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Meeting Agendas

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DATES TO REMEMBER

Policy Committee

Tuesday, April 11, 2006

12:00 Noon

Wm. H. Jordan Conference Room

**Presentation of Proposed 2006-07 School Budget to Town
Council Finance Committee**

Thursday, April 13, 2006

High School cafeteria (location moved from Town Hall chamber)

Future Direction Plan Committee

Monday, April 24, 2006

10:00 a.m.

William H. Jordan Conference Room

School Board Finance Committee Meeting

Tuesday, April 25, 2006

12:30 p.m.

Superintendent's Office

School Board Workshop

Tuesday, April 25, 2006

7:00 p.m.

High School Library

Topic: Bullying

Public Hearing on Proposed Budget

Wednesday, April 26, 2006

7:30 p.m.

Council Chambers

School Board Business Meeting

Tuesday, May 9, 2006

7:00 p.m.

Town Hall Council Chambers

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MEETING AGENDA

CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY, April 11, 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.
2. Adjustments to agenda
3. Approval of March School Board minutes
 - 3a. Regular meeting held March 14, 2006
 - 3b. Special meeting held March 28, 2006
4. Comments by student representatives
 - 4a. High School
 - 4b. Middle School
 - 4c. Pond Cove Principal for a Day
5. Comments from public on non-agenda items
6. COMMUNICATIONS
 - 6a. Presentation regarding proposal for artificial turf field at the high school
 - 6b. Report regarding CBEA meeting on Select Panel Report
 - 6c. Announcement of resignations
7. RECOGNITION
 - o Presidential Scholars candidates
 - o Jazz Band - Berklee Jazz Festival
8. SUPERINTENDENT'S REPORT
 - 8a. Report on NEASC Workshop
 - 8b. Update on High School renovation project
9. SCHOOL REPORT - Report from 4th Grade Teachers on

Robinson Woods

10. COMMITTEE REPORTS

- a. Finance Committee - Rebecca Millett
- b. Planning Committee - Trish Brigham
- c. Policy Committee - Anne Belden
- o Substance Abuse Policy Review Subcommittee - Trish Brigham
- o Wellness Committee
- 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
- d. Volunteer Advisory Committee - Trish Brigham

Board Advisory Committees

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

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a. Consideration of request to proceed with fundraising for artificial turf on lower athletic field at the high school
- b. Consideration of the Superintendent's recommendations for athletic fee positions for spring 2006
- c. Consideration of policies for first reading
 - EE: Transportation Services Management
 - EEAE & EEAE-R - School Bus Safety
 - EEAEAA-R - Guidelines
 - EFI - Food Services Records
 - JICC - Student Conduct on Buses
 - JICC-R - Guidelines for Conduct on Buses

- d. Consideration of proposed school calendar for 2006-07
- e. Consideration of request from a teacher for unpaid leave during the 2006-07 school year

13. Public Comment

14. School Board Agenda Requests

15. Announcements of Upcoming Meetings

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MEETING MINUTES

SUPERINTENDENT'S REPORT FOR MARCH 2006 Page 21

March 14, 2006

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, February 14, 2006, 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 by Chairperson Moloney.

Others present included: Steve Connolly, Tom Eismeier, Jeff Shedd, Claire LaBrie, Pauline Aportria, Sue Weatherbie, Connor Hankinson, Daly Gruen, Will Daly and a number of members of the staff and public

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

- Item #13 "Public Comment" was moved to the beginning of the agenda with #5 "Comments from the public on non-agenda items" to give any members of the public in attendance an opportunity to speak without having to wait until the end of the meeting.

- It was noted that both #6 "Communications" and #7 "Recognition" will have additional items not listed on the agenda.

- Item 12e "Consideration of the Proposed 2006-07 School Budget" was moved to come before #6 "Communications"

3. Approval of School Board Minutes

Trish Brigham noted that Item 8c under Recognition, involving donation for character education should have indicated the parents associations at all three schools, not just the middle school. Trish Brigham made a motion that the minutes of the regular meeting held on February 14, 2006 be approved as amended. Rebecca Millett seconded. The motion was approved 7-0.

SUPERINTENDENT'S REPORT FOR MARCH 2006 Page 21a

School Board Minutes (continued)

4. Comments by Student Representatives

4a. Connor Hankinson and Daly Gruen, the High School representatives to the School Board, reported on items of interest from the students' perspective at the High School.

4b. Will Daly noted that Jack Fisher was unable to attend tonight's meeting. Will updated the Board on student activities at the Middle School.

5. Comments from the public on agenda and non-agenda items

Heather Freeman, a representative of the High School SAC presented a petition in support of the 7.7% budget. She presented the petition to Elaine Moloney who read the petition for the Board and public. Heater stated that the petition was signed by 380 high school students.

As indicated above under "Adjustments to the Agenda" this item was taken out of order.

12e. Consideration of the Proposed 2006-07 School Budget

Rebecca Millett made a motion to accept the Superintendent's adjusted budget of \$18,770,902.00 for the 2006-07 school year. Kevin Sweeney seconded.

Discussion of the motion:

Kathy Ray thanked the Superintendent and his staff for their hard work and thoughtful review in the budget's preparation. She spoke

of her commitment to the school system. She stated that she weighed the comments and suggestions received from the public, noting that the approximately 103 received in favor of the budget represented 8.2% of school system families or 2.5% of Cape households. In addition, a few comments were received regarding sticking to the spending cap and to her knowledge, the rest of the citizens have not been heard from. She went on to say that reflecting on her responsibilities and her campaign promise to be fiscally responsible, she could not support a 7% increase included in the proposed budget. She pointed out that the school has received an aggregate increase of 16.8% over the last three years and 7% this year would bring it to 23.8% over a four year period. She concluded by saying that she supported "...the 3.4% spending cap, with a request to the town council for consideration of our increased student population and possibly a sharing of costs on the increase in energy expenses."

Linda Winker spoke of her commitment to the schools and the need to maintain its high educational standards. She spoke of the budget process and her belief in the need for close review and scrutiny of expenditures. She concluded her comments saying, "As a member of the Finance Committee we initiated workshops based on a budget with 3.4% spending cap plus adjustments for increased student population and other fixed expenses that are out of our control. This remains, in my mind, the best proposal to bring to our Town Council for consideration. Therefore, I cannot support the budget reflective of a 7% increase."

SUPERINTENDENT'S REPORT FOR MARCH 2006 Page 21b

School Board Minutes (continued)

12e. Consideration of the Proposed 2006-07 School Budget (continued)

Elaine Moloney started by indicating her support of the recommended budget. She commented on the effect of declining state and federal educational monies, years of trimming and escalating fixed costs. She stated her belief that the proposed budget is a responsible one. She spoke of various approaches to budget adoption during her tenure on the school board and commented on how being forced to conform to caps that ended up hurting our schools. She ended by saying, "So this year I looked at what my role as a school board member really was. ...Skipping all the policy responsibilities, etc, etc., and narrowing in on budget development it was clear. The role of both superintendent and School Board members is to inform the citizens of the true needs of our children in their charge - and to be uncompromised advocates for the funds to meet those needs."

Kevin Sweeney stated that he feels that long before the tax cap, the budget was already eroding the school system's ability to offer a quality education. He stated his feeling that last year's tax cap really "hurt us". He stated that he had put a lot of thought into all

of the information presented and the input received and has decided to support the superintendent and the legitimate requirements of this budget. He supports it because it's what the superintendent proposes to meet the needs of the students. He concluded by thanking everyone who came out and restating that he will support the 7% budget.

Trish Brigham spoke of the difficulty in reaching a decision trying to consider all aspects, but she will support the 7% budget. She talked about the need to be conservative but public education is highly regulated with many stakeholder with different expectations. The school board can't raise funds and has limited ability to control expenses, but need to continue working toward our mission statement. She ended by saying that she does support the 7% budget.

Rebecca Millett emphasized all of the expectations placed on schools in today's society from increasing science and math aptitude of students while making sure that they improve reading and writing to providing extra-curricular activities to provide them a full range of learning experiences encompassing competitive sports, music, and theater to name a few. They are expected to do all of this within unreasonable budgetary constraints. She indicated her support of the proposed budget. She ended by saying, "Cape Elizabeth's children are Cape's future, America's future and the future of the world. I believe that we all want our children to succeed. Research and experience has shown us the right things to do to make that happen, and this budget does that."

Anne Belden noted that she had not intended to speak tonight since she has made her position on the budget clear at earlier meetings. She took the opportunity to, "... thank the community, teachers, and parents who have helped us get to where we are tonight - helped me make my decision - really appreciate the support." She stated her support of the proposed budget.

A vote was called on the motion. The motion was approved 5-2 (Yes: A. Belden, T. Brigham, R. Millett, E. Moloney, K. Sweeney. No: K. Ray, L Winker)

SUPERINTENDENT'S REPORT FOR MARCH 2006 Page 21c

School Board Minutes (continued)

6. COMMUNICATIONS

6a. Announcement of retirements

The Superintendent presented a letter from Mary Murphy, Grade 8 teacher at the Middle School, notifying the School Board of her intent to retire at the end of the current school year.

Kevin Sweeney made a comment about what an outstanding teacher and student advocate Ms. Murphy is and how much she will be missed.

6b. The Superintendent notified the board members that the Director of Special Services position has been advertised and the applications close on March 31st.

6c. Rebecca Millett distributed copies of a memo she received from Citizens United to Protect Our Public Safety, Schools and Communities regarding a news conference and panel discussion to kick-off the statewide campaign to defeat the Taxpayers' Bill of Rights (TABOR) referendum question. It will be held on Thursday, March 16th at UMA from 9:30-Noon. She asked that the board add this to the agenda to establish an official position on TABOR.

6d. Elaine Moloney extended an invitation from Casco Bay Education Alliance to the school board members for professional development. Jim Carrigan and Les Bonney will present a report on the Select Panel Report. This will take place on April 5 from 6:30-9:00 P.M. at the Woodlands Country Club in Falmouth.

The CBEA will also be presenting a speaker (to be announced) in June on how to communicate better to the community.

6e. Kevin Sweeney expressed his thanks to the Board, the administration, the DLT, CEEA, faculty and staff for their thoughtful expressions of concern during his recent illness.

7. RECOGNITION

7a. 2nd Grade teacher Sarah Lewis and her class were recognized for sharing their writing with a school in Louisiana. A letter of thanks was received and noted that the Louisiana school plans to add it to its permanent school library collection.

7b. The Cape Elizabeth Community Services K-6 Chess Team was recognized for placing second at the State Championship tournament held in Orono. They scored just ½ point out of first place. Team members include: Shannon Daly, Peter Campbell, Matthew Fishbein, Brett Parker, Alex Silva, Danny & Tommy Brett, Jack Demeter, Ethan Duperre, and Matthew Reali-Hatem.

7c. Eighth-grader Jeremy Allmendinger was recognized as the Spelling Bee champion for Cape Elizabeth for 2006.

7d. Eighth-graders Polly McIntyre and Nell Britton were recognized for having their artwork selected for display at the Maine College of Art exhibit.

7e. The Fifth Grade Math Team was recognized for placing 1st at the State Math Meet.

7f. The Sixth Grade Math Team was recognized for placing 2nd at the State Math Meet.

7g. Middle School/Pond Cove World Language Teacher, Suzanne

Janelle was recognized for being named FLAME Teacher of the Year.

SUPERINTENDENT'S REPORT FOR MARCH 2006 Page 21d

School Board Minutes (continued)

7. Recognition (continued)

7h. The following High School sports teams were recognized as State Championship winners:

- Ice Hockey
- Boys Nordic Skiing
- Girls Nordic Skiing

8. SUPERINTENDENT'S REPORT

8a. Testing Update

§ The Superintendent noted that the first round of NWEA testing is completed in the fifth grade and the ninth grade testing is in process. Baseline data is being gathered. The amount of information is unbelievable. More testing will be done in the spring and fall.

§ The MEAs were given in grade 4 and 8 last week. The eighth grade tests were taken on-line. Due to aging equipment and wiring there were some problems, but the technicians were able to deal with them. Without upgrading, it will not be possible to do them on-line another year.

§ The SATs will be given at the high school on April 1.

8b. The Superintendent briefly updated the board on work of the Curriculum Committee and noted that Sarah Simmonds will be presenting a report on the system-wide curriculum work under "School Report".

8c. The Superintendent reported that the Calendar Committee will be meeting on Tuesday, March 21. Anne Belden will be chairing the committee.

9. SCHOOL REPORT

Sarah Simmonds presented a report updating the board on the system-wide work on curriculum. She noted that the curriculum committee has been reconfigured and the new committee held its first meeting on March 2. The charge of the committee will be to oversee the process, not to rewrite the curriculum. It will create the framework, etc. Content area committees will do the actual curriculum work. The committee is working under the direction of Sarah and the Superintendent. There are board members on the

committee and the full board will be kept informed of its work.

11. SCHOOL BOARD COMMITTEES AND REPORTS

11a. Finance Committee

Finance Committee Chair Rebecca Millett reported that the committee held its regular meeting on February 28 where they signed warrants, reviewed appropriations reports, and discussed items including monthly energy report, food services monthly report, and discussion of the budget workshop presentation. The next regular meeting of the committee will be on March 27 at 12:30 in the Superintendent's office.

SUPERINTENDENT'S REPORT FOR FEBRUARY 2006 Page
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School Board Minutes (continued)

11b. Policy Committee

Policy Committee Chairperson Anne Belden reported the committee has not met since the last board meeting. The next meeting will be held on March 21 at noon in the Jordan Conference Room.

Substance Abuse Subcommittee

Trish Brigham reported that the subcommittee met on March 2 and completed a draft to present to the Policy Committee next Tuesday. She thanked all of the members of the committee for their time and effort.

11c. Planning Committee

Planning Committee Chairperson Trish Brigham reported that the committee has not met since the last School Board meeting.

11d. Personnel Committee

Personnel Committee Chairperson Kathy Ray reported that the committee has not met since the last School Board meeting. It is scheduled to meet on March 27th.

11e. Communication Committee

Communication Committee Chairperson Rebecca Millett reported that the committee is on a three month schedule. Its next meeting is scheduled for April. She encouraged all staff to get information to the committee.

11f. Student Extra-Curricular Committee -

Chairperson Kevin Sweeney reported that the committee had been scheduled to meet on March 21, but since neither Kevin nor Keith were available, they deferred to the Calendar Committee. He has

asked everyone to begin to look over the athletic policies to make timely recommendations to the Policy Committee.

Reports from Non-Board Committees

11g. Legislative Liaison Rebecca Millett stated that she had nothing new to report.

11h. Cape Elizabeth Education Foundation: Elaine Moloney reported that CEEF is now entering the public phase of fund raising. An anonymous donor has pledged to match any donation over \$250 and up to \$50,000. They are planning to announce the new Board of Directors and officers - they will vote at the next meeting. The schools are indebted to CEEF for support and support of our mission and vision.

11i. PATHS: Kevin Sweeney reported that he has been out of touch for the last month, so has no report.

Board Advisory Committees

11j. The Volunteer Advisory Committee met on March 6 when Gail Schmader updated committee members on the work of volunteers. Among other things she provided statistics that 750 adult volunteers and 200 student volunteers have given time to the schools during the current year. The hours donated have a value of \$140,000.00 Thank you to all who have volunteered.

11k. Town's Comprehensive Plan Committee: Elaine Moloney updated the Board on the work of the committee.

SUPERINTENDENT'S REPORT FOR FEBRUARY 2006 Page
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School Board Minutes (continued)

12. UNFINISHED BUSINESS

12a. Policies for Second Reading

· FA: Facilities Development

Anne Belden made a motion to accept Policy FA as presented. Rebecca Millett seconded. The motion was approved 7-0

· FB: Facilities Planning

Trish Brigham made a motion to adopt Policy FE as presented. Kevin Sweeney seconded. The motion was approved 7-0.

· ICAA: Religious Holidays

Anne Belden made a motion to adopt Policy ICAA as presented. Kevin Sweeney seconded. The motion was approved 7-0.

· IKD: Honor Roll

Anne Belden made a motion to adopt Policy IKD as presented. Kevin Sweeney seconded. During discussion of the motion Trish Brigham questioned the inclusion of the sentence, "A student at Cape Elizabeth High School.....to be considered an honor roll student." It was her recollection that the sentence was to be deleted. Anne Belden concurred. The motion and second were withdrawn. Anne Belden made a motion to adopt Policy IKD as amended. Kevin Sweeney seconded. The motion was approved 7-0.

· JLCD: Administering Medication to Students

Anne Belden made a motion to adopt Policy JLCD as presented. Kevin Sweeney seconded. The motion was approved 7-0.

13. NEW BUSINESS

13a. Consideration of the superintendent's recommendations to athletic fee positions

Superintendent Hawkins recommended Kerry Kertes as the Middle School Assistant Swim Coach. Kevin Sweeney made a motion to accept the Superintendent's recommendation as presented. Kathy Ray seconded. The motion was approved 7-0.

13b. Consideration of the superintendent's recommendation to co-curricular fee position

The Superintendent indicated to the board that, through a clerical error, Todd Roberts had been recommended and approved for Jazz Band III at the High School. Tom Lizotte should have been recommended. Kevin Sweeney made a motion to remove Todd Roberts and substitute Tom Lizotte for the position of Jazz Band III at the High School. Trish Brigham seconded. The motion was approved 7-0.

13c. Consideration of Superintendent's nomination to administrative position

The Superintendent explained that State Law requires notification concerning continued employment of administrators employed less than 2 years is to be made by April 1. He explained that he has worked closely with Steve Connolly and has completed an interim evaluation. He nominated Steven Connolly to be Principal of the Middle School for 2006-07. Kevin Sweeney made a motion to accept the Superintendent's nomination. Kathy Ray seconded. The motion was approved 7-0.

SUPERINTENDENT'S REPORT FOR FEBRUARY 2006 Page
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School Board Minutes (continued)

13d. Consideration of a request for a half-time unpaid leave of

absence for the 2006-07 school year

The Superintendent presented a request from Sarah Simmonds, Facilitator of Curriculum and Staff Development for a half-time unpaid leave of absence for the 2006-07 school year. The purpose of the leave is to allow Sarah the time to complete her doctoral work at Lesley University. He shared with the board some of the discussions he has had with Sarah about how her job responsibilities will be covered if the leave is granted. The Superintendent recommended that the half-time leave be granted.

Kevin Sweeney made a motion to allow Sarah Simmonds to work 105 days during the 2006-07 school year. Anne Belden seconded. The motion was approved 7-0.

13e. Consideration of Proposed 2006-07 School Budget

This item was taken out of order. Please see above.

14. Public Comment - This item was taken above with Item #5.

15. School Board Agenda requests - Rebecca Millett requested that TABOR be put on the agenda to establish an official position. She was asked to provide something in writing ahead of time.

16. Chairperson Moloney announced dates of upcoming meetings involving the Board and its committees.

17. Consideration of the Superintendent's request to enter executive session to discuss negotiations with the Cape Elizabeth Administrators Association as provided by 1 MRSA 405(6)(A).

Kevin Sweeney made a motion to enter executive session to discuss administrator negotiations as provided by 1MRSA 405 (6)(A) and noted that the Board would not reenter public session after the executive session. Linda Winker seconded. The motion was approved 7-0.

The business meeting was adjourned at 8:37 p.m. and the School Board entered executive session immediately following in the William H. Jordan Conference Room.

Respectfully submitted,

Alan H. Hawkins

Superintendent of Schools

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MEETING MINUTES

SUPERINTENDENT'S REPORT FOR MARCH 2006 Page 23

March 28, 2006

Cape Elizabeth, Maine

A special meeting of the School Board was held on Tuesday, February 28, 2006, at 7:00 p.m. in the High School library.

School Board members present were:

Elaine Moloney, Chair

Anne Belden

Patricia Brigham

Kathy Ray

Linda Winker

Alan H. Hawkins, Superintendent of Schools

School Board members unable to attend:

Kevin Sweeney

Rebecca Millett

The meeting was called to order at 7:03 PM by Chairperson Moloney.

Others present included: Steve Connolly, Tom Eismeier, Jeff Shedd, John Casey, Mark Tinkham, Sarah Simmonds, Gary Lanoie, Claire LaBrie, Pauline Aportria, Sue Weatherbie,

The Chair, Elaine Moloney, opened the regular meeting to discuss two issues brought by the Superintendent.

1) A request was received from Gretchen McNulty to consider a trip to Chicago with members of the High School Speech/Debate Team to participate in the national competition.

Trisha Brigham made a motion to approve the proposal for the trip as presented. Kathy Ray seconded. The motion was approved 5-0 with two members absent.

2) Trish Brigham made a motion to compose a communication to the Town Council regarding exempting Community Services programs from the 3.4% spending cap. Linda Winker seconded. The motion was approved 5-0 with two member absent.

At 7:14 PM the business meeting adjourned to a workshop session for a presentation by Jeff Shedd on CEHS's NEASC report.

8:20 PM Elaine Moloney moved and Kathy Ray seconded to enter Executive Session to discuss the Administrative Negotiations as provided by 1 MRSA 405(6)(A).

(School Board Special Meeting minutes continued)

9:12 PM - the Executive session was ended and the group went into public session to vote on an offer of the Administrative Negotiation's plan. The vote was 3-2 (Yes: A. Belden; T. Brigham; E. Moloney. No: K. Ray; L. Winker) School Board members R. Millett and K. Sweeney were absent.

The meeting adjourned at 9:20 PM.

Respectfully submitted,

Alan H. Hawkins

Superintendent of Schools

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