

MINUTES

CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

October 7, 2009

7:00 PM

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

1. **Acceptance of Minutes from September 2, 2009:** A motion was made by Jean Ginn Marvin, seconded by Courtney Thoreck, and approved by all members to approve the minutes as presented.
2. **Report on Summer Programs:**
 - a. Janet presented handouts with figures for Summer Programs attendance and cancellations. There was discussion about various ways to increase the numbers for next summer, such as offering camps working with the local farms and utilizing a greenhouse. Janet presented that in light of the economy and patron needs, the summer programs would definitely have to be looked at differently for next year.
3. **Involvement in School Department Wellness Program:**
 - a. Teacher Workshop Days – Janet explained the Wellness Committee sponsored wellness activities during the four teachers' workshop days before the start of the new school year. 229 staff members preregistered and 145 participated. Community Services used this as an opportunity to promote wellness and provide more visibility for programs. As a result of the activities, Community Services added two new classes, Zumba and Spinning for teachers at the end of the school day.
 - b. Walk/Bike to School Day – Pond Cove and Middle School will use their rain date for the annual Walk/Bike to School Day. October 8th will now be the date. Janet explained the route the students would take and the bus drop off procedures. Community Services is involved to help promote wellness and because the transportation department is under our jurisdiction. There is a need for more volunteers to help with the event.
 - c. Other Wellness Activities – Community Services continues involvement in other Wellness Activities. A student seasonal flu clinic was held at the fire station on September 25th. Over 850 students were immunized. Community Services had involvement with the clinic in the setup, cleanup, and transportation of some of the items used. The suggestion of working with the local farms was made to offering classes using their resources.

4. Adult Programs:

- a. State Subsidy – Janet explained there are discussions at the state level of either reducing or eliminating the state subsidy for adult education programs whose major focus is enrichment. There is a possibility it could happen as early as this year.
- b. Registration Numbers/Program Status – Registrations are down and several classes have been canceled for the fall term. Janet presented a handout with the numbers for the adult and youth fall registrations. The adult program canceled 7 classes and added 3 classes. The youth program canceled 9 classes and had waiting lists for 7 classes. There was a suggestion made that we increase registration awareness through emailing reminders of classes offered and starting dates.

5. Youth Skillbuilders:

- a. Fall Programs Update – Registrations for the Fall Skillbuilders increased over last year. Last year was the smallest registration in a very long time.
- b. Travel Basketball League Play – Assessments for 5/6 grade travel basketball will be done differently this year. The varsity coaches will not be involved in assessments, but will work with coaches upon request. We have currently committed 2 boys' teams and 2 girls' teams to the league. Our goal is not to cut players who are committed to the program, but to find alternate ways to involve them.
- c. Saturday Basketball Structure – Janet was pleased to report that the varsity coaches and basketball players will once again oversee and work in the Saturday Recreation Basketball programs. Some adjustments have been made to the times and locations in an attempt at providing the best scenario for all involved. The flyer should be distributed through the schools around Thanksgiving Break.

6. Department Updates:

- a. Transportation – Is in need of substitute and spare bus drivers. We have advertised on-line, but have not yet received any applications. The department is being pushed to the limit with scheduling of activities with limited number of drivers.
- b. Custodial – Janet has implemented an online evaluation form for all staff to complete concerning the cleaning of the facilities. Feedback is important to being able to meet the needs and expectations.
- c. Pool – The pool is also short staffed. Even though there are plenty of people looking for work, it is difficult to find staff because of the certifications required.
- d. Fitness – This department is also looking for part-time staff.

The meeting was adjourned at 8:35 PM.