

MEETING MINUTES

SUPERINTENDENT'S REPORT FOR SEPTEMBER 2006 Page

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September 12, 2006

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, September 12, 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, Dominic DePatsy, Pauline Aportria, Sue Weatherbie, Keith Weatherbie, Troy Henninger, Shari Robinson, Becky Swift, Linda Maule, Mary Bruns, and other citizens and staff

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

2. Adjustments to agenda

Three items were added under #7 “Superintendent’s Report”

7d. Kindergarten discussion

7e. Update on new substitute teacher procedures

7f. “Celebrating School People”

3. Approval of School Board Minutes

Kevin Sweeney made a motion that the School Board minutes for the meeting held on June 13, 2006 be approved as presented.

Rebecca Millett seconded. The motion was approved 7-0.

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School Board Minutes (continued)

4. COMMUNICATIONS

4a. Letter from Soccer Boosters regarding reimbursement money for soccer shed

The Superintendent directed attention to the letter contained in the packet. Rebecca Millett reported on a recent meeting of the Finance Committee with Martha Palmer, from the Soccer Boosters, Jeff Shedd and Keith Weatherbie, Pauline Aportria, Ben Raymond. In summary, the boosters built and maintained the shed. It was on school property and insured by the school department. There is no plan on the part of the soccer boosters to rebuild the shed. After a long discussion, Kevin Sweeney made a motion to move this item to "New Business" for a vote. Kathy Ray seconded. Elaine Moloney asked for wording on the item for "New Business". Kevin provided the wording for the item, "Consideration of a proposal to delegate/authorize the Superintendent to distribute the money from the insurance settlement at his discretion." The motion was approved 7-0.

4b. MSMA accidental death and dismemberment insurance

The Superintendent explained that this is free insurance provided by MSMA to School Board members. A beneficiary sheet is enclosed in the packet and should be completed and returned to his office.

4c. Letters of resignation

Superintendent Hawkins reported that two letters of resignation were received over the summer. One was from Anne Willett, a half-time educational technician at Pond Cove, who has accepted a full-time teaching position in another district. The second was from Douglas Maker, a teacher who was approved by the School Board in the spring to fill a position at the Middle School. Subsequently, he was offered a position in his home town and decided to accept that.

4d. Field trip requests

- High School Cross-country Team

The Superintendent presented a letter from David Weatherbie, the cross country coach, requesting permission to take the top 7 runners to the Stanford Cross Country Invitational in Palo Alto, California.. All required details were included in the letter. A discussion of the field trip policy being in the process of being revised ensued. It was decided that the "old" policy needs to be adhered to until the "new" policy is adopted by the School Board. A vote on this request is included under "New Business".

- French Exchange Program

The Superintendent presented a proposal from David Peary, a French teacher at the High School, regarding a proposed exchange trip involving students from CEHS and a school in France. All required details were included in the proposal. It was determined that David has permission to continue planning, meeting with students and parents, etc. for this trip. No further action is required at this time.

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School Board Minutes (continued)

- England/April Vacation

The Superintendent shared an email from Lisa Melanson, a High School English teacher, regarding a tour that she and Hannah Jones are chaperoning to England during April vacation in 2007. This is not a school related trip, but would involve the teachers and students missing one day of school. Permission to miss that day of school is what is being sought. As with the item above, the consensus of the School Board was to consent to allow the planning for this trip to continue.

4e. NEASC report update

A corrected letter from NEASC, regarding the October 2005 accreditation visit, was presented. In response to questions from Board members, Jeff Shedd explained that the only difference in this letter is the date that a Special Progress Report regarding initial progress on the written curriculum is January 2, 2007 as opposed to January 2, 2008 as indicated in the original letter.

4f. Annual report from Volunteer Program

The Superintendent reported that the Volunteer Program report for the past school year is included in the School Board packet. He praised the work of Gail Schmader, Volunteer Coordinator, and all of the volunteers in our schools. Anne Belden added that the program is "...one of the great strengths of our school system."

4g. Kevin Sweeney stated that he had 2 items for "Communications"

- PATHS General Advisory Committee has a meeting scheduled for September 21 from 12:00 noon until 2:00 p.m. Kevin has already invited Dominic DePatsy, Director of Special Services, to attend. He would also like to invite a School Board member to attend. Anyone available and interested was asked to contact Kevin.

- Kevin announced on behalf of himself and all candidates for School Board and Town Council that they have agreed not to post campaign signs along the streets during the upcoming election.

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

6. RECOGNITION

6a. Elaine Moloney reported on the two newly instituted CEEF grants honoring Cape Elizabeth teachers. She noted that at both the opening day for staff (8-30-06) and for High School (9-1-06) the awards were announced. The Brownell Award, named in honor of Elaine Brownell, a long time teacher and advisor to CEEF, will be awarded annually to a teacher who has made an outstanding contribution to the system through the implementation of a CEEF grant. This year's recipient was Evan Thayer for his work in establishing robotics in the three schools.

The second award is the Thompson Award, named for Tim Thompson, a student who died tragically, will be granted to an individual who goes above and beyond to help a student(s). This year's award was presented by Nancy and Tim Thompson, parents of the student for whom the award is named, and was awarded to Ben Raymond, high school teacher and coach.

Chairperson Moloney ended by thanking CEEF for establishing the awards.

7. SUPERINTENDENT'S REPORT

7a. The opening of school

Superintendent Hawkins reported that the opening of school went very well.

7b. School Board retreat

Rebecca Millett reported briefly on the retreat held in August, stating that they looked at work started last year and the areas focused on. These areas were revised, refined and developed into goals. Anne Belden spoke about the benefits of an annual retreat and suggested that a timing change might be considered due to the change in the election date to November.

7c. Report on TABOR Drive-in meeting

Superintendent Hawkins reported that TABOR is a major issue this fall. He attended a recent workshop in Augusta (Sept. 6) with representatives of MSMA, Drummond, Woodsum and a senator from Colorado who spoke on the implementation and impact a similar bill had in his state. He talked about the language and issues of TABOR and stressed that the need to understand what TABOR will and won't do; what will happen from a town point of view and school point of view.

Kevin Sweeney updated the Board on the work of the local TABOR committee and the strong feelings and lack of agreement between the two extremes.

Rebecca Millett added that there seems to be no point of agreement on what the wording means so it is difficult to come up with a comprehensive view.

7d. Kindergarten

The Superintendent updated the School Board on kindergarten enrollment, explained that he has researched carefully and is now prepared to request an additional section of kindergarten to address the class size issue. He continued by explaining the options he considered and that hiring a half-time teacher would actually be less expensive than hiring a full-time educational technician. He is proposing that the money to fund the position come from the contingency fund, knowing that it is small and might prove to be inadequate if other issues arise during the year (i.e. energy costs, number of long-time employees who could choose to retire). After a lengthy discussion, Kevin Sweeney made a motion to add an item under new business to allow the Superintendent to use funds from the contingency funds to hire an additional half-time kindergarten teacher. Rebecca Millett seconded. During discussion of this motion, the question arose about whether or not it could be voted on now instead of under New Business. The consensus of the Board was that it could. The first motion was withdrawn.

Kevin Sweeney made a motion to allow the Superintendent to use funds from the contingency funds to hire an additional half-time kindergarten teacher. Rebecca Millett seconded. After another lengthy discussion a vote was called. The motion was approved 7-0.

School Board Minutes (continued)

7e. Update on new Substitute Teacher Hiring Procedures

The Superintendent explained the need to tighten up and keep more accurate records on substitute teachers. New application forms and reference forms have been developed. All substitute teachers, even those who have been with the system over the past few years, have been required to complete the new forms. A meeting was held with all people interested in working as substitutes and new paperwork was processed. A handbook has been developed and distributed. There is a plan to do the same thing with coaches.

7f. Selection of "Celebrating School People"

The Superintendent explained briefly what "Celebrating School People" is and that Patsy Wiggins and Kathleen Alfiero will be working with our staff in November. The "kick-off" for the year will be in Augusta on October 18. Two teachers and two support staff members from each school will attend. The representative and alternates will be selected by lottery and the list will be published in the local newspapers. This is a statewide celebration and the Governor has proclaimed October 16 as "Celebrating School People Day".

8. SCHOOL REPORT

Tom Eismeier, Pond Cove Principal, and Becky Swift, Pond Cove Teacher Leader, reported on the curriculum work done over the summer and the plans for continuing that work throughout the school year.

9. SCHOOL BOARD COMMITTEES AND REPORTS

9a. Finance Committee

Finance Subcommittee Chairman Rebecca Millett reported that the committee held its regular meeting on August 25 where they signed warrants, reviewed the minutes of the 6/28/06 meeting, reviewed leases for the new bus and for technology, reviewed the 05-06 Year End Energy Report, and the Year End Food Service Report. Sue King was also present to discuss the food service program for 06-07. A need to increase the cost of hot lunch at Pond Cove and Middle School was discussed and it was agreed to apply to the State Department of Education for permission to raise the price to \$2.00 per lunch. (Subsequently that request has been approved by the State.)

Anne Belden asked if an increase of prices of food at the High School had also been approved and added that it seems to have increased significantly. Kevin Sweeney stated that he had also heard complaints about the high cost of food at the high school. Rebecca stated that it will be looked at at the next Finance Committee meeting. The next meeting date will be announced and will be posted.

9b. Policy Committee

Policy Committee Chairperson Anne Belden reported the committee met on June 27 and August 23. They discussed the student travel and field trip policy and will look at that again at the next meeting. Hopefully it will be ready for first reading in October.

The Honor Roll policy was also discussed.

School Board Minutes (continued)

Another area being looked at is development of a new policy on accepting funds. Alan is researching and it will be discussed at the upcoming meeting

Policy IKE “Student Progress Through the Grades” is being presented for first reading at tonight’s meeting.

The next meeting of the committee will be on Tuesday, September 19 at noon in the Jordan Conference Room.

9c. Strategic Planning Committee

Planning Committee Chairperson Trish Brigham reported that the committee met on September 11 and discussed

- “Celebrate School People”,
- Plans for a community Dialogue day which will be held on November 20 (most likely in the High School cafeteria)
- Planning for November 20 – Shari will be scheduling detail planning meeting
- Follow-up of November 20 – a second, abbreviated session, will be held on the evening of Tuesday 11/28 for those interested in participating in the process, but unable to attend on November 20. A report out session will be planned for January.

9d. Personnel Committee

Personnel Committee Chairperson Kathy Ray reported that the committee has not met since the June School Board meeting. They will be finishing up job descriptions and will work on performance evaluations and superintendent evaluation process.

9e. Communication Committee

Communication Committee Chairperson Rebecca Millett reported that the committee has not met since the June School Board meeting.

9f. Student Extra-Curricular Committee

Chairperson Kevin Sweeney reported that the committee will have its first meeting of the school year on September 19 at 3:30 p.m. in the Jordan Conference Room.

10. UNFINISHED BUSINESS

10a. Update on summer hiring

The Superintendent explained that this item is on the agenda to get the names of those hired over the summer into the official records. Those hired include: Christine Balsa-O’Meara, .5 Librarian, Pond Cove Media Center (1-year position); Roberta Sheckeart, .5 social worker at Pond Cove; Adam Killip, Grade 5 teacher; Kristina Moniz, Grade 8 science; Caroline Newton, Grade 5, long-term substitute; Pierre Paradis, Grade 7 & 8 science teacher; Thomas Sheehy, .4 English teacher at the High School; Rhonda Downer, .5 Special Ed Educational Technician at Pond Cove; Trisha Russo, Ed Tech III in Special Ed at the High School; Lori Sylvester, Speech & Language Pathologist.

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11. New Business

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

The Superintendent recommended the following

Middle School: Greg McIntyre, Assistant Tennis; Evan Solander, 7th & 8th Grade Tennis; Ben Dyer, 7th Grade Boys Soccer; Megan Greenlaw, 8th Grade Girls Soccer; Chris Cantara, 7th Grade Girls Soccer

High School: Kelsey Ross, Varsity Girls Soccer; Foy Meyer, Assistant Football; Jonathan Will, Co-Golf; Ryan Piper, Assistant Football; Gina Rozzi, Freshman Girls Field Hockey; Terry Long, Freshman Boys Soccer. Anne Belden made a motion to accept the superintendent's recommendations as presented. Kevin Sweeney seconded. The motion was approved 7-0.

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: Math Dept. Chair, Elaine Brownell; Technology Chair, Betsy Nilsen; English, Joel Shroder; Social Studies, Gretchen McNulty; Science Chair, Doug Worthley; Special Ed Chair, Ben Raymond; Foreign Language Chair, Angela Schipani; Sophomore Class Advisor, Shawn Guerrette; Junior Class Advisors, Carrie Aponovitch and Hannah Jones; Senior Class Advisor, Courtney Ferrell; Booktalk, Joyce Bell; Chorus Extracurricular, Kristen Thomas; Debate, Matt Clements; Speech, Gretchen McNulty; Debate & Speech Assistant, Kevin McNulty; Drama Performance Fall, Dick Mullen; Drama Performance Spring, Dick Mullen; Dick Mullen Theater Class Productions, Dick Mullen; Theater Manager, Dick Mullen; Amnesty International, Rachel Guthrie; Jazz Band I, Tom Lizotte; Jazz Band II, Tom Lizotte; Jazz Combo I & II, Ralph Norris; Literary Magazine, Win Phills; Math Team, Roger Rioux/Tony Ghidoni/50/50 split; Mock Trial, Mary Page; Natural Helpers, Katie Lisa/Andrea Cayer; Senior Transition Project, Dwight Ely/Ted Jordan 50/50 split; Science Club, Shawn Guerrette; Jazz Band III, Tom Lizotte

Middle School SAT : Kim Sturgeon, coordinator, Rick Madden, team member; Julie Tselikis, team member; Mary Smaha, team member; Sally Connolly, team member; Mary Beth Benoit, team member; Kristen Cobb, team member

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

11c. Anne Belden presented Policy IKE : Student Progress Through the Grades for first reading. She reviewed the primary changes and asked for input from the Board. No action was necessary for first reading.

11d. Consideration of negotiated agreement with the Cape Elizabeth Education Association, Teachers Bargaining Group
It was explained that the agreement is the same as discussed in executive session. Kathy Ray made a motion to approve the

negotiated agreement as presented. Rebecca Millett seconded. The motion was approved 7-0.

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School Board Minutes (continued)

11e. Consideration of proposal to increase price of hot lunch

It was explained that the Finance Committee recommends the increase and requested permission from the State Department to increase the price of a student hot lunch at Pond Cove and the Middle School to \$2.00. Approval has been received from the state. A copy of the letter is in the School Board packet.

Rebecca Millett made a motion to approve the increase of a student hot lunch to \$2.00. Kevin Sweeney seconded. The motion was approved 7-0.

11f. Consideration of lease purchase agreement for a school bus

Rebecca Millett made the following motion "That under and pursuant to the provisions of Title 20-A M.R.S.A. Sections 1001 and 1055 the Superintendent of Schools be and hereby is authorized to execute and deliver a tax-exempt lease purchase agreement with Gorham Savings Leasing Group in the name and on behalf of the Town of Cape Elizabeth, a municipal school unit, acting by and through its School Committee (the "Issuer") for a school bus, with a purchase price of Sixty Five Thousand and Fifty One Dollars (\$65,051.00), in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement; and that no part of the proceeds of said tax-exempt lease purchase agreement shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the tax-exempt lease purchase agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of said Code; and that the Superintendent be and he/she hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof."

Anne Belden seconded. The motion was approved 7-0.

11g. Consideration of lease purchase agreement for electric cart for Community Services

Sue Weatherbie explained why the golf cart is necessary and how

it is used by the athletic department as well as Community Services. The primary share of the cost will be borne by Community Services with \$800 a year (for 2 years) from the athletic department. Keith Weatherbie affirmed that the required money would be available from his current budget.

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Rebecca Millett made a motion, "That under and pursuant to the provisions of Title 20-A M.R.S.A. Sections 1001 and 1055 the Superintendent of Schools be and hereby is authorized to execute and deliver a tax-exempt lease purchase agreement with Gorham Leasing Group in the name and on behalf of the Town of Cape Elizabeth, a municipal school unit, acting by and through its School Committee (the 'Issuer') for one electric utility vehicle, with a purchase price of Four Thousand Dollars (\$4,000.00), in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement; and that no part of the proceeds of said tax-exempt lease purchase agreement shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the tax-exempt lease purchase agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the 'Code'); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of said Code; and that the Superintendent be and he/she hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof."

Trish Brigham seconded. The motion was approved 7-0.

11h. Consideration of approval of a technology lease

The Superintendent explained that this is an annual lease for technology. Rebecca Millett made the following motion, "That under and pursuant to the provisions of Title 20-A M.R.S.A. Sections 1001 and 1055 the Superintendent of Schools be and hereby is authorized to execute and deliver a tax-exempt lease purchase agreement with Gorham Leasing Group in the name and on behalf of the Town of Cape Elizabeth, a municipal school unit, acting by and through its School Committee (the 'Issuer') for computer equipment, with a purchase price of Seventy Four

Thousand, One Hundred Twenty-Five Dollars and sixty-eight cents (\$74,125.68), in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement; and that no part of the proceeds of said tax-exempt lease purchase agreement shall be used,

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directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the tax-exempt lease purchase agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the 'Code'); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of said Code; and that the Superintendent be and he/she hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof.

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

11i. Consideration of approval to receive and spend all federal and state grants for the 2006-07 school year

The Superintendent explained that this is a yearly requirement.

The funds are already represented in our current year's budget.

Rebecca Millett made a motion that the Superintendent be authorized to receive and expend all federal and state grants. Trish Brigham seconded. The motion was approved 7-0

11j. Consideration of proposed field trip for high school cross country team

This item was discussed earlier under "Communication" Kevin Sweeney made a motion to approve the trip as presented. Linda Winker seconded. The motion was approved 7-0.

11k. Consideration of the School Board Goals for 2006-07

The goals were developed at the August School Board retreat.

Trish Brigham made a motion to adopt the goals as presented for the 2006-07 school year. Rebecca Millett seconded. During discussion of the motion the question was raised about whether the current board should adopt annual goals since an election is coming up and the board membership will be changing. It was suggested that perhaps the goals should be adopted only through December. Other board members felt that it was certainly appropriate for goals to be adopted for the year and that was

traditionally done in September. After discussion, a vote was called. The motion was approved 4-3. (Yes: A. Belden, P. Brigham, R. Millett, E. Moloney. No: K. Ray, K. Sweeney, L. Winker.)

11l. Consideration of appointment of School Board member as delegate to the MSBA Fall Conference

Chairperson Moloney explained that one member of the Board has traditionally served as the MSBA delegate, attended the meetings at the conference and voted on the resolutions. It is voluntary and any Board member interested in serving in this capacity should contact Elaine Moloney.

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School Board Minutes (continued)

11m. Consideration of a proposal to delegate/authorize the Superintendent to distribute the money from the insurance settlement at his discretion

This item was discussed earlier in the meeting under "Communications". Kevin Sweeney made a motion to delegate/authorize the Superintendent to distribute the money from the insurance settlement at his discretion. Rebecca Millett seconded. The motion was approved 7-0. Elaine Moloney suggested that a policy be developed regarding accepting gifts.

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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