

Cape Elizabeth School Board  
REGULAR BUSINESS MEETING  
Minutes  
Tuesday, January 8, 2019  
6:30 P.M.  
TOWN COUNCIL  
CHAMBERS

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Heather Altenburg     Kimberly Carr     Susana Measelle Hubbs     Elizabeth Scifres     M. Nasir Shir     Hope Straw     Laura DeNino

Julia Thoreck     Piper Strunk

**AGENDA**

*Call to Order/Pledge of Allegiance*

**1. ADJUSTMENTS TO AGENDA**

- Heather Altenburg moved to adjust item 7 on the agenda to split the nominations into two. The first two nominations for Lisa Leonard and AnnMarie Dionne would be agenda item A and the nomination for Glen Reeves would now be agenda item B. The reason for proposing this is Heather is a family friend of Glen Reeves and feels she needs to abstain from the voting of his nomination. Laura DeNino seconded the motion and all approved.

**2. APPROVAL OF SCHOOL BOARD MINUTES**

- a. Regular Business Meeting, Tuesday, December 11, 2018

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

- The student representatives said since they returned from the winter break they have been preparing for midterm exams which will be given the week of the Martin Luther King holiday. They said teachers are giving out preparation packets for students to review and are making sure they are up-to-date on all the information they should have learned so far.
- Also, the students wanted to express their approval on the changes in the school cafeteria since the high school has withdrawn from the school lunch program. They said the portion sizes have increased and the variety of offerings have improved, including the returning of the infamous bagels.

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

- Cape Elizabeth resident Janet Violliotte asked the Board if we were starting the budget as a zero-balance budget and wanted to know when the district would have their revenue amounts from the state. Dr. Wolf from addressed her question and said she has been reviewing each of the expenditure budgets, line by line, so that she can understand what the purpose of each expenditure is. She also said they will have their revenue amounts from the state by February 1<sup>st</sup>. At that point they can begin work on the revenue side of the budget.

**5. ADMINISTRATIVE REPORTS**

## a. Principals

- Jason Manjourides- Principal, Pond Cove Elementary School: Mr. Manjourides spoke about the early release professional development days which are occurring in January at Pond Cove. They focus on two elements of the NWEA's. The first training will work with teachers and make sure they are trained to instruct students and properly supply support in taking the NWEA on IPADS. The next professional development day would focus on analyzing the data of the NWEA's after the students take the assessment. They would analyze the data as a group and look at the trends.
- Troy Eastman- Principal, Cape Elizabeth Middle School: Mr. Eastman spoke to the Board about a survey he sent out to the staff before break which asked two questions: "What are the pros/cons of the current academic schedule and what is the level of their job satisfaction?" He told the Board that approximately 87% of the staff responded to the survey. He said the majority of the responses were satisfactory and most of them said they would like to keep the schedule the same, but to just tweak it a bit.  
  
The second item Mr. Eastman spoke about was working to ensure transition scheduling for 4<sup>th</sup> and 8<sup>th</sup> graders occurs earlier in the year. He is working with teachers/admin at both the high school and the elementary school to get this to happen earlier rather than later in the year.  
  
The regular education social worker has been working with administration to look at the root of tardy and absenteeism among students. Since she has been working with these students, Mr. Eastman said they have seen a reduction in occurrences of absenteeism at the middle school.  
  
Finally, Mr. Eastman spoke about how positive the transition to the new language teacher Ms. Aspinwall has been. He said they have been filling in her position with various individuals for a while, and it has been nice to have her permanently as part of the middle school team.
- Jeff Shedd- Principal, Cape Elizabeth High School: Mr. Shedd spoke about the PSAT support which is being offered to students during the day in the Achievement Center at the high school. With the support of Mr. Wagner, the students are able to get help with practice questions and review to help improve their overall SAT performance.

## b. CEHS Program of Studies for 2019-2020 (Principal Shedd) Principal Shedd reviewed the changes/updates to this year's CEHS Program of Studies booklet for the School Board review. He said everything was basically the same except for the following changes:

- Starting with the incoming freshman class for next year, the weighted amounts for Honors and AP classes will be changing. The new weighted amounts will be the following:  
  
Honors: 1.05  
AP: 1.1
- Also, there is more clarity on course placement recommendations which explains a guideline for teachers, parents and students to make sure students are placed in the correct classes for their ability, and that they are not just taking the honors and AP classes just to get the weighted credits.
- There were just a few courses that had changed titles but the content remained the same. He said the only addition was a new sociology course which would be offered as an elective through the Social Studies Department. Mr. Shedd said he is hoping to begin course selection after the semester break.

## c. Director of Special Services: Del Peavey, Director of Special Services spoke to the Board about recent information he received concerning the state wanting to move CDS services into the public schools for three and four-year old's. Mr. Peavey wanted to bring this to the Board's attention because he feels it would have an effect on space, staffing and funding. According to the information Mr. Peavey has received they are indicating there will be a separate funding stream for this, but haven't indicated how this will be calculated.

Next, Mr. Peavey spoke about his appreciation for the December 19<sup>th</sup> professional development day, which gave him the opportunity to meet with his entire special education staff and gave them an opportunity to openly discuss programing.

Lastly, Mr. Peavey updated the Board on the stats for the special services department:

- 162 Students: 60 Pond Cove, 51 Middle School, 51 High School, 15 in Referral and 2 Students Out placed.

- d. **Director of Teaching & Learning** Cathy Stankard, Director of Teaching and Learning, spoke about the early release professional development occurring in the district during the month of January. On January 9, the Grades 5-6 ELA teachers will be working with consultant Kellie Smith and Grades 5-8 math teachers will be working on their learning targets. Grades 7-12 ELA teachers will be collaborating on assessments and instructional strategies. On January 23, middle school science and social studies teachers will be analyzing MEA questions/results and high school teachers will be collaboratively scoring midterms.

Ms. Stankard said another PBE course is being offered at the Cape Elizabeth School Department beginning on January 22. This course is being offered in conjunction with the University of Southern Maine. Twelve staff members have signed up to attend this course. After the completion of this course, approximately 30 staff members will have completed the course.

Finally, Ms. Stankard said the preliminary DOE report card has come out and they are hoping the information will be able to be release to the Board soon. She said the good news is, the district did not get Emerging in any categories.

- e. **Business Manager:** Catherine Messmer, Business Manager updated the Board on the procedure for signing the monthly check register. She said she had spoken to the auditors and it was determined the procedure moving forward would be to have the following people sign the register monthly: the Superintendent of Schools, the Chairperson of the Board, and the Chairperson of the Finance Committee.

Next, Ms. Messmer, reviewed the monthly financial statements for the financial reports for the month. She said she meets with the Superintendent each month to monitor the spending. She said the district is in good financial shape. We are half way through the fiscal year and have spent 47.9 percent of the budget.

- f. **Superintendent's Report, including January student enrollment** Superintendent Wolfrom spoke to the Board about the preliminary process she has been going through with all administrators reviewing each line of their budgets so that she can understand what the purpose of these funds are for. During the review process, they are looking at school enrollment and supplies needed.

Dr. Wolfrom reviewed with the Board charts of funding trends, and ED279 history, and student enrollment history over the years so the Board could see the trends. She also said the January enrollment remained steady and had no change since December.

## **NEW BUSINESS**

### **6. School Budget Goals for FY 20**

Dr. Wolfrom asked the Board to brainstorm for ideas for goals for this budget season. After brainstorming with several ideas this is what they came up with:

- Maintaining and improving the high quality of education for every student;
- Careful examination of line items and consideration of the success and effectiveness of the expenditures in order to provide a fiscally responsible budget;
- Clear and continual communication throughout the budget process.

### **7. Consideration and action to approve the following 2018-19 administrative and athletic extracurricular personnel nominations:**

<b>School</b>	<b>Nominee</b>	<b>Position</b>
A. Cape Elizabeth Middle School	Lisa Leonard	District Mentor for Katrina Aspinwall
A. Cape Elizabeth Middle School	AnnMarie Dionne	Asst. Indoor Track Coach
B. Cape Elizabeth High School	Glen Reeves	Varsity Head Baseball Coach

Motion: A	Heather	Second: Laura	Vote:	Unanimous
Motion: B	Nasir	Second: Elizabeth S.	Vote:	3 Favor, 1 Abstain

**8. Consideration of the following policies first reading. (No vote required)**

- JJIBC: Relations with Booster Groups: This has to do with the relations with how the school and the booster groups interact with each other and sets guidelines for fundraising etc.
- KF: Community Use of School Facilities: Based on the MSMA guidelines of school use and what guidelines should be followed when the public is using school facilities.
- ECB: Integrated Pest Management: This sets up guidelines for the Facilities Director on what kind of products and protocols they can use to take care of pests in the school facilities.
- IHOA: Field Trips: The committee spent much time on this discussing the outline on protocols that staff should follow when they take students on field trips and what should be reported to faculty.

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

- JJIBD: Athletic Policy- Sanctioning of Sports
- EBCC- Bomb Threats
- BCC- Nepotism
- BBA-School Board Powers & Responsibilities
- JJIAB: Private Schools Access to Public School Co-Curricular, Interscholastic & Extracurricular Activities

Motion:	Heather Altenburg	Second:Laura DeNino	Vote:	Unanimous
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**10. Committee Reports**

- Needs Assessment Committee- Susana
- Tech Committee- Elizabeth Scifres

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

**12. Upcoming Meetings**

- Needs Assessment Committee Meeting, Wednesday, January 9, 2019, 6:30 PM, Cape Elizabeth High School Library

**13. Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)(A) for the purpose of discussing a personnel item.**

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous	Time:	7:25 PM
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**14. Action following Executive Session if Needed: No Action Needed**

**15. Consideration to Adjourn**

Motion:	Heather Altenburg	Second:	Laura DeNino	Vote:	Unanimous	Time:	8:25 PM
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