

[Upcoming Meeting Dates](#)

Meeting Agendas

-- [Business Meeting January 9, 2007](#)

Meeting Minutes

-- [Business Meeting December 12, 2006](#)

DATES TO REMEMBER

Strategic Planning Workshop

Friday, January 26, 2007

8:00 a.m. - 12:30 p.m.

CEHS Cafeteria

Governor's forum on school consolidation initiative

Friday, January 26, 2007

7 p.m..

Deering High School, 370 Stevens Ave., Portland

Sen. Bromley's forum on school consolidation bills

Wednesday, January 31, 2007

6:30-8:30 p.m.

Skillin Elementary School, 180 Westcott Road., South Portland

Special School Board workshop

Thursday, Feb. 1, 2007

3 p.m.

William H. Jordan Conference Room, Town Hall

Committee on Education and Cultural Affairs, public hearing
on education consolidation bills

Monday, February 5, 2007

9 a.m.

Augusta Civic Center

School Board Communications Committee

Monday, February 12, 2007

3:05 p.m.

Pond Cove School Media Center

School Board Business Meeting

Tuesday, February 13, 2007

7:00 p.m.

Council Chambers

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CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY, January 9, 2007

SCHOOL BOARD MEETING

7:00 p.m. - Council Chambers

preceded by

6:00 p.m. Executive Session

Jordan Conference Room

to discuss the specific duties of the Superintendent as provided by

1 MRSA 405 (6) (A) (1)

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 December School Board minutes
4. Comments by High School and Middle School students
5. COMMUNICATIONS
 - a. SAT Report - Jeff Shedd
 - b. 7th & 8th Grade Career Fair
 - c. Pond Cove visitation - Tom Eismeier
 - d. Harvard/Datawise - Shari Robinson
 - e. CEEF Grants Report
6. COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
7. RECOGNITION
 - a. Recognition of All-State musicians
 - b. Recognition of teacher nominated as an American Council of Teachers of Foreign Language Teacher of the Year
8. SUPERINTENDENT'S REPORT

- a. Budget schedule
- b. Sports Done Right
- c. Update on information from MSSA Legislation Committee

9. SCHOOL REPORT

- a. High School - Report from Math Department

10. UNFINISHED BUSINESS

10a. Policies for second reading

- CHD: Administration in Policy Absence
- DF: Fundraising
- DF-R: Fundraising Administrative Procedure

11. NEW BUSINESS

- a. Consideration of the Superintendent's recommendation for athletic fee positions for Winter 2007
- b. Consideration of the Superintendent's recommendation for co-curricular fee position for 2006-07 school year
- c. Requests regarding high school field trips
 - o Model UN at MIT
 - o Speech and Debate State Tournament
- d. Consideration of letter from high school staff member regarding retiring at the end of the current school year

12. COMMITTEE REPORTS

Standing Committees

- a. Finance Committee - Rebecca Millett
- b. Policy Committee - Trish Brigham
- c. Communication Committee - Trish Brigham
- d. Personnel Committee - Linda Winker
- e. Strategic Planning Committee - Trish Brigham
- f. Student Extra-curricular Committee - Linda Winker

Appointments

- g. PATHS - Kevin Sweeney

Advisory

h. Technology Committee - Linda Winker

13. Public Comment

14. School Board Agenda Requests

15. Announcement Of Upcoming Meetings

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MEETING MINUTES

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December 12, 2006

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday,
December 12, 2006, at 7:00p.m. in the Council Chambers.

School Board members present were:

Kathy Ray, Chair

Karen Burke

Peter Cotter

Patricia Brigham (arrived at 7:15)

Rebecca Millett

Kevin Sweeney

Linda Winker

Alan H. Hawkins, Superintendent of Schools

The meeting was called to order at 7:00 PM by Superintendent
Hawkins.

Others present included: Steve Connolly, Tom Eismeier, Jeff
Shedd, Dominic DePatsy, Pauline Aportria, Sue Weatherbie, Daley
Gruen, Will Daly, Michaela Forde, Shari Robinson, Becky Swift,
Lisa Derman, Tara Bucci, Mary Bruns, and other citizens and staff

1. Pledge of Allegiance to the Flag - led by Superintendent
Hawkins, followed by a roll call of the School Board. Trish
Brigham was not present, but had informed the Superintendent that
she would be a little late but would be attending.

2. Election of School Board officers for December 2006 - December 2007

2a. Election of Chair

Kevin Sweeney nominated Kathy Ray to serve as School Board Chair for the coming year. Linda Winker seconded. The School Board voted 6-0 (Trish Brigham was not present at the time of the vote) to approve the nomination and elect Kathy Ray as School Board Chair from December 2006 to December 2007.

2b. Election of Vice-chair

Kevin Sweeney nominated Trish Brigham to serve as School Board Vice-chair for the coming year. Linda Winker seconded. The School Board voted 6-0 (Trish Brigham was not present at the time of the vote) to approve the nomination and elect Trish Brigham as School Board Vice-chair from December 2006 to December 2007.

3. Adjustments to agenda

Two items were added under #6 "Communications"

6b. SAT scores and, 6c. Naming rights/turf field

Additional items have been added under #8" Recognition"

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School Board Minutes (continued)

4. Approval of School Board Minutes

Rebecca Millett made a motion that the School Board minutes for the meeting held on November 14, 2006 be approved as presented. Kevin Sweeney seconded. The motion was approved 6-0.

5. Comments by Student Representatives

5a. Daley Gruen, one of the high school representatives, reported on items of interest from the student perspective at the high school. During his report, Daley mentioned that the SAC had discussed how they might get a student representative on the School Board "...as a way for students to have input into what is going on." Chairperson Ray commented to Daley that the School Board would discuss it and get back to them.

5b. Michaela Forde and Will Daly updated the School Board regarding student activities at the Middle School.

6. COMMUNICATIONS

6a. Letter of resignation

The Superintendent presented a letter of resignation from Miranda Hammond, a Special Education educational technician II at the Middle School. He informed the Board that Ms. Hammond has taken a teaching position in Norway. No Board action was required.

6b. SAT scores

The Superintendent explained that the SAT scores from the 11th grade testing have arrived; both he and Jeff Shedd, High School Principal, received copies. Some questions regarding the report have been referred to the State Department of Education. The results of the SATs will be reported to the School Board at its January meeting after these questions have been resolved.

6c. Naming rights/turf field

The Superintendent reported that, at the Town Council meeting last night, the new chairman read a statement about naming the new turf field at the high school "Hannaford Field" in honor of a family active in town for over a century and major contributors to the fundraising. He emphasized that the field is being named for the family, not the corporation. The Town Council has referred the naming of the field to the School Board.

Linda Winker made a motion to name the new turf field "Hannaford Field" in recognition of the Hannaford family. Kevin Sweeney seconded. During discussion of the motion concern was stated about the need for a district policy on corporate naming of school facilities. It was noted that this will be referred to the Policy Committee. After a long discussion a vote was called. The motion was approved 6-0.

7. Comments from the public on non-agenda items

There were no public comments.

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

8. RECOGNITION

The Superintendent noted that letters will go to those recognized .

8a. David Weatherbie was recognized for being named Maine State track Association Cross Country Coach of the Year,

8b. Katie Lisa and Andrea Cayer of the high school faculty were recognized for being honored by Day One as recipients of "Making a Difference" awards. Katie was honored for 15 years' service and Andrea for 20 years' service in the Natural Helper Program.

8c. Two Cape Elizabeth High School seniors, Marla Houghton (Girls Soccer) and Graham Egan (Boys Cross Country), were recognized for being named as outstanding athletes by The Forecaster, one of the local newspapers covering Cape Elizabeth.

8d. Trish Brigham asked that all students and staff in the schools who have completed projects aimed at helping people be recognized. Examples she noted included high school students for Coats for Kids, Pond Cove and Middle School for food drives, Middle School for helping Preble Street Resource Center and Cape Coalition. She also noted that there were probably others that she missed.

9. SUPERINTENDENT'S REPORT

9a. The Superintendent reported on the November 29th emergency. He thanked everyone involved, talked about how the plan was developed and revised over the past several years, and the steps taken as a result of the emergency to further refine the plan.

10. SCHOOL REPORT

Pond Cove Principal Tom Eismeier gave a brief overview of the Incubation Program at Pond Cove. It has been funded by a grant from CEEF. Two second-year teachers, Tara Bucci and Lisa Derman spoke about the benefits of the program and the difference it has made to them starting out new at Pond Cove.

11. UNFINISHED BUSINESS

11a. Board appointments

Chairperson Kathy Ray read a list of appointments to committees for the coming year. (Please see attached list)

Kevin Sweeney made a motion to accept the appointments as listed. Rebecca Millett seconded. The motion was approved 7-0.

11b. Consideration of policies for second reading

Trish Brigham presented the following policies for second reading. She explained that they remain unchanged from last month's first reading. They were taken as a group.

- EFE: Competitive Food Sales - Sales of Foods in Competition With the Food Service Program
- IKFE: Early Graduation
- IL: Evaluation of Instructional Programs
- ILD: Student Surveys and Marketing Information
- IMDB: Flag displays

School Board Minutes (continued)

- JL: Student Wellness
- KCE: Receiving Education Foundation Funds

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

12. NEW BUSINESS

12a. Consideration of Superintendent's recommendations for athletic fee positions

· The Superintendent made the following recommendations for high school coaching position for winter sports: Matty Reid, Assistant Boys Basketball; Ashley Fifield, Freshman Girls Basketball. Rebecca Millett made a motion to accept the Superintendent's recommendations to high school coaching positions as presented. Linda Winker seconded. The motion was approved 7-0.

· The Superintendent made the following recommendations for middle school coaching position for winter sports: Carrie McCusker, Middle School Nordic Skiing; Robert Yokabaskas, Middle School Nordic Skiing; Christopher Drake, Middle School Swimming; Joe Doane, Middle School Indoor Track; Charlie Carroll, Middle School Indoor Track; Tracey Weatherbie, Middle School Indoor Track Assistant; Megan Greenlaw, 8th Grade Girls Basketball; Lori Fogg, 7th Grade Girls Basketball. Rebecca Millett made a motion to accept the Superintendent's recommendations for middle school athletic fee positions for winter sports as presented. Trish Brigham seconded. The motion was approved 7-0.

12b. Consideration of Superintendent's recommendations to co-curricular fee positions for 2006-07

The Superintendent made the following recommendations to high school co-curricular fee positions for 2006-07: Sharon Merrill, Guidance Department Chair; Dick Mullen, Director for Musical; Karen Lamb, Gay Straight Alliance Advisor; Eric Jensen, Robotics. Rebecca Millett made a motion to accept the Superintendent's recommendations as presented. Linda Winker seconded. The motion was approved 7-0.

12c. Consideration of the Superintendent's nomination to a teaching position

The Superintendent nominated Angela Brown to the position of Instructional Strategist at Pond Cove School. Dominic DePatsy, Director of Instructional Support, spoke briefly about the position and the change in focus. He explained that this is not an additional

position, but replacing a teacher who left the system.

Kevin Sweeney made a motion to accept the Superintendent's nomination of Angela Brown for the position of Instructional strategist at Pond Cove School. Trish Brigham seconded. The motion was approved 7-0.

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12d. Consideration of the Superintendent's nomination for a long-term substitute teacher

The Superintendent nominated Jonathan Werner as a long term substitute teacher in the English department at the High School replacing a teacher who will be on a leave of absence for the remainder of the school year. Rebecca Millett made a motion to accept the Superintendent's nomination. Karen Burke seconded. The motion was approved 7-0.

12e. Consideration of policies for first reading

Trish Brigham presented the following policies for first reading:

- CA: Administrative Goals
- CB: School Superintendent
- CBI: Evaluation of the Superintendent
- CHD: Administration in Policy Absence
- DF: Fundraising
- DF-R Fundraising Administrative Procedure

Trish asked for question and/or feedback on the policies from the School Board. No action was required for first reading.

12f. Consideration of recommendation from Personnel Committee regarding job descriptions

Linda Winker presented the following job descriptions for Board consideration:

- Superintendent of Schools

Linda Winker made a motion to accept the Superintendent job description as presented. Rebecca Millett seconded. The motion was approved 7-0.

- Administrative Assistant to the Superintendent

Linda Winker made a motion to accept the Administrative

Assistant to the Superintendent job description as presented. Trish Brigham seconded. The motion was approved 7-0.

· Payroll & Benefits Supervisor

Linda Winker made a motion to accept the Payroll Supervisor job description as presented. Kevin Sweeney seconded. The motion was approved 7-0.

· Accounts Payable Supervisor

Linda Winker made a motion to accept the Accounts Payable Supervisor job description as presented. Kevin Sweeney seconded. The motion was approved 7-0.

· Accounts Payable Clerk & Receptionist

Linda Winker made a motion to accept the Accounts Payable Clerk & Receptionist job description as presented. Rebecca Millett seconded. The motion was approved 7-0.

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12g. Consideration of approval of funds for truck purchase

The Superintendent explained that the truck used to haul refuse to the dump and other various purposes "died" and would cost more than it's worth to fix. After an extensive search, a truck has been found which can be purchased for \$6,824 which should last 5-8 years. He also explained that other avenues have been explored (sharing a truck with public works, etc. and no acceptable alternative could be found. He explained further that he is asking for funds to be transferred from other accounts to allow the purchase of the truck

Rebecca Millett made a motion to allow funds to be transferred in order to purchase the truck. Kevin Sweeney seconded. The motion was approved 7-0.

12h. Consideration of request from high school teacher regarding out of state field trips

The Superintendent presented a request from Ted Jordan, a high school social studies teacher, regarding a request for permission to take two groups of students on out of state field trips. The first is for his Economics class to visit the New York Stock Exchange. The second for his AP Government class to travel to Washington, D.C. These are both trips he has taken classes on in previous years. The necessary information about each of the trips was provided. Kevin Sweeney made a motion to endorse the trips since they meet the established guidelines and are related to the curriculum. Rebecca Millett seconded. The motion was approved

7-0.

12i. Consideration of citizen appointments to Community Services Advisory Board

The Superintendent recommended Peter Daly and Courtney Thorack as citizen representatives to the Community Services Advisory Board. Rebecca Millett made a motion to accept the Superintendent's recommendations of Peter Daly and Courtney Thorack to serve on the Community Services Advisory Board. Karen Burke seconded. The motion was approved 7-0.

13. COMMITTEE REPORTS

13a. Finance Committee

Finance Subcommittee Chairman Rebecca Millett reported that the committee met on November 28, 2006. They signed warrants, reviewed a draft of the CIP Budget, reviewed the monthly energy report, and the Monthly Food Services report, discussed the effect of the Wellness policy on food services program, and reviewed the 2007-08 budget meeting schedule. The next meeting is scheduled for December 19, 2006 at 12:30 in the Superintendent's office.

13b. Policy Committee

Policy Committee Chairperson Trish Brigham reported the committee met on November 11, 2006 and did work on the policies that were presented earlier in this meeting. The committee will not meet in December. The next meeting will be held on January 16, 2007 at noon in the Jordan conference Room.

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

13c. Strategic Planning Committee

Planning Committee Chairperson Trish Brigham updated the Board on the work of the committee. She presented a written report from Shari Robinson on the School Board workshop held on November 28 where 13 community members and some School Board members went through an abbreviated version of the November 20 day with staff and some School Board members. There will be a Community Dialogue Day on January 26 from 8:00 a.m. until 12:30 p.m. in the High School cafeteria.

13d. Personnel Committee

Personnel Committee Chairperson Linda Winker reported that the committee met on November 30, 2006 and continued the work on job descriptions. The January meeting date has not been set yet.

13e. Communication Committee

Communication Committee Chairperson Trish Brigham reported that the committee has not met since the last School Board meeting. They have a meeting scheduled for tomorrow afternoon.

13f. Student Extra-Curricular Committee -

Chairperson Linda Winker reported that they met on December 5, 2006. Most of the meeting was spent discussing the turf field.. They also discussed updating policies related to athletics. The other topic discussed was Sports Done Right. A meeting of the committee is scheduled for tomorrow.

APPOINTMENTS

13g. PATHS

Kevin Sweeney presented the Part II budget recommendation for 2007-08 and a copy of the 2006-07 budget. This has been kept fairly steady. It will be presented to the General Advisory Board on Thursday of this week and then brought back to Cape Elizabeth. The Part I Budget has not been determined yet.. He also updated the Board on other things going on with PATHS in relation to curriculum.

ADVISORY

13h. Technology Committee

Linda Winker updated the Board on the work of the Technology Committee. The next meeting of the group will be on December 20 when work will be done on goals for the updating of the plan.

14. School Board Agenda Requests There were none.

15 .Announcements of Upcoming Meetings

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

Respectfully submitted,

Alan H. Hawkins

Superintendent of School

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