

The regular meeting of the School Board was held on Tuesday, June 8, 2010 at 7:00 p.m. in the Town Hall Council Chambers.

School Board members present:

Rebecca Millett, Chair
Kathy Ray, Vice-Chair
John Christie
David Hillman
Mary Townsend
Linda Winker

Alan H. Hawkins, Superintendent of Schools

Unable to be present:

M. Kate Williams-Hewitt

Chairperson Rebecca Millett called the meeting to order at 7:00 p.m.

1. **Adjustments to Agenda** –Add items under Communication: 5f spelling bee and 5g Maine Center for Disease Control and Prevention.
2. **Approval of School Board Minutes** –
 - a) **Business Meeting, Tuesday, April 13, 2010** - Ms. Winker made a motion that the revised minutes for the meeting be approved as presented. Ms. Ray seconded. Ms. Townsend noted a typo - *lose* should be changed to *loss* - on page five. (Approved 5-1; Hillman)
 - b) **Regular Meeting, Tuesday, May 11, 2010** - Mr. Christie made a motion that the minutes for the meeting be approved as presented. Ms. Winker seconded. (Approved 6-0)
 - c) **Special Meeting, Tuesday, May 13, 2010** - Mr. Christie made a motion that the minutes for the meeting be approved as presented. Ms. Winker seconded. (Approved 6-0)
3. **Comments by Student Representatives** – *none*
4. **Comments from Public On Agenda Items** – *none*
5. **RECOGNITION**
 - a. **CEEF and Parent Associations** – Ms. Millett briefly thanked the wide variety of groups who support the schools with their volunteers, creativity, time, dedication, financial contributions and can-do attitudes. Athletic and extra curricular booster organizations raise funds necessary to support about 30% of expenses and sustain programming. In addition they are bakers for fundraisers, drivers to events and painters of athletic sheds. Parent Associations bring in speakers, host teacher appreciation events, and raise money for classroom resources and creative opportunities for our teachers and students, helping to create a positive school climate. The Cape Elizabeth Education Foundation continues to offer generous financial support, through grants that foster innovation and excellence in our schools. This year, CEEF granted \$40,000 in the fall and another \$26,000 this spring. Since its inception, CEEF has given over \$785,000, including teacher awards and its contribution to the turf field. Mr. Hillman expressed his appreciation to these groups for their contributions.
 - b. **Student Representatives** - Ms. Millett expressed her appreciation to the student representatives for their service and dedication to our schools this year. She wished Julia

the best as she heads to college in the fall and added that Matt is considering a return to the Board next year.

- c. **Band performance in Memorial Day Parade** - Ms. Millett briefly thanked Mr. White and all the band students.
- d. **Girls' Hockey Award** - Mr. Thoreck recognized the combined Cape Elizabeth/Waynflete girls' hockey team for their outstanding sportsmanship award for 2009-10.
- e. **Retirees** - Superintendent Hawkins reported that there were 9 retirees this year and that their combined years of service amount to over 200 years of service to this community. Ms. Millett and Superintendent Hawkins presented retirees with gifts from the School Board as they were briefly introduced and congratulated by their building administrator.

<u>Pond Cove</u>	<u>Middle School</u>	<u>High School</u>
Susie Saffer	Gary Record	Nancy Murphy
Pam Vose	Hayden Atwood	Sharon Merrill
Janice Small	Terry White	
Bobbie Sheckart		

The meeting was paused for a very brief reception to honor retirees.

- f. **Spelling Bee** - Ms. Millett congratulated Lily Jordan for her representation at the National Spelling Bee Competition.
- g. **Maine Center for Disease Control and Prevention** - Ms. Millett briefly summarized a letter received from Dr. Dora Mills thanking Cape Elizabeth Schools for their efforts on the H1H1 pandemic. Ms. Millett thanked Superintendent Hawkins and all of the school staff involved in making the district as pro-active and worthy of recognition.

6. **COMMUNICATIONS**

- a. **Annual Report of Volunteer Services** - Gail Schmader, volunteer coordinator, spoke briefly about the district's volunteer efforts. She reported that over 900 volunteers supported the 1,800 students in Cape. These volunteers have given the equivalent of almost \$300,000 through approximately 22,000 hours of service during the school day to our schools. The community donated over \$13,000 of tangible resources has been donated. New initiatives, like the Pond Cove copy cats were developed to provide administrative support to fill a void left by an ed tech I staff reduction. The literacy volunteer team at the middle school grew and consisted of 41 trained volunteers to provide reading and writing support when called upon. The flu clinics depended upon 45 parents, 22 community members, 8 student nurses were critical to the success of our clinics. A new procedure to further ensure the rights and safety of students was implemented. As of January 1, 2010 all new community members working with students during the school day must complete a volunteer application and a criminal history records check, in addition to the required annual volunteer registration form and volunteer awareness session. Presenters or performers working in the presence of a staff member are not required to have a criminal record check. On September 1, 2010 all parents volunteering during the school day who have not attended a volunteer awareness session as of July 1, 2010 will be required to complete a criminal history records check in addition to completing the annual registration form and awareness session. A letter explaining this procedure will be sent from the Superintendent to all parents in the fall. All forms are available on the school web site.

b. Review/Update of Board Goals -

1. Evaluate effectiveness of technology integrators and technology in the classroom and use of technology integrated in teacher evaluations. TEACHING & LEARNING AND HUMAN RESOURCES COMMITTEES - Ms. Townsend reported that the Teaching and Learning Committee has scheduled the technology integrators' report to be given at the September workshop meeting. Ms. Millett said that she believed that the report should include the technology curriculum, including the integrators. Mr. Christie asked about the HR component of integrating technology in teacher evaluations. Ms. Winker reported that the HR Committee had not yet taken on teacher evaluations, in part due to lack of direction provided at the State level.

2. Continue the systematic analysis of district programs and services. TEACHING & LEARNING COMMITTEE - Ms. Townsend reported the curriculum reports have been on-going. In January, they heard from modern language; in April, guidance; and most recently mathematics. There are monthly meetings to prepare for those presentations. Curriculum reports appear online. The schedule for next year's presentations can be found in the Teaching and Learning Committee minutes from May 2010.

3. Review staff professional development to maximize utilization of district resources and impact on student learning. HUMAN RESOURCES COMMITTEE - Ms. Winker reported that the board workshops that weren't focused on curriculum were tied in to the use of district resources. The professional development piece will continue to be on the agenda in the next year. Superintendent Hawkins noted that notebooks of staff development work are maintained in his office and available for the committee's reference. Ms. Millett added that she would not look for much more information than how the professional development work supports the goals and priorities of the district.

4. Evaluate and report on a regular basis progress on Board goals. BOARD CHAIR - Ms. Millett reported that the Board is doing that work.

5. Examine plans and implementation of student transitions between schools. TEACHING & LEARNING COMMITTEE - Ms. Townsend reported that this is on the committee agenda for early 2011, and the work is already beginning. The middle school guidance plans and High School Parent Association mentoring program were mentioned as examples.

6. Maximize all potential funding sources. FINANCE COMMITTEE - Ms. Millett reported that the finance committee met recently to discuss this subject in more depth. Mr. Christie and Superintendent Hawkins will work during the summer, as time allows, including developing grant writing along with any other sources that may be available.

7. Develop a coalition with other district boards to brainstorm, collaborate on initiatives and advocate for public education. BOARD CHAIR AND LEGISLATIVE COMMITTEE - Ms. Millett reported that she recently met briefly with some coalition members and a fall meeting is being planned. Believed the focus will be on collaboration opportunities, being mindful of on-going work between superintendents, and to gauge for themselves what's going on with Race To The Top, etc. Mr. Hillman reported that the Legislative Committee is also looking at ways to reduce spending, specifically in the insurance area.

8. Support an examination of district climate through workshops resulting in recommended action plans. TEACHING & LEARNING AND WELLNESS COMMITTEES - Ms. Townsend requested to provide her report at a later date.

9. Develop Annual Report on school achievements to School Board. COMMUNICATIONS COMMITTEE - Ms. Townsend reported reviewing other districts' annual reports and had hoped to prepare at least an online version this school year. Hopes to develop a template for administrators to

Leslie Young	JV Field Hockey
Megan Stanley	Asst. Field Hockey (<i>booster funded</i>)
Aaron Filieo	Varsity Football
Ron Kierstead	Football Asst.
Ryan Piper	Football Asst. (<i>booster funded</i>)
Tom Wiley	Football Asst. (<i>volunteer</i>)
Timothy Lawson	Football Asst. (<i>booster funded</i>)
Chris Mims	Football Asst.
Darin Davis	Football Asst. (<i>booster funded</i>)
Bill Hogan	Football Asst. (<i>volunteer</i>)
Michael Kertes	Football Asst. (<i>booster funded</i>)
William McGary	Golf Co-coach
Rob Thompson	Girls' Volleyball
Sarah Boeckel	Asst. Volleyball (<i>booster funded</i>)

- Ms. Winker questioned Jeff Thoreck about the coach appearing as a level 4 and the pay associated. He explained the pay varied due the number of years the individual served as a coach. Mr. Hillman asked for clarification that this agenda item was for the approval of staff listed, versus positions in budget. - Ms. Townsend motioned for approval of the staff nominations to extracurricular athletic positions as presented. Mr. Christie seconded. (Approved 6-0)

e. **Consideration to approve the following new staff nominations for 2010-11 -**

Charles Babineau	Social Worker (PC, Instr Support)
Erika Blauch	English (HS)
Nancy Carroll (internal)	Instr Support Teacher (MS, 1-yr)
Laura Ellis	0.5 Exec Functioning Svcs (MS)
Susan Kramer	Speech/Lang therapist (MS/HS)
Amanda Kozaka	Library/Media Specialist (MS)
Tom Morawiec	Speech/Lang therapist (PC)
Mary Page (internal)	Social Studies (HS)
Patricia Weyand	Guidance Counselor (HS)
Alina Perez-Smith	School Psychologist (District)
Kristen Rollins	School Psychologist (District)

- Principal Connolly briefly introduced incoming Middle School library media specialist, Amanda Kozaka. Mr. Hillman asked Mr. DePatsy about Mr. Babineau's qualifications. Mr. DePatsy explained that the diverse interview committee members, Shari Robinson and Tom Eismeier, all felt confident with the selection of Mr. Babineau to support the population needs at Pond Cove. Superintendent Hawkins informed the Board that all administrators work extremely hard in hiring process and that he also meets with each candidate. - Ms. Winker motioned for approval the new staff nominations as presented. Ms. Townsend seconded. (Approved 6-0)

f. **Consideration to grant the Superintendent the authority to hire over the summer** - The Superintendent briefly explained the process for the benefit of new board members. Expressing concerns with retroactively approving contracts, Mr. Hillman requested the motion be changed to include '*..subject to job descriptions,*

- school policies and the budget as approved.*' Ms. Townsend brought up the need to hire additional instructional ed techs last year, due unexpected student population needs. - Ms. Winker motioned for approval of the original motion to grant the superintendent the authority to hire over the summer. Ms. Ray seconded. (Approved 5-1; Hillman)
- g. **Consideration and action to approve proposal regarding non-union employees' salaries and benefits** - Mr. Hillman explained the reasoning for his vote to reject the increase, "according to our information they are all currently receiving at market or above market [*sic*] and given our limited resources it would be inappropriate to give them a raise." He added knowing who the individuals are he was sure they were deserved. - Ms. Ray motioned for approval of the salaries and benefits for non-union employees as discussed in executive session. Ms. Winker seconded. (Approved 5-1; Hillman)
- h. **Consideration to approve the following policies for second reading -**
- **JJIAA: Concussions**
- Ms. Ray moved that policy JJIAA: Concussions be approved as presented. Mr. Christie seconded. Ms. Ray explained that she would be voting against this policy expressing her continued belief that the School is overly involved in the medical issues. Ms. Millett said that she had similar initial concerns. However, after speaking with others believes she better understands the issue and would support. Mr. Hillman stated respect for Ms. Ray's concerns, having had them himself said that since this has been the historical practice it's better to have a written than informal policy. (Approved 4-2; Ray and Winker)
 - **JLCA: Physical Exam**
- Ms. Ray moved that policy JLCA: Physical Exam be approved as presented. Mr. Hillman seconded. (Approved 6-0)
- i. **Consideration to approve Cape Elizabeth High School athletic proposal with Under Armour** - Mr. Thoreck reported speaking with a Cape Elizabeth alum who works for Under Armour and wanted to assist the district. Mr. Thoreck clarified that he hoped to gain approval to begin to get this process started in fall season. Some financial assistance is being offered in UA's proposal. This year, uniforms could not be replaced on the 5-year cycle, due to the budget freeze. This proposal would have Cape working directly with a local company, Athletic Sportswear, for apparel ordering. The proposal was drafted with flexibility in mind, as the UA rep was aware of budget constraints. Proposal outlines a 3-year agreement, with a \$2,500 allotment toward uniform purchases. This would help support one and half teams per year. Historically, the budget supports one, if it's not frozen. The apparel discount would be approximately one-third. Mr. Christie questioned the two-banner display obligation (burden to display; cost to us versus value to UA) included in the document. Mr. Thoreck explained that approval to display any banners would first need to be granted by the town. Ms. Winker asked whether any clause preventing other advertisements was included. She added that Hannaford has exclusivity on Hannaford Field. The Superintendent said that banners at Holman and Capano (baseball/softball) fields must be approved prior to display through an agreement currently in place with the boosters. Mr. Hillman stated that the document being referred to as a contract was really a term sheet. He volunteered to work with Mr. Thoreck to come up with a contract to give the district some further controls. Mr. Hillman proposed that the Board move to authorize Jeff Thoreck to commence

negotiations with Under Armour to come up with a contract for approval by the Board. He added that he would be willing to work on some legalisms, but would propose the district's attorney review any final document. Mr. Christie thanked Mr. Thoreck for his efforts to look for sources of revenue wherever they may be found.

- Mr. Hillman made a motion to authorize Jeff Thoreck to commence negotiations with Under Armour with the goal of reaching a contract regarding school uniforms, under terms mutually acceptable to the School Board and Under Armour. Mr. Christie seconded. (Approved 6-0)

Ms. Ray clarified that the motion approved was not one in which Mr. Hillman would be involved in the creation of a contract. Ms. Winker stated that she felt Mr. Hillman's involvement could be seen as a potential conflict of interest. Mr. Hillman clarified that his offer was volunteering his business advice; any legal advice would be obtained through the school's legal counsel. Ms. Millett reminded the Board of the document Mr. Hillman had signed, outlining that he was not providing direct legal services to the Board during his term. She then asked if he'd prefer a vote by the board specifically excluding his involvement. He requested a board vote.

- Ms. Winker made a second motion to pursue the proposal with Under Armour seeking legal advice from the School Board's counsel as needed at a later time. Ms. Ray seconded. (Failed 3-3; Hillman, Townsend, Christie opposed)

Ms. Townsend said that she didn't see Mr. Hillman's offer as any different than if she were to offer public relations advice to the schools given her previous experience. So long as long as he wouldn't be crafting a document but utilizing his experience to provide guidance.

- Mr. Hillman made a third motion that the Board approve the pursuit of negotiations with UA concerning school uniforms and permit David Hillman to provide business advice subject to the legal approval of the school's counsel. Mr. Christie seconded. (Motion Withdrawn by Mr. Hillman)

Ms. Ray stated her concerns were not related to anyone's expertise, but rather that Mr. Thoreck should be working with the Superintendent in developing this and should they request help later than that would be appropriate. Ms. Townsend stated her discomfort formalizing any board member's involvement within a motion. Mr. Hillman withdrew his motion.

j. Consideration to approve the following job description -

• Director of Facilities

- Ms. Millett called the board's attention to paragraph 2d, the addition of "thorough knowledge of the proper handling of hazardous materials, including asbestos management, and maintaining of safety and material safety data sheets." - Ms. Winker made a second motion to approve the director of facilities job description as presented. Mr. Christie seconded. (Approved 6-0)

k. Consideration and action to authorize the Superintendent to execute a tax-exempt lease purchase agreement with Gorham Leasing Group for the purpose of financing computer equipment in the amount of \$89,147 -

- Mr. Hillman made a motion to approve agenda item as presented. Mr. Christie seconded. (Approved 6-0)

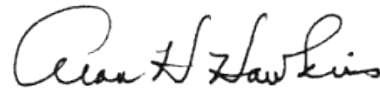
Mr. Hillman requested that Mr. Lanoie explain to the town the efforts he goes through to obtain the best deals for the district. Mr. Lanoie briefly explained the district's continuing investment in technology and the use of competitive bidding,

educational/government pricing, direct from the manufacturer pricing, and how he continually researches best pricing to stretch technology dollars. Another example, one of the items scheduled for replacement was nine years old, despite reference in the [technology] plan of a 3-5 year replacement cycle. Technology is like electricity and water for buildings, it is needed for learning to continue.

1. **Consideration to approve leave of absence for High School teacher Erin Cavallero for the 2010-11 school year** - Ms. Millett motioned for approval of Erin Cavallero's leave of absence from the time of her child's arrival through the remainder of the 2010-11 school year. Ms. Townsend seconded. (Approved 6-0)
12. **Committee Reports** – *none*
13. **Public Comment on Non-Agenda Items** – *none*
14. **School Board Agenda Requests** – *none*
15. **Announcements of Upcoming Meetings** - Ms. Millett reminded the audience that all committee meetings agendas and minutes are available on the school web site. She noted that High School graduation would be on Sunday at 1:00 pm.
16. **Adjournment** – Ms. Winker made a motion for adjournment. Ms. Townsend seconded. (Approved 6-0)

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,



Alan H. Hawkins
Superintendent of Schools