

A regular business meeting of the School Board was held on Tuesday, September 11, 2012 at 7:00 p.m. in the Cape Elizabeth Town Council Chambers. An executive session immediately preceded.

School Board members present:

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

Student School Board Representatives present:

Abby Donnelly
Nolan Morris

Meredith S. Nadeau, Superintendent of Schools

Ms. Townsend called the meeting to order at 7:00 pm.

1. ADJUSTMENTS TO AGENDA - none

2. APPROVAL OF SCHOOL BOARD MINUTES –

- a) Executive Session, Tuesday, August 28, 2012
- b) Special Business, Tuesday, August 28, 2012

- Mr. Moore made a motion to approve the slate of minutes as presented. Ms. Morrissey seconded. (Approved 7-0)

3. COMMENTS FROM PUBLIC ON AGENDA ITEMS – none

3a. Comments by Student Representative - High School representatives, Abby Donnelly and Nolan Morris, spoke briefly on items of interest from the students' perspective

4. COMMUNICATIONS

- a) **Superintendent's Report** ~ Superintendent Nadeau reported briefly on a successful opening to the school year. School staff members were recognized at the staff opening day meeting for their years of service. John Casey and David Peary received recognition for 30 years of service. Total student enrollment, at this time, is 1,676 and appears evenly distributed among grade levels. With the district Vision and Mission statement completed late last school year, district art teachers will be working with students on a logo design creation process next. District Report Card/Annual Report site creation on going. Link to draft design will be shared soon. There is a Request For Proposal for an employee assistance program pending. Our current HR department consists of one individual to provide all HR services to the school and town - approximately 265 employees and 140 substitutes. There are many ways to support some HR needs. The total cost to the school district is estimated to be between \$4,000-\$8,000. The Maine Municipal Association offers this benefit to town employees.

5. NEW BUSINESS

- a) **Consideration to appoint School Board member as delegate to the MSBA's (Maine School Boards Association) Annual Assembly taking place on Thursday, October 25, 2012 in Augusta** – Mr. Christie nominated Mr. Hillman to be the assembly delegate. Ms. Morrissey seconded. Mr. Hillman agreed to attend for the third year. (Approved 7-0)

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

– Mr. Moore motioned to approve the slate as presented. Ms. Scifres seconded.

(Approved 7-0)

MIDDLE SCHOOL

Christopher Drake Tennis (gr 7-8)
Brian Hansen Tennis Asst (gr 7-8)

DISTRICT

Mark Ashe Mentor for Sean Turley (*state req*)
Christine Newell Mentor for Rose Kennealy (*state req*)
Joel Shroder Mentor for Lauren Tarantino (*state req*)
Sonia Croft Mentor for Siobhan Bogle (*state req*)
Angela Schipani Mentor for Lindsay Kaplan (*state req*)
Brandy LaPointe Mentor for Eamon Keenan (*state req*)
Joseph Doane Mentor for Hannah Rohner (*state req*)
Kim Huchel Mentor for Lisa Axelrod (*state req*)
Amanda Kozaka Mentor for Cameron Rosenblum (*state req*)
Cheryl Joys Mentor for Melissa Bam (*state req*)
Karen Johnson Cape Olympians (*formerly Special Olympics*)
David Croft Cape Olympians (*formerly Special Olympics*)

6. DISCUSSION: Board Goals; Strategic Plan; draft 2012-13 meetings calendar -

Ms. Townsend provided brief updates on the current Board Goals. Superintendent Nadeau provided an overview on how she envisioned the strategic/action plan work progressing.

Cape Elizabeth School Board - 2012 Goals

1. **Review and sponsor a school budget that maintains vital programs and services within the district** – *This year the budget was passed in June with a two-thirds vote. Majority of public comments during the five-month process were positive. Goal accomplished June 2012.*
2. **Successfully negotiate four separate contracts (administrators, ed techs II/III, ed tech I and administrative support, and maintenance/bus drivers/food service/custodians)** – *Despite being a heavy negotiating year, the majority have been completed. Maintenance/bus drivers/food service/custodians negotiations are on-going.*
3. **Support and endorse an updated and revitalized district Mission/Vision Statement that reflects the values and expectations of the Cape Elizabeth community** – *This winter the Superintendent met with a wide variety of stakeholders. Subsequently a smaller group met regularly to develop the language. The final document was presented to the Board for approval and will be the centerpiece for creating a strategic plan for the district. Goal accomplished May 2012.*

4. **Utilize the updated Mission and Vision work to begin the process of creating a Strategic Plan for the district to be used to guide the direction of the schools for the upcoming years** – *Superintendent Nadeau explained that strategic planning is generally seen as more long-term planning (5-10 year range) and action planning as more short-term planning (1-3 year range). Community forums for stakeholders would be held in late September/early October. In mid-October data from those meetings would be compiled and a working group would convene to pull together a draft. Goal for completion of an initial draft would be November. By mid-January, plan to have final draft ready in advance of the budget season. Falmouth and Scarborough Schools have one-page actions plans on their web sites, for those interested in seeing examples.*
5. **Explore district topics during workshops and business meetings, including:**
 - a. **school-to-school transitions** – Mr. Moore proposed seeing if the November 27 Workshop agenda (literacy, prof dev, PLCs and Common Core Standards) might also answer any board member's specific questions around transitions.
 - b. **teacher/administrator evaluations** – *Superintendent Nadeau reminded the Board that the rules are still being written at the state level. Administrators and staff plan to work on the district's evaluation model this fall. Board Workshop topic slated for May 2013*
 - c. **curriculum alignment school-to-school** - *Board Workshop topic slated for May 2013*
6. **Create an online district report card or annual report that includes agreed-upon benchmarks to measure the district's performance** – *A link to a site draft will be shared for the Board's initial review in September 2012.*
7. **Initiate an audit of the Cape Elizabeth School Policy Manual** – *Mr. Christie reported that the policy committee is working its way through updating the core policies, prioritizing those required by changes in the law with a goal towards moving those that can be away from board-level policy and towards administrative procedures in order to make the document more manageable and valuable to the district. This is being done with the assistance of Ann Chapman. The next policy meeting will be held on Monday, October 1.*

Draft 2012-13 meetings calendar – The Board discussed the 2012-13 draft meetings calendar during their discussion of Board Goals. The Board decided to change the topic for the May 28 Workshop from school transitions to vertical curriculum alignment. The Board consensus was to include the school-to-school transition topic within the November 27 Workshop meeting believing the curriculum discussion might provide the insight needed. If more questions remained then a transition meeting could be scheduled.

7. **COMMITTEE REPORTS** – The next Policy Committee meeting will be held on October 1 at 7:30 a.m. in the Superintendent's Office. Mr. Moore reminded the Board that topics/questions relating to future finance committee agendas could be sent to him anytime. It was agreed upon that Board Workshops would begin at 6:30 pm immediately followed by Finance Committee at 8:00 pm.

8. **SCHOOL BOARD AGENDA REQUESTS** - *none*

9. **ANNOUNCEMENTS OF UPCOMING MEETINGS** - A Workshop will be held on Tuesday, September 25, 2012 to address hiring procedures. A Finance Committee meeting will immediately follow (approximately 8pm).
10. **ADJOURNMENT** – Ms. Moore made a motion to adjourn. Ms. Scifres seconded. (Approved 7-0)

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,



Meredith Nadeau
Superintendent of Schools