

Cape Elizabeth School Board
Tuesday January 12, 2021
6:30 p.m. Regular Business Meeting
Executive Session Following
[Via Zoom](#)
Meeting PW: *HpPNWU7
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

☒ Philip
Saucier

☒ Elizabeth
Scifres

☒ Cynthia
Voltz

☒ Jennifer
McVeigh

☒ Laura
deNino
(joined late)

☒ Joey Labrie

☒ Ellie Gagne

AGENDA

Call to Order/Pledge of Allegiance

6:30 p.m.

- I. Adjustments to Agenda - none
- II. Approval of Minutes December 15, 2020

Motion:	Phil Saucier	Second:	Jennifer Mc Veigh	Vote:	Unanimous
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Heather Altenburg: Yay ☒ Nay ☐	Kimberly Carr: Yay ☒ Nay ☐	Philip Saucier: Yay ☒ Nay ☐	Elizabeth Scifres: Yay ☒ Nay ☐
Cindy Voltz: Yay ☒ Nay ☐	Jennifer McVeigh: Yay ☒ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

- III. Comments from Public on Agenda Items (per SB BEDH) Chairperson Altenburg reminded the public about keeping the comments related to the Agenda, she also mentioned that the public could write to present, with Board approval, these requests

need to happen ten days before the meeting. The emails received from the public do get read.

- A. Ilana Dew – 56 Stonegate Rd – spoke about the agenda topic of maintaining the School Board Goals, which is to maintain the high quality of education for every student. She spoke of the concern of students falling behind, and the burden it will bring to teachers in the upcoming year in the fall. Her comments can be viewed at the 7:49 mark of the video.
 - B. Roger Rioux – 5 Bridlepath Way – has been in the community for 46 years, currently has grandchildren in 8th and 10th grades. Specifically, the 10th grader, he has noticed her time on any given subject was much less than it was last year. He is concerned about the momentum loss it is creating. He is wondering if quantitative data can be gathered about how much curriculum is actually being presented.
 - C. Erin Plummer – 60 Woodland Road – 5th grader at PC, incoming kindergartener, spoke at the 16:30 mark of the video. Spoke of her struggles with the schedule, the home-life and keeping it together during the pandemic.
- IV. Comments from Student Representatives
- Ellie Gagne started the report on clubs and organizations – Junior Student Council is working on a fundraising drive, selling crewnecks and hoodies. Prom has been put on the back burner, because decisions can't be made until the event is closer, and how Covid will affect it. Senior Student Council just wrapped up their fundraising drive, and is now working on Covid-friendly activities. Before Christmas, they were able to go to Thompson's Point for ice skating, and are now discussing a possible ski night at Shawnee Peak. They are hopeful that Project Grad will be able to happen with the vaccine coming out. Joey Labrie – looking at the academic side of things, the school is moving into their next mini-term. The concerns from the previous meeting are still pertinent, but no new concerns have been brought to his attention. Another concern is the decision from the College Boards and moving the AP exams. He next read a statement from the student body regarding the insurrections on the Capitol Building that occurred on January 6, 2021. This statement can be heard at the 23:11 mark.
- V. Presentations: None
- VI. Administrative Reports (Laura DeNino joined at this time)
- A. Principals – were asked to present their action steps towards the Strategic Plan Goals.
 - i. Jason Manjourides – shared building level strategic plans and action steps that align with the district's plans. They've been working on these for about a month, designated a staff meeting to it, as well as collaborative work through Google Docs. His goals can be heard at the 25-minute mark of the video. Kimberly Carr commented on how there seemed to be some positive things happening at Pond Cove.
 - ii. Troy Eastman – the discussion groups in their work were formed of about 8 people in each group. It was a good exercise for them, to start a conversation that was focused on something other than Covid. His action steps start at the 32:45 mark. Kimberly Carr found it energizing and inspiring that these things are happening in the midst of the pandemic.
 - iii. Jeff Shedd – around the 43:00-minute mark, Mr. Shedd spoke of his government class that he has been teaching and the joy it has brought him. He reads a statement that he wrote concerning it, and the discussions around "the rule of law", a topic that has been front and

center. He ties the statement to the global citizen goal of the Strategic Plan, that we need to teach students to be better critical thinkers and seekers of truth. He thanks Erin Taylor, Jill Young, and Karen Jenkins for their tireless efforts during the pandemic. He mentions that he can't thank them enough. He gets to the action steps around the 48-minute mark. Overall teachers are pleased with the transition of the mini-terms, the learning gap mentioned by many is real, they are aware and continue to try to troubleshoot ways to close it. As far as AP exams go, the College Board's decision to test on the full curriculum is concerning, the dates are tentative, but may be in late May to early June which would be helpful. More information will come, but he will get the information that he has out to the community shortly. Kimberly Carr mentioned that much of the country is in similar situations regarding AP exams. Elizabeth Scifres thanked all the principals for continuing the important work towards the Strategic Plan Goals, and especially Mr. Shedd for connecting these results to real-life situations and how they affect the student body. Other Board members concurred.

- B. Business Manager ***supporting documents included** – Marcy Weeks – the primary focus of the Business Office right now is on entering all requested budgets. During meetings with administrators, Ms. Weeks and Superintendent Wolfrom go over the budgets line-by-line. They have a few more meetings to complete this first stage in the budget process. The new Human Resources Manager starts on February 1st, making the Office fully-staffed. She spoke of the general fund numbers around the 57-minute mark. Elizabeth Scifres asked how we are doing with our unassigned balance, and building that up. Ms. Weeks said the audited financial statements will be presented in February; she'll have a full analysis of the fund balance at that time. Ms. Scifres also inquired about whether the project finances were able to be encumbered by the December 31st deadline. An extension was given by the state through June, even though the department worked very hard to meet the December deadline, we had one construction aspect that this will benefit.
- C. Director of Teaching & Learning – Cathy Stankard – just one announcement tonight; the Racial Equity Institute will be conducting a 3-hour training over Zoom with our entire staff on the afternoon of Wednesday February 3rd. This organization is based in North Carolina, they conduct workshops all over the country. The training that the staff will be participating in is called “The Groundwater Approach: Building a Practical Understanding of Racism”.
- D. Director of Special Services – Del Peavey – Jason Manjourides and Mr. Peavey will be meeting with CDS to review incoming CDS students for next fall's kindergarten class. They will be establishing CDS transition dates to coincide with this review. He continues to monitor information coming from Augusta in regards to responsibilities and shifts for 4-year-olds. Currently servicing 174 students in Special Education, 12 students in referral, and one student out-placed. Cindy Voltz asked Mr. Peavey if the number of students in referral, the ability to identify and work with them, is comparable to a typical school year? Mr. Peavey said is it similar to a typical year, that they haven't had an excessive number of referrals. Each school is doing their best to maintain the services regarding RTI, and addressing the skill-gaps, in the current climate due to the pandemic. Elizabeth Scifres asked him to speak about how the team has addressed those students who struggle on full remote learning. He's worked with building administrators to

identify those students, and when identified, those students are in-person all four days, and they've worked to construct the instruction based on the individual. He can't emphasize enough how the staff and parents have come together to provide for the students.

- E. Superintendent – Dr. Wolfrom started by also thanking the nurses for their work today, and their continuing work during the pandemic in keeping the staff healthy, safe, and informed. As Ms. Weeks mentioned, they have working with administrators to go over their Original Request Budgets, numbers are being entered, so that a bigger picture can be seen of the total budget at this point. As we work on the FY22 Budget, we still have many unknowns. The budget consists of two parts: expenditures and revenue, and making sure those two correlate. Every year, we wait for the State Subsidy, which should be coming at the end of February, she's attending a Winter Convocation on the 14th and 15th of this month, and will hopefully hear some news regarding state subsidies. Another big puzzle piece into the budget is health insurance increases. We usually put a 10% increase in as a placeholder, and sometime in March we get actuals. Enrollments in Maine, and she suspects across the country, have been going down. Parents are homeschooling their students or placing them in private schools. She's hearing that this is temporary, and they plan on coming back, but this may impact our subsidy. She goes over the historical documents listed below, that every year they release, these also are on the District website. The negotiations team has been working with the School Board to come up with a Memorandum of Understanding that outlines protocols, practices and procedures during the pandemic. This work has been going on since September, and we have reached an agreement. The review of schedules continues with the administrative team, reviewing and possibly tweaking current schedules. As we saw today, the current schedules have been beneficial when a positive case arises, allowing the staff and students to stay in school, with minimal impact of quarantines happening. We will continue to review our current models and feasible ideas for improvement. Her presentation can be viewed around the 1-hour and 11-minute mark. Ms. Altenburg wanted to remind the public that 84% of the budget is salaries and benefits, a fixed number we can't change.

- i. Enrollment Number ***supporting document included**
- ii. FY22 Budget Update: ***supporting documents included**
 - 1. Review FY21 Budget Goals
 - 2. Budget Review Calendar
 - 3. FY21 Budget Expenditure Pie Chart
 - 4. State Education Subsidy History
 - 5. Student Enrollment
 - 6. Enrollment Compared to Professional Staffing Levels

VII. New Business

- A. Consideration to approve the following Athletic Nominations:
Although sports are not in effect, there are trainings happening. We hope to get back into green, which will have the coaches in place.

School	Sport	Funded	Coach
CEHS	Diving	School	Michael Bartley
CEHS	Ice Hockey, Girls Asst.	School	Kevin Joy (50/50 with Cade Blackburn)

Motion:	Laura DeNino	Second:	Cindy Voltz	Vote:	Unanimous
Heather Altenburg: Yay☑ Nay☐		Kimberly Carr: Yay☑ Nay☐	Philip Saucier: Yay☑ Nay☐	Elizabeth Scifres: Yay☑ Nay☐	
Cindy Voltz: Yay☑ Nay☐		Jennifer McVeigh: Yay☑ Nay☐	Laura DeNino: Yay☑ Nay☐		

B. Consideration to approve School Board Budget Goals for FY22.
The School Board's Goals for the 2021-2022 budget are:

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.

Discussion: Last year four goals were created, listed above. Elizabeth Scifres starts the discussion by saying these goals have been in place for two years in a row and have served them well. She is a proponent of a refresh, and in that spirit, researched other schools' budget goals. She shares a list at the 1-hour 26 -minute mark. Discussion between the Board members happen as they muscle through the list. What they came up with is below.

The FY22 Budget will:

1. Move CESD forward with our strategic plan goals.
2. Empower students with the academic, personal, and social knowledge and skills to build balanced and purposeful lives.
3. Ensure equity and access to opportunities for all Cape students.
4. Will reflect a careful examination of line items and consideration of the success and effectiveness of the expenditures in order to provide a fiscally responsible budget.

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
Heather Altenburg: Yay☑ Nay☐		Kimberly Carr: Yay☑ Nay☐		Philip Saucier: Yay☑ Nay☐	
Cindy Voltz: Yay☑ Nay☐		Jennifer McVeigh: Yay☑ Nay☐		Elizabeth Scifres: Yay☑ Nay☐	

C. Notice of retirees:

- Barbara McLean, PCES, Administrative Assistant
- Donna Wolfrom, CESD, Superintendent of Schools

VIII. School Board Agenda Requests

IX. Committee Reports:

- PATHS – Heather - forthcoming
- Policy – Elizabeth – forthcoming, stated that the meeting is the fourth Monday of every month at 3 pm
- DEI – Heather – first meeting is upcoming
- School Building Committee – Heather – nothing to report

X. Announcement of Upcoming Meetings

- DEI Task Force – January 13, 3:30 pm via Zoom
- PATHS – January 14, 8:30 am via Zoom
- School Board Training – January 19, 6:30 pm via Zoom
- Combination School Board & Town Council Workshop - January 20, 6:30 pm via Zoom
- Policy Committee – January 25, 3 pm via Zoom
- School Board Budget Workshop – January 26, 5:00 pm via Zoom
- Finance Sub Committee – January 26, 8:30 am via Zoom
- DEI Task Force – January 27, 3:30 pm via Zoom
- School Board Budget Workshop – January 27, 5:00 pm via Zoom (if needed)
- Calendar Committee – January 28, 3 pm via Zoom

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

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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Heather Altenburg: Yay ☒ Nay ☐	Kimberly Carr: Yay ☒ Nay ☐	Philip Saucier: Yay ☒ Nay ☐	Elizabeth Scifres: Yay ☒ Nay ☐
Cindy Voltz: Yay ☒ Nay ☐	Jennifer McVeigh: Yay ☒ Nay ☐	Laura DeNino: Yay ☒ Nay ☐	

XII. Consideration as a result of Executive Session.

Elizabeth Scifres was appointed as a Co-Chair, which she accepted. No need to vote.

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

XIII. Consideration to Adjourn

Motion:	Laura DeNino	Second:	Jennifer McVeigh	Vote:	Unanimous
Heather Altenburg: Yay ☒ Nay ☐		Kimberly Carr: Yay ☒ Nay ☐		Philip Saucier: Yay ☒ Nay ☐	
Elizabeth Scifres: Yay ☒ Nay ☐		Cindy Voltz: Yay ☒ Nay ☐		Jennifer McVeigh: Yay ☒ Nay ☐	
Laura DeNino: Yay ☒ Nay ☐					

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