

A regular business meeting of the Cape Elizabeth School Board was held on Tuesday, April 9, 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
Elizabeth Scifres
Mary Townsend
M. Kate Williams-Hewitt

Student School Board Representatives present:

Nolan Morris
Abby Donnelly

Meredith S. Nadeau, Superintendent of Schools

Unable to be present: Joanna Morrissey

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

1. **ADJUSTMENTS TO AGENDA** - Item 5c, NECAP, postponed until May's business meeting.

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

- a) Workshop, Tuesday, March 5, 2013
- b) Executive Session, Tuesday, March 12, 2013
- c) Regular Business, Tuesday, March 12, 2013
- d) Workshop, Tuesday, March 12, 2013
- e) Workshop, Thursday, March 21, 2013
- f) Workshop, Tuesday, March 26, 2013
- g) Executive Session, Thursday, March 28, 2013
- h) Special Business, Tuesday, March 28, 2013
- i) Workshop, Thursday, March 28, 2013

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

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

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

5. **COMMUNICATIONS**

- a) **Legislative sentiment, Reese McFarland** – Senator Millett presented a Legislative Sentiment to high school student-athlete Reese McFarland for his 2013 Class B State Championship.
- b) **Varsity girls' swimming & diving team recognition** – Principal Shedd highlighted the team's efforts resulting in the Class A state championship.
- e) **NECAP** - *postponed until May*
- d) **Full-day Kindergarten** - Superintendent Nadeau presented some historical information about full-day kindergarten and provided an overview about how the full-day K pilot

program might proceed, including a lottery process. Half-day K programming will continue during the next transitional school year. [Presentation slides are available within the School Board meeting materials on the district web site.]

- e) **Retirements/resignations** – Superintendent Nadeau announced the retirement of Middle School teacher Paul Casey.
- f) **Superintendent's Report** - Superintendent Nadeau reported briefly on some items of interest happening within the district. Mr. Hillman reported on the Northshore (MA) Science League competition held earlier in the day at Cape Elizabeth. The Town donated its \$5,000 easement fee for land near the high school to the school department. Superintendent Nadeau recommended those funds be earmarked for supplies for the pilot K program. A brief overview of the events taking place during Cape Celebrates Literacy week (May 6-11) was shared. *Before the close of the meeting, the Superintendent requested to make an addition to her report* - Regarding the article in a recent *Cape Courier*, the district emergency management committee had discussed a school resource officer (SRO) position in the course of their regular discussions around school security. While neither the police nor school departments prioritized this during their budget development, it began to seem likely that some federal grant funding may be forthcoming and the committee wanted to be proactive. Chief Williams feels strongly that any SRO should be a Cape Elizabeth police department employee. Superintendent Nadeau said this topic merits discussion by the Board and could be an April workshop topic.

6. NEW BUSINESS

- a) **Consideration to approve a Middle School teacher job share request for the 2013-2014 school year** - Superintendent Nadeau reported that Middle School teacher, Tabitha Eastman, requested that she be permitted to work a four day week and that the district find a teacher for the fifth day during the next school year. Mr. Moore expressed his support for flexibility in employment, but said this proposal lacked the continuity in instruction and the standard of being mutually beneficial to students. Mr. Hillman, Ms. Williams-Hewitt and Mr. Christie concurred. Ms. Townsend agreed saying that finding a high-quality teacher for a one-year one day per week position would be a challenge. - Mr. Moore made a motion to approve. Ms. Townsend seconded. (Rejected 0-6)
- b) **Consideration to approve a leave of absence request for an elementary school teacher for the 2012-2013 school year** – Superintendent Nadeau reported that Pond Cove teacher, Susan Michaud, requested a leave for the remainder of the school year for medical reasons. The school has secured a long-term substitute to begin after the April break through the remainder of the school year. - Ms. Scifres made a motion to approve. Ms. Townsend seconded. (Approved 6-0)
- c) **Consideration to approve the following athletic extra curricular staff nominations** – Mr. Hillman motioned to approve the slate of nominations as presented. Ms. Scifres seconded. (Approved 6-0)

HIGH SCHOOL

James Grattelo	Baseball, JV Asst (booster funded)
Craig Fannan	Soccer, Girls' Varsity

MIDDLE SCHOOL

Scott Berube	Softball, 7 th
Carrie Chapin	Lacrosse, Girls' 7 th gr
Joanne Bearor	Softball, 8 th

- d) **Consideration to approve Superintendent's nominations of the following personnel to first Continuing contracts** – Superintendent Nadeau reported that all probationary staff are evaluated regularly prior to being nominated. She meets regularly with administrators at the end of the evaluation process to review their recommendations before making her recommendation to the Board. Ms. Townsend motioned to approve the slate of nominations as presented. Mr. Moore seconded. (Approved 6-0)

POND COVE SCHOOL

Rosemary Ginn Reading

MIDDLE SCHOOL

Laura Briggs Teacher
Heather Geikie Teacher
Danielle Kunert Teacher
Nancy Murray Choral Music

HIGH SCHOOL

Katherine Bock Teacher

INSTRUCTIONAL SUPPORT

Melissa Bam Strategist
Siobhan Bogle Teacher

- e) **Consideration to approve the Superintendent's nominations of the following personnel to second-year Probationary contracts** – Mr. Moore made a motion to approve the slate of nominations as presented. Mr. Hillman seconded. (Approved 6-0)

POND COVE SCHOOL

Sarah Adams Teacher
Faith Barnes Social Worker
Karen Ferry Teacher

MIDDLE SCHOOL

Kristin Arbour Teacher

HIGH SCHOOL

Sarah Harrington Teacher
Eamon Keenan Guidance Counselor
Joanne Lee Choral Music (.2)
Andrew Lupien Teacher
Joyce Nadeau Social Worker
Sean Turley Teacher (1-yr only, Soc. Studies)

INSTRUCTIONAL SUPPORT

Lisa Axelrod Teacher
Katrina Edwards Teacher
Jeffrey Davis Speech & Language pathologist
Erin Nelsen Speech & Language pathologist

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

- BE – Board Meetings
- BEA – Board Member Use of Electronic Mail
- BEC – Executive Sessions
- BEDB – Agenda
- BEDBA – Agenda Format

- BEDD – Rules of Order
- BEDF – Voting Method and Quorum
- BEDG – Minutes
- BEDH – Public Participation at Board Meetings
- BG – School Board Policies
- BIA – New Board Member Orientation
- BIB – Board Member Development Opportunities
- CB – School Superintendent
- CHD – Administration in Policy Absence

Recommended for Deletion

- BEC-E – Executive Session Law
- BG-R – Policy Adoption and Amendment Procedures
- CA – Administrative Goals
- CHCA – Approval of Handbooks and Directives

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

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

- BDE: Board Standing Committees
- BDF: Board Advisory Committees
- DB: Annual Budget
- DJE: Bidding/Purchasing Requirements – recoded from existing 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
- DJA: Purchasing Authority
- DK: Payment Procedures

- Mr. Christie encouraged board members with comments on the policies listed for first read to provide their feedback to Ms. Morrissey prior to the next (May 6) policy meeting. The Superintendent added that many of the policies recommended for deletion were financial in nature and already required by our auditors or procedures already in place by the business office.

h) **Consideration to approve a new personnel nomination for 2013-2014** – Mr. Moore motioned to approve Dr. Michael Tracy as Cape Elizabeth Middle School Principal for 2013-2014. Ms. Townsend seconded. (Approved 6-0)

Michael S. Tracy, Ed.D.

Middle School Principal

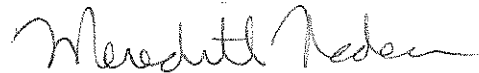
7. **COMMITTEE REPORTS** – Finance: Mr. Moore reported on the completion of the school board's budget review. The School Board budget is to be presented to the Town Council on Wednesday, April 10 at 7:00 PM.

8. **SCHOOL BOARD AGENDA REQUESTS** – *none*

9. **ANNOUNCEMENTS OF UPCOMING MEETINGS** - Technology Planning Cmte: April 25 at 2:30pm in the Town Hall. Policy Cmte: May 6 at 7:30 am in the Middle School Library. *Please check the district web site for the most current meeting information.*
10. **ADJOURNMENT** – Mr. Moore made a motion to adjourn. Ms. Scifres seconded. (Approved 6-0)

The meeting was adjourned at 8:13 p.m.

Respectfully submitted,



Meredith Nadeau
Superintendent of Schools