

**DRAFT**

**CAPE ELIZABETH SCHOOL DISTRICT  
MINUTES OF THE NEEDS ASSESSMENT COMMITTEE**

November 7, 2018  
6:30PM Cape Elizabeth High School

**Committee Members Present:**

Dr. Donna Wolfrom	Superintendent
Matt Sturgis	Town Manager
Jessica Sullivan	Town Council Chair
Catherine Messmer	Business Manager
Peter Esposito	CESD Food Director
Susana Measelle Hubbs	School Board Chair
Kimberly Carr	School Board
Elizabeth Scifres	School Board
Jeffrey Shedd	CEHS Principal
Jeff Thoreck	CEHS Athletic Director
Doug Worthley	CEHS Science Department Chair and Varsity Track Coach
Sarah Boeckel	CEHS Health and PE Teacher and Girls Varsity Volleyball Coach
Troy Eastman	CEMS Principal
Caitlin Ramsey	CEMS Music Teacher
Jason Manjourides	PCES Principal
Erin Taylor	PCES Nurse
Jill Abrahamsen	Community Member/Parent
Peter Anderson	Community Member
Carla Bryant	Community Member/Parent
DJ Nelson	Community Member/Parent
Tim Thompson	Community Member
Sam Dresser	CEHS Student
Erin Foley	CEHS Student
Maya Nelson	CEMS Student
James Hebert	Colby Company Engineering
Austin Smith	Scott Simons Architects
Seth Wildschutz	Scott Simons Architects

**Public Present:**

Maureen Clancy  
Tom Dunham  
Lauren Glennon  
Terri Patterson  
Jana Zimmerman

**Welcome and Introduction:**

- Dr. Wolfrom welcomed attendees and provided a brief review of the steps leading up to the formation of this committee. Although a Facilities Study was originally included in the FY19 draft budget, it was not included in the final budget due to state funding cuts and a wish for greater community participation. Dr. Wolfrom explained that the committee charge will be to

## DRAFT

gather information on all structural and safety-related concerns of all three CESD facilities by gathering input from all stakeholders. The ultimate charge of the committee will be to gather sufficient data so that the cost of a thorough Facilities Needs Assessment Study can be determined by Colby Company and a recommendation on whether or not to fund the study can be made to the School Board at the beginning of the FY20 School Board Budget process in January 2019.

- Dr. Wolfrom then introduced that the focus of this meeting was to look at the health, physical education, and athletic facilities of CEHS — paying particular attention to safety, ADA, and Title IX compliance issues.

### Tour Lead by Mr. Shedd and Mr. Thoreck:

- Mr. Shedd then led the group on a tour of the athletic facilities beginning with the lack of storage in the gymnasium. Mr. Thorek and Mr. Worthley pointed out that the two primary storage closets were used by the volleyball, basketball, track, and indoor track teams, as well as Community Service's youth programs. The storage is dry, but it is tight and requires careful strategizing on how to fit all the equipment back in. There is no outdoor storage which would alleviate the need to transport certain equipment far distances.
- Ms. Boeckel, showed the PE storage room which she said is small and jammed packed with all department equipment in no way easily organized or reached. For example, there are two fitness bikes in storage that go unused most of the time because there is nowhere else to store them conveniently. In addition, Ms. Boeckel said that the laundry room is used by all sport teams, PE, art and woods departments with one dryer and two washers that frequently breakdown. It is an inefficient system.
- Ms. Clancy said that the CEHS football team cannot wash their uniforms as frequently as needed because of overuse and therefore have sent out their laundry for regular commercial cleaning.
- Mr. Thorek answered that they need more storage space and greater efficiency of use.
- Student, Sam Dresser, toured the Athletic Trainer's office space which is where athletes receive treatment, physical therapy, and guidance. The size does not accommodate the number of students requiring the athletic trainer's services and many athletes need to do physical therapy in the small hallway.
- Students, Erin Foley and Sam Dresser, talked about the locker rooms for both boys and girls being inefficient for large numbers of students and athletes — especially if it is a popular time of day. The lockers are old and frequently get stuck and not secure.
- Mr. Thorek pointed out that the tile floor is very hard to clean and that showers and sinks are not ADA compliant. No electrical outlets and not enough sinks or showers.
- Mr. Worthley said that the boys' varsity locker room is not large enough to accommodate full teams and is not equitable when sports overlap. The lockers are broken down and do not fit large equipment.
- Mr. Shedd informed the group that the varsity room was first used as a storage room, but turned into a varsity locker room out of necessity. Swimmers must walk down the hallways to reach the pool and because there are no showers in this room, all athletes must reach the showers through the hallway.

## DRAFT

- Mr. Worthley explained that as more and more sports are realizing the need for weight training and strength and conditioning, the more important and popular the weight room (fitness room) has become. Unfortunately, the weight room is very small and can only safely accommodate 4-5 students. Teams cannot train at the same time. Nor should students bring weights and equipment into the hallways as it becomes a fire hazard by blocking exits. Time wise, it means that students must wait longer times to complete their training.
- Mr. Shedd pointed out that at any given season there are approximately 250-300 athletes participating in sports who are vying for use of the weight room. Not to mention, PE classes which have approximately have 17-24 students per class that cannot receive instruction from the teacher as a result of not being able to accommodate the entire class.

### Feedback From Students and Staff:

- Sam Dresser shared that there is no place before or after games to have team conversations; there is a lack of team meeting space, and the weight room needs to be bigger and better.
- Mr. Shedd provided context for the 2005/2006 renovation. Hannaford Field was created as a result and the track field was resurfaced. The locker rooms were made more compact in order to make room for more storage. The original plan included an “Out Building” but was taken out of the plan for political reasons, not because it wasn’t needed. He said that Hannaford Field is the best example of the “One Town Concept” in successful action. About 80-85% of students participate in at least one sport every year. Every season at least 50% of students are involved in sports.
- Mr. Worthley said that as all sports become more competitive the needs of athletes has changed to include strength training in all sports. Not just with weights, but with stretching and plyometrics — all of which require coach/teacher supervision — for all sports: swimming, diving, cross country, football. A place were you can work a squad where a coach can watch all athletes at the same time to make sure they are doing it properly. Letting them go is not an option. With a strength and conditioning coach available, the only real outlet for this couch is conditioning vs. both.
- Ms. Boeckel added that with PE classes, which are co-ed, there is not space to accommodate entire classes nor an ability to train together. She sees kids who want to go in the weight room, but they can’t because it is already jammed packed. Injury recovery can coincide there.

### Public Comment:

- Ms. Patterson said that the facilities feel woefully inadequate. There is not enough space. Lacking in comparison to other towns. Kids are also sitting out in the rain during games because there is no other space. There is room for improvement.
- Ms. Clancy said that there are challenges with locker room space; indoor track needs to practice at CEMS to practice the shot-put. Hannaford Field doesn’t have outside storage space, no bathrooms, no running water or electricity. Ms. Clancy pointed out that the football boosters club raises money through the snack bar, but is limited in how much it can raise because of lack of electricity and running water.
- Ms. Zimmerman said she was surprised to see how antiquated and unsafe things are. Fortunate that kids are not getting harmed in the weight room — especially since they are

## DRAFT

adolescents. The athletics program houses a huge number of kids who are not being fairly represented in the context of school space. We are always making do. Noticed duct tape in the hallway for making a repair. They need the equipment not only to reach their potential, but so that they can prevent injuries.

### Committee Discussion:

- Mr. Thoreck said that the role of the athletic trainer today is very different from before. Today, they are treating injuries on the field, assessing and treating post injuries and doing preventive training. The CEHS trainer sees about 25 kids daily and easily treats 6-7 kids at one time in a very small space. It is also not private when needed. Kids are forced to rehab in the hallway which is not safe or adequate. Also the location of the athletic trainer's office being located next to the boys locker room can be awkward and intimidating for some female athletes.
  - Storage is in multiple small spaces (in CEHS and CEMS). There is equipment at Gull Crest, Fort Williams and even at Mr. Thoreck's house.
  - Transporting equipment is a real challenge because it is stored far from where it is needed and cannot be moved during the school day. There is a financial and efficiency component to the lack of storage. Monday through Saturday, equipment needs to be moved back and forth. Leaving equipment outside decreases the life of the equipment. Once storage is open there is a security risk because things are unattended during the transport of equipment. The daily process of transporting equipment itself also breaks down the life of the equipment.
  - Feels strongly about the need for a building at Hannaford Field to address the following needs: storage, restrooms that are not portable, and a self-sustaining concession stand. Adding storage at this location would be in an ideally central spot for all sports on or near the turf. This would also free up space within the school building. Despite the exceptional turf, bleachers, and location, the rest of the field's components are way below comparison with other towns. The financial support from various booster clubs is paramount to the teams and most of the money raised comes from the concession stand. Currently, the concession stand is functioning with transported water and power extension cords.
  - Reiterated that he very passionate about these issues as they have a huge impact on athletics and general pride of the staff and students. He grew up in this town and believes that this is the right way to do things by coming together as a town.
- Mr. Thompson asked which year the football team really began to gain momentum and Mr. Shedd said around 2003. Mr. Thompson recognized that the growing popularity of a large number of boys participating in the football program puts new and additional stresses on the facilities. Same goes with the growing popularity of the volleyball programs.
- Mr. Thoreck pointed out that when the turf field was installed, a fund of \$20K per year was set aside for the eventual replacement of the turf — which is now 12 years old and nearing the end of its lifecycle. While the fund will greatly buffer the cost of replacement, it will not be enough.

## DRAFT

- Mr. Sturgis said that money has been set aside annually by the school and the town for the turf's eventual replacement.
- Mr. Anderson wanted clarification about the committee charge which states it will gather information on structural and safety-related concerns. The tour seemed to focus on structure — as it equates to space needs as oppose to literal structures that hold things up.
- Dr. Wolfrom said that the tour was to show challenges, rather than structural issues. A needs assessment would definitely include a look at structural issues like electrical concerns.
- Mr. Anderson asked about what background materials and sketches are available for the committee?
- Mr. Wildschutz confirmed that PDF's are available.
- Ms. Measelle Hubbs said that in general, the committee is being asked to take a step back and simply gather ample information so that Colby Company can eventually form a tight Needs Assessment based on the challenges — if the School Board approves the need to do so and IF it gets included in the ultimate FY20 budget.
- Ms. Scifres suggested that we get video of the athletic trainer's office while in use so that we can actually see what it look like when it is being used by students and athletes.
- Ms. Boeckel also suggested getting footage of the hallways around that athletics department in use.

### Review of Future Tasks, Agenda Items, and Meeting Dates:

- Dr. Wolfrom said that the next meeting will be at the CEMS/PCES cafetorium on November 28th. We will be hearing from principals and students. A video is being made that shows the cafetorium in action. We will hear from Mr. Esposito and how the food service department is coping. We will also be looking at the school from a safety perspective.
- On December 5th we will return to the library to focus on “modernization. Ms. Measelle Hubbs indicated that the first two meetings are to talk about and identify problems/ concerns/etc. that are unsafe or non-compliant. The third meeting will focus on a holistic comparison of the entire school district with other school districts and ways in which we can modernize and improve pride. More of the “wish list” day and an opportunity for the public to share ideas on how to make our schools better and nicer.
- Dr. Wolfrom said that the January 9th meeting will be more open ended and include a discussion of next steps, depending on where we are. Are there more things to look at and what recommendation does this committee want to give to the School Board to move forward or not?
- Dr. Wolfrom also provided an article on implications of Title IX from Drummond Woodsum.
- Mr. Thompson asked how do we plan to keep the public informed and participating in this process?
- Ms. Measelle Hubbs said that they welcome any and all suggestions on how to approach this. In the meantime, minutes from the meetings will be provided and put on line, as well as

## DRAFT

a link to any video footage. Should the School Board include the Needs Assessment cost in the FY20 budget, then further community outreach will be pursued — for example, holding a public forum.

- Mr. Shedd and Ms. Scifres talked about posting any and all video footage on CETV.
- Mr. Sturgis suggested using YouTube to post video.
- Ms. Scifres asked that there be a clarification on what exactly a “needs assessment study” includes.
- Mr. Hebert explained that it is not just looking at the needs of fixing lights, electrical, etc. but to documenting the needs of staff and students so that they can provide a global encompassing everything about all three schools. As they proceed they will look at previous recommendations/studies and compare them to current standards and status of the buildings.
- Mr. Wildschutz said that a Needs Assessment would provide the district with a document that is the most useful for the town and the school. It would prioritize projects related to safety, code, student welfare and health and give a realistic timeline and budgeting plan based on what is most important. It would also go beyond a maintenance plan, and would include developing an improvement-of-systems plan.
- Mr. Austin noted that Colby’s original charge was to look at systems and facilities, but that it quickly evolved into program deficiencies that should be included in the needs assessment.
- Dr. Wolfrom explained that the school has begun working and discussing with the town to coordinate needs and projects.
- Mr. Austin added that identifying all the needs and prioritizing them to come up with pacing and a longterm plan.
- Mr. Thompson said that he would like to get some good answers to “right-sizing” — even though there may be fewer students at the school than in years past, the spacing requirements and staffing requirements and demands have increased. He would like to have answers for the space that is needed and why it is needed.
- Mr. Austin agreed and said that “right-sizing” is the correct approach. For example, what is the appropriate size for the fitness room? Is the expectation, for example, to fit two teams at the same time or four teams at the same time?
- Mr. Wildschutz said that they must consider cost-benefit analysis, national standards and the square-foot cost to provide safety. Then compare trade-offs with a balance of needs.
- Ms. Bryant asked what the difference from last year’s presentation versus this time.
- Mr. Wildschutz said that there wasn’t funding last year either for a needs assessment, but specific projects were targeted along with preliminary design work that would help project costs.
- Ms. Measelle Hubbs compared that last year attempted to take two steps forward by funding a needs assessment and design work — versus this year, where we are scaling back and only taking one step forward by only looking at needs assessment study. Slowing things down to build consensus.

## DRAFT

- Dr. Wolfrom said to be more collaborative in the process and be very transparent.

### Next Meeting:

Wednesday, November 28th from 6:30PM - 8:30PM in CEMS/PCES Cafetorium.

### Adjourn:

8:25PM