

Cape Elizabeth School Board  
 Tuesday April 14 2020  
 6:30 p.m. Regular Business Meeting  
 Zoom Video Conference

- |                                                       |                                                   |                                                    |                                                       |
|-------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|-------------------------------------------------------|
| <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"/> M. Nasir Shir     | <input checked="" type="checkbox"/> Hope Straw    | <input checked="" type="checkbox"/> Laura deNino   |                                                       |
| <input checked="" type="checkbox"/> Piper Strunk      | <input checked="" type="checkbox"/> Ally Lynch    |                                                    |                                                       |

**AGENDA**

**Call to Order/Pledge of Allegiance**  
**6:30 p.m.**

- I. Adjustments to Agenda
- II. Approval of Board Minutes: March 10, 2020

|         |                   |         |              |       |           |
|---------|-------------------|---------|--------------|-------|-----------|
| Motion: | Elizabeth Scifres | Second: | Laura DeNino | Vote: | Unanimous |
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| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>   |                                                                                            |

- III. Comments by Student Representatives  
 Allie Lynch spoke first. She commented on the remote learning being new and awkward, but that they were all starting to get used to it. She went over the schedule of remote learning. Regarding AP Exams, the College Board came out with a new way of proctoring, 45 minutes online at home. They've been flexible if students don't want to take it this way, and colleges seem to be aware of the process, and have made some adjustments as well. The exams will be the week of May 11<sup>th</sup>. Piper Strunk then spoke of the stress that this has caused for seniors, who are missing out on what is supposed to be "the most important months of High School". Graduation has been moved to Wednesday July 29<sup>th</sup>, pending the coronavirus is kept under wraps. She mentioned John Holdridge, and that students had concerns, that he plays a vital role in the district, students wanted to make sure the services he provides are continued.
- IV. Comments from Public on Agenda Items (per SB BEDH)  
 Win Phillips spoke. He addressed concerns about the district's plan on remote learning, that everyone is hoping to return to school in September, but there is a possibility that it won't happen, or that another outbreak will interrupt the year again. He urged the

district to work closely with teachers, staff and administration, as well as getting input from parents and students, to put a plan into place. He then moved on to speak of the 2005 CEEF grant that allowed the Achievement Center (AC) to be constructed. With the current situation of remote learning, he fears that students will enter the next school year with a deficit and will need the instruction that occurs in the AC. His concerns over the current structure of the budget diminishes the presence of Math and English teachers in the AC, and the long-term effects it will have on students. He asks the Board to consider this as they determine whether to approve the budget in its current iteration.

V. Presentations

VI. Administrative Reports

A. Principals' Updates

Jason Manjourides-As remote learning has been implemented, and the decision has been made to proceed with it for the remainder of the school year, PC has been trying to keep in mind that all families are dealing with this differently, and that includes the families of the staff. And while no one "signed up for this", Jason and Sarah Forrey-Pettit have been working closely with staff and families to support them as much as possible. It's really been about being available and compassionate. Tom Charltray has been available and doing an outstanding job of creating tutorials and leading PD for those who are not as comfortable with the technology aspect of remote learning.

Troy Eastman- Echoes everything Jason said. The Middle School is slightly different because of the independence of the 7/8<sup>th</sup> graders vs the 5/6<sup>th</sup> graders. The expectations of the older class is very different, more meeting schedules, more expectations. He has felt that it is his time to offer support to his staff, because like Jason, he sees that staff have a lot going on in their homes with making sure remote learning is operating smoothly and dealing personally with children and family as well. Jonathan Werner has been an incredible asset during the time of the pandemic. After April Break, the MS would like to focus on student engagement. He continues to be impressed with what the teachers have been able to pull together.

Jeff Shedd- He put out a survey in the week to collect data asking the teachers about how they feel remote learning is going. About half of the teachers responded. He was trying to gauge student engagement, attendance and so forth. He wanted it to be a quick thought, based on impression. The data that came back across all grades was that roughly 80 % of students were 80-100% engaged. There are a few students who are struggling, these students struggled with attention during regular school already. Mr. Shedd has been involved in regional meetings with local Principals mostly in Cumberland county. Teachers with the help of the Technology department at CEHS, are working very hard, and to echo Jason and Troy, he continues to be impressed by their dedication. He specifically mentioned the Ed Techs, because not only do they have to meet with their students, they also have a ton of paperwork and documentation that has to be fulfilled behind the scenes. It's been nice to see some light-hearted moments come out of remote learning as well.

B. Director of Special Services

Del Peavey- Essentially, in Special Education they are mirroring what is going on in each of the schools. Any student that had an IEP, had a remote/distant learning plan developed. Each of these plans follow the goals as if we were in regular session. Some of the services that we usually provide, have proven to be tricky in the format we are using right now, but we are doing the best that we can, given the

circumstances. Mr. Peavey wanted to emphasize that he is very proud of the staff and the work they are putting forth in connecting with the students during this time. Kimberly Carr wanted to express her admiration to the staff and administrators, for seamlessly providing instruction for the students, and making the transition to remote learning seem effortless. She directed a question regarding (parent-teacher) conferences to Mr. Manjourides and Mr. Eastman. Mr. Manjourides said that they were in the middle of them when the district went to remote learning, so the teachers he's reached out to have been connecting via phone or video conferencing to wrap them up. If a parent hasn't had a conference yet, he would suggest reaching out to the teacher. Mr. Eastman echoed this for the MS. He says he thinks about half have done them, and believes it was put on the back burner, but it will be a topic after the Spring Break.

C. Director of Teaching and Learning

Cathy Stankard- Mr. Shir had a question for Mr. Shedd regarding extracurricular activities and abilities to continue online. He understands and commends them for putting the academics first, but was wondering if any thought had been put into clubs. Mr. Shedd responded by saying the question had never occurred to him, and it was a great question. He was aware of a couple of activities that were happening, most of the competitive clubs are advised by teachers who have their hands full with remote learning. Superintendent Wolfrom added that she had spoken to Jason Lund, who was trying to start the eSports team from home, so she believed that was going on.

Ms. Stankard is presenting the Remote Learning Plan, and she wanted to disclose that although she is presenting, 90% or more of the work was done by the Principals. She maintains that they have been commending the teachers and staff throughout this, and wanted to take a moment to recognize their work in the designing the Remote Learning Plan. She hits a few points on the plan, pointing out the goals, how those goals are implemented through real-time learning, attendance and grading factors, as she is aware that the Board will be voting on the plan this meeting. She touches upon the support services provided other than instruction from the teachers. Ms. Stankard reiterated the positive note that the Remote Learning plan can be utilized in future moments during a regular school year, for instance a snow day. Ms. Scifres noted that we may use this with caution, because of the possibilities of devices left at school, internet access and so forth. Ms. Altenburg questioned how the Plan came about, was it from scratch? Were there other districts doing something similar that we were able to pull from? Ms. Stankard mentions that Superintendent Wolfrom meets with Cumberland Co. Superintendents once a week, she herself, meets with Curriculum Directors from around the state, the principals are meeting with other local principals, so there is much communication happening locally. Every district has a plan, people are being very generous about sharing their plans. Once the school year has ended, the district would benefit from a debriefing of the experience. Superintendent Wolfrom reminds the Board, that in the Pandemic Plan, in the "after" section, it directs the staff to go back and review the happenings in order to implement changes where they would be needed.

D. Business Manager

1. GENERAL FUND EXPENDITURES **\*supporting documents enclosed**

Marcy Weeks- Showing the graph, the spending for the general fund is at 72%, normally we would have been at 75%. She laid out the spending line by line in the 11

articles that make up the budget to show the Board how the percentages are calculated. Mr. Shir asks if we anticipate seeing any savings in the nutrition or transportation departments. Ms. Weeks indicates that the nutrition department typically runs over budget, so there wouldn't be any savings there, but they have received donations to the Backpack Program which has been helpful. Superintendent Wolfrom explained that they applied for the waiver for the National School Lunch Program that they had dropped out of a few years back, but are now back in, which she points out answers the question from the member of the public that was brought up earlier. Ms. Weeks mentioned that stimulus money would become available through the CARES Act, the formula would mirror the Title I funding. The formula for the stimulus would be 80% of the monies received for Title I (\$31, 451) for a total of \$25, 161. We will apply for this, and once it's received we'll have a 12 month time frame in which to spend it. The allocations on where to spend are more flexible than Title I. Ms. Scifres asks Ms. Weeks if there is a possibility of curtailment. Superintendent Wolfrom says yes, the word hasn't been spoken, but there has been caution to watch our financing, to not hire for new positions, because it could be coming down the line. The referendum that will pass the new budget has been postponed, right now, talk of July (but not confirmed). We will be operating in the current year for funds until the new budget passes, so it is going to be challenging.

E. Superintendent

1. SCHOOL ENROLLMENT NUMBERS **\*supporting documents enclosed**

Superintendent Wolfrom starts by thanking all of the amazing teachers in the district. Our teachers work so hard, and are doing amazing things. The administrative team has been absolutely amazing as well. They are keeping the teachers and the students going, and we are so fortunate to have them. They have been meeting twice a week, intense 2-hour meetings. The conversations cover all the details of things that they've had to change and rethink during this time. The talks have moved over to the end of the year, and I'll get into that in a moment. On March 12<sup>th</sup>, interviews were conducted with 2 architect firms that responded to the RFQ for the Revolving Renovation Project. The support for Colby Company (they are up for approval later in the agenda), was unanimous with everyone on the interviewing team. Another item that will come up tonight is the proposal to change the calendar for this Friday April 17<sup>th</sup> from a vacation day to a regular school day. This would allow teachers to complete their week of remote learning and utilize it as their check in before sending the kids off to a week vacation. This would move the last day of school to June 18<sup>th</sup> and 19<sup>th</sup> respectively. Surveys were administered first to teachers, with 97% in favor of the change, and then to parents and students., which 85% were in favor. With this result, I am recommending that we change the calendar. The end of SY conversations have just started. We have to take many things into consideration when thinking about this, remediation time, 183 days for teacher contracts, collection of student devices, and much more. If there are any recommended changes, we will bring them to the Board at the May meeting.

VII. New Business

- A. Consider to approve Thomas McNeely for the High School Math Teacher position for SY2020-2021.

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| Motion:                                                                                    | Kimberly Carr                                                                          | Second:                                                                                 | Laura DeNino                                                                               | Vote: | Unanimous |
| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |       |           |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>   |                                                                                            |       |           |

This position fills a retiree position. It is not a new hire.

- B. Consider to approve the Calendar Change Proposal for April 17, 2020.

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| Motion:                                                                                    | Laura DeNino                                                                           | Second:                                                                                 | Elizabeth Scifres                                                                          | Vote: | Unanimous |
| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |       |           |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>   |                                                                                            |       |           |

- C. Consider to approve the Colby Company as the architects for the Revolving Renovation Fund Project.

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| Motion:                                                                                    | Kimberly Carr                                                                          | Second:                                                                                 | Nasir Shir                                                                                 | Vote: | Unanimous |
| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |       |           |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>   |                                                                                            |       |           |

- D. Consider to approve the Continuity of Learning Program. **supporting documents enclosed**

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| Motion:                                                                                    | Laura DeNino                                                                           | Second:                                                                                 | Elizabeth Scifres                                                                          | Vote: | Unanimous |
| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |       |           |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>   |                                                                                            |       |           |

E. Consider to approve the FY21 School Budget. **supporting documents enclosed**

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| Motion: | Elizabeth Scifres | Second: | Phil Saucier | Vote: | Unanimous |
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| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>   |                                                                                            |

Mr. Shir asked if the current budget includes Win Phillips’ concern of lack of support in the Achievement Center. Ms. Scifres points out that it is up to Principal Shedd to staff, and based on her understanding, the positions may not be there for next year, but also that in the face of possible curtailments, this might not be the worst of our problems. Mr. Shir then presented the question to Superintendent Wolfrom about any opportunities to staff the AC. Superintendent Wolfrom said if they were volunteers, that would be a possibility. Students do have an advisory period where they can go seek support from teachers (4 days a week in the middle of the day). Ms. DeNino thanks the Administrators for their hard work on the budget. Mr. Saucier echoes the sentiment, and also thanks Ms. Scifres and Superintendent Wolfrom specifically. Ms. Weeks is also mentioned for her work in the process by many in the meeting. Ms. Carr inserted her sentiments as well. Ms. Straw points out that a discussion might be needed to determine what a “post March 13<sup>th</sup>” world might look like, when the students return in the fall, how different is it going to look? How are these decisions going to impact the outcome? Superintendent says we need to be watchful and conservative. We can only be as careful as we can, she’s been through a curtailment before, and we just have to be careful and think like it’s coming, we’ll be okay. Ms. Straw didn’t want to end on a negative note, she supports the budget, and appreciates all that went into it. Ms. Altenburg notes that Ms. Straw is not being negative, everyone knows the times are uncertain, and they are all trying to grapple with it. She sees it as responsible not negative. Ms. Scifres, echoed Ms. Straw, the Board needs to remember that they are approving a number. If a curtailment were to happen, it would come back to the Board and a discussion of disbursement and redesigning it, would occur. Ms Scifres says it has been a pleasure to work with Ms. Weeks, and how she has been incredible, and Superintendent Wolfrom has been fantastic to work with, and the Board members for their time. The administrators caring for all the students and they all present a unified front to the district and not just their own school. She’s thankful for all of them. She went over the goals, and believes they attained them and wholeheartedly supports this budget. Ms. Altenburg also wanted to thank everyone for their time, participation and hard work. Piper Strunk wanted some clarification on the AC. Mr. Shedd says there are some unknowns, his hope is that at least one teacher will be in there part time, it’s a really hard trade off, but given the priorities, and the situation, it is where we are in the Strategic Plan. Ms. Scifres wanted to point out that if enrollment levels are lower, would it be possible to bring the AC up in staffing. Mr. Shedd says that if it is lower, it could be possible. Piper clarifies that it is a vital program, that it is a program that is utilized immensely, both for English and Math.

F. Consider to approve Policy Second Reading ACAA **\*supporting documents enclosed**

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| Motion: | Kimberly Carr | Second: | Elizabeth Scifres | Vote: |  |
|---------|---------------|---------|-------------------|-------|--|

There was a clarification in the policy that the Board recognized Licensed Psychologists and LCSW, includes an exception that these employees have a confidential impact. She debriefed on the past meeting for a few moments that led to these clarifications. They took it to counsel, and counsel said it was a catastrophic error, so this Policy is not ready for a vote. The Policy is tabled.

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| Heather Altenburg:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input type="checkbox"/> Nay <input type="checkbox"/>   |                                                                                 |

G. First Policy Reading JLCA and IKF (no vote required)

Ms. Straw speaks of JLCA, the title has been changed, there are updates to the process by which families are sharing to the schools. It's being brought to the attention of the Board and the public that changes are pending, but we probably won't bring it back for a vote until the fall. It was worked on by our school nurses, and has the most effect on athletes. It won't affect the fall season.

IKF, the Graduation Requirement, which is critical to have in place before the end of the year. Ms. Stankard presents the policy to the Board. Superintendent Wolf from spoke briefly about the change on Homeschooled students as well, the 2-semester minimum, and that it should include their senior year.

VIII. School Board Agenda Requests

IX. Committee Reports:

- A. Policy Committee:
- B. Technology Committee
- C. PATHS
- D. Student Wellness
- E. Buildings and Grounds
- F. Legislative Liaison

X. Announcement of Upcoming Meetings

- School Board Budget Presentation to Town Council, Monday, April 27, 2020, 6:30 pm, via Zoom
- Policy Committee, Tuesday April 28, 2020, 3 pm, via Zoom
- Town Council Public Hearing on Budget Monday May 4, 2020, 7:00 pm, via Zoom
- Town Council Meeting, Adoption of Municipal and CESD Budgets, Monday May 11, 2020, 7:00 pm, via Zoom

XI. Consideration to Adjourn

|         |                   |         |               |       |           |
|---------|-------------------|---------|---------------|-------|-----------|
| Motion: | Elizabeth Scifres | Second: | Laura DeNinot | Vote: | Unanimous |
|---------|-------------------|---------|---------------|-------|-----------|

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| Heather Altenburg:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Kimberly Carr:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Philip Saucier:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> | Elizabeth Scifres:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/> |
| M. Nasir Shir:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>     | Hope Straw:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>    | Laura DeNino:<br>Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>   |                                                                                            |

## 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