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Meeting Agendas

-- [Business Meeting June 12, 2007](#)

Meeting Minutes

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DATES TO REMEMBER

Special School Board/Town Council workshop

Tuesday, July 10, 2007

7:30 p.m.

Town Hall chamber

TOPIC: Discuss the question of consolidation of Cape Elizabeth schools to meet the requirements for the initial August 31st deadline.

Items to be discussed include:

- Possibility of Cape Elizabeth applying for alternative plan to remain a single town district
- Possibility of Cape Elizabeth joining an RSU with another district

The public is cordially invited to attend. There will be opportunity for public input.

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CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY, June 12, 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 May School Board minutes
4. Comments by student representatives
5. Comments from public on non-agenda items
6. COMMUNICATIONS
 - a. Letter from Reading Recovery Center regarding Linda Alfiero
 - b. Notification of resignations and retirement
 - c. Notification of students elected by high school student body for School Board

7. RECOGNITION

- o Brandy Lapointe election as a National Assembly Delegate to the National Association for College Admission Counseling

- o Employees for years of service

- o Retirees

15 minute intermission for brief reception honoring retirees

8. SUPERINTENDENT'S REPORT

- a. Report on 7th & 8th grade student performance on national Spanish and French tests

- b. Update on consolidation - thank you to citizens

- c. Update on custodial reorganization

- d. Congratulations to Class of 2007

9. UNFINISHED BUSINESS

- a. Consideration of policies for second reading

- KHB: Advertising

- JJIA: Athletic Steering Committee

- JJJ-R1: Athletic Substance Abuse

- JGAA: Assignment of Students to Classes - Five-year-olds

- ED - Material Resources Management (for deletion)

- b. Consideration of Future Direction Plan Goals

10. NEW BUSINESS

- a. Consideration of the Superintendent's nominations of new teachers
- b. Consideration of proposal for naming the conference room at the Middle School Library
- c. Consideration of proposal for naming Middle School athletic field
- d. Consideration of job descriptions from the Personnel Committee
- e. Consideration of a teacher request for a 7-week leave of absence at the beginning of the 2007-08 school year
- f. Consideration of request from High School English teacher to continue part-time (.6) assignment
- g. Consideration of request from High School art teacher for change in work year

10. NEW BUSINESS (continued)

- h. Consideration of Superintendent's recommendation of teacher transfer to Math Teacher Leader position at Pond Cove
- i. Consideration of policies for first reading
 - DFD-R: Gate Receipts and Admissions Regulation
 - DID: Inventories
 - JJI: Athletic Policy - Philosophy and Beliefs
 - JJI-R: Athletic Guidelines - Philosophy and Beliefs
 - KF: Community Use of School Facilities
 - KF-R: Guidelines for Use of Turf Field for School Activities
- j. Consideration of proposal for Civil Air Patrol unit at the Middle School
- k. Consideration of Superintendent's recommendations to co-curricular fee position for 2007-08
- l. Consideration of Superintendent's recommendations to athletic fee positions for fall 2007
- m. Consideration of proposal to grant the Superintendent authority to hire over the summer

11. 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
- g. Wellness Committee - Rebecca Millett

Appointments

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

Advisory

- j. Technology Committee - Linda Winker

12. Public Comment

13. School Board Agenda Requests

14. Announcements of Upcoming Meetings

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SUPERINTENDENT'S REPORT FOR MAY 2007 Page 30

May 8, 2007

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday, April 10, 2007, at 7:00p.m. in the Council Chambers.

School Board members present were:

Kathy Ray, Chair

Karen Burke

Peter Cotter

Patricia Brigham

Linda Winker

Alan H. Hawkins, Superintendent of Schools

Unable to Attend:

Rebecca Millett

Kevin Sweeney

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

Others present included: Tom Eismeier, Jeff Shedd, Dominic DePatsy, Pauline Aportria, Sue Weatherbie, Daley Gruen, Rosie Wennberg, Will Daly, Dylan Crovo, Gary Record, Terry White, Rebecca Bean, Tom Lizotte, Kristen Thomas, Dwight Ely, Paul McKinney, Mary Bruns, and other students, citizens and staff

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

2. Adjustments to agenda

· The Superintendent asked that an item entitled "Turf field and concession stand" be added under number 11, "New Business" and that it become Item 11a with all other items' letters changed accordingly.

· The Superintendent notified the School Board that he will add information about a CEEF grant to Pond Cove School under Item 8c "Update on grant procedures".

3. Approval of School Board Minutes

Trish Brigham made a motion that the School Board minutes for the regular meeting held on April 12, 2007 be approved as presented. Linda Winker seconded. The motion was approved 5-0.

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. Will Daly updated the School Board regarding student activities at the Middle School.

4c. Pond Cove 'Principal for a Day', Dylan Crovo, reported on his day with the help of his assistant, Mr. Eismeier. Highlights included allowing gum chewing, reprimands for staff without ID badges, and no homework tonight for students.

SUPERINTENDENT'S REPORT FOR MAY 2007 Page 30a

School Board Minutes (continued)

5. RECOGNITION

5a. Trish Brigham recognized Patty McCarthy, editor of the

district's newsletter, The View, for all of her hard work in getting the recent edition out to the public.

5b. Kathy Ray mentioned that this is "Teacher Appreciation Week", read a poem honoring teachers, and thanked all of our teachers for their continued efforts on behalf of our students.

5c. Trish Brigham thanked the parents associations at each of the schools for their efforts to honor the teachers and staff in recognition of "Teacher Appreciation Week."

5d. In conjunction with "Art & Music Week" at the middle and high schools, the music teachers were recognized for their outstanding programs. Testimonials were delivered by students for the high school teachers, Tom Lizote and Kristin Thomas. Testimonials written by students unable to attend the meeting were read by the Superintendent for the middle school music teachers, Terry White and.

5e. Pond Cove music teacher, Judy Ferrente, was also recognized for her fine music program at the elementary school.

5f. Fifth Grade teachers, Adam Killip, Carrie Newton and Matt Whaley were recognized for their extra effort involved in setting up a 5th grade Boston Museum of Science field trip. It was so successful, the 5th grade team hopes to make it an annual event.

5g. Jeff Shedd presented high school students involved in the after school science group participating in the Science Olympiad, the North Shore Science League and the National Science Bowl. They have had a very successful year in competitions.

5h. The Superintendent read a testimonial from 5th Grade Team Leader, Matt Whaley, for the outstanding performance of first year teacher, Adam Kilip.

5i. The superintendent recognized the 10 student who participated in activities of the Gabe Zimprich Poetry Symposium.

5j. Kathy Ray read a testimonial prepared by Andrea Theriault praising 5th grade teacher, Joe Doane, for his extraordinary efforts in preparing his students for their week-long experience at Chewonki.

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

7. COMMUNICATIONS

The Superintendent notified the School Board of the following retirements and resignations:

- Liz Wood, the daytime custodian at the high school, has submitted her letter stating her intent to retire on June 29, 2007;

· Mary DiFusco, Educational Technician II at Pond Cove, has resigned for health reasons. Her last day was April 27, 2007;

SUPERINTENDENT'S REPORT FOR MAY 2007 Page 30b

School Board Minutes (continued)

· Paul Benham, one of our expert technicians in the technology department, is resigning effective May 11, 2007. He has accepted a position at Bates College in Lewiston;

· Marie Otis, Ed Tech III in the Pond Cove computer lab, has submitted a letter of resignation effective at the end of the current school year.

8. SUPERINTENDENT'S REPORT

8a. The Superintendent updated the School Board on the status of the statewide consolidation. The outcome is still uncertain at this time. A major announcement is expected soon. He noted that there is some interest in the possibility of Cape Elizabeth "standing alone." Kathy Ray suggested that perhaps a joint committee of the Town Council and School Board look into this possibility.

8b. The Superintendent noted that he felt it was time that he inform the School Board regarding his feeling about the turf field. He read a letter that he had sent to the Board earlier in the day. (Please see attached.)

8c. The Superintendent presented an updated copy of the recently developed grant proposal procedures. (Please see attached.) He also informed them that Pond Cove School is the recipient of a 1-year grant from CEEF to fully fund a math teacher leader type position. He reiterated the fact that the CEEF grants are designed to enhance the curriculum and allow opportunities to go above and beyond what the Board can fund.

8d. The Superintendent presented a brief update on where we are in the budget process. It has gone from the Superintendent to the School Board and now to the Town Council. At the public hearing last night, it is the Superintendent's understanding that the majority of the Town Council will support a 3.0% budget, which, with an additional \$237,000 going to bonding, means an additional cut of \$43-44,000. The final vote of the Town Council will be at its meeting on May 14, 2007. The Superintendent and administration have not decided where they will recommend the additional cuts come from.

9. SCHOOL REPORT

Gary Record, a sixth grade teacher, presented a report on updates to the Classroom Guidance and Advisor/Advisee programs at the Middle School.

10. UNFINISHED BUSINESS

10a. Consideration of policies for second reading

· Trish Brigham presented policy DFD: Gate Receipts and Admissions. Trish Brigham made a motion that it be approved as presented. Peter Cotter seconded. The motion was approved 5-0.

· Trish Brigham presented policy FF: Naming of School Facilities and its accompanying guidelines. Trish Brigham made a motion that they be approved as presented. Linda Winker seconded. The motion was approved 5-0.

SUPERINTENDENT'S REPORT FOR MAY 2007 Page 30d

School Board Minutes (continued)

10. UNFINISHED BUSINESS (continued)

· Trish Brigham presented Policy JICB: Care of School Property and its accompanying Guidelines. She made a motion that they be approved as presented. Linda Winker seconded. The motion was approved 5-0.

· Trish Brigham presented policy JJIBC: Relations with Booster Organizations

She pointed out that the changes made after the Policy Committee review with input from the first reading were highlighted. Trish Brigham made a motion to approve the policy as presented. Karen Burke seconded. The motion was approved 5-0. It was noted that this policy will be presented to the booster groups as soon as a meeting can be arranged.

11. NEW BUSINESS

11a. Consideration of turf field and concession stand

Linda Winker stated that based on the superintendent's earlier comments she moved that the School Board support the installation of the turf field as material are delivered and it will be open for discussion of expenses of the project as it evolves.

After discussion, Linda Winker withdrew her motion.

Karen Burke made a motion to accept the turf field as it has been presented to us by the Superintendent. Trish Brigham seconded.

There was discussion about the lines on the field and the feedback that some people feel that there may be discrimination issues involved if we have the permanent lines as proposed and have no permanent lines for girls lacrosse and field hockey. It was reported to the Superintendent that the Town Council had reached consensus that the lines should be left to the School Board's decision. It was pointed out that fields are town property. Paul McKinney, Town Council Chair, was present to clarify. Paul explained that contracts have been set ... The Turf Committee

made recommendations and a contract was signed. The Town Council doesn't want to promote controversy ... if there are issues, it's for the School Board to make suggestions to the Town Council. Jeff Shedd informed the Board that Keith Weatherbie, the Athletic Administrator, favors leaving the permanent lines as they are provided in the contract. He explained that there are proposed changes in girls lacrosse and field hockey that most probably will change the lines. He also pointed out that without bleachers, the field will lose a lot of value. There was discussion about bleachers and about a proposed concession stand.

The motion and second were withdrawn.

Sue Weatherbie, Community Services Director, spoke about the need for seating at the turf field and the history of seating at our current fields.

Kathy Ray expressed the opinion that there are more questions than answers about the permanent lines and whether there is a Title IX violation. It was reported that Doug Courier spoke to a Title IX attorney and was assured that there is no Title IX issue.

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School Board Minutes (continued)

11. NEW BUSINESS (continued)

Peter Cotter made a motion for the Board to consider based on the findings of facts and the materials presented, the Cape Elizabeth School Board supports the continued construction and present design of the Cape Elizabeth turf field, and specifically the design and implementation of permanent and temporary lines

11a. Consideration of turf field and concession stand (continued)

previously agreed to by contract. And the Board also supports the continued improvement in communication by all interested parties to the turf field. Karen Burke seconded. The motion was approved 4-1 (Yes: P. Brigham, K. Burke, P. Cotter, L. Winker. No: K. Ray)

11b. Consideration of request for continuation of half-time leave of absence

The Superintendent presented a letter from Sarah Simmonds, Facilitator of Curriculum and Professional Development, who is currently on a half-time leave of absence to allow her time to complete her doctoral work. Sarah is requesting a second year at half-time for the continuation of this work. The Superintendent stated that he supports Sarah in this request. He explained that the sharing of the position with Shari Robinson has worked well for everyone this year and he recommends that the Board grant Sarah's request.

Trish Brigham made a motion to accept the Superintendent's

recommendation to continue the half-time status of Sarah Simmonds for the 2007-08 school year. Karen Burke seconded. The motion was approved 5-0.

11c. Consideration of the Superintendent's recommendation to continue the current split job assignment of Shari Robinson

The Superintendent presented letters from Shari Robinson and Christine Balsa O'Meara. Shari is currently working half-time as the librarian at the Pond Cove Media Center, sharing that position with Christine Balsa O'Meara, and half-time sharing the position discussed in item 11b, above, with Sarah Simmonds. He stated that both shared positions are working very well and he highly recommends School Board approval that they both be continued for next year.

Trish Brigham made a motion to approve the Superintendent's recommendation to continue the two shared job positions as presented. Karen Burke seconded. The motion was approved 5-0.

11d. Consideration of policies for first reading

Trish Brigham presented the following policies for first reading:

- KHB: Advertising
- JJIA: Athletic Steering Committee
- JJJ-R1: Athletic Substance Abuse
- JGAA: Assignment of Students to Classes - Five-year-olds
- JICB-R: Non-return of School Property - Administrative Guidelines
- JJIBC: Relations with Booster Organizations

School Board members had the opportunity to offer suggestions and ask questions to be taken back to the Policy Committee for discussion and consideration in preparation for second readings of the policies.

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School Board Minutes (continued)

11. NEW BUSINESS (continued)

11e. Consideration of job descriptions from Personnel Committee

Linda Winker presented a Teacher job descriptions for consideration:

Linda Winker made a motion that the Teacher job descriptions be accepted as presented. Trish Brigham seconded. The motion was approved 5-0.

11f. Consideration of Superintendent's nominations of teachers for continuing contract

The Superintendent nominated the following teachers to continuing contract status. Pond Cove School: Nichole Ball, Kindergarten; Tara Bucci, Grade 2; Morrigan Burns, Special Education; Lisa Derman, Grade 2; Marianne Harrington, Grade 2. Middle School: Margurite Lawler-Rhoner, Art; Susan Quirk, Grade 6; Holly Smevog, Technology Integrator (.5). High School: Alison Gwyther, Spanish; Lisa Melanson, English & Achievement Center; Rob Thompson; Special Education & Achievement Center. He also mentioned that Gina Rozzi, .5 health teacher at Pond Cove is an excellent teacher and would be recommended for a continuing contract, but due to budget constraints, the half-time health position added at the Middle School last year is not being funded this year. Therefore, the fulltime health teacher, who is more senior, will be again shared between the two schools. Trish Brigham made a motion that the Superintendent's nominations be approved as presented. Linda Winker seconded. Karen Burke commented that the current work of the Wellness Committee would recommend retaining the health program as it is currently. The Superintendent explained that if health is maintained, something else must be cut because there is no money for an added half-time position. The motion was approved 5-0.

11g. Consideration of the Superintendent's nominations of teachers to second year probationary contracts

The Superintendent nominated the following teachers for second year probationary contracts. Pond Cove: Roberta Shechart, school counselor (.5); Christine Balsa O'Meara, Librarian (.5); Angela Brown, Special Education Middle School: Adam Kilip, Grade 5; Pierre Paridis, Grade 7 & 8; Kristina Moniz, Grade 8 High School: Erin Cavallaro, English; Sharon D'Orsie, Chemistry; Tom Sheehy, English (.5). Linda Winker made a motion to accept the Superintendent's nominations as presented. Trish Brigham seconded. The motion was approved 5-0.

11h. Consideration of the Superintendent's nominations to teaching positions for 2007-08

The Superintendent explained that the 2 teachers to be nominated were both on 1-year contracts this year and were already approved in Item 11g above. They are Erin Cavallaro, High School English and Christine Balsa-O'Meara, .5 librarian at Pond Cove. No further action is required.

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School Board Minutes (continued)

12. COMMITTEE REPORTS

12a. Finance Committee

There was no Finance committee meeting held in April.

12b. Policy Committee

Policy Committee Chairperson Trish Brigham reported that the committee met and prepared the policies presented earlier in this meeting. In addition they discussed truancy and attendance.

The Calendar Committee also met on April 23 to "dream". It was the consensus of the committee that more uninterrupted instructional time is their dream. They discussed longer school day and longer school year. The discussion was referred to the Strategic Planning Committee

The next meeting will be held on May 15, 2007 at noon in the Jordan Conference Room.

12c. Strategic Planning Committee

Planning Committee Chairperson Trish Brigham noted that the committee met with the principals to get their input. A draft plan will be presented to the School Board at its May workshop meeting.

12d. Personnel Committee

Personnel Committee Chairperson Linda Winker reported that the committee met on April 19, 2007 and continued the work on job descriptions and discussed upcoming negotiations. The next meeting will be held on May 16, 2007 at 8:00 a.m. in the Jordan Conference Room when they will discuss the Superintendent's evaluation and a specific timeline for written evaluation.

12e. Communication Committee

Communication Committee Chairperson Trish Brigham reported that The View is in the publisher's hands and should be delivered soon. The next meeting of the committee is on May 14 in the Pond Cove Conference Room at 3:00 p.m.

12f. Student Extra-Curricular Committee

Chairperson Linda Winker reported that they met on May 1. After a brief update on the turf field, the meeting was spent reviewing athletic policies and getting them ready to forward to the Policy Committee. The next meeting will be held on June 5, 2007 at 3:00 p.m. in the Jordan Conference Room.

12g. Wellness Committee

Karen Burke reported that the committee met on May 7, 2007 with Dr. Victoria Rogers who discussed health and nutrition. The next meeting is scheduled for June 4 at 3:00 p.m. in the fire station conference room.

ADVISORY

12j. Technology Committee - Linda Winker reported that the committee continues work on the update of the technology plan, working through the last 3 sections. The draft is on the web site. The updated plan will be sent to the Department of Education by the end of this month.

13. Public comment on agenda items - Dwight Ely spoke briefly.

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School Board Minutes (continued)

14. School Board Agenda Requests The Superintendent asked if the motion regarding the turf field included the concession stand. The answer was that it did not. The Superintendent explained that he met with Jim McFarlane who is working with a subgroup on a 30x40 foot building. They need feedback to know whether to continue. They understand that they need to go to the Fire Department and/or the Planning Board for changes. The Superintendent was asked to tell Jim to prepare a proposal to bring to the School Board. It was suggested that perhaps a workshop could be scheduled for a presentation from the group.

15 .Announcements of Upcoming Meetings

It was decided to forego the listing of the upcoming meetings.

There being no further business, Linda Winker made a motion that the meeting be adjourned. Peter Cotter seconded. The motion was approved 5-0. The meeting was adjourned at 9:55 p.m.

Respectfully submitted,

Alan H. Hawkins

Superintendent of School

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May 22, 2007

Cape Elizabeth, Maine

A special meeting of the School Board was held on Tuesday, May 22, 2007, at 7:00p.m., preceding the scheduled workshop meeting, in the Cape Elizabeth High School Library.

School Board members present were:

Kathy Ray, Chair

Peter Cotter

Patricia Brigham

Rebecca Millett

Kevin Sweeney

Linda Winker

Alan H. Hawkins, Superintendent of Schools

Unable to Attend: Karen Burke

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

Others present included: Tom Eismeier, Jeff Shedd, Steve Connolly, Troy Henniger, John Casey, Gary Lanoie, Sarah Simmonds, Dominic DePatsy, Pauline Aportria, Sue Weatherbie, Dwight Ely, Mort Soule, Mary Bruns, and other citizens, students and staff

1. Chairperson Kathy Ray noted that the purpose of the meeting threefold: first to cut \$43,804 from the School Board budget for the fiscal year 2008 to meet the Town Council 3% spending limit; to consider adding \$27,949 to the budget to continue the current Pond Cove and Middle School health program; and to consider salary and benefits for non-union Central Office employees for the 2007-08 school year.

2. Budget Discussion

- The administrative proposal to make up the majority of the \$43,804 was to cut the Latin program at the high school due to lack of enrollment. It was pointed out that additional student have signed up for Latin I but only 2 had signed up for Latin II. A number of parents and students were in attendance to show their support for maintaining the Latin program and for the Latin teacher, Mr. Soule. Each person desiring to do so was allowed to speak. The Board listened to the concerns and discussed the alternatives.
- A letter from School Board member Karen Burke, who was unable to attend the meeting, was read by Chairperson Ray.
- A proposal to reinstate the .5 health teacher at Pond Cove in order to maintain the current Pond cove and Middle School health program was discussed in detail.

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School Board Special Meeting Minutes (continued)

- After discussion of the issues, Kevin Sweeney made a motion to reduce the Latin program at Cape Elizabeth High School by 1/5,

maintaining Latin I, and to reinstate the .5 health teacher at Pond Cove School. In order to do this \$58,744 will be taken from the contingency fund. Linda Winker seconded. The motion was approved 6-0.

Financial specifics related to the motion:

\$43,804 cut based on Town Council vote of 3% spending limit

\$27,940 added to fund the health program

\$71,744 total needed to meet the 3% spending limit

-\$13,000 cut of 1/5 Latin (Latin II because of lack of enrollment)

\$58,744 still needed to meet 3% spending limit

-\$58,744 from contingency

\$ 0

3. Consideration of salary and benefits for non-union central office employees

Kevin Sweeney made a motion that the School Board approve the adjustments in the salary and benefits for all non-union employees in the central office including the Business Manager and the Superintendent as discussed earlier this evening in executive session. Linda Winker seconded. The motion was approved 6-0.

4. Kevin Sweeney made a motion to adjourn the meeting. Linda Winker seconded. The motion was approved 6-0. The meeting was adjourned to a workshop session at 8:20 p.m. by a motion made by Kevin Sweeney, seconded by Linda Winker and approved 6-0.

5. At the Superintendent's request, the business meeting was reconvened at 8:23 p.m.

Rebecca Millett made the following motion:

"I make a motion to approve the 2007-2008 school budget in the amount of \$18,791,623.00 of which \$2,177,240.00 is additional local funds which exceeds the State's Essential Programs and Services funding model by 1,538,761.81\$.

The School Board recommends \$2,177,240.00 for the following reasons:

The state's funding model does not support all of the costs of the schools because it includes only those costs considered essential by the new state Essential Programs and Services (EPS) model."

Kevin Sweeney seconded. The motion was approved 6-0.

6. Linda Winker made a motion to adjourn the business meeting. Trish Brigham seconded. The motion was approved 6-0. The

business meeting was adjourned to a workshop meeting at 8:26
p.m.

Respectfully submitted

Alan H. Hawkins

Superintendent of School

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