

Cape Elizabeth School Board  
Tuesday January 11, 2022  
6:30 p.m. Regular Business Meeting  
Town Hall Council Chambers  
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:**

☐ Heather  
Altenburg

☒ Kimberly  
Carr

☒ Kathleen  
Curry-Sparks

☒ Jennifer  
McVeigh

☒ Phil Saucier

☒ Elizabeth  
Scifres

☐ Cynthia  
Voltz

☒ Ellie Gagne

☒ Katheryne  
Clay

**AGENDA**

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

- I. Adjustments to Agenda – New Business A will no longer be under consideration tonight.
- II. Approval of Minutes December 14, 2021 – Regular Business Meeting

Motion:	Elizabeth Scifres	Second:	Jennifer McVeigh	Vote:	Unanimous
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Heather Altenburg: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kathleen Curry Sparks: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Phil Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Cynthia Voltz: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	

- III. Comments from Public on Agenda Items (per SB BEDH) - None

- IV. Comments from Student Representatives – 2:22 of the video
- Ellie Gagne starts with clubs and organizations, Katheryne Clay went over the academic topics.
- V. Presentations:
- None
- A. Administrative & Staff Reports: Data Update – Michelle McClellan 4:43
- Speaks about how students are doing and the data collected from the NWEA data. The slides can be viewed [here](#). Around the 29-minute mark of the video, Jason Manjourides and then John Springer speak about the reality of analyzing and celebrating the data.
- B. Business Manager **\*supporting documents included** – 46:33
- Ms. Weeks publicly thanked the Admin. Asst's of the 3 schools for helping achieve for the first time in 9 years, an audit of the activities fund without comment. We did not receive the Pre-K grant that we applied for, although they encouraged us to apply again next year.
- C. Superintendent – 50:15
- COVID Update – Superintendent Record – mentions that he is proud that we have achieved in person learning for a consecutive 19 weeks. That is no small feat. It is imperative that if students are sick, they need to stay home, and it goes for staff as well. About 80% of our total population is involved in the pooled testing program. At 55:50 the discussion turned to the District Planning Committee meeting and the topics that were touched upon in that meeting. Around the 1-hour mark, Dr. Record talks briefly about the possibility of going remote, and that he is watching all the numbers that would affect that decision. It is not something that has happened, or is in the immediate future, but we are keeping a close eye on it.
  - Enrollment Numbers **\*supporting document included**
  - Other – 1:06:58 – a call for subs! Talks quickly about the work being done on the SY23 Calendar through the Calendar Committee.
- VI. New Business

~~A. Consideration to approve an update to the COVID-19 mitigation measures established by Dr. Record, the school nurses, and the district physician along with recommendations of the District Planning Committee~~

Motion:		Second:		Vote:	
Heather Altenburg: Yay <input type="checkbox"/> — Nay <input type="checkbox"/>	Kimberly Carr: Yay <input type="checkbox"/> — Nay <input type="checkbox"/>	Kathleen Curry Sparks: Yay <input type="checkbox"/> — Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input type="checkbox"/> — Nay <input type="checkbox"/>		
Phil Saucier: Yay <input type="checkbox"/> — Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input type="checkbox"/> — Nay <input type="checkbox"/>	Cynthia Voltz: Yay <input type="checkbox"/> — Nay <input type="checkbox"/>			

- B. Consideration to approve moving March 23<sup>rd</sup> to a half-day at CEHS to allow for on-sight SAT testing in the afternoon. 1:12:21 – Principal Springer discusses how the Thought Exchange brought this to the forefront.

Motion:	Elizabeth Scifres	Second:	Jennifer McVeigh	Vote:	Unanimous
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Heather Altenburg: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kathleen Curry Sparks: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
Phil Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Cynthia Voltz: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	

- C. Second Reading: Policy GBGB – Workplace Bullying – 1:16:07 – Targeted more towards the safety for employees.

Motion:	Jennifer McVeigh	Second:	Elizabeth Scifres	Vote:	Unanimous
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Phil Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Cynthia Voltz: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	

- D. Second Reading: Policy IHBAC – Child Find – 1:17:21 – Regarding a state statute, change in the age range and providing special education services.

Motion:	Jennifer McVeigh	Second:	Phil Saucier	Vote:	Unanimous
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Phil Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Cynthia Voltz: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	

- E. Second Reading: Policy IJOA – Field Trips and Other Student Travel -1:18:23 – This was miscoded, and the change was made.

Motion:	Jennifer McVeigh	Second:	Elizabeth Scifres	Vote:	Unanimous
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Heather Altenburg: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kathleen Curry Sparks: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
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F. First Reading: 1:19:20

- Policy BG – School Board Policies
- Policy EEBB – Use of Vehicles for School Business

VII. School Board Agenda Requests - None

VIII. Committee Reports: 1:22:22

- A. PATHS – ~~Cindy~~ -Dr. Record - none, meeting next week
- B. DEI – Michelle went over reviewing the mission statement, identified the areas of focus for the year
- C. Technology Committee – ~~Cindy~~ Dr. Record says more to report next month
- D. Building Oversight Committee – ~~Heather~~ 1:24:32 Dr. Record briefly talks about it

IX. Announcement of Upcoming Meetings – 1:25:17

- A. PATHS – January 13, 8:30 am WRVC
- B. School Concept Design Subcommittee – January 20, 6:30 pm Zoom
- C. School Board Workshop – January 25, 2021, 5:00 pm CEHS Library
- D. School Board Workshop (Budget, if needed) – January 26, 2021, 5:00 pm CEHS Library
- E. DEI Task Force – January 27, 3:30 pm
- F. ~~Policy Committee – January 31, 3:30 pm Jordan Conference Room~~
- G. Policy Committee – February 1, 5:30 pm via Zoom
- H. District Planning Committee – February 1, 6:30 pm Zoom

X. Consideration to enter into Executive Session pursuant to 1 M.R.S.A. §405 (6)(A) for the purpose of discussing a personnel item. 1:28:35

Motion:	Elizabeth Scifres	Second:	Phil Saucier	Vote:	Unanimous
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XI. Consideration to Adjourn Executive Session

Motion:	Kimberly Carr	Second:	Kathleen Curry-Sparks	Vote:	Unanimous
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Heather Altenburg: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kathleen Curry Sparks: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
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XII. Consideration to Adjourn

Motion:	Kathleen Curry-Sparks	Second:	Phil Saucier	Vote:	Unanimous
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Heather Altenburg: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kathleen Curry Sparks: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Jennifer McVeigh: 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