

Cape Elizabeth School Board
 Regular Business Meeting
 Tuesday September 10, 2019
 6:30 p.m.
 Town Council Chambers

Heather
Altenburg

Kimberly
Carr

Susana
Measelle
Hubbs

Elizabeth
Scifres

M. Nasir
Shir

Hope Straw

Laura
deNino

Piper Strunk

Ally Lynch

AGENDA

Call to Order/Pledge of Allegiance

1. Adjustments to Agenda

- Before going over the adjustments Chair Measelle Hubbs pointed out that the policy (BEDH) on Public Participation will be a part of the School Board Meetings going forward.
- Dr. Wolfrom added Scott Labbe’s name to the Stipend as the Middle School Athletic Liaison under “7D”.

2. Approval of Board Minutes: June 11, 2019

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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3. Comments by Student Representatives

- Student Reps were not present, Chair Measelle Hubbs questioned whether they had been chosen yet or were busy playing sports. Jeff Shedd (CEHS Principal) responded.

4. Comments from Public on Agenda Items (per SB BEDH)

- Win Philips (teacher at the High School, and also president of the Cape Elizabeth Education Association) wanted to briefly talk about the enrollment in the High School, the increase in numbers from last year. This brought challenges including making new students feel welcome. The math department has seen some particular challenges. Mr. Philips quoted Policy 11-B about recommended class sizes, 75-90 students. When he spoke to some teachers, the class sizes were 92, 100, and 116 respectively for those teachers. This can affect student success, with focus on things like SAT scores. It puts added pressure on the teachers, in a department that has already lost one of their teachers. He closed by thanking the Facilities department on the excellent job of presenting and cleaning the building, to come back to the school year with new windows and paint job, was appreciated.

5. Presentations

- Update on Summer Facilities Work-**Perry Schwarz**
- Pond Cove's third grade classrooms were all painted.
- The playground is currently under construction, set to have a ribbon cutting ceremony on Saturday the 28th.
- The middle school's painting is completed. Construction of two administrative offices, Troy Eastman's being one of them is complete, with all new baseboard heat.
- Roof repairs on the 30's building is completed. (Phase one of the project, second phase will begin next year). He hopes this will take care of the leak in the 6th grade wing. He knows the second phase will.
- Installation of an additional sink in the Nurse's has been rescheduled due to the activity currently in the office. He hopes to schedule during a vacation/break. It requires cutting a hole in the wall of the only bathroom, so it would shut down her office, which doesn't make sense right now.
- The generator is in progress (slowly), some hurdles popped up, he had to go before the Planning Committee a couple of times. An architect and an engineer had to get involved, because the installation would affect the site plan of the school property. A fence was included because of the decibel reading of the generator. They came in under budget for the generator, so the fence won't see the budget affected. (Chair Measelle Hubbs questioned whether the generator would be in place before winter storms, which Perry replied "we're hoping"). He has ordered the generator, it is 12 weeks out, the plan is to do the "changeover" during the Thanksgiving break.
- At the High School, window replacements, which turned out to be more than window replacements, as there was significant damage to the walls under the windows from leakage over the years; his was done in 6 rooms total.
- Stairwells still need to be painted.
- New carpet was installed in the teacher's work room, new drywall on the walls, it's all fresh and replaced and looks great.
- Unit ventilator in the server in the High School has been pushed back to the fall, so the project should be completed before Thanksgiving.
- Stage curtain and stage flooring is held up by the crew who is working on installation. They are working on color, sizes and such, so as soon as those have been chosen, the project will commence.
- A new John Deere Gator has been ordered, will probably arrive in October.
- Bus radio replacements have not happened, but that is on the horizon.
- The one town concept and how it affects his department is a topic of concern for Perry. He wanted to share some information with the Board. Since August 16th his maintenance staff has received 131 work orders. His current staff of maintenance mechanics is four people. He points out in his packet, that his staff oversees the maintenance of 47 structures in the town, with four maintenance staff. This sense of overwhelming obligations affects his staff morale. He believes the system is failing the buildings on both town and school sides as well. He has 8 school bus drivers, down one. He is working on hiring a new one. He lost his custodial supervisor, his most recent hire over the summer. Perry believes it was due to him finding a better fit, but also the aforementioned overwhelming workload. It's a hard-balancing act. Over the summer, he had roughly 140 absences within his staff, a lot from vacation.

He was impressed with his staff for pulling off the completion of the building cleaning and maintenance under the duress.

- Perry mentions that Noel also sees the effects of the “one town concept” in that his staff’s ratio is 1 employee to 45 teachers/town employees, before the 1500 students are added. The town services all of the vehicles as part of the one town concept, so Perry had to pay a bill to the town for time and a half for a safety inspection on the 15 buses. There are 2 town mechanics who service both sides of vehicles (about 150 in total). Because they are maxed out, the school incurs a time and a half rate.
- Chair Measelle Hubbs questioned whether Perry had presented the same report to the Town Council, he responded he had not, but that he planned to do so. She thought it would be beneficial to discuss in the joint committee. She thanked Perry for all he has done.

6. Administrative Reports

a) Principals’ Updates

- **Jason- Pond Cove**-started by thanking the maintenance and custodial staff.
- First Staff meeting at the Fire Station Conference Room, themed around Growth Mind-set, went extremely well, the first week of school has been very smooth.
- Thanked the Middle School for allowing Pond Cove to use their playground equipment while the construction is happening.
- Peaceful Pond Cove continues, building another chain around PC, with a gold and maroon theme.
- Emergency response, touched base on the relationship between the PC and the response teams. A training is being scheduled.
- Middle School is involved too, upcoming on Sept 18th.
- PC has been working closely with Pat Fowler to teach bus expectations and safety to all staff and students.
- **Troy-Middle School**-22 new students at the Middle School, wasn’t planned, he was impressed at his staff and how they made it all work out, with the classes swelling.
- The MS has kicked off their Expeditionary Learning Program with the first trip to the beach to learn about Aquaculture.
- Parent drop off loop has been running more smoothly.
- Emergency planning is continuing.
- Having the school resource officer has been beneficial, allowing them to be proactive instead of reactive.
- 504 plans were done more efficiently this year.
- Professional Development has been a highlight this year.
- **Jeff-High School**-mentioned the bus tour was a success for two years in a row for new staff, largely due to Pat Fowler’s work.
- Matthew Young in technology, works incredibly hard to get all the iPads and laptops to staff and students on day one.
- He thanked the maintenance staff, but mentioned Special Services had consolidated their ESY, which allowed for more of the building available to be worked on over the summer break.

- We predicted the HS to be down 25 students, however, enrollment actually went up. He mentioned the nice increasing arch of diversity.
- There was success in hiring a new School Nurse.

b) Director of Special Services

- **Del Peavey**- first mentioned staff retention, the entire staff that they ended the school year with is still with us.
- New hires include Dr Kaite Haaland, has an office at PC, and Amy Chang the long-term sub for Speech Pathologist position is housed at the MS.
- The Extended School Year Program was at the High School, ran July 8th to August 1st, it served 46 students.
- The success wouldn't have been possible without the hard work of the staff, transportation and the use of the physical plant.
- Special Services is currently servicing 162 students in the district:
 - Pond Cove-48
 - CEMS-64
 - CEHS-50
- There are 14 in Referral and 2 students currently placed Out of District.

c) Director of Teaching and Learning

- **Cathy Stankard**-Thanked the teachers and administrators for collaboration of planning.
- She mentions a blend of internal and external coaches, that this has been beneficial, pointing out the greater attention to vertical alignment and instructional design.
- The MS RTI Cohorts starts on Sept 18th.
- At the HS, PD Wednesday will be split, some for PD, and others for meetings to set goals for how to design the time, and what do they want to get better at.
- Kimberly Carr states that it is great to have so many fabulous educators in which to tap into and collaborate with, Cathy agrees, Chair Measelle Hubbs is excited to hear that most of the direction at the HS is coming from the teachers, Cathy again agrees.

d) Business Manager

- GENERAL FUND EXPENDITURES
- **Marcy Weeks**- starts by describing the Revolving Renovation Fund, the state announced that they are accepting applications for school improvements by September 30th.
- Cape Elizabeth falls into the category for a 30% forgiveness rate for a loan for said improvements (0% interest rate).
- November brings the approval, February 1st would be the date that the improvements have to be started and July 2021 is when they have to be completed.
- She touched base on the summer work with the Auditors, late fall, they will have their reports.

- Explained her visual summary for Budget for General Fund (she plans to do this every month), at this time we are just under budget.

e) Superintendent

- ENROLLMENT NUMBERS
- Donna Wolfrom-stated our ranking in the state as number 2 for High Schools, and how proud we should be.
- She touched base on the new staff hires-fortunate of the quality.
- She is satisfied that the enrollment numbers are well within the district guidelines.
- She mentioned the Administrators Retreat and how their shared vision will be implemented.
- She went briefly over the Opening Days of the school year and all the activities that went with it, all of the trainings, and some recognition of staff (Joyce Nadeau, Courtney Ferrell and Amanda Marsden).
- Elizabeth Scifres, wanted to clarify the enrollment numbers, and the swell and how to forecast, which is almost impossible to predict
- Kim Carr thanked the Kindergarten teachers.
- Hope Straw mentioned the suggestions of student enrollment at 75-90, and the fact that some are at 116, how can we prepare, and Donna said she just heard of it today, but plans to look into it, and delve deeper.

7. New Business

A. Consideration to approve applications for the School Revolving Renovation Fund Grant.

The Board agrees that this is fortuitous that in it coinciding with the Needs Assessment happening, which allows us to meet the demands of the short notice for the deadline and details needed in order to meet the application requirements. They also acknowledged the amount of work done by both Donna and Marcy.

Motion:	Hope Straw	Second:	Heather Altenburg	Vote:	Unanimous
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- B. Consideration to approve the student educational trip for the Cape Elizabeth Model UN to Providence, Rhode Island on November 8th to the 10th, 2019.

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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- C. Consideration and action to approve the following 2019-2020 Coaching nominations:

Hope Straw thanked the people willing to coach their children.

Coaching Recommendations				
Cross Country	School Funded	Not a new hire	Not a new position	Joe Doane
Cross Country	School Funded	Not a new hire	Not a new position	Joey Doane
Field Hockey	School Funded	Not a new hire	Not a new position	Suzanne Pillsbury-Martin
Field Hockey	School Funded	Not a new hire	Not a new position	Elizabeth Neuts
7 th Grade Girls Soccer	School Funded	Not a new hire	Not a new position	Sarah Jordan
8 th Grade Girls Soccer	School Funded	Not a new hire	Not a new position	Fritz Maddrell
7 th Grade Boys Soccer	School Funded	Not a new hire	Not a new position	Morgan Kerr
Tennis	School Funded	Not a new hire	Not a new position	Christopher Drake
8 th Grade Boys Soccer	School Funded	Not a new hire	Not a new position	Jake Haugavik

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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- D. Consideration and action to approve the following 2019-2020 administrative personnel nominations:

Heather Altenburg wanted to thank the teachers who are willing to take on extra work.

School	Position	Nominee
CEMS	Team Leader 5	Heather Giekie
CEMS	Team Leader 6	Allison Caruso
CEMS	Team Leader 7	Kris Moniz
CEMS	Team Leader 8	Terese Roberts
CEMS	Team Leader Special Services (5-8)	Cheryl Joys
CEMS	Team Leader-World Language	Laura Trippe

CEMS	Team Facilitator-Allied Arts	Marguerite Lawler-Rohner
CEMS	MS Student Support Team Leader	Cheryl Joys
CEMS	MS Student Support Team Members (max \$ amt/tb shared)	S. Hanson/Joe Doane Sr./L. Ellis/J. Haugevik
CEMS	Curriculum leader-ELA (50/50)	Joanne Payne (7-8)/Claire Ramsbotham (5-6)
CEMS	Curriculum leader-math	Per Noreus
CEMS	Curriculum leader-science	Sashi Kaufman
CEMS	Curriculum leader-social studies	Laura Briggs
CEMS	Chewonki Coordinator	Josh Chase
CEMS	Chorus (7-8)	Emily LeBorgne
CEMS	Debate	Alison Hawkes
CEMS	Drama (5-8)	Lisa Boucher-Hartman
CEMS	Technical Director-Drama	Stephen Price
CEMS	Drama Asst	Jacklyn Grigg
CEMS	Instr Music (5-8)	Caitlin Ramsey
CEMS	Math Team (5-6)	Allison Caruso
CEMS	Math Team (7-8)	Adam Killip
CEMS	Performance Center Director	Stephen Price
CEMS	Publishing Studio	TBD
CEMS	Robotics (5-6)	Thomas Charltray
CEMS	Robotics (7-8)	Thomas Waecker
CEMS	Speech	Alison Hawkes
CEMS	Student Council (5-8)	Allison Caruso
CEMS	Variety Show (5-8)	Stephen Price
CEMS	Yearbook (5-8)	Jack Duffy
CEMS	Athletic Liaison	Scott Labbe
CEMS	Chess Club	Kelly Gordon
CEHS	Dept Head English	Matt Clements
CEHS	Dept Head Guidance	Brandy Lapointe
CEHS	Dept Head Arts & Technology	Betsy Nilsen
CEHS	Dept Head Foreign Language	Ali Gwyther
CEHS	Dept Head Social Studies	Mark Ashe/Mary Page (50/50)
CEHS	Dept Head Math	Andrew Lupien
CEHS	Dept Head Science	Kathy Bock
CEHS	Dept Head Health	Scott Shea
CEHS	Dept Head Special Services (9-12)	Ben Raymond
CEHS	Dept Head Research Coordinator	Carolyn Young
CEHS	Senior Transition Project Coordinator	Tom Kohan/Ted Jordan (50/50)

CEHS	Debate	Lisa Melanson
CEHS	Drama Performance-Fall	Christine Marshall
CEHS	Drama Performance-Spring	Christine Marshall
CEHS	Environmental Club	Lauren Tarantino
CEHS	Freshman Advisor	Kim Huchel
CEHS	Gay Straight Alliance	Courtney Ferrell
CEHS	Interact/Volunteer Club	Chris Newell
CEHS	Jazz Band I	Mike Scarpone
CEHS	Jazz Band II	Mike Scarpone
CEHS	Jazz Band III	Jason St Pierre
CEHS	Jazz Combo I & II	Jason St Pierre/Tony Gaboury (50/50)
CEHS	Junior Advisor	Marie Cross
CEHS	Literary Magazine (Bartleby)	Erin Hill
CEHS	Math Team	Roger Rioux/Christine Newell
CEHS	Mock Trial	Mary Page
CEHS	National Honor Society	Sarah McKeown
CEHS	Robotics Team	Tom Waecker
CEHS	Science Olympiad	Bill Brewington
CEHS	Senior Advisor	Tom Kohan
CEHS	Senior to Senior	Tom Kohan
CEHS	Sophomore Advisor	Sarah McKeown
CEHS	Speech	Lisa Melanson
	Speech Asst Coach	Jack Melanson
CEHS	Student Advisory Council	Joan Moriarty
CEHS	Technical Director (set design)	Stephan Price
CEHS	Theater Assistant	Christine Marshall
CEHS	Theater Class Productions	Christine Marshall
CEHS	Theater Management	Christine Marshall
CEHS	Visual Arts (1st semester)	Sarah Collins
CEHS	Visual Arts (2nd semester)	Sarah Collins
CEHS	World Affairs Council/Model UN	Melissa Oliver
CEHS	Yearbook	Janna DeWan
CEHS	volunteer - Science Olympiad	Tom Mikulka

Motion:	Heather Altenburg	Second:	Elizabeth Scifres	Vote:	Unanimous
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E. Consideration and action to approve the following 2019-2020 Co-Curricular Stipends:

E-PE/PG STEERING COMMITTEE

SUSAN DANA	CEEA
MARY DULAC	District Non-classroom Teacher
KRIS MONIZ	CEMS Classroom Teacher

TERESE ROBERTS	CEEA
CAM ROSENBLUM	PCES Classroom Teacher
MICHAEL YOUNG	CEHS Classroom Teacher

PLCSS STEERING COMMITTEE

MARY DULAC	PCES
ALISON HAWKES	CEMS
CHRIS NEWELL	CEHS
WIN PHILIPS	CEEA
KRIS WEST	Ed Tech

PEER MENTORS

CHERYL JOYS	KAITE HAALAND
JOANNE LEE	MIKE SCARPONE
LISA LUND	MIKE GIAMPETRUZZI
CHRIS NEWELL	ALEX ANESKO
ANGELA SCHIPANI	MONTSERRAT TORRAS-SALVADOR

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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8. School Board Agenda Requests

None

9. Announcement of Upcoming Meetings

- Technology Committee
- Joint Finance Committee Meeting September 11th 10-11:00 am
- PATHS September 19th 8:30 am to 10:30 am
- Policy Committee-September 24, 2019, 3:30 pm
- School Board Retreat- September 24, 2019, 11:15 am to 2:45 pm, Purpoodock Club
- School Board Workshop September 24th 6:30 pm, CEHS Library

10. Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)E) for the purpose of consultation between school unit and its attorney.

Motion:	Elizabeth Scifres	Second:	Kimberly Carr	Vote:	
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11. Consideration to Adjourn

Motion:	Elizabeth Scifres	Second:	Heather Altenburg	Vote:	Unanimous
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PUBLIC PARTICIPATION AT BOARD MEETINGS

BEDH

Regular, special and emergency meetings of the Board are open to the public. The Board wishes to provide opportunities for citizens to express their interests, concerns and suggestions related to matters under consideration by the Board. The public is cordially invited to attend and participate in these meetings as set forth in this policy.

In order that the Board may fairly and adequately discharge its overall responsibilities, citizens or groups wishing to address the Board on a topic not otherwise on the agenda must submit a request in writing to the Superintendent at least one full week in advance of the scheduled meeting. The Superintendent and/or Board Chair may add the item to the agenda at their discretion.

As the elected representative body of the school unit, the Board conducts meetings to carry out the official business of the schools. These meetings are not public forums, but are meetings at which the Board does its business in public. An agenda is prepared and published in advance of each meeting in accordance with Board policy. Anyone desiring additional information about any item on the agenda should direct inquiries to the Superintendent's Office.

Generally, opportunities for the public to speak on agenda items will take place prior to the Board's vote on those items.

The Board Chairperson is responsible for ensuring the orderly conduct of Board meetings. The following ground rules shall guide public participation at Board meetings:

- A. Citizens, employees, students and others with a legitimate interest in the Board's business is welcome to participate as provided in this policy.
- B. Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Speakers are to identify themselves by name before they begin speaking and to direct their comments and questions to the Board Chairperson. Board members wishing to address a speaker are asked to direct their comments through the Board Chairperson.
- C. In order to make the most efficient use of meeting time, groups or organizations are asked to designate spokespersons to present their comments. Speakers are also requested to avoid duplication or repetition of remarks made by others. The Board Chairperson has the prerogative to limit the time allotted for comments on a particular topic as well as the time each individual may speak.
- D. Gossip, defamatory comments, and abusive, vulgar, or threatening language are not permitted. The Board Chairperson has the prerogative to stop any presentation which violates this rule or which would violate the privacy interests of any individual
- E. Complaints concerning individual students or employees will not be aired in public at Board meetings, but will be referred to the administration for resolution

as appropriate.

- F. Employees and employee groups may not discuss matters at Board meetings for which other, more appropriate forums are provided by law or contract.

Legal Reference: 1 M.R.S.A. Section 401 et seq.
20-A M.R.S.A. Section 1001

Cross Reference: BEDB – Agenda

ADOPTED: March 8, 2005 (Replaced original BEDH)
Revised: June 14, 2011
April 9, 2013