

Cape Elizabeth School Board
 REGULAR BUSINESS MEETING Minutes
 Tuesday, December 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"/> Laura DeNino |
| <input checked="" type="checkbox"/> Julia Thoreck | <input checked="" type="checkbox"/> Piper Strunk | | | | | |

AGENDA

Call to Order/Pledge of Allegiance

1. CONSIDERATION TO ELECT BOARD OFFICERS AND COMMITTEE APPOINTMENTS -

1. Election of **Board Chair**: Susana Measelle Hubbs

Motion:	Heather Altenburg	Second:	Kimberly Carr	Vote:	Unanimous
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2. Election of **Board Co-Vice-Chair**: Kimberly Carr & Heather Altenburg

Motion:	Laura DeNino	Second:	Hope Straw	Vote:	Unanimous
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3. Appointment of Committees *(as discussed at Board Caucus Dec 10)*:

STANDING COMMITTEES

Finance Chair: Elizabeth Scifres ; with full Board membership **Policy**: Hope Straw, **Chair**; and Laura DeNino & Elizabeth Scifres, **Members (2)**

Motion:	Kimberly Carr	Second:	Heather Altenburg	Vote:	Unanimous
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COMMITTEE APPOINTMENTS

PATHS General Advisory Board: Susana Measelle Hubbs
Student Wellness Committee: Heather Altenburg & Laura DeNino

Technology Steering: Elizabeth Scifres

Transportation, Appeals: Hope Straw

Buildings and Grounds: Kimberly Carr

CEEF: Kimberly Carr

Motion:	Hope Straw	Second:	Elizabeth Scifres	Vote:	Unanimous
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ADVISORY COMMITTEES

Legislative Liaison: Hope Straw/Alternate: Elizabeth Scifres

Dropout Prevention Cmte: M. Nasir Shir

Calendar (2019-2020 academic yr): Heather Altenburg & Kimberly Carr

Town Comprehensive Plan 2019 Cmte: Susana Measelle Hubbs

Motion:	Heather Altenburg	Second:	Kimberly Carr	Vote:	Unanimous
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1. **ADJUSTMENTS TO AGENDA**

2. **APPROVAL OF SCHOOL BOARD MINUTES**

- a. Regular Business Meeting, Tuesday, November 13, 2018

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

- The students said they just received their PSAT scores and they are able to work on their scores and improve them through a program offered to Cape Elizabeth School students, Kahn Academy.
- The representatives said they had outstanding feedback from their TedX day and had a thank you note they wanted to present to the School Board which thanks them for approving the program and their support of the program over the years and especially this year.

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

5. **PRESENTATIONS:** Chair of the Board, Susana Measelle Hubbs presented the following certificates to students for their outstanding athletic performances this fall. The students were recognized by all of the Board members. At the end of the presentation, the Athletic Director took a group photo with the Board and Superintendent Wolfrom. Lila Gaudrault- Class B Girls Cross Country State Champion Cape Elizabeth High School Girls Soccer Team Class B State Champions- Coaches- Graham Forsyth, Andy Strout, Don Burke and the Girls Soccer Team.

- Susan Dana, National Certified Spanish Teacher for the Middle School. She recently completed her CEEF grant with her students titled “ CEMS Learns with the World” and presented the results. Ms. Dana spoke about how her students connected with students from northern Spain and worked on a UN global initiative. The purpose of this collaborative was to improve their language and tech skills and use such tech skills as key note and I movie and to post on social media. As part of their final project, they designed a reusable grocery bag with its own unique logo. At the end of their presentation, they handed out one of their unique grocery bags to each of the members of the School Board. Ms. Dana said the purpose of this assignment was to push out the walls of the student’s learning to give them a more global feel to their education.

6. ADMINISTRATIVE REPORTS

a. Principals

- Troy Eastman, Principal ,Cape Elizabeth Middle School: Mr. Eastman said they have survived the first semester and are figuring out the HOW grades work. They will be conducting a survey soon for the faculty on how they think the new grading system is working.
- He said the sports season is in full swing and students are currently participating in basketball and ping pong. They have also had their first dance of the year. Mr. Eastman said it was great to see middle school students having a great time.
- Jeff Shedd, Principal, Cape Elizabeth High School: Mr. Shedd reviewed with the Board the success of the recent TedX program and some feedback he received. He reviewed the variety of performances such as piano playing of some original music to Irish step dancing with an 11 lb. dress, thanks to all of the students and faculty, it took to pull off production like this.
- On another note, Mr. Shedd spoke about one of his early release Wednesday professional development days. The purpose of this was the teachers lead mini workshops for other teachers on their areas of expertise. He said he felt it was highly successful.

b. Director of Special Services

- Del Peavey, Director of Special Services, Cape Elizabeth School Department: Mr. Peavey discussed some professional development he attended with special education teacher Cheryl Joy. The seminar was put on by Drummond Woodsum and the topic was special education eligibility. He said the course was very helpful and confirmed what they were doing in Cape Elizabeth is correct. Another professional development his department was partaking in on the early release Wednesdays were Ed Tech collaboration meetings with the Case Managers or Special Education Teachers. This is something they have been requesting for some time and have not been able to do.
- Mr. Peavey discussed the hiring of Kristen Rollins on a contractual basis to do the psychological testing for the district. He said the district is still short one FTE position of a psychological examiner and it is currently being filled periodically by Dr. Beverly Strzok.
- Mr. Peavey said the DOE changes for the IEP regulations changes are currently on hold for now and are schedule to change sometime in January.
- The current special education data for the district is: 163 special education students, 60 at Pond Cove, 52 at the Middle School and 51 at the High School. 60 Students are in referral and 2 students are outplaced.

c. Business Manager

- Catherine Messmer, Business Manager, Cape Elizabeth School Department: Ms. Messmer said we are 41.67 percent through the fiscal year and we have spent 40.71% of our current budget, which gives us a little bit of a surplus. She said this is a good thing going into the new year. She also wanted to point out for the Board Member a change she made on one of the reports. She broke out the federal grants separately on the report, so the Board will be able to see all of the balances individually.

d. Superintendent’s Report, including December student enrollment

- Superintendent Wolfrom reviewed the December enrollment report. Currently we are down 22 students overall from the previous year.
- Superintendent Wolfrom reviewed some of the changes occurring in the high school cafeteria now that they are not participating in the National School lunch program. She had a recent meeting with Food Service Director Peter Esposito and he discussed such changes as: bringing back the Chef of the month featuring area chefs from restaurants in the area, bagels which were requested by students, and meals where local senior citizens can come into the lunch room and eat with students.
- She also discussed the first meeting of the strategic planning committee meeting that took place on December 11th. The next meeting involving the public would be in March on the 15th and 16th and would be on an invitation basis.
- Finally, Superintendent Wolfrom spoke about the development of the 2019-2020 academic calendar. The committee is being charged with only having 5 days out of synch with the vocational school. She said the difference in our calendar had to do with the parent/teacher conference days. She said a survey just went out to teachers to survey them on their preference on what days they preferred. The results will be reviewed at the next calendar meeting in January.

NEW BUSINESS

7. Consideration to approve the re-appointment of Smita Sonti, M.D. as the school health advisor. (Note: pursuant to Title 20-A M.R.S.A section 6402-A)

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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8. Consideration to formally accept the CEEF Grant awarded on November 19, 2018, for the update of the CEMS Staff Room in the amount of \$10,820.00.

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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9. Consideration and action to approve the following 2018-19 administrative and athletic extracurricular personnel nominations:

School	Nominee	Position
Cape Elizabeth High School	Sarah Collins	Art Club

Cape Elizabeth High School	Brian McDonald	Indoor Track Assistant (Withdrawal from Strength and Conditioning Coaching Position)
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Motion:	Kimberly Carr	Second: Hope Straw	Vote:	Unanimous
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10. Consideration of the following policies first reading. (No vote required)

- JJIBD-Athletic Policy- Sanctioning of Sports: This was recoded from JJIF and updated to be used as a guideline on how sports “new” sports should be brought forth and recognized by the district.
- JJID-Image Management (Logos): This policy was created because the district didn’t have one on file. The district was recently approached by a local vendor to use the “CE” logo and this policy outlines when the logo can be used.
- EBCC- Bomb Threats: This updates the policy and guidelines and protocols on when a bomb threats happens.
- BCC- Nepotism: This sets clear guidelines when you have people who are related working together in the district.
- BBA: School Board Powers and Responsibilities: This outlines for the Board their responsibilities and when they have powers to make decisions.
- JJIAA- Private School Students- Access to Public School Co-Curricular , Inter-Scholastic and Extra-Curricular Activities.: This is a guide for the district to advise parents of private schools students of what they have access to as far as extra curricular and inter scholastic activities.

11. Consideration and action to approve the following policies for second reading:

- 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

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

- Policy Committee- Elizabeth Scifres

- PATHS General Advisory Committee-Hope Straw
- Needs Assessment Committee- Kimberly Carr
- Town Comprehensive Planning Committee- Susana Measelle Hubbs
- Tech Committee- M. Nasir Shir

13. Request for Future School Board Meeting items

14. Upcoming Meetings

- School Board and Administration Holiday Gathering December 17, 2018
- Combined Town Council/School Board Meeting, December 18, 2018, 6:30 PM, Town Center Fire Station.
- Policy Committee Meeting, January 3, 2019, 3:00 PM, Jordan Conference Room, Town Hall.
- Needs Assessment Committee Meeting, Wednesday, January 9, 2019, 6:30 PM, Location, CEHS Library

15. Consideration to Adjourn

Motion:	Laura DeNino	Second:	Hope Straw	Vote:	Unanimous	Time:	7:37 PM
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