

A regular business meeting of the School Board was held on Tuesday, December 13, 2011 at 7:00 p.m. in the Cape Elizabeth Town Hall Council Chambers.

School Board members present:

- Mary Townsend, Chair
- John Christie, Vice-Chair
- David Hillman
- Michael Moore
- Joanna Morrissey
- Elizabeth Scifres
- M. Kate Williams-Hewitt

Student School Board Representatives present:

- Abby Donnelly
- Sasha Lennon

Meredith S. Nadeau, Superintendent of Schools

Superintendent Nadeau called the meeting to order at 7:00 pm.

1. CONSIDERATION TO ELECT BOARD OFFICIERS AND COMMITTEE

APPOINTMENTS -

a) Election of Board Chair: Mary Townsend

Motion: Mr. Christie Second: Mr. Moore Vote: 7-0

b) Election of Board Vice-Chair: John Christie

Motion: Mr. Moore Second: Ms. Scifres Vote: 7-0

c) Appointment of Committees:

STANDING COMMITTEES

Finance: Michael Moore, Chair

Motion: Mr. Hillman Second: Ms. Williams-Hewitt Vote: 7-0

Policy: John Christie, Chair

Motion: Ms. Williams-Hewitt Second: Mr. Moore Vote: 7-0

COMMITTEE APPOINTMENTS

Cape Elizabeth Education Foundation: Michael Moore

Health Insurance Task Force: David Hillman and Michael Moore

Maine School Management Assn Delegate: David Hillman

PATHS General Advisory Board: M. Kate Williams-Hewitt

Policy: Joanna Morrissey and Elizabeth Scifres, members

Technology Steering Committee: John Christie

Transportation Appeals Committee: M. Kate Williams-Hewitt

ADVISORY COMMITTEES

Buildings and Grounds: M. Kate Williams-Hewitt

Legislative Liaison: David Hillman

Positive Action Committee: M. Kate Williams-Hewitt

Co-Curricular Steering Committee: Elizabeth Scifres

Athletic Steering Committee: Joanna Morrissey

Motion: Mr. Hillman Second: Mr. Moore Vote: 7-0

- 2. **ADJUSTMENTS TO AGENDA** - Mr. Hillman proposed that a feasibility study relating to School Board use of iPad technology be undertaken by the superintendent’s office. Ms. Townsend said this new business item request would be taken under consideration at the next board agenda planning meeting.
- 3. **APPROVAL OF SCHOOL BOARD MINUTES** –
 - a) **Business Meeting, Tuesday, November 8, 2011** - Mr. Moore made a motion to approve the minutes as presented. Mr. Christie seconded. (Approved 7-0)
- 4. **COMMENTS BY STUDENT REPRESENTATIVES** – Middle School representatives, Gabby Raymond and Hans Croft and High School representatives Abby Donnelly and Sasha Lennon spoke briefly on items of interest from the students’ perspective.
- 5. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** – *None*. [Per policy BEDH, requests for public comment on non-agenda items must be made in writing to the Superintendent one-week in advance of a school board meeting.]
- 6. **RECOGNITION**
 - a) **Fall athletics** - Mr. Thoreck announced there were 26 Conference all-stars and 16 Conference senior scholar athletes, with approximately 30% of the senior class participating in fall athletics. The full listing of fall athletic awards will be available on the web site, under school board meeting agenda packet materials.
 - b) **Mock Trial** - Katie Page, Claire Muscat and Emily Muscat, three of the captains of the Mock Trial team, spoke about the team’s work on a mock trial. The team had to win five separate trial competitions, before competing in and winning the state championship most recently. The state win will entitle the team to compete nationally in New Mexico. There will be community-wide fundraisers to support this endeavor.
 - c) **Robotics** - Evan Thayer, robotics team advisor, introduced the student teams, their robot demonstration and provided background on the program. Mr. Thayer stated that elements of this program are a K-12 continuum of skills. He’s hoping that more girls will be inspired to get involved with robotics. Superintendent Nadeau added that Mr. Thayer was not only the team advisor, but acted as the coordinator for the Southern Maine tournament. She thanked all the volunteers involved and praised the students for their display of teamwork.

A brief intermission followed to allow the robotics students to depart.
- 7. **COMMUNICATIONS**
 - a) **Chelsey Whynot** - Chelsey spoke briefly about her entrance onto and role as one of two student representatives to the Maine State Board of Education.

- b) **Daily 5 Literacy** - Pond Cove staff members Heather Geikie, Julie Nickerson, Karen Abbott and Amy Kieran spoke about the Daily 5 and Cafe literacy initiative being used in classrooms. The program provides teachers and students with a flexible framework to maximize opportunities for literacy instruction. During literacy blocks, students choose either read to self, read to someone, word work, work on writing, or listen. During students' Daily 5 time, teachers are able to do focused work individually or with heterogeneous groups of students on reading skills, or the Café: Comprehension, Accuracy, Fluency, Expanding and understanding what you read. CEEF helped to fund some staff training and listening stations for this program.
- c) **Athletics Department** - Mr. Thoreck reviewed fall 2011 athletic participation information and historical high school athletic injury statistics. He thanked athletic trainer, Lisa Favreau, for her proactive efforts.
- d) **Special Education staffing** - Ms. Golding updated the board that during the school year three educational technicians - one from each school - departed. The work performed by these individuals was absorbed through some shifting of existing staff. Ms. Golding proposed the hiring of one K-6 special educator to serve literacy needs for the remainder of the school year, instead of replacing the ed tech positions.
- e) **Superintendent's Report** - Superintendent Nadeau presented a basic overview of the process she envisions for updating the district's vision, mission and values. Input from a wide range of stakeholders will be sought. Ideally, this process will be finalized in time for the March business meeting. There is no budget for this endeavor and so volunteers with expertise in public relations/communications, soliciting donations for expenses such as refreshments, compiling data, editing/word-smithing were encouraged to contact the Superintendent's office.

Superintendent Nadeau updated the Board that: in late November she met with new K-12 teachers; on December 1 a K-12 teacher leaders meeting was held and Catherine Claude spoke *gratis* to the group about professional learning communities work; on November 16 there was a coffee chat; the next coffee chat will be on January 21; The sixth grade at the middle school is participating in a zero-waste challenge and researching how we can all be better stewards of our resources; The Maine Department of Education is seeking input on the No Child Left Behind waiver process and more information can be found on the DOE web site; the Town adopted their budget calendar last evening; the new community services brochure is available online now.

8. NEW BUSINESS

- a) **Consideration to approve Nordic Ski team trip to Sugarloaf Outdoor Center (Carrabassett Valley, Maine) December 28 - 30, 2011** - Ms. Morrissey motioned for approval as presented. Mr. Christie seconded. (Approved 7-0)
- b) **Consideration to approve Cape Elizabeth's PATHS Part I Budget costs for 2012-13 in the amount of \$56,002.91** - Mr. Moore motioned for approval as presented. Ms. Morrissey seconded. (Approved 7-0)
- c) **Consideration to adopt the following policies for second reading** -
- JRA-E: Annual Notice of Student Education Records and Information Rights
 - JJIAB: Private School Students - Access to Public School Cocurricular, Interscholastic and Extracurricular Activities (including JJIAB-E1, E2, E3, E4 forms)

- ~~GBEBB: Staff Conduct with Students~~ WILL BE RETURNED TO POLICY CMTE FOR FURTHER DISCUSSION

Mr. Christie motioned for approval of policies JRA-E, GBEBB and JJIAB with forms as presented. Ms. Williams-Hewitt seconded.

Mr. Hillman expressed concern with the use of the word 'normal' within policy GBEBB Staff Conduct with Students, stating that some students simply require extra attention. He believed it should instead specify 'inappropriate'. Mr. Christie agreed and proposed tabling policy GBEBB for further committee review. Mr. Hillman seconded. Mr. Christie then amended his original motion.

- Mr. Christie motioned for the approval of policies JRA-E and JJIAB. Ms. Morrissey seconded. (Approved 7-0)

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

- INJDB & INJDB-R: Student Computer and Internet Use / Rules

Ms. Townsend noted some errors within the documents and will share with policy chair in time for next policy committee meeting review. Mr. Hillman felt that a lot of work was needed on both. Superintendent Nadeau explained that the drafts were created to include the use of iPad devices in anticipation of the iPad launch at the time of the last policy committee meeting. The policy committee was aware that further work would be needed and the committee always welcomes feedback. Ms. Townsend announced that Mr. Christie will set a policy committee meeting in the coming weeks and the meeting date will be announced.

e) **Consideration to approve the following co curricular and athletic staff nominations -**

HIGH SCHOOL

Melissa Oliver	World Affairs Council Co-Advisor [w/McNulty, aprvd 8/23]
Ted Jordan	Co-Senior Transition Project Coordinator
Dwight Ely	Co-Senior Transition Project Coordinator
Tony Gaboury	Jazz Combos I & II
Amber Cronin	Indoor Track Assistant
Nicholas Kline	Varsity Nordic

MIDDLE SCHOOL

Steve Price	Talent Show [co-advisor]
Nancy Murray	Talent Show [co-advisor]

- Mr. Christie motioned for approval of the slate of staff nominations as presented. Ms. Morrissey seconded. (Approved 7-0)

- f) **Consideration to appoint Elizabeth Mylroie and re-appoint Fred Sturtevant as school representatives to the Community Services Advisory Commission** (Note: terms expire on 12/31/2014) - Ms. Morrissey motioned for approval as presented. Mr. Christie seconded. (Approved 7-0)

g) **Consideration to approve a leave of absence request for High School teacher Erin Hill during the 2012-2013 school year -**

Mr. Moore requested to know that each staff member understands what compensation/benefits are and are not provided during an approved leave of absence. Superintendent Nadeau said that the teacher contract provides this guidance, and that nothing is included. Ms. Townsend expressed that the board might like to have all information regarding what the contract and the law cover. Mr. Hillman would like the superintendent to state publicly that these requests are consistent with law and the contract. Ms. Nadeau briefly explained that she attempts to provide this guidance in her board agenda notes communication and said that perhaps a topic for a future board retreat could be are we being consistent?

- Mr. Moore motioned for approval as presented. Ms. Williams-Hewitt seconded. (Approved 7-0)

h) **Consideration to approve an extended leave of absence request for High School teacher Sarah Steiner during the 2011-12 school year -** Ms. Morrissey motioned for approval as presented. Ms. Scifres seconded. (Approved 7-0)

9. **COMMITTEE REPORTS** –

Finance Cmte: Mr. Christie reported briefly that the November finance workshop meeting topics included food services, facilities and transportation. The January 24 finance workshop topic will tentatively be demographics, programmatic changes and staffing.

10. **SCHOOL BOARD AGENDA REQUESTS** – Mr. Hillman proposed that a feasibility study relating to School Board use of iPad technology be undertaken by the superintendent's office.

11. **ANNOUNCEMENTS OF UPCOMING MEETINGS** - The January School Board business meeting will be held on Tuesday, January 10. There will be a cocurricular steering committee meeting on Thursday (Dec 15). The Policy Committee has not scheduled its next meeting yet. All meeting information can always be found on the district web site.

12. **ADJOURNMENT** – Ms. Morrissey made a motion for adjournment. Ms. Scifres seconded. (Approved 7-0)

The meeting was adjourned at 9:07 p.m.

Respectfully submitted,



Meredith Nadeau
Superintendent of Schools