

Meeting Agendas

- [Regular Business Meeting Dec. 1, 2009](#)
- [Caucus following swearing-in ceremony Dec. 14, 2009](#)

Meeting Minutes (draft)

- [Business Meeting Nov. 3, 2009](#)
- [Special Meeting Nov. 10, 2009](#)
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- [Workshop with state legislators Nov. 12, 2009](#)

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Cape Elizabeth

Tuesday, December 1, 2009

Cape Elizabeth SCHOOL BOARD

Business Meeting

7:00 p.m. - Town Council Chambers

AGENDA

1. Adjustments to Agenda
2. Approval of School Board Minutes
3. Comments by Student Representatives
4. Comments from Public On Non-Agenda Items
5. RECOGNITION
 - a. Middle School Drama club production
 - b. High School Theater production
 - c. State Championship Girls' Cross Country Team
 - d. Marguerite Lawler-Rohner's National Teaching Certification
 - e. School Board
6. COMMUNICATIONS
 - a. CEEF Grants
 - b. Legislative
7. NEW BUSINESS
 - a. Consideration to approve High School athletic fee position.
 - b. Consideration to approve Middle School athletic fee positions.
 - c. Consideration to approve certification of employment and salary of Superintendent for 2010-11.
 - d. Consideration to approve Curtailment Committee and its membership.
 - e. Consideration to approve Cape Elizabeth Schools Teacher Certification Renewal Plan, as revised November 2009.
8. Committee Reports
9. Public Comment on Agenda Items
10. School Board Agenda Requests
11. Announcements of Upcoming Meetings

12. Adjournment

Dates to Remember:

Teaching & Learning Committee - December 3, 11:45 am,
Superintendent's Office

Curtailment Committee Public Hearing - December 8, 7 pm, High
School cafeteria

Finance Committee - December 15, 6:30 pm, High School Library

School Board Workshop - December 15, 7 pm, HS Library

Policy Committee - December 16, 12:15 pm, Wm. Jordan Conf
Room (Town Hall)

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School Board Caucus

Dec. 14, 2009

Superintendent's Office, 320 Ocean House Road
7:30 p.m.

The board will hold a brief caucus, immediately after the swearing-in ceremony of new-term board members to discuss the election of new officers and committee assignments. These will be voted on at the next evening's School Board Workshop

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DRAFT MINUTES

The regular meeting of the School Board was held on Tuesday, November 3, 2009 at 7:00 p.m. in the Town Hall Council Chambers.

School Board members present:

Patricia Brigham, Chair

Karen Burke

Peter Cotter

Rebecca Millett

Kathy Ray

Mary Townsend

Linda Winker

Student Representatives present:

Julia Springer

Matt Miklavic

Alan H. Hawkins, Superintendent of Schools

Chairperson Patricia Brigham called the meeting to order at 7:00

p.m.

- **Adjustments to Agenda** – amend item 7c to include co-curricular fee positions
- **Approval of School Board Minutes** –
- **Business Meeting, Tuesday, September 8, 2009** - Ms. Winker made a motion that the minutes for the meeting be approved as presented. Ms. Millett seconded. (Approved 7-0)
- **Comments by Student Representatives** – Middle School students, Kate Bosworth, Caroline Kelley and Catherine Clark, and High School representatives, Julia Springer and Matt Miklavic, spoke briefly on items of interest from the students' perspective
- **Comments from Public On Non-Agenda Items** – none
- **RECOGNITION**
 - **Middle School/President's Council on Physical Fitness** – Principal Shedd congratulated those students receiving recognition for their outstanding performance as juniors taking the PSAT.
 - **High School Government Class/Candidates Nights** – Principal Shedd reported on a very successful spirit week.
 - **World Affairs Council/International Visitor Leadership presentation** - Principal Shedd briefly explained about the pilot program organized by Jeff Thoreck and himself, in conjunction with Rippleffect. Program goal is to take students from various social circles within the school that have leadership roles or have been identified by staff as having leadership potential, to work on school cultural issues in the long term.
 - **Parent-student-teacher conference participation** -
 - **Community/volunteer Support** -
 - **Gary Lanoie/ACTEM Conference** -
- **COMMUNICATIONS**
 - **Technology Integrators** – Superintendent Hawkins briefly reported on the fall Booster group meeting. Coaches' evaluation forms have gone out to student-athletes' parents. Mr. Thoreck briefly reported on athletic activities as the regular season comes to an end. Winter athletic season begins in mid-November.
 - **Workshop Update (Science, ELA)** - Superintendent Hawkins reported briefly on the efforts by the maintenance staff.
 - **Guidance Work** – Superintendent Hawkins reported that almost 50% of students participated in the season flu clinic on September 25. He thanked the many community volunteers and staff involved. So long as adequate supplies are available, our H1N1 flu clinic is scheduled for October 30.
 - **Student Testing/Evaluations and Data** – Ms. Burke spoke briefly about the recent *Let's Go!* presentation. Ms. Millett would like to have the Let's Go! electronic presentation to share with extra-curricular groups.

- **H1N1 clinic** -

1) **Marguerite Lawler-Rohner** - was accepted into a one-year program, “Museum in your Classroom” through the Museum of Fine Arts in Boston. She will travel to Boston once a month for classes. Her work in this program will directly connect to middle school curriculum in social studies, art, and language arts.

2) **Terry White** - was recently contacted by a junior high school band director in Chandler, Arizona to inform him that their band had selected one of his original pieces, “Past My Bedtime”, to perform at the Midwest International Band and Orchestra Clinic, in December, in Chicago.

3) **“Text We Can”** - committee spearheaded by Ms. Millett’s efforts, recently met their goal of raising \$60,000 to help bring new textbooks into the middle school. Ms. Millett thanked committee members, Carolyn Flaherty, Anne Ingalls, Kathy Lualdi, Patty Grennon, Laura Stewart, and Hulda Khalidi. Sara Lennon, Ann Gale, Sally Tammaro and Pauline Aportria provided additional support to the group’s efforts.

- **Athletics** – Superintendent Hawkins briefly reported on the fall Booster group meeting. Coaches’ evaluation forms have gone out to student-athletes’ parents. Mr. Thoreck briefly reported on athletic activities as the regular season comes to an end. Winter athletic season begins in mid-November.

- **Finances** - The Superintendent reported that it appears the issue of how the state will continue to fund school districts will remain, even if voters statewide reject the school consolidation question.

- **NEW BUSINESS**

- **Consideration of the following job descriptions:**
Custodian, Head Building Custodian - *Approved at prior meeting*. Principal Shedd commented that historically the school has contributed a small amount towards travel expenses. Now, students participating will be responsible for full amount.

- **Consideration to approve the following policies for second reading –**

- JFABD: Admission of Homeless Students
- KBF: Parent Involvement in Title I

- Ms. Millett moved that policies JFABD and KBF be approved, with draft copy notes removed and inserting the number one (1) in Policy KBF, as presented. Ms. Townsend seconded. (Approved 7-0)

- **Consideration to approve the following policy for first reading –**

- JRA: Student Education Records and Information
- IHBAC: Child Find

- Ms. Millett briefly presented each policy. No action required for first reading.

- **Consideration of the following Middls School co-curricular fee positions** - Ms. Millett motioned for approval. Ms. Ray seconded. (Approved 6-1; Cotter)

Kim Sturgeon – mentor for Gretchen McCloy

Paul Casey – mentor for Tabitha Glanville

- **Committee Reports** – Ms. Burke reminded the audience that all committee minutes are available on the school web site.

- **Public Comment on Agenda Items** – none

- **School Board Agenda Requests** – none

- **Announcements of Upcoming Meetings** - Superintendent Hawkins announced upcoming Board workshop dates and the curriculum subject to be addressed: October 27- Science; November 10 - ELA; December 15 - World Language; January 26 - Guidance; February 23 - budget; March 23 - Mathematics; April 27 - Social Studies; May 25 - to be determined. The December 15 workshop will include a new board organizational meeting. The next regular business meeting will be on November 3. This meeting information will be available on the web site.

- **Adjournment** – Ms. Millett made a motion for adjournment. Ms. Winker seconded. (Approved 7-0)

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Alan H. Hawkins

Superintendent of Schools

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**SUPERINTENDENT'S REPORT FOR November 10, 2009
Cape Elizabeth, Maine**

A Special Business meeting of the Cape Elizabeth School Board was held on Tuesday, November 10, 2009 at 6:50 p.m. in the CEHS Library. A regular workshop immediately followed.

School Board members present: Patricia Brigham, Chair

Karen Burke

Rebecca Millett

Mary Townsend

Linda Winker

Student Representative present: Matt Miklavic

Alan H. Hawkins, Superintendent of Schools

Unable to attend: Peter Cotter

Kathy Ray

Student Representative, Julia Springer

SPECIAL BUSINESS AGENDA

1 Consideration of policy for second reading -JICH:
Substance Abuse.

Motion: Ms. Millett Second: Ms. Winker Vote: 5-0

2. Consideration of HS Girls' Cross Country team travel
request (Nov 13-14, 2009).

Motion: Ms. Burke Second: Ms. Townsend Vote: 5-0

3. Consideration of HS Girls' Varsity Basketball team travel
request (Seniors only, Nov 22-23, 2009).

Motion: Ms. Millett Second: Ms. Winker Vote: 5-0

The Special Business meeting adjourned at 7:02 pm and the
Workshop on ELA curriculum immediately followed.

Respectfully submitted,

Alan H. Hawkins Superintendent

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SUPERINTENDENT'S REPORT FOR November 23,
2009 Cape Elizabeth, Maine

A Special Business meeting of the Cape Elizabeth School Board was held on Tuesday, November 23, 2009 at 7:45 a.m. in the Wm. H. Jordan Conference Room.

Approximately 15 members of the community were also in attendance.

School Board members present:

Patricia Brigham, Chair

Karen Burke

Peter Cotter

Rebecca Millett

Mary Townsend

Linda Winker

Alan H. Hawkins, Superintendent of Schools

Unable to attend: Kathy Ray

Board Chair, Patricia Brigham, called the meeting to order at approximately 7:50 a.m.

I. Update on Meeting with Legislators (11/12)/State Budget Information

II. Current financial outlook for Cape Elizabeth

III Brainstorm ways to deal with likely loss of state aid in FY 2009-10

IV. Review 09-10 curtailment resolution -Mary Townsend moved that the Board accept the proposal presented by Rebecca Millett with one change. Karen Burke seconded. (Approved 6-0)

The Special meeting adjourned at 9:15 am.

Motion: Ms. Brigham Second: Ms. Burke Vote: 6-0 Time: 9:15 a.m.

Respectfully submitted,

Alan H. Hawkins Superintendent

CAPE ELIZABETH SCHOOL BOARD

Patricia Brigham

Chair

Linda Winker

Vice-Chair

**Karen Burke Peter Cotter Rebecca Millett Katharine
Ray Mary Townsend**

Alan H. Hawkins

Board Secretary Superintendent of Schools

WHEREAS, for all Maine children and youth to reach the high educational standards that will allow them to succeed in school, work and life, the State of Maine must commit adequate resources to schools so they can comply with state and federal law; and

WHEREAS, emerging from the national recession requires that Maine make smart choices today that will avoid deepening our recession and hurting our state's capacity to recover and expand; and

WHEREAS, there is an undeniable correlation between success in school, earnings potential and economic growth; and

WHEREAS, Maine law requires the state share of Essential Programs and Services (EPS) funding in FY 09 to equal 55%, and the current curtailment reduces the state share to 45% statewide and to just 10.94% in Cape Elizabeth; and

WHEREAS, the Governor's curtailment order further exacerbates the inequity in the state versus local share of public education funding; and

WHEREAS, the Governor's Executive Order Curtailing

Allotments for FY 2009 – 2010 by \$63,144,713, \$38 million of which is from General Purpose Aid to Maine school districts representing the single biggest cut of state funds; and

WHEREAS, \$4,500 represents the only other cut to the Department of Education; and

WHEREAS, Cape Elizabeth stands to lose \$621,440 in addition to the \$504,339 cut in the original General Purpose Aid allocation as a result of the elimination of these resources; and

WHEREAS, this curtailment and the projected additional State funding cut to General Purpose Aid for FY 2010 – 2011 will result in a 50% cut in state funding over a one year period (77% without federal stimulus funds) for Cape Elizabeth public schools; and

WHEREAS, the Cape Elizabeth School District has taken very proactive cost-cutting measures to improve efficiency while supporting student performance to do its part to help minimize the impact on taxpayers during this economic recession; and

WHEREAS, the curtailment to General Purpose Aid poses a grave threat to Maine's School Districts' ability to increasing student achievement and meet federally mandated NCLB requirements, which will put state schools at risk of being labeled a 'failing schools';

BE IT RESOLVED that the Governor and State Legislature must provide adequate and stable basic education funding for our schools by:

- **Maintaining a minimum state funding level of no less than 20% of a school district's EPS expenditure level,**
- **Re-evaluating the allotment curtailment to reduce the impact on direct education programs, which have been asked to absorb the largest portion of the cut.**
- **Supporting established state goals regarding efficiency in school administration and excellence in student performance by rewarding and not**

penalizing schools that are already performing at a high level with low administrative costs.

- **Recognizing that strong schools will be critical to the economic recovery of our state and nation, and the current fragile state of that recovery, and understanding that cuts that come directly out of our communities work in opposition to the need for rapid recovery.**

BE IT RESOLVED that we call upon citizens of Cape Elizabeth to help school districts obtain adequate and stable basic education funding by contacting state legislators and the Governor and expressing the urgency of this funding crisis and inequity of the current cuts.

FURTHERMORE BE IT RESOLVED that a copy of this resolution be submitted to all local newspapers, to Cape Elizabeth's elected State Senators and Representatives, to the leaders of the Legislature, to the chairmen of the Education and Appropriations Committees, and to the Governor of Maine.

ADOPTED by Cape Elizabeth School Board at the meeting of November 23, 2009.

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**Cape Town Officials and Legislators Meeting
November 12, 2009 8:30
Jordan Conference Room**

Senator Bliss informed town officials that the Governor would rather not use the "curtailment" approach to the revenue shortfall which would require an across-the-board cut of state programs. He prefers to have the legislators approve a supplemental budget, which means waiting until the legislators are in sessions in January.

Senator Bliss and Representative Dill encouraged Cape to coordinate with other Cumberland County

communities in its efforts to lobby Augusta regarding how it deals with the revenue shortfall and cuts directed at education.

Senator Bliss reminded attendees that the state has a balanced budget requirement and that the Governor took a no-new-tax pledge at the beginning of his term and expects that he will stick with that pledge. The only approach remaining is expenditure cuts.

Senator Bliss will call Jim Rier to set up a meeting with Cape officials to discuss the EPS formula and the allocation to Cape Elizabeth. Senator Bliss recommended having legislative leaders stop by the meeting. (It has been set for December 1, at 10:00.)

Town Councilor Sara Lennon asked Cape legislators to keep the issue of education funding on their front burner and to make it a priority to advocate on behalf of the Cape Elizabeth schools.

School Board Chair Trish Brigham reminded the legislators that Cape Elizabeth was granted an exemption from consolidation based on a determination of efficiency and high performance and that Cape spends significantly less per pupil than the state average and surrounding communities. It is therefore illogical to utilize a funding reduction methodology that penalizes such a school system while supporting other districts which do not show similar capabilities. She suggested crafting a formula to reward achievements set forth in the school consolidation law.

School board member elect David Hillman suggested that reducing state funding to a district by over 50% is illogical and unacceptable.

School board member Rebecca Millett pointed out that dramatic cuts to education would prolong the current recession by eliminating many jobs across the state.

School board member Rebecca Millett mentioned a methodology of determining funding cuts developed by Town Manager Mike McGovern based on 09/10 actual state funding that lessens the potential cut to Cape Elizabeth. This will be further reviewed to determine if it is compatible with the state having to fully allocate \$38 million cut to General Purpose Aid.

Superintendent Alan Hawkins noted his frustration that Cape Elizabeth continues to lose more than it's share of state financial support despite the ongoing accomplishments of the district in both high performance and efficiencies, while other districts in the state are rewarded with sustained or increased financial support despite no measurable improvements in performance and efficiency.

Action items:

Meeting Jim Rier (December 1)

Meeting of Cumberland County Superintendents, legislators and town officials and Commissioner of Education Susan Gendron December 10

Cape town officials and legislators will meet December 11 at 8:30.

School Board Chair will contact other districts' chairs in an alliance building effort

Review Town Manager's curtailment methodology and develop alternatives

School Board will share with legislators Portland Press

Herald letter written by Cape and surrounding district chairs

School Board will share with legislators MSBA resolutions.

Superintendent and School Board Chair will encourage MSBA to share resolutions with all state legislators.

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2009 -2010 C.E. School Board Meetings

Meetings are regularly scheduled for the first and third Tuesdays each month. November and December meetings vary slightly from that cycle. No meetings are scheduled in July.

Date	MEETING Type	Time	Place
August 25, 2009	Finance Committee/ Workshop/Business	3:30 p.m. - 6:30 p.m.	High School Library
September 8, 2009	Regular Business	7:00 p.m.	Council Chambers/ Town Hall
September 22, 2009	Workshop Finance Com begins at 6:30 p.m.	7:00 p.m.	High School Library
October 13, 2009	Regular Business	7:00 p.m.	Council Chambers/ Town Hall
October 27, 2009	Workshop (Topic: Science) Finance Com begins at 6:30 p.m.	7:00 p.m.	High School Library
November 3, 2009	Regular Business	7:00 p.m.	Council Chambers/ Town Hall
November 10, 2009	Workshop (Topic: ELA) No Finance Committee	6:50 p.m.	High School Library
December 1, 2009	Regular Business	7:00 p.m.	Council Chambers/ Town Hall
December 15, 2009	Workshop (Topic: Cur Workshop Template) Finance Com begins at 6:30 p.m.	7:00 p.m.	High School Library
January 12,	Regular Business	7:00 p.m.	Council Chambers/

2010			Town Hall
January 26, 2010	Workshop (Topic: World Language) Finance Com begins at 6:30 p.m.	7:00 p.m.	High School Library
February 9, 2010	Regular Business	7:00 p.m.	Council Chambers/ Town Hall
February 23, 2010	Workshop (Topic: Budget) Finance Com begins at 6:30 p.m.	7:00 p.m.	High School Library
March 9, 2010	Regular Business	7:00 p.m.	Council Chambers/ Town Hall
March 23, 2010	Workshop (Topic: Guidance) Finance Com begins at 6:30 p.m.	7:00 p.m.	High School Library
April 13, 2010	Regular Business	7:00 p.m.	Council Chambers/ Town Hall
April 27, 2010	Workshop (Topic: Math) Finance Com begins at 6:30 p.m.	7:00 p.m.	High School Library
May 11, 2010	Regular Business	7:00 p.m.	Council Chambers/ Town Hall
May 25, 2010	Workshop (Topic: t/b/d) Finance Com begins at 6:30 p.m.	7:00 p.m.	High School Library
June 8, 2010	Regular Business	7:00 p.m.	Council Chambers/ Town Hall

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