

A Regular Business meeting of the School Board was held on Tuesday, December 12, 2017 at 7:00 p.m. in Cape Elizabeth Town Hall Council Chambers. An Executive Session immediately preceded.

School Board members present: Heather Altenburg, Vice-Chair
Kimberly Carr
Susana Measelle Hubbs, Chair
Elizabeth Scifres
M. Nasir Shir
Hope Straw
John Voltz
Emily Healy, Student Representative

Howard P. Colter, Interim Superintendent of Schools

Absent: Alison Ingalls, Student Representative

Superintendent Colter called the meeting to order at 7:00 pm.

1. **CONSIDERATION TO ELECT BOARD OFFICERS AND COMMITTEE APPOINTMENTS -**

a) Election of Board Chair: **Susana Measelle Hubbs** - *Superintendent Colter called for nominations. Elizabeth Scifres nominated Susana Measelle Hubbs. Ms. Measelle Hubbs was appointed unanimously.*

b) Election of Board Vice-Chair: **Heather Altenburg** - *Ms. Measelle Hubbs called for nominations. Ms. Scifres nominated Heather Altenburg. Ms. Altenburg was appointed unanimously.*

c) Appointment of Committees *(as discussed at Board Caucus Dec 11):*

STANDING COMMITTEES

Finance: **John Voltz**, Chair; with full Board membership - *Ms. Measelle Hubbs called for nominations. Ms. Altenburg nominated John Voltz as Chair.*

Policy: **Elizabeth Scifres**, Chair; and **M. Nasir Shir & Hope Straw**, Members (2) membership - *Ms. Measelle Hubbs called for nominations. Ms. Altenburg nominated Elizabeth Scifres as Chair, and M. Nasir Shir and Hope Straw as members.*

- Slate of Finance and Policy committee nominations were appointed unanimously.

COMMITTEE APPOINTMENTS - *Ms. Measelle Hubbs called for nominations. Ms. Altenburg read a list of nominations. Ms. Measelle Hubbs made a motion to approve.* - Slate of Committee nominations were appointed unanimously.

PATHS General Advisory Board: Hope Straw

Student Wellness Committee: Kimberly Carr & John Voltz

Technology Steering: M. Nasir Shir

Transportation Appeals: Hope Straw

Buildings and Grounds: Kimberly Carr

Negotiations: Elizabeth Scifres & Hope Straw

ADVISORY COMMITTEES - *Ms. Measelle Hubbs called for nominations. Ms. Altenburg read a list of nominations. Ms. Measelle Hubbs made a motion to approve the slate as presented.* - Slate of Advisory Committee nominations were appointed unanimously.

Legislative Liaison(s): John Voltz & M. Nasir Shir, alternate

Dropout Prevention Committee: Kimberly Carr

Town Comprehensive Plan 2019 Ctme: Susana Measelle Hubbs

Calendar (2018-19 academic year): Heather Altenburg & Kimberly Carr

Town Spurwink Building ReUse Cmte: Heather Altenburg & John Voltz

2. ADJUSTMENTS TO AGENDA - none

3. APPROVAL OF SCHOOL BOARD MINUTES -

- a) Executive Session, Tuesday, November 14, 2017
- b) Regular Business, Tuesday, November 14, 2017
- c) Executive Session, Thursday, November 16, 2017
- d) Workshop, Tuesday, November 28, 2017

- Ms. Carr made a motion to approve the slate of minutes as presented. Ms. Altenburg seconded. (Approved 7-0)

4. COMMENTS BY STUDENT REPRESENTATIVES - High school representative Emily Healy spoke briefly on items of interest from the students' perspective.

5. COMMENTS FROM PUBLIC ON AGENDA ITEMS - none

6. COMMUNICATIONS -

- a) **Budget Review Process** – Superintendent Colter provided an overview of the draft 2019 budget schedule. A copy was provided by Business Manager/Municipal Controller Cathy Messmer and was included in the meeting's agenda materials.
- b) **Principals' updates** – *Due to inclement weather, building administrators were not in attendance.*
- c) **Elementary and Secondary Education Act (ESEA) Application** - Superintendent Colter provided an overview of the district's ESEA Application. A copy of the Application was provided by Director of Teaching and Learning Cathy Stankard, and was included in the meeting's agenda materials.
- d) **Superintendent's Report** - Superintendent Colter briefly updated the Board on items of interest within the district
 - resignation of ELL teacher Joni Hewitt; will be filled, in-house, through the remainder of the school year by Marlene Potter
 - State requested school district's submit 'regionalization effort grants'. Cape and Scarborough currently collaborating on school nutrition, exploring potentially adding custodial services, and other districts.
 - Emergency response plan work continues
 - A serious bus driver shortage remains; unfortunately, not unique to Cape
 - Next year, Cape Elizabeth's Special Education program will be audited by the State.

7. NEW BUSINESS

- a) **Consideration to approve the re-appointment of Smita Sonti, M.D. as school health advisor.** (Note: pursuant to Title 20-A M.R.S.A section 6402-A) - Ms. Scifres motioned for approval as presented. Ms. Altenburg seconded. (Approved 7-0)
- b) **Consideration to approve the following policies as presented** - Ms. Scifres motioned for approval of the slate of policies as presented. Ms. Altenburg seconded. (Approved 7-0)
 - BCB: Board Member Conflict of Interest
 - DJE: Bidding/Purchasing Requirements
 - DJH: Purchasing and Contracting Procurement Staff Code of Conduct
 - JLCD: Administering Medication to Students
 - JLCDA: Medical Marijuana in Schools
- c) **Consideration and discussion of the following policy for first read only** - The draft presented was based on recommendations offered by Maine School Management Association and with the involvement of our school nurses.
 - GBGAA-R: Bloodborne Pathogens Plan

- d) **Consideration and action to approve the following 2017-18 athletic co-curricular personnel nomination** - Ms. Scifres motioned for approval as presented. Ms. Altenburg seconded. (Approved 7-0)

HIGH SCHOOL

Keenan Erikson Indoor Track Asst.

- e) **Consideration and discussion of Cape Elizabeth's 2018-2019 School Year Calendar for first read-only.** - Ms. Altenburg spoke briefly to the development of this draft presented.

8. **COMMITTEE REPORTS** - **Buildings & Grounds Committee** reviewing Pond Cove/Middle School's cafetorium and High School's athletic/weight room areas. Architect will be presenting at a January Board meeting open to the public. **Superintendent Search Committee** will have its final meeting on Thursday. The public is invited to meet finalist, Dr. Donna Wolfrom, this Friday at 6:30pm in Town Hall.
9. **BOARD AGENDA REQUESTS** - *none*
10. **ANNOUNCEMENTS OF UPCOMING MEETINGS** - The next *Town Comprehensive Plan* meeting will be on January 3 at 7:00pm in the Jordan Conference Room. There will also be a public forum on January 25 in Town Hall. **Policy Committee** will meet next on Tuesday, January 23 at 5:30pm in the High School Library. *Town Spurwink Building Reuse* Committee meeting will be held on December 18. **Buildings and Grounds Committee** will meet this Thursday (Dec 14) at 2pm in the High School Conference Room.
11. **ADJOURNMENT** - Ms. Straw made a motion to adjourn. Mr. Shir seconded. (Approved 7-0)

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Howard P. Colter
Interim Superintendent of Schools