

## MINUTES

### CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

January 8, 2009 (rescheduled from January 7, 2009 due to snow)

7:00 PM – 9:00 PM

Present: Janet Hoskin, Director, Betty Roker, Administrative Assistant to the Director, Suzanne Martin-Pillsbury, Extended School Care Program Coordinator, Bill Marshall, member, Courtney Thoreck, member, Kate Mitchell, member. New members Jean Ginn Marvin, Carolyn Flaherty, Susan Haversat and Fred Sturtevant.

1. **Welcome New Commission Members:** Janet welcomed all our new members and everyone introduced themselves. The minutes from the December 3, 2008 meeting were approved.
2. **Annual Election of Commission Chairperson:** Everyone agreed Bill Marshall should remain the chairperson.
3. **Community Services Scope of Operations:** Janet presented an outline of the Community Services Scope of Operations. She gave a brief explanation of each department.
4. **Extended School Care presentation:** Suzanne Martin-Pillsbury, Program Coordinator of Extended School Care gave a presentation of the program. She discussed her background and experience, the program's mission, staffing, licensure, collaborative work with the schools, daily activities, using the community's resources and the goals for the program. There was discussion of offering the option of one day a week for Extended School Care. The consensus of the group was to offer this option for the remainder of this school year and then reevaluate the need for the next school year. Several members recommended having an open house for Extended School Care to help inform the community about the wonderful program and all that it offers.
5. **Policy and Procedures:** Janet explained the current Senior Citizen Discount policy and its effects on specific classes and the overall numbers. She informed everyone that the commission had been discussing whether to change, keep, or eliminate the policy. Various ideas were discussed and there was a consensus to leave the policy as is. It was suggested Community Services might want to look into setting up an avenue for the public to make donations specifically to Community Services. Janet said she would look into specifics to do so.
6. **Budgets & Financial Status:** Janet reported that she has a meeting on Monday, January 12<sup>th</sup> to present her preliminary budget to the Superintendent and Business Manager. The Town Manager has requested that the 2010 Budget attempt to come in at a decrease of \$36,310 net to tax (which would be 3¢ off the tax rate). This would make Community Services self-sustaining with the exception of the debt service.
7. **Summer Program Ideas & Preparations:** This was tabled until next meeting.

**8. Other Business:**

- a. Janet informed everyone that there is a Boards and Commissions Workshop schedule for January 22, 2009. More details will be coming from the Assistant Town Manager very soon.
- b. All Advisory Commission Members were encouraged to help with the Youth Programs Evening Registration on Monday, January 12, 2009. Many people are needed for the process to go smoothly.
- c. Anyone who has items for our next meeting on Wednesday, February 4, 2009, please submit them no later than Thursday, January 29<sup>th</sup>.

The meeting was adjourned at 9:30 PM.