

A regular business meeting of the School Board was held on Tuesday, October 12, 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

Student Representative present:

Matt Miklavic  
Reid Douty

Alan H. Hawkins, Superintendent of Schools

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

1. **Adjustments to Agenda** – Item 7b was removed from the evening’s agenda at Ms. Melanson’s request; 7e (job descriptions) and 7f (MSBA proposed resolutions) were added
2. **Approval of School Board Minutes** –
  - a) **Business Meeting, Tuesday, September 14, 2010** - *missing from packets and so postponed to November 9 meeting*
3. **Comments by Student Representatives** - Middle School representatives, Brette Lennon and Kate Bosworth, 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. **National Merit semi-finalists and Commended students** - Principal Shedd recognized Commended students (top 1-5% nationwide on PSATs) - Abby Armstrong, Kelsey Barton, Lydia Berman, Alex Dias, Peter Governali, Emily Taintor, Hannah Wallace; and National Merit Semi-Finalists (top 1% on PSATs, who will go on to compete for various scholarship opportunities) - Will Bollenbach, Will Daly, Lucy Hewitt, Rob MacDonald, Matt Miklavic, Jack Queeney, Ben Richardson.

6. **COMMUNICATIONS**

- a. **High School - NEASC accreditation** - Principal Shedd updated the Board on the recent communication from the New England Association of Schools and Colleges (NEASC). The letter granted approval of the High School’s previously submitted 5-year progress report and to continue the school’s accreditation. As is typical, they also requested a follow-up special report that will be due from Principal Shedd in February.
- b. **AESOP** - Gary Lanoie spoke briefly about the staff absence management and substitute teacher scheduling system. A lot of training and set up time was required, but seems to be well received by most at this time.
- c. **K-12 (phone) Notification system** - Gary Lanoie explained this new calling, text or email notification system is just getting started. Basic data was entered by the district, but parents will need to personalize how they wish to be notified. This technology allows for communication during storm days or could be used in an emergency-type situation.

- d. **Vaccinations** - Superintendent Hawkins announced that he does not recommend holding school-based vaccination clinics this school year. Information coming to him from local and federal CDC representatives made it clear that no additional funding to support these clinics will be made available, in addition to the fact that vaccination sites are readily available and the need to contain the virus reduced greatly from the previous year. The annual adult clinic will be held on November 9 in the Pond Cove Cafetorium. The Board expressed their support for his recommendation not to hold student clinics this year.
- e. **Facilities Office update** - Facilities Director Greg Marles updated the Board on the High School boiler replacement project. The existing boilers were installed in 1969 and are currently operating at approximately 60% efficiency. Currently, they are in the process of interviewing engineering firms to design the new heating system. Lighting: the High School has been updated. Pond Cove and Middle School are very close to being completed. Over 10,000 lamps have been replaced. The schools have gone from using a 32-watt to 25-watt lamp, for 10,000 lamps that's saving 70,000 watts. Potentially saving \$40,000 annually. In addition, occupancy sensors on some heating/cooling equipment have been installed. Parking lot lighting is also being looked at, in addition to energy management systems to better control costs.
- f. **Student Social Security Number collection** - Superintendent Hawkins reminded the Board that during the September meeting they decided not to recommend that parents provide student social security numbers to the state. Following that meeting, the state announced that there was a system breach allowing unauthorized school employees to view some information. Any student social security numbers that may have existed have now been purged from the district's student information system.
- g. **CEEF Grants** - Mary Townsend reported that she attended the CEEF fall grant presentations. On October 18 the grant awards will be announced. CEEF has requested that the district more closely track purchases made with these funds. A CEEF representative will present at November's meeting.
- h. **Everyday Math parent survey** Superintendent Hawkins reminded the Board and audience that the survey is online through October 31. There have been approximately 50+ responses so far. The survey will not be available in paper form. Pond Cove and the Middle School will make sure that parents who do not receive communications electronically are aware of the survey and have the opportunity to respond.
- i. **Technology Update** - Gary Lanoie gave a brief overview of the recent work of the technology department. He explained about the move to Google Applications for Education and the change to teacher web sites and staff email. This change is in line with the district technology plan. Approximately 294 MLTI laptops were distributed to students and 150 staff laptops were re-imaged. A record number, 548, trouble tickets were handled during September. Some servers and switches were updated, as they continue to explore virtualization. Thanks to CEEF and PCPA, all classrooms in grades 1-4 have a projector and SmartBoard. A comprehensive contract for service and supplies for all district printers was implemented. Technology Integrators were very busy with professional development, including summer Cape Academy, and "Tech Tuesdays". LANSchool set up and training happened to allow teachers to monitor and also interact with students' laptops. He announced that it was his hope to have a more in-depth technology presentation at an upcoming Board Workshop.
- j. **Turf Field** - Superintendent Hawkins said that the co curricular group is beginning to look at issues around the turf field. Before a final presentation is made to the Board, more discussion needs to happen on range of issues from amount of use, time of use, permanent installation of a PA system, lighting and damage assessment. Ms. Winker added that additional policies might be recommended as a result of community concerns regarding noise. Minimal changes to the Use of Facilities (Field Use) Guidelines and application

form will be coming, including incorporating the Public Works Director into the Fields Committee, spelling out that Community Services handles all requests, and addressing the reference to portable public address system. Ms. Williams-Hewitt thanked the field neighbors for their patience. Superintendent Hawkins thanked Athletic Director Jeff Thoreck for his efforts. Mr. Hillman brought up the issue of turf fields and staph infections for future consideration. Janet Hoskin reported that the Field is currently disinfected at least twice a year. Adding that the guidelines are there to preserve and prevent those issues. Ms. Millett suggested that Jeff Thoreck might promote in his communications to athletes and families the preventative care applied to athletic facilities.

## 7. NEW BUSINESS

- a. **Consideration of proposed World Affairs Council Trip to UCONN (Storrs, CT) from CEHS teacher, Gretchen McNulty** - Principal Shedd said that the group would travel at the end of the school day on Thursday, November 4 and return on Saturday, November 6. He recommended approval. Ms. Williams-Hewitt made a motion to approve the trip proposal as presented. Ms. Townsend seconded. (Approved 7-0)
- b. ~~**Consideration of April 2011 EF Tour to England proposal from CEHS teacher Lisa Melanson**~~ - removed from evening's agenda at Ms. Melanson's request
- c. **Consideration to approve the following extra and co curricular staff nominations for 2010-11 -**

### DISTRICT

Kristen Cobb	Special Olympics
Karen Johnson	Special Olympics

### MIDDLE SCHOOL

Eric French	MS Football (booster funded)
Jayson Jackson	MS Football (booster funded)

### HIGH SCHOOL

Ralph Norris	Jazz Combo 1 & 2
Sarah Collins	Art Club (sem 1 & 2)
Brett Brown	First Team Boys' Soccer (booster funded)
Betsy Nilsen	Arts & Technology Dept Chair
Bill Kueck	Gay Straight Alliance
Joyce Bell	Booktalk (shared)
Laura Trippe	Booktalk (shared)

- Mr. Christie motioned for approval of all extra and co curricular personnel nominations as presented. Ms. Winker seconded. (Approved 7-0)

- d. **Consideration to approve the nomination of interim superintendent** - Ms. Millett announced that the Board would be voting to approve Ken Murphy as interim superintendent. She added that Dr. Murphy served 18 years as Yarmouth's superintendent before retiring in 2009. He will bring with him invaluable experience and an acute understanding of state and local issues that affect the teachers and students in Southern Maine. His breadth of knowledge will allow the district to continue to move forward even as time is taken to search for a permanent

superintendent of Cape Elizabeth. Ms. Townsend made a motion to approve the nomination of Ken Murphy as interim superintendent and to authorize Board Chairwoman Millett to sign an employment contract with Dr. Murphy. Mr. Christie seconded. (Approved 7-0)

- e. **Consideration to approve the following job descriptions: Library/Media Specialist and Data Manager** - Ms. Winker said that these two job descriptions are the final outstanding district job descriptions. She thanked all the district administrators for their efforts. She added that minor changes had been made under the terms of employment to specify amount of work (days or months per year) dependent upon the contract. Stating her concern with approving content that she had just received and not thoroughly reviewed, Ms. Millett stated that she would be a dissenting vote. Ms. Winker made a motion to approve the job descriptions for Library/Media Specialist and Data Manager. Mr. Hillman seconded. (Approved 6-1; Millett)
- f. **Consideration to approve all of the Maine School Board Association's proposed resolutions.** Mr. Hillman said that his resolution doesn't require a blue ribbon commission, shortening the process, by directing the legislature to make the necessary changes. He further clarified his intent to support his resolution before the MSBA's version.
- Mr. Hillman made a motion that he (or his alternate) be granted the authority to support and vote for, in materially the same form, the resolutions contained in the Delegate Assembly packet provided by the Maine School Boards Association, for voting on at the Fall Convention. Mr. Christie seconded. (Approved 7-0)
  - Mr. Hillman made a motion that he (or his alternate) be authorized to approve, in materially the same form, the one-page proposed draft resolution on Affordable Health Insurance drafted by Mr. Hillman as a member of Cape Elizabeth's Health Insurance Committee. Ms. Townsend seconded. (Approved 6-1; Ray)

**8. Committee Reports** – Ms. Winker reported that the next HR Committee would be held November 9. The agenda for that meeting would be teacher evaluation and all co curricular job descriptions, with the intent that they would be presented for approval at November's business meeting. - Ms. Townsend reported that the next and final Board coffee would be in the lobby at Pond Cove on Tuesday, October 19 at 7:30 am.

**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 could always be found on the district web site. Ms. Williams-Hewitt announced that the Wellness Committee would be meeting on October 13 at 7 am in the Fire Station. The SAC meeting was moved from early morning to 1:40pm at the High School on October 13.

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

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Alan H. Hawkins  
Superintendent of Schools