

A regular business meeting of the School Board was held on Tuesday, September 14, 2010 at 7:00 p.m. in the Cape Elizabeth Town Hall.

School Board members present:

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

Alan H. Hawkins, Superintendent of Schools

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

1. **Adjustments to Agenda** – Item 7f (School Emergency Plan) was moved to Communications as item 6h, and in its place Consideration to approve adding a Latin position was added; Item 7c, additional names were provided from the High School
2. **Approval of School Board Minutes** –
 - a) **Business Meeting, Tuesday, August 24, 2010** - Mr. Christie made a motion that the meeting be approved as presented. Ms. Townsend seconded. (Approved 6-0; Hillman abstained)
 - b) **Special Meeting, Tuesday, September 7, 2010** - Mr. Christie made a motion that the minutes for the meeting be approved as presented. Mr. Hillman seconded. (Approved 7-0)
3. **Comments by Student Representatives** - Middle School representatives, Maisie Perkins and Mo Lavalley, and High School representatives, Matt Miklavic and Reid Douty, spoke briefly on items of interest from the students' perspective.
4. **Comments from Public on Agenda Items** – *none*

5. RECOGNITION

a. **Employees' years of service** - Superintendent Hawkins recognized district staff who reached milestone years of employment, from five years up to 35 years. Staff members were recognized during opening day meetings this school year.

b. **CEEF 2010 Brownell Award and Thompson Award Recipients: Gretchen McNulty and John Casey** - Superintendent Hawkins briefly explained the CEEF awards and recognized this year's recipients. He also thanked CEEF.

6. COMMUNICATIONS

- a. **Principals' update on school opening** - Principal Eismeier thanked everyone involved in getting the school ready for opening day, from building custodians to staff using their time to plan curriculum. He mentioned that the school climate committee historically has a school board representative and if a school board member is interested in attending this year they should see him. Principal Connolly also thanked the custodial staff for their efforts. He said that curriculum work continued and writing will be a focus adding that data should be available from state assessments this year. Ms. Millett inquired about non-fiction/informational text reading she heard about through her children's classes. Principal Connolly explained that in response to some assessments highlighting lower scores in this area, textbooks and a comprehension toolkit have been added, in addition to

working with students' fluency rates on the literacy side. Social studies classes will be working on non-fiction reading comprehension, essentially doubling literacy efforts. Principal Shedd announced that he was very pleased with the start of the school year. The majority of his staff commented that providing an unstructured first (teacher) day was very beneficial. Fresh Links is a collaborative effort of the HSPA and Troy Henninger. Every ninth grade student is paired with a twelfth grade student. On a regular basis, the students connect to discuss any climate issues. A math teacher is now in the achievement center every period of the day. Common writing assessments were given to all students. Reading and research assessments will soon follow. The student government (SAC) has reorganized itself into Policy, Climate and Co curricular/extracurricular committees. The larger body (assembly) invites available board members to join these monthly meetings that begin before school. The High School is just beginning to collect parking fees that were set during the most recent budget process. Mr. Hillman encouraged other curriculum areas to make use of the Achievement Center in the same way as the math department has done. Instructional Support Director, Dominic DePatsy, reported recently observing English Language Learners teacher, Joni Hewitt, who went from having 7 students to 13 this year. He added that a long-term sub was required to provide some additional support in the students' regular classrooms. Staff continues to deal with new state regulations. The department is working on goals based on ARRA and local entitlement money being used. Technology is one of those goals. For example, some iPads with free applications are being utilized and have been especially beneficial. Mr. DePatsy will be emailing information to the Board to review, in response to their program questions and in advance of the workshop on September 28. Each year a book is selected for his staff's professional development. This year, *Soup* (by Jon Gordon) was selected. The instructional support department web site has also been updated.

- b. **Susan Dana: Safe Passages and professional development trip to Spain** - Susan Dana spoke briefly about her June 2010 trip with students to Guatemala. Students paid for their own trip costs in addition to fundraising \$6,000 to donate to Safe Passages, and \$1,000 to purchase material goods for Safe Passages. Cape students taught playground games to Guatemalan students and interviewed students in Spanish to make a book that the Guatemalan students received and read back to them. Ms. Dana reported that the students represented Cape Elizabeth very well. She thanked Janet Hoskin and her staff for all their support preparing for this trip and stressed the importance of opportunities to promote global awareness. Ms. Dana then briefly described her summer professional development work. She was one of 26 US Spanish teachers in the Spanish Embassy sponsored program for teachers. This three-week course held in Northwestern Spain included Spanish history, culture and traditions. Over 300 teachers from around the world participated. She thanked CEEF for their financial support. More information about her trip can also be found on her web page on the Middle School web site.
- c. **Community Services/Transportation Update** - Janet Hoskin spoke briefly about the new online community services program registration. She asked that all community members create a free online account even if they prefer not to sign up for programs in that manner. On the transportation side, in an attempt to continue to be fiscally responsible, bus routes were streamlined. These efforts included maximizing current staffing with the availability of busses/vans, providing a safe timeline for drivers, consolidating stops, and consistency in application of the School Board policy. Janet thanked Pat Fowler for her efforts in this process. The Transportation Appeals Committee reviewed several appeals.

Paul Casey	mentor for Michael Burke (state req)
Joseph Doane	mentor for Hannah Rohner (state req)
Cheryl Joys	mentor for Nancy Carroll (state req)
Sonia Latendresse	mentor for Jon Delisle (state req)
Sonia Latendresse	mentor for Tom Marowiec (state req)
Gretchen McNulty	mentor for Melissa Oliver (state req)
Susan Michaud	mentor for Heather Geikie (state req)
Angela Moore	mentor for David Croft (state req)
Angela Moore	mentor for Susan Pillsbury (state req)
Shari Robinson	mentor for Amanda Kozaka (state req)
Angela Schipani	mentor for Erika Blauch (state req)

MIDDLE SCHOOL

Brian Hanson	7 th & 8 th Tennis Asst coach
Mark Ashe	8 th Boys Soccer coach
Ben Dyer	7 th Boys Soccer coach
Wayne Wing	7 th Girls Soccer coach
Sarah McCliment	8 th Girls Soccer coach
Joe Doane	7 th & 8 th Boys Cross Country coach
Paul Casey	7 th & 8 th Girls Cross Country coach
Dianne Nicholson	7 th Field Hockey coach
Maureen Cahill	8 th Field Hockey coach
Christopher Drake	7 th & 8 th Tennis coach

Hannah Rohner	Jr. Model UN (proposed CEEF grant)
Steve Price	MS Performance Ctr Director
Gwyneth Maguire	MS News Crew
Hannah Rohner	MS News Crew
Laura Ellis	Environmental Club
Liz Menz	Environmental Club (volunteer)

HIGH SCHOOL

William LeBlond	Varsity Boys' Ice Hockey coach
Chris Newell	9 th grade Class Advisor
Tom Kohan	11 th grade Class Advisor
Tom Kohan	Senior to Senior Advisor
Chris Newell	SAC Consultant
Gretchen McNulty	SAC Consultant

- Superintendent Hawkins explained that mentors listed are for newly hired teachers, as required by law and read aloud the additions provided by the High School after the original agenda was distributed. Principal Connolly briefly explained the co curricular position requests he included. Ms. Townsend asked if the news crew would use cameras. Principal Connolly said there are some Flip cameras and a camcorder available. Mr. Hillman asked about the elimination of four SST positions from the MS budget. Principal Connolly explained that with the addition of the executive functioning/response to intervention position, meetings are now held during the school day making scheduling more complicated for those staff who case manage students. Those staff need to attend team meetings, attend to paperwork, act as a liaison between the school and families, and do progress monitoring with students. Gathering information from students or other

teachers after school hours often did not work well. Mr. Hillman clarified that the same service can be provided without the use of four SST positions. Principal Connolly answered in the affirmative. Principal Shedd briefly explained the co curricular position requests he included. A generous donation by Paul Banks is funding the Senior-to-Senior stipend entirely. Ms. Winker asked Janet Hoskin about Middle School athletic enrollment as compared to last year. Ms. Hoskin reported they are approximately the same. Mr. Hillman asked Principal Connolly about middle school athletics for 5th or 6th grade students. Principal Connolly reported that most middle school sports are for grades 7 and 8. Through 6th grade, Community Services primarily runs the programs. Mr. Christie asked about the mentor stipend process. Superintendent Hawkins explained that the district provides trained mentor teachers to teachers new to the district. This is a process required by state law. Ms. Townsend motioned for approval of all extra and co curricular personnel nominations as presented. Ms. Williams-Hewitt seconded. (Approved 7-0)

- d. **Consideration to approve a tax-exempt lease purchase agreement with Gorham Savings Leasing Group LLC for a school bus with the purchase price of \$85,782** - Ms. Ray read the memo from Ms. Aportria recommending the school bus purchase in its entirety. Ms. Ray motioned for approval of the school bus purchase as presented. Ms. Winker seconded. (Approved 7-0)
- e. **Consideration to appoint School Board member as delegate to the MSBA's Annual Assembly taking place on Thursday, October 21, 2010 in Augusta.** - Ms. Millet motioned for approval of David Hillman as delegate (Ms. Williams-Hewitt as alternate). Ms. Townsend seconded. (Approved 7-0)
- f. **Consideration to approve adding a Latin position, levels II and III, for 30 minutes per week** - Superintendent Hawkins explained that in previous years students have been enrolled in an independent study pass/fail course, paid for by parents. This cannot legally continue. Principal Shedd and the Superintendent came to the stipend amount (\$4,034) by dividing a full time teacher's normal hours per week by the two hours dedicated to this independent study class. Approximately 11 students are involved. Ms. Ray asked if the class would become graded. Principal Shedd replied that it would remain an independent study and be reflected on transcripts that way. Mr. Christie asked about the demise of Mandarin in the district. Principal Shedd mentioned meeting with Viveca Kwan recently and that she hopes to set something up to meet the needs of those students who wish to continue to study Mandarin. Mr. Hillman expressed his concern with keeping the integrity of the budget process and letting this change occur. Mr. Christie responded that instead it seems like an expected piece of our curriculum (Latin) now needs to be funded in an unexpected way. - Ms. Townsend motioned for approval to add a Latin II and III position for the 2010-11 school year. Ms. Williams-Hewitt seconded. (Approved 5-2; Winker, Hillman)
- ~~f. Consideration to approve the Cape Elizabeth Schools' Emergency Preparedness document~~ (moved to "Communications", Item 6h)
- g. **Consideration to approve Girls' Cross Country trip to Ocean State Invitational (Friday, September 24- Saturday, September 25, 2010)** - Principal Shedd explained this is an annual trip requiring the students to miss a few hours of school. It is entirely funded by Delta Dental. Ms. Winker motioned for approval as presented. Mr. Christie seconded. (Approved 7-0)

8. Committee Reports – Ms. Townsend reported that the Communications Committee would be hosting meet and greet coffees for staff over the next several weeks.

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

10. School Board Agenda Requests – none

11. Announcements of Upcoming Meetings - Ms. Millett reminded the audience that meeting schedules can always be found on the district web site.

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

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

Respectfully submitted,

Alan H. Hawkins
Superintendent of Schools