

School Board Regular Business Meeting Approved Minutes
Tuesday, December 9, 2025
6:30 PM
Council Chambers - Town Hall
320 Ocean House Rd

1. Call to Order/Pledge of Allegiance

2. Consideration to Elect Board Officers and Committee Appointments

a. Election of **Board Chair: Cindy Voltz**

*Consideration to nominate Cindy Voltz as School Board Chair
Moteded by Caitlin Sweet and seconded by Christopher Boniakowski
Passed 7 Yes, 0 No*

b. Election of Board **Vice-Chair: Caitlin Sweet**

*Consideration to appoint Caitlin Sweet as School Board Vice Chair
Moteded by Joy Engel and seconded by Christopher Boniakowski
Passed 7 Yes, 0 No*

c. Consideration to Appoint Board Member Representatives to Committees for one-year, as discussed at the Caucus on December 8, 2025:

Standing Committees:

Finance Chair: Lee Schroeder, with Full Board membership

Buildings & Grounds Chair: Andy Patten; and Member **Chris Boniakowski**

Negotiations Chair: Lee Schroeder ; and Members **Andy Patten** and **Jenn McVeigh**

Policy Chair: Caitlin Sweet ; and Members **Chris Boniakowski** and **Joy Engel**

Public Outreach Chair: Joy Engel ; and Member(s) **Caitlin Sweet**

Advisory Committee(s):

School Building Chair: Chris Boniakowski ; and Vice-Chair: **Caitlin Sweet**

Appointments Requiring Board Representation:

Calendar: Joy Engel and **Jenn McVeigh**

Dropout Prevention: Chris Boniakowski

Greater Cape School and Community Alliance: Lee Schroeder

Legislative Liaison(s) Delegate: Andy Patten; and Alternate: Cindy Voltz
PATHS General Advisory Board: Joy Engel
Plurality, Inclusivity and Equity: Joy Engel
Sabbatical: Lee Schroeder
Technology Steering: Cindy Voltz
Wellness: Jenn McVeigh

Consideration to appoint School Board member representatives to the following Committees, as discussed at the Caucus on December 8, 2025
Motioned by Jennifer McVeigh and seconded by Christopher Boniakowski
Passed 7 Yes, 0 No

3. Adjustment to Agenda

None

4. Approval of Minutes

- a. Executive Session, Wednesday, November 12, 2025
Regular Business, Wednesday, November 12, 2025

Consideration to approve the School Board minutes for Wednesday, November 12, 2025.
Motioned by Caitlin Sweet and seconded by Joy Engel
Passed 6 Yes, 0 No (By members active on those dates; Patten abstained)

5. Awards & Recognitions

- a. Girls' State Champion Soccer team and coaches

[12:50 mins in] Team captains Noelle, Haley, Maisie, and Kate spoke briefly about their team dynamics and efforts culminating in a successful season. A group photo followed the presentation.

- b. Student Leadership Program's 2nd Annual Dinner and A Conversation Event - *Dean of Students Nate Carpenter*

[17:23 mins in] Nate Carpenter introduced senior community member and event participant Barbara Powers. Nate updated the Board on some other projects the Leadership and Freshman Academy program students are

participating in. Student representative Tom Cadigan commented that much of what Mr. Carpenter shared this evening was new learning/information. A copy of [handouts](#) is included within the meeting agenda materials.

6. Comments from Student Representatives

Celeste Tourangeau and Tom Cadigan

[33:06 mins in] Celeste Tourangeau and Tom Cadigan spoke briefly on items of interest from the students' perspective.

7. Comments from Public on Agenda Items

None [36:46 mins in]

8. Presentations and Administrative Reports

a. *See District Leadership Team reports included within agenda packet materials.*

b. **Introduction to the town and school department's new meeting agenda software (CivicPlus)** - Town Technology Coordinator Jason Lund

[37:14 mins in] - Town Technology Coordinator Jason Lund introduced the changes coming to the user interface for all school and town meeting agendas and meeting materials.

c. **Business Manager's Report**

[56:11 mins in] -- Provided by Superintendent Record in Ms. Weeks' absence this evening.

The percentage of the year that has occurred as of Nov 30th is 42%. The total general fund expenditures amounted to 40.7%. Last year at this time, it was 41%. The 8-year average spent is 39.55%.

Nutrition program November 2025 update: 12,038 lunches and 4,414 breakfast meals served. Revenue generated from the state claim will be \$69,953. See also supporting document included within the agenda packet.

d. **Superintendent's Report**

- School Building Project
- Draft School Board 2026-2027 Budget Goals

- Enrollment numbers
- Other

- **School building project update** - Harriman has continued to receive feedback and make adjustments and design work is close to completion; construction documents will continue to be developed through the spring; going to bid in May; expected to break ground in July.
- **Draft School Board 2026-2027 Budget Goals** - draft, resembling prior year's budget goals is provided in this evening's packet. These goals will appear for Board adoption at the January meeting.
- **Enrollment Numbers** - *supporting document included
- **Other** - Congratulations to Noelle Mallory who was named Class B South Player of the Year, regional all-star and WMC all-star first team; and also to girls' soccer coach, Branden Noltkamper, who was named the Southern Maine Coach of the Year. One traditional snow day used to date. Budget development is well underway by administration in preparation for budget workshops that will begin in February.

9. New Business

- Consideration to approve a Boys' Tennis Team trip to Hilton Head Island (SC), April 19-25, 2026.**

[1:02:48 in] Coach Strout spoke briefly about the trip history and experiences. Fundraising by parents can be done but there is no booster group. The Athletics Office can field any specific financial assistance inquiries.

Consideration to approve a boys' Tennis Team trip to Hilton Head Island (SC), April 19-25, 2026

Motioned by Jennifer McVeigh and seconded by Caitlin Sweet

Passed 7 Yes, 0 No

- Consideration to Adopt the School Board Goals for 2025-2026.**

1. Create a fiscally responsible budget, through the established budget process, that provides a high-quality education and meets the needs of all students.

- a. *Utilize established procedures to ensure a comprehensive, transparent budget process that is based upon meeting educational needs as advocated for by the District Leadership Team.*
 - b. *Educate the Board and community throughout the year on important budget drivers such as state and local funding, expenditures (salaries, medical insurance, maintenance, capital improvements, supplies, etc.) and fund balance in clear, easy-to-understand language.*
- 2. Monitor our policies and instructional programs, through the use of data and an equity lens, to ensure a high-quality education for all of our students.
 - a. Monitor the on-going *Curriculum Review Process*.
 - b. *Support the strategic plan for our Multiple Pathways and Extended Learning Opportunities programming.*
 - c. *Review the implementation of the Cape Elizabeth School Department Cape Care PreK program.*
 - d. *Support the on-going addressing of equity audit findings.*
- 3. Attract, retain, and support our CESD staff.
 - a. *Engage in good faith collaborative contract bargaining with the CEEA.*
 - b. *Support on-going staff professional development.*
 - c. *Support a budget that meets the instructional needs of staff and learning needs of students as garnered through stakeholder input.*
- 4. Communicate district news, happenings, and relevant information with all of Cape Elizabeth's community members.
 - a. *Expand methods of effective communication with parents/guardians.*
 - b. *Expand methods of effective communication, reaching community members who do not have children in school.*
- 5. Create a long-term plan for updating our school buildings that advances modern teaching approaches, increases learning opportunities, and enhances the climate/culture/safety of our schools.
 - a. *Continue to collaborate with the Town Council.*
 - b. *Through the School Building Committee, oversee the construction of the new*

middle school on time and on budget.

c. Support and maintain a long-term CIP, maintenance, and repair plan

i. Hold regular Buildings & Grounds subcommittee meetings to review progress on the plan.

6. Advance the efficacy of the Board.

a. Enhance systems and resources to mentor new Board members.

b. Engage in activities that promote Board members' ongoing learning and development around such topics as policy, school budget, educational programming, and facilities. Including the review of current Board materials, policies, and procedures.

7. Foster a supportive and inclusive school and community culture in the areas of academics, extracurriculars, athletics, and social emotional programming.

Consideration to adopt the School Board Goals for 2025-2026 as amended.

Motioned by Caitlin Sweet and seconded by Joy Engel

Passed 7 Yes, 0 No

Ms. Schroeder asked some clarifying questions and proposed some changes which the full Board addressed through separate and friendly amendments, one-by-one. The original motion to adopt the 2025-2026 School Board Goals, with amendments, passed unanimously.

- *Motion to amend Goal 1 by adding '1c. Advocate for the passage of the budget.'*
- *Motion to amend Goal 2 by adding 'and modify (policies)' and 'monitor (instructional programs)'; and revise 2d to become instead 'Ensure adoption of policies that advance equity goals consistent with the findings in the equity audit.'*
- *Motion to amend Goal 5 by adding 'Maintain (a long term)' and 'fiscally responsible (plan for updating...)'.*

1. CREATE A FISCALLY RESPONSIBLE BUDGET, THROUGH THE ESTABLISHED BUDGET PROCESS, THAT PROVIDES A HIGH-QUALITY EDUCATION AND MEETS THE NEEDS OF ALL STUDENTS.

1. Utilize established procedures to ensure a comprehensive, transparent budget process that is based upon meeting educational needs as advocated for by the District Leadership Team.
2. Educate the Board and community throughout the year on important budget drivers such as state and local funding, expenditures (salaries, medical insurance, maintenance, capital improvements, supplies, etc.) and fund balance in clear, easy-to-understand language.
3. Advocate for the passage of the budget
2. MONITOR and modify OUR POLICIES AND monitor INSTRUCTIONAL PROGRAMS, THROUGH THE USE OF DATA AND AN EQUITY LENS, TO ENSURE A HIGH-QUALITY EDUCATION FOR ALL OF OUR STUDENTS.
 1. Monitor the on-going Curriculum Review Process.
 2. Support the strategic plan for our Multiple Pathways and Extended Learning Opportunities programming.
 3. Review the implementation of the Cape Elizabeth School Department Cape Care PreK program.
 4. ~~Support the on-going addressing of equity audit findings.~~ Ensure the adoption of policies that advance equity goals consistent with the findings in the equity audit.
3. ATTRACT, RETAIN, AND SUPPORT OUR CESD STAFF.
 1. Engage in good faith collaborative contract bargaining with the CEEA.
 2. Support on-going staff professional development.
 3. Support a budget that meets the instructional needs of staff and learning needs of students as garnered through stakeholder input.
4. COMMUNICATE DISTRICT NEWS, HAPPENINGS, AND RELEVANT INFORMATION WITH ALL OF CAPE ELIZABETH'S COMMUNITY MEMBERS.
 1. Expand methods of effective communication with parents/guardians.
 2. Expand methods of effective communication, reaching community members who do not have children in school.
5. CREATE Maintain A LONG-TERM fiscally responsible PLAN FOR UPDATING OUR SCHOOL BUILDINGS THAT ADVANCES MODERN TEACHING APPROACHES, INCREASES LEARNING OPPORTUNITIES, AND ENHANCES THE CLIMATE/CULTURE/SAFETY OF OUR SCHOOLS.
 1. Continue to collaborate with the Town Council.
 2. Through the School Building Committee, oversee the construction of the new middle school on time and on budget.
 3. Support and maintain a long-term CIP, maintenance, and repair plan
 1. Hold regular Buildings & Grounds subcommittee meetings to review progress on the plan.
6. ADVANCE THE EFFICACY OF THE BOARD.
 1. Enhance systems and resources to mentor new Board members.
 2. Engage in activities that promote Board members' ongoing learning and development around such topics as policy, school budget, educational

programming, and facilities. Including the review of current Board materials, policies, and procedures.

7. FOSTER A SUPPORTIVE AND INCLUSIVE SCHOOL AND COMMUNITY CULTURE IN THE AREAS OF ACADEMICS, EXTRACURRICULARS, ATHLETICS, AND SOCIAL EMOTIONAL PROGRAMMING.

- c. **Consideration to Adopt the Public Outreach Committee's Charge.** *(First reading on 11/12/2025.)*

Cape Elizabeth School Board Public Outreach Committee (draft 11/7/25)

Purpose

The Public Outreach Committee supports the School Board's goal to expand methods of communication with all Cape Elizabeth community members, ensuring that information about the Board's work is shared clearly and that community voices are heard and valued.

- **Increase Awareness** – Share timely, accurate, and accessible information about the work of the School Board through a variety of communication channels.
- **Promote Engagement** – Create opportunities for students, families, staff, and community members to engage in meaningful dialogue with the Board.
- **Celebrate Success** – Highlight student achievements, staff excellence, administrative vision, and innovative programs that reflect the District's vision, mission and values.
- **Build Support for Strategic Priorities** – Share information and context to help the community understand and support major initiatives and the annual school budget.

Responsibilities

The committee will:

- Work collaboratively with the Superintendent's Office and the Board Chair to ensure that messages are accurate, consistent, inclusive, and aligned with district goals.
- Provide updates to the Board on communication initiatives, engagement outcomes, and emerging community issues relevant to the Board's work.

Membership

The Public Outreach Committee shall consist of three (3) School Board members

appointed annually by the Board Chair. The Board Chair and Superintendent shall serve as ex officio (non-voting) members. Other district staff may participate or support the committee's work as appropriate.

*Consideration to adopt the School Board Public Outreach Committee's Charge.
Moteded by Caitlin Sweet and seconded by Christopher Boniakowski
Passed 7 Yes, 0 No*

- d. **Consideration to approve entering into a lease purchase agreement to finance up to \$172,798.50 for the purchase of Apple computers.**

*[1:44:35 mins in]
Consideration to approve entering into a lease purchase agreement to finance up to \$172,798.50 for the purchase of Apple computers.
Moteded by Christopher Boniakowski and seconded by Caitlin Sweet
Passed 7 Yes, 0 No*

- e. **Consideration to approve updates to the job description for: Operations Manager (Facilities Dept)**

*[1:48:39 mins in]
Consideration to approve updates to the job description for: Operations Manager (Facilities Dept)
Moteded by Christopher Boniakowski and seconded by Caitlin Sweet
Passed 7 Yes, 0 No*

- f. **First Reading Policy:**

- Policy EBCF - Use of Automated Defibrillators

[1:49:34 mins in] - Policy Committee Chair Sweet reviewed policies presented, as discussed at the [November 19, 2025 Policy Committee](#).

10. Committee Reports and Upcoming Meetings

- a. **Public Outreach**

- Dec 16, 8:30AM, Jordan Conference Room
- b. District Calendar
- Dec 16, 3:30PM, CEMS Library
- c. Policy Cmte
- Dec 17, 8:30am, Jordan Conf Rm, Town Hall
 - Jan 21 (2026), 8:30am, Jordan Conf Rm, Town Hall
- d. Town Council Joint Workshop - Preliminary FY27 Budget, Jan 5 (2026), 6:00 pm Town Hall
- e. Greater Cape School & Community Alliance
- Jan 6 (2026), 7:30-9AM, Fire Station Community Room
 - Mar 3, 7:30-9AM, Fire Station Community Room
 - May 12, 7:30-9AM, Fire Station Community Room
- f. School Building Committee (SBC)
- Jan 7 (2026), 5:00 pm CEMS Chorus Room

- Chris Boniakowski & Caitlin Sweet — Committee meeting materials are posted online, related to the site plan. A Planning Board Public Hearing for the site plan will be held.

- g. PATHS

- Jan 8 (2026), 8:30am at PATHS

- Dr. Record provided a brief update from the last meeting. Joy Engel will represent the Board going forward.

h. Technology Steering

- Jan 8 (2026), 3pm,

- Mr. Boniakowski said the committee is pursuing AI visioning for the district and buildings. Cindy Voltz will represent the Board going forward.

i. Regular Business Meeting - Tuesday, Jan 13 (2026), 6:30 pm Town Hall

j. Executive Session - School Board Annual Rights & Duties Training - Jan 14 (2026), CEHS

k. District Wellness Cmte

-

- Feb 5 (2026), 3:30pm, CEMS Library

11. Request for Future School Board Meeting Items

None [1:59:40 mins in]

12. Consideration to Adjourn

Consideration to adjourn

Motioned by Caitlin Sweet and seconded by Joy Engel

Passed 7 Yes, 0 No

Name: Monica Cooke

School/Program: Transportation Department

Administrator School Board Update

12/1/25

Staff update:

- New Driver - Bryan Sanders who is a Pilot for FedEx has obtained his CDL license and now a spare driver
- Flow Spalding has obtained her CDL driving permit and has completed her on road training so we are now just waiting for a test date. Flow will also be working as a spare driver

Facility update:

- Students in K-5 have all been issued their Safety Pass
- The BusRight parent app has been rolled out and parents can now see the ETA of the bus to their stop.
- Two of our buses have been equipped with First Light Bus Signs (Super Brite) along with a new camera system in our PreK bus

Curriculum, Instruction, Assessment update:

- Our Safety Meeting this month will focus on student management

Celebrate the Good:

- The parent app that was rolled out with no glitches and the overall happiness of the parents with this added feature.

	ENROLLMENT NUMBERS - December 2025						
PCES	PreK	K	1	2	3	4	TOTAL
Dec, 2025	30	89	108	111	128	105	571
Last Month	30	89	108	111	128	105	571
Dec, 2024	29	105	107	125	102	111	579
CEMS		5	6	7	8		TOTAL
Dec, 2025		114	101	130	105		450
Last Month		114	101	130	105		450
Dec, 2024		105	128	97	117		447
CEHS		9	10	11	12		TOTAL
Dec, 2025		117	104	115	132		468
Last Month		118	104	115	132		469
Dec, 2024		104	111	130	129		474
Dec, 2025							1489
Last Month							1490
Dec, 2024							1500

AUTHORIZATION FORM for STUDENT TRAVEL / FIELD TRIP

Group/Team: Boys High School Tennis Team

Name of Faculty/Trip Leader (Making Request): Andy Strout

Date(s) of Proposed Trip: 4/19/26-4/25/26 **# of School Days:** 0 **# Nights Away:** 6

Trip Destination: Van Der Meer Tennis Academy Hilton Head Island South Carolina

Purpose/Benefit of Trip: Pre season Tennis Camp, Team Bonding, Professional

Transportation Arrangements: Flight Portland to Savannah Georgia Bus to Hilton Head Isl.

Students: 10 **# Chaperones:** 2 **(Including Ldr)** **School Staff:** 1 **Parents/Other:** 1

Arrangement for Mixed Gender Supervision: No mixed gender

Cost Per Student: 1,500 +-

Description of any Fundraising: As warranted to meet student financial needs to participate

Do all members of the group/team have an opportunity to participate? Open to all players

If not, describe circumstances:

FOR OVERNIGHT TRIPS:

All parent/guardian/other chaperones have attended volunteer training? Will be done!

Date/time of pre-trip chaperone meeting: Late March 2026

FOR OUT-OF-COUNTRY TRIPS: Travel and cancellation insurance arrangements [Attach copy of contract with insurance and cancellation provisions highlighted].

APPROVAL OF TRAVEL:

Principal or AD: 

Date: 12-04-2025

Superintendent: 

Date: 12/4/25

School Board:

Date:

- All travel must first be approved and recommended by the principal or, in the case of athletic trips, the athletic administrator. The principal and athletic administrator are permitted to approve in-state day trips (no overnight stays) without the endorsement of the Superintendent or School Board.
- Competition trips outside those regularly scheduled for the year must be approved in advance by the Superintendent.
- Advanced Board approval is required for out-of-state trips of 125 miles or more, overnight and foreign trips.
- Travel requests needing approval from the Superintendent or Board should be submitted at least two months in advance of the trip.

Cape Elizabeth School Board Goals 2025-2026

Adopted:

DRAFT

1. Create a fiscally responsible budget, through the established budget process, that provides a high-quality education and meets the needs of all students.
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 - b. *Educate the Board and community throughout the year on important budget drivers such as state and local funding, expenditures (salaries, medical insurance, maintenance, capital improvements, supplies, etc.) and fund balance in clear, easy-to-understand language.*
2. Monitor our policies and instructional programs, through the use of data and an equity ~~DEI~~ lens, to ensure a high-quality education for all of our students.
 - a. ~~Review the implementation of~~ Monitor the on-going Curriculum Review Process.
 - i. ~~Math~~
 - ii. ~~ELA~~
 - iii. ~~Science~~
 - iv. ~~Social Studies~~
 - v. ~~World Language~~
 - b. ~~Review~~ Support the strategic plan for our Multiple Pathways and Extended Learning Opportunities programming.
 - c. *Review the implementation of the Cape Elizabeth School Department Cape Care PreK program.*
 - d. ~~Review social-emotional programming and student supports.~~
 - e. ~~Review and~~ Support the on-going addressing of ~~DEI~~ equity audit findings.
3. Attract, retain, and support our CESD staff.
 - a. *Engage in good faith collaborative contract bargaining with the CEEA.*
 - b. *Support on-going staff professional development.*
 - c. *Support a budget that meets the instructional needs of staff and learning needs of students as garnered through stakeholder input.*

Cape Elizabeth School Board Goals 2025-2026

Adopted:

4. Communicate district news, happenings, and relevant information with all of Cape Elizabeth's community members.
 - a. *Expand methods of effective communication with parents/guardians.*
 - b. *Expand methods of effective communication, reaching community members who do not have children in school.*
5. Create a long-term plan for updating our school buildings that advances modern teaching approaches, increases learning opportunities, and enhances the climate/culture/safety of our schools.
 - a. *Continue to collaborate with the Town Council.*
 - b. *Through the School Building Committee oversee the construction of the new middle school on time and on budget.*
 - c. ~~*Support a bond referendum that addresses the educational, structural, mechanical, safety & security, and site plan needs of CEMS, Pond Cove Elementary, and CEHS.*~~
 - d. *Provide Support and maintain a long-term CIP, maintenance, and repair plan*
 - i. *Hold regular Buildings & Grounds subcommittee meetings to review progress on the plan.*
6. Advance the efficacy of the Board.
 - a. *Enhance systems and resources to mentor new Board members.*
 - b. *Engage in activities that promote Board members' ongoing learning and development around such topics as policy, school budget, educational programming, and facilities. Including the review of current Board materials, policies, and procedures.*
7. *Foster a supportive and inclusive school and community culture in the areas of academics, extracurriculars, athletics, and social emotional programming.*

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Cape Elizabeth School Board Goals 2025-2026

Adopted:

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 - a. Continue to collaborate with the Town Council.*
 - b. Through the School Building Committee, oversee the construction of the new middle school on time and on budget.*
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Cape Elizabeth School Board Public Outreach Committee (draft 11/7/25)

Purpose

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- **Increase Awareness** – Share timely, accurate, and accessible information about the work of the School Board through a variety of communication channels.
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- **Build Support for Strategic Priorities** – Share information and context to help the community understand and support major initiatives and the annual school budget.

Responsibilities

The committee will:

- Work collaboratively with the Superintendent's Office and the Board Chair to ensure that messages are accurate, consistent, inclusive, and aligned with district goals.
- Provide updates to the Board on communication initiatives, engagement outcomes, and emerging community issues relevant to the Board's work.

Membership

The Public Outreach Committee shall consist of three (3) School Board members appointed annually by the Board Chair. The Board Chair and Superintendent shall serve as ex officio (non-voting) members. Other district staff may participate or support the committee's work as appropriate.

CAPE ELIZABETH SCHOOL BOARD
Vote Authorizing Lease Purchase Agreement – Apple Computers

Be it hereby voted by the Cape Elizabeth School Board as follows:

VOTED: That Town of Cape Elizabeth, a municipal school unit acting by and through its School Department, (the "School Department"), enter into a lease purchase agreement (the "Lease Agreement"), to lease finance the lease purchase of Apple computers in a lease finance amount of up to \$172,798.50.

VOTED: That the Lease Agreement shall be executed in the name of and on behalf of the School Department by the School Superintendent.

VOTED: That the Lease Agreement shall have a term of not more than 3 years, and shall bear interest at such rate and shall be in such form and contain such terms and conditions, not inconsistent herewith, as may be approved by the Superintendent, such approval to be conclusively evidenced by his execution thereof.

VOTED: That the Superintendent be and hereby is authorized, in the name of and on behalf of the School Department, to negotiate, execute, and deliver such other documents, certificates and agreements, including but not limited to a project fund escrow agreement to hold Lease proceeds in an escrow account pending disbursement for the Projects, a tax compliance agreement or certificate, a security agreement (collectively with the Lease Agreement, the "Financing Documents"), which Financing Documents may be in such form and contain such terms and provisions including, without limitation, indemnification provisions indemnifying the lessor and/or the escrow agent and related parties from and against claims arising out of the Financing Documents, and the waiving of the School Department's sovereign or governmental immunity with respect to the enforceability of any of the Financing Documents, and such other details as may be approved by the Superintendent, such approval to be conclusively evidenced by his execution thereof

VOTED: That the obligation of the School Department to make lease payments pursuant to such Lease Agreement shall be subject to annual appropriation approved as part of the School Department's annual budget.

VOTED: That the Superintendent be and hereby is authorized, in the name of and on behalf of the School Department, to covenant and certify on behalf of the School Department that no part of the proceeds of the Lease Agreement, or the improvements financed therewith, shall be used directly or indirectly in any manner that would cause such Lease Agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Section 141 or Section 148 of the Internal Revenue Code of 1986, as amended.

VOTED: That, to the extent available under Section 265(b)(2) of the Code, the Lease Agreement shall be designated as a "qualified tax exempt obligation."

VOTED: That the Superintendent and the other proper officials of the School Department and the Town (the "Authorized Representatives") be and hereby are authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things as may be necessary or desirable in order to effect the execution and delivery of the Lease Agreement in accordance with these votes.

VOTED: That all prior actions of the School Department in effectuating the Lease Agreement are hereby approved, ratified and authorized pursuant to and in accordance with the transactions contemplated by the Lease Agreement.

VOTED: That the School Board reasonably expects that the School Department may pay certain costs and original expenditures of the Project prior to entering into the Lease Agreement and that it therefore hereby declares its official intent pursuant to Section 1.150-2(e) of the Income Tax Regulations to reimburse such costs and original expenditures from the proceeds of the Lease Agreement. This declaration of official intent shall be kept in the permanent records of the School Board and shall be reasonably available for public inspection.

I hereby certify that this is a true copy of certain votes adopted by the Cape Elizabeth School Board on December __, 2025.

Attest:

Secretary
Cape Elizabeth School Board
Date: December __, 2025

CAPE ELIZABETH SCHOOL DEPARTMENT
Job Description

TITLE: Operations Manager

OVERVIEW:

The Operations Manager supports the overall coordination and organization of the Facilities Department under the “One Town Concept.” This position ensures Town and School operations run efficiently and effectively through strong leadership in project management, communication, scheduling, and budget oversight.

This is based a high-visibility position requiring exceptional organization, adaptability, and composure. The Operations Manager thrives in a fast-paced environment with shifting priorities, demonstrating professionalism, accountability, and a solutions-oriented approach in all aspects of departmental operations

QUALIFICATIONS a high demand for

Education:

- High school diploma required; Associate’s or Bachelor’s degree preferred.
- Must meet all state and district employment requirements, including maintaining a Maine Department of Education Criminal History Records Check (CHRC)

Special Knowledge/Skills:

- Strong organizational, communication, and leadership skills. Under the “One Town Concept”, this position will serve both the Town of Cape Elizabeth along
- Ability to coordinate multiple priorities, meet deadlines, and adapt to changing circumstances.
- Proven interpersonal skills for working effectively with The Cape Elizabeth School Department employees, administrators, contractors, and the public.
- Skilled in project tracking, workflow organization, and maintaining departmental efficiency.
- Demonstrated initiative, professionalism, and sound judgment.

QUALIFICATIONS:

- Education: High School Diploma (minimum), Associates or Bachelor’s Degree (preferred)

Experience in a school support setting (;

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

- Background in operations management, logistics, project coordination, or public sector administration preferred).
- ~~Maine CHRC certification (criminal records check)~~
- Self-starter Experience with budgeting, scheduling, and able to administrative management.
- Proven success supporting leadership, guiding staff, and improving systems or processes.

Technology Requirements:

- Proficiency with Microsoft Office, Google Workspace, and management or scheduling software.
- Use of department-issued technology (e.g., smartphone, work with limited supervision order systems) is required for communication, scheduling, and operational tracking.
- REPORTS TO ~~Exceptional clerical, communication, organizational, and technical skills necessary~~

Facilities Director

JOB GOAL

To assist in the effective and efficient operation of the Facilities Department by ensuring organized communication, clear workflows, and consistent support of Town and School operational priorities.

PERFORMANCE RESPONSIBILITIES:

- ~~Provide administrative support to the Facilities Director~~
- ~~Oversee the custodial team for town & school~~
- ~~Collaborate with school administrators as needed to ensure facility and staff needs are addressed~~
- ~~Interact with students, staff & parents in a courteous, professional manner~~
- ~~Understand access control software and ability to make changes~~
- ~~Code bills to appropriate accounts within the town and school budgets~~
- ~~Oversee employee records~~
- ~~Schedule facility reservations~~
- ~~Facility use invoicing and payment collection~~

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

- ~~Distribute weekly facility use schedules~~
- ~~Schedule field reservations~~
- ~~Oversee key accountability and assignment~~
- Coordinate and monitor departmental operations, ensuring clear communication, timely scheduling, and workflow organization.
- Assist in managing operational budgets, purchasing, and financial tracking in alignment with departmental goals.
- Support the planning and delivery of facility projects, maintenance programs, and service contracts.
- Serve as a central communication link between staff, administrators, vendors, and community partners.
- ~~Maintain statistical data~~
- ~~Assist with monitoring budgets~~
- ~~Monitor Facilities email~~
- ~~Monitor Facilities work orders~~
- ~~Monitor Facilities mail~~
- ~~Monitor current certificates of insurance~~
- ~~Prepare department documents~~
- ~~Maintain Operations Manual~~
- ~~Conduct Site Supervisor Training~~
- ~~Monitor CHRC status for employees~~
- ~~Monitor physicals for employees~~
- ~~Distribute and review NDS reports~~
- Oversee departmental records, correspondence, and submit the department payroll documentation with accuracy and leave time confidentiality.
- ~~Conduct annual employee training~~
- ~~Answer the phone and return calls from messages~~
- Other Promote teamwork, accountability, and a professional culture across the department.
- Contribute to long-term planning, process improvement, and implementation of operational initiatives.
- Respond effectively to changing priorities, emergencies, and requests for assistance.
- Represent the department with professionalism, discretion, and responsiveness.
- Perform additional related duties as assigned to support departmental success.

WORK SCHEDULE:

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

~~Daily 8:30 am – 5:00 pm (30 min Lunch Break)~~

~~Pay commensurate with education and experience~~

~~Excellent benefits package~~

~~REPORTS TO:~~

~~Facilities Director~~

WORKING CONDITIONS

Mental Demands:

Ability to manage multiple priorities, analyze and organize information, and maintain composure in high-pressure situations.

Physical Demands:

Frequent sitting, standing, and use of computer systems; occasional lifting of materials up to 30 pounds; periodic visits to facilities or project sites.

Environmental Conditions:

Primarily office-based with occasional field or site work. Must be able to adapt to variable conditions and occasional urgent operational needs.

TERMS OF EMPLOYMENT

- Full-time, year-round position.
- Occasional evening or weekend work may be required for projects, events, or emergencies.
- Compensation and benefits established in accordance with Town and School Department policies.

EVALUATION

Performance will be evaluated annually by the Facilities Director based on leadership, communication, and effectiveness in supporting departmental operations and goals.

NOTE

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the position. It shall not be interpreted as a

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

detailed description of all work requirements that may be inherent in the role, either at present or in the future.

APPROVED: June 20, 2012 (*as Administrative Assistant to Director of Facilities and Transportation*)

REVISED: September 14, 2021 (renamed)

db redline draft 10-22-2025

Operations Manager (Facilities Dept) Job Description
Cape Elizabeth School Department

TITLE: Operations Manager

OVERVIEW:

The Operations Manager supports the overall coordination and organization of the Facilities Department under the “One Town Concept.” This position ensures Town and School operations run efficiently and effectively through strong leadership in project management, communication, scheduling, and budget oversight.

This is a high-visibility position requiring exceptional organization, adaptability, and composure. The Operations Manager thrives in a fast-paced environment with shifting priorities, demonstrating professionalism, accountability, and a solutions-oriented approach in all aspects of departmental operations

QUALIFICATIONS

Education:

- High school diploma required; Associate’s or Bachelor’s degree preferred.
- Must meet all state and district employment requirements, including maintaining a Maine Department of Education Criminal History Records Check (CHRC)

Special Knowledge/Skills:

- Strong organizational, communication, and leadership skills.
- Ability to coordinate multiple priorities, meet deadlines, and adapt to changing circumstances.
- Proven interpersonal skills for working effectively with employees, administrators, contractors, and the public.
- Skilled in project tracking, workflow organization, and maintaining departmental efficiency.
- Demonstrated initiative, professionalism, and sound judgment.

Experience:

- Background in operations management, logistics, project coordination, or public sector administration preferred.
- Experience with budgeting, scheduling, and administrative management.
- Proven success supporting leadership, guiding staff, and improving systems or processes.

Technology Requirements:

- Proficiency with Microsoft Office, Google Workspace, and management or scheduling software
- Use of department-issued technology (e.g., smartphone, work order systems) is required for communication, scheduling, and operational tracking.

Operations Manager (Facilities Dept) Job Description
Cape Elizabeth School Department

REPORTS TO: Facilities Director

JOB GOAL

To assist in the effective and efficient operation of the Facilities Department by ensuring organized communication, clear workflows, and consistent support of Town and School operational priorities.

PERFORMANCE RESPONSIBILITIES

- Coordinate and monitor departmental operations, ensuring clear communication, timely scheduling, and workflow organization.
- Assist in managing operational budgets, purchasing, and financial tracking in alignment with departmental goals.
- Support the planning and delivery of facility projects, maintenance programs, and service contracts.
- Serve as a central communication link between staff, administrators, vendors, and community partners.
- Maintain departmental records, correspondence, and documentation with accuracy and confidentiality.
- Promote teamwork, accountability, and a professional culture across the department.
- Contribute to long-term planning, process improvement, and implementation of operational initiatives.
- Respond effectively to changing priorities, emergencies, and requests for assistance.
- Represent the department with professionalism, discretion, and responsiveness.
- Perform additional related duties as assigned to support departmental success.

WORKING CONDITIONS

Mental Demands:

Ability to manage multiple priorities, analyze and organize information, and maintain composure in high-pressure situations.

Physical Demands:

Frequent sitting, standing, and use of computer systems; occasional lifting of materials up to 30 pounds; periodic visits to facilities or project sites.

Environmental Conditions:

Primarily office-based with occasional field or site work. Must be able to adapt to variable conditions and occasional urgent operational needs.

TERMS OF EMPLOYMENT

- Full-time, year-round position.
- Occasional evening or weekend work may be required for projects, events, or emergencies.
- Compensation and benefits established in accordance with Town and School Department policies.

Operations Manager (Facilities Dept) Job Description
Cape Elizabeth School Department

EVALUATION

Performance will be evaluated annually by the Facilities Director based on leadership, communication, and effectiveness in supporting departmental operations and goals.

NOTE

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the position. It shall not be interpreted as a detailed description of all work requirements that may be inherent in the role, either at present or in the future.

APPROVED: June 20, 2012 (*as Administrative Assistant to Director of Facilities and Transportation*)

REVISED: September 14, 2021 (renamed)

USE OF AUTOMATED EXTERNAL DEFIBRILLATORS

The Cape Elizabeth School Board recognizes that medical emergencies may arise on school property that warrant the use of an Automated External Defibrillator (AED). The school department has AEDs for use in such emergencies.

Cape Elizabeth School Department will offer training to students on performing cardiopulmonary resuscitation (CPR) and use of an AED in accordance with such rules as may be adopted by the Maine Department of Education, and may require training for those school unit personnel who have been identified by the Superintendent, in consultation with the school physician, as needing such training to effectively carry out their job responsibilities.

The Superintendent ~~is~~ shall be responsible for developing, in consultation with the school physician or other qualified experts and in accordance with the manufacturers' instructions, protocols for the use, storage, location, testing and maintenance of the school unit's AED's and for identification of school personnel who should be trained in the use of an AED. ~~implementing the AED program and all necessary administrative procedures.~~ The Superintendent may delegate specific responsibilities concerning the AED program to appropriate town/school personnel as they deem appropriate.

Although the Board authorizes the acquisition of AEDs, it cannot and does not guarantee that an AED or a person trained in its use will be available at any particular school site or school-sponsored event.

Legal Reference: 20-A M.R.S.A. § 4009; 6304
 22 M.R.S.A. § 2150-C
 14 M.R.S.A. § 164
~~20-A M.R.S.A. § 4009~~
~~14 MRSA § 164~~
 Maine Dept. of Educ. Rule Ch. 41

Cross-Reference: EBCA – Comprehensive Emergency Management Plan
 JLCE - First Aid and Emergency Medical Care

Adopted: June 11, 2013

CESD POLICY COMMITTEE

MEETING Minutes

November 19, 2025 8:30am

Location: Jordan Conference Room, 320 Ocean House Rd., Cape Elizabeth

Committee Members present: Caitlyn Sweet, Chair; Christopher Boniakowski; Joy Engel

Others present: Ryan Fairchild, Assistant Superintendent; Lee Schroeder, School Board Member; Sonia Pareja, Foreign Language Teacher at CEHS; Jill Young Nurse at CEHS; Brook Pidhajecky, Nurse at CEMS; Dr. Joseph Greenberg, Principal of CEHS and Dave Bagasarian, Facilities Director

Introductions & Committee Norms

- Be respectful
- Share the air
- Aim for consensus
- Aim to conclude at set time (1 hour)
- Reach consensus on policy revision prior to moving the policy to the School Board for readings and approval.

Notice to the public: The purpose of Board Standing Committees is to conduct the work of the School Board. Because there is no public comment at policy committee meetings, questions and comments regarding policies can be directed to policy committee members outside of policy committee meetings. Email addresses for school board members can be found on the [Cape Elizabeth School Department website](#).

Permission was granted to move new business to the top of the agenda.

New Business

- [EBCF](#) - Use of Automated Defibrillators

Minutes:

The Cape Elizabeth School Board recognizes that medical emergencies may arise on school property that warrant the use of an Automated External Defibrillator (AED). Jill Young, Nurse at Cape Elizabeth High School shared that the school department has AEDs for use in emergencies. Nurse Young stated that all three school nurses agree with the recommended language additions, and that doing so would bring the policy into alignment with current regulatory obligations.

- [FA](#) - Facilities Development Goals/Priority Objectives

Minutes:

In an effort to overcome deficiencies in its physical plant, the district needs to make every effort to remodel existing facilities or when necessary work with the community to build new ones that will offer the best possible physical environment for learning and teaching. Dave Bagasarian, Facilities Director reviewed the proposed policy changes with the committee. The committee agreed to continue its discussion of the policy during its December meeting and along with its review of a draft policy regarding temperature standards for school facilities.

CE POLICY COMMITTEE

MEETING

Agenda

November 19, 2025 8:30am

Location: Jordan Conference Room, 320 Ocean House Rd., Cape Elizabeth

Old Business

- [JICJ](#) - Student Use of Cell Phones and Other Electronic Devices

Minutes:

Policy JICJ was last reviewed in 2021. The School Board has requested that the Policy Committee review the policy in light of recent community interest in the use of cell phones and other electronic devices at school. Dr. Joseph Greenberg, Principal of Cape Elizabeth High School shared with the committee the feedback he has received from other schools that instituted bell-to-bell cell phone and other electronic devices restrictions, and what other high schools within Cumberland County are currently doing in regards to the cell phone use in schools.

Other Business

Upcoming policies for review

- [GA](#) - Personnel Goals
- [GBEBB](#) - Staff Conduct With Students
- [GBEC](#) - Drug Free Workplace
- [GCQC](#) - Resignation of School Unit Employees (No changes)
- [FA](#) - Facilities Development Goals/Priority Objectives
- Temperature Standards for school facilities

Adjourn Meeting Time: 9:32 am

Next Meeting: December 17, 2025

Policy Committee Meetings are held on the third Wednesday of each month from 8:30am-9:30am.

December 17, 2025

April 15, 2026

January 21, 2026

May 20, 2026

February 18, 2026

June - TBD

March 18, 2026

CE POLICY COMMITTEE

Purpose and Charge of the Policy Committee

Members reviewed the purpose and charge of the committee.

Purpose Document

Policies in need of review/development (dates of last revision)

- [ACAD](#) - Hazing (11/10/20)
- [AD/AD-R](#) - Educational Philosophy (11/13/12) Required
 - [ADMSMA](#)
- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices (12/11/18)
- [CB](#) - School Superintendent
- [CHD](#) - Administration In the Absence of Policy
- [ECB](#) - Pest Management (2/12/19)
- [GA](#) - Personnel Goals
- [GBEBB](#) - Staff Conduct with Students (8/27/2013)
- [GBEC](#) - Drug Free Workplace (8/27/2013)
- [GCG](#) - Long Term and Short Term Use of Substitute Professional Staff Employment (8/27/2013)
- [GCGC](#) - Teacher Job Share (8/27/2013)
- [GCQC](#) - Resignation of School Unit Employees (No changes)
- [GDO](#) - Evaluation of Support Staff
 - [Dayton GDO](#)
- [IGA](#) - Curriculum Development (9/12/17)
- [IHBG](#) - Home Instruction Program (1/14/14)
- [IHBGA](#) - Homeschooling - Participation in School Programs (1/14/14)
- [IHCDA](#) - Post-Secondary Enrollment Options (1/14/14)
- [III](#) - Selection of Educational Material (1/14/14)
- [IKE](#) - Promotion, Retention, & Acceleration of Students/Progress Through Grades (9/12/17)
- [JEA](#) - Compulsory Student Attendance (1/14/14)
- [JHB](#) - Student Truancy (2014)
- [JIC](#) - System-Wide Student Code of Conduct (11/18/14)
- [JICH](#) - Drug and Alcohol Use (11/18/14)
- [JICK](#) - Bullying and Cyberbullying in Schools (MSMA Sample) (ours 11/10/20)
- [JLDBG](#) - Reintegration of Juveniles from Correctional Facilities (11/17/15)
- [JLF](#) - Child Abuse Reporting, Prevention, and Education (3/10/20)