

A regular business meeting of the School Board was held on Tuesday, June 12, 2018 at 7:00 p.m. in the Cape Elizabeth Town Hall Council Chambers. An executive session immediately preceded.

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

Howard P. Colter, Interim Superintendent of Schools

Absent: Emily Healy, Student Representative

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

1. **ADJUSTMENTS TO AGENDA** - *none*

2. **APPROVAL OF SCHOOL BOARD MINUTES** –

- a) Workshop, Monday, April 30, 2018
- b) Executive Session, Tuesday, May 8, 2018
- c) Regular Business, Tuesday, May 8, 2018
- d) Executive Session & Special Business, Thursday, May 10, 2018
- e) Workshop, Tuesday, May 22, 2018
- f) Executive Session, Tuesday, May 22, 2018

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

3. **COMMENTS BY STUDENT REPRESENTATIVES** - High school representative, Ali Ingalls, 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) **Pond Cove Assistant Principal of the Day, Jacob Wood** - Assistant Principal Forrey-Petti introduced student assistant principal of the day.
- b) **Recognition of Retirees** – Retiring staff – **Michael Efron** (37 yrs), **Wendy Theriault** (25 yrs), and **Deborah Jordan Pearson** (33 yrs) – were individually recognized by their building principal.

A brief reception (intermission) immediately followed.

- c) **District 2017-2018 Common Sense Education® certification** - Jonathan Werner and Amanda Kozaka provided an overview of the certification process.
- d) **Cape Special Education Alliance (Cape SEA)** - Jennifer Brooking provided an overview of CapeSEA's development and plans for formalizing the group in the way a school booster or parent association would, for the purpose of future fundraising, continuing education, and information-sharing.
- e) **Comprehensive Needs Assessment and Consolidated Plan (CNA/CP)** - Cathy Stankard provided an overview of the plan development process. The plan is required to be submitted every 5 years as part of Every Student Succeeds Act (ESSA).
- ~~f) **Leadership Team Updates**
 - ~~PEPG (teacher evaluation) Plan (included below)~~
 - ~~Principals~~
 - ~~Business Manager~~~~
- g) **Superintendent's Report, including June's district student enrollment** - Superintendent Colter provided an overview of Cape's **PEPG (teacher evaluation) Plan** and implementation realities. Cape's committee recently had a conversation with Freeport School Principal Julie Nickerson to learn how their model is working. Superintendent Colter updated the Board on items of interest. **Student enrollment as of 1 June 2018 is 1,597.** High School teacher **Sarah Harrington** has submitted her resignation.

6. NEW BUSINESS

- a) **Consideration to approve the collective bargaining agreement for the Cape Elizabeth Education Association Administrative Support Personnel and Educational Technicians I dated July 1, 2018 to June 30, 2021.**
- Ms. Scifres motioned for approval. Ms. Altenburg seconded. (Approved 7-0)
- b) **Consideration to approve the collective bargaining agreement for the Cape Elizabeth Education Association Educational Technicians II and Educational Technicians III dated July 1, 2018 to June 30, 2021.**
- Ms. Carr motioned for approval. Ms. Altenburg seconded. (Approved 7-0)
- c) **Consideration to approve the collective bargaining agreement for the Cape Elizabeth Education Association Bus Drivers, Custodian, Food Service, and Maintenance Mechanic dated July 1, 2018 to June 30, 2021.**
- Ms. Straw motioned for approval. Ms. Carr seconded. (Approved 7-0)
- d) **Consideration to approve the Planning Time Letter of Intent between the School Board and CE Education Association (CEEA)** - Ms. Scifres motioned for approval. Ms. Altenburg seconded. (Approved 7-0)
Discussion: Elizabeth Scifres explained this letter comes as a result of an agreement during negotiations with the teachers' union to revisit inequities around planning time,

particularly at the elementary school. Originally, both parties agreed to pursue this through policy creation. However, overtime the development of this document seemed the best course of action.

e) **Consideration to approve the following job description:**

~~Student Services Coordinator (Middle School)~~ *tentatively re-named, Social Worker II*

- Mr. Shir motioned for approval of Student Services Coordinator job description as presented. Ms. Scifres seconded.

Discussion: Ms. Straw expressed concerns with position/title differences between this and the position allocated for in the SY19 budget. Superintendent Colter and Principal Eastman further explained a social worker's scope of work is largely IEP-related and relatively narrow. There is a need to address the larger school population (80% do not have IEPs) for those not requiring therapeutic-level interventions. Further discussion focused around considering the modification of Cape Schools' existing 'social worker' job description or creating a second-tier social worker position.

- Ms. Scifres motioned to amend the original motion to **revise the job title to 'Social Worker' (from 'Student Services Coordinator') and direct administration to work on the 'social worker' job description further.** Ms. Altenburg seconded.
(Approved 7-0)

f) **Consideration of the following policies/administrative procedures for first reading (no vote required).** --Ms. Scifres provided an overview of the policy committee work presented for first reading this evening.

- GCF-R: Transferring and Hiring Certified and Licensed Professional Employees (administrative procedure)
- IKB-R: Homework (administrative procedure)
- JLCB: Immunizations of Students and Communicable Diseases

g) **Consideration to approve the Superintendent's nomination of new personnel for the 2018-2019 school year:**

Amy DeVries - High School Science Teacher

Kyle Morey - Middle School Assistant Principal

Danielle Scully - Kindergarten teacher

- Ms. Carr motioned for approval. Ms. Scifres seconded. (Approved 7-0)

- h) **Consideration to grant the Superintendent of Schools authority to hire school personnel, excluding administrative positions which will require Board approval, during the summer.**

- Ms. Scifres motioned for approval. Ms. Carr seconded. (Approved 7-0)

Discussion: Ms. Scifres mentioned looking forward to seeing next school year's stipend nominations on an agenda soon.

- i) **Consideration to approve the following 2017-18 co-curricular personnel nominations**

HIGH SCHOOL

John Sundling Technical Director (1/3 of stipend)

Rebecca Willey Musical Director

Christine Marshall Theater Assistant (2/3 of stipend)

- Ms. Carr motioned for approval. Ms. Scifres seconded. (Approved 7-0)

- j) **Consideration to approve the following 2018-19 co-curricular personnel nominations**

HIGH SCHOOL

Ben Raymond Soccer, Boys' Varsity

David Croft Soccer, Boys' JV

Charlie Carroll Soccer, Boys' Asst. (booster funded)

Graham Forsyth Soccer, Girls' Varsity

Don Burke Soccer, Girls' JV

Andy Strout Soccer, Girls' Asst. (booster funded)

Andrew Lupien Cross Country

Mark McCauley Cross Country Asst.

Diane Nicholson Field Hockey, JV

Aaron Filieo Football, Varsity

Jim Clark Football Asst. (50% of stipend)

Ernie Salamone Football Asst. (50% of stipend)

Chris Mims Football Asst.

Peter Weare Football Asst. (booster funded)

Ryan Piper Football Asst. (booster funded)

Nate Davis Football Asst. (booster funded)

Sarah Boeckel Volleyball

Jean Lavallee Volleyball, JV

Roger Rioux Volleyball 1st Team (booster funded)

Jacob Rutt Ice Hockey, Varsity boys'

DISTRICT

Wendy Derzawiec District Webmaster

- Ms. Scifres motioned for approval. Mr. Voltz seconded. (Approved 7-0)

- k) **Consideration to approve Cape High School Football team trip to Camp Caribou (Winslow, ME), August 13-18, 2018.** [per SBoard Policy IHOA]
- Ms. Scifres motioned for approval. Ms. Straw seconded. (Approved 7-0)

- l) **Approval of monthly financials included as part of the business meeting agenda materials**
- Ms. Scifres motioned for approval. Ms. Carr seconded. (Approved 7-0)
Discussion: Voucher documents were signed by the Board. [Copies of documents being referred to are available online as part of this meeting's agenda materials/minutes - https://www.capeelizabeth.com/government/elected_officials/school_board/meeting_materials/home.html.]

7. **COMMITTEE REPORTS** – Ms. Measelle Hubbs spoke to activities of the Town Comprehensive Plan committee.

8. **SCHOOL BOARD AGENDA REQUESTS** – Ms. Scifres suggested it might be a high priority to meet with Superintendent Wolfram, in a retreat forum, sooner than later.

Ms. Measelle Hubbs expressed her condolences to the family of former school board member, Mary Townsend.

The School Board expressed its thanks to out-going Superintendent Howard Colter for his guidance and service over the past two years.

9. **ANNOUNCEMENTS OF UPCOMING MEETINGS** – none

10. **ADJOURN** – Ms. Altenburg made a motion to adjourn. Ms. Scifres seconded. (Approved 7-0)

The regular business meeting was adjourned at 10:05 p.m.

Respectfully submitted,



Howard P. Colter
Interim Superintendent of Schools