

Cape Elizabeth School Board
 REGULAR BUSINESS MEETING
 Minutes
 Tuesday, September 11, 2018
 6:30 P.M.
 TOWN COUNCIL
 CHAMBERS

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| <input checked="" type="checkbox"/> | Heather Altenburg | <input checked="" type="checkbox"/> | Kimberly Carr | <input checked="" type="checkbox"/> | Susana Measelle Hubbs | <input checked="" type="checkbox"/> | Elizabeth Scifres | <input checked="" type="checkbox"/> | M. Nasir Shir | <input checked="" type="checkbox"/> | Hope Straw | <input checked="" type="checkbox"/> | John Voltz |
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| <input checked="" type="checkbox"/> | Julia Thoreck | <input checked="" type="checkbox"/> | Piper Strunk |
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AGENDA

Call to Order/Pledge of Allegiance

The meeting was called to order at 6:30 PM by School Board Chair Susana Measelle-Hubbs. Following the call to order, the Board recited the Pledge of Allegiance.

1. ADJUSTMENTS TO AGENDA

There were no adjustments to the agenda requested by the Board.

2. APPROVAL OF SCHOOL BOARD MINUTES

a. Special Business Meeting, Tuesday, August 28, 2018

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| Motion: | Elizabeth Scifres | Second: | Kimberly Carr | Vote: | All Approved. |
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3. COMMENTS BY STUDENT REPRESENTATIVES

4. This was the first Board meeting for the two new student representatives who are Julia Thoreck and Piper Strunk. The Board Chairperson requested the new members to make a few comments on some events occurring in the schools. The students spoke about the following topics:

a. Intruder in the schools- The students spoke about having open discussions with the administration, teaching staff and students about up to date research on what needs to be done if an intruder enters your school and threatens individuals. They are practicing drills and are using a new lock system that has been built by one of the students to add an extra security layer to the existing doors.

b. Upper-Links: The students spoke about a new program called Upper-Links which was developed to connect freshman students with upper-class man to provide a better transition to high school. It is a mentor program where the upper-class man can connect with freshman on studying at the high school level and provide them social opportunities such as a “cookie ticket” to the cafeteria or an ice cream social.

5. COMMENTS FROM PUBLIC ON AGENDA ITEMS [per SBoard Policy BEDH]

There were no comments from the public on agenda items.

6. ADMINISTRATIVE REPORTS

a. Principals

Pond Cove Principal Jason Manjourides was the first to speak concerning updates at the elementary school. Jason spoke about the school summer read the faculty and staff participate in called “Eight Habits of the Heart: Embracing the Values that Build Strong Families and Communities”

He also spoke about some professional development his staff just completed called “Responsive Classroom”. All the teaching staff K-4 have now completed this training. Responsive Classroom is an evidence-based approach to education that focuses on the strong relationship between academic success and social-emotional learning.

The third item Jason spoke about was a social skills program which they just launched at Pond Cove which is called “Peaceful Pond Cove”. The purpose of this program is to foster positive behavior and social skills that extend beyond the classroom. He said the program also includes teaching proper behavior skills on the bus in conjunction with Pat Fowler from Transportation Department.

Middle School Principal, Troy Eastman, gave the Board an update of the programs they are launching this year. The schedule has been changed for the middle school this year to increase the amount of academic time. Troy also wanted to give kudos to the custodian and maintenance staff who did quite a few projects in the school over the summer.

This year the middle school has launched a new social/emotional classroom curriculum in conjunction with the school nurse Jill Young and the school social workers. The students will receive approximately thirty social skills lessons throughout the year.

The last item Troy spoke about was a grant they received through the Thompson Family and CEEF to do a yearlong mental health awareness program which is called, “You Will Be Found @ CEMS”. The first part of the program will be launched Thursday night in the Cape Elizabeth Middle School Library for a panel discussion concerning navigating mental health during adolescence. On Friday, a full school assembly will occur to discuss the same topic and will be facilitated by a group called “No Stigma” .

High School Principal, Jeff Shedd, spoke about effort the high school community is focusing on concerning high school preparedness in the case of an emergency. Statistically students are safer in school than they are s driving a car, but the reality of the time that there needs to be conversations regarding the general concepts of how to respond with the goal of getting people out of the building if possible. He displayed a device which was built by a student to increase the security of the doors when the school is in lock down. He said staff members have been trained on how to use this device and he reported that a majority of classrooms have been equipped with this new device.

b. Director of Special Services

The new Director of Special Services, Del Peavey, thanked the Board for hiring him. He reported that he is entering his third week of employment and things are going well. He gave an update on staffing levels in the special education department and said for the most part they are fully staffed. He mentioned this was good news because in many districts they are starting the year with unfilled positions. He said the only open positions were for an Ed Tech at the middle school and a full-time school psychologist. The department has hired Dr. Beverly Strzok on a contractual basis to do evaluations until a full-time psychologist is hired. Del said they are currently servicing 155 special education students in the Cape Elizabeth School Department and 24 students are currently in the referral process.

c. Director of Teaching & Learning

The Director of Teaching and Learning, Cathy Stankard, spoke about the early release professional development days which begin next Wednesday. At the elementary school, they will be looking at the

Proficiency Based Education process. At the middle school they will be discussing setting up learning targets for the year into their grade books, and at the high school, they will be studying and reviewing the SAT data from last year and looking at trends for the students of Cape Elizabeth High School.

d. Business Manager

Cape Elizabeth School Department Business Manager Catherine Messmer presented the Board with some new formatted financial statements they had requested. She explained the changes to the financials. They now include grant balances. She asked the Board for feedback on what items they are looking for in the reporting of the monthly financials. The Board said they would like to have the previous year’s status on the report as well as a guideline on what all the code numbers meant ,such as if they are a grant or general fund code. Catherine also reviewed how she analyzes the reports on a monthly basis to see which accounts are being overspent and which ones are in alignment with the progress they made last year.

e Superintendent’s Report

Superintendent of Schools Donna Wolfrom told the Board the opening of school had gone relatively smoothly. In the transportation department, the school had a recent resignation of a school bus driver which resulted in being short one bus driver. She told the Board many school districts are seeing a shortage of bus drivers. Transportation Coordinator Pat Fowler was able to combine two bus routes and make it work with one less bus driver.

Dr. Wolfrom reviewed the enrollment summary for the month and said the school was beginning the year with twenty-three fewer students than in June. The class which was showing the biggest drop was the junior class at the high school. Principal Jeff Shedd believed it possibly could be due to several students studying abroad in their junior year. The good news is the kindergarten class enrollment is at 109 this year which is significantly higher than last year. Dr. Wolfrom said the Board would be working on time line creation for the budget process this year and have already begun meetings with the town council and Matthew Sturgis to set up these up.

NEW BUSINESS

7. Consideration to support strategic planning process:

Dr. Wolfrom spoke to the Board about how the current strategic plan for the district had expired. She said it was time to consider working on another plan. She spoke about the benefits of hiring an outside facilitator to coordinate the process. The approximate cost to hire a facilitator would be approximately \$5,000.00. The Board asked her where the money would be coming from, and she said she would be working with the district’s Business Manager to determine if there was money available in the administration lines.

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| Motion: | Elizabeth Scifres | Second: Heather Altenberg | Vote: | All Approved. |
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8. Consideration to acknowledge the student educational trip to Greece during April, 2019 and the impact it has on the school district:

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| Motion: | Heather Altenberg | Second: Elizabeth Scifres | Vote: | All Approved. |
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9. **Consideration to approve the job description for District Mentor:**

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| Motion: | Elizabeth Scifres | Second: | John Volz | Vote: | All Approved. |
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10. **Consideration and action to approve the following 2018-19 administrative and athletic extracurricular personnel nominations:**

| School | Nominee | Position |
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| Cape Elizabeth High School | Brian McDonald | Strength & Conditioning Coach |
| Cape Elizabeth High School | Marie Cross | 10 th Grade Class Advisor |
| Cape Elizabeth High School | Sarah McKeown | 9 th Grade Class Advisor |
| Cape Elizabeth High School | Stephen Price | Tech Assistant |
| Cape Elizabeth Middle School | Joey Doane | Assistant Cross-Country Coach |
| Pond Cove Elementary School | Chip Babineau | Student Support Team Member |
| Pond Cove Elementary School | Rosemary Ginn | Student Support Team Leader |
| Pond Cove Elementary School | Debbie Butterworth | Student Support Team Member |
| Pond Cove Elementary School | Bri Gallagher | Student Support Team Member |
| Pond Cove Elementary School | Jon Delisle | Student Support Team Member |
| Pond Cove Elementary School | Rosemary Ginn | Content Leader- ELA |
| Pond Cove Elementary School | Melissa Richard | Content Leader- Math |
| Pond Cove Elementary School | Kate Zellers/Julie Merriam | Content Leader- Science |
| Pond Cove Elementary School | Karen Ferry | Content Leader- Social Studies |
| Pond Cove Elementary School | Amanda Marsden | Team Leader-Grade K |
| Pond Cove Elementary School | Linda Alfiero | Team Leader-Grade 1 |
| Pond Cove Elementary School | Kaili Gallant | Team Leader-Grade 2 |
| Pond Cove Elementary School | Sarah Adams | Team Leader-Grade 3 |
| Pond Cove Elementary School | Ingrid Whitaker | Team Leader-Grade 4 |
| Pond Cove Elementary School | Thomas Charltray | Team Leader-Allied Arts |
| Pond Cove Elementary School | Chip Babineau | Team Leader-Special Education |
| Pond Cove Elementary School | Becky Bean | Chorus-Grade 4 |
| Pond Cove Elementary School | Thomas Charltray | Elementary Robotics |
| District | Catherine Cornell-Danielle Scully | District Mentor |
| District | Laura Ellis-Jessica Miller | District Mentor |
| District | Mel Oliver-Mike Young | District Mentor |
| District | Aysun Simpson-Amy deVries | District Mentor |
| District | Jill Young-Sarah Hanson | District Mentor |
| District | Mary Dulac-Michael Adrian | PLCSS Mentor |

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| Motion: | Elizabeth Scifres | Second: | Hope Straw | Vote: | All Approved. |
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11. Consideration of the following policies first reading (no vote required):

- IKB- Homework: The Board reviewed the policy and some Board Members felt the district had not gone far enough to define the guidelines for the district and that there needed to be different guidelines based on academic grade levels. They felt the assignments need to be taught in class and homework needs to be a review of what students already learned in class. The Board asked the committee to go back and consider these changes to the policy and then make sure, once it is approved, to adequately communicate this policy to parents.
- JJIF-Management of Concussions and other Head Injuries: Chairperson Elizabeth Scifres reviewed the changes which were made in committee to bring the policy up to date with the current guidelines on how to evaluate and teach concussion management. Cape Elizabeth School Nurse, Deb Braxton spoke to the Board to request a change in the policy that requires the high school to do impact base line testing for concussions. The physicians she has worked with the past they have not requested the base line results however students have to be cleared by the student’s physician before they can return to play.
- JJJ-High School Co-Curricular and Extra-Curricular Activities Eligibility: Chairperson Elizabeth Scifres reviewed the changes to the policy and how they have updated the policy. Cape Elizabeth School Principal Jeff Shedd spoke to the Board and said in this updated policy they had removed the habits of work aspect of the eligibility.

12. Consideration and action to approve the following policy as presented for second reading:

- JJCB-Immunization of Students and Communicable Diseases: Chairperson Elizabeth Scifres spoke to this second reading and said the changes were basically bringing the policy up to date with state law.

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| Motion: | Heather Altenburg | Second: Elizabeth Scifres | Vote: | All Approved. |
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13. Committee Reports

There were no committee reports.

14. Request for future School Board Meeting items

There was no request for future Board Meeting items.

15. Upcoming Meetings

- Policy Committee- September 24, 2018, 3:00-4:00 PM, Central Office
- School Board Retreat-September 25, 2018, 12:00 PM-3:00 PM, SMCC
- School Board Workshop- September 25, 2018, 6:30 PM, CEHS Library

16. Consideration to Adjourn

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| Motion: | Elizabeth Scifres | Second: | Kimberly Carr | Vote: | All Approved | Time: | 8:30 PM |
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