

Cape Elizabeth School Board  
 REGULAR BUSINESS MEETING Minutes  
 Tuesday, March 12, 2019  
 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"/> Laura DeNino | <input checked="" type="checkbox"/> Hope Straw |
| <input checked="" type="checkbox"/> Julia Thoreck     | <input checked="" type="checkbox"/> Piper Strunk  |   |   |   |  |  |

**AGENDA**

*Call to Order/Pledge of Allegiance*

**1. ADJUSTMENTS TO AGENDA**

- Heather Altenburg moved to strike from the agenda the theatre proposal presentation as it was asked to be removed from the group of teachers who proposed the nomination. Hope Straw seconded the motion. The entire Board voted in favor of striking the presentation.

**2. APPROVAL OF SCHOOL BOARD MINUTES**

**Regular Business Meeting, Tuesday, February 12, 2019**

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

- The students spoke about the recent school assembly which promoted women’s education in third world countries called “Girls Rising” This special edition of the “Girls Rising” film was released just in time for International Women’s Day. It commemorates the stories of nine incredible girls whose lives have been affected by the absolute power of education—or lack thereof. It adds fuel to the growing movement of individuals, communities, and governments working to shift the way girls and girls’ education are valued.
- Juniors are preparing for the April 9th proctoring of the SAT. Students are working with Mr. Wagner in a small group setting to review the SAT questions.
- Spring sports will begin for the high school the week of March 18<sup>th</sup>.

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

- There were no comments from the public at this time.

5. **PRESENTATIONS:**

- Girls Class B Swim State Champions: Dr. Wolfrom and Chairperson Measelle Hubbs presented the Girls Class B State Champion Swimming Team and Coach Raymond with certificates, shook each of their hands, and had a group picture with their trophy and members of the Board.
- ~~Theatre Dedication Proposal~~

6. **ADMINISTRATIVE REPORTS**

a. Principals

**Jason Manjourides, Principal, Pond Cove School**

- During the month of February, Pond Cove School participated in the “Great Kindness Challenge” coordinated in the school by social worker Bri Gallagher. Some of the events the children participated in were a kindness quilt, a school wide book on kindness, and a kindness chant which was based on the peaceful Pond Cove initiative. Two school wide assemblies were held on February 27<sup>th</sup> for grades K-2 and 3-4 to celebrate the end of the “Great Kindness Challenge” .
- An all school family night was held and led by Tom Charltray on February 27<sup>th</sup>. Students were able to show their parents how they created digital portfolios through the shared Google docs. Approximately 200 people attended this presentation.
- Currently Pond Cove Elementary has 85 Kindergarten students registered for next year which is about the same number of students they had last year at this time.
- Teachers at Pond Cove are doing professional development around proctoring the MEA testing.

**Troy Eastman, Principal, Cape Elizabeth Middle School**

- Mr. Eastman reviewed the middle schools plan for the MEA testing. They will be scheduling the testing during a two-week period on a Tuesday, Wednesday, and Thursday. On both of the Tuesday scheduled days, they would be offering a light breakfast to all of the students.
- Mr. Eastman described how he was discussing effective proctoring of the MEA with staff.
- Mr. Eastman is having conversations with families earlier this year about the Camp Chewonski experience for the middle school students and what it means to the families. This gives the families information on what kind of education they can expect from the experience.

- Mr. Eastman recently attended the Unified Basketball game at the middle school and described it as an awesome experience.
- Finally, Mr. Eastman wanted to recognize his school Librarian, Amanda Kozaka, who is the President of the Maine Association of School Librarians. She has recently co-published an article in the Journal of American School Librarians entitled “ School Libraries Go Beyond All Four Walls”.

**Jeff Shedd, Principal, Cape Elizabeth High School**

- Mr. Shedd announced to the School Board that the newly elected Student Body President is School Board Student Representative, Piper Strunk.
- The high school will be holding a college panel organized by Elizabeth Thomas. He would like to encourage students and parents to attend as he has found it to be informative in the past.
- Mr. Shedd wanted recognize the Girls’ Basketball team for being the recipient of the MPA Sportsmanship Award for Class B Girls.
- Lastly, Mr. Shedd recognized some staff members who go above and beyond in providing students with enriching programs.

**b. Special Services, Del Peavey:**

- Mr. Peavey shared with the Board that he just finished the DOE Special Education site review on March 12, 2019. He reported that “the auditors were very impressed with what they found.” They did a tour of the special education programs at Pond Cove and the Middle School.
- Mr. Peavey spoke about some professional development his social workers had taken in trauma sensitivities. They felt the training was very helpful and that they would be able to implement what they have learned in the schools.
- Mr. Peavey shared the current data for Special Services Department: 163 Special Education Students, 64 students at Pond Cove Elementary School, 48 Students at Cape Elizabeth Middle School, 51 Students at Cape Elizabeth High School, and 2 students currently placed out of district.

**c. Teaching & Learning, Cathy Stankard:**

- Ms. Stankard reviewed with the Board how the PG/PE committee has approved evaluation rubrics for the following staff: Behavior Specialist, Occupational Therapists, Physical Therapists, and School Nurses. These rubrics will be entered into Teachpoint and be used for evaluations of these staff members.

- Ms. Stankard said the ELL testing has been completed for the district for the year. Jessica Miller, the ELL teacher for the district, would be reviewing the LAU plan with Ms. Stankard to update it. It has been over five years since the plan has been updated for the district.
- Finally, Ms. Stankard spoke about various professional development opportunities happening throughout the district in the month of March. For example, at Pond Cove the staff worked with a math coach who is familiar with Everyday Math and ConnectEd. Some of the middle and high school teachers worked in vertical teams addressing ELA, Science, and Math.

d. **Business Manager, Catherine Messmer:**

- Superintendent Wolfrom did the financial report for the month. Dr. Wolfrom reported that she reviews the financial reports monthly with the Business Manager and we are on target with 67.07 % of the current fiscal budget being spent.

e. **Superintendent Donna H. Wolfrom:**

- Dr. Wolfrom reviewed the enrollment report for the month of March. Currently we are down two students from last month's report and are down nineteen students from last year.
- The Future Search will be conducted for the district on March 15th and 16th. We currently have over 100 people signed up to participate in this search. They will be looking at where they want to see Cape Elizabeth Education in the next five years. Some of the topics the group will be discussing are: Prouds and Sorries, Portrait of a Cape Elizabeth Graduate, Historical Impact, Visions, and Preferred Programs, Practices, and Processes.
- Dr. Wolfrom attended the Unified Basketball game at the high school and was able to watch the game against York High School. The Cape Elizabeth Team won the game and she described it as "A mix of competition and kindness".
- Herb Hopkins, the retired Business Manager from Yarmouth will be covering for Catherine Messmer who is currently out on medical leave.
- Dr. Wolfrom said the A-Team has met and put together some thoughtful cuts to the original budget proposal and it looks like they will be able to meet their goal of a 6.0% expenditure increase for FY20.

**7. NEW BUSINESS**

A. Consideration to accept CEEF grant of \$50,000 for Pond Cove Playground renovation.

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

School	Nominee	Position
Cape Elizabeth High School	John Casey	Assistant Varsity Baseball Coach
Cape Elizabeth High School	Sean Green	Football Coach
District	Elizabeth Mylroie	PE/PG Committee Member

Motion:	Heather Altenburg	Second:	Laura DeNino	Vote:	Unanimous
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C. **Consideration of the following policies for first reading. (No vote required)**

- KHB: Advertising in the Schools- This policy was reviewed. There were no significant changes made to the policy.
- BEDB: Agenda- This policy was updated to align with the MSMA policy which added a required paragraph relating to the distribution of documents.
- BEDBA: Agenda Format- This policy was cleaned up and up in the correct order as many of the items were out of place.

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

- IHBAC: Child Find- This policy was updated to bring it into compliance. The time frame needed to be updated on how long the district has to identify the students.
- DN: School Property Disposition- This has been updated to increase the dollar amount that disposal items have to be brought to the school board from \$500.00 to \$2000.00.
- GCFB: Recruiting & Hiring of Administrative Staff- This policy was updated to align with the MSMA policy.
- JRA: Student Education Records & Information- This policy was updated to align with the MSMA policy.

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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**8. Committee Reports**

- **Drop Out Committee- Nasir Shir:** The Committee will be meeting three times a year to develop programs to prevent students from dropping out of school. The committee consists of the Principal, Vice Principal, Board Member, Social Worker, Business Owner, Teachers, and Staff.
- **Policy Committee- Hope Straw:** No further updates
- **Tech Committee- Elizabeth Scifres:** Ms. Scifres said she is hoping the Tech Committee will be gearing up to work on the website project and working with the staff and community by gathering input about what they are looking for on the district website.

**9. Request for Future School Board Meeting items**

- There were no requests at this time.

**10. Upcoming Meetings**

- School Board Budget Workshop , March 19, 2019, 6:30 PM, CEHS Library.
- Town Council Municipal Budget Presentation, March 20, 2019, 7:00 PM, Jordan Conference Room.
- Town Council Municipal Budget Presentation, March 21, 2019 7:00 PM, Jordan Conference Room.
- School Board Budget Workshop, Tuesday, March 26, 2019, 6:30 PM, Cape Elizabeth High School Library.
- Policy Committee, Tuesday, March 26, 2019, 3 PM, Jordan Conference Room, Town Hall.

**11. Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)(A) to consider administrative evaluations.**

Motion:	Elizabeth Scifres	Second:	Kimberly Carr	Vote:	Unanimous
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**12. Action following Executive Session to renew a two-year contract for Troy Eastman.**

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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**13. Action following Executive Session to renew a one-year probationary contract for Kyle Morey.**

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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14. **Action following Executive Session to renew a two-year contract for Jason Manjourides.**

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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15. **Action following Executive Session to renew a two-year contract for Sarah Forrey-Pettit.**

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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16. **Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)(A) to consider administrative evaluation of the Superintendent of Schools.**

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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17. **Consideration to Adjourn**

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous	Time:	8:26 PM
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