

A regular business meeting of the School Board was held on Tuesday, January 8, 2013 at 7:00 p.m. in the Cape Elizabeth Town Council Chambers. An executive session immediately preceded the meeting.

School Board members present:

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

Student School Board Representatives present:

Abby Donnelly
Nolan Morris

Meredith S. Nadeau, Superintendent of Schools

Mr. Christie called the meeting to order at 7:00 pm.

1. **ADJUSTMENTS TO AGENDA** - Item 6a was deferred to the next business meeting.
2. **APPROVAL OF SCHOOL BOARD MINUTES** –
 - a) Special Meeting (caucus), Monday, December 10, 2012
 - b) Executive Session, Tuesday, December 11, 2012
 - c) Regular Business, Tuesday, December 11, 2012- Ms. Morrissey made a motion to approve the slate of minutes as presented. Mr. Hillman seconded. (Approved 7-0)
3. **COMMENTS BY STUDENT REPRESENTATIVE** - High School representatives, Abby Donnelly and Nolan Morris spoke briefly on items of interest from the students' perspective
4. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** – *none*
5. **COMMUNICATIONS**
 - a) **PBS Chewonki documentary and award** – Lisa Stevens, Middle School Parent Association outdoor experiences program co-chair briefly introduced the PBS Visionaries series in which Chewonki was featured and during a time when Cape students attended. The segment was then played. Since 2009 the parent association has raised \$12,000 annually so the sixth grade class can continue attending.
 - b) **Coaching (extra curricular) evaluations** - Athletic Director, Jeff Thoreck, explained the coaching evaluation process consists of regular communication, observation, an online survey for student-athletes and parents, and an evaluation form for coaches – head coaches by athletic director and sub-varsity coaches by head coaches. Ms. Townsend asked if the athletic office could directly e-mail reminders about the survey instead of relying on noticing the link that falls near the bottom of a parent newsletter. Mr. Moore asked that the common values and expectations be available to parents and students prior to the online evaluation process. Mr. Christie asked where the climate ideal was defined. Mr. Thoreck responded it was outlined in policy. Mr. Hillman suggested that the philosophy be included in the student-athlete and parent contracts signed prior to each season. Superintendent Nadeau added that, at this time, it is not an easy process to pull out e-mail addresses from our student information system for select populations. A software upgrade to help facilitate this will be included within the next budget cycle

- discussion. The philosophy and beliefs policy was adopted in May 2002 and the policy for evaluation of coaches was adopted in 2003 and it's time to review and refresh.
- c) **School Safety** – Superintendent Nadeau explained that the district has an emergency management team that meets on a monthly basis and includes representation from town police and fire chiefs, the school liaison officer, and district administrators. School drill schedules had been the initial topic for review with several new building administrators on staff and given that those are the most common types of safety incidents in schools. The committee regularly evaluates potential security concerns and issues that may pose communication needs within and across schools. Controlled access to buildings should be in place around February break. Individual schools will be updating parents directly about implementation.
 - d) **NCLB Reports** – Superintendent Nadeau briefly reviewed No Child Left Behind report data. Based on 2011-12 data available all schools made adequate yearly progress.
 - e) **Proposed Budget Meetings** – Superintendent Nadeau presented a draft schedule for budget meetings. There was some preference for a May versus June vote expressed by Board members.
 - f) **Superintendent's Report** - Superintendent Nadeau reported briefly on some items of interest. CEEF has provided the district with grant funds for a community literacy week being planned during the week of May 6. The staff professional learning 'dine and discuss' series will continue with teacher-authors, Penny Kittle (Jan 24) and Linda Rief (Feb 7). There will be another community 'coffee chat' on Saturday, January 26 from 9-10AM in Town Hall. Curtailment update: the district will be losing approximately \$196,000 or just under 10% of state revenues. State funding may decrease more significantly in the next budget cycle as the legislature reviews the EPS formula. The high school HOPE group will hold its next meeting on Thursday (Jan10) in the High School Library. The community is always invited. There will be an expert to speak on the topic of marijuana. The Principal's Page (high school) has MIYHS (Maine Integrated Youth Health Survey) data that parents may be interested in. This data was originally shared back in November.

6. NEW BUSINESS

- a) ~~Consideration to approve an unpaid leave request for a High School teacher during the 2013-2014 school year – Deferred to next business meeting agenda.~~
- b) **Consideration to approve the Class of 2013 Project Graduation Committee fundraising efforts according to Board policy DF-R and;**
- c) **Consideration to approve the Class of 2013 Project Graduation trip on June 9, 2013 according to Board policy IHOA** – Ms. Morrissey motioned to approve items B and C as a slate as presented. Ms. Townsend seconded. (Approved 7-0)
- d) **Consideration to approve Ted Jordan's AP government class trip to Washington, D.C., March 20-24, 2013** – Ms. Morrissey motioned to approve the trip as presented. Ms. Scifres seconded. (Approved 7-0)

7. **COMMITTEE REPORTS** – Ms. Morrissey briefly updated the Board on policy work. Mr. Moore requested the Board review the budget calendar in preparation for future finance committee and budget-related meetings. The Board met with the Town Council to discuss town capital improvements needs last week. Mr. Hillman reported that on January 18 the Insurance Task Force's RFP submissions would be reviewed in hopes of hiring an expert to begin reviewing health plans versus the marketplace. Ms. Williams-Hewitt announced there would be a Technology Steering Committee meeting on January 17.

8. **SCHOOL BOARD AGENDA REQUESTS** – Substance abuse; and student reporting/how we collect and report data on students [Moore].
9. **ANNOUNCEMENTS OF UPCOMING MEETINGS** - School Board Workshop on January 22. School Board Retreat on January 25.
10. **ADJOURNMENT** – Ms. Morrissey made a motion to adjourn. Ms. Scifres seconded.
(Approved 7-0)

The meeting was adjourned at 9:13 p.m.

Respectfully submitted,



Meredith Nadeau
Superintendent of Schools