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### Meeting Agendas

-- [Business Meeting January 10, 2006](#)

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## **DATES TO REMEMBER**

### **School Board Executive Session & Special Meeting**

Tuesday, Jan. 31, 2006

6 p.m.

William H. Jordan Conference Room

Topic: Student Issues as provided by 20-A 1001

### **Finance Committee**

Wednesday, Feb. 1, 2006

8:30 a.m.

Superintendent's Office

### **Policy Committee**

Tuesday, February 14, 2006

12:00 Noon

Wm. H. Jordan Conference Room

### **Substance Abuse Committee**

Wednesday, February 8

8 a.m.

William H. Jordan Conference Room

Topic: Parent involvement and student/parent education.

### **School Board Business Meeting**

Tuesday, February 14, 2006

7:00 p.m.

Town Hall Council Chambers

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## **MEETING AGENDA**

CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY, January 10, 2006

# SCHOOL BOARD MEETING

7:00 p.m. - Council Chambers

## 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 and C.E.H.S. Choral performance
2. Adjustments to agenda
3. Approval of December School Board minutes
4. Comments by high school and middle school representatives
5. Comments from public on non-agenda items
6. COMMUNICATIONS
  - 6a. Seventh & Eighth Grade Career Exploration Fair
7. RECOGNITION
  - a. CEHS students receive Scholastic Art Awards
  - b. CEMS Art Students Scholastic Art Awards
  - c. Janet Hoskin inducted into Maine Field Hockey Hall of Fame
8. SUPERINTENDENT'S REPORT
  - a. School Board policies on web site
  - b. School Board budget workshops
  - c. CIP and Renovation funds
9. COMMITTEE REPORTS
  - a. Finance Committee - Kathy Ray
  - b. Planning Committee - Trish Brigham
  - c. Policy Committee - Anne Belden
  - o Substance Abuse Policy Review Subcommittee - Trish Brigham
  - d. Personnel Committee - Kathy Ray
  - e. Communications Committee - Rebecca Millett

f. Student Extra-Curricular Committee - Kevin Sweeney

Reports from non-Board Committees

a. Legislative Liaison - Rebecca Millett

b. Cape Elizabeth Education Foundation - Elaine Moloney

c. PATHS General Advisory Committee - Kevin Sweeney

Board Advisory Committees

a. Town's Comprehensive Plan Committee - Elaine Moloney

10. UNFINISHED BUSINESS

a. Policies - second reading

· DBAA: Authorization to Commit Funds for Special Education

· 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

11. NEW BUSINESS

a. Consideration of the Superintendent's recommendations for athletic fee positions

b. Consideration of Superintendent's recommendations for co-curricular fee positions

c. Consideration of proposed changes to PATHS constitution and bi-laws

d. Consideration of CIP plan

13. Public Comment

14. School Board Agenda Requests

15. Announcements of Upcoming Meetings

## 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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School Board Minutes (continued)

### 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 he 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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School Board Minutes (continued)

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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#### School Board Minutes (continued)

#### 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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School Board Minutes (continued)

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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#### School Board Minutes (continued)

#### 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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## POLICY COMMITTEE MINUTES

January 17, 2006

Present: Rebecca Millett, Kathy Ray, Jeff Shedd, Alan Hawkins, Trish Brigham, Tom Eismeier, Elaine Moloney, Anne Belden, Kevin Sweeney

Absent: Steve Connolly

Process Issues

I. Overview on policy manual review and requests to delegate review of certain policies

A. Foundations and Basic Commitments - done

B. Board Governance and Operations - done

C. General School Administration- 4 policies in section, not reviewed

D Fiscal Management- done

E. Support Services- partially done; request to delegate review of school bus policies to Sue Weatherbie and food service policies to Pauline and Sue King

F. Facilities Development- 2 policies in section, have been reviewed, but not presented for first reading

G. Personnel-done

H. Negotiations- 1 policy in section, request to have personnel committee review

I. Instruction-2/3 done

J. Students- large section, request to send athletic related policies to Extra-curricular committee

K. School Community Relations-6 policies in section, request to have Clair Labrie review one on Chapter 1

L. Education and Relations-no policies in this section

II. Decision making process for committee

Anne presented the issue of how decisions will not be made since 6 of the 7 SB members are on the Policy Committee. Efforts will still be made to come to consensus decisions, but if it appears that this is not feasible; a quick fall back will be to a majority decision, with a minority opinion being presented along with the first reading of the policy.

Old Business

I Thanks to Wendy Derzawiec for all her work on getting newly revised policies onto website

II. Religion in the Schools Policy

Still waiting for a new draft from Drummond Woodsum.

II. IHOA – Field trips and Excursions

- Alan did speak with DW about the liability issues. It was clarified that any time the SB hears a presentation on a trip and approves it, the Board is accepting responsibility for it.

- There still seem to be several language issues. Jeff will draft a revision and present at the Feb. meeting

IV. JCLD Medication Administration

- Alan spoke with DW on this policy to get some clarifications

- Alan will work with Julie Tselekis and Paula Harris to put our recommendations into the MSMA sample policy and have ready for February

New Business

Federal Nutrition/Wellness policy

- Anne presented some overview information on the federal mandate - Section 204, the state rules under Ch. 51

- The committee discussed membership for the sub committee and it was decided that we want to move ahead on tackling the entire wellness policy, engage all stake holders in some way and at this time the committee will be comprised of 3 SB members, Food Services Director Sue King, the 3 Principals and Alan. Others identified as crucial to the process and will be invited to specific meetings as “content experts” include: our two School Nurses, our two Health Educators, our Phys Ed teachers. We also plan on soliciting extensive input from parents and students, in different formats, to be specified by the committee. Our meetings will be posted and are open to the public.

- Charge for the Wellness Committee will be as follows:

To develop a Wellness Policy for Cape Elizabeth Schools that embraces a philosophy of a balanced and healthy environment within our school community that, at a minimum, adheres to the mandated federal and state guidelines.

- We discussed Policy EFE – Competitive Food Sales, which is a part of Ch. 51. After some discussion, we identified a need for more clarification and since MSMA has told us that due to the degree of school outcry around this issue, rules are going to be changed, we tabled discussion until revisions come down.

Next Meeting is changed to Feb. 7 since the third Tuesday is vacation.

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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- January 11, 2006

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

Guests: Linda Winker, Kathy Ray

Meeting began at 8:00AM

Discussion Item: Jurisdiction of Policy

Policy is currently anytime/anywhere. Most people felt that it should remain so. Challenges in enforcement were considered. The integrity of a policy which was difficult to enforce was considered. It was stated that expectations for policing kids at non-school related functions which occur off-site need to be reasonable. The Administration must also strike a reasonable balance in following up on rumors and information which are passed along to them on Monday mornings.

The students shared the perception of most students that it will be difficult for them to get caught off school grounds. However, they understood that the anytime/anywhere policy sends a message that drinking is an illegal, unacceptable behavior; that students are responsible for their actions, and that school officials want to keep kids safe. The existence of the policy also serves as a deterrent for some kids.

The need for more involvement by parents in the policy implementation was repeated.

The majority of the committee voted in support of anytime/anywhere policy jurisdiction.

Discussion Topic: Full Disclosure

Full disclosure would allow a more complete and comprehensive sharing of information between police and school departments. Currently there is conflicting opinions as to whether this is legal in Maine. Alan will consult with legal counsel to get their thoughts

on the matter. Mark Tinkham is working with legislators to have the statutes related to this reviewed and clarified. This is an issue when students are under the age of 18.

Full disclosure has many implications. Students voiced concern that innocent bystanders might be mistakenly punished. Question as to what obligation police and school would have in terms of information sharing, i.e shoplifting conviction, and how that would be affected by contract. Situation might also shift burden of investigation to the police department and away from administration. Administration viewed full disclosure as offering a way to put some teeth into the substance abuse policy. Currently, frustration sets in when the administration has information they can't act upon, and/or police have information they can't share. They thought that full disclosure might result in repeat offenders getting caught, rather than only those who turn themselves in and take responsibility for their actions. Currently the policy is heavily reliant on self-referral for off campus violations.

#### Discussion Topic: Consequences/Full Year Contract Implementation

Jeff reported on his meeting with the students to discuss consequences and define how various activities were impacted by the offense levels. These primarily deal with offenses which occur off school grounds, as there are separate and specific consequences already stated for offenses occurring on school grounds. These will be incorporated into policy recommendation. Key points to note:

SAC felt that positions in SAC should be exempt from consequence dealing with loss of leadership positions. The Committee disagreed, so that will remain in consequence listing.

The consequences for violating the policy are for each school year, not cumulative throughout the student's high school career.

Jeff will work with SAC to add a section specifically addressing furnishing/trafficking illegal substances. Consequences will be more severe.

#### Discussion Topic: Hosting Parties/crashing parties

This behavior is really problematic but difficult to monitor/enforce from policy standpoint. Because it is difficult to identify who instigates "crashing" the committee agreed that specific language related to crashing a party would be omitted.

Language specific to hosting a party will remain in there and specific consequences for this contract violation will remain in the policy. Jeff will work with SAC to work out details.

The meeting adjourned at 9:30 AM. Next meeting is scheduled for Wednesday, February 8 @ 8AM in the Jordan Conference Room. Topic to be discussed will be parent involvement and

student/parent education.

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## **Personnel Committee Minutes**

Personnel Committee Minutes

November 28, 2005

1:00 p.m.

Superintendent's Office

Attending: Alan Hawkins, Superintendent; School Board members, Elaine Moloney, Kathy Ray

Utilizing drafts developed by past Superintendent Tom Forcella and Interim Superintendent Bob Lyman, the Personnel Committee "fine-tuned and updated" job descriptions for the Pond Cove Principal, Middle School Principal and High School Principal. Administrators were involved with the initial development of these drafts.

It was agreed that the Personnel Committee would finish all job descriptions for the District Leadership Team before bringing a final packet forward to the School Board for final approval.

The originally scheduled Personnel meeting set for Monday, December 19th was to address job descriptions for support staff with attendance by corresponding supervisors. Alan will determine if these are ready. If not, work will continue on the District Leadership Team job descriptions.

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## **Finance Committee Minutes**

Finance Committee Minutes

January 20, 2006

A meeting of the Finance Committee was held on Friday, January 20, 2006 at 10:00 a.m. in the Jordan Conference Room at Cape Elizabeth Town Hall.

Committee members present: Rebecca Millett (Chair), Kathy Ray, Linda Winker

Committee members unable to attend: none

Others Present: Alan Hawkins, Pauline Aportria, Claire LaBrie

The committee signed warrants.



The monthly energy report was reviewed.

The monthly food service report was reviewed. The negative student amount, as of the 20th, stands at \$5,900 down from the December figure of \$7,768. Some of the decrease reflects forgiveness of one family's debt which is experiencing difficult times. There are 3 students with overdue amounts larger than \$40, and letters have been sent to the families giving them 30 days to pay or the issue will be handled by a collection agency. Administration will be looking into the feasibility of generating emails by linking food system data with Power School.

In response to a citizen's inquiry, Pauline explained that the new student id system for food service cost under \$4,000. The old system required ordering two new cards each year for students which totaled roughly \$2,000. The payback on the new system is roughly 2 years.

The committee agreed that it would be worth writing a position statement for board approval in response to Maine House Majority Leader Glenn Cummings bill requiring 90% of additional school funding to go to taxpayers. The statement will focus on the need for clear delineation of funding that emanates from EPS as compared to the ramp-up.

The committee discussed the agenda for the finance workshop on 1/24/06.

The committee has asked Claire to speak to the board regarding the new special education law regarding out of district students attending private schools in the district. Due to a schedule conflict, she will make the presentation at the March meeting.

The next meeting of the Finance Committee will be on February 28 at 12:30 p.m. in the Superintendent's office.

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## **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