R. Millett, E. Moloney, K. Sweeney, L. Winker. No - K. Ray)

· D Policies - Anne Belden made a motion to accept the policies from the D Section as presented with DBAA moved to first reading. Kevin Sweeney seconded. After a brief discussion the motion was approved 7-0. Following is a list of the policies and the action taken :

- DJ: Bidding and Purchasing - Approved to replace original DJ

- DJ (original): Purchasing - Deleted

- DJA: Purchasing Authority - reviewed and approved without change

- DK: Payment Procedures - reviewed and approved without change

- DN: School Property Disposition - adopted as presented replacing original DN

- DN: (original policy) School Properties Disposal Procedure deleted

- DA: Fiscal Management Goals - reviewed and approved with no change
- DB: Annual Operating Budget - reviewed and approved with no change
- DBA: Budget Disbursement - reviewed and approved with no change
- DFEA: Free Admissions - deleted
- DI: Fiscal Accounting and Reporting - approved as presented
- DID: Inventories - Approved as presented

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11c. Consideration of proposed trip to Costa Rica

The Superintendent explained that addition information was needed regarding insurance for this trip. The information has been received and approval is recommended. Kevin Sweeney made a motion to approve the trip as proposed. Trish Brigham seconded. The motion was approved 7-0.

12. NEW BUSINESS

12a. Policies - First Reading

The following policies were presented for first reading. Gary Lanoie, the district's technology coordinator answered questions regarding the technology related policies. Since this was a first reading, no action was taken.

- DBAA: Authorization to Commit Funds for Special Education

Technology related policies:

- EGAD: Copyright Compliance
- EGAD-R : Copyright Compliance Administrative Procedure
- GCSA: Employee Computer and Internet Use
- GCSA-R: Employee Computer and Internet Use Rules
- IJND: Cape Elizabeth School District Web Site
- IJND-R: Cape Elizabeth School District Web Site Guidelines
- IJNDA: Distance Learning Program
- IJNDB: Student Computer and Internet Use

· IJNDB-R: Student Computer and Internet Use Rules

12b. Consideration of approval of the Superintendent's goals for July 1, 2005 - December 31, 2006.

Kathy Ray made a motion to approve the Superintendent's goals as presented. Trish Brigham seconded. After a brief discussion the motion was approved 7-0.

12c. Consideration of the election of the Superintendent

Elaine Moloney cited the law requiring election of the Superintendent. Kevin Sweeney made a motion to elect Alan Hawkins as superintendent of schools in Cape Elizabeth from January 1, 2006 through December 31, 2006. Linda Winker seconded. The motion was approved 7-0.

12d. Consideration of a request from a teacher for an unpaid leave of absence

The Superintendent presented a request from Julie Nickerson, a first grade teacher, for an unpaid leave from March 3, 2006 through the end of the current school year to allow her to stay home with her new born baby.

Anne Belden made a motion to approve the unpaid leave for Julie Nickerson from March 3 through the end of the school year. Kevin Sweeney seconded. The motion was approved 7-0.

12e. Consideration of citizen appointment to the Community Services Advisory Committee

Katie Fairbanks Cliffe has served one term in this position and has applied to serve a second term. It was recommended that she be reappointed. Kevin Sweeney made a motion to appoint Katie Fairbanks Cliffe to serve on the Community Services Advisory Committee. Rebecca Millett seconded. The motion was approved 7-0.

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12f. Consideration of the dissolution of the Calendar Committee and the Sabbatical Leave Committee

Rebecca Millett made a motion to dissolve the Calendar Committee and add its responsibilities to the Policy Committee and to dissolve the Sabbatical Leave Committee and add its responsibilities to the Personnel Committee. Trish Brigham seconded. The motion was approved 7-0.

13. Public Comment - There was no public comment

14. School Board Agenda Requests - There were none.

15. Chairperson Moloney announced dates of upcoming meeting of the Board and committees.

16. Consideration of the Superintendents request to enter executive session to discuss negotiations with bargaining units as provided by 1 MRSA 405 (6)(D)

Kevin Sweeney made a motion to enter executive session to discuss negotiations. Trish Brigham seconded. The motion was approved 7-0.

The School Board entered executive session at 9:01 p.m.

Trish Brigham made a motion to exit executive session. Kevin Sweeney seconded. The motion was approved 7-0. The School Board exited executive session at 9:58 p.m.

Respectfully submitted,

Alan H. Hawkins

Superintendent of Schools

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