

A regular business meeting of the Cape Elizabeth School Board was held on Tuesday, May 14, 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:

Nolan Morris
Abby Donnelly *arrived shortly after meeting began*

Meredith S. Nadeau, Superintendent of Schools

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

1. **ADJUSTMENTS TO AGENDA** - ADD Item 5f, Recognition

2. **APPROVAL OF SCHOOL BOARD MINUTES** –

- a) Executive Session, Tuesday, April 9, 2013
- b) Regular Business, Tuesday, April 9, 2013
- c) Special Business, Tuesday, April 23, 2013
- d) Workshop, Tuesday, April 23, 2013

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

3. **COMMENTS BY STUDENT REPRESENTATIVE** - High School representative, Nolan Morris spoke briefly on items of interest from the students' perspective.

4. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** – *none*

5. **COMMUNICATIONS**

- a) **Legislative sentiment, Speech & Debate Team** – Senator Millett presented a Legislative Sentiment to the high school speech team in recognition of their fourth consecutive state championship.
- b) **District Technology Plan presentation** – District Technology Coordinator Erik Kramer gave an overview of the district's technology plan. The plan will be available on the district web site, under technology.
- c) **NECAP and district's Report Card** - Superintendent Nadeau presented some New England Comprehensive Assessment Program (NECAP) performance information. Next year's assessment will be the last under NECAP and will begin to include Common Core standards. [Presentation slides are available within the School Board meeting materials on the district web site.] The state's district report card was based on district proficiency and growth levels, as well as the performance of students within the district's lowest quartile.
- d) **Resignation** – Mary Hart, part-time art teacher at the high school has resigned.
- e) **Superintendent's Report** - Superintendent Nadeau reported briefly on some items of interest happening within the district.

- f) **Recognition of student representatives to the School Board** – Chairman Christie expressed the school board's appreciation for Abby and Nolan's thoughtful contributions and wished them the best of luck next year. Each was presented with a certificate of appreciation.

6. NEW BUSINESS

- a) **Consideration to approve proposed 2013-2014 academic year calendar as presented** – Superintendent Nadeau reported that school districts are required by law to have no more than five school days that differ from their regional vocational center (PATHS). Portland Schools adopted their calendar on April 23 and so our draft could be presented for approval this evening. - Mr. Moore made a motion to approve. Ms. Scifres seconded. (Approved 7-0)
- b) **Consideration to appoint representatives to the Community Services Advisory Commission** – Ms. Morrissey made a motion to nominate **Trish Brigham** [Term: 2013-2015], **Sarah MacColl** [Term: 2013-2015], and **Debbie Butterworth** [remainder of 2011-2013 term] to fill vacancies on the community services advisory commission. Ms. Townsend seconded. (Approved 7-0)
- c) **Consideration to approve the following athletic extra curricular staff nominations** – Mr. Moore motioned to approve the slate of nominations as presented. Ms. Scifres seconded. (Approved 7-0)

HIGH SCHOOL

Jamie Grattelo	Baseball, Varsity
Andrew Wood	Baseball, JV
Chris Willard	Baseball, Asst. (booster funded)
Glenn Reeves	Baseball, JV Asst. (booster funded)
Jillian Smith	Girls' Lacrosse, Asst. (booster funded)

- d) **Consideration of the following policies for second reading and deletion as presented:**
- BCA: Board Code of Ethics
 - BDE: Board Standing Committees
 - BDF: Board Advisory Committees
 - DB: Annual Budget
 - DJE: Bidding/Purchasing Requirements (*formerly policy DJ*)
- Recommended for Deletion
- DA – Fiscal Management Goals
 - DBA – Budget Disbursement
 - DBAA – Authorization to Commit District Funds for Special Ed
 - DFD: Gate Receipts and Admissions
 - DFD-R: Gate Receipts and Admissions – guidelines
 - DI – Fiscal Accounting and Reporting
 - DID: Inventories
 - DJ: Bidding and Purchasing
 - DJA: Purchasing Authority
 - DK: Payment Procedures

- Ms. Morrissey made a motion to recommend the policies listed in agenda item 6d, for approval and deletion, as presented. Ms. Scifres seconded. (Approved 7-0)

e) **Consideration of the following policies for *first* reading.** *No vote required.*

- CBI: Evaluation of the Superintendent
- EBCF: Automated External Defibrillators
- EEA: Student Bus Transportation (formerly policy EE)
- EGAD: Copyright Compliance
- EGAD-R: Copyright Compliance procedure
- EHA: Electronic Signature and Filing
- EHB: School Records Retention Requirements
- FA: Facilities Development Goals/Priority Objectives
- FF: Naming of Facilities
- FFAA: Memorial Scholarships and Gifts

Recommended for Deletion

- EB: Safety Programs
- EBAA: Chemical Hazards
- EBCC: Bomb Threats
- ECE: Traffic and Parking Controls
- EE: Transportation Services Management
- EEAE: School Bus Safety Program
- EEAE-R: School Bus Accident procedures
- EF: Food Services Management
- EFI: Food Services Records and Reports
- EI: Insurance Management
- FB: Facilities Planning
- FFA: Memorial Events
- FF-R: Naming of Facilities guidelines

- Ms. Morrissey encouraged board members or members of the community with comments on the policies listed for first read to provide their feedback in writing to Ms. Morrissey prior to the next (June 3) policy meeting.

f) **Consideration to approve the Cape Elizabeth School District's technology plan for 2014-2017** – Superintendent Nadeau explained that there is a requirement to submit the district's technology plan to the Department of Education by May 25. The previous deadline was June 30th. It is possible that further changes could be requested prior to full approval. -- Mr. Moore made a motion to authorize the board chair and Superintendent to submit the district's technology plan for 2014-2017. Ms. Morrissey seconded. (Approved 6-0)

7. COMMITTEE REPORTS – *none*

8. SCHOOL BOARD AGENDA REQUESTS – *none*

9. ANNOUNCEMENTS OF UPCOMING MEETINGS - Policy Cmte: June 3 at 7:30 am in the Middle School Library. There will be an Executive Session on June 11, prior to the regular business meeting, to discuss the evaluation of the Superintendent. *Please check the district web site for the most current meeting information.*

10. ADJOURNMENT – Ms. Scifres made a motion to adjourn. Ms. Townsend seconded.
(Approved 7-0)

The meeting was adjourned at 8:59 p.m.

Respectfully submitted,



Meredith Nadeau
Superintendent of Schools