

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

School Board members present:

Mary Townsend, Chair  
John Christie, Vice-Chair  
David Hillman  
Kimberly Monaghan-Derrig  
Michael Moore  
Kathy Ray  
M. Kate Williams-Hewitt

Student Representatives present:

Matt Miklavic  
Reid Douty

Alan H. Hawkins, Superintendent of Schools

Superintendent Hawkins called the meeting to order at 7:00 p.m. and called for a nomination for School Board Chair.

**1. Consideration to elect board officers and committee appointments:**

a) Election of **Mary Townsend** as Board Chair

Motion: Christie Second: Williams-Hewitt Vote: 7-0

b) Election of **John Christie** as Board Vice-Chair - Mr. Hillman spoke briefly in support of Mr. Christie's nomination.

Motion: Hillman Second: Ray Vote: 7-0

c) Appointment of Committees: - Mr. Hillman made a motion that the Committee appointments be accepted as a slate as presented on pages one and two of the agenda, with the adjustment that Ms. Monaghan-Derrig be removed as a member of the Teaching/Learning Cmte. Ms. Monaghan-Derrig seconded. (Approved 7-0)

STANDING COMMITTEES

**Finance**: John Christie, Chair; full Board membership

**Human Resources**: Kathy Ray, Chair; John Christie and Michael Moore members

**Policy**: Kathy Ray, Chair; David Hillman and Kim Monaghan-Derrig members

**Teaching & Learning**: M. Kate Williams-Hewitt, Chair; David Hillman, Michael Moore, ~~and Kim Monaghan-Derrig~~ members

APPOINTMENTS

**Alternative Energy**: M. Kate Williams-Hewitt member

**CEEF**: Michael Moore member

**Negotiations**: Kathy Ray, Chair; John Christie and David Hillman

**PATHS**: Kathy Ray member

**Technology**: John Christie member

**Legislative Liaison**: David Hillman, Chair; Kim Monaghan-Derrig and Michael Moore

**Positive Action**: M. Kate Williams-Hewitt, Chair

**Wellness:** M. Kate Williams-Hewitt

2. **Adjustments to Agenda** – Ms. Townsend introduced the Middle School Chorus, lead by Rebecca Bean, to perform in recognition of the Superintendent. The students presented the Superintendent with a poster signed by all students and staff. Add Item 7b to agenda - Superintendent Hawkins will speak briefly about the day's kitchen fire at the Middle School.
3. **Approval of School Board Minutes** –
  - a) **Business Meeting, Tuesday, November 9, 2010** - Ms. Ray made a motion to approve the minutes as presented. Ms. Hewitt seconded. (Approved 7-0)
  - b) **Special Meeting, Tuesday, November 30, 2010** - Mr. Hillman made a motion to approve the minutes with the motion amendment as follows ... *Mr. Hillman made a motion to authorize the chairperson to sign a redlined contract read and approved by the entire board with and JA Roy Associates to assist in the superintendent search process...* Ms. Williams-Hewitt seconded. (Approved 7-0)
4. **Comments by Student Representatives** - High School representatives, Matt Miklavic and Reid Douty, spoke briefly on items of interest from the students' perspective.
5. **Comments from Public on Agenda Items** – none

**6. RECOGNITION**

a. **MS Drama club production** - Principal Connolly spoke briefly about the Middle School production, *Knights of the Rad Table* and thanked Steve Price for all of his efforts to make the production a success.

b. **HS: Mock Trial Team and Theater production** - Superintendent Hawkins spoke highly of the *Cinderella* production. Principal Shedd introduced Mary Page, faculty advisor of the mock trial team, and Ben Berman, a senior captain. Ms. Page thanked the board and community for their financial support of this team. This extracurricular had been on the chopping block in the proposed budget. The team hopes to go to Phoenix for national competition. Ben spoke about his four years on the team. Ms. Page thanked local attorneys and Principal Shedd for their contributions to the team. Mr. Hillman spoke to say the team won against a school that has a history of consistently winning.

c. **Superintendent Hawkins' Retirement** - Ms. Ray spoke in recognition of Superintendent Hawkins' leadership on behalf of the district and for the students. Matt Miklavic briefly expressed his appreciation, on behalf of all students, for Superintendent Hawkins' numerous contributions in support of the students. Ms. Townsend recognized Superintendent Hawkins for his numerous contributions, noting especially the passion he led the district with as a former teacher, his consistent dedication to do what was best for the students, and his work on district curriculum; work that will likely become his legacy.

State Representatives Jane Eberle, Cynthia Dill and Terry Morrison and Senator Larry Bliss thanked him for his passion and hard work on behalf of all Cape Elizabeth students and for his work representing Cumberland County superintendents, and for communicating so effectively with local legislators. Rep. Eberle also reflected on her various shared connections and experiences throughout much of Superintendent Hawkins' career. The legislators presented Superintendent Hawkins with a letter from Governor Baldacci congratulating him on his career, and a Legislative Sentiment in appreciation of his years of service and leadership signed by new Speaker of the House, Robert Nutting, and the new Senate President, Kevin Raye.

Paula Harris spoke on behalf of Gretchen McCloy, Elaine Brassard as coordinators of the district's Wellness/Coordinated School Health Committee - Ms. Harris thanked the Superintendent for his leadership in support of moving the group's initiatives forward.

Gail Schmader, Director of Volunteer Programs - thanked him for his enthusiastic support that helped foster many meaningful relationships.

Lynn Silva - stated that, as an educator herself, she knew that it's easy to say you're all about students, but knows that it's a lot harder to live the words. As a parent in Cape, she really appreciated that conversations started with students and ended with students. Thanked him for that.

Trish Brigham - her time on the Board overlapped with his time in Cape. Appreciated his years of hard work and dedication, that he always lived the talk, and for his patience and persistence. Helped her evolved personally and professionally.

Dominic DePatsy, Director of Instructional Support - thanked him on behalf of the instructional support department for his support of great, inclusive programs in grades K-12. He was a mentor and will be missed.

Steve Connolly - briefly reflected on their arriving in the district at the same time and Superintendent Hawkins' efforts on behalf of curriculum, economic challenges during budget seasons, staff supervision and evaluations, and Superintendent Hawkins as resource for all things related to Abe Lincoln, the Civil War and Native Americans. Thanked him for his mentorship.

Michael McGovern, Town Manager - spoke to Superintendent Hawkins' character, saying he was always a teacher at heart and someone who overcame challenging health issues and always had an optimistic outlook. He had the perfect traits for what the Town needed for the last five years. He spoke to his favorite saying of the Superintendent..."we still don't know all the pieces of the puzzle yet." Mr. McGovern said Superintendent Hawkins could retire now more sure that the pieces of the puzzle are together and that he should feel good about all he had done.

Elaine Brownell, math teacher at the High School - thanked Superintendent Hawkins for all that he has done for the students of Cape Elizabeth. Wished him all the best in his future endeavors.

Joni Hewitt, ELL teacher and parent - thanked him for all that he had done for the children and for giving meaning to the English Language Learners work in the district.

Superintendent Hawkins thanked everyone who spoke and then reflected briefly on his career as teacher, teaching-principal, middle school principal and superintendent, over the last 42 years.

*There was a brief intermission for refreshments.*

## 7. COMMUNICATIONS

- a. **Resignations, Pond Cove instructional support strategist, Angela Moore, and school business office accountant, Sandy Brown** - Superintendent Hawkins announced that Angela Moore has resigned her position at Pond Cove to move on to the Hampden area schools (SAD 22) as an assistant director of special services. Central Office accountant, Sandy Brown, has resigned and will be getting married and moving out West.
- b. **Today's Middle School Kitchen Fire** - Superintendent Hawkins reported that a dryer located in the kitchen caught fire and was physically removed by the fire department. Due to heavy smoke and a strong smell, the determination to close school at 10 am was made. The preK-12 phone notification system was used, in addition to notifying local media. The damaged unit will need to be replaced. Principal Connolly explained that there was a combination washer/dryer unit in order to wash cleaning clothes and aprons, etc, used daily in maintaining the cafeteria space. Due to tight budgets for a number of years, replacing equipment has not been a priority.

## 8. NEW BUSINESS

- a. Consideration of School Nutrition Program procedure for handling delinquent accounts** - Superintendent Hawkins explained this item was first discussed at the November finance committee meeting. The original (2004) letter to parents, which included that student accounts owing more than \$40 would not be allowed to register for community services programs or school athletic/extracurricular activities and that students would receive a pre-packaged bag lunch selected by the lunch personnel until the account had been brought up to date, was read by the Superintendent. He reminded the Board that, in the absence of a current policy, they felt this letter should be reaffirmed and reinstated.

Ms. Williams-Hewitt expressed concern about inhibiting enrollments at Community Services. Ms. Hoskin said that Community Services has always been willing to assist the schools in this manner. Mr. Hillman said that he liked the letter but pointed out there was a difference in the Board minutes of October 12, 2004 (“... not allowed to participate...”) and the Superintendent’s letter of 2004 (“... not allowed to register...”). Principal Connolly added that there is often a similar challenge collecting money owed for ‘willful damage’ to laptops and school property in general. He suggested broad considerations for those families who do and do not take every opportunity to make good on money owed to the schools. Ms. Townsend requested that Principal Connolly bring those ideas to the policy committee. Ms. Townsend then expressed her concern with the threshold amount being ‘a little low’. After a discussion with the school nutrition director she felt a more appropriate level would be ‘about a month and a half of lunches’ (about \$60). Superintendent Hawkins encouraged the Board to make use of the letter as it currently exists and move this item to the policy committee soon; adding there is almost \$9,000 outstanding at this point.

- Mr. Christie made a motion to reaffirm the letter of October 15, 2004 to parents regarding foodservice delinquencies and the action of the district in the event that students owe more than \$40. Ms. Ray seconded. (Approved 7-0)

- b. Consideration to approve the following new staff nomination**

Erika Ouellette-Vigneault      Pond Cove Instructional Support Strategist

Mr. Hillman expressed his appreciation for the thorough documentation provided to the Board and the strong recommendation from the Superintendent.

- Mr. Hillman made a motion to approve the nomination of Ms. Ouellette-Vigneault as the Pond Cove instructional strategist. Ms. Ray seconded. (Approved 7-0)

- c. Consideration to approve the following policies for second reading -**

- GCSA: Employee Computer and Internet Use
- GCSA-R: Employee Computer and Internet Use Rules
- IJNDB: Student Computer and Internet Use
- IJNDB-R: Student Computer and Internet Use Rules
- IJND: Cape Elizabeth School District Web Site
- IJND-R: Web Site Guidelines

Ms. Ray presented the policies for second reading stating that according to her conversation with Linda Winker, past policy chair, IJNDB and IJNDB-R changes reflected the substitution of ‘school computer services’ to replace ‘school computer or school unit computers’. GCSA, GCSA-R and IJND and IJND-R have no changes

from first reading. Ms. Ray explained for the new board members that policies are reviewed in policy committee and then brought to the Board for first reading. The Board may or may not then make suggestions/changes and they go back to the policy committee for a second reading. Then they go back to the Board for a second reading/final approval.

Mr. Christie questioned whether the district has the authority to confiscate a privately-owned computer as mentioned in policy GCSA-R, paragraph F8, “...*the school district may confiscate any privately-owned computer used by [an employee] in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies.*” District Technology Coordinator Gary Lanoie explained that DrummondWoodsum provided these model policies to school districts. Mr. Hillman expressed concern with the constitutionality for both this policy and the student-specific policy (IJNDB & IJNDB-R) and recommended sending both back to the policy committee.

Superintendent Hawkins recommended retracting the policies for approval this evening and consulting with school attorneys about their concerns.

Mr. Hillman suggested that it would not be necessary to contact attorneys in that the policies could be bolstered to provide all necessary access to investigate any improper use through the server without physically seizing a computer.

Mr. Christie also questioned where to find the definition of what’s prohibited on policy IJNDB-R, Student Computer and Internet Use Rules. In paragraph B8, unauthorized access to blogs/chat rooms, “...*Students may not access blogs, social networking sites, etc, to which student access is prohibited...*” Superintendent Hawkins believed the intent would be as defined by administration. Mr. Hillman added that this was one of the policies he suggested returning to the policy committee.

Ms. Ray agreed with sending the first four policies [GCSA, GCSA-R, IJNDB, and IJNDB-R] back to policy committee and requested that the district obtain clarification from DrummondWoodsum on the model policies in question.

- Ms Ray made a motion to approve the policies as presented. Mr. Hillman seconded.

- Ms. Ray amended her original motion to instead recommend approving policies IJND and IJND-R as presented. Ms. Williams-Hewitt seconded. (Approved 7-0)

- Mr. Hillman made a motion that the first four policies listed under 8c of the Board Agenda be removed and sent back to the policy committee for further review. Mr. Christie seconded. (Approved 7-0)

**d. Consideration of the following policies for first reading -**

- EGAD: Copyright
- EGAD-R: Copyright Rules
- IJNDA: Distance Learning

- Ms. Ray presented the policies and invited questions or comments from the Board or public. No action required for first reading.

**e. Consideration to approve Nordic Ski team trip to Sugarloaf Outdoor Center, December 27-29, 2010 -** Superintendent Hawkins presented the proposal by coach, Deven Morrill. Ms. Williams-Hewitt made a motion to approve the trip proposal as presented. Mr. Christie seconded. (Approved 7-0)

**f. Consideration to approve the following extra and co curricular staff nominations****POND COVE**

Erika Ouellette-Vigneault	Instructional Support Team Leader
Erika Ouellette-Vigneault	Student Support Team

**HIGH SCHOOL**

Shawn Guerrette	Alpine Ski ( <i>booster funded</i> )
Eliza Eshelman	Asst. Indoor Track
Greg Marles	Indoor Track ( <i>volunteer</i> )
Kerry Kertes	Swimming/Diving ( <i>volunteer</i> )
Erin Hatton	Nordic Ski ( <i>volunteer</i> )
Haley Norton	World Affairs Council/Model UN assistant
Lisa Melanson	Literary Magazine ( <i>Bartleby</i> )
<u>Evan Thayer</u>	<u>Robotics</u>

**MIDDLE SCHOOL**

Matty Reid	8 <sup>th</sup> grade Boys' Basketball
Joe Doane	7 <sup>th</sup> grade Boys' Basketball
Christopher Drake	7/8 <sup>th</sup> grade Swimming
Hannah Rohner	Indoor Track
Joe Doane	Indoor Track
Anne Marie Dionne	Indoor Asst
Thomas Clarke	Nordic Ski
Hannah Rohner	Nordic Ski

**DISTRICT**

Cheryl Joys ( <i>replacing A. Moore</i> )	Mentor for David Croft ( <i>state requirement</i> )
Mary Dulac ( <i>replacing A. Moore</i> )	Mentor for Susan Pillsbury ( <i>state requirement</i> )

- Superintendent Hawkins noted the late addition of Evan Thayer (Robotics) for consideration, adding that this was not a new position but a new staff nomination. Ms. Williams-Hewitt made a motion to approve the staff nominations as presented in agenda item 8f. Mr. Moore seconded. (Approved 7-0)

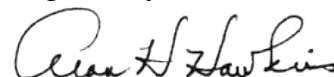
**9. Committee Reports – none****10. Public Comment on Non-Agenda Items – none****11. School Board Agenda Requests – none**

**12. Announcements of Upcoming Meetings** - Ms. Townsend reminded the audience that there would be meeting for the public with the consultant involved in assisting the Board with the selection of the next superintendent at 7pm in the Council Chambers on Wednesday, December 15.

**13. Adjournment** – Ms. Ray made a motion for adjournment. Ms. Monaghan-Derrig seconded. (Approved 7-0)

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,



Alan H. Hawkins  
Superintendent of Schools