

Cape Elizabeth School Board  
 Tuesday January 14, 2020  
 6:30 p.m. Regular Business Meeting  
 Town Council Chambers

Heather  
Altenburg

Kimberly  
Carr

Philip  
Saucier

Elizabeth  
Scifres

M. Nasir  
Shir

Hope Straw

Laura  
deNino

Piper Strunk

Ally Lynch

School Board Training  
 Jordan Conference Room  
 5:00 – 6:00 pm  
 Dinner  
 6:00 pm

**AGENDA**

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

1. Adjustments to Agenda  
 \*Adjusted date from 2019 to 2020 in header
2. Approval of Board Minutes: December 10, 2019

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

3. Comments by Student Representatives  
 In the midst of winter sports right now. Student Council raised over \$250 for the boys and girls club over the winter break. Juniors are currently creating resumes and will be doing mock interviews next week for college. Mid-terms start next week.
4. Comments from Public on Agenda Items (per SB BEDH)  
 None
5. Presentations
  - A. Legislative Sentiments by Representative Carney and Senator Millett  
 Rep. Carney and Senator Millett came forward to present Legislative Sentiments to the Mock Trial Team along with the coaches and faculty who were involved with the State Championship achievement this year. Rep. Carney read the sentiment, Senator Millett extended her congratulations to everyone involved.
  - B. Mock Trial Championship Awards **\*supporting documents enclosed**  
 Mary Page and David Hillman were very proud of their team. This was the ninth win in 10 years for the team. Mrs. Page spoke of their outstanding work, and their excitement to move onto Evanston IN, to compete with other teams from around

the country. She wanted to recognize Dick O'Meara, who has been with the CE Mock Trial Team since 2004 and this may be his last. David Hillman duly assists Mr. O'Meara and also has been with the team since 2007. Mr. Hillman spoke of what a mock trial is, that the students actually conduct a trial. They have to learn the rules of evidence, and it teaches valuable critical thinking.

## 6. Administrative Reports

### a) Principals' Updates

**Jason M.-** Commented on how amazing it was to see the Mock Trial students and know that most of them started at PC, puts it in full perspective. Monday morning, he attended a second Peaceful Pond Cove assembly of the year. They broke it into 2 assemblies (K-2, 3-4) to give a more intimate feel. The result of the assembly is the classroom teachers are working with the students to make resolutions and they will be posted in the lobby, a great community-building activity. Feb. 7<sup>th</sup>, parents will be able to access their child's report cards via PowerSchool. A reminder that this week is NWEA assessments. It's the third year of utilizing it as a universal screener for all students, grades 1-4. Erin Taylor & Tom Charltray were part of a small group who started a CEEF grant to get some see money to start Peaceful Pond Cove grade 4 leaders. Work is around fostering leadership, mentoring younger students and student safety.

**Troy E-**NWEA winter session is under way, and they decided not to test all students at the MS this year. The 8<sup>th</sup> graders are being tested, with the focus of the results determining placement for high school. A new elective program has started. The Spanish teacher, Susan Dana, is also very technologically proficient, so she is spearheading new tech opportunities for students. Some teachers are sitting in to learn as well. Peer visits are happening, all students are learning CPR, which is almost finished. Officer Galvan and Chief Fenton will come in and see each student with a different focus on 5<sup>th</sup> grade, 6<sup>th</sup> grade, etc. Website training is also in progress.

**Jeff S.-** Mid-terms start next week. Faculty is concerned about student stress levels. Mr. Shedd met with teachers before the winter break to urge them to reduce, or forgo altogether homework over the break. Many took the advice, and the result has been positive. They held a planning meeting on the 13<sup>th</sup> for the upcoming second annual Sexual Assault Awareness Day that is happening on Feb. 14<sup>th</sup>. He thanks CEEF for their support of the event. He continued to thank presenters who will be volunteering the time for the day.

**All principals mentioned the Mock Trial Team's achievement.**

### b) Director of Special Services

Del was home sick today, and was not in attendance.

### c) Director of Teaching and Learning

Cathy went home sick today, and was not in attendance.

### d) Business Manager

a. GENERAL FUND EXPENDITURES **\*supporting documents enclosed**  
Marcy spoke of being full-on in the budget process at this time, and was hopeful that in 2 weeks' time, more information will be available regarding subsidies, the school revolving renovation fund, and the new bus. The FY is 50% gone, and the general fund is at 48%. Last FY, the general fund was at 47.61%, so we are right on target with last FY. Ms. Scifres asked if anything out of the ordinary has come up, to which Marcy replied that Facilities/Maintenance spending is a little

higher than anticipated, so we're trying to protect funds in other areas, to not cause overage.

e) Superintendent

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

Student enrollment is down by 9 students overall from this time last year, but if you look, the MS is up at this time.

b. FY21 BUDGET UPDATE **\*supporting documents enclosed**

The budget process has started with Marcy and Donna meeting with all of the administrators except one, who they have scheduled for a meeting on the 15<sup>th</sup>. In these meetings, they go over with all of the administrators' original budget requests, line-by-line. They take into consideration staffing, number of students, increases, decreases, it takes about 1.5 to 2 hours per administrator. A lot of time is spent analyzing the original request budgets. The process is in place, and ongoing right now.

▪ Budget Review Calendar

- This is the start of releasing information regarding the budget process. A lot of work and revision went into this calendar, having to combine schedules of the Town and the School Department. We've added a date at the bottom that indicates the revision to make certain we have the most current iteration.

▪ FY20 Budget Expenditure Pie Chart

- The pie chart shows that changes from year-to-year are subtle. Most of the budget goes to salaries and benefits. Salaries represent 64%, and benefits 19%. Both of these items are negotiated. Teacher and administration negotiations have begun and are currently in process.

▪ State Education Subsidy History

- We have not yet received the notification from the state regarding this subsidy, if we're lucky, it will be before the next School Board Meeting in early February. The largest amount of subsidy was in FY16, with a significant drop since, although last year saw a slight incline, which we are appreciative of that.

▪ Enrollment Compared to Professional Staffing Levels

- Enrollment has remained fairly stable between FY19 & FY20 and staff has only risen by 1.17 employees. This year, the Foreign Language Department needed more staff at the MS & PC and an increase in EL services to reflect the increased number of students who require EL services. We are happy to welcome our new EL students into our district.

▪ Student Enrollment based on Oct. 1<sup>st</sup> Data

- This projection is based on students graduating, and on projections of about 100 incoming Kindergarteners. We based last year's number on the 100, and seemed to be right on target.

7. New Business

- Consider to approve School Board Budget Goals for FY21 **\*supporting documents enclosed**

The supporting documents are last year's SB Budget Goals, that will be used as a guide to create FY21 Goals. Ms. Altenburg reads the FY20 Goals aloud, goal #3 needs to be adjusted to correct a typo. Ms. Carr feels the community appreciated the budget process last year. Keeping the communication strong was a priority, and she suggested that priority carry into FY21. Ms. Scifres speaks of these goals being strong core values for the budget process, but is open to adding to them. Ms. Straw believes even if it's not a line item, the subject of the facilities should be approached in the context. Ms. Scifres suggests that it could be broached in the opening address at each budget meeting as opposed to being part of the goals. Ms. Straw agrees that it makes more sense to keep it off the goal list, but because it will be going to voters, it's something to continually think about. Mr. Shir thanks to Town Council for being inclusive in the meetings, in continuation of goal #3 on communication. Ms. Altenburg states there have been monthly combined Finance sub-committee meetings, and that they are positive and vital. Dr. Wolfrom asks is they would like to include something about the 5 District Goals. With this suggestion, the addition of supporting the Strategic Plan comes to light, bumping the communication goal to #4. Goals for FY21 are listed below:

1. Maintaining and improving the high quality of education for every student.
2. Careful examination of line items and consideration of the success and effectiveness of the expenditures in order to provide a fiscally responsible budget.
3. Support the current Strategic Plan Goals.
4. Clear and continual communication throughout the budget process.

Ms. Straw suggests reviewing these goals at each budget meeting, because mentioning the Strategic Plan involves facilities and brings it all to the forefront.

Motion:	Elizabeth Scifres	Second:	Phil Saucier	Vote:	Unanimous
---------	-------------------	---------	--------------	-------	-----------

- Consider to approve the Calendar for SY 20-21 **\*supporting documents enclosed**  
 Ms. Scifres asks if a member of the Calendar Committee can go over the changes regarding Professional Development. Ms. Altenburg responds to this, noting she doesn't have her notes, so she'll summarize, Dr. Wolfrom offers assistance. The calendar is created to help coordinate with PATHS, a vital program that was put into place in order to serve all students in CESD. This results in only be allowed 5 dissimilar days with PATHS. It took some shuffling and planning, but in the end, starting before Labor Day, having half-days in lieu of early-release (which also gave more needed hours to Professional Development) were important factors in the outcome of the SY21 Calendar.

Motion:	Kimberly Carr	Second:	Laura DeNino	Vote:	Unanimous
---------	---------------	---------	--------------	-------	-----------

The subject of voting in the schools also came up, with the mention of that because of the exit polls, and the current traffic and number of voters, the school was the only large enough space. It is on the radar of resolving this, but it is unavoidable presently. Dr. Wolfrom mentioned that it is being addressed in Augusta, as many districts are facing similar situations.

8. School Board Agenda Requests- None

9. Committee Reports:

- Policy Committee
- Technology Committee
- PATHS

This program is essential, Ms. Altenburg attended the recent meeting, and took away the knowledge that it is getting harder to find people to do the manufacturing work. The opportunity to have CESD students be involved in a program teaching these skills is quite important. There are current conversations starting to expand the program, currently it serves 11<sup>th</sup> and 12<sup>th</sup> graders. The hope is to be able to offer some sort of program that allows 9<sup>th</sup> and 10<sup>th</sup> graders to experience it, to make an informed decision whether PATHS is right for them.

- Student Wellness
- Buildings and Grounds

The third of four scheduled meetings with the Architects/Engineers happened on January 7<sup>th</sup>. They continued to present during this meeting, giving a lot data and a lot of facts. Ms. Altenburg suggested looking at the information provided on the website, since it is quite a lot. Ms. Carr suggested that those interested should come to the meetings, as they are open to the public. The Committee is still in the stages of gathering information, and nowhere near making recommendations towards next steps yet. Mr. Shir asked if there was any mention of the grants we have with the state. Ms. Altenburg responded with the notion that these were not as related as we think, we'll hear about the state grants in February is the hope, and that if they are granted, they will help, but not solve any issues brought up in the meetings.

- Legislative Liaison

10. Announcement of Upcoming Meetings

- January 21, 2020, 5:00 pm – School Board Workshop – CEHS Library  
These are the first of the Budget review meetings, where administrators will be presenting their budgets. It is more of a listening format, and not a Q&A, that the School Board will hear all presenters to gather information. The 23<sup>rd</sup> below is on the calendar in case the meeting lingers and needs more time.
- January 23, 2020, 5:00 pm – School Board Workshop – CEHS Library *(if needed)*
- January 28, 2020, 3 pm-Policy Committee-Jordan Conference Room
- February 4, 2020, 6:30 pm-Building Committee- CEHS Library

11. Consideration to Adjourn

Motion:	Laura DeNino	Second:	Hope Straw	Vote:	Unanimous
---------	-----------------	---------	------------	-------	-----------

## 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