

Cape Elizabeth School Board
REGULAR BUSINESS MEETING
Thursday, April 4, 2019
6:30 P. M.
TOWN COUNCIL
CHAMBERS

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

MINUTES

Call to Order/Pledge of Allegiance

Vice Chair Altenburg called the meeting to order in Chair Measelle Hubbs' absence.

1. ADJUSTMENTS TO AGENDA

There were no adjustments to the Agenda.

2. APPROVAL OF SCHOOL BOARD MINUTES

Regular Business Meeting, Tuesday, March 12, 2019

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	6-0
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3. COMMENTS BY STUDENT REPRESENTATIVES

Superintendent Wolfrom read the student representatives' report as they were unable to attend the meeting.

4. COMMENTS FROM PUBLIC ON AGENDA ITEMS [per School Board Policy BEDH]

There were no comments from the public.

5. PRESENTATIONS:

- a. Robotics State Champions - Evan Thayer

Vice Chair Altenburg invited Robotics Coach Evan Thayer to the podium to introduce members of the two student teams who will be advancing to the VEX Robotics World Championship in Louisville, Kentucky at the end of the month. The team members showed their robots and explained how points are earned. The students received certificates and were recognized by the School Board.

b. Boys Class B Alpine State Champions - Jeff Davis

Vice Chair Altenburg invited Alpine Ski Coach Jeff Davis to the podium to introduce members of his award-winning team. Coach Davis noted that this is the second year in a row that the Cape Elizabeth Boys Team has won the Class B Alpine State Championship and that six of the team members were invited to represent the state of Maine at the Eastern High School Alpine Championships. The students received certificates and were recognized by the School Board.

6. ADMINISTRATIVE REPORTS

a. Principals

i. Pond Cove Principal Jason Manjourides

After thanking the Superintendent and School Board for a smooth, transparent budget process, Mr. Manjourides presented the following highlights:

1. The placement process for next year's classes in grades 1-5 has begun. Parents have been asked to provide information about their child's learning styles and preferences and teachers are beginning to group students. The goal is to create classrooms that are balanced by gender and academic ability and that take into account students' learning styles, peer relationships, and special needs. Kindergarten classrooms will be built this summer once final number of students is more certain.
2. Kindergarten registration is holding steady at 85. Last year there were 100 students registered at this point in the year; the year before there were 70. As many as 15-20 additional registrations are anticipated.
3. MEA (eMPowerME) testing is nearing completion. The staff has tried to emphasize the importance of the assessments without causing students undue stress. The students appear to have handled them well.

ii. Middle School Principal Troy Eastman

Mr. Eastman reported that there's a lot going on at the Middle School

right now. Over 50 parents attended the previous evening's event for parents on executive functioning that was co-organized by Grade 5 teacher Kristen Arbour and Middle School social worker Sarah Hanson. Performances of *Cinderella* will be held during the coming weekend. Spanish teacher Susan Dana will be presenting at an upcoming conference on how to make connections with classrooms in other countries.

Finally, the community read of *Finding Perfect* is off to a great start. Students begin each day listening to a guest reader read a chapter of the book and are so engaged that Mr. Eastman noted he could hear a pin drop when he walks down the hallways. He is particularly grateful to Middle School nurse Jill Young for organizing this initiative and to the staff for their flexibility during its implementation.

iii. High School Principal Jeff Shedd

Mr. Shedd recognized Noni Adams, who recently left the position of High School Guidance Office secretary for a year-round position in the private sector. She did a lot of behind the scenes work around testing and scheduling while also creating a welcoming atmosphere in the Guidance Office. She will be missed and the high school wishes her all the best.

Mr. Shedd also reported that enrollment of Cape Elizabeth students at the Portland Arts & Technology High School (PATHS) is on the rise. Historically, Cape Elizabeth has sent 5-7 students to PATHS each year. However, in the last few years, school counselors Eamon Keenan and Brandy LaPointe and assistant principal Nate Carpenter have worked hard to publicize PATHS and encourage more students to take advantage of the wonderful programs offered there. As a result, 12 Cape students participated in PATHS last year, 17 Cape students are participating this year, and it's expected that over 20 students will participate next year.

b. Director of Special Services Del Peavey

Mr. Peavey reported that the Special Education staff has been working hard to make corrections per the preliminary findings of the recent Maine DOE Special Education audit. He also noted that the Greater Sebago Educational Alliance has contracted with the previous Maine DOE Special Education Director to plan for the eventual assumption of responsibilities for preschool-aged children currently managed by Child Development Services. Finally, Mr. Peavey reported that statewide over 18% of students in grades K-12 are identified for special education but that in Cape Elizabeth the average is just under 10%. This month in Cape

Elizabeth, 154 students are identified for special education, 14 students are in referral, and two students are outplaced.

c. Director of Teaching & Learning Cathy Stankard

Ms. Stankard reported that MEA testing in ELA and Math for students in grades 3-8 is wrapping up. Results from this state-mandated testing will be available next fall and are used primarily for school accountability. Juniors took the Science MEA on April 1st and will take the SAT on April 9th. Students in grades 5 and 8 will take the Science MEA after the April break.

Ms. Stankard also provided an update on how parents will be notified of their child's NWEA test results. This adaptive online assessment is given three times per year to students in grades 1-8 and used both as a screener for GT and RtI services and also to inform placement. In the past, a student's numerical scores have been uploaded into the PowerSchool Parent Portal, but without a context the data has been difficult for parents to interpret. Beginning now, a Student Progress Report will be uploaded following the completion of fall testing and again following the completion of spring testing. The fall report will show fall-to-fall growth and the spring report will show fall-to-spring report. The Student Progress Report is in color, easy-to-read, and includes a Quick Reference, or key, to all information presented. As always, parents are encouraged to contact their child's teacher if they have any questions.

d. Superintendent Donna Wolfrom

Superintendent Wolfrom gave the Business Manager's report because Catherine Messmer is on medical leave. She reported that expenditures are on track for this point in the year. She also expressed gratitude to retired Business Manager Herb Hopkins for assisting with the FY 20 budget while Catherine is away.

Superintendent Wolfrom thanked everyone who participated in the Future Search and noted that she is continuing to hear from community members who expressed satisfaction with the process and have asked to remain involved. Following completion of the budget process, the district administrative team will draft an executive summary based on the documents generated during the Future Search weekend. Goals will then be identified and a strategic plan written.

She also provided the following information:

- i. The Greater Sebago Educational Alliance is sponsoring a Leadership Academy that will take place during the 2019-2020 school year. Districts are limited to seven participants and Cape Elizabeth has had to start a wait list.
- ii. The District Emergency Management Team is planning a drill without students for the fall so that staff can practice the process of reuniting

- students with parents in the event of an emergency.
- iii. The Educator Performance Evaluation and Professional Growth (E-PE/PG) Committee has been meeting biweekly and is currently working on developing slide presentations to train staff of the E-PE/PG process.
- iv. Cape Elizabeth has just been designated one of the *2019 NAMM Foundation Best Communities for Music Education*. This is the fourth year in a row that Cape Elizabeth has received this designation. It is one of 623 school districts nationally to do so and one of only two in Maine.
- v. Cape Elizabeth received notification that its health insurance rates will increase by 6.78% over last year's budget. This is just shy of the 7% budgeted in the revised FY 20 budget so no additional changes will be made.
- vi. District enrollment has increased by two students to

7. NEW BUSINESS

a. Budget Updates

School Board members Carr, Straw, DeNino, and Shir as well as Chair Hubbs (whose statement was read by Vice Chair Altenburg) all expressed satisfaction and pride at how this year's budget process went. They thanked Superintendent Wolfrom for her leadership and for keeping the community informed at every step along the way; administrators for putting district needs above individual school or department needs and working collaboratively to make cuts when cuts were needed; town counselors, especially Chair Jamie Garvin, and Town Manager Matt Sturgis for their interest and participation; town residents for their support, especially around the needs assessment; and School Board Finance Chair Elizabeth Scifres for her hard work and leadership. Ms. Altenburg and Ms. Scifres also expressed thanks and reiterated their belief that with this budget the school district is beginning to gain ground that was lost during the past few years when the state was slashing funding.

b. Consideration to approve FY 20 School Budget.

Motion 1. (See attached.)

Motion:	Elizabeth Scifres	Second:	Kimberly Carr	Vote:	6-0
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Motion 2. (See attached.)

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	6-0
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- c. Consideration to approve the student educational trip for the Cape Elizabeth Robotics Team to Louisville, Kentucky from April 24-27, 2019 for the VEX Robotics World Championship.

Motion:	Kimberly Carr	Second:	Elizabeth Scifres	Vote:	6-0
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- d. Consideration and action to approve the following 2018-2019 administrative and athletic extracurricular personnel nominations:

School	Nominee	Position
Cape Elizabeth Middle School	Matt Whaley	8 th Grade Softball Coach
Cape Elizabeth Middle School	Matthew Caton	7 th Grade Softball Coach
Cape Elizabeth Middle School	Christopher Drake	7 th Grade Boys Lacrosse Coach
Cape Elizabeth Middle School	Per Noreus	Outdoor Track Coach
Cape Elizabeth Middle School	Sarah Jordan	7 th Grade Girls Lacrosse Coach
Cape Elizabeth Middle School	Suzanne Martin-Pillsbury	8 th Grade Girls Lacrosse Coach
Cape Elizabeth Middle School	Dan Sullivan	8 th Grade Boys Baseball Coach
Cape Elizabeth Middle School	Andrew Shorey	7 th Grade Boys Baseball Coach
Cape Elizabeth Middle School	Joey Doane	Outdoor Track
Cape Elizabeth Middle School	Jake Haugevik	8 th Grade Boys Lacrosse Coach
Cape Elizabeth High School	Erin Bogdonovich	JV Girls Softball Coach
Cape Elizabeth High School	Niamh Colpitts	JV Tennis Coach
Cape Elizabeth High School	David Croft	JV Boys Lacrosse Coach
District	Cameron Rosenblum	50% PE/PG Committee Member

Motion:	Hope Straw	Second:	Heather Altenburg	Vote:	6-0
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- e. Consideration of the following policies for first reading. (No vote required.)

- i. IHBEA: English Language Learners
Ms. Straw explained that IHBEA has been updated to reflect contemporary language and current practice.
 - ii. KHC: Distribution of Non-School Materials
Ms. Straw stated that this policy is necessary to ensure the district is consistent in how it responds to requests.
 - iii. FF: Naming of School Facilities
Ms. Straw presented options for how this new policy might read. For example, it might state that school facilities cannot be named for individuals or only for deceased individuals or not place any such restrictions. It might also provide for the creation of an advisory committee but leave decision-making in the hands of the School Board. Ms. Straw asked for input from the School Board and community prior to the next Policy Committee meeting.
- f. Consideration and action to approve the following policies for second reading:
- i. KHB: Advertising in the Schools
Ms. Straw reviewed additions to the policy.
 - ii. BEDB: Agenda
Ms. Straw noted that typos had been fixed and requirements around dissemination added.
 - iii. BEDBA: Agenda Format
Ms. Straw noted that typos had been fixed.

Motion:	Elizabeth Scifres	Second:	Hope Straw	Vote:	5-0
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8. COMMITTEE REPORTS

- a. Policy Committee - Hope Straw

See above.

- b. Technology Committee - Elizabeth Scifres

Ms. Scifres reported that the Technology Committee is about to start work on improving the district’s website and that anyone who wants to be involved in this process is encouraged to get in touch with her.

- c. Dropout Committee - M. Nasir Shir

Mr. Shir stated that this Committee hasn't met recently but is planning to do so before the school year ends.

d. CEEF - Kimberly Carr

Vice Chair Altenburg stated that Ms. Carr had to leave and that a CEEF report would be provided at the next meeting.

9. **REQUEST FOR FUTURE SCHOOL BOARD MEETING ITEMS**

There were none.

10. **UPCOMING MEETINGS**

- a. School Board Workshop, Tuesday, April 23, 2019, 6:30-8:30 PM, Cape Elizabeth High School Library (if needed)
- b. School Board FY 20 Budget Presentation to the Town Council, Town Council Chambers, Wednesday, April 24, 2019, 7:00-9:00 PM
- c. Town Council Finance Committee Wrap Up, Thursday, April 25, 2019, 7:00-9:00 PM, Town Council Chambers (if needed)
- d. Policy Committee, Tuesday, April 30, 2019, 3:00-4:15 PM, Jordan Conference Room, Town Hall

11. **Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)(A) to consider administrative evaluations.**

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	5-0
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12. **Action following Executive Session to renew a two-year administrative contract for Catherine Stankard.**

Motion:	Hope Straw	Second:	Elizabeth Scifres	Vote:	5-0
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13. **Action following Executive Session to renew a two-year administrative contract for Noel Harroff.**

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	5-0
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14. **Action following Executive Session to renew a two-year administrative contract for Jeffery Thoreck.**

Motion:	Elizabeth Scifres	Second:	Hope Straw	Vote:	5-0
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15. **Action following Executive Session to renew a one-year probationary administrative contract for Delbert Peavey.**

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	5-0
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16. **Consideration to Adjourn**

Motion:	M. Nasir Shir	Second:	Elizabeth Scifres	Vote:	5-0	Time:	8:06 PM
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