

Cape Elizabeth School Board  
 REGULAR BUSINESS MEETING  
 Tuesday, February 12, 2019  
 6:30 P.M.  
 TOWN COUNCIL  
 CHAMBERS

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|-------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|-------------------------------------|--------------------------------------------------|------------------------------------------------|
| <input checked="" type="checkbox"/> Heather Altenburg | <input checked="" type="checkbox"/> Kimberly Carr | <input checked="" type="checkbox"/> Susana Measelle Hubbs | <input checked="" type="checkbox"/> Elizabeth Scifres | <input checked="" type="checkbox"/> M. Nasir Shir | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> Laura DeNino | <input checked="" type="checkbox"/> Hope Straw |
| <input checked="" type="checkbox"/> Julia Thoreck     | <input checked="" type="checkbox"/> Piper Strunk  |                                                           |                                                       |                                                   |                                     |                                                  |                                                |

AGENDA

*Call to Order/Pledge of Allegiance*

**1. ADJUSTMENTS TO AGENDA**

- The first adjustment to the agenda was a motion to include the amount of the needs assessment in the FY20 school budget.
- The second adjustment to the agenda was a correction of the policy code for Relations with Booster Groups. The code should be JJIBC.

**2. RECOGNITION OF BILL GROSS**

- Chairperson of the Board Susana Measelle Hubbs recognized volunteer Bill Gross for the number of hours he donated to the school in the math and physics departments. The Board wanted to express their sympathies on his passing.

**3. APPROVAL OF SCHOOL BOARD MINUTES**

Regular Business Meeting, Tuesday, January 8, 2019

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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**4. COMMENTS BY STUDENT REPRESENTATIVES**

- The semester has ended and students have begun their new semester-long elective classes.
- Winter sports are winding down and playoffs have begun for many of the teams.
- Many new clubs have been developed which involve many students from all groups in the schools. One such group is called Best Buddies, which works with students with disabilities.
- Finally, the Unified Basketball Team games have started. The students encourage people to come and watch the games.

5. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** [ per SBoard Policy BEDH]

- There were no comments from the public.

6. **PRESENTATIONS:**

**Jennifer Kent, Executive Director, MEA Benefits Trust**

- MEA Benefits Trust provides medical and vision insurance coverage for educational organizations across the state.
- Ms. Kent reviewed how the health insurance rates are calculated each year and what is factored into these rates.
- In 2017, Cape Elizabeth Schools saw a 17.4% increase in paid claims from the previous year, a 39% increase in outpatient services, and a 5% increase in pharmacy claims.
- Policy rates are decided by the MEA Board in March and can range from 0 to 9% based on their experience rating. The experience rating is then released to the individual school district as their new rate for the year.
- Districts can improve their experience rating with employee involvement in the MEA Wellness Program. Employees can work with health professionals on their chronic illnesses and receive gift cards for making changes to their diets, etc. Districts are given \$500.00 per year to promote these programs.

**Lillian Frame- Implementation of Gender-Neutral Restrooms in the High School.**

- Lillian Frame and three of her fellow classmates presented to the School Board their proposal to designate one of the single use bathrooms in the ground floor of the high school as a gender-neutral bathroom.
- The students sent out a survey showing two of the options for the bathrooms and asked the students which one they would prefer. They sent out the survey that morning to the student population and had already received 292 responses.
- The group chose the bathroom that is centrally located for the convenience of the group of students who would be using the bathroom.
- The students said very little renovations would needed be to be done to the bathroom. They would just need to remove the male/female signage and replace it with the gender-neutral signage.

## 7. ADMINISTRATIVE REPORTS

### a. Principals

#### **Jason Manjourides, Principal Pond Cove School**

- Mr. Manjourides wanted to thank the Board for the clear budget process thus far and has heard positive feedback from his staff concerning this as well.
- There have been two evening musical performances at Pond Cove Elementary School, one third grade and one fourth grade. The performances proved to be very successful and Mr. Manjourides would like to thank music teacher, Ms. Rebecca Bean, and the many parents who attended the performances both nights.
- There have been a number of prospective parents requesting tours of Pond Cove School. Last year, he conducted 17 tours of the school. This year he decided to schedule designated tour dates for families, and currently has four dates scheduled throughout the year. The subject areas he reviews with parents are: class sizes, world language offerings, technology integration and social and emotional development.

#### **Troy Eastman, Principal, Cape Elizabeth Middle School**

- The middle school is preparing for MEA testing and is taking a different approach this year. They are looking at increasing the amount of effort the students are putting into their testing. He described how they are providing breakfast to all students before their testing and many of the staff members are volunteering to serve it to the students.
- The Friday before February break, the middle school hosted a winter carnival. This was designed to improve morale and improve overall attendance on that day. Many staff members volunteered to lead activities for students and the coordination of the activities was led by the eighth-grade team.
- The middle school has been on parking lot patrol in collaboration with Officer Galvan. They have been communicating with parents on safely entering and exiting the loop during pickup and drop off.

#### **Jeff Shedd, Principal, Cape Elizabeth High School**

- Principal Shedd reviewed with the Board some of the awards his students have recently received from clubs such as Model UN, Robotics, and the Gold Key Writers Club.

### b. Special Services, Del Peavey

- Mr. Peavey has recently attended a MADSEC meeting of Special Education Directors and pre-school education was discussed. There have been no changes in legislation since the previous month's discussion.

- Two of the district's special education teachers completed some professional development in SPIRE reading training.
- The district currently has 161 special education students, 21 students in referral and 2 students are currently outplaced.

c. Teaching & Learning, Cathy Stankard

- Ms. Stankard prepared a mid-year evaluation of her department which reviewed the following areas:
  1. Evaluation
  2. Federal & State Mandates
  3. Curriculum
  4. Professional Development
  5. Intervention

Each of these areas were marked whether they were completed, ongoing, will be completed by the end of the year, or will be completed next year. This report will be posted on the district's website. She said to email her if the Board or anyone from the public had any further questions.

d. Business, Catherine Messmer

- The district is seven months into the year and has spent 57.55% of the budget for the fiscal year.
- The Superintendent and the Business Manager are meeting monthly to review spending in all departments to make sure we are staying within the budget numbers.
- In the school board packet, additional reporting is included this month to report the financial status of the food service department.

e. Superintendent of Schools, Donna H. Wolfrom

- Dr. Wolfrom reviewed the current enrollment. It is down 16 students from last February.
- The A-Team is doing teacher evaluation feedback in their bi-weekly meetings and working together to give each other constructive feedback.
- The Futures Search planning is moving forward and is scheduled for March 15<sup>th</sup> and 16<sup>th</sup>. They are doing an open invitation to the public to ask them to attend the search.
- The A-Team worked on developing the guiding questions for the Future Search.
- Dr. Wolfrom has been working with the Greater Sebago Educational Alliance. They have been discussing professional development and food purchasing. RSU #5 recently joined the alliance.

8. **NEW BUSINESS**

**Presentation: Colby & Company**

- The Board asked Colby & Company to come to the meeting and explain what they would receive for the price of \$189,060.00, which is the quoted amount of the needs assessment. Here is the breakdown of the needs assessment quote:
- Investigation Scope in all Schools
- Field Investigations
- Scoping of Projects from Critical, Immediate, to Low Prioritization
- Interview of Stakeholders, Students, Staff, and Teachers
- Project Team Meetings
- Building Team Meetings
- Public Presentations
  
- New Motion: Hope Straw moved to add the amount of \$189,060 to the FY20 school budget. Heather Altenburg seconded the motion. All approved
- Facilities Needs Assessment: This is a motion to include funding for the Facilities Needs Assessment in the FY 20 school budget.

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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Notice of Retirement

- Mark Pendarvis
- Tom Lizotte
- Lisa Derman

9. Consideration to adopt Cape Elizabeth's 2019-2020 School Year Calendar.

Motion:	Heather Altenburg	Second:	Hope Straw	Vote:	Unanimous
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10. Consideration to approve the CEHS Program of Studies for 2018-2019.

Motion:	Heather Altenburg	Second:	Hope Straw	Vote:	Unanimous
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11. Consideration to approve the student educational trip for the Cape Elizabeth Model UN to Hanover, NH on April 05-07, 2019.

Motion:	Heather Altenburg	Second:	Kimberly Carr	Vote:	Unanimous
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12. Consideration and action to approve the following 2018-19 administrative and athletic extracurricular personnel nominations:

School	Nominee	Position
District	Lisa Derman	PE/PG Committee Member
District	Susan Dana	PE/PG Committee Member
District	Kristina Moniz	PE/PG Committee Member
Cape Elizabeth High School	Steve Price	Tech Director- Set Design
Cape Elizabeth High School	Conor McCann	Varsity Assistant Coach Baseball
Cape Elizabeth High School	Donald Dutton	JV Coach /Assistant Varsity Baseball
Cape Elizabeth High School	Alexandra Spark	Varsity Head Coach Girls Lacrosse
Cape Elizabeth High School	Michael Foley	JV Coach/Varsity Assistant Girls Lacrosse
Cape Elizabeth High School	Ben Raymond	Varsity Head Coach Boys Lacrosse
Cape Elizabeth High School	Kurtis Chapin	Varsity Assistant Girls Lacrosse
Cape Elizabeth High School	Charlie Carroll	Varsity Assistant Coach Boys Lacrosse
Cape Elizabeth High School	Doug Worthley	Varsity Head Coach Outdoor Track
Cape Elizabeth High School	Andrew Lupien	Asst. Varsity Coach Outdoor Track
Cape Elizabeth High School	Brian McDonald	Asst. Varsity Coach Outdoor Track
Cape Elizabeth High School	Joe Henrikson	Varsity Head Coach Softball
Cape Elizabeth High School	Andrew Strout	Boys Head Coach Tennis

Cape Elizabeth High School	Sarah Boekel	Girls Head Coach Tennis
Cape Elizabeth Middle School	Jacklyn Grigg	Drama Assistant

Motion:	Heather Altenburg	Second:	Hope Straw	Vote:	Unanimous
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**13. Consideration of the following policies for first reading: (No vote required)**

- IHBAC: Child Find: This updated the timeline to bring it up to regulation.
- DN: School Property Disposition: Created flexibility for the district and increased the dollar limit for the disposition of property.
- GCFB: Recruiting & Hiring of Administrative Staff: Updated references and related more to the MSMA policy.
- JRA: Student Education Records & Information: Updated to relate more to the MSMA policy.

**14. Consideration and action to approve the following policies for second reading:**

- KF: Community Use of School Facilities: Updated the policy in relation to the MSMA policy and to have it be coordinated by the Facilities Director.
- JJIBC: Relations with Booster Groups: This was reviewed by the Athletic Director and the Booster Group and was modeled on the MSMA policy.
- ECB: Integrated Pest Management: This was modeled on the MSMA policy and was approved by the Facilities Director.
- IJOA: Field Trips: This updated the field trip policy and aligned it more to the MSMA policy and made it a more concise policy.

Motion:	Hope Straw	Second:	Elizabeth Scifres	Vote:	Unanimous
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**15. Committee Reports**

- Policy Committee- Hope Straw- No further updates
- Tech Committee- Elizabeth Scifres- No updates

**16. Request for Future School Board Meeting items**

**17. Upcoming Meetings**

- Policy Committee Meeting: February 26, 2019, March 26, 2019, 3:00 PM, Jordan Conference Room, Town Hall.
- Budget Workshop Meeting: February 26, 6:30 PM, CEHS Library
- Budget Workshop Meeting: March 5, 6:30 PM, Council Chambers, Town Hall

**18. Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)(A) for the purpose of discussing a personnel item.**

Motion:	Hope Straw	Second:	Elizabeth Scifres	Vote:	Unanimous
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**19. Action following Executive Session if Needed: None Needed**

**20. Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)(F) for the purpose of discussing information in confidential records.**

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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**21. Action following Executive Session if Needed: None Needed**

**22. Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)(E) for the purpose of consultation between school unit and its attorney.**

Motion:	Hope Straw	Second:	Elizabeth Scifres	Vote:	Unanimous
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**23. Action following Executive Session if Needed: None Needed**

**24. Consideration to Adjourn**

Motion:	Hope Straw	Second:	Kimberly Carr	Vote:	Unanimous	Time:	9:33 PM
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