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Meeting Agendas

-- [Business Meeting November 14, 2006](#)

Meeting Minutes

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DATES TO REMEMBER

School Board Policy Committee

Tuesday, November 14, 2006

12 p.m.

William H. Jordan Conference Room

School Board Strategic Planning Committee

Tuesday, November 14, 2006

1 p.m.

Superintendent's Office, Town Hall

School Board Business Meeting

Tuesday, November 14, 2006

7:00 p.m.

Council Chambers

School Board Finance Committee

Tuesday, November 28, 2006

12:30 p.m.

William H. Jordan Conference Room, Town Hall

School Board Workshop

Tuesday, November 28, 2006

7:00 p.m.

High School Library

Topic: Future Directions Plan

School Board Personnel Committee

Thursday, November 30, 2006

10:30 p.m.

William H. Jordan Conference Room, Town Hall

Student Extra-Curricular Committee

Tuesday, December 5, 2006

2:15 – 4:00 p.m.

Superintendent's Office

School Board Business Meeting

Tuesday, December 12, 2006

7:00 p.m.

Council Chambers

Communications Committee

Wednesday, December 13, 2006

3:10 p.m.
Pond Cove Media Center conference room

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CAPE ELIZABETH SCHOOL DEPARTMENT
Cape Elizabeth, Maine

TUESDAY, November 14, 2006
SCHOOL BOARD MEETING
7:00 p.m. - Council Chambers
preceded by

Executive Session, 6:30 in Jordan Conference Room for discussion
of Superintendent evaluation as provided by
1 MRSA ¶405 (6)(D)

MEETING AGENDA

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 October School Board minutes
4. COMMUNICATIONS
 - a. Michael Fullan workshop
 - b. MSBA Resolution for 2006-2007
5. Comments by High School and middle School students
6. COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
7. RECOGNITION
 - a. High School teacher distinguished alumnus award from University of Pittsburgh
 - b. Special recognition
8. SUPERINTENDENT'S REPORT
 - a. Update on The View
 - b. Brief report on MSMA Fall Conference
 - c. Budget planning
9. SCHOOL REPORT
 - a. Middle School
Joanne Paquette – report of science program
10. UNFINISHED BUSINESS
 - a. Policies for second reading
 - IKF: Graduation Requirements
 - IMBB: Accommodation of Sincere Beliefs in Required Instruction
 - IMG: Animals in Schools

11. NEW BUSINESS

- a. Consideration of Superintendent's evaluation
- b. Consideration of the Superintendent's recommendation for athletic fee positions for Winter 2006-07
- c. Consideration of the Superintendent's recommendations for co-curricular fee positions for 2006-07 school year
- d. Consideration of request regarding Community Services proposed trip for summer 2007
- e. Consideration of request from High School teacher for leave of absence
- f. Consideration of policies for first reading
 - IKFA: Early Graduation
 - IL: Evaluation of Instructional Programs
 - ILD: Student Surveys and Marketing Information
 - IMDB: Flag displays
 - JL: Student Wellness
 - KCE: Receiving Education Foundation Fund
- g. Consideration of proposal for CEHS Sailing Team

11. New Business (continued)

- h. Consideration of recommendations from Personnel Committee
 - Job Descriptions
 - Food Service Director
 - Pond Cove Team Leader
 - Educational Technician I
 - Educational Technician II
 - Educational Technician III
 - Volunteer Coordinator
 - Evaluation Forms
 - Bus Driver
 - Custodial Services
 - Support Staff

12. COMMITTEE REPORTS

Standing Committees

- a. Finance Committee – Rebecca Millett
- b. Policy Committee – Anne Belden
- c. Communication Committee – Rebecca Millett
- d. Personnel Committee – Kathy Ray
- e. Strategic Planning – Trish Brigham
- f. Student Extra-curricular Committee – Kevin Sweeney

13. Public Comment

14. School Board Agenda Requests

15. Announcement Of Upcoming Meetings

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The Cape Elizabeth School Board met in The William H. Jordan conference Room in executive session at 6:30 PM.

School Board members present were:

Elaine Moloney, Chair
Anne Belden
Patricia Brigham
Rebecca Millett
Kevin Sweeney
Linda Winker

Alan H. Hawkins, Superintendent of Schools

Unable to attend: Kathy Ray

Others present: Pauline Aportria, Business Manager

Kevin Sweeney made a motion to enter executive session for the purpose of discussing negotiations with bargaining units as provided by 1MRSA ¶405 (6)(D).

Anne Belden seconded. The motion was approved 6-0.

Kevin Sweeney made a motion to adjourn the executive session and move to the business meeting in the Council Chambers.

Trish Brigham seconded. The motion was approved 6-0.

In compliance with 1 MRSA ¶405 (2), no final approval or action was taken during the executive session.

SUPERINTENDENT'S REPORT FOR OCTOBER 2006 Page 5a
School Board Minutes (continued)

The regular meeting of the School Board was held on Tuesday, October 10, 2006, at 7:00 p.m. in the Council Chambers.

School Board members present were:

Elaine Moloney, Chair
Anne Belden
Patricia Brigham
Rebecca Millett
Kevin Sweeney
Linda Winker

Alan H. Hawkins, Superintendent of Schools

Unable to attend: Kathy Ray

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

Others present included: Steve Connolly, Tom Eismeier, Jeff Shedd, Dominic DePatsy, Steve Connolly, Pauline Aportria, Sue Weatherbie, Mary Bruns, and other citizens and staff

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

2. Adjustments to agenda

- Under item 12b “Policy Committee” a report from the Wellness Subcommittee was added.
- an Item 4f “Safety in the buildings” was added.

3. Approval of School Board Minutes

Rebecca Millett made a motion that the School Board minutes for the meeting held on September 12, 2006 be approved as presented. Trish Brigham seconded. The motion was approved 6-0.

4. COMMUNICATIONS

4a. PATHS Report

Kevin Sweeney updated the School Board on the works of the PATHS Advisory Board on its five-year plan. He invited other members of the Board to attend upcoming meetings or to go on a tour of the facility on Allen Avenue in Portland.

4b. Notification of intent to negotiate

Elaine Moloney explained that letters to negotiate successor agreements have been received from four (4) bargaining units: Bus Drivers, Custodians, and Maintenance Mechanic; Educational Technicians II and III; Food Service Employees; and Administrative Support Personnel and Educational Technicians I. She reported that the School Board met in executive session prior to the business meeting for initial discussions of the negotiations.

SUPERINTENDENT'S REPORT FOR OCTOBER 2006 Page 5b School Board Minutes (continued)

4c. Letters of resignation

- The Superintendent presented a letter of resignation from Joanne Matusko, an educational technician in special education at Pond Cove. She has resigned to take a position as a teacher in another district.
- The Superintendent presented a letter of resignation from Roxie Johnston, a special education teacher at Pond Cove. She has accepted a position as an assistant director of special services in another district.

Rebecca Millett made a motion to accept the resignation of Roxie Johnston. Trish Brigham seconded. The motion was approved 6-0.

4d. “The Learning State: Maine Schooling for the 21st Century”

The Superintendent pointed out that a copy of “The Learning State: Maine Schooling in the 21st Century” was included in the School Board packet. It was adopted by the State Board of Education on September 12, 2006. He pointed out some of the major points included, stating that it is an important document and suggested that Board members take the time to read it carefully.

4e. Update on TABOR

Elaine Moloney presented a brief update on TABOR. She read an article from the Portland Press Herald of October 9, 2006. She pointed out that one of the flaws and unintended consequences of TABOR is that it will have a significant negative impact on schools. Both Rebecca Millett and Kevin Sweeney added information from their work with the town’s TABOR committee.

4f. Safety in Our Schools

The Superintendent updated the School Board on the status of the

Emergency Preparedness Plans for the schools and plans that are in place to review them and make any necessary revisions.

5. Comments by high school and middle school students

Matt Oakes, SAC President at the high school, reported on items of interest from the students' perspective. Matt announced that the regular school board representatives should be elected and available for the November meeting.

It was noted that the student council elections at the middle school are currently in progress and the representatives will be here at the November meeting to make their reports.

6. Comments from the public on non-agenda items There were no public comments.

7. RECOGNITION

7a. Cape Elizabeth High School recipients of the 2007 National Merit Scholarship Corporation's Semifinalist and Commended Student were recognized.

SUPERINTENDENT'S REPORT FOR OCTOBER 2006 Page 5c
School Board Minutes (continued)

7b. The Boys Cross Country team took 23rd place overall in Stanford (CA) Invitational track meet out of more than 160 invited teams from across the country. Our team was introduced as "the team from Cape Elizabeth High School, with the highest SAT's in the State of Maine!"

At the Manchester (NH) Invitational cross country meet, the boys took 5th place in the Elite Division. The girls team finished 2nd in the Small Schools Division.

7c. 48 works of art from Marguerite Lawler-Rohner's 5th and 7th grade art classes are on display for October exhibition in Augusta. Each student who participated in this exhibit will receive a certificate signed by Commissioner Gendron.

8. SUPERINTENDENT'S REPORT

8a. Update on The VIEW

Superintendent Hawkins reported that there will be two shorter issues of The View during the 2006-07 school year. The first will be published in late October or early November. The second will come out in early spring.

8b. Update on high school renovation project

The Superintendent reported that the project is pretty well finished. He noted the items still remaining including the \$15,000 towards the traffic light at the junction of the access road and Ocean House Road. He reported the so-called "Dunkin' Donuts Project" has been put on hold as has the traffic light. An open house for the public will be planned when the final renovation details have been completed.

8c. Updated Policy Manual

Superintendent Hawkins noted that the Policy Committee has been working hard to do a complete review and revision of the School Board Policy Manual. Even though the work is not yet completed, an updated version has been developed for distribution to School Board and administration. The books, which have been color coded to indicate policies still to be reviewed/revise, will be

available later this week. All current policies have been sent to the web master and will be posted on the web site in the next few weeks.

9. SCHOOL REPORT

Ted Jordan, high school social studies teacher, and Evan Thayer, high school math teacher, reported on the USM School of Business Executive Forum 2006 they attended earlier this fall. One of the key points put forth by keynote speaker, Robert Reich, was that the new middle class in America will be technicians, leaving us with the question, "In Maine, are we adequately preparing students for the 21st century?"

SUPERINTENDENT'S REPORT FOR OCTOBER 2006 Page 5d School Board Minutes (continued)

10. UNFINISHED BUSINESS

10a. Policies – second reading

- Anne Belden presented policy "IKE: Student Progress Through the Grades" for second reading. She noted that it was unchanged since it was presented for first reading in September. Anne Belden made a motion to accept the policy as presented. Rebecca Millett seconded. The motion was approved 6-0.

- Anne Belden presented Policy IHOA: Student Travel and Field Trips. She pointed out two wording changes that were not included in the copy included in the packet. Trish Brigham made a motion to accept the policy as amended. Rebecca Millett seconded. The motion was approved 6-0.

11. New Business

11a. Consideration of Superintendent's recommendations for athletic fee positions

The Superintendent recommended the following

Middle School Football, David Shields; Middle School Assistant Football, Anthony Dell'Aquila.

Rebecca Millett made a motion to accept the superintendent's recommendations as presented. Trish Brigham seconded. The motion was approved 6-0.

11b. Consideration of Superintendent's recommendations to co-curricular fee positions for 2006-07

The Superintendent made the following recommendations to co-curricular fee positions for 2006-07

High School: Yearbook – Rachel Guthrie (.5) Jeanne Hamon (.25) Joan Moriarty (.25); SAC, Shawn Gurette (.5) Brandy Lapointe (.5); Theater-Technical, Peter Bloom; Theater-Costume, Deb Richio; Health/PE Department Chair, Scott Shea; CAT Chair, Belinda Snell; CAT Members, Sharon Merrill, Brandy Lapoite, David Peary, Paula Harris, Katie Lisa, Ben Raymond; Freshman Class Advisor, Susan Guerrette.

Middle School: 8th Grade SAT Representative, Paul Casey; Co-directors of Drama, Deborah Keefe and Kathleen Heenan-Tuttle; 7th Grade SAT Representative, Deb Casey; Co-directors of 5th & 6th Grade Math Team – Allison Caruso, Adam Killip; Student Council, Jim Doliner and Joe Doane.

Systemwide: Mentors for new teachers – Aaron Filieo, Lisa

Leonard, Matt Whaley, Marie Hayes, Janet Amberger, Linda Paul, Lynn Spadinger, Susan Saffer, Michael Efron, Joel Shroder, Kathy Hamblin (for 2 teachers), Hannah Jones

Anne Belden made a motion to accept the Superintendent's recommendations as presented. Linda Winker seconded. The motion was approved 6-0.

11c. Consideration of policies for first reading

Anne Belden presented Policy IKF: Graduation Requirements, IMBB: Accommodations for Sincere Beliefs in Required Instruction, and IMG: Animals in Schools. School Board members asked questions and offered comments. No action was necessary for first reading.

SUPERINTENDENT'S REPORT FOR OCTOBER 2006 Page 5e
School Board Minutes (continued)

11d. Consideration of Superintendent's nomination of .5 kindergarten teacher

The Superintendent nominated Martha Ollove to fill a 1-year .5 kindergarten teaching position, explaining the need arose out of increased numbers of students at that level. Rebecca Millett made a motion to approve the Superintendent's nomination. Linda Winker seconded. The motion was approved 6-0.

11e. Consideration of recommendations from Personnel Committee

- Job Descriptions

Food Service Director

After a long discussion and questions from the Board, this job description was sent back to the committee for further review.

Achievement Center Coordinator

Kevin Sweeney made a motion to approve the Achievement Center Coordinator job description as presented. Rebecca Millett seconded. The motion was approved 6-0.

- Superintendent Evaluation Process was presented for Board consideration.

After a long discussion this was sent back to the committee without action.

12. SCHOOL BOARD COMMITTEES AND REPORTS

12a. Finance Committee

Finance Committee Chairman Rebecca Millett reported that the committee held its regular meeting on September 24, 2006 where they signed warrants, reviewed the monthly energy report, reviewed the food services monthly report and discussed the 2007-08 budget. The next meeting is scheduled for October 24 at 12:30 in the Superintendent's office.

12b. Policy Committee

Policy Committee Chairperson Anne Belden reported the committee met on September 19 and reviewed what is left for the update of the policy manual. The committee is hopeful to complete the work this year. The policies presented at tonight's meeting were prepared for presentation.

Wellness Committee – Anne Belden continued her report with an update on the work of the Wellness Committee, a subcommittee of the Policy Committee. She mentioned the survey done of staff,

parents and students and emphasized that the purpose of this committee is to develop a wellness policy.

12c. Strategic Planning Committee

Planning Committee Chairperson Trish Brigham reported that the committee will meet at 1:00 on October 16.

12d. Personnel Committee

Personnel Committee Member Kevin Sweeney reported that the committee continues to work on job descriptions and is starting to work on evaluation instruments. The next meeting of the committee is on Thursday, October 19 at 12:30 PM. in the Jordan Conference Room.

SUPERINTENDENT'S REPORT FOR OCTOBER 2006 Page 5f
School Board Minutes (continued)

12e. Communication Committee

Communication Committee Chairperson Rebecca Millett reported that the committee's first meeting of the school year is planned for October 21 at 3:10 at the Pond Cove Media Center.

12f. Student Extra-Curricular Committee

Chairperson Kevin Sweeney reported that the committee met on September 19. Sports Done Right was the topic of conversation. Sue Weatherbie and Leslie Young attended a statewide meeting of the group and will report back at the meeting coming up on October 17th.

12. Public Comment – There was no public comment.

13. School Board Agenda Requests There were none.

14. Announcements of Upcoming Meetings

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

There being no further business, the meeting was adjourned at 9:11 PM.

Respectfully submitted,

Alan H. Hawkins
Superintendent of Schools

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