

MINUTES

CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

June 3, 2009

7:00 PM

Present: Janet Hoskin, Director, Betty Roker, Administrative Assistant to the Director, Bill Marshall, Chair and members Kate Mitchell, Carolyn Flaherty and Fred Sturtevant.
Absent: Jean Ginn Marvin , Courtney Thoreck and Susan Haversat..

1. **Acceptance of Minutes from March 4, 2009 and April 1, 2009:** Minutes were accepted, seconded and approved by all members.
2. **Report on Program Highlights:**
 - a. Adult Programs – Enrollment is consistent with last year’s numbers. This years golf classes have been very successful. The exercise classes have had more walk ins. A USPS Safe Boating Class will be offered for the first time. Many of the CELT Nature Walks had to be rescheduled due to rain. Hopefully everyone will be able to attend on the new dates. The Senior Summer Newsletter was mailed out. The scheduled trip to the North Shore Theater was canceled due to the theater closing.
 - b. After School Enrichment – This years programs are winding down.
 - c. Extended School Care – Registrations for next school year are low to date. The last day of school will be June 19.
 - d. Youth Programs – Youth Lacrosse and Travel Lacrosse had very good numbers this spring.
 - e. Pool Programs – All swimming classes are doing well. Adaptive Aquatics was not offered this spring due to the instructor being involved in a serious accident and we could not find a substitute instructor. The time slot has been kept open and anyone who would like to use that time for adaptive aquatics may.
 - f. Fitness Center – The center has met its costs for this year. Janet believes we can continue to improve. There will be some discussion concerning improvements, both in the staff and facilities, to try and increase membership.
3. **Summer Program:**
 - a. Program Numbers – Kiddie Camp numbers are very low. Day Camp numbers are below last year, but registrations have been coming in every week. Extended Camp registrations are the same as last year. Middle School Camp numbers are about the same as last year.
 - b. Registration and Hiring Status - Very few new staff were hired, only four in Day Camp, three for the pool and none for Kiddie Camp. Letters were sent out later then in the past in the hopes registrations would increase, which was not the case.
 - c. Registration Evening Analysis – The attendance at registration night was very low. Everyone agreed that the process is an efficient one and that the low numbers are not reflective of the process.

- d. Application Process Analysis – Everyone agreed the new application process used this year was very effective. It seemed to be a very positive experience for applicants and interviewers.

4. Middle School Athletics:

- a. Proposal before School Board – Janet presented the proposed fee structure for MS Athletics for the 2009-10 school year. There will be a one time annual athletic administration fee of \$40, to cover the cost of Community Services administration of registrations. There will be a \$50 per sport registration fee to cover the cost of the sport. A \$25 uniform security deposit will also be required, which will be returned after the uniform has been returned. Janet explained this will result in a small percentage of students paying more for MS Athletics, but a larger percentage will pay less. Several members suggested a \$25 uniform deposit was too low. They felt many students would keep their uniform because the penalty was too low. They suggested students should be charged the cost of the uniform if it is not returned. Janet stated she would share this suggestion with the Extra Curricular Committee when they meet again.

5. Transportation:

- a. Draw/Placement – The draw for kindergarten AM/PM placement is being done later this year to allow for placement screening. Screening has an effect on the bus routes and it is more efficient to determine the routes after screening is done.
- b. Kindergarten Visitation Day – Visitation Day will be on August 27 this year and not the first day of school. Parents will have the opportunity to ride to and from school with their student. Both Janet and Pat felt this would alleviate much of the anxiety for the students and it would make the transportation for the first day of school run much more smoothly.

6. Custodians:

- a. Master Plan – A great deal of planning is going into the cleaning and maintenance schedule for the summer. The goal is to efficiently and effectively clean the buildings and to prevent any back tracking and repetition.
- b. Hiring 2 students (preferably college) for summer cleaning – Two custodian assistants will be hired for the summer to help with all the moving of furniture, etc...

7. Financial Picture:

- a. Scholarship/Reduced Tuition Applications – Janet explained the circumstances for which people are asking for scholarships or reduced tuition has changed recently. Many people have lost jobs and therefore the kinds of questions she has to ask are different then in the past. She is also allowing scholarships and reduced tuition for shorter periods of time in an attempt to help people in the short-term.
- b. Expenditures/Revenues – Janet informed everyone that the end of the month of May financials for Community Services were complete and reflect that we are very close in reaching our projections. The rest of the month will tell the final outcome. Even to be close to the projected amounts during these difficult

financial times, shows a real commitment by the entire Community Services Staff.

8. **Community Services School Board Policy** (*first reading*): Janet handed out a copy of the revised “Statement of Community Education” that she presented to the School Board Policy Committee at their last meeting. This will be going before the full School Board at their next meeting for a first reading. Several commission members questioned the wording and the lay out of the policy. Janet suggested that members contact their School Board members with any concerns they might have with the policy as it is written.
9. **Youth Coach Application & Procedures/Policies** – delayed until September 2, 2009 meeting.
10. **Other Business:** Community Services is supporting the 2010 Safe Passage trip to Guatemala. The informational meeting will be held June 8, 2009.
The next Advisory Commission meeting will be September 2, 2009. No meetings are scheduled for July and August 2009.
Agenda item for next meeting – athletes and food at games.

The meeting was adjourned at 9:20 PM.