

A regular business meeting of the School Board was held on Tuesday, September 13, 2016 at 7:00 p.m. in the Cape Elizabeth Town Hall Council Chambers. An executive session immediately preceded.

School Board members present:

Heather Altenburg  
Susana Measelle Hubbs, Vice-Chair  
Michael Moore  
Joanna Morrissey  
Barbara Powers  
Elizabeth Scifres, Chair  
John Voltz

Maggie Gleason, Student Representative  
Kinnon McGrath, Student Representative

Howard P. Colter, Interim Superintendent of Schools

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

1. **ADJUSTMENTS TO AGENDA** - *Item 6d was addressed first in the agenda.*
2. **APPROVAL OF SCHOOL BOARD MINUTES** –
  - a) Executive Session, Tuesday, August 30, 2016
  - b) Regular Business, Tuesday, August 30, 2016- Ms. Morrissey made a motion to approve the slate of minutes as presented. Ms. Measelle Hubbs seconded. (Approved 6-0)
3. **COMMENTS BY STUDENT REPRESENTATIVES** - High school representatives, Kinnon McGrath and Maggie Gleason, spoke briefly on items of interest from the students' perspective.
4. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** [per SBoard Policy BEDH] – *none*
5. **COMMUNICATIONS**
  - a) **Facilities and Transportation Department** - Greg Marles provided an overview on all work performed during the summer.
  - b) **NEASC (New England Assn. of Schools and Colleges)** – Principal Jeff Shedd framed the final, 75-page NEASC report and the high school's response plan.
  - c) **Superintendent's Report** - Superintendent Colter updated the Board on items of interest and provided an overview of current student enrollment.
6. **NEW BUSINESS**
  - a) **Consideration to approve the following job descriptions** - Ms. Morrissey motioned for approval. Ms. Measelle Hubbs seconded. (Approved 7-0)
    - **Director of Teaching and Learning** (formerly Director of Instruction)

- Director of Special Services (formerly Director of Special Education)
- Special Services Department Office Manager

b) **Consideration to approve the following 2016-2017 administrative and co-curricular personnel nominations** Ms. Measelle Hubbs motioned for approval. Ms. Morrissey seconded. (Approved 7-0)

MIDDLE SCHOOL

Linda Hoffman Student Support Team Member  
Steve Price Drama – Technical Director

HIGH SCHOOL

Kathy Bock Science Dept, co-Head  
Doug Worthley Science Dept, co-Head  
Tom Kohan Sr. Transition Project, co-coordinator

Tom Kohan Freshman Advisor  
Kim Huchel Sophomore co-Advisor  
Erin Nelsen Mullen Sophomore co-Advisor  
Dick Mullen Drama Performance - Fall  
Dick Mullen Drama Performance – Spring  
Dick Mullen Theater Class Productions  
Dick Mullen Theater Management  
Deb Richio Theater Assistant  
Peter Bloom Technical Director (set design)  
Kevin St. Jarre Gay Straight Alliance  
Tom Lizotte Jazz Band I  
Tom Lizotte Jazz Band II  
Tom Lizotte Jazz Band III  
Tony Gaboury Jazz Combo I & II  
Roger Rioux Math Team co-Advisor  
Chris Newell Math Team co-Advisor  
Dick Mullen Speech Team  
Lisa Melanson Speech Team Assistant  
Brandy Lapointe Student Advisory Council  
Lauren Tarantino National Honor Society  
Tom Kohan Senior to Senior  
Janna DeWan Yearbook

c) **Consideration to approve an unpaid leave of absence during the 2016-2017 school year for high school staff member Sarah Harrington** Ms. Powers motioned for approval as presented. Ms. Measelle Hubbs seconded. (Approved 7-0)

- d) **Consideration to Vote to Authorize a \$90,782 00 Lease Purchase Agreement for one (1) School Bus.** [Fiscal note: included within approve FY17 budget.] – Ms. Morrissey motioned. Ms. Measelle Hubbs seconded. (Approved 7-0)
7. **COMMITTEE REPORTS** – Ms. Powers reported that the **Policy Committee** met on Monday morning and that future meetings will be held at 6:30pm. Mr. Voltz gave a brief update on the Spurwink Committee.
8. **SCHOOL BOARD AGENDA REQUESTS** – Ms. Powers requested a tour of school facilities be scheduled for the Board. *On September 27, Greg Marles will begin a walking tour of the school facilities beginning at the Main Office of Pond Cove at 5:30pm and concluding in the High School Library Learning Commons in time for the 6:30pm Finance/Workshop meeting.*
9. **ANNOUNCEMENTS OF UPCOMING MEETINGS** – A walking tour of the school facilities will begin at 5:30pm at the Main Office of Pond Cove on Tuesday, September 27. There will be a **School Board Finance Cmte/Workshop** meeting on Tuesday, September 27 beginning at 6:30 pm in the High School Library Learning Commons (LLC). The **Policy Committee** will meet on Tuesday, **October 4 at 6:30pm in the Lower Level Conference Room** (Town Hall). The next regular School Board business meeting will be held on Tuesday, October 11, 2016 at 7pm in the Town Council Chambers.
10. **ADJOURNMENT** – Ms. Morrissey made a motion to adjourn. Ms. Powers seconded. (Approved 7-0)

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,



Howard P. Colter  
Interim Superintendent of Schools