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Meeting Agendas

-- [Business Meeting June 13, 2006](#)

Meeting Minutes

-- [Business Meeting May 9, 2006](#)

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DATES TO REMEMBER

Cook Out for all staff

Friday, June 16, 2006

11:15 a.m.

Area between Pond Cove and Middle School

Extra-Curricular Committee

Tuesday, June 20, 2006

2:00 p.m.

Jordan Conference Room, Town Hall

Personnel Committee

Monday, June 26, 2006

1 p.m.

Jordan Conference Room, Town Hall

Policy Committee

Tuesday, June 27, 2006

8 a.m.

Jordan Conference Room, Town Hall

Finance Committee Meeting

Tuesday, June 27, 2006

12:30 p.m.

Superintendent's Office

School Board Retreat

Monday, August 21, 2006

8:30 a.m. - 1:00 p.m.

12 Waumbek Road

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MEETING AGENDA

CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY, June 13, 2006

SCHOOL BOARD MEETING

7:00 p.m. - Council Chambers

preceded by

Executive Session to discuss negotiations with teacher bargaining unit and central office staff salaries as provided by

1 MRSA 405 (6)(D)

6:00 p.m. in Jordan Conference Room

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 April School Board minutes
4. Comments by student representatives
5. Comments from public on non-agenda items

6. COMMUNICATIONS

- 6a. Closing and opening of school
- 6b. NEASC Report
- 6c. CEEF Grants

7. RECOGNITION

- Students recognized by Cape Elizabeth Arts Commission
- Bus Drivers
- Employees for years of service
- Retirees

15 minute intermission for brief reception honoring retirees

8. SUPERINTENDENT'S REPORT

- 8a. Proposal regarding trip with students to Costa Rica
- 8b. Update on "Kids Turf"
- 8c. Sharing Facilitator of Curriculum and Professional Development position for 2006-07
- 8d. Cook out for all staff on June 16

9. COMMITTEE REPORTS

- a. Finance Committee – Rebecca Millett
- b. Planning Committee – Trish Brigham
- c. Policy Committee – Anne Belden
- Wellness Committee – Anne Belden
- 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. PATHS General Advisory Committee – Kevin Sweeney
- Board Advisory Committees
- a. Town's Comprehensive Plan Committee – Elaine Moloney

10. UNFINISHED BUSINESS

- 10a. Consideration of policies for second reading
 - GCSA-R – Employee Computer and Internet Use Rules
 - HF – Board Negotiating Agents
 - IHOA – Field Trips and Excursions
 - JICH – Substance Abuse

11. NEW BUSINESS

- a. Consideration of job descriptions from the Personnel Committee

- b. Consideration of the Superintendent's nominations of new teachers
- c. Consideration of change of status for current staff members
 - Lisa Melanson from .6 to full-time (H.S. English/Achievement Center)
 - Nichole Ball from .5 to full-time (Kindergarten)
 - Shari Robinson to .5 librarian and .5 curriculum/staff development
- d. Consideration of the Superintendent's nomination of High School Assistant Principal
- e. Consideration of athletic trip request
- f. Consideration of proposal to grant the Superintendent authority to hire over the summer
- g. Consideration of Superintendent's recommendations to co-curricular fee position for 2006-07
- h. Consideration of Superintendent's recommendations to athletic fee positions for fall 2006
- i. Consideration of the proposed negotiated agreement with Cape Elizabeth Education Association – Teachers
- j. Consideration of proposal to recognize girls ice hockey as a sanctioned sport
- k. Consideration of proposed non-union central office staff salary and benefits
- l. Consideration of proposed trip to Costa Rica
- 12. Public Comment
- 13. School Board Agenda Requests
- 14. Announcements of Upcoming Meetings

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MEETING MINUTES

SUPERINTENDENT'S REPORT FOR MAY 2006 Page 30

May 9, 2006

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, May 9, 2006, at 7:00p.m. in the Council Chambers. It was preceded at 6:00 p.m. by an executive session held in the William H. Jordan Conference Room to discuss negotiation with bargaining units as provided by 1 MRSA 405 (6)(D)

Executive Session

The meeting was called to order at 6:00 p.m. by Elaine Moloney.

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

Others present: Pauline Aportria, Business Manager

Kathy Ray made a motion to enter executive session to discuss negotiations as provided by 1 MRSA 405 (6)(D). Linda Winker seconded. The motion was approved 7-0.

Kevin Sweeney made a motion to reenter public session. Rebecca Millett seconded. The motion was approved 7-0.

The meeting was moved to the Council Chambers for the regular business meeting.

SUPERINTENDENT'S REPORT FOR MAY 2006 Page 30a
School Board Minutes (continued)

Business Meeting

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

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

Others present included: Steve Connolly, Tom Eismeier, Jeff Shedd, Claire LaBrie, Pauline Aportria, Sue Weatherbie, Jack Fisher, Gary Lanoie, Mark Pendarvis, Shawn Guerrette, several students and parents

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

2. Adjustments to agenda

Item #9, "School Report" was moved to come after #5

3. Approval of School Board Minutes

Trish Brigham made a motion that the minutes of the regular meeting held on April 11, 2006 be approved as presented. Rebecca Millett seconded. The motion was approved 7-0.

4. Comments by Student Representatives

The High School representatives were not present at the meeting (both were busy with activities at the high school).

Jack Fisher updated the Board on student activities at the Middle School.

5. Comments from the public on non-agenda items

There were no public comments.

6. COMMUNICATIONS

6a. Memo from School Psychologist regarding fall leave of absence

The Superintendent presented a letter from Mary Jane Call, Part-time School Psychologist, informing him of her intention to take a 12 week period of sick leave in conjunction with the birth of twins and her intention to return to her three-day a week schedule at the end of the 12 week period. Anne Belden made a motion to approve the extended sick leave. Trish Brigham seconded. The motion was approved 7-0.

SUPERINTENDENT'S REPORT FOR MAY 2006 Page 30b
School Board Minutes (continued)

6b. Update on Pond Cove Writing Program

The Superintendent reported on the recent walkthrough at Pond Cove. Tom Eismeier spoke briefly stating that this was the second year of the program. A grant from CEEF enabled the school to hire a consultant from Heinemann. He stated that the work so far, "... confirms we are on the right track and presents challenges as well." A written report prepared by Dr. Wells from Heinemann was included in the board packet.

6c. It was noted that the Town Council will be voting on the School Budget at its meeting on Monday, May 15, 2006 at 7:30 here in the Council Chambers.

7. RECOGNITION

7a. Maine State Scholastic Chess Championship

Matthew Fishbein, Grade 2, K-3 State Champion

Peter Campbell, Grade 6, K-6 State Champion

K-6 Team (10 players) 2nd place

7b. Governor's Young Writers of the Year

3 of the 8 semi-finalists were from Cape Elizabeth

7c. North Shore Science League Competition

Shawn Guerette, high school physics teacher, updated the board with the highlights of the year. Up to 30 students participated and they did very well in competitions capturing first place in 5 of 18 individual events and winning first place in 2 of 6 meets. The students demonstrated the "Golf Ball Sorter".

7d. Trish Brigham thanked the Pond Cove Parents Association for cleaning and redecorating the staff rest rooms at Pond Cove in honor of the teachers for Teacher Appreciation Week.

7f. Teacher Appreciation Week

Both the Superintendent and the Board Chair spoke thanking the teachers for the outstanding job they do educating our students.

8. SUPERINTENDENT'S REPORT

8a. Gary Lanoie, Technology Coordinator, presented the annual technology report updating the Board on technology in the system and touching on the impact of budget cuts.

8b. The Superintendent announced that representatives of C.E.E.F. and the School Board will join the District Leadership Team at its meeting on May 16 to discuss grants and "big" projects.

8c. The Superintendent gave a brief summary of the Bullying

Workshop held on April 25.

9. SCHOOL REPORT (This was presented out of order; after #5 above)

Mark Pendarvis, high school Spanish teacher, and a group of students were present to report on the exchange trip with students from Costa Rica. A presentation was made showing pictures showing highlights of the Costa Rican students' stay in Cape Elizabeth and the Cape Elizabeths students' stay in Costa Rica. Students added brief comments of their reflections of the exchange.

SUPERINTENDENT'S REPORT FOR MAY 2006 Page 30c
School Board Minutes (continued)

10. SCHOOL BOARD COMMITTEES AND REPORTS

10a. Finance Committee

Finance Subcommittee Chairman Rebecca Millett reported that the subcommittee held its regular meeting on April 25 where they signed warrants, reviewed appropriations reports, and discussed items including monthly energy report, food services monthly report and budget. The next regular meeting of the committee will be held on May 30 at 12:30 in the Superintendent's office. State Representative Connie Goldman will be joining the committee at this meeting.

11b. Policy Committee

Policy Committee Chairperson Anne Belden reported the committee met on April 11 and have five policies to present for first reading later in the meeting. The next meeting will be held on May 16 at noon in the Jordan Conference Room.

- Substance Abuse Subcommittee – Trish Brigham reported that the proposed policy was presented to the Policy Committee and will be presented for first reading tonight. She thanked all the committee members for their time and dedication.

11c. Planning Committee

Planning Committee Chairperson Trish Brigham reported that the Future Direction Plan update is being addressed. The next meeting of the committee will be held on May 11 at 9:45 in the Superintendent's office.

11d. Wellness Committee

Committee Chair Anne Belden reported that the committee has worked to develop a survey to get out to the schools. Dean Zaharis has worked to get the survey into an electronic format to go to parents, staff and students. The results of the survey will be used when developing a wellness policy. A draft policy has been obtained from MSMA and will be looked at during the next meeting on May 18.

11d. Personnel Committee

Personnel Committee Chairperson Kathy Ray reported that the committee has not met since the last School Board meeting. Job descriptions ready for School Board review have been distributed and are on the agenda for consideration tonight.

The next meeting is scheduled for March 22 at 1:00 in the Superintendent's office.

11e. Communication Committee

Communication Committee Chairperson Rebecca Millett updated the Board on the work of the committee. The next meeting is scheduled for June I in the Pond Cove Media Center Conference Room at 3:05 p.m.

11f. Student Extra-Curricular Committee – Chairperson Kevin Sweeney reported that the committee will meet at 2:30 tomorrow, May 10, and reviewed the topics to be discussed.

SUPERINTENDENT'S REPORT FOR MAY 2006 Page 30d
School Board Minutes (continued)

Reports from Non-Board Committees

11g. Legislative Liaison Rebecca Millett stated that TABOR information is contained in the board packets. When Connie Goldman attends the Finance Committee meeting it is hoped that she will be able to offer insights regarding this issue.

11h. PATHS: Kevin Sweeney reported that they are looking at the curriculum offerings and the concerns of the sending schools. He reviewed some of the current offerings. He invited board members to attend the graduation ceremonies on May 19, 2006..

Board Advisory Committees

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

12. UNFINISHED BUSINESS

12a. Policies for second reading

§ EE: Transportation Services Management

§ EEAE & EEAE-R: School Bus Safety Policy and Guidelines

§ EEAEAA: Policy on Drug and Alcohol Testing of Bus Drivers

Anne Belden made a motion that the E policies, dealing with transportation, be approved as presented. Kevin Sweeney seconded. The motion was approved 7-0.

§ JICC & JICC-R: Student Conduct on Buses Policy and Guidelines

Anne Belden made a motion that the policy be approved as presented. Trish Brigham seconded. The motion was approved 7-0.

12b. Consideration of motion for vote on 2006-07 budget

Anne Belden made the following motion representing the 6.95% budget:

"I make a motion to approve the 2006-2007 school budget in the amount of \$18,774,904 of which \$3,207,487 is additional local funds which exceeds the State's Essential Programs and Services funding model by \$1,440,844.94.

The School Board recommends \$3,207,487 for the following reasons:

The state's funding model does not support all of the costs of the schools because it includes only those costs considered essential by the new state Essential Programs and Services (EPS) model." Kevin Sweeney seconded. During discussion of the motion, Rebecca Millett noted that if changes are needed because of Town Council action, the changes need to come back to the board for another vote.

The motion was approved 7-0.

12. NEW BUSINESS

12a. Consideration of Job Descriptions from Personnel Committee
Personnel Committee Chair Kathy Ray explained that the committee is working to update all job descriptions and get them all into a common format. The ones ready for review were sent out to the School Board members ahead of time to

SUPERINTENDENT'S REPORT FOR MAY 2006 Page 30e
School Board Minutes (continued)

give them a chance to review them and have any questions/concerns ready. The educational technician job descriptions have been removed from the group being considered tonight for further review by the committee.

Kathy presented the following job descriptions for consideration for approval:

- § Transportation Scheduler
- § Transportation Scheduler
- § Head Coach
- § Assistant Coach
- § Food Services Worker
- § Food Services Manager
- § Custodian
- § Custodial Services Supervisor
- § Maintenance Mechanic
- § School Bus Maintenance Worker
- § School Bus Driver
- § Computer Technician
- Community Services Division
 - § Adult Program Coordinator
 - § Extended School Care Provider
 - § Community Services Representatives
 - § Youth Program Coordinator

Kathy Ray made a motion to accept the job descriptions as presented. Linda Winker seconded. The motion was approved 7-0.

12b. Consideration of nominations of the Superintendent of teachers for continuing contract

Superintendent Hawkins recommended the following second year teacher for continuing contract status.

Pond Cove: Talya Edlund, Grade 2; Sara Hallowell, Grade 1;

Cindy Perkins, Social Worker; Lynn Spadinger, Grade 2

Middle School: Amy Matthews, World Language; Melissa Sullivan, Grade 8/half-time)

High School: Mark Ashe, Social Studies; Mathew Clements, Math; Shawn Guerrette, Science; Susan Guerrett, Science; Chistopher Hayward, English; Evan Thayer, Math

System-wide: Debra Hannon, Social Worker; Mary Jane Call, Psychologist

Kevin Sweeney made a motion to accept the Superintendent's nominations of teachers for continuing contract. Linda Winker

seconded. The motion was approved 7-0.

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School Board Minutes (continued)

12c. Consideration of nominations of the Superintendent of teachers for second year probationary contract

The Superintendent nominated the following teachers for a second year probationary contract.

Pond Cove: Nichole Ball, Kindergarten (.5); Morrigan Burns, Special Education; Lisa Derman, Grade 2; Marianne Harrington, Grade 2; Tara Piasecki, Grade 2

Middle School: Marguerite Lawler-Rhoner, Art; Susan Quirk, Grade 6; Holly Smevog, Computer Integrator (.5)

High School: Alison Gwyther, Spanish; Lisa Melanson, English/Achievement Center (.6); Robert Thompson, Special Education/Achievement Center; Ginger Raspiller, Achievement Center

Kevin Sweeney made a motion to accept the Superintendent's nominations for second year probationary teachers. Kathy Ray seconded. The motion was approved 7-0.

12d. Consideration of the Superintendent's nomination for the position of Director of Special Services

Superintendent Hawkins nominated Dominic DePatsy to fill the position of Director of Special Services.

Kevin Sweeney made a motion to accept the Superintendent's nomination of Dominic DePatsy for the position of Director of Special Services. Kathy Ray seconded. The motion was approved 7-0.

12e. Consideration of the Superintendent's nominations of teachers for first year probationary contracts

The Superintendent nominated two teachers for first year probationary contracts to work at the middle school : Adam Killip, Grade 6 Science and Douglas Maker, Grade 8 Science

Trish Brigham made a motion to accept the Superintendent's nominations of Adam Killip and Douglas Marker. Rebecca Millett seconded. The motion was approved 7-0.

12f. Consideration of the superintendent's recommendations to co-curricular fee positions

Superintendent Hawkins recommended that the Special Olympics Co-curricular fee position be shared by Karen Johnson (50%), Kristen Cobb (25%) and Morrigan Burns (25%).

Kevin Sweeney made a motion to accept the Superintendent's recommendation for the Special Olympics co-curricular fee position. Anne Belden seconded. The motion was approved 7-0.

12g. Consideration of adoption of proposed school calendar for 2006-07

The Superintendent presented the proposed school calendar. He pointed out that the clarification regarding the first student day requested at last month's meeting has been made.

SUPERINTENDENT'S REPORT FOR MAY 2006 Page 30g
School Board Minutes (continued)

Rebecca Millett made a motion to accept the 2006-07 school calendar as presented. Linda Winker seconded. The motion was approved 7-0.

12h. Policies – First Reading

Anne Belden presented the following policies for first reading and invited board members' comments.

§ GCSA-R: Employee Computer and Internet Use Rules

§ HF: Board Negotiating Agents

§ IHOA: Field Trips and Excursions

§ JICH: Substance Abuse

There was discussion of the policies as they were presented.

Concerns will be taken back to the Policy Committee.

No action was required for first reading.

12i. Consideration of the negotiated agreement with the Cape Elizabeth Educational Administrators Association

The negotiated agreement was presented to the board for consideration.

Kevin Sweeney made a motion to approve the negotiated agreement with the Cape Elizabeth Educational Administrators Association as presented. Trish Brigham seconded. The motion was approved 7-0.

12j. Consideration of resignations

The Superintendent presented the School Board with a letter of resignation from:

§ Mark Tinkham, High School Assistant Principal

Rebecca Millett made a motion to accept the resignation of Mark Tinkham with regret. Linda Winker seconded. The motion was approved 7-0.

§ Karen Cronin, Speech and Language Clinician

Trish Brigham made a motion to accept the resignation of Karen Cronin. Anne Belden seconded. The motion was approved 7-0.

§ Jeanne Cunningham, Educational Technician II

Anne Belden made a motion to accept the resignation of Jeanne Cunningham. Rebecca Millett seconded. The motion was approved 7-0.

13. Public Comment – There was no public comment.

14. School Board Agenda requests – Rebecca Millett requested that TABOR be included on the next agenda.

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

16. There being no further business, Kevin Sweeney made a motion that the meeting be adjourned. Linda Winker seconded. The meeting was adjourned at 9:20

Respectfully submitted,

Alan H. Hawkins
Superintendent of Schools

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May 23, 2006

Cape Elizabeth, Maine

A special meeting of the School Board was held on Tuesday, May 23, 2006, at 6:00p.m. in the High School Library.

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

Others present: Pauline Aportria, Business Manager

The meeting was called to order at 6:00 PM by Chairperson Moloney.

Kevin Sweeney made a motion to enter executive session to discuss teacher negotiations as provided by 1 MRSA 405 (6)(D).

Linda Winker seconded. The motion was approved 7-0.

Kevin Sweeney made a motion to reenter public session. Rebecca Millett seconded. The motion was approved 7-0.

The business meeting was called to order at 7:00 p.m.

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

Others present included: Steve Connolly, Tom Eismeier, Jeff Shedd, Claire LaBrie, Pauline Aportria, Sue Weatherbie, Sarah Simmonds, Mark Tinkham, a number of teachers

1. Consideration of revised budget amount for the 2006-07 School Budget

Superintendent Hawkins briefly introduced the documents distributed and asked Business Manager Pauline Aportria to go over them to clarify for the School Board.

The information distributed had the numbers from the School Board approved budget (6.9% Budget), the 3.4% budget presented

by the Superintendent to meet the tax cap and information regarding the recommendations of Alan and the DLT for a revised budget to meet the 3.93% increase representing the Town Council approved budget amount of \$18,244,294.

There was a long discussion about what was reduced from the School Board approved budget, how decisions were made and the effects of the cuts on student education.

Kevin Sweeney made the following motion:

“I make a motion to approve the 2006-2007 school budget in the amount of \$18,244,294 of which \$2,676,879 is additional local funds which exceeds the State’s Essential Programs and Services funding model by \$1,440,844.94.

The School Board recommends \$2,676,879 for the following reasons:

The state’s funding model does not support all of the costs of the schools because it includes only those costs considered essential by the new state Essential Programs and Services (EPS) model.”

Kathy Ray seconded the motion. After a long discussion a vote was called. The motion was approved 7-0

2. Discussion of artificial turf proposal

There was a long discussion with regard to the artificial turf field proposal and all of its ramifications. At the end of the discussion, it was the consensus of the board that it supports the Kids Turf group’s continuation of pursuing the feasibility of this goal.

There being no further business, Kevin Sweeney made a motion to adjourn the business meeting. Trish Brigham seconded. The motion was approved 7-0.

The workshop on the Future Direction Plan immediately followed.

Respectfully submitted,

Alan H. Hawkins
Superintendent of Schools

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