

The regular meeting of the School Board was held on Tuesday, February 10, 2009 at 7:00 p.m. in the Council Chambers.

School Board members present were:

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

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** – Item 7a was addressed immediately before Item 6f; ADD: item 7k.
2. **Approval of School Board Minutes from January 13, 2009** - Ms. Winker made a motion that the minutes for the meeting held on January 13, 2009 be approved. Ms. Townsend seconded. (Approved 7-0)
3. **Comments from Student Representatives** – Middle School student, Piper Otterbein and High School representatives, Sara Friedman and Andrew Pezzullo spoke briefly on items of interest from the students' perspective.
4. **Comments from Public On Non-Agenda Items** –Dr. Michael Efron urged the public to communicate with their senators to compromise on the proposed economic stimulus package, specifically aide to states and education.

5. RECOGNITION

- a. **High School Theater Club Musical** – Mr. Mullen and some of the 88 students involved with this year's production of "*Beauty and the Beast*" made a brief presentation.
- b. **Speech Team State Competition** – Ms. Melansen spoke briefly about the speech team's dedication and performance. The team placed 3rd out of 14 schools at the final state competition. Six students qualified for the National Forensics League Qualifier - Marissa Turesky, Hannah Towers, Paige Pendarvis, Brendan Ross Stewart, Ian McInerney, Liz Briggs - to be held in Albany during Memorial Day weekend. She also thanked the numerous volunteers involved, including Mr. Mullen and CEHS alumni.
- c. **Middle School Career Fair/Volunteers** – Ms. Brigham thanked Gail Schmaeder and the numerous community volunteers for their efforts to make the Middle School career fair so successful this year. Principal Connolly thanked the guidance staff for their support and involvement, mentioning that 22 different careers were represented this year.

6. COMMUNICATIONS

- a. **Retirement of Pond Cove teacher, Ogden Williams** – Superintendent Hawkins reported that Ogden Williams has expressed his intention to retire at the end of the current school year, adding that he will be sorely missed.

- b. **Legislative Update** – Superintendent Hawkins reported that the Senate very recently passed the economic stimulus act, but final passage will require compromise on the part of the House. No one can be sure yet on any amount of aide directly for schools. School budget related legislation in Augusta is progressing, with no funding increases anticipated for the next few years.
- c. **Cumberland County Superintendents' Association meeting** – Ms. Brigham reported that she and Mary Townsend joined with area superintendents, local representatives, and town managers to listen as Commissioner Gendron shared timely information on January 30th. Ms. Townsend added that a specific request has been made to the town's legislators to keep a watch out for any unfunded mandates being included in legislation going forward. Superintendent Hawkins reported that the Chair of the Education Committee, who was also in attendance, has invited the group to Augusta in April. Jim Rowe is also arranging an information-sharing meeting on February 25th between area legislators and community leaders.
- d. **Board Workshop (technology) Update** – Ms. Brigham reported briefly on the technology report shared with the Board at its workshop on January 27th. Although this meeting was not video taped, members of the public can view much of the information presented by going to the technology link on the School's web site.
http://blogs.cape.k12.me.us/groups/technologydepartment/wiki/8f06c/Technology_Workshop.html.
- e. **Report on Joint Budget Forums** – Ms. Ray reported that on February 5th town councilors and the school board met to review issues concerning both groups and the community input provided previously. February 12 and February 24 will be the next workshop and public hearing budget meetings. They will be held at 7 pm in the High School Library. If needed, a third workshop and public hearing has been scheduled for February 26 at 7 pm in the High School Library. These meetings will be video taped and may be available on the web. On February 12, the principals and instructional support will present.
- f. **Superintendent's Budget Overview** – Superintendent Hawkins briefly summarized information contained within his FY10 budget.

7. NEW BUSINESS

- a. **Consideration to authorize the Cape Elizabeth Baseball and Softball Boosters to sell banners at Holman Field and Capano Field** – Mr. Boyington reported that this fund raising opportunity supports capital improvements and staff coaching stipends. Ms. Winker made a motion for approval. Ms. Townsend seconded. (Approved 7-0)
- b. **Consideration and action to approve Middle School athletic fee position** – Jeff Thoreck and Scott Labbe were able to swap a spring baseball coaching position that likely would not need to be funded, in order to support funding this position that was needed due to the high number of participants, for this year only. Ms. Hoskin explained that the turnout for baseball last year didn't require the third team coach, and it is a safer sport to manage if numbers were to become higher.
Leslie Thorup – MS Girls Swimming
Ms. Burke made a motion for approval. Ms. Winker seconded. (Approved 7-0)
- c. **Consideration to approve a leave of absence for Pond Cove staff member, Holly Forsyth, for the 2009-2010 school year** – Superintendent Hawkins reported that current staffing should allow for realignment to cover for this requested leave of absence. Ms. Townsend made a motion for approval. Ms. Ray seconded. (Approved 7-0)
- d. **Consideration to approve a change to part-time status for Pond Cove staff members, Morrigan Burns and Carlee Bean, for the 2009-2010 school year** – Superintendent Hawkins reported that due to family care considerations Morrigan Burns

and Carlee Bean are requesting to job share the Middle School life skills program position for the next school year, with each working approximately two and a half days per week. Dominic DePatsy supports this arrangement as the program facilities promote collaborative work by staff for students; in addition this arrangement may provide minimal salary/benefit savings for the district. Ms. Burke made a motion for approval. Ms. Winker seconded. (Approved 7-0)

e. **Consideration of the following policies for second reading –**

- EFI: Food Service Records and Reports
- EI: Insurance Management
- JHCA: Use of Unscheduled Class Time for High School Seniors
- JLCCA: AIDS (HIV) Attendance

- Ms. Millett moved that the policies be approved as presented. Ms. Ray seconded. (Approved 7-0)

f. **Consideration of the following policies for first reading**

- EF: Food Services Management
- EFE: Competitive Food Sales
- KFA: Smoking on School Property-recommended for deletion
- JLCCA: AIDS (HIV) Attendance
- KF-R: Hannaford Turf Field Fee Structure-Guideline

-Ms. Millett briefly reviewed each policy. Ms. Winker explained that Hannaford Turf Field Fees were realigned with those of neighboring facilities. Any community comments on this fee change should be directed to the policy committee by their next meeting, February 24. No action required for first reading.

g. **Consideration to approve the Superintendent's recommendations for Administrator contract renewals for 2009-10 –** Superintendent Hawkins recommended continuing employment contracts with Principals Steven Connolly, Tom Eismeier, Jeff Shedd, John Casey, and Troy Henninger; and district staff Pauline Aportria, Dominic DePatsy, Gary Lanoie. Due to their probationary status, Athletic Director Jeff Thoreck and Community Services Director Janet Hoskin were not included on this list. Superintendent Hawkins reported continuing confidence in administrators and that a regular evaluation process has been established. State law requires this approval by March 1. Ms. Ray made a motion to approve. Ms. Winker seconded. (Approved 7-0)

h. **Consideration to approve the School Board Goals for 2009 as presented –**

Ms. Brigham stated that the goals would appear on the school web site and read aloud:

By the end of 2009, the School Board will have –

1. Reviewed and updated the Communications Plan for the School Board's various stakeholders
2. Developed and documented an effective and timely Board and Superintendent evaluation process
3. Developed an annual plan for building a respectful working relationship with the Town Council and an understanding of each others' roles
4. Further developed the work of the Technology Report to better integrate existing technology with curriculum and staff development and to achieve greater administrative efficiencies
5. Set a timeline for completion of the Curriculum Development Plan with periodic check ins
6. Developed a plan to keep the progress on goals in front of the Board regularly

7. Developed (with the District Leadership Team) a plan for data-based priority setting and decision making
8. Reviewed and updated as necessary its committee structure, as soon as possible after the January goals setting meeting

Ms. Millett made a motion for approval of the goals as presented. Ms. Townsend seconded. (Approved 7-0)

- i. **Consideration to approve the School Board Committee Structure and Membership as presented** – Ms. Ray expressed her support of the communications committee, but felt that it should be an advisory committee to the Superintendent instead of a standing committee of the Board. Ms. Millett questioned costs that might be involved in an advisory chair position. Superintendent Hawkins expressed support for this being an advisory group and stated that it could be a great opportunity for greater student involvement as well. Ms. Millett made a motion to approve committee structure and membership, with a change to Communications Committee becoming an advisory instead of a standing committee. Ms. Burke seconded. (Approved 7-0) Ms. Brigham requested that committees draft their own set of goals, in the coming months, and bring them back to the Board for approval.
- j. **Consideration to approve spending to off set curtailment of state funds for 2008-09 in the amount of \$421,572** – Superintendent Hawkins explained that the state's curtailment amount is final and to deal with the reduction in funds in the current school year, the following cuts have been made: \$200,000 Town's undesignated funds; \$70,000 School contingency fund; \$80,000 Facilities/CIP & Contracted Services; \$15,000 substitute accounts; \$20,000 staff development; \$20,000 supplies; \$1,572 books; \$15,000 equipment. The school contingency fund will no longer exist. If town bond grant fund request (\$128,000) goes through, then some account realignment can happen. Ms. Ray requested this information be posted on the web site. Ms. Burke made a motion for approval. Mr. Cotter seconded. (Approved 7-0)
- k. **Consideration to approve World Affairs Council Trip to Boston University** – Principal Shedd reported that Gretchen McNulty seeks approval to bring World Affairs Council members to Boston University on February 28. Ms. Townsend made a motion for approval as presented. Ms. Burke seconded. (Approved 7-0)

8. Committee Reports –

Human Resources – Ms. Winker reported that the committee is in the process of developing a streamlined format for Superintendent's and Board's evaluation, and future Board goals

Policy – Ms. Millett reported on the substance abuse policy discussion. Committee agreed that a public forum should be held to discuss the following aspects of the policy: reach of policy, self-reporting, methodology of communicating; contract in general. Jeff Shedd and Alan Hawkins will be proposing dates for this forum, once further data is compiled.

Finance – Ms. Ray reported that the monthly finance committee meetings would begin at 6:30 pm and be held immediately prior to the regularly scheduled workshop meetings. So, regular workshop meetings would begin at 7:30 pm. NOTE: On February 24th the finance meeting will begin at 6:30 pm and the Budget Hearing and Workshop meeting will begin at 7 pm, as announced previously.

Wellness – Ms. Burke reported on the recent meeting and review of accomplishments. Currently developing a long-term sustainability plan.

Sports Done Right – Ms. Burke reported that a list of commendations/recommendations is being developed and will be presented to the Board following an initial review by the SDR group in Augusta.

CEEF – Ms. Burke reported that the spring grant cycle deadline is coming up on March 11. Emphasis will be on professional development.

Alumni Directory – Superintendent Hawkins reported that the CEEF grant for this project is moving forward to begin the development of a directory.

- 9. Public Comment on Agenda Items** – Ms. Townsend commented on the announcement of Ogden Williams’s retirement, noting he is a ‘town treasure’ creating life-long learners in our community.

10. School Board Agenda Requests – None

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

- **Human Resources Committee** –Tuesday, March 10 at 8 am in the Jordan Conference Room.
- **Policy Committee** –Tuesday, February 24 at noon in the Jordan Conference Room.
- **Finance Committee** – Tuesday, February 24 at 6:30 p.m. in the High School Library.
- **School Board Meetings** –Budget Workshops: Thursday, February 12; Tuesday, February 24; [and, if needed, Thursday, February 26] – all meetings at 7:00 p.m. in HS Library; next Regular Meeting: Tuesday, March 10 at 7:00 p.m. in Council Chambers.
- **Sports Done Right** – Wednesday, February 25 at 7:00 p.m. in the HS Library.

12. Adjournment - Ms. Millett made a motion for approval. Ms. Winker seconded. (Approved 7-0) The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Alan H. Hawkins
Superintendent of Schools