

Cape Elizabeth School Board
REGULAR BUSINESS MEETING Minutes
Tuesday, November 13, 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

- Donna Wolfrom asked to have Joey Doane’s nomination for Middle School Indoor Assistant Track Coach nomination removed from the extra-curricular nominations because it came to her attention that the position wasn’t previous posted per hiring protocol.

2. APPROVAL OF SCHOOL BOARD MINUTES

- a. Regular Business Meeting, Tuesday, October 9, 2018
- b. Emergency Board Meeting, Thursday, October 11, 2018

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

- The Girls Soccer team won the State Title this year and the Boys Soccer Team made it to the Regional Finals.
- The Volleyball Team placed second in the State Tournament.
- The students said they have seen the development of many extra-curricular clubs at the high school. One in particular is the Yellow Tulip Club whose mission is to smash the stigma surrounding mental illness and build a community of people who realize that hope happens when youth and community leaders work together.
- Another program the students spoke about is a youth activist program which is gaining momentum on Instagram whose tag is #YAGS-CHS.
- The final program the students spoke about is the Ted-X talk on December 7, 2018, which will involve the junior and senior class presenting video talks on various subjects throughout the day.

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

- There were no comments from the public.

5. PRESENTATIONS:

Peter Esposito-Director of the Food Service Program for Cape Elizabeth Schools

Mr. Esposito presented to the School Board his proposal to withdrawal from the National School Lunch Program. These were some his of speaking points of his presentation:

- There is a minimal number of students who receive free and reduced lunch at the high school which equals a reimbursement amount of approximately (\$28.00) per day.
- Because of the strict requirements of the Federal Food Program, he is finding students do not like food being made with whole wheat products etc. and they are throwing away large quantities of the food.
- His program will continue to serve the variety of fruits and vegetables as always and has been known to the biggest farm to school program in the area.
- Another issue which was discovered through student surveys is they felt the serving sizes which they were required to distribute were too small to satisfy teenagers and many students ended up purchasing multiple lunches in order to feel satisfied.
- Mr. Esposito felt by removing themselves from the food program, they would be able to provide more recipes from “scratch” as compared to the “processed” ones that met the Food Program requirements.
- Mr. Esposito said by withdrawing from the program and adding back in some of the student favored menu items, they would be able to cover the amount of reimbursement they previously received from the Federal Food Program for the cost of the students participating in the free and reduced lunch programs at Cape Elizabeth High School.
- One Board Member requested they would like to see an annual report on the food program and how we are upholding the district’s wellness policy.

Officer David Galvan- District School Resource Officer

- The newly hired School Resource Officer came to the Board Meeting to provide the Board with an update of what he has been involved in since he has been able to dedicate 100% of his time to the schools this year.
- He said he has been involved with the schools for over 5 years but he has never been fully dedicated to the school’s department because if something came up during his patrols, he wasn’t able to commit to the school programs he wanted to be involved in because his primary obligations was patrol.
- Officer Dave said it has been “business as usual” and has not made any drastic changes to his presence here at the schools. He would like to have the least amount of police involvement as possible.
- Board Members asked him what his typical day looks like. Office Dave described some of the daily duties he is involved in. He is sharing an advisory group with John Holdridge for freshman students. Susana Measelle Hubbs read a letter John Holdridge submitted to her praising him for his interaction with students in the advisory group. He has been participating in lunch duty at the high school and has been working with the elementary and middle school administrators with any issues that they bring to his attention and creating relationships with students on all school levels.
- On a district level, Office Dave has been an important member of the District’s Emergency Management Committee and has been working with Superintendent Wolfrom to update the emergency plan for the district.

6. ADMINISTRATIVE REPORTS

a. Principals

Jason Manjourides, Principal of Pond Cove Elementary School

- Principal Manjourides was the first to present about his appreciation for Office Dave and what an impact he has had on the positive teaching to Pond Cove students.
- Principal Manjourides said he went on a field trip to the Center for Grieving Children in Portland. The profit from the school book fair totaled \$600.00 was used to purchase books for the center. Principal Manjourides was able to tour the facility, learn about volunteer opportunities, and get a perspective about what they do and how their work there is changing lives on a daily basis. Parent Heather Reeves suggested Pond Cove donate the profits from the book fair to the center.
- Next, Principal Manjourides spoke about the evaluation process at Pond Cove. He said they are looking at performance levels and growth for teachers. As part of the evaluation process, he has been doing a lot of mini observations and learning a lot about the teachers and has set professional goals with the teachers.
- Finally, Principal Manjourides said teachers are observing their colleagues in the form of peer visits. He reflected on a recent visit he did in kindergarten classroom and said if you want to observe teaching at its best to learn about prompting, clarity and follow through, one should observe a kindergarten class.

Troy Eastman, Principal of Cape Elizabeth Middle School

- Mr. Eastman reviewed the evaluation process for the middle school staff. He said he has been doing mini observations as part of the this process.
- Mr. Eastman introduce a new evaluation program at the middle school in which each teacher has the opportunity to do three-one day peer visits at a location of their choosing either within the district or outside of the district. This is something new they have been able to do this year with the creative scheduling of the guidance office, and the new social work position. It allows the teacher to have a full day professional development leave at no cost to the district. The students received guidance and social work lessons while the teacher is away getting their chosen professional development. As part of their evaluation process, teachers are required to do a write up of one of the three observation days.
- Mr. Eastman spoke about the staff professional development they had on November 6th. In the morning they did an executive functioning workshop lead by the new social worker Sarah Hanson. In the afternoon, a workshop was conducted by Sara Needleman on proficiency-based education.

Jeff Shedd, Principal, Cape Elizabeth High School

- Mr. Shedd discussed with the Board what a profound impact Officer David Galvan has had on the Cape Elizabeth High School community. He said he has been working with Assistant Principal Nate Carpenter to work out student issues without having to go to the legal limits. He said in previous years, Cape Elizabeth High School has been known for vaping in the boy's bathroom, but since Officer Dave has been around, this has been basically nonexistent.
- Mr. Shedd said Officer Dave has been working with administration to "get to know" the students who may need some guidance in their lives or some positive influences and they have seen some good outcomes with him building the relationships with these students.
- Mr. Shedd said he was doing mini observations as well at the high school and described it as the best part of his day because he gets to go into the classrooms and see what the students are learning. He described the process as once the observation is complete, a debrief is done within 48 hours with the teacher, and then the goals are documented in Teachpoint, the evaluation software.

b. Director of Special Services

Del Peavey- Director of Special Services- Cape Elizabeth Schools

- Mr. Peavey spoke about the professional development his staff did on November 6th. He worked with the related service providers which are the OT's, PT, SW, Psychologists, and Behavior Specialists . The goal for this workshop was to research professional rubrics to base their evaluations on. They also began writing goals for their evaluations.
- In the afternoon, he worked with the high school special education teachers on how to write transition plans for students.
- Also, his department did a series of webinars on 504 trainings designed by Drummond/Woodsum.
- Mr. Peavey also discussed the upcoming audit he was preparing for and was preparing the files for the first self-assessment section which was part of the audit.
- Mr. Peavey reviewed his portion of the evaluation process. He works in collaboration with building administrators to do mini observations for teachers and other related service providers between all three of the schools.
- The special education data for the district remains at 161 special education students in Cape Elizabeth School Department.

c. Director of Teaching & Learning

Cathy Stankard, Director of Teaching & Learning: Ms. Stankard reviewed the “big picture” concerning the evaluation process for the district. She said for continuing contract teachers they receive five mini observations per year and for probationary teachers they receive six mini observations per year. Below is some of the details of the evaluation process that Ms. Stankard reviewed with the Board:

- The PE/PG process is a two-year planning process which includes goal setting for professional learning and growth for the teacher.
- As part of the evaluation process, each teacher participates in one peer visit.
- At the end of the three-year evaluation process, there is a summative rating of the evaluation process done for each teacher.
- All the evaluations for Teachers, Ed Technicians and Related Service Providers are recorded in a software package called “Teach Point”. This is the first year the district has been able to record the Ed Techs and Related Services Providers in this software and they are working on creating rubrics and goal setting for these staff members.
- Finally, Ms. Stankard said the MEA results has been released by the Department of Education and the district is hoping to release the results before Thanksgiving to parents/guardians and report out on district results soon.

d. Business Manager

Catherine Messmer- Business Manager- Cape Elizabeth Schools: Ms. Messmer began the meeting briefly reviewing the financial reports she submitted for the month.

- Ms. Messmer the district has spent 33.62% of the budget so far this year, which was in line with what she has predicted we should be at. She said if you look at some of the line items, the percentage of spending would indicate as high as 90% spending. She said the reason for this is the district does a lot of their pre-buying of items in the summer, so it would inflate these line items.
- Ms. Messmer reviewed with the Board the updated interfund report. This is a report which

was created with the assistance of the auditors. She described it as a “work in progress and said she is working with administrators to make it user friendly and easily readable.

e. Superintendent’s Report, including October student enrollment

- Dr. Wolfrom reviewed the October enrollment report for October. She said overall the district is down 21 students from the previous year and enrollment has risen 4 students from the previous month’s numbers.
- Dr. Wolfrom explained the enclosure of the Budget draft document which was included in the board packet. She explained this was a draft document of proposed dates for budget meetings for the FY20 year. She said some of these locations may be changing as they are looking at moving the meetings back to council chambers to improve the video quality of the recording of these meetings.
- Dr. Wolfrom and the Business Manager will be meeting with the administrators beginning in January to discuss their budget proposals and staffing needs.
- Dr. Wolfrom announced a new program launched by the Department of Education for the Seal of Biliteracy on diplomas for students who show proficiency in mastering two or more languages. She said Cape Elizabeth Language Teachers are looking at rubrics to evaluate when these students meet this competency.
- The Superintendent discussed her role in the evaluation process. She is responsible for evaluation all Principals as well as the Director of Teaching and Learning and The Director of Special Services. She said these groups have done a self-assessment and are working on goal setting and action steps and rubrics to evaluate.
- Dr. Wolfrom discussed the success of the recent combined Town Council/School Board Meeting in October facilitated by Craig Freshly. It was determined to be beneficial and an additional meeting was scheduled for December.
- Finally, Superintendent Wolfrom spoke about a transfer of funds she did from an account titled Cape Coalition which was for substance abuse which is no longer in existence. The amount of the fund total was \$830.00. The total fund balance was transferred to the Cape Olympians which is the group that sponsors the Special Olympics Program at Cape Elizabeth Schools.

OLD BUSINESS

Susana Measelle Hubbs & Heather Altenburg- “Drive in Chair Workshop” review.

- Ms. Measelle Hubbs spoke about the workshop she attended with Ms. Altenburg titled “Drive in Chair Workshop.” The workshop was intended for Board Chairs and Vice Chairs or people who were going to be voted into those positions. Below are some of the items that were discussed at the workshop:
- It spoke about the Chair of the Board and that they serve many roles such as planner, spokesperson, facilitator, caretaker, etc.
- She said she heard about a concept called “consent agendas” The purpose of this to bundle many of the resolutions together that don’t require long discussions to save the Board time to discuss other topics.
- Also, she heard about a Board self-evaluation process. She said she would like to do this and will look into it.
- Finally, she spoke about the minutes of the Board. She said they are legal documents and it is important for members to review the minutes for accuracy.

John Volz- Resolution Results.

- Mr. Volz said there was a lively discussion at the caucus and they were able to vote on all of the proposals. A new one was introduced which was not discussed originally with this Board.
- He said the CDS resolution was amended to say it shall be fully funded by the state. This would allow the burden to not be put solely on the district to fund this program.

- Also, an additional resolution was added to tap into the “rainy-day” fund to add an addition \$30,000 to aid to the infrastructure projects to improved school buildings.
- Mr. Volz said proficiency-based education was supported, but the resolution supporting a proficiency-based diploma was not supported.

NEW BUSINESS

7. Motion to approve the withdrawal of Cape Elizabeth High School from the National School Lunch Program.

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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8. Consideration and action to approve the following 2018-19 administrative and athletic extracurricular personnel nominations:

School	Nominee	Position
District	Nathan Carpenter	Unified Basketball Coach .50
Middle School	Joe Doane, Sr.	7 th Grade Boys Basketball
Middle School	Joey Doane, Jr.	8 th Grade Boys Basketball
Middle School	David Shields	Expansion Boys Basketball
Middle School	Christopher Drake	Middle School Swimming
Middle School	Laura Ellis	Middle School Swimming
Middle School	Joe Doane, Sr.	Middle School Indoor Track
Middle School	Cheryl Joys	Middle School Indoor Track Asst. .50
High School	Jeff Davis	Alpine Skiing
High School	Jeffrey Mitchell	JV Girls Basketball
High School	James Anderson York	Asst. Girls Varsity Basketball

Motion:	Heather Altenberg	Second:	John Volz	Vote:	Unanimous
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9. Consideration of the following policies first reading. (no vote required)

Elizabeth Scifres said most of the changes had to do with bringing the policies up to state and federal guidelines. She said the only other one that was worked on extensively was policy ADC, which was worked on in collaboration with School Nurse Deb Braxton. It brings the electronic cigarettes issue to a higher level to be prohibited on all areas on campus. Ms. Scifres also said she worked on the chemical hazards policy and with the district’s Chemical Hygiene Officer Doug Worthley.

- JLCC- Communicable/Infectious Diseases
- EBAA- Chemical Hazards
- IHBAL- Grievance Procedure for Persons with Disabilities
- ADAA- School System Commitment to Standards for Ethical and Responsible Behavior
- ADC- Use of Tobacco Products and Electronic Nicotine Delivery Systems

10. Consideration and action to delete the following policy as presented:

- KLF- Community Services Program
- KLF-R Community Services Program- Guidelines
- JLCCA- AIDS (HIV) Attendance Policy

Motion:	Hope Straw	Second: Elizabeth Scifres	Vote:	Unanimous
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11. Committee Reports

- Policy Committee- Elizabeth Scifres
- PATHS General Advisory Committee-Hope Straw
- Tech Committee- M. Nasir Shir

12. Request for Future School Board Meeting items

13. Upcoming Meetings

- November Workshop- Date/Time/Location TBA
- Policy Committee Meeting, November 27, 2018, 3:00 PM, Jordan Conference Room, Town Hall.

14. Consideration to Adjourn

Motion:	John Volz	Second:	Elizabeth Scifres	Vote:	Unanimous	Time:	8:50 PM
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