

Cape Elizabeth School Board  
 Tuesday December 15, 2020  
 6:30 p.m. Regular Business Meeting  
[Via Zoom](#)  
 Meeting PW: \*HpPNWU7  
 MINUTES

**Strategic Plan Goals:**

**Health and Well-Being**

*Our schools will provide a supportive learning environment in which physical, social, and emotional well-being are valued and promoted.*

**Global Competency**

*Our students will be personally responsible, aware, empathetic, and engaged local and global citizens.*

**Multiple Pathways and Definitions of Success**

*Our schools will value, promote, and celebrate multiple pathways and definitions of success.*

**Safe, Sustainable, and Effective Facilities**

*Our schools will be safe and effective facilities. They will be updated and maintained to meet the needs of students and staff in accordance with long-term financial planning.*

**Environmental Responsibility**

*The school department will prioritize environmental responsibility, including stewardship and sustainability.*

**Roll Call:**

- |   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> Heather Altenburg | <input checked="" type="checkbox"/> Kimberly Carr    | <input checked="" type="checkbox"/> Philip Saucier | <input checked="" type="checkbox"/> Elizabeth Scifres |
| <input checked="" type="checkbox"/> Cynthia Voltz     | <input checked="" type="checkbox"/> Jennifer McVeigh | <input checked="" type="checkbox"/> Laura deNino   |   |
| <input checked="" type="checkbox"/> Joey Labrie       | <input checked="" type="checkbox"/> Ellie Gagne      |  |   |

**AGENDA**

**Call to Order/Pledge of Allegiance**

**6:30 p.m.**

I. Consideration to Elect Board Officers and Committee Appointments

A. Election of Board Chair: Heather Altenburg

Motion:	Kimberly Carr	Second:	Elizabeth Scifres	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
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Cindy Voltz: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	
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B. Election of Board Vice Chair: Kimberly Carr

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Cindy Voltz: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

C. Appointment of Committees (as described at Board Caucus on December 14, 2020)

Standing Committees:

Finance Chair: Phil Saucier; with Full Board Membership

Policy: Elizabeth Scifres, Chair; and Jenn McVeigh &

Cindy Voltz, Members (2)

Committee Appointments:

PATHS General Advisory Board: Heather Altenburg & Cindy Voltz

Technology Steering: Cindy Voltz

Transportation, Appeals: Heather Altenburg

Buildings & Grounds (Building Committee): Heather Altenburg

Wellness: Laura DeNino

Negotiations: (3 members) Phil Saucier, Elizabeth Scifres & Kimberly Carr

Advisory Committees

Legislative Liaison: Jenn McVeigh & Alternate: Kimberly Carr

Dropout Prevention: Laura DeNino

Calendar: Heather Altenburg & Kimberly Carr

Sabbatical: Laura DeNino

DEI Task Force Representative: Heather Altenburg & Jenn McVeigh

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Cindy Voltz: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

II. Adjustments to Agenda

III. Approval of Minutes November 10, 2020

Motion:	Laura DeNino	Second:	Kimberly Carr	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Cindy Voltz: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

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

- A. Win Philips – Took a moment to speak about Arlene Rochefort and how she has been a joy to work with during his tenure. They started in the school department the same year, and he’s sad to see her go.
  - B. Tim Dew – Ed Tech at PC, and a parent of 3 CESD students. His comments are focused on a follow-up to a letter he sent to the School Board. His comments can be heard around the 18-minute mark.
- V. Comments from Student Representatives
- A. Ellie Gagne started the discussion with a report on school clubs. She listed the many fundraisers going on, the idea that Prom this year may be outdoors, and then handed off the reporting duties to Joey Labrie. The Speech & Debate Team did very well in their event, Speech came in first, Debate in second, and the Congress team third. He then presented some data collected from a poll distributed to students to get a feel for how the mini-terms were received. This presentation happens around the 10:13- mark of the video.
- VI. Presentations:
- A. Retirement: Arlene Rochefort, Human Resources Coordinator for the Town and School Department
    - i. Superintendent Wolfrom spoke of the many achievements by Arlene Rochefort over her 20-plus year tenure with the school department and town. She read some of the many cards and notes that were in her thick file.
    - ii. Matt Sturgis, Town Manager, then spoke highly about her professionalism, positive attitude, and the joy of working with her.
    - iii. Marcy Weeks, Business Manager then took over the conversation to continue the sentiments.
    - iv. Others joined in, and it is evident that she will be missed by many. Arlene thanked everyone for their kind words, and expressed the pleasure it’s been to work at CESD.
  - B. Winter Sports: Jeff Thoreck
    - i. Around the 33-minute mark, Mr. Thoreck explained how the winter sports programs are set to continue. At this moment, Cumberland County is still in the “green” designation by the state of Maine. This means that some activities are allowed. Information is shared with the Board and participants of the meeting. The Middle School is a little more complicated with the facilities.
  - C. Energy Committee- Introduction to the Energy Committee
 

Four of the seven members of the committee were in attendance, Perry Schwarz, Facilities and Transportation Director, started the conversation to introduce the committee and its charge to the Board. Mr. Schwarz serves as the town liaison to the committee. He speaks around the 42-minute mark of the video. Sam Milton, the Chair of the committee takes over the conversation, to speak about how the committee advises the town and the school department. The school is the biggest energy user in the town, and the committee is always looking for ways to make the buildings more energy efficient with renewable energy options. Other committee members continued the conversation around this matter. Mr. Schwarz wraps it up by mentioning the solar project that is underway, and a grant for four charging stations for electric vehicles. The solar project will save the town around \$75,000 a year. Mr. Saucier reiterated the Building

Committee's concerns around energy-efficient responsibility, and that they are grateful for the help the Energy Committee will bring to the upcoming projects.

## VII. Administrative Reports

### A. Principals

- i. Jeff Shedd – Touched upon the extracurricular activities happening, he wanted to thank coaches and teachers who are making these things happen on top of teaching. Even though the limit of students has been cut for sports, a lot of student involvement is happening, which means the coaches are going above and beyond.
- ii. Troy Eastman – Mentioned how impressed he is that we made it to winter break. He wanted to take a minute to congratulate the successes. And it has brought the attention to, that maybe the way things were always done wasn't the only way, and some of the many changes will be applied even after the school returns full-time. Planning for second semester has started. Some parents have reached out to change their students to full remote, that transition has started to happen.
- iii. Jason Manjourides – Flexibility has been the theme of the fall, and Mr. Manjourides wanted to thank all the teachers, students, parents, and families for this, but also mentioned that just when you thought you were being flexible, more of a stretch is sometimes needed. He wanted to acknowledge the fully remote teachers for all the new innovations that they have put forth to make this happen. The Maine 5-2-1-0 program encourages healthy eating habits and movement in children. Heather Kennedy, the Health & Wellness teacher at PC has been overseeing this at the school and is fantastic. A drawing happened based on surveys that parents filled out, and a PC parent was chosen. The parent won \$100 and the school won \$1000 to enhance the wellness program. Work for the second semester is being planned.

### B. Business Manager

Marcy Weeks – The business office will be processing and finalizing all the invoices from the CARES Act and other federal funds, over the next few weeks. The audit reports are scheduled to come in end of December to January. Initial Budget requests are the next task at hand for the upcoming months. She then went over the month's expenditures in comparison to last year and over the last five years, around the 1-hour, 18-minute mark. Ms. Scifres asked Ms. Weeks if the funds were encumbered on the ventilation project. Ms. Weeks informed the Board that electrical work is being done, there have been some supply chain issues, but they are hopeful to stay on target for finishing. The deadline for the funds to be spent is looming, and they are in contact with the engineers daily to make sure they can encumber the expenses should the supply chain hold up completion. She then reminded the Board and public of the federal funds that CESD received.

### C. Director of Teaching & Learning

Cathy Stankard – Updates in four areas, starting with instruction. Some of the funds that Ms. Weeks just mentioned have been spent to acquire additional resources to help with instruction in the remote/hybrid model that instruction is taking place in. The second area for updates is Standardized Testing Assessments of the English Language Learners. This testing will begin right after the winter break. The ELA and Math assessments that usually take place have been postponed by the state, and when it will happen remains up in the air. The third area is professional development, the last session was used to align

the teachers with the Strategic Plan Goals, and much more will be heard about this upcoming, as work around it is still underway. The next PD half day plan is to address Diversity, Equity, and Inclusion, which is the fourth area of updates. At the last meeting of the task force, a set of norms was adopted. These were primarily drawn from a book entitled “Courageous Conversations about Race”. These norms, along with the mission of the committee, have been posted to the website.

D. Director of Special Services

Del Peavey – Recognizes staff in all 3 buildings, they have been working extremely hard since September, delivering all services during this hybrid model. Staff have done a wonderful job. Students who have been identified as not able to obtain benefits through the remote learning are receiving additional time. They have had to get creative with the space to allow this, and again, the staff and administrators have stepped up to make this happen. It hasn’t only been Special Education students, some regular instruction who have struggled with remote have taken advantage of this opportunity as well. Currently servicing 173 students in special education, 11 students are in referral, 1 student is outplaced in a special purpose private school. The 173 is an uptick, but we are still at 11% and the state average is just under 19%.

E. Superintendent

Enrollment Number **\*supporting document included**

Superintendent Wolfrom started by thanking the staff for their efforts and hard work to keep the students in the schools as we head into the winter break, a feat for which we can all be proud. She continues to name the numerous ways in which staff and parents alike have pulled together and stepped up to the plate when the pandemic has presented obstacles. Work has started on the SY21-22 Calendar Draft, reminding that only 5 dissimilar days are allowed throughout the county for all schools that send students to PATHS. Tonight, the Cape Elizabeth Emergency Management plan is up for approval. The states mandate is that it is approved annually. Last year, a table top exercise was planned to give opportunity to practice in case of a real emergent situation, but the pandemic happened and the table top exercise was cancelled. We hope to reschedule. She summarizes the plan, as the specific details are confidential in order to maintain the safety and security of the district. This year, a pandemic section was added to the plan. She mentioned the work during PD on action steps that each school would take in order to start the process of the Strategic Plan Goals. The search for a new High School Principal has started, resumes have been coming in from all over the country.

VIII. New Business

A. Consideration of Building Committee recommendation:

Having carefully reviewed the Facility Needs Assessment;  
Having thoughtfully considered recommendations of industry experts;  
Having discussed and debated goals, pros, and cons of the options presented;  
The Building Committee recommends that the Pond Cove/Middle School structure be replaced, and that ample funds be allocated for the renovation of the High School in order to allow it to function appropriately as it nears the end of its useful life. In particular, the committee recommends concurrent new construction of our lower school/middle school with a single bond and expedited time frame.

Jenn Grymek and Andy Patten, both Building Committee members attended to talk about the recommendation that is being brought to the Board. Ms. Grymek reads the Committee Charge. Andy Patten then spoke of the process, and how the recommendation came to pass, this happens at the 1-hour 39- minutes mark.

Motion:	Elizabeth Scifres	Second:	Kimberly Carr	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Cindy Voltz: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

B. Consideration and action to approve the following 2020-2021 winter coaching positions:

School	Sport	Funded	Coach
CEHS	Basketball, Boys Varsity	School	Jeff Mitchell
CEHS	Basketball, Girls Varsity	School	Chris Casterella
CEHS	Basketball, Girls JV	School	Anderson York
CEHS	Swimming, Head	School	Ben Raymond
CEHS	Swimming, Asst	School	David Croft
CEHS	Ice Hockey, Boys Varsity	School	Jacob Rutt
CEHS	Ice Hockey, Boys Asst	School	Kirby Saari
CEHS	Ice Hockey, Girls Varsity	School	Bob Mills
CEHS	Ice Hockey, Girls Asst	School	Cade Blackburn
CEHS	Indoor Track, Head	School	Doug Worthley
CEHS	Indoor Track, Asst	School	Andrew Lupien
CEHS	Indoor Track, Asst	School	Brian McDonald
CEHS	Basketball, Boys JV	School	Joey Doane

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Cindy Voltz: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

C. Consideration and action to approve the following extracurricular stipend:

School	Position	Nominee
CEHS	Guidance Department Chair	Brandy LaPointe
PCES	Guidance Department Chair	Megan O'Neil

Motion:	Laura DeNino	Second:	Phil Saucier	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Cindy Voltz: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

D. Notice of retirees:

- Mary Poker-Page, Social Studies Teacher, CEHS
- Ginger Raspiller, Technology Integrator, CEHS
- Joan Moriarty, Administrative Assistant, CEHS

E. Second Reading of Policies:

Consideration to approve Policy GCMA-Instructional Staff Planning Time

Ms. Scifres - Because this is the second reading, it is familiar. After the last meeting, no other feedback was taken, so we are happy to put this in the policy manual.

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Cindy Voltz: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

F. First Reading of Policy JICJ-Student Use of Cell Phones and Other Electronic Devices

Ms. Scifres – this is not a required policy, but we felt this was an important one to have. Work has been done, Erin Taylor PC Nurse did her thesis on this subject and has done some editing on this. We wanted to establish some norms for the school department. We focused on privacy and the use of cameras. This will go back to policy committee. Mr. Saucier asked about the fact the building administrators’ have the right to force the policy, will it be district wide. Ms. Scifres said some of these policies have already been in place. CEHS cell use has different appropriateness than PC for instance. Mr. Shedd spoke for a moment about current policy. Mr. Eastman put some perspective as far as CEMS students and appropriateness as well. Mr. Manjourides spoke to the fact that he doesn’t deal with this too much, most of the time the phones are in the backpack in the locker.

G. Consideration to approve the CESD Emergency Management Plan. Revisions include staff changes and the addition of the Pandemic Plan.

Motion:	Laura deNino	Second:	Kimberly Carr	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Cindy Voltz: Abstained Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

IX. School Board Agenda Requests

X. Committee Reports:

- A. PATHS – Heather – have not met, nothing to report
- B. Policy – nothing to report
- C. DEI – Heather – Teachers were asking some hard questions, and how to talk about these topics that were uncomfortable. How to navigate these waters. She wanted to commend the committee for wanting to go to these topics that may be uncomfortable.
- D. School Building Committee – Heather –see the recommendation above.

XI. Announcement of Upcoming Meetings

- A. School Board Workshop – December 22, 6:30 pm via Zoom- this was cancelled.

XII. Consideration to Adjourn

Motion:	Laura DeNino	Second:	Jenn McVeigh	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
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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