

Cape Elizabeth School Board
REGULAR BUSINESS MEETING Minutes
Tuesday, October 9, 2018
6:30 P.M.
TOWN COUNCIL
CHAMBERS

Heather Altenburg Kimberly Carr Susana Measelle Hubbs Elizabeth Scifres M. Nasir Shir Hope Straw John Voltz

Julia Thoreck Piper Strunk

AGENDA

Call to Order/Pledge of Allegiance

1. ADJUSTMENTS TO AGENDA

There were no adjustments to the agenda.

2. APPROVAL OF SCHOOL BOARD MINUTES

a. Regular Business Meeting, Tuesday, September 11, 2018

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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3. COMMENTS BY STUDENT REPRESENTATIVES

- The Junior class is organizing spirit week at Cape Elizabeth High School. In the past, it was being planned by a small group of students but the reps are seeing a larger number of students participating and feel it has become more inclusive.
- PSATs are being administered to freshman thru juniors at Cape Elizabeth High School. The student reps said once they have their scores from the PSATS, they are able to use a free online program thru Khan Academy which will test students in the areas needing improvement based on their PSAT scores.

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

There were no comments by the public.

5. PRESENTATIONS:

• **Justin Alfond- Full Plates/Full Potential**

Justin Alfond was the guest presenter for this meeting. He works for the nonprofit organization Full Plates/ Full Potential. It is a statewide agency that looks at how food access to students influences their success in school. Mr. Alfond reviewed Cape Elizabeth District's data from April of this year and found the following information:

- Of the 95 students who were eligible for free/reduced breakfast/lunch many did not partake in this benefit.
- The breakdown of these students by location are: 31 high school students, 32 middle school students, and 32 elementary students.
- The organization looks at the best practices in other districts to increase the number of students who are utilizing the free/reduced lunch program and shares this with participating districts.
- One example of best practice is "sample testing" new recipes with the students and getting their feedback

on the recipes before they add it to the menu.

- Several schools try to reduce the stigma of students being singled out for having free/reduced lunch. One of the examples of this is by having breakfast in the classroom instead of having the students who are eligible be separated from their peers, as they are currently required to eat their free breakfast in the cafeteria.
- Mr. Alfond said that districts such as Cape Elizabeth often are unaware that hunger exists in their community. One way to help with this is to reach out to those families who have not registered for free/reduced lunch and offer help in registering for this program.

6. ADMINISTRATIVE REPORTS

a. Principals

Jeff Shedd- Principal of Cape Elizabeth High School:

- Mr. Shedd said the participation rates for Cape Elizabeth High School Students registered in the PATHS program has almost tripled from previous years. There are currently 16 students registered for the program in a variety of different disciplines.
- Assistant Principal Nate Carpenter and Principal Shedd are having conversations concerning internship programs in which students would be interested in areas not currently offered at PATHS or Cape Elizabeth High School.
- Mr. Shedd said the Director of PATHS will be doing a presentation to all sophomores at Cape Elizabeth High School to increase interest and attendance at PATHS for the following year.
- Mr. Shedd reviewed the progress of the Freshman Academy. There are currently three sections of Freshman Academy running and they have seen fewer referrals to the assistant principal's office. Nate Carpenter is leading one of these Freshman Academy programs and is able to take care of the problems as they develop. The Freshman Academy currently serves 30-40% of the freshman population.
- Joyce Nadeau, a social worker at the high school, has started a cultural club funded from a grant thru CEEF. This gives the high school students opportunities to participate in cultural activities they have not been involved in such as going to the opera, eating at a Thai restaurant, and going to a play in the Boston area.
- The final area Mr. Shedd spoke about was the Student Activity Fair which was recently conducted at the high school. He said he was proud of the variety of clubs being offered to our students. They range from clubs whose purpose is to play board games, a sewing club, to a beekeeper club.

Troy Eastman- Principal of Cape Elizabeth Middle School:

- Mr. Eastman said the theme for this year at Cape Elizabeth Middle School is engagement. They are also focusing on areas such as personal and mental health and wellness through the "You will be Found @CEMS" This is a discussion focused on how to approach someone if you are concerned about them and what kind of conversations you should have. This is being funded through a CEEF grant and the Thompson Family.
- Another part of the program is planting yellow tulips in the front gardens at the middle school. This program is being run in coordination with the Yellow Tulip Project which is a nonprofit dedicated to smashing the stigma surrounding mental illness and building a community of people who realize that hope happens when youth and community leaders work together.
- Mr. Eastman reported that the social workers in the middle school are working with the students on identifying the difference between perception and reality. He said an accomplishment of the social workers is they have seen every student in the middle school and have had some interaction with them before a problem occurs.
- Mr. Eastman also discussed the Middle School Academy which has been developed. The Middle School Academy is working on emotional and social issues as well as executive functioning skills.

- The final program Mr. Eastman discussed was the Beacon Program. This program was developed for students in grades 5-8 who have shown deficiencies in the area of school attendance and other social and emotional issues.

Jason Manjourides- Principal of Pond Cove Elementary School:

- Mr. Manjourides spoke about the program they have launched called “Peaceful Pond Cove”. He explained to the board that this program involves teaching students appropriate behavior and rewarding them for the good behavior. The rewards consist of a paper chain link which is presented to the student by a member of the faculty or staff who noticed their appropriate behavior. Mr. Manjourides sets goals for how far the chain link should extend, and the school celebrates as a group when they meet this goal.
- Mr. Manjourides said they are informing the parents about the “Peaceful Pond Cove” program by having a family night at the school and also having a kick-off assembly with the students.
- He also spoke about the improvement of the SSTR program for Pond Cove. Recently the board approved a team leader position for an increased stipend and they have found it to be effective in the organization of their weekly meetings every Friday at 7:45 AM.
- Finally, he spoke about the RTI Ed Tech positions which were new to the school last year. He has found with these positions being filled, they have been able to begin the interventions three weeks earlier for the students as compared to previous years.

b. Director of Special Services

Del Peavey- Director of Special Services

- Mr. Peavey reported that the beginning of the school year has been a fast pace. He said many of the students who were referred for special education services in the spring are due now for their evaluation meetings.
- He said as far as staffing is concerned, his department is fully staff, except the hiring of a full-time psychological evaluator. The district is currently contracting for these services until this position is filled.
- Mr. Peavey spoke about some of the professional development he has done including a transition planning meeting at the Department of Education. A requirement for students who are in high school to have a transition plan in their IEP. Another was conducted by Drummond Woodsum concerning chronic absenteeism. The increased interest in absenteeism was driven by special education law and is currently being tracked through the ESSA grant.
- Finally, Mr. Peavey reviewed the data concerning students receiving special education services in the district. There are currently: 158 students receiving services, 56 at the high school, 51 at the middle school, and 51 at the elementary school, along with 24 new students in referral.

c. Director of Teaching & Learning

Cathy Stankard- Director of Teaching and Learning

- Ms. Stankard reviewed with the board how they are tracking academic progress reporting at the middle school level. She reviewed with the board some examples of reporting from a middle school English class and a Math class. She answered questions from board members concerning learning targets and how teachers are challenging students who may have met their learning targets at the beginning of the year.
- She also spoke about the change in HOW grades and how they are calculated. In the past, they were based on such things as turning in homework or showing up for class etc. Currently, HOW grades in the middle school are being assessed on three elements: respect, responsibility, and perseverance.

d. Business Manager

Catherine Messmer- Business Manager

- Ms. Messmer reviewed with the board the financial reports for the month, in particular the interfund balance report. This report shows the grant activity for the month and gives the members a description of the grants compared and their coordinating number.
- Ms. Messmer asked the board for their assistance in identifying the easement fund account. She said she has been unable to identify the source of this fund and what it should be directed to.
- Ms. Messmer reviewed the general fund accounts and said we are currently on target for the year. We are currently one quarter through the year and we have spent 23.5% of the allocated budget.

e. Superintendent’s Report, including October student enrollment

Donna H. Wolfrom- Superintendent of Cape Elizabeth Schools

- Dr. Wolfrom said she and the business manager were charting out the timeline for the budget process for FY20. She said the timeline will be released to the board in the next couple of months.
- She said the business manager also met with the administrative team to discuss their role in the budget process and what their individual time lines were.
- Dr. Wolfrom said the Futures Search Committee will begin their work on December 11, 2019 with Judy Enright who has been hired to facilitate the meeting.
- The district Calendar Committee has been established to design the FY20 academic calendar. The committee consists of various stakeholders including teachers, parents and administration.
- The Facilities Committee has had an initial meeting with Colby Company to discuss where they are in the process and where and when the district should move forward in the process.
- Finally, Dr. Wolfrom discussed the regional job fair which Cape Elizabeth Schools will be participating. Area districts are seeing a need for substitutes in all areas of the school and these districts are working together to recruit and train potential subs for the district.

NEW BUSINESS

7. Consideration to adopt School Board Goals for SY 2018-2019

Motion:	Elizabeth Scifres	Second: Kimberly Carr	Vote:	Unanimous
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8. Motion to vote to authorize \$99,499.00 Lease Purchase Agreement for one (1) school bus, be approved in form presented to this meeting and that a copy of said vote be included in the minutes of this meeting.

Motion:	Heather Altenberg	Second: Kimberly Carr	Vote:	Unanimous
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9. Motion to support the following MSBA resolutions:

- A. CDS Move to Public Schools: The Maine School Boards Association supports the eventual move of programs for 3-to-5-year-olds into public school but only if it is well planned and appropriately funded by the state.

Motion:	John Volz	Second: Heather Altenbug	Vote:	1 approved/6 opposed
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- B. School Safety: To support a public school’s responsibility to keep children safe, The Maine School Boards Association advocates the following comprehensive approach: Ongoing risk assessments not only for active shooter attacks but other disrupters that could put students or staff at risk; Increase focus on social and emotional support; Training on early warning signs around student perpetrators of violence.

Motion:	Kimberly Carr	Second: Heather Altenberg	Vote:	6 approved/ 1 Abstained
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- C. Gun-Free Schools: The Maine School Board Association supports the current state ban on guns, loaded and unloaded, on school property and opposes any legislative attempts to amend that prohibition. The ban is both symbolic and practical.

Motion:	Hope Straw	Second: Elizabeth Scifres	Vote:	Unanimous
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- D. Proficiency-Based Diplomas: The Maine School Boards Association supports the ongoing work toward the implementation of proficiency-based diploma systems in Maine schools. The work to improve proficiency-based systems must be done by educational stakeholders and be in the best interest of all students.

Motion:	Kimberly Carr	Second: Elizabeth Scifres	Vote:	Unanimous
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- E. Special Education Reform: The Maine School Boards Association believes the special education system is created by Congress more than 40 years ago needs to be reviewed and amended on the federal and state level to assure all student needs are being met.

Motion:	Nasir Shir	Second: Elizabeth Scifres	Vote:	Unanimous
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- F. Starting Teacher Pay and Longer School Year: The Maine School Boards Association supports a law change to lengthen the school year to 180 instructional days and 10 days for professional development because there is not enough time in the current calendar to accomplish all that is needed and required. In conjunction with a longer school year, we also support a law change calling for additional state funding to raise the starting teacher salary to \$40,000.00.

Motion:	Elizabeth Scifres	Second: Nasir Shir	Vote:	1 approved/ 6 opposed
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- G. School Attendance at Age 5: The Maine School Boards Association understands how critical early education is to the success of students and believes Maine’s current compulsory attendance age of 7 is too high and out-of-step with the rest of the country. MSBA supports a recommended age of 5, which is typical age of kindergartners in the state.

Motion:	Heather Altenberg	Second: Kimberly Carr	Vote:	7 opposed
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10. **Consideration to affirm the student educational trip to England, France, Belgium and Germany on June 24 - July 3, 2020 and acknowledge the impact it has on the school district.**

Motion:	Hope Straw	Second: Nasir Shir	Vote:	Tabled
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11. **Consideration to approve the student whitewater rafting trip on October 12-13, 2018 from the Cape Elizabeth Outing Club.**

Motion:	Elizabeth Scifres	Second: Nasir Shir	Vote:	Unanimous
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12. **Consideration to approve the student educational trip for the Cape Elizabeth Model UN to Boston, Massachusetts on February 8-10, 2019.**

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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13. **Consideration to approve the student educational trip for the Cape Elizabeth Model UN to Boston, Massachusetts on March 22-24, 2019.**

Motion:	Heather Altenberg	Second:	Kimberly Carr	Vote:	Unanimous
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14. **Consideration and action to approve the following 2018-19 administrative and athletic extracurricular personnel nominations:**

School	Nominee	Position
District	Kim Huchel for Beth Neuts	PLCSS Mentor
District	Cheryl Joys for Jake Haugevik	PLCSS Mentor
District	Mary Dulac	PLCSS Steering Committee
District	Alison Hawkes	PLCSS Steering Committee
District	Chris Newell	PLCSS Steering Committee
District	Win Phillips	PLCSS Steering Committee
District	Kris West	PLCSS Steering Committee
District	Karen Johnson	Cape Olympians .50
District	Elizabeth Mackie	Cape Olympians .50
CEHS	Jim Ray	Boys Varsity Basketball
CEHS	Kevin Fogg	Boys JV Basketball
CEHS	Chris Casterella	Girls Varsity Basketball
CEHS	Sarah Boeckel	Unified Basketball

CEHS	Ben Raymond	Head Coach Swimming
CEHS	David Croft	Assistant Coach Swimming
CEHS	Jacob Rutt	Boys Varsity Ice Hockey
CEHS	Bob Mills	Girls Varsity Ice Hockey
CEHS	Cade Blackburn	Girls Assistant Ice Hockey
CEHS	Doug Worthley	Head Coach Indoor Track
CEHS	Mark McCauley	Assistant Indoor Track
CEHS	Ted Reiner	Nordic Ski
CEHS	Brian McDonald	Indoor Track Strength Coach
CEHS	Connor Hassan	Boys Basketball First Team
CEHS	Mike Bartley	Diving Coach
CEHS	Kirby Saari	Boys Ice Hockey Varsity Assistant
CEHS	Joe Hetrick	Boys Ice Hockey Varsity Assistant
CEHS	Annie Mullen	Girls Ice Hockey Varsity Assistant
CEHS	Erin Hill	Department Chair English
CEHS	Lauren Tarantino	Environmental Club
CEHS	Tom Waecker	Robotics
CEHS	Lisa Melanson	Bartleby Literary Magazine
CEMS	Katrina Aspinwall	French Teacher .75
CEMS	Joey Doane	8 th Grade Girls Basketball
CEMS	Morgan Kerr	7 th Grade Girls Basketball

Motion:	Elizabeth Scifres	Second: Heather Altenberg	Vote:	Unanimous
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15. Consideration of the following policies first reading. (no vote required)

H. JL-Student Wellness

- Ms. Scifres stated the changes in the policy are the result of state mandated changes so that the current policy follows state regulations.
- Ms. Scifres shared the Director of Food Service, Peter Esposito, has purchased a program for the district to allow parents to be aware of carbs and sugars and proteins in certain recipes they use at the schools. Mr. Esposito is currently entering the recipes in the system, so it will be a bit before this program goes live.

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

- JJIF-Management of Concussions and other Head Injuries
- JJJ-High School Co-Curricular and Extra-Curricular Activities Eligibility

Motion:	Heather Altenberg	Second: Hope Straw	Vote:	Unanimous
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17. Committee Reports

- Policy Committee- Elizabeth Scifres- No additional information to add.
- PATHS General Advisory Committee-Hope Straw- Ms. Straw reviewed the data concerning students attending PATHS and shared a conversation she had with one of her associates who has a Cape Elizabeth student interested in the trades. The stigma was that PATHS was not for all students and she said we need to change this stigma.

18. Request for Future School Board Meeting items

- Update on the SRO and how the use of David Galvan full time in the school is going.
- Update on the evaluation process for staff.

19. Upcoming Meetings

- Combined School Board/Town Council Meeting- October 23, 2018, 6:30-8:30 PM, Town Center Fire Station conference room
- Tech Committee Meeting, October 16, 2018 at 2:30 PM
- Policy Committee Meeting, October 30, 2018 at 3:00 PM in the Jordan Conference Room.

20. Consideration to Adjourn

Motion:	Heather Altenberg	Second:	Kimberly Carr	Vote:	Unanimous	Time:	9:24 PM
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