Cape Elizabeth School Board
Tuesday, January 14, 2025 - Town Hall Council Chambers
6:30 p.m. - Regular Business Meeting
MINUTES [Video Link]

School Board members present:
- Christopher Boniakowski
- Peter Joy Engel
- Jennifer McVeigh
- Phil Saucier, *Chair*
- Lee Schroeder
- Caitlin Sweet (present but left prior to *New Business*)
- Cynthia Voltz, *Vice Chair*
- Tori Stevens, *Student Representative*
- Madison Kirwan, *Student Representative*

Superintendent Christopher Record, Ph.D.

MINUTES

Call to Order/Pledge of Allegiance

1. **ADJUSTMENTS TO AGENDA** – *none*

2. **APPROVAL OF SCHOOL BOARD MINUTES** *[07:30 mins in]*

    a. Regular Business, Tuesday, December 10, 2024

    b. Executive Session, Wednesday, January 8, 2025

Motion: Ms. Voltz Second: Ms. Sweet Vote: Approved 7-0

3. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** (per BEDH) – *None [7:59 mins in the recording]*

4. **COMMENTS FROM STUDENT REPRESENTATIVES** – *[8:25 mins in]* Tori Stevens and Madison Kirwan spoke briefly on items of interest from the students' perspective.

5. **PRESENTATIONS** -
   a) **Dean of Students Pilot Update by Nate Carpenter** - *[11:38 mins in]* Mr. Carpenter presented an overview of his work as dean of students - student leadership experience course, including freshman academy and student-athletes, and district emergency management - over the last four months. Ms. Sweet invited building principals to speak to the student leadership opportunity in their buildings. *Ms. Rubin at approx 30:00 mins in & Principal Springer at approx 31:31 minutes in.* This pilot will be discussed during the upcoming budget meetings.

   b) **Assessment Update by Michelle McClellan** - *[41:01 mins in]* Assistant Superintendent McClellan presented student achievement data from the Fall 2024 assessments. NWEA is used as the Maine state assessment for accountability (MTYA). Assessments are scheduled each Fall and Spring, with an option for winter. Five-year achievement in reading: 91% for PC, 86% for MS, 93% for HS. Five-year achievement in math: 90% for PC, 85% for MS, 94% for HS.

   c) **Update from Lisa Sawin from Harriman on designing a revised "Middle Ground" project to address the educational, structural, mechanical, safety & security, and site plan needs** - *[1:07:12 mins in]* Ms. Sawin's presentation reviewed: *Why a new School?*, *Needs/Barriers to Education*, *Potential Scope Reductions*. Effectively prioritizing and utilizing the existing CIP maintenance and repair, over a 12-year period, could help reduce the project cost. The DOE space guidelines come as a result of the projects the DOE funds. The presentation also included information on back-up heat design, classroom, gym, and cafeteria layouts, and responses to prior SBoard questions including, what if fundraising for supplementary items were utilized and what a three school phased solution would look like. [A School Board Workshop on the phased three school construction plan, revised "Middle Ground" design, possible scope reductions, and referendum is scheduled for Thursday, January 23 at 6pm in the HS Library.]

6. **ADMINISTRATIVE & STAFF REPORTS**: *See agenda materials for summary reports.*

7. **BUSINESS MANAGER'S REPORT** - *See supporting document included within agenda packet [2:00:27 mins in]*

   January represents quarter three in the fiscal year timeline. The preparations for the 2025-2026 budget are underway. Thanks to Denise Porciello's efforts all W-2, 1095 and 1099 deadlines have been completed.

   The fiscal year audit presentation is scheduled for Monday, February 3.

The percentage of the year to date is 50%. The total general fund expenditures amounted to 49%. Last year at this time, it was 46%. The 7-year average spent is 46.57%.

Nutrition program December 2024 update: 12,432 lunches and 4,490 breakfast meals served. Revenue generated from the state claim will be $68,604.

8. **SUPERINTENDENT'S REPORT** *[2:02:15 in]*
   a. **School building project update** - Discussed at length during Ms. Sawin's presentation. Fundraising will be discussed in 9f.
   b. **Enrollment Numbers** - Current student enrollment is holding steady.
   c. **Other** - Cell phone surveys have been shared with parents/guardians, staff and students at the middle and high schools. The 2025-26 calendar committee work continues. District Wellness, Dropout Prevention, and District DEI have met recently. Budget preparations are underway for a January 28 presentation. Budget unknowns are: state funding, health insurance increase, and the three bargaining agreements currently being negotiated. Following Principal Springer's recent letter to parents/guardians about issues around academic integrity, he and [Dr. Record] fielded many local media inquiries. The hope is this isn't seen as a mark against but an opportunity for a fresh start in how we look at assessments.

9. **NEW BUSINESS**

   a. **Consideration to approve the 6th Grade Class Trip to Chewonki (Wiscasset, ME) from May 13-16, 2025 -** *[2:07:21 in]*

Motion: Ms. McVeigh Second: Mr. Boniakowski Vote: Approved 6-0 (Sweet absent)

   b. **Consideration to approve high school Speech & Debate team students traveling to the Harvard National Speech & Debate Tournament (MA) Feb 15-17, 2025 -** *[2:08:10 in]*

Motion: Ms. McVeigh Second: Ms. Voltz Vote: Approved 6-0 (Sweet absent)

c. **Consideration to Authorize the Superintendent of Schools to execute a $123,000 Lease Purchase Agreement for the purpose of financing one (1) School Bus -** *[2:09:28 in]*

Motion: Ms. McVeigh Second: Ms. Engel Vote: Approved 5-0 (Voltz recused; Sweet absent)

d. **Consideration to approve the nomination of new personnel**:- *[2:10:53 in]*

Donna Powell Special Education Teacher (PC) *[for remainder of 2024-25]*

Motion: Ms. McVeigh Second: Ms. Voltz Vote: Approved 6-0 (Sweet absent)

e. **Consideration to approve the *draft* 2025 - 2026 School Board Budget Goals** - *[2:12:17 mins in]*

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.
6. Strives for clear, transparent, and regular communication with the public throughout the budget process.

Motion: Ms. Voltz Second: Ms. McVeigh Vote: Approved 6-0 (Sweet absent)

f. **Consideration of a motion in support of the Superintendent pursuing private donations and partnerships with nonprofits and foundations for donations to enhance and support the School Building Project in addition to bond proceeds. -** *[2:13:22 mins in]* Fundraising policy DF/DF-R is included in the agenda packet for reference. Members of the public with interest in making a donation to help move this project forward can reach out to Superintendent Record or School Department Business Manager Marcia Weeks. A public communication will be forthcoming.

Motion: Ms. McVeigh Second: Mr. Boniakowski Vote: Approved 6-0 (Sweet absent)

g. **First Reading Policies** – *[2:18:03 mins in]* Assistant Superintendent McClellan provided a brief overview of the policies being reviewed. Additional details are provided within the January policy committee meeting minutes.

   i. Policy **GCSB – Social Media Use for School Employees**
   ii. Policy **BEDD - Rules of Order**

10. **SCHOOL BOARD AGENDA REQUESTS** – *[2:20:48 mins in]*

11. **COMMITTEE REPORTS**: – *[2:21:00 mins in]*
    a. Calendar – Ms. McVeigh piggy-backed on Dr. Record's earlier mention saying work is on-going.
    b. Dropout Prevention – Ms. McClellan reported that a "robust" discussion was held recently, including around obstacles/barriers to being successful in Cape Schools, including specifically around attendance. *Committee lead Nate Carpenter will include Ms. McVeigh on any future committee meeting invitations.*
    c. DEI - Ms. Engel said members were brought up to speed, the district audit (Nov 2023) was reviewed, and next steps are part of a February agenda.
    d. Wellness - Ms. Engel noted this was also a kick-off meeting for current activity, representatives shared what they were doing in each building. There was mention of consideration of specific representation that could be defined within the Wellness policy.
    e. PATHS – Mr. Boniakowski highlighted information shared during the recent PATHS/WRVC meeting, including discussion around a possible common end date for schools to send students to PATHS.
    f. Technology Steering – Mr. Boniakowski reported that a meeting was held today. Future goals to re-assess and further develop the department's mission statement and surveying stakeholders was discussed.
    g. Buildings & Grounds – *has not met*

12. **ANNOUNCEMENT OF UPCOMING MEETINGS** *[2:26:52 mins in]*
    a. Technology Steering Cmte - Jan 14, 2pm, Jordan Rm Town Hall
    b. Negotiations Cmte [ET II/III] Executive Session - Jan 16, 4:30pm, Jordan Rm Town Hall
    c. Negotiations Cmte [Admin Asst/ET I] Executive Session - Jan 21, 3:45pm, Jordan Rm Town Hall

d. Negotiations Cmte [ET II/III] Executive Session - Jan 23, 3:30pm, Jordan Rm Town Hall
e. School Budget Workshop re: Building Project - Jan 23, 6:00pm CEHS Library --
f. School Budget Workshop - Jan 28, 6:00pm CEHS Library
g. School Budget Workshop *(if needed)* - Jan 29, 6:00pm CEHS Library
h. Joint TC & SB Town Auditors' Presentation - Feb 3, 6:30pm Town Hall
i. Negotiations Cmte [ET II/III] Executive Session - Feb 4, 3:30pm, Jordan Rm Town Hall
j. Policy Committee - Feb 5, 9am, Jordan Rm Town Hall
k. Buildings & Grounds - *t/b/d*

13. **CONSIDERATION TO ADJOURN** - *[2:28:10 mins in]*

Motion: Mr. Boniakowski Second: Ms. Voltz Vote: Approved 6-0 (Sweet absent)