

Cape Elizabeth School Board  
 Tuesday June 8, 2021  
 6:30 p.m. Regular Business Meeting  
[Via Zoom](#)  
 Meeting PW: \*HpPNWU7  
 MINUTES ([VIDEO LINK](#))

**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 type="checkbox"/> Ellie Gagne                 |  |   |

**AGENDA**

**Call to Order/Pledge of Allegiance**

**6:30 p.m.**

- I. Adjustments to Agenda - NONE
- II. Approval of Minutes May 11, 2021 – Regular Business Meeting

Motion:	Kimberly Carr	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"/>	

- III. Comments from Public on Agenda Items (per SB BEDH)
  - Susana Measelle Hubbs – 3:12 mark of the video
  - Win Phillips – 5:00
  - Timothy Reininger – 8:15
- IV. Comments from Student Representatives

- Joey Labrie briefs the Board starting at the 11-minute mark of the video. He discusses elections for Student Council, various playoffs for sports and how well the athletes are doing, a summer reading program for the HS, and the upcoming Special Olympics event on June 10<sup>th</sup>, among other things.
- V. Presentations:
- Recognition of Nutrition Services – Marci Weeks reads a letter from Robin Taylor, Assistant Director of Nutrition Services breaking down how her department has weathered the pandemic and the utmost appreciation that she and Peter Esposito have for their hard-working staff. This can be watched at the 15:04 mark of the video.
  - Recognition of Retirees
    - i. Jeff Shedd – CEHS Principal – 21:24
    - ii. Ginger Raspiller – CEHS Tech Integrator – 32:47
    - iii. Mary Poker-Page – CEHS Social Studies Teacher – 38:00
    - iv. Barbara McLean – PCES Administrative Assistant – 44:01
    - v. Joan Moriarity – CEHS Administrative Assistant – 47:54
    - vi. Linda Alfiero – PCES Grade 1 Teacher – 53:56
    - vii. Michele Gagne – CEMS Administrative Assistant – 1:00:18
    - viii. Mary Dulac – PCES Literary Interventionist – 57:20
    - ix. Donna Wolfrom – Superintendent of Schools – 1:16:25
    - x. Candace O’Brien – CEHS Math Teacher – 1:06:21
    - xi. Deb Butterworth – PCES Math Interventionist -1:10:58
    - xii. Pam Salerno – CEMS Ed Tech III – 1:15:40
- VI. COVID Update – Superintendent Wolfrom
- Superintendent Wolfrom starts her update at the 1:39:57 mark of the video. She highlights upcoming changes from the MDOE regarding masks, the Return to School Plan that is being voted on for Fall, and information regarding transportation after the summer. Cindy Voltz asks if there will be consideration for students who may have a medical reason to be exempt from in-person learning in the fall, which Superintendent Wolfrom answers “yes”.
- VII. Administrative Reports
- A. Principals
- i. Jason Manjourides – 1:42:43 - work is being done on student placement, answering questions on what the fall may look like, creating new schedules, working on a Plan A and a Plan B. Each will depend on how the pandemic looks, and what sort of requirements we will need in place.
  - ii. Troy Eastman – 1:46:41 – spoke about the vaccine clinic, planning for fall, gathering laptops and iPads, and next year’s schedule.
  - iii. Jeff Shedd – 1:50:25 – project graduation, parent support in organizing it, teacher volunteers, the success.
- B. Business Manager **\*supporting documents included**
- i. Marci Weeks - 1:55:09 – Revolving Renovations Project will be complete by July 1<sup>st</sup>. Preliminary audit work has started. A grant-funded Technology project at PC is underway. Each school is receiving funds for a Learning Recovery program. She then briefed on the expenditures and budget report.
- C. Director of Teaching & Learning

- i. Cathy Stankard – 1:59:20 – a brief update on the DEI Task Force. The Gender-Neutral Audit that happened has been completed, and the policies have been uploaded to the website. She ended her report with sentiments of it being her last report, and that she enjoyed the gifts of the last 5 years.

D. Director of Special Services

- i. Del Peavey – 2:02:35 – Special Services is preparing for summer, and ESY. The plan is to have it in-person, he thanks Marci for finding a tent for an outdoor classroom for some of the time. The rest will most likely be in both buildings, HS & MS. He ended his report with kind words for both Cathy Stankard and Donna Wolfrom regarding their departures from the district.

E. Superintendent

- i. Enrollment Numbers **\*supporting document included**
- ii. FY22 Budget Update
- iii. 2:05:24 First announcement was the Budget passed. A lot of interviewing has been happening lately, and in that process, it has shown room for improvement in regards to Job Descriptions and Job Titles.

VIII. New Business

A. Consideration to approve the following coaching nominations for Fall 2021

Name	School	Position	New Position/Returning
Ben Raymond	CEHS	Soccer, Boys' Varsity	Returning
David Croft	CEHS	Soccer, Boys' JV	Returning
Graham Forsyth	CEHS	Soccer, Girls' Varsity	Returning
Michael Young	CEHS	Soccer, Girls' JV	Returning
Andrew Lupien	CEHS	Cross Country, Head Coach	Returning
Maura Bisogni	CEHS	Field Hockey, Varsity	Returning
Diane Nicholson	CEHS	Field Hockey, JV	Returning
Katy Heskett	CEHS	Golf Assistant Coach	Returning
Sean Green	CEHS	Football, Varsity Head Coach	Returning
Nick Cliché	CEHS	Football, Assistant	Returning
James McDuffie	CEHS	Football, Assistant	Returning
Wes Davie	CEHS	Football, Assistant	Returning
Sarah Boeckel	CEHS	Volleyball, Varsity Head Coach	Returning
Jean Lavallee	CEHS	Volleyball, JV	Returning

Motion:	Elizabeth Scifres	Second:	Jenn McVeigh	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input 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 to approve the Superintendent's nominations of personnel to second-year probationary contracts.

Name	Location
Joe Forsyth	CEMS
Joe Wagner	CEHS

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	Unanimous
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C. Consideration to approve Lance Belanger for the Middle School PE Teacher position

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 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. Consideration to change the title of Transportation Supervisor to Director of Transportation

Motion:	Laura DeNino	Second:	Phil Saucier	Vote:	Unanimous
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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"/>	

E. Consideration to approve David Bagdasarian for the Director of Facilities position

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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F. Consideration to approve Michelle McClellan for the Assistant Superintendent position: Heather Altenburg welcomed Michelle, who was in attendance, to the District. Dr. Record, spoke to congratulations to retirees, and reiterated sentiments of Donna and Cathy's graciousness in the transition. Spoke of Michelle's experience. Michelle, also spoke about the commitment of CESD and how fortunate to listen in, and that she is eager to join.

Motion:	Laura DeNino	Second:	Jenn McVeigh	Vote:	Unanimous
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G. Consideration to grant the Superintendent of Schools authority to hire school personnel, excluding administrative positions which will require Board approval, during the summer

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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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"/>	

H. Consideration to approve Fall Return to School Plan

Motion:	Laura DeNino	Second:	Jenn McVeigh	Vote:	Unanimous
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I. Consideration to approve a 2-year Leave of Absence from September 2021- June 2023 for Jonathan Werner under the Educational Interchange Program for MLTI

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 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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J. Consideration to reschedule Laura Briggs' Sabbatical to September 2021 for first semester, and Unpaid Leave for second semester

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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K. Consideration to approve the new language in the Job Description of the Director of Educational Technology: The word "preferred" to 4 requirements on the Job Description was added instead of "required", and some minor edits in Administration to collaborate with the Town Technology.

Motion:	Cindy Voltz	Second:	Phil Saucier	Vote:	Unanimous
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L. Second Reading: Affirmative Action Plan

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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M. First Reading: 2:20:00 - discussion

- JLCB – Immunization of Students and Communicable Diseases
- GCFB – Recruiting and Hiring of Administrative Staff
- GCFB-R - Procedure
- Chemical Hazard Plan

IX. School Board Agenda Requests

X. Committee Reports: 2:28:15

A. PATHS – Cindy

- B. Policy – Elizabeth
- C. DEI – Heather
- D. Technology Committee – Cindy
- E. Finance Committee - Phil

XI. Consideration to Adjourn

Motion:	Laura DeNino	Second:	Phil Saucier	Vote:	Unanimous
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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