

[Upcoming Meeting Dates](#)

Meeting Agendas

-- [Business Meeting November 13, 2007](#)

Meeting Minutes

-- [Business Meeting September 11, 2007](#)

**DATES TO REMEMBER**

**Personnel Committee**

Thursday, November 15, 2007

8:00 a.m.

Jordan Conference Room

**Policy Committee**

Thursday, November 15, 2007

12:00 Noon

Jordan Conference Room

**School Board Workshop**

Tuesday, November 27, 2007

7:00 p.m.

High School Library

Topic: TBD

**Finance Committee**

Wednesday, November 28, 2007

8:00 a.m.

Superintendent's Office

**Wellness Committee**

Monday, December 3, 2007

3:15 p.m.

Fire Station Conference Room

**Extra-Curricular Committee**

Tuesday, December 4, 2007

3:30 p.m.

Jordan Conference Room

**Strategic Planning Committee**

Monday, December 10, 2007

12:00 Noon

Superintendent's Office

**School Board Business Meeting**

Tuesday, December 11, 2007

7:00 p.m.

Council Chambers

[Return to top](#)

---

# CAPE ELIZABETH SCHOOL DEPARTMENT

Cape Elizabeth, Maine

TUESDAY, November 13, 2007

## SCHOOL BOARD MEETING

7:00 p.m. - Council Chambers

preceded by

Executive Session

6:00 PM

Wm. H. Jordan Conference Room for the purpose of discussing negotiations as provided by 1 MRSA ¶ 405(6)(A), and to discuss Superintendent evaluation as provided by 1 MRSA ¶405 (6)(D)

## 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.

2. Adjustments to agenda
3. Approval of October School Board minutes
4. Comments by student representatives
5. Comments from public on non-agenda items
6. COMMUNICATIONS
  - a. Set agenda for November workshop meeting
  - b. Information from MSSA on consolidation
  - c. Overview of meeting with South Portland/Cape Elizabeth Chamber of Commerce
  - d. Thank you from Sue Welch
7. RECOGNITION
  - a. Golf Team
  - b. Girls Cross Country Team

c. HSPA . Marty OfConnell, guest speaker on college admission process

d. MSPA . Newbery Award Author,

e. PCPA . Book Fair with many books donated to classrooms

## 8. SCHOOL REPORT

Pond Cove . Debbie Butterworth/Math

## 9. SUPERINTENDENT'S REPORT

a. Update on December 1 consolidation report to DOE

b. Report from Hannah Jones on her part-time leave of absence

## 10. UNFINISHED BUSINESS

a. Consideration of policy for second reading

DFD-R Gate Receipts and Admissions Regulation

## 11. NEW BUSINESS

a. Consideration of Superintendent's recommendations to co-curricular fee positions

b. Consideration of Superintendent's recommendations to athletic fee positions

c. Consideration of policies for first reading

. IHOA: Student Travel and Field Trips

. JEA: Compulsory School Attendance

. JICC: Student Conduct on School Buses

. JICC-R: Student Conduct on the School Bus, Administrative Guidelines

d. Consideration of proposed negotiated agreement with Food Services Workers

## 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
- g. Wellness Committee – Rebecca Millett
- h. Extra-Curricular Committee – Linda Winker

#### Appointments

- h. PATHS – Kathy Ray
- i. Legislative Liaison – Rebecca Millett

#### Advisory

- j. CEEF– Karen Burke
- k. Hannaford Field Committee – Peter Cotter

#### 13. Public Comment

#### 14. School Board Agenda Requests

#### 15. Announcements of Upcoming Meetings

[Return to top](#)

---

SUPERINTENDENT'S REPORT FOR SEPTEMBER 2007 Page  
8

October 9, 2007

Cape Elizabeth, Maine

The regular meeting of the School Board was held on Tuesday,  
October 9, 2007, at 7:00 p.m. in the Council Chambers.

School Board members present were:

Kathy Ray, Chair

Karen Burke

Peter Cotter

Patricia Brigham

Rebecca Millett

Linda Winker

Alan H. Hawkins, Superintendent of Schools

Student Representatives present were:

Kiersten Brown

Hudson Eakin

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

Others present included: Tom Eismeier, Jeff Shedd, Dominic DePatsy, Pauline Aportria, Tory Rogers, Allison Landes , Terry White, and other citizens and staff

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

2. Adjustments to agenda

- Item 8b, "Report on Let's Go" was moved to come before "Communications".

- Item 7a "Recognition Terry White ..." was also moved to come before "Communication"

- An item 10e "Resignation" was added.

- An item 10f. "Field trip request from high school teacher" was added.

3. Approval of School Board Minutes

Linda Winker made a motion that the School Board minutes for the business meeting held on September 11, 2007 be approved as presented. Trish Brigham seconded. The motion was approved 6-0.

4. Comments by Student Representatives

Kiersten Brown and Hudson Eakin commented briefly on discussions with students about higher standards and the 7-point grading system.

5. Comments from the public on non-agenda items - there were none

SUPERINTENDENT'S REPORT FOR OCTOBER 2007 Page 8a

School Board Minutes (continued)

Items taken out of order to accommodate presenters:

8b. Report on "Let's Go"

Karen Burke, representing the Wellness Committee, introduced Tory Ryder and Alison to make a presentation on "Let's Go." The program is designed to focus on nutrition and wellness; promoting a healthy lifestyle. In a PowerPoint presentation, ten key strategies of the program were highlighted.

7a. Recognition of Terry White.

Terry White, instrumental music teacher at the middle school, was recognized for having a jazz band arrangement he wrote for a student performance published in a national publication. Terry was present and spoke briefly.

## 6. COMMUNICATIONS

### 6a. Update on math lab at Pond Cove

The Superintendent briefly updated the School Board with regard to the math teacher leader position at Pond Cove. Deb Butterworth will be scheduled to make a more comprehensive report at an upcoming School Board meeting.

### 6b. Update on consolidation

The Superintendent reported that a letter was received today from the Commissioner of Education accepting Cape Elizabeth's alternative plan initial proposal. He briefly summarized what the next steps are.

### 6c. Monthly Workshops - 4th Tuesdays

There was discussion regarding topics for the workshop meetings beyond budget and consolidation. Athletics and its many aspects was one topic that was of interest.

### 6d. Update on meeting with Boosters

It was reported that the meeting was well attended and provided a good forum for communication with the various booster groups. Copies of all policies related to athletics were provided to them. Trish Brigham commented that the meeting highlighted the importance of communication. She publicly thanked all of the booster organizations for their continued strong support for the athletic program.

## 7. RECOGNITION

### 7a. Taken out of order. Reported above.

### 7b. Middle School Façade

Trish Brigham recognized the great work done by the Landscape Committee in landscaping the front of the 30's building at the Middle School. She thanked all who participated and made particular note of the committee members, Lisa Morris, Chris Pezzulo, and Lindsay Alexander.

### 7c. Project Blueprint

Shari Robinson reported on the recent meeting of Project Blueprint (held here in Cape Elizabeth) and the "...extraordinary opportunity to work with six other districts, sharing and learning from each other." She reported that as they planned for future

meeting they "focused on what good schools can do to become better."

## SUPERINTENDENT'S REPORT FOR OCTOBER 2007 Page 8b

School Board Minutes (continued)

### 8. SUPERINTENDENT'S REPORT

#### 8a. Update on Teacher Leader Positions

The Superintendent briefly reviewed the history of the teacher leader position at Pond Cove and how the three new teacher leader positions were put into place this fall (math teacher leader at Pond Cove and the language arts and science teacher leader positions at the Middle School). He reported that it is still early in the steps, but written reports from Jamie Michaud and Joanne Bearor (Middle School teacher leaders) are included in the board packets

8b. Taken out of order. Reported above.

### 9. UNFINISHED BUSINESS

#### 9a. Consideration of policies for second reading

· Trish Brigham presented KA- Community Use of School Facilities.

Trish Brigham made a motion that the policy be approved as presented. Rebecca Millett seconded. The motion was approved 6-0.

### 10. NEW BUSINESS

#### 10a. Consideration of Superintendent's recommendations to co-curricular fee positions for 2007-2008

The Superintendent made the following recommendations for co-curricular fee positions. Middle School: Sarah Kinsella, Student Council (sharing the position with Joe Doane). High School: Hannah Jones, Literary Magazine; Dick Mullen, Theater Manager; Megan Greenlaw, Freshman Class Advisor; Dwight Ely & Ted Jordan (50/50) Senior Transition Project. System-wide Certification Mentors: Marie Hayes, Susie Saffer, Sarah Kinsella, Gary Record, Gretchen McNulty, Joyce Bell, Sonia Medina, Charlotte Hanna, and Angela Schipanni. Rebecca Millett made a motion to accept the Superintendent's recommendations as presented. Karen Burke seconded. The motion was approved 6-0.

#### 10b. Consideration of Superintendent's recommendations to athletic fee positions for fall 2007 and winter-2008

The Superintendent made the following recommendations: Middle School (fall sports) Stephen Culver, Volunteer Middle School Football; Phil Laughlin, Volunteer Middle School Football Coach.

High School (winter sports) - Jim Ray, Varsity Boys Basketball; Matt Reid, JV Boys Basketball; Doug Worthley, Varsity Indoor Track; David Weatherbie, Assistant Indoor Track; Ben Raymond, Varsity Girls & Boys Swimming; Jason Trembly, Ice Hockey; Deven Morrill, Assistant Nordic Skiing; John Boucher, Varsity Girls Ice Hockey; Shawn Guerrette, Alpine Skiing.

Kathy Ray asked to be recused from voting on the Varsity Basketball coach. Rebecca Millett made a motion to accept the Superintendent's recommendation of Jim Ray as the Varsity Basketball coach. Linda Winker seconded. The motion was approved 5-0 with Kathy Ray recusing herself. Rebecca Millett made a motion to accept the Superintendent's recommendations as presented for the remaining positions. Linda Winker seconded. The motion was approved 6-0.

#### SUPERINTENDENT'S REPORT FOR OCTOBER 2007 Page 8c

#### School Board Minutes (continued)

##### 10c. Consideration of Spanish Exchange Trip Proposal

Mark Pendarvis proposed a trip for students to Costa Rica from February 14 through February 28, 2008. Travel is being arranged through SPA Travel a nationwide travel company - insurance is taken care of. The Costa Rican students will travel to Cape Elizabeth in April. Trish Brigham made a motion to approve the trip to Costa Rica. Rebecca Millett seconded. The motion was approved 6-0.

##### 10d. Consideration of request from Pond Cove teacher for a leave of absence for the 2008-2009 school year

The Superintendent presented a request from Fran Vita-Taylor for a one-year unpaid leave of absence due to family health reasons and other issues. Superintendent Hawkins recommended approval of the request. Linda Winker made a motion to approve the request of Fran Vita-Taylor for an unpaid leave of absence for the 2008-09 school year. Trish Brigham seconded. The motion was approved 6-0.

##### 10e. Notification of resignation

The Superintendent informed the School Board that he has received a resignation from Susan Long, the educational technician in the Pond Cove nurse's office. He will ask her to come in for an exit interview. This was just for information; no action was required on the part of the School Board.

##### 10f. Consideration of field trip request from high school teacher

Jeff Shedd presented a request from Gretchen McNaulty to take 12-15 students related to United Nations. Information on destination to Princeton, New Jersey and to Harvard presented. It was explained that these wouldn't be back-to-back trips; she is just

looking for approval so they Karen Burke seconded. After questions and discussion, the motion and second were withdrawn. Rebecca Millett made a motion to approve World Affairs Council Trip with the understanding that the organizers will choose one of the trips. The motion was withdrawn.

After further discussion of options, Trish Brigham made a motion that the School Board authorize the Superintendent to give permission for the trip chosen by the organizers. Karen Burke seconded. The motion was approved 6-0.

## 11. COMMITTEE REPORTS

### 11a. Finance Committee

Committee Chair Rebecca Millett reported that the Finance Committee met on September 26 where they signed warrants and discussed deadlines for Booster financial reports. The next meeting will be held on Thursday, October 18 at 8:00 AM in the Superintendent's office.

## SUPERINTENDENT'S REPORT FOR OCTOBER 2007 Page 8d

### School Board Minutes (continued)

### 11b. Policy Committee

Policy Committee Chairperson Trish Brigham reported that the committee is in the middle of a lot of things, but didn't have any policies for first reading at tonight's meeting. The next meeting will be held on Tuesday, October 16 at noon in the Jordan Conference Room.

### 11c. Strategic Planning Committee

Planning Committee Chairperson Trish Brigham reported that the committee met on September 21st at 12:30 PM. They discussed goals, identified membership of the committee, reviewed calendar, and determined that Action Teams will report back in March. The next meeting of the committee will be on October 25th.

### 11d. Personnel Committee

Personnel Committee Chairperson Linda Winker reported that at its September meeting the committee discussed the Superintendent's evaluation. The revised rating scale will be sent out to the Board to complete. An announcement will be sent to the staff requesting feedback. The evaluation of the Board is being looked at. The next meeting will be held on Thursday, October 11 at 8:00 a.m. in the Jordan Conference Room.

### 11e. Communication Committee

Communication Committee Chairperson Trish Brigham reported that the committee will meet on Thursday, October 11.

#### 11f. Student Extra-Curricular Committee

Chairperson Linda Winker reported that the October 2nd meeting was spent reviewing policy KF-R and administrative guideline DFD-R: Gate Receipts and Admissions. A few revisions were recommended: seniors 62 and over will be admitted free to all events; admission will be charged only to high school night games; they discussed hiring a person to collect gate fees; they reviewed data on fees charged by other districts; the final recommendation was to have the Superintendent and administrators set the fees annually. The next meeting will be held on November 6 at 4:00 PM in the Jordan Conference Room.

#### 11g. Wellness Committee

Karen Burke reported that the committee met on October 1. The 'Let's Go' program was discussed. School Nurse Paula Harris reported on PACK program at Pond Cove. Sue Weatherbie reported on Harvest Day and Walk to School. She reported further that October is 'Walk/Ride to School' month. The next meeting will be on Monday, November 5th at 3:15 at the fire station.

SUPERINTENDENT'S REPORT FOR OCTOBER 2007 Page 8e

School Board Minutes (continued)

#### APPOINTMENTS

#### 11h. PATHS

Kathy reported that she attended the meeting held on September 20 from 12:00 - 2:00 PM with Kevin Sweeney. That was Kevin's last meeting and Kathy joined him as his replacement as Cape Elizabeth's representative..

#### 11i. Legislative Liaison

Rebecca Millett reported briefly on her work as the Legislative Liaison.

#### ADVISORY

#### 11j. CEEF - Karen Burke

Karen Burke reported on the group met on September 17. Debbie Butterworth met with them to explain her work in her position funded by a grant from CEEF. Applications for the fall grant cycle are due to CEEF by October 15. Karen will be meeting with Dorie Barber to discuss ways to improve relations between CEEF and the School Board.

#### 11-l. Town Hannaford field Committee

Peter Cotter reported that at its last meeting the group discussed concerns about gate receipts, seating and police protection. He

reported further that the gate receipts showed a profit on football and lost money on other sports. He reiterated the concerns expressed about seating. He closed saying that the group is generally pleased with the operations and see continued improvement.

12. Public comment on agenda items - There was no public comment.

13. School Board Agenda Requests - There were no agenda requests.

15 .Announcements of Upcoming Meetings

Kathy Ray noted that the initial meeting of Sports Done Right Committee will be held on October 16 at 7:00 at the Community Center. She further noted that other dates of upcoming meetings had been noted in the reports.

There being no further business, Linda Winker made a motion that the meeting be adjourned. Karen Burke seconded. The motion was approved 6-0. The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Alan H. Hawkins

Superintendent of School

[Return to top](#)