

Cape Elizabeth School Board  
 Tuesday May 12 2020  
 6:00 p.m. Regular Business Meeting  
 Zoom Video Conference

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|---|---|--|---|
| <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**  
**6:00 p.m.**

- I. Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405(6)(A) for the purpose of discussing personnel items on the business meeting agenda.

Motion:	Laura DeNino	Second:	Hope Straw	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"/>
M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

**6:30 p.m.**

- II. Adjustments to Agenda  
 None
- III. Approval of Board Minutes: April 14, 2020

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"/>
M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

- IV. Approval of Special Business Meeting Board Minutes: April 21, 2020

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"/>
M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

- V. Comments by Student Representatives
  - Allie Lynch- AP Exams started this week. A group of seniors have been planning special events for seniors to happen throughout the summer. The Graduation Ceremony is postponed to August.
  - Piper Strunk-Seniors last day is Friday may 22<sup>nd</sup>, so a lot of things are ending. Senior projects aren't happening this year, so people are putting together some independent work of videos that show resilience and positive outcomes of the social distancing.
- VI. Comments from Public on Agenda Items (per SB BEDH)
  - None
- VII. Presentations
  - None
- VIII. Administrative Reports
  - A. Principals' Updates
    - Jason Manjourides- Teachers at PCES are becoming more comfortable with the remote teaching, they are still juggling teaching and their own home situations. We're trying to be sensitive to parents who are also struggling with the remote learning and everything else that they have going on. We are trying to provide the very best that we can, but also being flexible. We are focusing on End of Year activity.
    - Troy Eastman-CEMS echoes the sentiments of PC, it's challenging to be far apart. The teachers are finding ways to make it work. There are some students who are struggling, but overall impressed with the progress. The work on the planning of maintaining the "6 feet apart" rule while cleaning lockers and other end of year processes is overwhelming, but coming along. Teachers have expressed their desire to be a part of the conversation about how to open back up in the fall, to reflect on what has been learned during this time of closure and how to proceed.
    - Mr. Shir asks if we are identifying students who are falling behind? And if we are, how are helping them? Mr. Eastman tells him it is really about the teachers being able recognize, there is no test or standard, it comes down the teachers being the students' advocate. Knowing them and identifying them will be important. The challenge is that most of these kids are already struggling with the remote learning, so the continued support during the summer being remote will add to this challenge.
    - Jeff Shedd- Wanted to respond first to Mr. Nasir's question. Our Assistant Principal here at CEHS, has been on top of this. Between his work, the social workers, coaches, special education tech's, our students who are struggling are getting more attention than they have in the past. We are very aware of where the students are in their progress after creating spreadsheets

and reviewing, and reviewing again, we feel confident about heading towards the end of the year.

The vast majority are doing fine with remote learning. Graduation has been planned for August 5<sup>th</sup>, plan A is do a live ceremony. We are working on a plan B, for if everyone cannot be outside, then the plan will be to congregate somewhere in Cape Elizabeth where everyone can be in their vehicles together. Students have been a part of this planning process. Planning for the end of the year is about 6 weeks behind, but Mr. Shedd has confidence that they will get the work done. He does not believe they will be able to hand out schedules for returning students (fall SY21), but should have them ready shortly after the current school year ends. Student engagement remains strong, his worry about losing students after the April break has been proven unfounded. AP exams have started. Cathy Stankard and Mr. Shedd followed up about the junior and senior foreign language exam, a national exam, a third of the seniors, and quite a few juniors as well have qualified for the endorsement by the state.

B. Director of Special Services

Del Peavey-every student that is serviced in our district has received a distant learning plan, these were based on their IEPs and built by their case managers. This includes related services (PT, OT, etc). Staff has been working very hard, and he is very proud of them. Transition work is underway with the schools all working together to make it as seamless as possible, being creative in their processes that would normally be an in-person activity. Currently servicing 169 students in Special Education. Ms. Carr asked if there was going to be ESY services this year. Mr. Peavey says DOE is not supporting in-person instruction for the summer. So, if it continues in this trend, it would have to be as we are currently running-remote, but as of right now, decisions haven't been made.

C. Director of Teaching and Learning

Cathy Stankard-She has updates in three areas. The assessment for GT is being postponed to the fall for obvious reasons The EL teachers will be meeting with teachers to review and inform updates pertaining to their area. In the area of curriculum and professional development, she will continue to meet with teachers regarding how students have fared during remote learning and what PD may be needed as we start to plan the reopening of school. The evaluation committee had approved the new policy on March 10, 2020, and the closing of the school has interrupted the actions of the committee to put the policy process into place. Some changes were made today, May 12, 2020 that the committee felt would be appropriate for this year only, due to the circumstances. The most significant change is that the continuing contract teachers will stay in the cohort that are currently in for one more year.

D. Business Manager

1. **GENERAL FUND EXPENDITURES \*supporting documents enclosed**  
83% is our normal spending at this time of year, and we are currently at 79%. We've fulfilled our debt service obligations for the year. Ms. Weeks, along with Superintendent Wolfrom, has been formulating some projections to give the Board and community a sense of where we will be at the end of the

year. Ms. Weeks then goes over the information, and discusses where surpluses and shortfalls are occurring. In discussions with the auditors, she feels like the Fund Balance Projections are quite positive. They will be putting their expert eyes on it this summer, which will be helpful. There have also been discussions about how to spend the CARESAct money. And they have been on watch for applications. Also, have been looking at FEMA funds. Mr. Shir asked if Ms. Weeks could explain why the Nutrition Services was in a shortfall, when the cafeteria is closed. Income from lunch revenue, as well as the state subsidy was lost. We are still applying for the state subsidy, but the a la carte revenue was lost, it dropped significantly. We have been receiving donations through the backpack program which has been amazing.

E. Superintendent

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

Superintendent Wolfrom starts by talking about the Administrative Team discussing how to end the SY20. The chart is included in the supporting documents. The process started by considering the needs of students, teachers and the district as a whole. The chart goes over the schedule and addressing the needs. Superintendent Wolfrom explains the chart, including dates and actions for those dates. A letter will be sent out to the community regarding the scheduled dates and activities correlating. She briefly discusses the duties of the custodial staff and how diligently they have been working, and their plans to continue this diligence while the closing schedule is implemented. Work is being done on the CARESAct application, and serious thought behind where the monies will be put to best use. They are waiting on the state to give the go-ahead for the application to be submitted. She continues to meet with the Cumberland County Superintendents weekly. At times, Commissioner Makin joins the meeting, allowing time for questions. The current hot topic is reopening in the fall, and the many options of how that might look. This will be an ongoing discussion over the summer, and a committee will be brainstorming ideas to come up with a plan for the fall. We know that there are many outcomes of how the fall may look, and we have to plan to be ready for any of these, it is a huge undertaking, but we will continue to meet and be as proactive as possible.

Mr. Shir asks Superintendent Wolfrom about the possibility of the virus peaking again in the fall and how we are planning if that is the case.

Her response is this is one of the scenarios for which we will be planning.

Ms. Scifres thanks the superintendent and administrators for all the work that they have been putting in during this time of remote learning.

IX. New Business

A. Consider to approve the Collective Bargaining Agreement for 2020-2023

Ms. Scifres thanked everyone for their respectful work on these negotiations.

Motion:	Elizabeth Scifres	Second:	Nasir Shir	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"/>
M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

B. Consideration to approve the Superintendent’s nominations of personnel to second-year probationary contracts. (According to 20-A M.R.S.A. § 13201, the deadline for written notice of renewal/non-renewal to probationary teachers is May 14. Also, CEEA collective bargaining agreement, Article XVI – Contract Notification)  
Superintendent Wolfrom explains the process of “probationary contracts”.

Haaland, Kaite	District
Marshall, Christine	High School
Giampetruzzi, Michael	District
Scarpone, Michael	High School
Anesko, Alexander	High School
Torres-Salvador, Montserrat	High School
Buchanan, Paige	Pond Cove
Jenkins, Karen	High School
Conroe, Emilee	District

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	Unanimous
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M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

C. Consideration to approve the Superintendent’s nomination of personnel to third year probationary contract.

Adrian, Michael	Pond Cove
Aspinwall, Katrina	Middle School
Hanson, Sarah	Middle School
deVries, Amy	High School
Young, Michael	High School
Miller, Jessica	District

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	Unanimous
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M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

D. Consideration to approve the Superintendent’s nomination of personnel to first year continuing contract.

Richard, Melissa	Pond Cove
Doane, Joey	Middle School
Haugevik, Jake	Middle School
Kaufman, Sara (Sashi)	Middle School
Kerr, Morgan	Middle School
Lynch, Louise	Middle School
Neuts, Elizabeth	Middle School
LeBorgne, Emily	Middle School
Ruel, Laura	M.S./H.S.
Young, Jill	Middle School
Grimes, Danielle	High School
McKeown, Sarah	High School
Raspiller, Ginger	High School
Burregi, Kacie	District

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

E. Consider to approve Administrators’ Contracts through June 30, 2021

Esposito, Peter	Director of Nutrition
Schwarz, Perry	Director of Facilities & Transportation
Weeks, Marcia	Business Manager

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"/>
M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

F. Consider to approve Administrators’ Contracts through June 30, 2022

Carpenter, Nathan	Asst. Principal, CEHS
Eastman, Troy	Principal, CEMS
Forey-Petitt, Sarah	Asst. Principal, PCES
Harroff, Noel	Technology Coordinator

Manjourides, Jason	Principal, PCES
Morey, Kyle	Asst. Principal, CEMS
Peavey, Del	Director of Special Services
Shedd, Jeff	Principal, CEHS
Stankard, Cathy	Director of Teaching & Learning
Thoreck, Jeff	Athletic Administrator

Motion:	Elizabeth Scifres	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"/>
M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

G. Consider to approve the Calendar Change Proposal for End of Year 2020.

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"/>
M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

H. Consider to approve Policy Second Reading IKF **\*supporting documents enclosed**

This policy has been updated to remove the language regarding the requirement of proficiency-based education. Other outdated language was cleaned up under the direction of Cathy Stankard and Jeff Shedd.

Motion:	Hope Straw	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"/>
M. Nasir Shir: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

I. First Policy Reading: JS (no vote required)

Suicide Prevention policy - it's required that all districts in Maine have a policy. It discusses the requirement to provide training to all staff members within the first 6 months of hire, and to have an annual refresher. It also lays out the plans to have grade level-appropriate instruction around suicide prevention, along with counseling in case of such an event.

- J. Notification of Retiree:
  - i. Stephanie Babin- Ed Tech

X. School Board Agenda Requests

XI. Committee Reports:

- K. Policy Committee:
- L. Technology Committee
- M. PATHS
- N. Student Wellness
- O. Buildings and Grounds
- P. Legislative Liaison

XII. Announcement of Upcoming Meetings

- Policy Committee Meeting- Tuesday, May 26, 2020, 3:00 pm, via Zoom

XIII. Consideration to Adjourn

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"/>
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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