

**Town Council and School Board Workshop Meeting Notes**  
**Monday, February 1, 2016**  
**7:00 p.m.**  
**Cape Elizabeth Town Hall**

**Cape Elizabeth Town Council**

Molly MacAuslan, Chair  
Jamie Garvin- Absent  
Patricia Grennon  
Caitlin Jordan  
Sara Lennon  
Katharine Ray  
Jessica Sullivan

**Cape Elizabeth School Board**

Elizabeth Scifres, Chair  
Susana Measelle Hubbs, Vice Chair  
Heather Altenburg  
Michael Moore  
Joanna Morrissey- Absent  
Barbara Powers  
John Voltz

**Others Present:**

Meredith Nadeau: Superintendent of Schools  
Michael McGovern, Town Manager  
Catherine Messmer- School Business Manager  
Jeff Shedd, CEHS Principal  
Kelly Hasson- PCES Principal  
Greg Marles- Facilities Manager  
Kathy Raftice-Community Services  
Bill Gross- Citizen  
Kate Gardner-Reporter

**Superintendent of Schools Transition Update - Elizabeth Scifres**

*The school board chair provided an update on the process for the search for a successor superintendent of schools. The position will be advertised shortly with applications due in early March and interviews planned for April. A search consultant is being utilized and there will be opportunities for public input.*

**School Enrollment Update – Meredith Nadeau**

*Superintendent Nadeau provided an update on school enrollment. Numbers are down slightly and projections have not always been accurate. There were questions on class size policy and on the fact that there are still enrollment pressures in some class levels.*

**Review of [proposal](#) to move Community Services from the school department to a municipal department. – Sara Lennon**

*Councilor Lennon reviewed the proposal to have community services serve as a municipal department. There were questions regarding the importance of maintaining preschool services. The town council will vote on the proposal on February 8<sup>th</sup> and it was suggested that the school board also vote on the proposal.*

**Pool Humidity Control Unit Update – Gregory Marles**

*Facilities Manager Greg Marles updated the council and school board on work needed to replace the pool humidity control unit. This would also be an opportune moment to consider reducing the chlorine utilized in the pool. The proposal is to do both at a cost of \$700,000 including contingency and bonding costs. There were questions on whether or not this expense had been in the school capital improvement plan and on the benefits of various methods to reduce chlorine. There were also scheduling questions. The council agenda on February 8<sup>th</sup> will have a bond proposal to undertake the work.*

**Review of proposal to establish a committee of two school members and two town council members to review school department [proposal](#) for reuse of the former library building – Caitlin Jordan**

*Councilor Jordan presented the proposal. There were questions on the time needed for the preparation of the report and how general or specific the committee charge will be. The school board indicated that members Altenburg and Voltz are willing to serve. The council will consider establishing the committee at their February 8<sup>th</sup> meeting.*

**Review of [document](#) seeking to clarify role of the town council in the review of the school budget.- Kathy Ray**

*Council Finance Chair Kathy Ray presented an overview clarifying the role of the town council in reviewing the school budget. There were no questions.*

**Budget Outlook for School Department- Meredith Nadeau**

*Superintendent Nadeau provided a high level introduction to the school budget. Salaries and benefits constitute 81% of the budget. There were questions on the collective bargaining units that exist and the process utilized. The superintendent concluded by stating that a million dollar reduction is anticipated in state school subsidy. There were also questions about a bill in the legislature regarding the disposition of excess school subsidy after a budget is adopted. This is a year when the citizens are also asked to vote on whether or not to continue the school budget validation process.*

**Budget [Outlook](#) and [PDF Version](#) for Municipal Departments – Michael McGovern**

*Town Manager McGovern gave an early picture of the municipal budget. He said there are pressures from debt service, health insurance and a 2.5% proposed pay adjustment. His target is to reduce a projected 4.7% increase in the municipal budget to 2.6%.*

**The meeting was adjourned.**

The Cape Elizabeth Town Council invited the School Board to join them at their regular workshop meeting held on Monday, February 1, 2016 in the Town Council Chambers. The meeting began at approximately 7:00 p.m.

Heather Altenburg     Susana Measelle Hubbs     Michael Moore     Joanna Morrissey     Barbara Powers     Elizabeth Scifres     John Voltz

Ms. Morrissey was absent.

Also in attendance: Meredith Nadeau, Cathy Messmer, Greg Marles, Jeff Shedd and Kelly Hasson; and Town Councilors Molly MacAuslan, Patricia Grennon, Caitlin Jordan, Sara Lennon, Katherine Ray, Jessica Sullivan.

### MINUTES

Elizabeth Scifres updated the group on the superintendent of schools search.

Superintendent Nadeau updated the group on school enrollment.

Councilor Lennon updated the group on the proposal to have community services, including the Richards Pool, become a municipal department. The Council will vote on this proposal on Feb 8. The Council would like the School Board to vote as well.

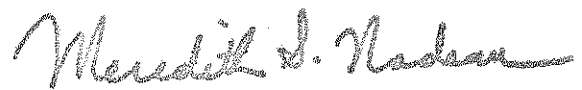
Councilor Jordan updated the group on the proposal to establish a committee to review the school department proposal for reuse of the former library building. The Council will vote to establish this committee at their meeting on Feb 8. Heather Altenburg and John Voltz will provide School Board representation.

Councilor Ray updated the group on the budget review process from the perspective of the Town Council.

Superintendent Nadeau updated the group on the FY16 and anticipated FY17 school department budgets. Salaries and benefits – set in collective bargaining agreements - make up 81% of the budget. A million dollar reduction in state aid is anticipated.

*Adjourned*      8:50 p.m.

Respectfully submitted,



Meredith Nadeau  
Superintendent of Schools