

SUPERINTENDENT'S REPORT FOR DECEMBER 10, 2013 Cape Elizabeth, Maine

A regular business meeting of the School Board was held on Tuesday, December 10, 2013 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
Michael Moore
Joanna Morrissey
M. Kate Williams-Hewitt

Meredith Nadeau, Superintendent of Schools

Student School Board Representatives present:

Sierra Bates
Tim Hartel

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

1. CONSIDERATION TO ELECT BOARD OFFICERS AND COMMITTEE APPOINTMENTS –

a) Election of Board Chair: John Christie

Motion: Ms. Morrissey Second: Ms. Scifres Vote: 7-0

b) Election of Board Vice-Chair: Elizabeth Scifres

Motion: Ms. Morrissey Second: Mr. Hillman Vote: 7-0

c) Appointment of Committees:

STANDING COMMITTEES

Finance: Michael Moore, Chair; full Board membership

Motion: Ms. Scifres Second: Ms. Williams-Hewitt Vote: 7-0

Policy: Joanna Morrissey, Chair

Motion: Ms. Scifres Second: Ms. Williams-Hewitt Vote: 7-0

Policy members: Kate Williams-Hewitt, Susana Measelle Hubbs

Motion: Ms. Morrissey Second: Ms. Scifres Vote: 7-0

COMMITTEE APPOINTMENTS

Cape Elizabeth Education Foundation: David Hillman

Maine School Management Assn. Delegate(s): David Hillman, delegate;
Susana Measelle Hubbs, alternate

PATHS General Advisory Board: Susana Measelle Hubbs

Wellness Committee: Elizabeth Scifres and Joanna Morrissey

Technology Steering: Michael Moore

Transportation Appeals: Kate Williams-Hewitt

Buildings and Grounds: Michael Moore

Teacher/Administrator Evaluation: Elizabeth Scifres and Kate Williams-Hewitt

Motion: Ms. Morrissey Second: Mr. Moore Vote: 7-0

ADVISORY COMMITTEES

Legislative Liaison(s): David Hillman and Susana Measelle Hubbs

Dropout Prevention: Kate Williams-Hewitt

Co curricular Steering: David Hillman

Athletic Steering: David Hillman

Community Services Advisory: Joanna Morrissey

Motion: Ms. Townsend Second: Mr. Hillman Vote: 7-0

2. **ADJUSTMENTS TO AGENDA** - none

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

- a) Regular Business, Tuesday, October 8, 2013
- b) Executive Session, Tuesday, November 12, 2013
- c) Regular Business, Tuesday, November 12, 2013
- d) Workshop, Tuesday, November 26, 2013

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

4. **COMMENTS BY STUDENT REPRESENTATIVES** – High School representatives, Sierra Bates and Tim Hartel, spoke briefly on items of interest from the students’ perspective.

5. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** –

Teddy Stoecklein [Masefield Ter] – *speaking to agenda item 6b, his family are enjoying their kindergarten (half day) experience this year. He believed a majority of people want full day K programming and it has his support.*

Amy Lombardo [Leighton Farm Rd] - *speaking to agenda item 6b, said her family had two children attend half-day and a third is now attending full day. Originally didn’t think full day was needed. Was pleasantly surprised how well the adjustment has been and is a strong advocate for the program now.*

6. **COMMUNICATIONS** –

- a) **Recognition - Girls’ Soccer Team State Championship** – Principal Shedd congratulated the team and introduced the coaches. Craig Fannan, Andy Strout and Don Burke spoke briefly about the team’s accomplishments and introduced team members.
- b) **Kindergarten Report** – Pond Cove Principal Kelly Hasson and Assistant Principal Julie Nickerson presented information about full-day kindergarten.
- c) **2012-2013 School Board Goals Review** - Mr. Christie reviewed the Board’s 2013 goals which had been set during an annual board retreat in January.

1. Sponsor a school budget that maintains vital programs and services – Believe the board in conjunction with the administrative team and support of the community and has met his goal.
2. Develop and support a 3-5 year Strategic Plan for the district – This work was led by the Superintendent and directed by scores of stakeholders included in the process. Look forward to continuing this process with the addition of measurable action items early next year and expect the plan to be complete prior to the 2015 budget.
3. Develop a 5-10 year capital improvement plan in cooperation with the Town Council – A 10-yr combined school and municipal CIP was presented on September 25, 2013. Interested community members can obtain more information by following the School Board link on the school district website.
4. Develop a comprehensive plan to address substance abuse, including policy, climate and cultural issues – This work is on going. The December 17 Workshop will address the topic of school climate.
5. Complete the Health Insurance review process with CEEA – This work is on going. CEEA representatives, Mark Ashe and Linda Alfiero, along with Michael Moore and David Hillman have nearly completed this work and a resolution is anticipated by the end of the year.
6. Continue to explore district topics during workshops and business meetings, including: School-to-school transitions; Curriculum alignment school-to-school; Teacher/administrator evaluations; Student achievement gap – These topics have all been addressed in workshops. Teacher/admin evaluation work continues with the creation of a new committee.
7. Complete the online district report card including benchmarks to measure the district's performance – While a draft has been created, the Board is waiting on completion until the strategic plan has been finalized because meaningful measurements of progress require articulated goals.
8. Complete the audit of the Cape Elizabeth School Policy Manual – This work is on going.

d) **Superintendent's Report** - Superintendent Nadeau updated the board on items of interest happening within the district during the past month. She reminded the audience that there are still two openings on the Community Service Advisory Commission. Any community member with an interest in serving on the commission should contact the Superintendent's Office or a member of the School Board. The School Business Manager and municipal comptroller, Pauline Aportria, has announced her intent to retire at the end of December.

7. NEW BUSINESS

- a) **Consideration to approve a World Affairs Council trip to Johns Hopkins University Model United Nations Conference, February 6-9, 2014** - Ms. Morrissey motioned for approval of the trip as presented. Ms. Scifres seconded. (Approved 7-0)

- b) **Consideration to approve Nordic Ski team trip to Sugarloaf Outdoor Center December 29-30, 2013** - Ms. Scifres motioned for approval of the trip as presented. Ms. Morrissey seconded. (Approved 7-0)

- c) **Consideration to approve the following athletic and co curricular staff nominations** - Ms. Scifres made a motion to approve the slate of nominations and associated stipends as presented. Ms. Morrissey seconded. (Approved 7-0) *Mr. Hillman expressed his concern with the methodology used to compensate.*

HIGH SCHOOL

Shawn Guerrette	Varsity Nordic
Stanis Moody-Roberts	Varsity Nordic
Andrew Lupien	Indoor Track Asst.
Andrew Wood	Basketball, First Team Boys' (booster-funded)
Mike Bartley	Diving (booster-funded)
Chris Marston	Ice Hockey Asst. (booster-funded)

MIDDLE SCHOOL

Joanne Lee Music Director for Spring Musical

- d) **Consideration of the following policies for first reading. No vote required.**
 - Ms. Morrissey gave a brief overview of policies for first reading. Comments on policy first reads should be sent either to Superintendent Nadeau or Ms. Morrissey before January 2.

 - GBO – Family Care Leave
 - IHBA – Individual Educational Plans
 - IHBA – Referral/Pre-referral of Students w/Disabilities
 - IHBAC – Child Find
 - IHBG – Home Instruction Program
 - IHBGA – Home Schooling Participation in School Programs
 - IHCD – Post-secondary Enrollment Options
 - IJJ – Selection of Educational Materials
 - IKE – Promotion, Retention & Acceleration of Students/Progress Through Grades
 - IKF – Graduation Requirements
 - 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

- e) **Consideration to approve the following job description: School Department Business Manager/Municipal Comptroller** - Ms. Morrissey motioned for approval of the job description as presented. Ms. Williams-Hewitt seconded. (Approved 7-0) *Superintendent Nadeau said that the changes incorporated were done so following reviews by Michael McGovern and Pauline Aportria.*

- f) **Consideration to approve the re-appointment of Smita Sonti, M.D. as school district physician, pursuant to Title 20-A M.R.S.A. §6402-A** – Ms. Scifres motioned to approve the nomination of Smita Sonti, MD as school district physician. Ms. Morrissey seconded. (Approved 7-0) *Superintendent Nadeau said that she has met with Dr. Sonti regularly. She prepares herself well for policy discussions and has made herself very available. Recommended Dr. Sonti with the full support of the school nursing staff.*
- g) **Consideration to approve the Superintendent's contract through June 30, 2017** – Mr. Hillman made a motion to approve the superintendent's contract for the period beginning July 1, 2014 through June 30, 2017 as amended by the Board and Superintendent in the Executive Session. Ms. Williams-Hewitt seconded. [Approved 7-0]
8. **COMMITTEE REPORTS** – Mr. Moore reported that the **Buildings and Grounds Committee** continues to meet and that the bond proposal is just one component of the long-term stewardship plan. Ms. Morrissey reported that the next **Policy Committee** meeting would be January 6, 2014 at 7:30 am in the Wm. Jordan Conference Room. Superintendent Nadeau added that January's meeting would likely include discussion on the substance abuse and co curricular policies.
9. **SCHOOL BOARD AGENDA REQUESTS** – Superintendent Nadeau reported previously hearing a request to meet with the Community Services Advisory Commission. The Commission members are not available during the Board's standing January workshop date but may be on Wednesday, January 22. Superintendent Nadeau asked the board to consider a meeting on Jan 22 in lieu of the regular January workshop, if the date does end up working for all involved.
10. **ANNOUNCEMENTS OF UPCOMING MEETINGS** - The **Negotiations Committee** will meet through December and January. The next **Board Workshop** will be held on Tuesday, December 17 at 6:30 p.m. in the High School Library on the topic of school climate. [The *Dec 17 Workshop was postponed due to weather.*] The next **regular business** meeting will be held on January 14, 2014 in Town Hall.
11. **ADJOURNMENT** – Ms. Morrissey made a motion to adjourn. Ms. Williams-Hewitt seconded. (Approved 7-0)

The meeting was adjourned at 8:36 p.m.

Respectfully submitted,



Meredith S. Nadeau
Superintendent of Schools