

Cape Elizabeth School Board
Tuesday September 14, 2021
6:30 p.m. Regular Business Meeting
Town Hall Council Chambers
[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:

☒Heather
Altenburg

☒Kimberly
Carr

☒Philip
Saucier

☒Elizabeth
Scifres

☒Cynthia
Voltz

☒Jennifer
McVeigh

☒Laura
deNino

☐Ellie Gagne

☒Katheryne
Clay

AGENDA

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

- I. Adjustments to Agenda
- II. Approval of Minutes August 16, 2021 – Regular Business Meeting

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"/>	

- III. Comments from Public on Agenda Items (per SB BEDH)
- IV. Comments from Student Representatives
 - Kathryne Clay presented tonight and discussed student's concerns regarding election day, possible remote snow days, the spotty guest wifi, and reports of some student

fatigue. She mentions events and sports are underway and the students are excited to get back into it.

V. Presentations:

- Student Recognition:
 - Softball Team – Class B won 21-0
 - Boys Lacrosse – Class B, undefeated

VI. COVID Update – Superintendent Record

- i. Mitigation measures put in place by the District Planning Committee and the School Board – masks, social distancing, disinfecting, and pooled testing.
- ii. Over 1100 Pooled Testing participants – PC 392 students, 55 staff; MS 318 students, 60 staff; HS 243 students, 52 staff.
- iii. Single HS COVID Case.
- iv. Oct. 5th is the next District Planning Committee meeting.

- COVID Relief Grants Update

- i. Uses from this were IXL, iPad cases, furniture, whiteboards, PPE, Tyler software for buses, and a nurse to help in a year capacity with the new pooled testing being put into place.

VII. Administrative Reports

A. Principals

- i. Troy Eastman- MS - starts his remarks at the 17:19 mark of the video, gives an overview of how the start of the year has gone.
- ii. Jason Manjourides - PC - starts at 20:57 and speaks of the resilience of the students.
- iii. John Springer – HS -24:20 reiterates the words of the others, that it was more of a challenge to start the year, but that everyone has done an amazing job at getting it going. Ms. Carr asks if there will be any academic accommodations for a positive covid case that will have to quarantine. Mr. Springer says they are using the Achievement Center, and other supports.

B. Business Manager ***supporting documents included**

- i. Marci Weeks – starts at 29:50 – discusses the recent work over the summer with the auditors, the work on the online payment system for nutrition services and the current general fund spending.

C. Assistant Superintendent

- i. Michelle McClellan – 32:22 – discusses what a joy it's been to see and meet the staff and seeing the students unload from the buses with the staff receiving them enthusiastically and carefully. In greeting the staff, Curriculum, Assessment and Instruction have been the focus of workshops and conversations. A few highlights in these areas:
 1. A day long training welcoming new staff and teachers occurred on August 25th
 2. Another session will happen tomorrow (September 15th)
 3. Over 40 teams of teachers met over the summer to complete curriculum related work
 - a. Expanding common assessments
 - b. Integrating SEL into core content

- c. Setting up formative assessment tracking systems to assure all students are on track to meet course expectations
- d. The breadth and scope of work accomplished was impressive
- 4. ME state Assessment NWEA window opens 10/4- 10/29, testing plans are being finalized for each of the buildings
- 5. ELL teachers Emilee and Jessica are in the process of filling the open ELL Ed Tech position
- 6. Working with building principals & content area leaders to develop their building curriculum and PD Plan

D. Director of Special Services

- ESY – Cape served just under 50 students with summer programming this year during the month of July. (A big shout out and thank you to all parents and staff who helped make this happen)
- Welcome New Hires in Special Education:
- At CEHS, I am very pleased to announce that we were able to hire Hilary Roberts as an Ed Tech III
- At CEMS
Paula Palma and Sophie Olmsted were both was hired as Ed Tech IIP's
Lauren Scaccia, will be providing Social Work services to our CEMS students.
Lauren starts her one year position this Monday the 20th
CEMS's Beacon Program will have an official Clinical Coordinator as Dr.Kaite Haaland has agreed to take on this key role
- Pond Cove,
Lauren York Joins us as in her role as an Ed Tech III
Janet Eckler will be joining the team as a half- time Special Education Teacher/Academic Evaluator
Suzanne Paule, LCSW, will be filling in during the month of September
- Current openings: 2 Ed Tech III positions, one at CEHS and one at Pond Cove
- Currently serving: 169 students
15 students in referral

E. Director of Educational Technology

F. Superintendent

- i. Enrollment Numbers ***supporting document included**
- ii. Procedure DN-R -Procedure for Disposition of School Property
- iii. Dr. Record thanks the summer staff for all of their hard work
- iv. The opening 4 days for staff focused on preparing for COVID, how to “stress better”, and SEL
- v. There are still many open positions in the district
- vi. Emergency Planning is underway with Chiefs Fenton and Gleeson;
CEMS entrance is on the docket
- vii. Thought Exchange launch, 155 participants, 121 thoughts, 4091 ratings
- viii. SB/TC Joint Workshop happened on 9/1 about the building project,
process so far was reviewed with Colby Co, discussed public outreach,

timing of referendum (coalesced around June); next steps with the Building Oversight Committee to determine phasing, location on site, timing, outreach and inform the SB when ready for vote

- ix. **Quarantined Student Plan** - We have worked closely with our teacher leaders and administrators to ensure we have a plan for any quarantined student. This plan involves communication with students and parents through Google classroom (& email / phone as necessary), planned pick-up of learning materials & devices as needed, connection with the teacher through Zoom, outside of class, as warranted, an assigned educator beyond the teacher to check-in with the student as needed, and for the teacher to find ways for the student to still have some connection to classmates during the quarantine period. In addition, our administrators will check in with parents and students about how things are going. Our social workers and school counselors will also be available to provide support if needed.
- x. Tech update in the Council Chambers: still working on the audio & video to allow for public participation
- xi. SB voting based on the advice of Drummond & Woodsum: by law we are required to vote on Teachers, Superintendent, Principals; they recommend Special Education Director, Business Manager and Asst. Principals
- xii. SB Workshop on 9/30 will discuss:
 - 1. Facilities with Director
 - 2. Public Participation
 - 3. Inclement Weather Plan
 - 4. Dr Record's Entry Plan so far
- xiii. In closing he invited the 7 candidates running for the SB to reach out to him

VIII. New Business

- A. Notification of hires over the summer: 35:55
 - 1. Jordyn Jamieson, PCES, Third Grade Teacher, 1 year only
 - 2. Darren Choate, PCES, Math Interventionist
 - 3. Kelly Barr, PCES, First Grade Teacher
 - 4. Angela Hatch, PCES, RTI Literacy
 - 5. Hannah Hyde, CEMS, Technology Integrator, Two- year term
 - 6. Nicholas Rue, CEHS, Physical Science Teacher
 - 7. Rachael Sheskey, PCES, Ed Tech III (Permanent Sub)
 - 8. Nicole Patch, PCES, Kindergarten Teacher
 - 9. Jeff Lowe, CEMS, 7th Grade SS, 1 year only
 - 10. Peter Conte, CEMS, 1year Teacher
 - 11. Sophie Olmstead, CEMS, Ed Tech
 - 12. Paula Palma, CEMS, Ed Tech III
 - 13. Lance Belanger, CEMS, Physical Education
 - 14. Bianca Luque, CEHS, Spanish Teacher
 - 15. Hilary Roberts, CEHS, Ed Tech
 - 16. Brent Staples, CEHS, 1 year Teacher
 - 17. Tom Farmer, CEHS, Technology Integrator

18. Sally Reynolds, CEHS, Spanish Teacher, 1 year only
19. Janet Eckler, Special Services Evaluator
20. Lauren York, Ed Tech Permanent Sub
21. Nicholas Jones, Ed Tech
22. Janet Perry, PCES Kindergarten Teacher
23. John Lombardo, Operations Manager, Facilities & Transportation
24. Caroline Conaty, School Nurse 1 year, District

B. Consideration to approve the Operations Manager Job Description: 39:20

Explanation is that we are crossing t 'sand dotting I's; left over from the spring.

Motion:	Elizabeth Scifres	Second:	Kimberly Carr	Vote:	Unanimous
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C. Consideration to approve the ELO Job Description: 40:34

ELO position important for multiple pathways and board members grateful that it was being brought back to the HS

Motion:	Kimberly Carr	Second:	Elizabeth Scifres	Vote:	Unanimous
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D. Consideration to approve the Building Oversight Committee: 43:36

Explanation of what roles will be on the committee (in packet) - conversation around it being inclusive and not too big. There will be more opportunities to get involved with community outreach and potential sub committees.

Motion:	Laura DeNino	Second:	Phil Saucier	Vote:	Unanimous
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E. Second Reading: 47:41

- JLCB – Immunizations
- GCFB – Recruiting and Hiring of Administrative Staff

- BED – Remote Participation at Board Meetings

Motion: JLCB	Elizabeth Scifres	Second:	Jennifer McVeigh	Vote:	Unanimous
Motion: GCFB	Elizabeth Scifres	Second:	Jennifer McVeigh	Vote:	Unanimous
Motion: BED	Elizabeth Scifres	Second:	Jennifer McVeigh	Vote:	Unanimous

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F. First Reading: 56:04

- Draft Policy GBP – Earned Paid Leave
- GBP-R – Earned Paid Leave Procedures

IX. School Board Agenda Requests - discussion for adjusting policy if needed in emergency

X. Committee Reports:

G. PATHS – Cindy

H. Policy – Elizabeth

I. DEI – Heather

J. Technology Committee – Cindy

XI. Announcement of Upcoming Meetings

A. DEI Task Force – September 30, 3:30 pm

B. Policy Committee – September 27, 3:30 pm Jordan Conference Room

C. School Board Workshop – September 28, 6:30 pm CEHS Library

D. Finance Sub Committee – September 28, 8:30 am

E. District Planning Committee – October 5th

F. PATHS – October 14th

XII. 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