

A regular business meeting of the School Board was held on Tuesday, May 8, 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 7:02 pm.

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

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

- a) Budget Workshop, Tuesday, March 27, 2018
- b) Budget Workshop, Thursday, March 29, 2018
- c) Budget Workshop, Thursday, April 5, 2018
- d) Executive Session, Tuesday, April 10, 2018
- e) Regular Business, Tuesday, April 10, 2018

- Ms. Carr 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) **Recognition of Pond Cove School Volunteer** - Principal Manjourides introduced school volunteer, Beth Cary.
- b) **Leadership Team Updates** –
  - Principals Manjourides, Eastman, and Shedd updated the Board on items of interest.
  - Business Manager/Town Comptroller, Catherine Messmer, provided an overview of the school department monthly financial statement including categories/cost centers summary, and the appropriation control/expenditure report (DOE refers to this report as 'budget-to-actuals') information. [*Copies of*

*the 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](https://www.capeelizabeth.com/government/elected_officials/school_board/meeting_materials/home.html)]*

- c) **Superintendent's Report**, including May's district enrollment - Superintendent Colter updated the Board on items of interest. Student enrollment as of 1 May 2018 is 1,595. Interviews are planned soon for the positions of administrative assistant to the superintendent, director of special services, and middle school assistant principal.
- d) **Response to Citizen's Concerns** - Ms. Measelle Hubbs responded to citizen Janet Villiotte's April 2018 correspondence to the town council. [A copy of the response is available online as part of this meeting's agenda materials/minutes - <https://goo.gl/yw79r4>]

## 6. NEW BUSINESS

- a) **Consideration to approve fundraising for the benefit of the Pond Cove Elementary School Playground** [Note: pursuant to school procedure, [DF-R Fundraising](#).]  
*Discussion:* Pond Cove School Nurse, Erin Taylor, provided a brief overview of the planning done to date in support of renovating this community resource  
- Ms. Altenburg motioned for approval. Ms. Scifres seconded. (Approved 7-0)
- b) **Consideration to approve High School teacher Bill Brewington's ~~proposal~~ concept for the installation of a science lab greenhouse on school grounds** [Note: pursuant to school procedure, [DF-R](#).]  
- Ms. Altenburg motioned for approval. Ms. Scifres seconded.  
- *Discussion:* Mr. Brewington reported having spoken, since last month's meeting, with Director of Facilities Perry Schwarz, and the next step being beginning to raise funds.  
- Ms. Altenburg amended her original motion to instead be "**Consideration to approve High School teacher Bill Brewington's concept for the installation of a science lab greenhouse on school grounds**. Ms. Straw seconded (Approved 7-0)
- c) **Consideration to accept the following CEEF awarded grant with an approximate value in excess of \$15,000** [Note: pursuant to School Board Policy [KCD](#): Gift Acceptance.] - Ms. Scifres motioned for approval. Ms. Altenburg seconded. (Approved 7-0)
  - Multi-modal learning for students receiving speech and language services [by Susan Bahadori]
- d) **Consideration of the following draft job description** - Ms. Scifres motioned for approval. Ms. Altenburg seconded. (Approved 7-0)  
*Discussion:* Principal Eastman explained the job description as being for the newly budgeted 'social worker'. He reported having reflected on his past year here and seeing a need to increase home-to-school support for students who may be falling through the gaps and their parents. This position could more closely monitor attendance for underlying issues, begin work on a 'restorative justice' model for behaviors, and

developing an 'academy' support similar to the high school. Fiscally, this position would be budget-neutral. There had been another position slated to come out of a special education grant and into the local budget; instead it will remain. The final job title may be subject to change. This will return 12 June for a second reading and final board approval.

- **Home/School Service Coordinator (Middle School)**

e) Consideration to approve the Letter of Intent from the Cape Elizabeth Education Association (CEEA)

- Ms. Altenburg motioned for approval. Ms. Scifres seconded.

- *Discussion:* Ms. Scifres stated there was to be a memorialization of the importance of teacher planning time [following the teacher negotiations]. While this draft is a beginning, further time to review is required

- Ms. Carr made a motion to **Table the Vote to Approve the Letter of Intent from the Cape Elizabeth Education Association item to a future business meeting.** Mr. Shir seconded. (Motion to Table Approved, 7-0)

f) **MOTION: Pursuant to 20-A MRSA sections 1486(2) and 2307, the form of Notice of Amounts Adopted at Town Council Meeting be approved, and that the Superintendent of Schools be authorized and directed to complete said Notice in accordance with the meeting at which the school budget is approved, and to cause said notice, as completed, to be delivered to the Town Clerk for display at all polling places for the school budget validation referendum to be held following the meeting at which the Town Council approves the school budget**

Motion: Ms. Scifres Second: Ms. Altenburg Vote: 7-0

g) **MOTION: Pursuant to section 1485(4) of Title 20-A, that the Superintendent of Schools be authorized, after the close of the fiscal year in order to address audit related adjustments that may be needed, to transfer not more than 5% of the total appropriation for any cost center in the current fiscal year operating budget to another cost center or among other cost centers, provided that the total current fiscal year operating budget shall not be increased by such transfers**

Motion: Ms. Altenburg Second: Mr. Voltz Vote: 7-0

h) **Approval of monthly financials, included as part of the business meeting agenda materials**

Motion: Ms. Altenburg Second: Mr. Voltz Vote: 7-0

7. **COMMITTEE REPORTS** – Ms. Scifres reported that Negotiations committee work is wrapping up. Ms. Carr reported that the Buildings and Grounds committee is considering the creation of a building committee. Ms. Scifres updated the board on Policy Committee work, including the hiring of professional staff, homework, and vaccination procedures. Ms. Measelle Hubbs spoke to activities of the Town Comprehensive Plan committee.
  
8. **SCHOOL BOARD AGENDA REQUESTS** – Ms. Carr requested to have teacher evaluation process added to a future agenda. Mr. Voltz requested to schedule a future conversation around planning for a joint stakeholder meeting around school and town resources. --Ms. Measelle Hubbs reported that Mr. Voltz's suggestion would be the topic of discussion for the 22 May 2018 Workshop.
  
9. **ANNOUNCEMENTS OF UPCOMING MEETINGS** – School Board **Policy Committee** will meet on **June 4** in the Wm. Jordan Conference Room (Town Hall) at 3PM.
  
10. **ADJOURN** – Ms. Scifres made a motion to adjourn. Ms. Altenburg seconded. (Approved 7-0)

The regular business meeting was adjourned at 9:00 p.m.

Respectfully submitted,



Howard P. Colter  
Interim Superintendent of Schools