

The special meeting of the School Board was held on Tuesday, August 24, 2010 at 7:30 p.m. in the Cape Elizabeth High School Library.

School Board members present:

Rebecca Millett, Chair  
Kathy Ray, Vice-Chair  
John Christie  
Mary Townsend  
Linda Winker  
M. Kate Williams-Hewitt

Alan H. Hawkins, Superintendent of Schools

Unable to be present:

David Hillman

Chairperson Rebecca Millett called the meeting to order at 7:30 p.m.

1. **Adjustments to Agenda** – Superintendent Hawkins clarified for the group that the most current agenda for this evening should note a revision date of 8/23/10 in the top right hand corner. This version was circulated electronically to the Board after their packets may have been picked up. The web site was updated with this version.
2. **Approval of School Board Minutes** –
  - a) **Business Meeting, Tuesday, June 8, 2010** - Ms. Townsend made a motion that the meeting be approved as presented. Mr. Christie seconded. (Approved 6-0)
  - b) **Special Meeting, Friday, June 11, 2010** - Mr. Christie made a motion that the minutes for the meeting be approved as presented. Ms. Ray seconded. (Approved 6-0)
  - c) **Special Meeting, Monday, June 14, 2010** - Mr. Christie made a motion that the minutes for the meeting be approved as presented. Ms. Williams-Hewitt seconded. (Approved 6-0)
  - d) **Special Meeting, Thursday, July 8, 2010** - Mr. Christie made a motion that the minutes for the meeting be approved as presented. Ms. Williams-Hewitt seconded. (Approved 6-0)
  - e) **Special Meeting, Tuesday, August 3, 2010** - Mr. Christie made a motion that the minutes for the meeting be approved as presented. Ms. Williams-Hewitt seconded. (Approved 6-0)
3. **Comments from Public On Agenda Items** – *none*
4. **COMMUNICATIONS**
  - a. **Staff Resignations** - Superintendent Hawkins announced the resignations of instructional support paraprofessionals Trisha Wilkins and Thomas Doyle.
  - b. **Student Social Security Number Collection** - Superintendent Hawkins spoke about the recently enacted law requiring schools to request student social security numbers but clarified that the law does not require parents to provide the numbers. More guidance from Maine School Management is expected in the coming days. Superintendent Hawkins stated that he was not in favor of asking for the numbers, due to the potential security breach issues that often make the news. Ms. Millett clarified that other school boards have issued resolutions encouraging families not to provide the information requested by the law. There is no deadline to provide this data to the state at this time.

- c. **Federal Legislation and teacher pay** - Superintendent Hawkins spoke briefly about the potential availability of federal funds for education. The funds may not be available after one-year so any use should be carefully considered. At this time, any amount that Cape Elizabeth might be eligible to receive is not available. Ms. Millett asked if this was the same program that was to be distributed through the funding formula. Superintendent Hawkins replied that this was a different program. An August 19, 2010 editorial in the *Portland Press Herald* on this subject was referenced.

## 5. NEW BUSINESS

- a. **Consideration to approve the following personnel nominations.**

Jill Andrews	Nurse (Middle School)
Patricia Blankenship	Social Worker (Pond Cove, regular ed)
Michael Burke	Gr. 8 (1-yr only)
Brianne Gallagher	Counselor (Pond Cove)
Heather Geikie	Gr. 4
Mary Jane Ham	Gr. 4
Jason Harris	Gr. 3 (1-yr only)
Greg Marles	Facilities Director
Melissa Oliver	English (High School, 3/5 <sup>th</sup> )
Hannah Rohner	Gr. 6

- Superintendent Hawkins informed the Board that he interviewed each candidate listed and that they are some amazing professionals. Mr. Christie motioned for approval of the personnel nominations as presented. Ms. Winker seconded. (Approved 6-0)

- b. **Consideration to approve the following extra and co curricular staff nominations**

### DISTRICT

Mary Dulac	Certification Committee - Pond Cove Representative
Kathleen Walsh	Certification Committee - Middle School Representative
Charlotte Hanna	Certification Committee - High School Representative
Mark Ashe	Certification Committee - At-Large Representative
Greg Marles	Integrated Pest Management (IPM) Coordinator
Wendy Derzawiec	Webmaster

### MIDDLE SCHOOL

Becky Bean	Chorus 5-6
Becky Bean	Chorus 7-8
Steve Price	Drama Director
Steve Price	Variety Show
Caitlin Ramsey	Instr Music 5-8
Allison Caruso	Math Team 5-6
Brian Freccero	Math Team 7-8
Alison Hawkes	Speech
Carrie Newton	Debate
Carrie Newton	Student Council (co-advisor)
Tabitha Eastman	Student Council (co-advisor)
Siobhan Brown	Yearbook (co-advisor)

Melissa Sullivan	Yearbook (co-advisor)
Matt Whaley	Team leader g 5
Charlie Carroll	Team leader g 6
Deb Casey	Team leader g 7
Jamie Michaud	Team leader g 8
Marguerite Lawler-Rohner	Team leader - Allied Arts
Lisa Leonard	Team leader - World Language
Cheryl Joys	Team leader - Inst Support
Kim Sturgeon	SST coordinator
Gretchen McCloy	SST coordinator
Cheryl Joys	SST-Inst Support
Laura Ellis	SST-Exec Functioning Services

**POND COVE**

Linda Paul	K Team Leader
Julie Nickerson	Gr. 1 Team Leader
Linda Siegmund	Gr. 2 Team Leader
Janet Amberger	Gr. 3 Team Leader
Susan Michaud	Gr. 4 Team Leader
Angela Moore	Instr Support Team Leader
Judy Ferrante	Allied Arts Team Leader
Karen Abbott	Student Support Team
Cameron Rosenblum	Student Support Team
Angela Moore	Student Support Team
Debbie Butterworth	Student Support Team
Becky Swift	Student Support Team
Deb Jordan Pearson	Student Support Team
Suzanne Hamilton	Student Support Team

**HIGH SCHOOL**

Dwight Ely	STP Coordinator (1/2)
Ted Jordan	STP Coordinator (1/2)
Joel Shroder	English Dept Chair
Tony Ghidoni	Math Dept Chair (1/2)
Charlotte Hanna	Math Dept Chair (1/2)
Belinda Snell	Guidance Dept Chair
Joyce Bell	Research Coordinator
Gretchen McNulty	Social Studies Dept Chair
Gretchen McNulty	World Affairs Council/Model UN
Mary Page	Sophomore Class Advisor
Mary Page	Mock Trial
Joan Moriarty	Senior Class Advisor
Ali Gwyther	Foreign Language Dept Chair

Scott Shea	Health/PE Dept Chair
Andrea Cayer	Natural Helpers (1/2)
Rob Thompson	Natural Helpers (1/2)
Rob Thompson	Instructional Support Dept Chair
Ginger Raspiller	NHS
Dick Mullen	Speech
Dick Mullen	Theater Fall
Dick Mullen	Theater Spring
Dick Mullen	Theater Class Productions
Dick Mullen	Theater Manager
Deb Richio	Theater Assistant
Larry Allen	Music Director for Musical
Peter Bloom	Theater Technical Director
Chris Hayward	Math Team (split)
Chris Newell	Math Team (split)
Shawn Guerrette	SAC (1/2)
Shawn Guerrette	Science Olympiad
Brandy Lapointe	SAC (1/2)
Tom Lizotte	Jazz Band 1
Tom Lizotte	Jazz Band 2
Tom Lizotte	Jazz Band 3
Lisa Melanson	Speech Team Assistant
Michael Efron	Science Dept Chair (1/2)
Doug Worthy	Science Dept Chair (1/2)

- Ms. Millett noted the number of vacant positions appearing on the High School supporting information submitted. Ms. Ray motioned for approval of all extra and co curricular personnel nominations as presented. Ms. Townsend seconded. (Approved 6-0)

**c. Consideration to approve a request by Middle School teacher, Elizabeth Johnston, for an extended leave of absence during the 2010-11 school year.**

- Ms. Townsend motioned for approval as presented. Mr. Christie seconded. (Approved 6-0)

**d. Consideration to approve adjustments to the 2009-2010 School Budget.**

- Superintendent Hawkins clarified that this item addressed is the information shared in the finance committee meeting. Moving \$178, 670 from regular education to special education in order to balance the budget. Ms. Millett added that this change was due to some expenses incurred the previous school year and this change is implemented as required by law. - Ms. Williams-Hewitt motioned for approval as presented. Ms. Winker seconded. (Approved 6-0)

**e. Consideration to appoint Kathy Ray as school board representative to the Cape Elizabeth Schools Emergency Preparedness Committee.**

- Ms. Winker motioned for approval as presented. Mr. Christie seconded. (Approved 6-0)

f. **Consideration to hear from the Superintendent regarding his retirement plan and initiate the actions required by the School Board.**

- The Superintendent read his resignation letter addressed to the School Board stating his intention to resign effective December 31, 2010 and offer consulting services to the schools through April 15, 2011. Ms. Ray read from a prepared statement which highlighted the efforts and accomplishments of Superintendent Hawkins, including strong leadership, hiring exceptional teachers, high expectations for district leadership, a coordinated K-12 curriculum, a comprehensive emergency management plan that meets state, local and federal standards, clearly defined RTI programming, improved school policies, and strong guidance programming. Ms. Ray expressed that, in her opinion as a life-long resident and graduate, Cape is a better school system thanks to Alan Hawkins and she is sad to see him leave. Ms. Winker read from a prepared statement. She thanked him for his passion for public education, commitment to excellence in teaching, belief in the importance of professional development, skill in mentoring and developing people, and advocacy for the mission and vision of Cape Schools. She added that some of his accomplishments included a comprehensive review of job descriptions at all staff levels, implementing hiring practices to attract and retain the most qualified staff, strong evaluation systems, and K-12 curriculum. Ms. Winker expressed her gratitude for his patience and understanding, and for sharing his gift of teaching with all. Ms. Townsend thanked Kathy and Linda for outlining Alan's accomplishments and she thanked Superintendent Hawkins for his generous consultation offer. Ms. Williams-Hewitt thanked the Superintendent for sharing his knowledge with her during her brief time on the Board. Mr. Christie thanked the Superintendent for his boundless commitment to students and teachers. Ms. Millett also acknowledged the Superintendent's commitment to students and staff and thanked him for his offer to assist during the transition. - Ms. Townsend motioned to accept Superintendent Hawkins' resignation effective December 31, 2010 and to accept his offer to provide consulting services through April 15, 2011 and to authorize the payment of his accumulated vacation days. Ms. Williams-Hewitt seconded. (Approved 6-0)

**6. Committee Reports – none**

**7. Public Comment on Non-Agenda Items – none**

**8. School Board Agenda Requests – none**

**9. Announcements of Upcoming Meetings -** Ms. Millett reminded the audience the next regular meeting would be held on September 14.

**10. Adjournment –** Ms. Ray made a motion for adjournment. Ms. Winker seconded. (Approved 6-0)

Respectfully submitted,



Alan H. Hawkins  
Superintendent of Schools