

Community Services Advisory Commission Meeting
April 2, 2014
6:30 PM

Present: Deb Butterworth, Nikki Dresser, Beth Mylroie, Trish Brigham

Staff: Russell Packett

1. **February minutes** were presented.

2. **“Heard on the Street Update”**

- Bridge Group which had been occupying the large meeting/gym space in Community Services has relocated to a space in S. Portland. This opens up the space for Community Service programming which has greater revenue generating opportunities than the informal arrangement with the Bridge group allowed.
- Russell may have some budget savings at the end of the current fiscal year. If so, remaining funds will be used for the construction of bathrooms in the pre-school section of the building (allowing for the installation of card-swipe doors for entrance/exit to that classroom area) or for construction of a small, fenced-in playground area in the grassy area at the end of the building (replacing the playground structure on the HS grounds which has been condemned and scheduled for removal this Summer).
do so, assuming that money from local share continues to be available for equipment replacement.

3. **"Big Picture" Pool- Priority Use**

- To allocate pool time in an equitable fashion particularly during peak demand time (November through February) the Committee proposed a Priority Use list. The Cape Elizabeth Facilities and Transportation Guidelines and Procedures served as a reference point, so that Community Services was consistent, when appropriate. Russell and his Department will continue to work collaboratively with all groups interested in using the pool in an attempt to balance, “supply and demand” with the financial challenges inherent in pool operations and recognition of the fact that the pool is a community asset.
- This priority list will be used in instances when conflicts may arise. Priority 1) Community Services and its programs, Priority 2) Cape Elizabeth Schools, Priority 3) Private Cape Elizabeth – based groups, Priority 4) All other groups including Special Interest Groups/Nonprofits and Non-Resident groups. “Length of service/amount of time committed to pool use in a given period of time will be taken into consideration when allocating time to groups within the same priority level.

4. **Community Needs Assessment**

- Sarah was unable to commit Critical Insight to shepherd a CEHS STP student who could assist with survey development.
- Beth will talk to Ted Jordan at the HS about lining up an available STP student to assist the Committee in late May in the process of developing survey questions. The next CSAC meeting

scheduled for **Wednesday, May 21 @ 6:30PM** will be dedicated to creating a list of approximately 10 survey questions, within the following categories: access, facilities, programs and cost. Committee members are asked to begin thinking about possible questions prior to the May meeting and researching surveys that have been utilized by other Community Service departments. We hope that our STP student might be able to join us at the May meeting.

- During the months of September/October the survey will be piloted so that we can assess the strength of the questions in generating useful data. Pilot groups: Community Service class members; all school staff and faculty during the First All-Staff meeting at the end of August. Colorful, half-page surveys will be placed on the tables in the HS Cafeteria and school staff will be asked to complete the surveys. Based on this exercise, the Committee will assess the quality of the survey as a tool for generating useful data.
- Beth will request the assistance of Ted Jordan and his AP Government Class in implementing the survey on Election Day in early November. The Committee will tabulate results in November/December and plan to report out to the School Board in January 2015.

The meeting adjourned at 7:30PM. Next meeting is scheduled for Wednesday, May 21 6:30 PM at Community Services.

Respectfully submitted,

Trish Brigham