

A regular business meeting of the Cape Elizabeth School Board was held on Tuesday, June 11, 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

Meredith S. Nadeau, Superintendent of Schools

Not present: Student School Board Representatives

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

1. **ADJUSTMENTS TO AGENDA** - Item 6a moved up the agenda to agenda item 3.

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

- a) Executive Session, Tuesday, May 14, 2013
- b) Regular Business, Tuesday, May 14, 2013
- c) Executive Session, Tuesday, May 28, 2013
- d) Special Business, Tuesday, May 28, 2013
- e) Workshop, Tuesday, May 28, 2013

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

3. **COMMENTS BY STUDENT REPRESENTATIVE** – *none*

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

5. **RECOGNITION** –

- a) Retirees – The retiring staff were individually recognized. A brief reception immediately followed.

Paula Harris – Nurse, Pond Cove  
Sherri Gower – Educational Technician, Middle School  
Paul Casey – Teacher, Middle School  
Joyce Bell – Librarian, High School

6. **COMMUNICATIONS**

- a) **Pond Cove Principal for the Day** – Silas Richard spoke briefly about his experience serving as principal of Pond Cove for a day.
- b) **Annual Report of Volunteer Services** – Director of Volunteer Services, Gail Schmader, reported that during the school year the district had over 900 volunteers who provided over 18,000 hours of service. Those numbers did not reflect the hours contributed by extra curricular and booster clubs or parent associations. Ms. Schmader's annual report is available online in the board packet materials.

- c) **Educational Technician Authorization Renewal Plan** – Superintendent Nadeau explained that the district has a teacher certification renewal plan. For the past year, there have been some discussions about what the process could look like for our educational technicians. Interested stakeholders have been meeting and put together a proposal which if adopted this evening will go on to the Department of Education for formal approval. Mark Ashe, representative to the teacher certification committee, spoke briefly about the current local renewal process for teacher recertification and the proposal to bring the educational technician reauthorization into that process. The committee will be comprised of four teachers, two Ed tech representatives, and an association representative. Ed techs, like teachers, would submit their professional growth proposals to the committee for review and pre-approval. Once approved locally the Ed tech renewal submission would go on to the state for final approval.
- d) **Superintendent's Report** - Superintendent Nadeau reported briefly on some items of interest happening within the district.

## 7. NEW BUSINESS

- a) **Consideration to approve an unpaid leave of absence for a High School teacher for the fall semester of the 2013-2014 school year** — Ms. Scifres made a motion to approve the leave request for Rosamond Gross for the fall semester of 2013-2014. Ms. Morrissey seconded. (Approved 7-0)
- b) **Consideration to approve an unpaid leave of absence for a Middle School teacher for the 2013-2014 school year** - Ms. Morrissey made a motion to approve the leave request for Gretchen McCloy for the 2013-2014 school year. Ms. Townsend seconded. (Approved 7-0)
- c) **Consideration to approve the following job descriptions:**
- Director of Instruction
  - Assistant Principal – Elementary
  - Assistant Principal – Middle School
  - Principal – Middle School
  - Library and Instructional Technology Specialist
  - School Nurse
- Ms. Morrissey motioned to approve the slate of nominations as presented. Ms. Scifres seconded. (Approved 7-0)
- d) **Consideration to approve the following personnel nominations for 2013-2014** – Superintendent Nadeau reported that Erin Taylor is being nominated to fill the position of Pond Cove school nurse and Thomas Charltray to the position of elementary technology teacher. - Ms. Morrissey motioned to approve the nominations for school nurse and elementary technology teacher and added that the Library Specialist position was being held over for nomination at a future meeting. Ms. Townsend seconded. (Approved 7-0)

Erin Taylor Nurse – Pond Cove  
Thomas Charltray K-4 Elementary Technology Teacher  
~~Library & Instructional Technology Specialist~~

e) **Consideration of the following policies for second reading and deletion –**

- 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
- 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 (*recoded EEA*)
- 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
- FF-R: Naming of Facilities guidelines
- FFA: Memorial Events

–Ms. Morrissey motioned for approval of the first ten policies and for the deletion of the remaining thirteen policies as presented. Ms. Scifres seconded. (Approved 7-0)

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

- JKAA: Use of Physical Restraint & Seclusion
- JKAA-R: Use of Physical Restraint & Seclusion procedures
- GA: Personnel Goals
- GBN: Family and Medical Leave

Reviewed/no changes recommended

- GBEBB: Staff Conduct with Students

Recommended for Deletion

- GAB: Job Descriptions
- GBL: Personnel Records
- GBN-R1: Federal Family & Medical Leave procedure
- BGN-R2: Maine Family & Medical Leave procedure
- GBO: Staff ID Badges
- GCB: Continuing Teacher Contracts

–Ms. Morrissey called attention to the policies listed and included in the Board agenda packet as recommended, recommended with no changes and recommended for deletion and requested that anyone with comments or edits to please contact her prior to the next policy committee meeting.

- g) **Consideration to approve the following athletic and co curricular staff nominations for the 2013-2014 school year** – Mr. Moore made a motion to approve the slate of nominations as presented. Ms. Townsend seconded. (Approved 7-0)

**DISTRICT**

Mary Dulac	Certification Committee - Pond Cove Representative
Kathleen Walsh	Certification Committee - Middle School Representative
Christine Newell	Certification Committee - High School Representative
Mark Ashe	Certification Committee - At-Large Representative
Wendy Derzawiec	Webmaster

**HIGH SCHOOL**

Don Burke	Girls' JV soccer
Andy Strout	Girls' Asst Soccer ( <i>Booster funded</i> )
Ben Raymond	Boys' Varsity Soccer
David Croft	Boys' JV Soccer
Jeff Davis	Boys' Soccer, First Team ( <i>Booster funded</i> )
Charlie Carroll	Boys' Asst Soccer ( <i>Booster funded</i> )
Amber Cronin	Girls' Cross Country
Derek Veilleux	Boys' Cross Country
Darci Holland	Varsity Field Hockey
Leslie Young	JV Field Hockey
Megan Stanley	Asst Field Hockey ( <i>Booster funded</i> )
Aaron Filieo	Varsity Football
Ron Kierstead	Football Asst
Chris Mims	Football Asst
Ryan Piper	Football Asst ( <i>Booster funded</i> )
Jason Jackson	Football Asst ( <i>Booster funded</i> )
Eric French	Football Asst ( <i>Booster funded</i> )
Tim Desmarais	Golf Coach
Sarah Boeckle	Girls' Volleyball
Mary Ellen Towne	Girls' Volleyball

**MIDDLE SCHOOL**

Nancy Murray	Chorus (5-6)
Nancy Murray	Chorus (7-8)
Steve Price	Drama
Caitlin Ramsey	Instr Music
Allison Caruso	Math Team (5-6)
Adam Killip	Math Team (7-8)
Carrie Newton	Debate Team
Alison Hawkes	Speech Team
Carrie Newton	Student Council
Steve Price	Variety Show
Laura Ellis	Yearbook (1/2)
Laura Briggs	Yearbook (1/2)

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Steve Price	Performance Center Director
Charlie Carroll	Chewonki Coordinator
Pierre Paradis	Robotics
Kate Karlonas	Gr 5 Team Leader
Allison Caruso	Gr 6 Team Leader
Danielle Kunert	Gr 7 Team Leader
Terese Roberts	Gr 8 Team Leader
Cheryl Joys	Instructional Support Team Leader
Ann-Marie Dionne	World Language Team Leader (1/2)
Amanda Kozaka	Allied Arts Team Leader
Kim Sturgeon	Student Support Team Leader
Cheryl Joys	Student Support Team MEMBER - IS
Laura Ellis	Student Support Team MEMBER – (5/6)

- h) **Consideration to grant the Superintendent of Schools the authority to hire over the summer** – Ms. Townsend motioned to grant the Superintendent of Schools the authority to hire over the summer with the exception of administrative positions which will require Board approval. Ms. Scifres seconded. (Approved 7-0)
- i) **Consideration to appoint a School Board liaison to the Community Services Advisory Commission** – Superintendent Nadeau explained that with Community Services now under the direction of the school department having a School Board representative on this advisory commission would be beneficial. - Mr. Christie made a motion to nominate Ms. Morrissey as Board liaison to the Community Services Advisory Commission. Ms. Townsend seconded. (Approved 7-0)
- j) **Consideration to accept the Health Insurance Task Force’s recommendation in the hiring of health insurance professionals to review health insurance costs and to authorize the Superintendent to enter into an agreement and authorize the expenditure of funds with the selected consultants** – Mr. Hillman made a motion to authorize the Superintendent, on behalf of the School Board, to accept the Health Insurance Task Force’s recommendations for the hiring of two health insurance professionals to review health insurance costs, and to authorize the Superintendent, on behalf of the school district, to enter into agreements to include confidentiality agreements and to authorize the expenditure of funds to a maximum of \$15,000 with those consultants. Ms. Townsend seconded. (Approved 7-0)
- k) **Consideration to approve the C.E. Schools Teacher Certification/Educational Technician Authorization Renewal Plan as amended** – Mr. Moore motioned to approve the C.E. Schools Teacher Certification/Educational Technician Authorization Renewal Plan as amended. Ms. Williams-Hewitt seconded. (Approved 7-0)

8. COMMITTEE REPORTS – none

9. SCHOOL BOARD AGENDA REQUESTS – none

10. ANNOUNCEMENTS OF UPCOMING MEETINGS - Please check the district web site for the most current meeting information.

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

The meeting was adjourned at 8:32 p.m.

Respectfully submitted,



Meredith S. Nadeau  
Superintendent of Schools