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Meeting Agendas

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Meeting Minutes

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**DATES TO REMEMBER**

**Personnel Committee**

Thursday, April 19, 2007

8:00 a.m.

William H. Jordan Conference Room

**Calendar Committee**

Monday, April 23, 2007

3:00 p.m.

Middle School Conference Room  
(across from Main Office)

**School Board Workshop**

Tuesday, April 24, 2007

7:00 p.m.

High School Library

Topic: TBA

**Policy Committee Meeting**

Date Tuesday, April 10, 2007

12:00 Noon

William H. Jordan Conference Room

**Policy Committee Meeting**

Date Tuesday, May 15, 2007

12:00 Noon

William H. Jordan Conference Room

**Wellness Committee**

Monday, May 7, 2007

3:15 p.m.

Fire Station Meeting Room

**Student Extra-Curricular Committee**

Tuesday, May 1, 2007

3:00 - 4:00 p.m.

William H. Jordan Conference Room

**Finance Committee Meeting**

Wednesday, April 25, 2007

8:30 a.m.

Superintendent's Office

**School Board Business Meeting**

Tuesday, May 8, 2007

7:00 p.m.

Council Chambers

**Communications Committee**

Monday, May 7, 2007

3:00 p.m.

Pond Cove Media Center

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CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY, April 10, 2007

SCHOOL BOARD MEETING

7:00 p.m. - Council Chambers

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 March School Board minutes
4. Comments by High School and Middle School students
5. RECOGNITION
  - a. Chess Team (Community Services)
  - b. 5th Grade teams who raised money for "Nothing But Nets"
  - c. Ruby Hawkes, Grade 5, for raising money for the American Heart Association
  - d. Chloe Brown, Grade 11, awarded a "Silver Key" for a photographic self portrait at the national level
6. COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS
7. COMMUNICATIONS

a. Update on legislative issues

## 8. SUPERINTENDENT'S REPORT

a. Update on plans for completion of Pond Cove playground construction

## 9. SCHOOL REPORT

a. High School - Report on Arts Program

## 10. UNFINISHED BUSINESS

10a. Policies for second reading

- BBAB: Student School Board Representative
- BBAB-R: Student School Board Representative Policy Guidelines
- ECB: Integrated Pest Management
- ECB-R Integrated Pest Management Administrative Procedures
- ECE: Traffic and Parking Controls
- IKFC: Awarding of High School Course Credit Prior to Grade 9

## 11. NEW BUSINESS

a. Consideration of Superintendent's recommendation for athletic fee position/Spring 2007

b. Consideration of policies for first reading

- DFD: Gate Receipts and Admissions
  - FF: Naming of School Facilities
  - FF-R: Guidelines and Procedures for Naming of Facilities
  - JICB: Care of School Property by Students
  - JICB-R Non-Return of School Property - Administrative Guidelines
  - JJIBC: Relations with Booster Organizations
- c. Consideration of proposed school calendar for 2007-08
- d. Consideration of job descriptions from Personnel Committee
- e. Consideration of Superintendent's Proposed Budget for FY 2008

## 12. COMMITTEE REPORTS

Standing Committees

- a. Finance Committee - Rebecca Millett
- b. Policy Committee - Trish Brigham
- 12. COMMITTEE REPORTS (continued)
- c. Communication Committee - Trish Brigham
- d. Personnel Committee - Linda Winker
- e. Strategic Planning Committee - Trish Brigham
- f. Student Extra-curricular Committee - Linda Winker
- g. Wellness Committee - Rebecca Millett

#### Appointments

- g. PATHS - Kevin Sweeney
- h. Legislative Liaison - Rebecca Millett

#### 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**

### SUPERINTENDENT'S REPORT FOR MARCH 2007 Page 24

March 13, 2007

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, March 13, 2007, at 7:00p.m. in the Council Chambers.

School Board members present were:

Kathy Ray, Chair

Karen Burke

Peter Cotter

Patricia Brigham

Rebecca Millett

Kevin Sweeney

Linda Winker

Alan H. Hawkins, Superintendent of Schools

The meeting was called to order at 7:00 PM by Kathy Ray.

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

1. Pledge of Allegiance to the Flag - led by Kathy Ray

2. Adjustments to agenda

· An Item 7c was added under "Communications" regarding the jazz bands traveling to Millinocket.

· An Item 11f was added under "New Business" regarding a request for members of the high school speech and debate team to travel to Houston, Texas in April

3. Approval of School Board Minutes

3a. Trish Brigham made a motion that the School Board minutes for the special meeting held on February 1, 2007 be approved as presented. Linda Winker seconded. The motion was approved 7-0.

3b. Trish Brigham made a motion that the School Board minutes for the regular meeting held on February 13, 2007 be approved as presented. Karen Burke seconded. The motion was approved 7-0.

4. Comments by Student Representatives

4a. Daley Gruen and Rosie Wennberg , the high school representatives, reported on items of interest from the student perspective at the high school.

4b. Michaela Forde and Will Daly updated the School Board regarding student activities at the Middle School.

SUPERINTENDENT'S REPORT FOR MARCH 2007 Page 24a

School Board Minutes (continued)

5. RECOGNITION

5a. Kathy Ray recognized the high school jazz bands. She noted that all 5 jazz bands participated in the district music competitions and all 5 made it to the finals. They will travel to Millinocket later this month to participate in the state competition.

5b. Jeff Shedd recognized the high school science team for recent accomplishments. They won first place in the North Shore Science Olympiad. Five students from the team will represent Northern New England at the National Science Bowl to be held in Washington, D.C. in late April. In the regional meet Cape students achieved the top score for the State of Maine and second for New England.

6. Comments From The Public On Non-Agenda Items - There were none.

## 7. COMMUNICATIONS

6a. Letters of resignation from staff members

The Superintendent presented two letters of resignation from employees. He noted that no action is required, they are being presented to inform the board.

- A letter from Joan Enman, a long time employee of the food services department, most recently as the manager of the high school program, was presented. Her resignation will be effective April 12, 2007.

- A letter from Bruce Cote, an Educational Technician III in Special Education at Pond Cove, was presented.

6b. Update on Superintendent's recovery progress

The Superintendent gave a brief update on his recovery progress. He has an appointment with the doctor on Friday and hopes to get the go ahead to return to work part time starting on Monday, March 19.

6c. Jazz Bands' trip to Millinocket

The Superintendent notified the School Board that the 5 jazz bands will be traveling to Millinocket later this week, leaving late Thursday afternoon and returning to Cape Elizabeth after the completion of the events Saturday night.

They are making the trip to participate in the state competition. Under the new policy/guidelines for student travel and field trips, this does not require board approval. It is being presented to inform the board.

## 8. SUPERINTENDENT'S REPORT

8a. Shari Robinson updated the School Board regarding Cape Elizabeth's participation in Project Blueprint.

8b. Steve Connolly presented the results of a survey of students at the middle school regarding how they feel about technology. (Please see attached.)

## 9. SCHOOL REPORT

Pond Cove Principal Tom Eismeier, joined by Becky Swift and Shari Robinson, presented an update on Datawise in the form of a PowerPoint presentation followed by a question and answer period.

## SUPERINTENDENT'S REPORT FOR MARCH 2007 Page 24b

School Board Minutes (continued)

## 10. UNFINISHED BUSINESS

### 10a. Consideration of policy for second reading

Trish Brigham presented policy CHCA: Approval of Handbooks and Directives for second reading. She reviewed the change made as a result of board input at the first reading.

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

## 11. NEW BUSINESS

### 11a. Consideration of Superintendent's recommendations to athletic fee positions for spring 2006-07

o The Superintendent presented the following recommendations for returning high school coaches: Chris Hayward, Varsity Baseball; Joe Hendrickson, Varsity Softball; Kerry Kertes, Assistant Softball; Ben Raymond, Varsity Boys Lacrosse; Terry Long, J.V. Boys Lacrosse; Sarah Kinsella, Varsity Girls Lacrosse; Gina Rozzi, Girls Lacrosse Varsity Assistant; David Weatherbie, Outdoor Track Head Coach; Doug Worthley, Outdoor Track Assistant Coach; Tracey Weatherbie, Outdoor Track Assistant Coach; Andy Strout, Head Tennis Coach; Greg McIntyre, Assistant Tennis Coach; Matthew Reid, Freshman Baseball

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

o The Superintendent presented the following recommendations for new high school coaches: Trisha Russo, Assistant Tennis; Carl Hendrickson, J.V. Softball; Mike Collar, JV Baseball; Eric Higgins, Asst. Varsity Baseball; Sally Newhall, J.V. Girls Lacrosse

Kevin Sweeney made a motion to accept the superintendent's recommendations as presented. Linda Winker seconded. During discussion of the motion, a question was raised about whether the new coach Carl Hendrickson, was related to Joe Hendrickson. It was noted that Carl is Joe's son. After further discussion, the motion and second were withdrawn. Kevin Sweeney made a motion to accept the Superintendent's recommendations as

presented with the understanding that the new coach will not be evaluated by his father. Linda Winker seconded. The motion was approved 7-0.

o The Superintendent presented the following recommendations for middle school coaches: Chris Cantara, 7th Grade Softball; David Reid, 7th Grade Baseball; Tony Jones, 8th Grade Baseball; Megan Greenlaw, 8th Grade Softball

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

## SUPERINTENDENT'S REPORT FOR MARCH 2007 Page 24c

School Board Minutes (continued)

11b. Consideration of policies for first reading

Trish Brigham presented the following policies for first reading:

- BBAB: Student School Board Representative
- BBAB-R: Student School Board Representative Policy Guidelines
- ECB: Integrated Pest Management
- ECB-R: Integrated Pest Management Guidelines
- ECE: Traffic and Parking Control
- ED: Material Resources Management
- IKFC: Awarding of High School Course Credit Prior to Grade 9

School Board members offered suggestion and asked questions. These will be taken back to the Policy Committee for discussion and consideration in preparation for second readings of the policies.

11c. Consideration of the Superintendent's nominations to administrative positions for the 2007-08 school year

The following administrators (with less than two years' experience in Cape Elizabeth) were nominated for the 2007-08 school year: Principal -Steve Connolly; Assistant Principal -Troy Henninger; Director of Instructional Support - Dominic DePatsy

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

11e. Consideration of job descriptions from Personnel Committee

Linda Winker presented 12 job descriptions for consideration:



Administrative Support to Pond Cove Principal; Administrative Support to Middle School Principal; Administrative Support to Middle School Assistant Principal; Administrative Support to Middle School Guidance Department; Administrative Support to High School Principal; Administrative Support to High School Assistant Principal; Administrative Support to High School Guidance Department - Registrar; Administrative Support to High School Guidance Department - Scheduling Secretary; Administrative Support to District Health Department - Secretary/Health Aide; Administrative Support to Athletic Administrator; Instructional Strategist; Speech-Language Pathologist

Linda Winker made a motion that the 12 job descriptions be accepted as presented. Peter Cotter seconded. The motion was approved 7-0.

11f. Consideration of request from High School Teacher, Dick Mullen, regarding a proposed trip to New York City in May

Superintendent Hawkins presented the proposal from Mr. Mullen and recommended approval. He indicated that a form is being developed for requesting field trips and all information that will be required on the form is included in the material presented.

Rebecca Millett made a motion to approve the request. Linda Winker seconded. The motion was approved 7-0

SUPERINTENDENT'S REPORT FOR MARCH 2007 Page 24d

School Board Minutes (continued)

11g. Consideration of request from Gretchen McNulty regarding a proposed trip to Houston, Texas

The Superintendent presented a proposal from Gretchen McNulty regarding taking six students from the Speech and Debate Team to participate in the Catholic National Forensic League competition to be held in Houston, Texas in April. Kevn Sweeney made a motion to authorize the trip. Karen Burke seconded. The motion was approved 7-0.

## 12. COMMITTEE REPORTS

### 12a. Finance Committee

Finance Committee Chair Rebecca Millett reported that the committee met on February 28, 2007. They signed warrants, reviewed the monthly energy report and the monthly food services report, and discussed signs for profit by baseball boosters and booster financial reporting. The next meeting is scheduled for March 28, 2007 at 8:30 in the Superintendent's office.

### 12b. Policy Committee

Policy Committee Chairperson Trish Brigham reported that the

committee met on March 1 and prepared the policies presented earlier in this meeting, reviewed E policies dealing with safety issues and put together a draft policy on naming rights. The next meeting will be held on March 20, 2007 at noon in the Jordan Conference Room.

#### 12c. Strategic Planning Committee

Planning Committee Chairperson Trish Brigham noted that the committee met with Heidi McGinley on February 16, 2007 and reviewed her summary of the meetings held with stakeholder groups, discussed concerns about the Vision statement, and talked about how to translate identified areas into goals. The next meeting will be held on March 26.

#### 12d. Personnel Committee

Personnel Committee Chairperson Linda Winker reported that the committee met on March 22, 2007 and continued the work on job descriptions. The next meeting will be held on March 15, 2007 at 8:00 a.m. in the Jordan Conference Room.

#### 12e. Communication Committee

Communication Committee Chairperson Trish Brigham reported that the committee is working on the next issue of The View.

#### 12f. Student Extra-Curricular Committee

Chairperson Linda Winker reported that they met on March 6 where discussion was focused on the turf field. Construction has been delayed and it will not be ready for spring sports this year. She updated the Board on other details regarding the turf field. The next meeting will be held on April 3, 2007 at 3:00 p.m. in the Jordan Conference Room.

### SUPERINTENDENT'S REPORT FOR MARCH 2007 Page 24e

#### School Board Minutes (continued)

#### 12g. Wellness Committee

Chairperson Rebecca Millett reported that the committee (with 18 members) held its initial meeting on March 1, 2007. The current wellness policy was reviewed and it was determined that the focus of it needs to be expanded from just nutrition to include psychological and emotional wellness. Dr. Lisa Letourneau, founder of the Scarborough wellness group, will speak at the next meeting.

### APPOINTMENTS

12h. PATHS - Kevin Sweeney noted that the budget hearings for PATHS will start this week and he anticipates there will be problems.

12i. Legislative Liaison - Rebecca Millett updated the board on 2 plans dealing with consolidation of school districts.

#### ADVISORY

12j. Technology Committee - Linda Winker reported that the committee met on February 28 and reviewed three more sections of the technology plan. The next meeting will be on March 21 at 2:30 p.m.

13. Public comment on agenda items - There were none.

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.

There being no further business, Linda Winker made a motion that the meeting be adjourned. Kevin Sweeney seconded. The motion was approved 7-0. The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Alan H. Hawkins

Superintendent of School

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