

Cape Elizabeth School Board
Tuesday, January 9, 2024 - Town Hall Council Chambers
6:30 p.m. Regular Business Meeting
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.

Heather Kathleen Jennifer Philip Elizabeth Caitlin Cynthia
Altenburg Curry-Sparks McVeigh Saucier Scifres Sweet Voltz

Student Representatives

Sophia Toon Jack McCormick

AGENDA

Call to Order/Pledge of Allegiance

1. **ADJUSTMENTS TO AGENDA - Agenda item 5 will be postponed to February's meeting.** [at approx. 1:00 in the recording]
2. **APPROVAL OF SCHOOL BOARD MINUTES** [at approx. 1:23 mins in]
 - a. Executive Session, Tuesday, December 12, 2023
 - b. Regular Business Meeting, Tuesday, December 12, 2023
 - c. Special Business, Tuesday, December 19, 2023

Motion: Ms. Sweet Second: Ms. McVeigh Vote: 7-0

Heather Altenburg	Kathleen Curry-Sparks	Jennifer McVeigh	Philip Saucier	Elizabeth Scifres	Caitlin Sweet	Cynthia Voltz
☒ Yea ☐ Nay	☐ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay

3. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** (*per policy BEDH*) - - none [at approx. 1:52 mins]

4. **COMMENTS FROM STUDENT REPRESENTATIVES** - Sophia Toon and Jack McCormick spoke briefly on items of interest from the students' perspective. [at approx. 2:15 mins]

5. **PRESENTATIONS** - - *postponed to February's meeting*

- ~~a. Principal Karnes Pond Cove mid-year update~~
- ~~b. Principal Rubin CEMS mid-year update~~
- ~~c. Principal Springer CEHS mid-year update~~

6. **ADMINISTRATIVE AND STAFF REPORTS**

- a. *See District Leadership Team written reports in agenda materials*

7. **BUSINESS MANAGER'S REPORT** **supporting documents included* [at 7:09 mins in]

Ms. Weeks spoke briefly about the financial and human resources system software conversion project: Tyler Technologies (ERP). The conversion goal was to go live within a year and that goal has been met.

As of December 31, 2023, 50% of the year is completed. The total general fund amounted to 46%. This is considered a reasonable expenditure pattern.

Nutrition program December 2023 update: 11,906 lunches and 4,163 breakfast meals served. Revenue generated from the state claim will be \$61,044. This is 14K more than last year and is encouraging for the goal of break-even status.

8. **SUPERINTENDENT'S REPORT** [at 11:44 mins] -

- a. **SBAC** - Lots of work happening, including a public forum scheduled for Feb 1 to review 7 options
- b. **Enrollment Numbers** **supporting documents included* - very stable student enrollment. As has been mentioned before, an 8.6% increase is projected over the next 10 years; Harriman has this information.
- c. **Other** - Happy New Year to all!

9. NEW BUSINESS

- a. **Consideration to approve the 6th Grade Class Trip to Chewonki (Wiscasset, ME) from April 30 - May 3, 2024.** [at 15:25 mins]

Motion: Ms. Sweet Second: Ms. McVeigh Vote: 7-0

Heather Altenburg	Kathleen Curry-Sparks	Jennifer McVeigh	Philip Saucier	Elizabeth Scifres	Caitlin Sweet	Cynthia Voltz
☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay

- b. **Consideration to approve high school Speech & Debate team students traveling to NCFL Grand National Tournament (Chicago, IL) May 24 - 26, 2024** [at 16:39 mins in]

Motion: Ms. Voltz Second: Ms. Altenburg Vote: 7-0

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☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay

- c. **Consideration to approve 2024 - 2025 School Board Budget Goals** [at 18:58 mins in]

The FY 2025 Cape Elizabeth School Board Budget Goals:

1. Meets the academic, social-emotional, and health needs of all students.
2. Supports recruitment and retention of high-quality personnel.
3. Supports appropriate and on-going building maintenance and repair.
4. Supports the advancement of instructional skills of our staff.
5. Reflects a careful consideration of the effectiveness and efficiency of each line item and position.

- **Original Motion to Consider FY25 Budget Goals** [accepted by McVeigh & seconded by Sweet]

Discussion: After some discussion, [at approx. 24:20 mins] Ms. Voltz mentioned a specifically stated goal from some time ago “...*clear and continual communication throughout the budget process*...” believing it could be time again to re-state.

- **Ms. Voltz made a ‘*Motion to Amend the FY25 School Board Budget Goals to append the additional goal of clear and continual communication throughout the budget process*’. [McVeigh/Sweet] [25:05 mins]**

Discussion of the Amendment: Ms. Sweet felt the Goals as originally presented focus on the process for developing the budget, with the proposed amendment more focused on the operations of the budget committee; Ms. Scifries added that *communication* is within the School Board’s overarching goals; Ms. Altenburg agreed with the concept but wanted to see further wordsmithing to better align within the original goals presented.

Motion to accept proposed Voltz amendment:	<u>Ms. McVeigh</u>	Second: <u>Ms. Sweet</u>	Vote: <u>7-0 [at 30:06 mins]</u>
Original Motion:	<u>Ms. McVeigh</u>	Second: <u>Ms. Sweet</u>	Vote: <u>7-0 [at 35:56 mins]</u>

Heather Altenburg	Kathleen Curry-Sparks	Jennifer McVeigh	Philip Saucier	Elizabeth Scifres	Caitlin Sweet	Cynthia Voltz
☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay

d. Consideration to approve Policy **EEBB - Use of Private Vehicles for School Business and Student Transportation** [at 36:12 mins]

Motion: <u>Ms. Curry-Sparks</u>	Second: <u>Ms. Altenburg</u>	Vote: <u>7-0</u>
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☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea ☐ Nay	☒ Yea	☒ Yea	☒ Yea	☒ Yea

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e. Consideration to approve Policy **KI - Visitors to Schools** [at 37:15 mins]

Motion: <u>Ms. Curry-Sparks</u>	Second: <u>Ms. Altenburg</u>	Vote: <u>7-0</u>
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f. Consideration to approve Policy **JJIBB - Sportsmanship** [at 38:04 mins]

Motion: <u>Ms. Curry-Sparks</u>	Second: <u>Ms. Altenburg</u>	Vote: <u>7-0</u>
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g. **First Reading Policies:** [at 38:43 mins] - Ms. Curry-Sparks spoke briefly to the policies presented for first reading.

- i. Policy **JJIG - Evaluation of Coaches** *[recommended for removal]*
- ii. Policy **KCE - Receiving Education Foundation Funds**
- iii. Policy **IHBEA - English Learners**

10. **SCHOOL BOARD AGENDA REQUESTS** [at 42:47 mins] - *none*

11. **COMMITTEE REPORTS:** [at 43:01 mins]

- a. PATHS (Elizabeth) - No meeting to date.

- b. Technology Committee (Heather) - No meeting to date.
- c. SBAC (Cindy) - Public Forum presentation on Feb 1 of the 7 preliminary options to meet the needs of the schools... Harriman has updated the needs assessment originally done by Colby. Revised website: www.CapeElizabethSBAC.com. A second public forum, in late Feb, to present and get feedback on the (3) narrowed down options.
- d. Buildings & Grounds (Elizabeth) - No meeting to date.

12. ANNOUNCEMENT OF UPCOMING MEETINGS [at 47:12 mins]

- a. School Board Training (6pm) & Workshop (7:15pm) - Jan 10 CEHS
- b. PATHS - Jan 11, 8:30 am at PATHS
- c. CE SBAC Comm Subcommittee - Jan 11, 8:30am Town Hall - Jordan CR
- d. CE SBAC Finance Subcommittee - Jan 11, 4pm Town Hall - Jordan CR
- e. Calendar Cmte - Jan 16, 3:30pm Zoom
- f. Policy Cmte - Jan 17, 4:15pm Town Hall - Jordan CR
- g. CE SBAC Comm Subcommittee - Jan 18, 8:30am Town Hall - Jordan CR
- h. Buildings & Grounds - Jan 18, 3:30pm Town Hall - Jordan CR
- i. CE SBAC (inc finance presentation) - Jan 18, 6:00pm Town Hall - Jordan CR
- j. School Board Budget Workshop - Jan 23, 6:00 pm CEHS Library
- k. School Board Budget Workshop (if needed) - Jan 24, 6:00 pm CEHS Library
- l. CE SBAC Comm Subcommittee - Jan 25, 8:30am Town Hall - Jordan CR
- m. CE SBAC Comm Subcommittee - Feb 1, 8:30am Town Hall - Jordan CR
- n. SBAC Community Forum with Harriman Architects: *Learn About the 7 Options to Fix Our Schools & Share Your Opinion* - Feb 1, 6pm Town Hall & remote option

13. CONSIDERATION TO ADJOURN [at 51:13 mins]

Motion: <u>Ms. Sweet</u>	Second: <u>Ms. McVeigh</u>	Vote: <u>7-0</u>
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