

## Meeting Minutes

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

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### MEETING MINUTES

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June 13, 2006

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, June 13, 2006, at 7:00p.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

Unable to attend: 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, Mary Bruns, Janet Favor, Carolyn Russ, Deborah Jackson

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

2. Adjustments to agenda

§ In the absence of the Superintendent, Kevin Sweeney made a motion to name Mary Bruns the Superintendent Designee for the duration of the meeting. Trish Brigham seconded. The motion was approved 7-0.

§ Item 11i. "Consideration of the proposed negotiated agreement with Cape Elizabeth Education Association - Teachers" was removed from the agenda.

§ An Item 11m. "Consideration of a TABOR Resolution" was added.

§ An Item 11n. "Consideration of the School Board Chair's appointment of 2 members to serve on the Turf Field Committee as established by the Town Council at its June 12, 2006 meeting" was added.

§ An Item 11o "Consideration of a recommendation to seek additional information regarding official affiliation with Sports Done Right" was added.

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### School Board Minutes (continued)

#### 3. Approval of School Board Minutes

Rebecca Millett made a motion that the minutes of the regular meeting held on

May 9, 2006 and the special meeting held on May 23, 2006 be approved as presented. Trish Brigham seconded. The motion was approved 7-0.

#### 4. Comments by Student Representatives

The student representatives were unable to attend the meeting. Elaine Moloney took the opportunity to thank Connor Hankinson and Daly Gruen, the High School representatives, and Jack Fisher and Will Daly, the Middle School representatives, for the fine job they have done during the year with their reports.

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

There were no public comments.

### 6. COMMUNICATIONS

#### 6a. Closing and opening of schools

Elaine Moloney noted that June 16 is the last day of school for students during the current school year. She reviewed the early dismissal times for the three schools on that day.

She went on to explain that the 2006-2007 school year will start in late August. The first student day of school at the High School will be on Wednesday, August 30, but only 9th Grade students will be attending. All other students, K-8 and 10-12, will start on Thursday, August 31.

#### 6b. NEASC Report - This item was tabled.

#### 6c. Cape Elizabeth Education Foundation Grants

Elaine Moloney reported that CEEF has recently awarded nine (9) grants to the 3 schools totaling \$30,758. She reviewed some of the highlights of the grants. She also noted that CEEF is instituting

two (2) annual teacher awards starting in the fall of 2006.

## 7. RECOGNITION

### 7a. Students recognized by Cape Elizabeth Arts Commission

Three (3) Cape Elizabeth High School students were recently recognized by the Cape Elizabeth Arts Commission. Each one was awarded \$100 in recognition of her/his art work; the works will be framed and displayed in the Cape Elizabeth Permanent Arts Collection. The students are: Emily Yang, Aschel Gregory, and Whitney Legge.

### 7b. Bus Drivers

Elaine Moloney noted that the School Board wanted to officially thank the bus drivers for their dedicated service to the students of Cape Elizabeth.

### 7c. Employees for years of service

The Superintendent Designee noted that staff members are recognized annually for years of service that are multiples of five (5). Traditionally, the list of those who have reached one of the benchmarks is read at the June School Board meeting and the individuals are given a token of recognition at the opening day of school in August. The list of thirty-two (32) names was read. (See attached list.)

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School Board Minutes (continued)

### 7d. Retirees

Four retirees were honored: Mary Murphy, 8th Grade teacher, 36 years; Carolyn Russ, Grade 6 teacher, 27 years; Janet Favor, Special Education teacher at Pond Cove, 17 years; Claire LaBrie, Director of Special Services, 10 years. After presentation of a small token of appreciation to the retirees for their many years of dedicated service to the Cape Elizabeth school community, there was a 15 minute recess in the meeting to accommodate a brief reception for the retirees.

## 8. SUPERINTENDENT'S REPORT

### 8a. Proposal regarding a trip with students to Costa Rica

High School Teacher Deborah Jackson and Lisa Johnson, a representative of "Have Heart", presented a request to the School Board regarding a trip to Costa Rica in February of 2007. The trip is a private trip, but would require missing two days of school. Details of the trip were reviewed and members of the School Board asked clarifying questions. Trish Brigham raised a question about the School Board's field trip policy and whether this request

should be considered. After a lengthy discussion, Rebecca Millett made a motion to allow the planning for the trip to proceed. Kevin Sweeney seconded. During discussion of the motion Trish Brigham asked for clarification regarding whether or not the School Board will accept liability by approving the motion. It was clarified that the only thing the School Board is approving is the absence from school. The motion was approved 7-0.

#### 8b. Opportunity for end of the school year comments by Principals

Elaine Moloney asked each of the principals to share highlights from the school year in the respective buildings.

#### 8c. Update on Kids Turf

Kevin Sweeney reported that the citizen group which came to the School Board earlier in the spring, presented a proposal regarding artificial turf on the lower soccer field at the high school to the Town Council last night. The Town Council approved the concept and established a committee. School Board representatives to that committee will be recommended later in the meeting.

#### 8d. The Superintendent Designee updated the Board on the status of the sharing of the Facilitator of Curriculum and Professional Development position for the 2006-07 school year

8f. Elaine Moloney announced that there will be a cookout for all staff on June 16. This is to thank all staff for a successful school year. It is scheduled for the area between the Middle School and Pond Cove School starting at 11:00.

### 9. SCHOOL BOARD COMMITTEES AND REPORTS

#### 9a. Finance Committee

Finance Subcommittee Chairman Rebecca Millett reported that the subcommittee held its regular meeting on May 30, 2006 where they signed warrants, reviewed appropriations reports, and discussed items including monthly energy report and food services monthly report. The remainder of the meeting was spent in a lengthy discussion with State Representative Connie Goldman.

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#### School Board Minutes (continued)

#### 9b. Policy Committee

Policy Committee Chairperson Anne Belden reported that the committee met on May 16 and have four policies to present for second reading later in the meeting. In addition they reviewed Policy JLCEA: Managing Students with Food Allergies which was adopted a year ago with the agreement that it would be reviewed after a year. It seems the policy has worked well and no change was recommended.

#### o Wellness Committee

Anne Belden reported that the committee met on May 25 and updated the Board on the progress of the work of the group. The survey developed for use by the committee has been put online by Dean Zaharis. The results are being eagerly awaited. An MSMA sample policy has been obtained as a starting point.

#### 9c. Planning Committee

Planning Committee Chairperson Trish Brigham reported that the committee met on May 23 and discussed various plans for the coming year including the Future Direction Plan and community dialogue.

#### 9d. Personnel Committee

Personnel Committee Chairperson Kathy Ray reported that the committee met on May 22. They continue to work on job descriptions and putting them into a common format. There are 10 more to be presented for consideration later in the meeting. Other topics discussed included non-union central office staff salaries and the performance appraisal of the Superintendent. The next meeting is scheduled for June 26 at 1:00 in the Jordan Conference Room.

#### 9e. Communication Committee

Communication Committee Chairperson Rebecca Millett reported that the committee met on June 1. They discussed the development of a template for a budget fact sheet to share important information with the public in a more timely manner. They discussed the need for a PIP (Public Information Plan) and look at developing that in the early fall. The next meeting will be held in the fall at a time and place to be announced.

#### 9f. Student Extra-Curricular Committee -

Chairperson Kevin Sweeney noted that there is an item on the agenda for tonight regarding recognition of a sports team as recommended by the committee. Other topics discussed at the meeting included policies and "Kids Turf" implications and the need to update the Coaches Handbook.

#### Reports from Non-Board Committees

9g. Legislative Liaison Rebecca Millett stated that it has been suggested that we should reach out to other communities and form a coalition; become more proactive. She noted that an item dealing with the TABOR resolution will be discussed under New Business.

9h. PATHS: Kevin Sweeney reported that the PATHS graduation was held on May 19. He congratulated all of the Cape Elizabeth students for their hard work.

School Board Minutes (continued)

Board Advisory Committees

9i. Town's Comprehensive Plan Committee: Elaine Moloney updated the Board on the work of the committee.

10. UNFINISHED BUSINESS

10a. Consideration of policies for second reading

o GCSA-R - Employee Computer and Internet Use Rules

Anne Belden explained that the policy was taken back to the committee to review prohibited uses under #4 & 5 and explained the proposed changes.

Kevin Sweeney made a motion to approve the policy as presented. Rebecca Millett seconded.

During discussion of the motion, Katy Ray expressed concern about deleting the word "political".

The motion was approved 6-1 (Yes; A. Belden, P. Brigham, R. Millett, E. Moloney, K Sweeney, L. Winker. No: K. Ray)

o HF: Board Negotiations

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

o IHOA: Field Trips and Excursions

Anne Belden made a motion to adopt the policy as presented. Rebecca Millett seconded. Kevin Sweeney expressed concern about the Costa Rica trip discussed tonight and would like to have an opportunity to consult and clarify. He asked that the item be tabled and the policy be discussed with administrators in order to get that piece understood with no inconsistency. He expressed concern about defacto liability by approving .

The motion and second were withdrawn. The Policy Committee will review the policy at its next meeting.

o JICH: Substance Abuse

Anne Belden made a motion to approve the policy as presented. Kevin Sweeney seconded. The motion was approved 7-0.

11. New Business

11a. Consideration of job descriptions from the Personnel Committee

Kathy Ray noted that the proposed job descriptions for the following positions were presented to School Board members for review well in advance of the meeting to afford them the opportunity to scrutinize them. The job descriptions being considered include :

Extended School Care Program Coordinator; Youth Summer Staff; Summer Program Director; Extended School Care Staff; Pond Cove Elementary Principal; Middle School Principal; Middle School Assistant Principal; High School Principal; High School Assistant Principal; Technology Coordinator; Facilitator of Professional Development, Curriculum and Assessment; School Department Business Manager/Municipal Comptroller; Special Services Director.

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School Board Minutes (continued)

Kathy Ray made a motion that the job descriptions listed be accepted as presented. Kevin Sweeney seconded. The motion was approved 7-0.

11b. Consideration of the Superintendent's nominations of new teachers

The Superintendent's Designee presented the Superintendent's nomination of:

- Chris Newell as a math teacher at Cape Elizabeth High School for the 2006-07 school year;

Rebecca Millett made a motion to accept the Superintendent's nomination of Chris Newell as presented. Kathy Ray seconded. The motion was approved 7-0.

- Sharon D'Orsie as a science teacher at Cape Elizabeth High School for the 2006-07 school year;

Anne Belden made a motion to accept the Superintendent's nomination of Sharon D'Orsie as presented. Kevin Sweeney seconded. The motion was approved 7-0.

- Erin Cavallaro for a 1-year position as an English teacher at Cape Elizabeth High School for the 2006-07 school year;

Anne Belden made a motion to accept the Superintendent's nomination of Erin Cavallaro as presented. Trish Brigham seconded. The motion was approved 7-0.

11c. Consideration of change of status for current staff members

The Superintendent's Designee presented the Superintendent's recommendations for change in status of current staff members as follows:

- Lisa Melanson from .6 to full-time (CEHS English/Achievement Center)

- Nicole Ball from .5 to full-time (Kindergarten)

- Shari Robinson to .5 Librarian and .5 curriculum/staff development

Kevin Sweeney made a motion to accept the Superintendent's recommendations for change of status of current employees as presented. Trish Brigham seconded. The motion was approved 7-0.

#### 11d. Consideration of the Superintendent's nomination of High School Assistant Principal

The Superintendent Designee presented the Superintendent's nomination of Troy Henninger as the Assistant Principal at CEHS for the 2006-07 school year.

Trish Brigham made a motion to accept the Superintendent's nomination of Troy Henninger as presented. Anne Belden seconded. The motion was approved 7-0.

#### 11e. Consideration of athletic trip request

A request for the Girls Varsity Soccer team to travel to Hanover, NH to participate in a regional pre-season tournament on August 18-19 was presented. Kevin Sweeney made a motion to allow the athletic trip. Anne Belden seconded. There was discussion about how this request relates to the proposed new policy on field trips and excursions. The motion was approved 7-0.

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#### School Board Minutes (continued)

#### 11f. Consideration of proposal to grant the Superintendent authority to hire over the summer

Kevin Sweeney made a motion to allow the Superintendent to make hiring decisions during the School Board's summer recess subject to School Board approval at its next meeting. Kathy Ray seconded. The motion was approved 7-0.

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

The Superintendent's Designee presented the Superintendent's recommendations to co-curricular fee positions for 2006-07:

- Pond Cove Team Leaders

Kindergarten, Catherine Cornell, Grade 1 Karen Dow, Grade 2 Sarah Lewis, Grade 3 Mary Dulac, Grade 4 Christine Tweedie, Allied Arts Marie Hayes, PST Susie Saffer



Kevin Sweeney made a motion to accept the Superintendent's recommendations as presented. Linda Winker seconded. The motion was approved 7-0.

· School Web Site Webmaster, Wendy Derzaweic

Kevin Sweeney made a motion to accept the Superintendent's recommendation as presented. Trish Brigham seconded. The motion was approved 7-0.

· System-wide Certification Committee

Pond Cove Rep - Mary Dulac; CEMS Rep - Gary Record; CEHS Rep - Joyce Bell; CEEA Rep - Ellen Brady

Kevin Sweeney made a motion to accept the Superintendent's recommendation as presented. Linda Winker seconded. The motion was approved 7-0.

· Middle School Team Leaders

Grade 5 Kathy Walsh; Grade 6 Gary Record, Grade 7 Aaron Filieo, Grade 8 Steve Price, World Language Anne Marie Dionne, Special Education, Kim Huchel, Allied Arts Andy Strout, Special Ed SAT Rep Kristen Cobb

Anne Belden made a motion to accept the Superintendent's recommendation as presented. Rebecca Millett seconded. The motion was approved 7-0.

· Middle School student activities

Band Director 5-8 - Terry White; Instrumental Music - Terry White; Choral Director Grade 5-8 - Rebecca Bean; Outdoor Experience Kathy Walsh (Gr. 5), Gary Record (Gr 6), Joanne Paquette (Gr 7); Speech Grade 5-8 - Margaret Welch; Newspaper - Pam Vose, Deborah Hannon; Yearbook - Cathy Clough; Computer Club - Brian Freccero; Math Club (7-8) - Brian Freccero; Student Council - Jim Doliner

Trish Brigham made a motion to accept the Superintendent's recommendation as presented. Rebecca Millett seconded. The motion was approved 7-0.

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School Board Minutes (continued)

11h. Consideration of the Superintendent's recommendations to athletic fee positions

The Superintendent Designee presented the Superintendent's recommendations for athletic fee positions for fall 2006:

Middle School - Jody Boynton - 7th Grade Field Hockey; Dianne Nicholson - 8th Grade Field Hockey; Jim Doliner - 8th Grade Boys Soccer; Joe Doane - Boys MS Cross Country; Paul Casey - Girls MS Cross Country

Trish Brigham made a motion to accept the Superintendent's recommendations to athletic fee positions at the Middle School as listed. Rebecca Millett seconded. The motion was approved 7-0.

High School - Ben Raymond - Varsity Boys Soccer; Gary Newell - Asst. Boys Soccer; Don Burke - Freshman Boys Soccer; David Weatherbie - Boys Cross Country; Mary Ann Doss - Girls Cross Country; Aaron Filieo - Varsity Football; Ron Kierstead, Arthur Jones, Don Young, Tim Wiley and Tom Lawson - Assistant Football; Lori Broadhurst - Varsity Field Hockey; Darci Hollan - J.V. Field Hockey; Greg Sandell - Golf; Kevin Harvey - Varsity Girls Soccer

Anne Belden made a motion to accept the Superintendent's high school athletic fee recommendations as presented. Linda Winker seconded. The motion was approved 7-0.

11i. Consideration of proposed negotiated agreement Eliminated from the agenda

There were no recommendations made.

11j. Consideration of proposal to recognize girls ice hockey as a sanctioned sport

Kevin Sweeney explained the rationale behind the request/recommendation from the Student Extra-Curricular Committee.

Kevin Sweeney made a motion that Girls Ice Hockey be sanctioned as a club sport without expense to the school department and with all applicable regulations of other policies in place. Linda Winker seconded. The motion was approved 7-0.

11k. Consideration of proposed non-union central office staff salary and benefits

Kathy Ray made a motion to approve the central office non-union salary and benefits as discussed in executive session. Rebecca Millett seconded. The motion was approved 7-0.

11l. Consideration of proposed trip to Costa Rica

This item was voted on earlier in the meeting.

11m. Consideration of a TABOR Resolution

Rebecca Millett presented a proposed TABOR resolution explained it and read it.

Rebecca Millett made a motion that the School Board adopt the resolution as presented. Kathy Ray expressed concerns of wording in the amendment in 6 "...TABOR could lead to increased costs and confusion for municipalities..." She felt the word "confusion" is opinion vs. fact. Rebecca amended the motion to change the wording to "complexity". Trish Brigham seconded the amended motion. The motion, as amended, was approved 7-0.

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##### School Board Minutes (continued)

11n. Consideration of the School Board Chair's appointment of 2 members to serve on the Turf Field Committee as established by the Town Council at its June 12, 2006 meeting

Chairperson Moloney recommended appointment of Anne Belden and Kevin Sweeney to serve as the School Board representatives to the Town Council established Turf Field Committee.

Kathy Ray expressed concern that the responsibilities of the School Board members is not evenly divided. Linda Winker, who has served on the extra-curricular committee in the past, expressed interest and should be appointed. After further discussion a vote was called. The vote was 5-2 in support of Chairperson Moloney's recommended appointments. (Yes: A. Belden, P. Brigham, R. Millett, E. Moloney, K. Sweeney. No: K. Ray, L. Winker)

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.

Respectfully submitted,

Alan H. Hawkins

Superintendent of Schools

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