

MINUTES

CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

February 9, 2011

7:00 PM

Present: Janet Hoskin, Director, Carolyn Flaherty, Susan Haversat, Stephanie Carver, Fred Sturtevant, Nikki Dresser, Mike O'Connor and Courtney Thoreck

1. **Accepted Minutes from Jan 5th meeting.**
2. **Budget Update:** - This year's budget was completed in a format that was set by the Interim Superintendent. Some highlights: 2% salary increase for staff; Reorganization of community services staff – July 1, 2011 the plan is to develop/hire an administrative position to replace Kathy Maxwell (who has left). For the rest of the current school year, a long-term sub will be utilized (40 candidates applied, 12 applicants had a phone interviews and 5 were scheduled for in-house interviews); farm house has full occupancy; CS received \$30,000 in state funding which wasn't anticipated; a day camp option for Middle School students is back in the budget; carried forward the adult ed subsidy in estimated budget. The commission reviewed the budget and fully supported it.
3. **Online Registration:** Extended school care registrations and facilities reservations are still not up and running through ActiveNet. Not ready to accept pool registrations and memberships but the building of the window in the pool area has begun. All camp registrations will hopefully be able to go thru ActiveNet. People will have to pay first and then sign up for individual classes at a later time – they'll have to meet 1 on 1 with CS staff. Reporting is still an issue, still unable to download reports into excel to manipulate the data the way the staff needs it.
4. **Pool/Fitness Center:** Andrew Kemp wants to buy new fitness center equipment but there is currently no money to do so. The new slide at the pool was a huge success at the February open house. Pool schedule will be changing 2/19/11 to reflect slide only hours and general open swim hours. Different options will be available to purchase advance tickets for open swim. Those details are still being ironed out. Splash parties will also be changing their registration process and fees.

5. **Summer Camp:** Summer camp is ready for kids in grade 1 – 9. All kids will be housed at the High School. MS Camp will operate Monday thru Friday from 9:30 – 2:30; Day camp will operate Monday thru Friday 9:00 – 2:30. Kelly Phinney will be the director of MS camp and Leslie Young will be the director of the Day Camp. There is an extended care option for the camp from 7:15 – 5:30. There will also be TNT trips for MS kids in 6,7,8 and 9. Leslie Young and Kelly Phinney will be handling all interviews for the camp counselor positions.

6. **Public Relations:** CS has identified that they need to work in this area – need to target emails about open classes, upcoming programs – needs to utilize Trish Wasserman’s email that goes out to most MS and HS families.

7. **Summer Brochure:** Target date to get out to families is 4/1/11.

8. **CSAC 2011 Goals:** Worked on goals for the Town Council. Fred will be sending an email to Dave Sherman outlining our goals and to ask for an extension on getting him more details. The plan of advisory commission is to finish these goals at our next meeting, March 2.

The meeting was adjourned at 9:00 PM.

Submitted by Secretary

Susan Haversat