

The regular meeting of the School Board was held on Tuesday, October 14, 2008 at 7:00 p.m. in the Council Chambers.

School Board members present were:

Kathy Ray, Chair
Patricia Brigham, Vice-Chair
Karen Burke
Rebecca Millett
Linda Winker
Peter Cotter

Student Representatives present:

Sara Friedman
Andrew Pezzullo

Alan H. Hawkins, Superintendent of Schools

Chairperson Kathy Ray called the meeting to order at 7:00 p.m.

1. Adjustments to Agenda – none

2. Approval of School Board Minutes from September 9, 2008 - Ms. Brigham made a motion that the minutes for the meeting held on September 9, 2008 be approved. Ms. Winker seconded. (Approved 6-0)

3. Comments from Student Representatives – Sara Freidman, Andrew Pezzullo and Middle School representative, Hannah Dineen, spoke briefly on items of interest from the students' perspective.

4. Comments from Public On Non-Agenda Items - There were no comments from the public.

5. RECOGNITION

a. **World Language Lecture Series 'Hear Our Stories'** – Ms. Brigham briefly reported there was a wonderful panel of presenters and encouraged the audience to attend one of the upcoming presentations (October 16 or November 20).

6. COMMUNICATIONS

- a. **Upcoming Board Meeting Dates** – Ms. Ray announced the upcoming Board meeting dates (see 'Dates to Remember').
- b. **"Let's Talk About Our Schools" Meetings** – Superintendent Hawkins briefly reported on parent forum meetings held. Noted that third and final meeting has been changed to Tuesday, October 21 at 7:30 am, 4 pm, and 7:15 pm (Community Center).
- c. **Rey Moulton Field Sign** - Superintendent Hawkins reported meeting with Bob Malley and that this project is now moving ahead.
- d. **Transfer of Vehicle Request from Police Department for Maintenance Department use** - Superintendent Hawkins reported on the need for a vehicle for maintenance staff use, and the opportunity to utilize a recently retired police vehicle to fill this need.
- e. **Thank you from Margaret Welch** – Ms. Ray read the note from Margaret Welch.

- f. **Retirement of bus driver Barbara Smith, effective December 23, 2008** - Superintendent Hawkins reported Barbara Smith's retirement.
- g. **Budget Review Schedule** - Superintendent Hawkins presented a *draft* calendar of the upcoming budget process. Spoke of the State's communications on cost cutting measures, in light of changing economic factors.
- h. **Bus Update** – Janet Hoskin reported the bus (engine) breakdown on September 23 was handled well by all involved. Expressed thanks to, Nate Maxwell, Steve Larose, Steve Young, Pat Fowler, Richmond Fire & Police staff, SP Transportation for loaning busses when they could, and public works staff, Eric Ahlsen and Sean McCue, for coordinating repair efforts. The Governor has proclaimed the week of October 20-24 as Bus Safety week, with Bus Driver Appreciation Day on October 24.
- i. **Energy Conservation Plan Update** - Superintendent Hawkins presented a summary of efforts to save energy. (Will post this information on the web site.) Through Ernie MacVane's efforts, Cape Elizabeth was the first school system to take advantage of state energy efficiency grant offerings.
- j. **Update on Boosters Meeting and Bleachers Project** - Jeff Thoreck reported that bleacher construction would begin on October 16, with bleacher delivery date expected on October 21. He also briefly summarized recent meeting with booster members.
- k. **Update on Science Priority Learning Goals** – Steve Connolly reported briefly on efforts around the science priority learning goals. (This will be discussed in more detail at School Board workshop on October 28.) A Middle School curriculum map was displayed. This included the five State-level standards, performance indicators, National Science Education Standards, and parameters for educational instruction (PEIs) [Learning Results]. November 3 and 4 will be days devoted to revisiting curriculum following the Board Workshop feedback. Cape Middle School's MEA scores tied with highest score in State for similarly sized schools for the second year in a row. Ms. Brigham asked whether curriculum templates and goals will be available on-line for parent reference, and stated that having defined curriculum information now should be able to drive appropriate textbook/curriculum material requests. Ms. Burke asked about the status of Project Blueprint participation. Superintendent Hawkins reported that due to budgetary restraints, participation this year was not possible.

7. NEW BUSINESS

- a. **Consideration to implement proposed energy conservation plan recommendations** - Superintendent Hawkins spoke on the proposed energy conservation plan recommendations placed on the web site for public comment. Eight responses were received. Main plan points include:
 - 1. Removing all electrical appliances, including refrigerators, coffee pots, microwaves, etc. from classrooms. Ensure that appropriate appliances are readily available in the teacher/staff/faculty rooms.
 - 2. Turning off lights in classrooms and other sections of the schools when that area is not in use.
 - 3. Setting daily temperatures in all classrooms at 67° and evening levels (considered as one hour after last student has left for the regular school day) at 55° (based on the system's ability) except in areas where activities are occurring, which would be kept at 60-65 ° level.
 - 4. Thermostats/heat sensors should not be changed except by the maintenance supervisor or his designee, and no one should use any means to increase the heat except by the maintenance supervisor.

5. Limiting after school access to buildings, closing floors/areas as soon as possible.
6. Concentrating after-school program, into as few buildings and in concentrated areas, so that energy usage can be cut back.
7. All computers, copiers, printers, etc. should be turned off completely at the end of the day, with guidance from Technology staff.
8. Adult supervision of students in buildings at all time, and that adult must ensure, prior to leaving, that all lights are turned off and all doors and windows are appropriately shut and locked. Avoidance of additional cold air must be carefully monitored.

Janet Hoskin reported that activities will be consolidated within buildings; only core centers or floors will remain open for parent meetings and classes. Team cleaning will be done; areas of buildings opened, cleaned and then shut completely down. It's not been possible to have an event-free night to close down completely. Gymnasiums haven't been factored in, due to heavy volume of use during winter sports season. It's anticipated that Sunday activity will be greatly reduced. Ms. Ray spoke about concern of safety and lighting when evening events occur. Ms. Hoskin said that any building custodian should be able to over-ride outside safety light shut off when needed. Ms. Millett expressed concern that 65° would be too cold for majority to work effectively. Requested the Board consider an alternative minimum temperature, as work continues to balance heat effectively throughout the buildings, with a review of minimum temperature at a later date. Ms. Millett questioned whether overhead energy costs could be gathered and incorporated in use fees charged by Community Services.

Ms. Brigham made a motion to support the Superintendent's recommendation for energy conservation plan, in incremental steps, specifically, by setting a daily temperature at 67° and an evening low temperature at Ernie MacVane's discretion for the most efficient daytime return rate, remove language in item #6 regarding closing the buildings one night per week, and this plan will be reviewed by the Superintendent on a monthly basis and reports to the School Board will be made as needed. Staff and students will be surveyed informally as the temperatures change. Ms. Millett seconded. (Approved 5-1; Cotter opposed)

- b. **Consideration of proposed Varsity Baseball Team trip to Orlando, Florida (April 16-24, 2009) – 7B taken out of order/before 7A.** Chris Hayward, varsity baseball coach and high school math teacher, spoke briefly about the proposed trip. Cost would be approximately \$1,400 per student. Ms. Brigham spoke about Boosters groups, recognizing that due to budget constraints all are being asked to do more and more. A trip such as this adds another item. Ken Pierce spoke that there is a limited amount of people and resources, but there is an enormous commitment within this group, in particular. Financial assistance will be available, should families need supplemental funds in order to participate. Ms. Brigham reminded Chris Hayward that any volunteers involved need to attend a volunteer training with Gail Schmaeder. Ms. Brigham made a motion for approval. Ms. Burke seconded. (Approved 6-0)
- c. **Consideration and action to form a cooperative Girls' Ice Hockey team with Waynflete for the 2008-2009 school year only -** Jeff Thoreck reported that the Maine Principals' Association has approved the application to form a cooperative girls' ice hockey team with Waynflete. Application has been approved for up to two years. Costs will be shared based on percentage of athletes participating between schools. Financial assistance is available by contacting the Athletic Administrator's office. C.E. boosters

and Waynflete will work cooperatively to raise funds. Ms. Millett made a motion to approve. Ms. Winker seconded. (Approved 6-0)

- d. **Consideration of proposed Science Team Competition Trips from CEHS teacher, Shawn Guerrette** – Principal Shedd reported that this has been requested in previous years. Brings this forward more as request to use school bus as safer mode of transportation. Ms. Millett made a motion for approval. Ms. Brigham seconded. (Approved 6-0)
- e. **Consideration of proposed World Affairs Council Trip to Harvard Model U.N. from CEHS teacher, Gretchen McNulty** – Principal Shedd reported this trip will take place in Boston from December 11-14, 2008. Ms. Brigham motioned for approval. Ms. Millett seconded. (Approved 6-0)
- f. **Consideration of the following policies for first reading**
- JB: Equal Educational Opportunities--*recommendation for deletion*
 - JFAB: Admission of Non-Resident Students
 - JJH: Interrupted Study
 - JKD: Suspension of Students
 - JK: Student Discipline
 - JKA: Corporal Punishment and Use of Force--*recommendation for deletion*
 - JKE: Expulsion of Students

Ms. Brigham briefly reviewed each policy. - No action required for first reading.

- g. **Consideration of the Superintendent's recommendations for Middle School extra-curricular fee positions for 2008-09** –

Middle School:

Chris Drake & Carrie Newton – Student Council
 Carrie Newton & Leslie Thorup – School Newspaper
 Evan Solender & Steve Price – Talent Show
 Brian Freccero – Chess
 Tabitha Glanville & Cathy Clough – Yearbook

Ms. Millett motioned for approval of Middle School extra curricular fee positions. Ms. Brigham seconded. (Approved 6-0)

- h. **Consideration of the Superintendent's recommendation for High School co-curricular fee positions for 2008-09** -

High School:

Maura McDermott – Instructional Support Dept Chair
 Larry Allen – Musical Director for Theater

Ms. Millett motioned for approval of High School co-curricular fee positions. Ms. Winker seconded. (Approved 5-1; Cotter opposed)

- i. **Consideration of the Superintendent's recommendation for High School athletic positions for 2008-09** –

Tim Thompson – Girls' assistant soccer coach (volunteer)
 Tim Lawson – Assistant football coach (volunteer)

Ms. Millett motioned for approval of High School athletic positions. Ms. Winker seconded. (Approved 6-0)

j. **Consideration of the Superintendent's recommendations for district co-curricular fee positions (mentor teachers) for 2008-09 –**

Joyce Bell –mentor for Tatiana Green
 Gary Record – mentor for Leslie Thorup
 Kim Sturgeon – mentor for Gretchen Earle
 Joe Doane – mentor for Tabitha Glanville
 Christine Tweedie – mentor for Mary Jane Ham
 Sally Connolly – mentor for Elizabeth Johnston
 Carlee Main – mentor for Jessica Means
 Sarah Kinsella – mentor for Sonia Latendresse (2nd yr)

Ms. Brigham made a motion for approval of the district co-curricular fee positions for new teachers' mentors for 2008-09. Ms. Millett seconded. (Approved 5-1; Cotter opposed)

k. **Consideration of request for extended leave of absence during 2008-2009 school year for Pond Cove teacher, Morrigan Burns –** Ms. Burns is requesting an extended leave of absence. Anticipated from late December 2008 through June 2009. She plans to fulfill her co-curricular duties as a Special Olympics coach during this leave. Ms. Brigham made a motion for approval. Ms. Burke seconded. (Approved 6-0)

l. **Consideration of appointment of School Board member as delegate to the Maine School Boards Association (MSBA) Fall Conference –** Board members unanimously unable to attend this year. Ms. Winker made a motion to table this item permanently. Ms. Brigham seconded. (Approved 6-0)

8. Committee Reports –

Finance Committee- Ms. Millett reported briefly on the September meeting. A financial plan and analysis is being developed with food services. Elementary students' access to café also being reviewed. Energy- heating oil locked in at \$3.41/gal for 90,000 gallons. This means a \$20,000 known overage to budgeted amount. Energy savings-with lighting changes made the district has already saved 39,000KW or approximately \$5,450.

Policy Committee – Ms. Brigham reported that a survey on substance abuse would be on the school web site soon. Community feedback is welcomed.

9. Public Comment on Agenda Items – None

10. School Board Agenda Requests – None

11. Announcements of Upcoming Meetings – Ms Ray announced the committee meeting dates are posted on the web site.

- **Personnel Committee** – Thursday, October 30 at 8 a.m. in the Jordan Conference Room.
- **Policy Committee** –Tuesday, October 21 at noon in the Jordan Conference Room.
- **Finance Committee** – Wednesday, October 29 at 8 a.m. in the Superintendent's Office.
- **Extra Curricular Committee** – Wednesday, November 5 at 7:30 a.m. in the Jordan Conference Room.
- **School Board Meeting** –Workshop Meeting Tuesday, October 28 at 7 p.m. in the HS Library; Regular Meeting **Tuesday, November 4** at 7 pm in Council Chambers.
- **Wellness Committee** – Monday, October 20 at **7 a.m. in the Pond Cove Conference Room**

- **Strategic Planning** – Monday, October 27 at 9 am in the Superintendent’s Office.
- **Let’s Talk About Our Schools** – Friday, October 21 at 7:30am; 4pm; and 7:15 pm in the Community Center.

12. Adjournment - Ms. Brigham made a motion for approval. Ms. Winker seconded. (Approved 6-0) The meeting was adjourned at 9:33 p.m.

Respectfully submitted,

Alan H. Hawkins
Superintendent of Schools