

A regular business meeting of the School Board was held on Tuesday, October 11, 2016 at 7:00 p.m. in the Cape Elizabeth Town Hall Council Chambers. An executive session immediately preceded.

School Board members present:

Heather Altenburg
Michael Moore
Joanna Morrissey
Barbara Powers
Elizabeth Scifres, Chair
John Voltz

Maggie Gleason, Student Representative

Howard P. Colter, Interim Superintendent of Schools

Absent: Susana Measelle Hubbs, Vice-Chair
Kinnon McGrath, Student Representative

Ms. Scifres called the meeting to order at 7:00 pm.

1. **ADJUSTMENTS TO AGENDA** - *Item 6c in the evening's agenda was addressed before other items on the evening's agenda. Item 6d was tabled.*
2. **APPROVAL OF SCHOOL BOARD MINUTES** –
 - a) School Board Retreat, Tuesday, September 13, 2016
 - b) Executive Session, Tuesday, September 13, 2016
 - c) Regular Business, Tuesday, September 13, 2016
 - d) Workshop, Tuesday, September 27, 2016- Mr. Moore made a motion to approve the slate of minutes as presented. Ms. Morrissey seconded. (Approved 6-0)
3. **COMMENTS BY STUDENT REPRESENTATIVES** - High school representative, Maggie Gleason; spoke briefly on items of interest from the students' perspective.
4. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** [per SBoard Policy BEDH] – *none*
5. **COMMUNICATIONS**
 - a) **Special Services Department** – Jessica Clark provided an overview of the department.
 - b) **Superintendent's Report** - Superintendent Colter updated the Board on items of interest and provided an overview of current student enrollment.
 - Cumberland County Emergency Management is vetting the **district's crisis plan**.
 - **Teacher evaluation plan** – currently in place and will be the subject of October 25 Board Workshop. A group observed Falmouth School's process recently. This collaboration is expected to continue.
 - **K-12 Professional Development Committee membership and draft job description** – In response to requests from staff to have more say in priorities for professional development a representative group of K-12 staff has been formed for

this purpose. Heather Altenburg and Elizabeth Scifres will represent the Board. School staff members will receive a stipend for their service.

- **High School course enrollments with fewer than 10 students (per policy IIB)** – Superintendent Colter recommended no changes to low-enrollment courses provided by Principal Shedd.
 - **2017-2018 School Calendar Committee** – a K-12 representative group of parents, staff, and administrators will meet on October 19 at 3:30pm.
- c) **Board Chair’s Report** – Ms. Scifres outlined board goals discussed following the September retreat. While a formal document remains undrafted, the topics discussed were: Superintendent search, K-12 Alignment, Climate and Culture, Proficiency-Based Education, Teacher Evaluation System, and Resource Allocation. Ms. Scifres proposed the establishment of a representative group of board members and teachers and staff meeting regularly for the purpose of improving communication and building relationships.

6. NEW BUSINESS

- a) **Consideration to appoint School Board members to the Maine School Boards Association’s (MSBA) Annual Assembly taking place on Thursday, October 27, 2016** – Mr. Moore motioned for approval. Mr. Voltz seconded. (Approved 6-0)

Joanna Morrissey Delegate
Elizabeth Scifres Alternate Delegate

- b) **Consideration to approve the following 2016-2017 administrative, athletic, and co-curricular personnel nominations** Mr. Moore motioned for approval of the slate as presented. Ms. Powers seconded. (Approved 6-0)

HIGH SCHOOL

Ted Jordan Dept Head – Social Studies
Carolyn Young Booktalk
Shawn Guerrette Science Olympiad
Lauren Tarantino Environmental Club
Sarah Collins Visual Arts (1st and 2nd semesters)

MIDDLE SCHOOL

Sarah Boeckel basketball, girls' gr 8
Andrew Wood basketball, girls' gr 7

- c) **Consideration of the following School Board policies/procedures for first reading.** *No vote required.* Ms. Powers provided a thorough overview of first reading policies presented. She said there will be no changes to *policy KCE*.

- KCD/r – Public Gifts/Donations to the Schools/procedure
- JB – Transgender Students

d) **Consideration to appoint School Board representatives to the Negotiation Committee(s)**

[Cape Elizabeth Educational Administrators Association & Cape Elizabeth Education (Teachers) Association] –
-- **TABLED item to special business meeting on October 18, 2016.**

7. **COMMITTEE REPORTS** –Mr. Voltz gave a brief update on the Town’s Spurwink Committee.
8. **SCHOOL BOARD AGENDA REQUESTS** – Mr. Moore requested a definition or scope of professional development that would be addressed by PD Committee. Ms. Scifres proposal for the establishment of a representative group of board members and teachers/staff meeting regularly for the purpose of improving communication and building relationships.
9. **ANNOUNCEMENTS OF UPCOMING MEETINGS** – There will be a **School Board Finance Cmte/Workshop** meeting on Tuesday, October 25 beginning at 6:30 pm in the High School Library Learning Commons (LLC) on the topic of the teacher evaluation plan; the board will also discuss resolutions proposed at the MSBA annual assembly. The School Board will hold an **Executive Session and Special Business meeting** on Tuesday, **October 18, 2016 at 7pm** in the **Jordan Conference Room** (Town Hall) to appoint future negotiation committee membership. The **2017-2018 School Calendar Committee** will meet on October 19 at 3:30pm in the Middle School LLC. The **Policy Committee** will meet on Tuesday, November 1 at 6:30pm in the Lower Level Conference Room (Town Hall). The next regular School Board Business Meeting will be held on Tuesday, November 8, 2016 at 7pm in the Town Council Chambers.
10. **ADJOURNMENT** – Ms. Powers made a motion to adjourn. Ms. Morrissey seconded.
(Approved 6-0)

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Howard P. Colter
Interim Superintendent of Schools