

Meeting Agendas

-- [Business Meeting June 10, 2008](#)

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Meeting Minutes

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Tuesday , June 10, 2008

SCHOOL BOARD MEETING

TUESDAY, JUNE 10, 2008

SCHOOL BOARD MEETING

7:00 p.m.

TOWN COUNCIL CHAMBERS

AGENDA

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.

Call to Order

Roll Call

Brigham Burke Cotter Millett Ray Winker

Pledge of Allegiance

1. ADJUSTMENTS TO AGENDA
2. APPROVAL OF MAY 13, 2008 SCHOOL BOARD MINUTES

Motion: Second: Vote:

3. COMMENTS BY STUDENT REPRESENTATIVES
4. COMMENTS FROM PUBLIC ON NON-AGENDA ITEMS
5. COMMUNICATIONS
 - a. Introduction of Jeff Thoreck as incoming athletic administrator and Janet Hoskin as incoming Community Services Director
 - b. Notification of Resignations and Retirement
 - c. Budget Update
 - d. CEEF Dinner and Grant Celebration
 - e. 8th Grade's Land Trust work
 - f. Holman Field's Dug Outs Dedication
 - g. Moulton Field Sign Request
 - h. Hannaford Coaches Box Naming (Ms. Winker)
 - i. Proposal for CEHS Track and Field Naming

6. RECOGNITION

a. High School

- Best High Schools Lists (Principal Shedd)

- Kerry Kertes's engineering class project (Ms. Brigham)

b. Middle School

- Kristina Moniz's acceptance to the UNH Ocean Observing Workshop (Principal Connolly)

- Students performance on national world language tests (Principal Connolly)

c. Pond Cove

- Elementary Playground Outdoor Classroom

d. Thank you to middle school and high school student representatives

e. Employees years of service recognition

f. Retirees recognition

7. SUPERINTENDENT'S REPORT

a. Congratulations to Class of 2008

b. Curriculum Management Plan

8. UNFINISHED BUSINESS

a. Consideration of policies for second reading

- IHOA: Student Travel and Field Trips

- IHOA-R: Guidelines, Student Travel and Field Trips

- IKF: Graduation Requirements

- JIC: System-Wide Student Code of Conduct

- JFCA: Student Support Teams

- JFCIAA: Student Support Teams--recommendation for deletion

- JFCIAA-R: Guidelines-Student Support Teams--recommendation for deletion

Motion: Second: Vote:

9. NEW BUSINESS

a. Consideration of request for one-year leave of absence (2008-2009 school year) for Middle School staff member Susan Deeves.

Motion: Second: Vote:

b. Consideration of the following policies for first reading.

- JFABB: Foreign Exchange Student Program

- JID: Students of Legal Age

- JIH: Questioning and Searches of Students & Students's Locker/Storage Facilities

- JIH-R: Guidelines-Questioning and Searches of Students & Students's Locker/Storage Facilities

- JIHA: Student Locker/Storage Facilities--recommendation for deletion

- JJIBB: Sportsmanship

c. Consideration to increase hot lunch fees to \$2.85 for students and \$4.00 for adults.

d. Consideration to accept the current concept of the Curriculum Management Plan (C.M.P.).

e. Consideration to compile CEHS alumni data to develop a directory.

f. Consideration of recommendation by the Hannaford Field Committee regarding the naming of the Coaches Box at Hannaford Field.

g. Consideration to name the Cape Elizabeth High School track and field after Keith R. Weatherbie.

h. Consideration of the Superintendent's nominations of new teachers for 2008-09.

i. Consideration of the Superintendent's recommendations to co-curricular fee positions for 2008-09.

j. Consideration of the Superintendent's recommendations to athletic fee positions for fall 2008.

k. Consideration to grant the Superintendent authority to hire over the summer.

10. COMMITTEE REPORTS

Standing Committees

Communications Committee – Rebecca Millett

Finance Committee – Rebecca Millett

Personnel Committee – Linda Winker

Policy Committee – Trish Brigham

Positive Action Committee – Linda Winker

Strategic Planning Committee – Trish Brigham

Student Extra-curricular Committee –

Linda Winker

Wellness Committee – Karen Burke Appointments

Curriculum Committee – Rebecca Millett

High School Forum – Linda Winker

PATHS – Kathy Ray

Volunteer Advisory Committee –

Rebecca Millett

Advisory

Alternative Energy Committee – Peter Cotter

CEEF – Karen Burke

Hannaford Field Committee – Peter Cotter
Legislative Liaison – Rebecca Millett
Sports Done Right – Karen Burke
Technology Advisory – Linda Winker

11. PUBLIC COMMENT ON AGENDA ITEMS
12. SCHOOL BOARD AGENDA REQUESTS
13. ANNOUNCEMENTS OF UPCOMING MEETINGS
14. ADJOURNMENT

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SCHOOL BOARD SPECIAL MEETING

Friday, June 20, 2008

12:00 - 3:00 p.m.

Wm H. JORDAN CONFERENCE ROOM

New Business

1. Consideration to enter into executive session pursuant to 1 M.R.S.A. §405(6)(D), for the purpose of negotiation discussions with the Cape Elizabeth Education Association.

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DRAFT MINUTES

The regular meeting of the School Board was held on Tuesday, May 13, 2008 at 7:00 p.m. in the Council Chambers.

School Board members present were:

Kathy Ray, Chair

Patricia Brigham, Vice-Chair

Karen Burke

Peter Cotter

Rebecca Millett

Linda Winker

Student Representative:

Hudson Eakin

Alan H. Hawkins, Superintendent of Schools

School Board members unable to attend:

Kiersten Brown, student representative

The meeting was called to order at 7:00 p.m. by Chairperson
Kathy Ray.

Pledge of Allegiance to the Flag led by Kathy Ray

1. Adjustments to Agenda

Agenda Item 6d – Pond Cove Principal of the Day, was moved up and addressed immediately before Item 3. ADDITION, under Communications, Item 5f – CEEF Alumni Directory.

2. Approval of April 8, 2008 School Board Minutes

Ms. Millett made a motion that the School Board minutes for the meeting held on April 8, 2008 be approved. Ms. Brigham seconded. (Approved 6-0)

3. Comments by Student Representatives

Hudson Eakin spoke briefly on items of interest from the high school students’ perspective.

4. Comments from the Public on Non-Agenda Items

There were no comments from the public.

5. COMMUNICATIONS

- - **Resignation of School Board member Jack Kennealy.** Ms. Ray acknowledged Mr. Kennealy’s resignation from the Board due to personal reasons and thanked him for his service. Noted that a new board member will be elected in November.
 - **Resignation of Middle School staff member Julie Chandler –** Superintendent Hawkins announced Ms. Chandler’s resignation effective at the end of the current school year.
 - **Resignation of High School staff member Hannah Jones** - Superintendent Hawkins announced Ms. Jones’ resignation effective at the end of the current school year.
 - **Budget Update –** Superintendent Hawkins reported that the Town Council workshop was held last night. At this time, May 27 will be the Town Council’s vote to approve the budget, although they are required to approve budget within 10 days of the public’s validation vote (scheduled for June 10). Mr. Eakin thanked all the students for expressing their thoughts at last night’s hearing.
 - **Middle School CEEF Grant Approval –**Principal Connolly reported on the large-impact grant award focusing around their Chicago Math Program. Grant award results in just over

\$99,000 over the next three years. Using the lead teacher model, this grant will allow for professional and curriculum development, development of a dual track system, differentiated instruction, and reflective practice opportunities. Steve Price will oversee.

- **ADDED at Meeting CEEF and CE Alumni Directory –** Peter Cary spoke about the opportunity to contract with Harris Connect to develop an alumni database. The school would provide limited, non-confidential data. CEEF and School Department would share information gathered.
- **Budget Update –** EPS information is in. \$239,427 more has been received since last year. Reflects fact that property valuations have gone up, although student population has slightly decreased.

6. RECOGNITION

- Superintendent's Comments
 - **Teacher Appreciation Week –** Ms. Ray read a poem entitled, *"I Will Remember You Always"*; dedicated to all teachers and staff. Superintendent Hawkins thanked all teachers for their hard work throughout the year.
 - **Susan Saffer, Special Education Therapist of the Year for 2007-08** - Instructional Support Director, Dominic DePatsy, praised Susan Saffer's commitment to increasing students' quality of life during her 30-year career.
- High School –
 - **National French and Latin Exams** - Principal Shedd noted that Mr. Soule requires all of his Latin students to take the National Latin exam. Sarah Cooley had a perfect score. Mr. Peary also reports that his French students scored very well on their National French exams. Ms. Brigham thanked the teachers for their dedication.
 - **Exchange/Travel Program Update: Costa Rica, France, Safe Passages; NY/DC** - Principal Shedd reported on the variety of activities going on within the High School recently.
- Middle School –
 - **Students Help Fund Solar Panel –** Principal Connolly introduced students, Amanda Barnett and Morgan Connell. Amanda

and Morgan's wintertime hot chocolate stand raised \$150. Together with a separate \$100 donation, they're putting \$250 towards the purchase of a solar panel or solar powered light for the school's parking lot.

- **Chewonki Update** – Principal Connolly praised the quality of this program now in its 22nd year in the Middle School.
- Pond Cove -
 - **Principal for A Day**- Principal Eismeier and Olivia Tighe gave a brief report of her & principal's activities during the day.

7. SUPERINTENDENT'S REPORT

- - **Curriculum Management Plan (CMP)**- Sarah Simmons briefly spoke about the CMP documents contained within School Board packet that will be addressed in greater detail at the May 27th School Board Workshop Meeting. The State requires a curriculum plan and the school's 2007 Strategic Plan also identifies the importance of developing a process. The document sets the vision for what all involved believes is important to meet the needs of all learners. Focuses on Professional Learning Communities as the primary vehicle to accomplish this work. English Language Arts K-12 Priority Learning Goals document was also distributed. This will be the first curriculum area addressed using the CMP.
 - **Update on Legislative Issues** - Superintendent Hawkins reported that the session ended recently and there is still no clear, concise information around consolidation issues.
 - **School Budget Validation Referendum Question** – Superintendent Hawkins reviewed the ballot details and a non-binding question being included on some districts' ballots.

8. UNFINISHED BUSINESS

- - Consideration and action on the following policies for second reading
 - JLF: Reporting Child Abuse and Neglect
 - JLF-E: Form for Reporting Child Abuse/Neglect
 - IIB: Class Size

- Ms. Brigham recommended acceptance of policies as presented. Seconded by Ms. Winker. (Approved 6-0)

9. **NEW BUSINESS**

- a. **Consideration and action to accept Jack Kennealy's resignation from the Cape Elizabeth School Board** – Ms. Ray read Mr. Kennealy's resignation letter. Ms. Brigham motioned for approval. Ms. Winker seconded. (Approved 6-0)

9.

- b. **Consideration of Superintendent's nominations of teachers for continuing contracts** - Superintendent Hawkins recommended approval of the following teachers for continuing contract positions. He also noted they would receive written notice of this and that based on budget uncertainty at this time, a contract will not be re-issued immediately. Ms. Brigham motioned for approval as presented. Ms. Winker seconded. (Approved 6-0)

Angela Moore – Pond Cove
Gina Rozzi – Pond Cove
Roberta Scheckart – Pond Cove
Adam Killip – Middle School
Kristina Moniz – Middle School
 Pierre Paradis – Middle School
 Erin Cavallaro – High School
 Christine Newell – High School

- - **Consideration of Superintendent's nominations of teachers to second year probationary contracts** – Superintendent Hawkins recommended approval of the following teachers for second year probationary contract positions. He also noted they would receive written notice of this and that based on budget uncertainty at this time, a contract will not be re-issued immediately. Ms. Brigham motioned for approval. Ms. Millett seconded. (Approved 6-0)

Eliza Eastman – Pond Cove
Dawn Rioux – Pond Cove
Kate Karlonas – Middle School
Sonia Latendresse – Middle School
Laura Trippe – High School

- - **Consideration and action to authorize and direct the Superintendent to deliver to the Town Clerk**

for display at all polling places the completed Notice of Amounts Adopted at Town Council Meeting for Voters at School Budget Validation Referendum – Ms. Ray read the vote to be adopted by the School Board in its entirety. Document was circulated for Board signatures. Mr. Cotter commented that he will not be signing or voting for this Notice because he believes this law should be repealed. Ms. Millett motioned for approval. Ms. Brigham seconded. (Approved 5-1; Cotter opposed)

- - **Consideration and action to authorize the Superintendent to enter into a tax-exempt lease purchase agreement with M.S.T. Government Leasing, LLC for the purpose of financing photocopier equipment and service agreements –** Mr. Cotter commented that cost of contract could fund staff. Superintendent Hawkins said duplicating and documenting is a necessary tool used by the whole organization. Pauline Aportria, clarified this contract includes printers as well, and that a small portion of this contract will be utilized and funded by the Town. Ms. Millett motioned for approval of the contract totaling \$201, 668.98 at a rate of interest of not more than 3.530% per year through August 1, 2012. Ms. Brigham seconded. (Approved 5-1; Cotter opposed)

10. Consideration of policies for first reading

- - - IHOA: Student Travel and Field Trips
 - IHOA-R: Guidelines, Student Travel and Field Trips
 - IKF: Graduation Requirements
 - JFCA: Student Support Teams
 - JFCIAA-R: Student Support Teams - *Recommendation for deletion*
 - JIC: System-Wide Student Code of Conduct

Ms. Brigham clarified that Policy IHOA is technically up for the third reading, noting there have been significant revisions. Policy IKF reflects reduced technology offerings available due to reductions in budget. - No action required for first reading.

11. COMMITTEE REPORTS

Chairperson Ray announced that committee reports are posted on the web site and invited committee members to speak if there was anything essential to report at this public meeting.

Finance Committee - Ms. Millett reported that CEEF would be funding the refrigerated salad bar and deli station at the High School for \$16,000. The foodservice director, Sue King, is exploring the use of the government food commodities program. As of March 2008, there is a \$36,000 negative balance in the foodservice account. Cost structures are being evaluated. Energy costs remain high. Ernie MacVane is exploring conversion to propane for Pond Cove/Middle School, should that become a more cost effective solution.

Policy Committee – Ms. Brigham reported that she would distribute via email a list of the policies reviewed/revised this year. A new Board member for this committee will also be needed.

Strategic Planning – Ms. Brigham reported that this group would be focusing their efforts on curriculum, professional development, and data committees, specifically.

Ms. Ray noted that Mr. Kennealy's departure creates openings on the Alternative Energy and Technology Advisory Committees. Mr. Cotter will join the Alternative Energy Committee. Ms. Winker will join the Technology Advisory Committee.

Extra-Curricular – Ms. Winker reported that the next meeting might be moved from June 3 to accommodate new staff. Agenda will be Middle School sports.

Sports Done Right - Ms. Burke reported regular monthly meetings have resulted in surveying that will also include web surveying to gather more community feedback on sports in the town. Next meeting will be an August barbeque.

CEEF – Ms. Burke reported there would be a spaghetti dinner and grant celebration on May 31 in the Cafetorium.

Wellness – Ms. Burke reported three Wednesdays in June will be designated as walk/bike ride to school days. Please check web site for more information.

12. PUBLIC COMMENT ON AGENDA ITEMS

Carrie Apanovitch, social studies teacher at High School and resident of Town, thanked the Superintendent, Jeff Shedd and Sarah Simmonds for the ability to work on CMP as part of her graduate studies. She feels this work will be greatly impacted by a 4.6% budget and the resulting loss of Sarah as Curriculum Director.

13. SCHOOL BOARD AGENDA REQUESTS

There were no requests.

14. ANNOUNCEMENTS OF UPCOMING MEETINGS

Ms. Ray announced the following Committees's meetings are on the web site.

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- **Personnel Committee** – Thursday, June 12 at 8 a.m. in the Jordan Conference Room.
- **Communications Committee** - Wednesday, March 5 at 3:10 p.m. in the Pond Cove Media Center.
- **Finance Committee** - Wednesday, May 28 at 8 a.m. in the Superintendent’s Office.
- **Sports Done Right** – Monday, March 10 at 7 p.m. in the HS Library.
- **Calendar Committee** - Thursday, March 20 at 2:45 p.m. at the MS Conference Room
- **Wellness Committee** – Monday, June 2 at 3:15 p.m. in the Fire Station Meeting Room.
- **Extra Curricular Committee** – Tuesday, June 3 at 3:30 p.m. in the Jordan Conference Room.
- **School Board Meeting** – Executive Session Tuesday, March 18 at 2:30 pm in the Jordan Conf Rm; Regular Meeting Tuesday, April 8 at 7:00 p.m. in Council Chambers.
- **School Board Workshops** – May 27 at 7 pm in HS Library
- **Policy Committee** – Tuesday, May 20 at Noon in the Jordan Conference Room.
- **Special Town Council Meeting to Adopt Budget** – Tuesday, May 27 at 7:30 pm in Council Chambers.
- **Citizen Vote on School Budget** – Tuesday, June 10

15. Adjournment

There being no further business, Ms. Winker made a motion that the meeting be adjourned. Ms. Brigham seconded. The motion was approved 6-0. The meeting was adjourned.

Respectfully submitted,

Alan

H. Hawkins

Superintendent of Schools

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