

A regular business meeting of the School Board was held on Tuesday, January 14, 2014 at 7:00 p.m. in the Cape Elizabeth Town Hall. An executive session immediately preceded.

School Board members present:

John Christie, Chair
Elizabeth Scifres, Vice-Chair
David Hillman
Susana Measelle Hubbs
Joanna Morrissey
M. Kate Williams-Hewitt

Meredith Nadeau, Superintendent of Schools

Student School Board Representatives present:

Tim Hartel

School Board members unable to attend:

Michael Moore
Sierra Bates, Student Representatives

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

1. **ADJUSTMENTS TO AGENDA** - *none*

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

- a) Executive Session, Tuesday, December 10, 2013
- b) Regular Business, Tuesday, December 10, 2013
- c) Executive Session, Tuesday, December 17, 2013

- Mr. Hillman made a motion to approve the slate of Board minutes as presented. Ms. Scifres seconded. (Approved 6-0)

3. **COMMENTS BY STUDENT REPRESENTATIVES** - High School representative, Tim Hartel, spoke briefly on items of interest from the students' perspective.

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

5. **COMMUNICATIONS** -

a) **Recognition - Mock Trial Team State Championship** - High school teacher-coach Mary Page spoke briefly about the team's fourth consecutive state championship. The team representatives in attendance, Madolyn Connolly, Woody Chiang, Walker Grimes, Rosie Stevens, Rose Baillie, and Henry Gent, introduced themselves and spoke about their role on the team. Ms. Page thanked the attorney coaches, Dick O'Meara, Jon Sahrbeck, and David Hillman, for their on-going support. The team will compete nationally in Wisconsin.

b) **Retirement of Pauline Aportria, School Business Manager** - Mr. Christie spoke briefly in recognition of Pauline Aportria's service to the Town of Cape Elizabeth.

- c) **Proposed Budget Meetings** - Superintendent Nadeau briefly introduced the proposed 2014-2015 budget planning dates for the board's review and consideration.
- d) **Superintendent's Report** - Superintendent Nadeau updated the board on items of interest happening within the district during the past month. As referenced earlier, the district is in the process of trying to fill the business manager position. A district technology position is also vacant but following discussions with technology and administrative teams the consensus was that things are running fairly smoothly and so a search will begin for a replacement to start prior to or in time for the beginning of the next fiscal year. The audience was reminded that the district's previous storm alert calling system was discontinued and that checking local television/radio stations, or the home page of the district website, is the best way to obtain the earliest information available. School Board meetings are available on YouTube.com. The High School gym floor was damaged by a burst water pipe during Thanksgiving break. The district is working with its insurance company now around a partial if not full replacement. Spanish teacher, Susan Dana, incorporated 'One Hour of Code Week' with her students recently. No Child Left Behind reports have been received and will be available at the February meeting. Dr. Mike Shackelford worked again with K-12 teachers on differentiated instruction. He will return to work with staff in March and the hope is that an evening session for parents can be arranged. Pond Cove continues its work with Stan Davis. NECAP scores (reading and math) will be available soon and also shared next month. Pond Cove music concerts are coming up on February 4 and 5.

6. NEW BUSINESS

- a) **Consideration to approve the Class of 2014 Project Graduation Committee fundraising efforts according to Board policy DF-R (fundraising)** - Ms. Scifres motioned for approval of the fundraising as presented. Ms. Morrissey seconded. (Approved 6-0) Mr. Shedd spoke briefly to reassure the Board that the event planned is very much in line with similar events held at other schools.
- b) **Consideration to approve proposed Class of 2014 Project Graduation trip on June 8, 2014 according to Board policy IHOA (field trips)** - Ms. Morrissey motioned for approval of the trip as presented. Ms. Scifres seconded. (Approved 6-0)
- c) **Consideration to approve Ted Jordan's AP Government class trip to Washington, D.C., March 18-21, 2014** - Ms. Scifres made a motion to approve the trip as presented. Ms. Morrissey seconded. (Approved 6-0)
- d) **Consideration of the following policies for first reading. No vote required.**
- Ms. Morrissey gave a brief overview of policies for first reading. Following the January 13 policy committee meeting, it was determined that a more thorough review of policies JIC, JICH and JJJ are required. Comments on policy first reads should be sent either to Superintendent Nadeau or Ms. Morrissey prior to the February 3 policy meeting.

- AD-R: Change Model (new policy procedure)

- ~~JIC: Student Code of Conduct~~
- JICA: Student Dress
- ~~JICH: Substance Abuse~~
- ~~JJJ: Co-curricular/Athletic Programs and High School Eligibility Requirements~~
- JLCD: Administering Medication to Students

No Changes Recommended

- IKB: Homework
- IKD: Honor Roll
- JG: Student Placement within the Schools
- JGAA: Assignment of Students to Classes
- JHB: Truancy
- JHCA: Use of Unscheduled Class Time for High School Seniors
- JICB: Care of School Property
- JICC: Student Conduct on School Busses

Recommended for Deletion/Removal from Policy Manual

- IKB-R: Homework Procedure
- JFCA: Student Support Teams
- JG-R: Student Placement within the Schools Procedure
- JIB: Student Involvement in Decision Making
- JICB-R: Care of School Property Procedure
- JICC-R: Student Conduct on School Buses Procedure
- JJJ-R: Athletic Rules and Regulations

e) **Consideration to approve the following policies for second reading.** - Ms.

Morrissey made a motion to approve the slate of policies as presented. Ms. Scifres seconded. (Approved 6-0)

- GCQE: Enrollment of Non-resident Employees' Children
- GCSA/R: Employee Computer & Internet Use/procedure
- IJNDB/R: Student Computer & Internet Use/procedure
- IKAB: Student Progress Reports to Parents
- ILA: Student Assessment
- IMB: Teaching About Controversial Issues
- IMG: Animals in the Schools
- JFAB: Admission of Non-resident Students

No changes recommended

- GBO – Family Care Leave
- IGA: Curriculum Development & Adoption
- IHBA – Individual Educational Plans
- IHBAA – Referral/Pre-referral of Students w/Disabilities
- IHBAC – Child Find
- IHBG – Home Instruction Program
- IHBGA – Home Schooling Participation in School Programs
- IHCDA – Post-secondary Enrollment Options
- IJJ – Selection of Educational Materials
- IKFA – Early Graduation
- IKFC – Awarding of High School Course Credit Prior to Grade 9
- ILD – Student Surveys and Marketing Information
- IMBB – Accommodations for Sincere Beliefs in Require Instruction
- JEA – Compulsory Student Attendance
- JFC – Student Withdrawal from School

Recommended for Removal from Policy Manual

- GCOA-R: NCLB Teacher Qualifications Parent Letter

- GDO-R: Support Staff Evaluations guide
- ICB: Extended School Years Service
- ID-R: Time On Task guidelines
- IGBAA: Referral to the Pupil Evaluation Team
- IGBAA-R: Referral/Pre-Referral Procedures
- IHBAAR: Referral/Pre-Referral of Students with Disabilities guidelines
- IHBAAG/R: Programming in the Least Restrictive Environment/guidelines
- IHBAI: Special Education Independent Evaluations
- IHBEAR: Service to Students with Limited English Proficiency guidelines
- IHBBG: Model Supplemental Statement of Rights for Private School Students w/Disabilities
- IJNDR: CE School District Website guidelines
- IJNDA: Distance learning Program
- IL: Evaluation of Instructional Programs
- IMDB: Flag Displays

- f) **Consideration to approve the following athletic co curricular staff nominations** - Ms. Scifres made a motion to approve the nomination with associated stipend as presented. Ms. Williams-Hewitt seconded. (Approved 6-0) *Mr. Hillman requested more complete hiring information be contained within the Board's packet prior to approving such nominations going forward and modifying the board's existing form [Recommendation(s) for Extra curricular Position(s)] was suggested.*

MIDDLE SCHOOL

Woodlin Tabery Basketball, Girls' (Gr. 7)

7. **COMMITTEE REPORTS** – Ms. Morrissey reported that the next **Policy Committee** meeting would be **February 3** [7:30 am in the Wm. Jordan Conference Room]. The agenda would be focused on those policies listed for first read this evening. Superintendent Nadeau requested that March's policy committee meeting be suspended so that in the absence of a business manager she may focus on budget. The **Buildings and Grounds Committee** will be meeting on January 21. The **Negotiations Committee** is scheduled to convene in executive session next on January 29. The **Evaluation Committee** will be meeting on January 23. The **Community Services Advisory Commission** will meet next on January 15, and then in Workshop with the School Board on January 22. Two vacancies remain on CSAC. Anyone from the community with an interest in volunteering to serve on the CSAC should contact the Superintendent's Office.
8. **SCHOOL BOARD AGENDA REQUESTS** – none
9. **ANNOUNCEMENTS OF UPCOMING MEETINGS** - The **School Board Retreat** originally planned for January 24 [storm date of Jan 31] has been postponed until after February 11 in order to have more information on the strategic plan goals available from the district leadership.
10. **ADJOURNMENT** – Ms. Measelle Hubbs made a motion to adjourn. Ms. Williams-Hewitt seconded. (Approved 6-0)

The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Meredith Nadeau". The signature is fluid and cursive, with a long horizontal stroke at the end.

Meredith S. Nadeau
Superintendent of Schools