

Meeting Minutes

-- [Extracurricular Activities Committee Meeting December 20 2005](#)

CAPE ELIZABETH SCHOOL BOARD

EXTRACURRICULAR ACTIVITIES COMMITTEE

MINUTES OF MEETING 12/20/05

PRESENT: Alan Hawkins, Scott Labbe, Elaine Moloney, Jeff Shedd, Kevin Sweeney (chair), Keith Weatherbie, Sue Weatherbie, and Linda Winker.

The meeting began at 2:05 PM and there was a discussion of our CHARGE and GOALS for 2006-2007 school year. There was also a broad ranging discussion of policy vs. guidelines vs. practice vs. teacher contract. From those discussions, the committee agreed on the following:

HOUSEKEEPING: We agree that 2:00 PM on the third Tuesday of each month would be our regular meeting time in the Jordan Conference Room. If a meeting day falls within a holiday or vacation time, we will cancel or reschedule based on the workload and needs of the committee. Meetings will not exceed 90 minutes but our overall goal is for one hour meetings. When making decisions, the committee will vote by a show of hands if consensus is not apparent. Majority will rule when a vote is needed regarding recommendations to the full Board.

RECOMMENDATIONS TO BOARD:

A) Charge:

THE EXTRACURRICULAR ACTIVITIES COMMITTEE SHALL OVERSEE ALL ASPECTS OF THE EXTRACURRICULAR PROGRAMS AND ACTIVITIES OFFERED TO STUDENTS IN THE CAPE ELIZABETH SCHOOLS.

(The term "Extracurricular" embraces all athletics and all student co-curricular activities.)

B) Goals:

1) DEFINE THE STRUCTURE, PROCESS, AND PROCEDURES OF THE COMMITTEE

2) CONDUCT AN ANNUAL REVIEW OF ALL EXTRACURRICULAR ACTIVITIES

3) REVIEW AND WORK ON IMPLEMENTATION OF "SPORTS DONE RIGHT."

4) REVIEW AND COMMENT ON ALL SCHOOL BOARD

POLICIES THAT RELATE TO EXTRACURRICULAR ACTIVITIES.

C) Co-curricular Responsibility:

The Co-curricular Committee is defined in the Teacher Contract and was responsible for making recommendations on all stipend positions regardless of whether those were student activity or administrative stipend. We recommend that the Extracurricular Activities Committee be responsible for hearing and making student activity stipend issues and the Personnel Committee be responsible for hearing and making recommendations on administrative stipend issues.

ACTION PLANS:

A) Keith will hold a meeting of the Athletic Steering Committee at 5:00 PM on January 4, 2006, in the High School Conference Room. Keith will follow existing practice, policy, and guidelines as he has done in the past. He will report the recommendations of that committee to the Extracurricular Activities Committee on January 17, 2006.

B) Jeff Shedd, with Kevin Sweeney as necessary, will try to adapt Athletic Steering Committee process to the Student Co-curricular process. We will make a recommendation or report on progress on January 17, 2006.

C) Alan will gather all existing policies and guidelines that relate to athletic and or student co-curricular activities. He will also have binders made up to contain this and the documents generated by the committee.

D) Alan will contact Shari Robinson (and Harry Pringle if necessary) for history on section seven, eight, and nine of the teacher contract. He will make recommendations on language changes that may be needed.

OTHER:

A) Alan mentioned that School Board Policy supercedes the teacher contract.

The meeting ended at 3:15 PM. The next meeting is on Tuesday, January 17 2006 at 2:00PM in the Jordan Conference Room.

Submitted by Kevin P. Sweeney, Chair