

Cape Elizabeth School Board
Tuesday February 8, 2022 - 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.

Roll Call:

Kimberly Carr, *Chair*
Heather Altenburg, *Vice Chair*
Kathleen Curry-Sparks
Jennifer McVeigh
Phil Saucier
Elizabeth Scifres
Cynthia Voltz
Ellie Gagne, *Student Representative*
Kathryne Clay, *Student Representative*

Superintendent Christopher Record, Ph.D.

AGENDA

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

- I. **Adjustments to Agenda** – Mr. Saucier requested to add ‘Budget Update’ to the list of Committee Reports; Ms. Scifres requested recognition within *Presentations* of the All State Jazz musician

II. **Approval of Minutes January 11, 2022 – Regular Business Meeting**

Motion: Ms. Scifres Second: Ms. Altenburg Vote: Approved 6-0

III. **Approval of Minutes January 25, 2022** – Combined Executive Session, Special Business Meeting and School Board Workshop

Motion: Ms. McVeigh Second: Ms. Altenburg Vote: Approved 6-0

IV. **Approval of Minutes February 2, 2022** – Executive Session Meeting

Motion: Ms. Scifres Second: Mr. Saucier Vote: Approved 6-0

V. **Comments from Public on Agenda Items** (per SB BEDH) – *There were no comments from the public*

VI. **Comments from Student Representatives** – Kathryn Clay and Ellie Gagne spoke briefly on items of interest from the students' perspective. *[05:33 in the meeting recording]*

VII. Presentations:

- **District I Honors Music Festival Students** – High School choral teacher Joanne Lee introduced the selected students. Chorus: Abigail Scifres & Bella Carver; Band: Sophia Toon, Sage Evans, Clara Parker; and for **All-State Jazz Festival**, Kathryn Clay. *[05:33 in the meeting recording]*
- **Facilities Director David Bagdasarian explaining recent burst pipe incident at CEHS & recognizing staff that went above and beyond to help** – During the holiday weekend of January 17, due to extremely cold temperatures and wind, a coil froze resulting in burst water pipes in the high school cafeteria and surrounding areas. Custodians Donny Darling and Mark Doughty, worked almost around the clock to mitigate damage. Jonathan Fitts and Adam Smith were also acknowledged. *[14:05 in the meeting recording]*
- **Extended Learning Opportunities [ELO] by ELO Coordinator Sarah Plummer & Assistant Principal Nate Carpenter** - Sarah Plummer, a former education coordinator with the Portland Water District and CEHS's new extended learning opportunities coordinator, spoke briefly about re-invigorating the ELO program following a hiatus due to Covid. Assistant Principal Carpenter and Ms. Plummer shared some common themes that developed around the topic of learning shared through their conversations with senior students. *[28:00 in the meeting recording]*

- A. **Administrative & Staff Reports:** *See written DLT reports*
- B. **Business Manager** **supporting documents included [48:09 in the meeting recording]*
Ms. Weeks spoke briefly to the monthly financial report, including nutrition program subsidies and supply-chain grant funding.
- C. **Superintendent** *[51:35 in the meeting recording]*
- i. COVID Update – currently in our 23rd week of being open. Community spread data was shared at 54:06.
 - ii. Enrollment Numbers **supporting document included [1:01:37 in the meeting recording]*
 - iii. Building Project Update – On Feb 7, Colby Co Engineering and Simons Architects presented at the Building Oversight Committee meeting. The firms have been consulting with the district since 2017 when a facilities needs assessment was commissioned. Superintendent Record reiterated the need to update the schools. The final Colby/Simons conceptual design report is expected soon. At the Feb 15 Budget Workshop, the first item will be a conversation on how to best move forward, through either a June or November referendum. A planned Building Project Public Forum will be moved from later this month to March. Historical and current School Building Project information can always be found online at www.CEBuildingProject.com. *[1:02:38 in the meeting recording]*
 - iv. Other – *[1:06:38 in the meeting recording]* Substitutes are still needed. Following a prior month’s request for kitchen volunteers, there were 150 responses! The district has an opening for an HR Manager.

VIII. New Business

- A. **Consideration to approve resolution captioned “Resolution Regarding School Revolving Renovation Loan”, attached hereto as Exhibit A.** *- [1:06:38 in the meeting recording]* School Finance Director Weeks briefly explained this allocation from the state’s school revolving renovation fund, grant and loan \$1.1 million. These monies will provide for enhanced security measures at each school, a humidity-control system to protect the new HS gym floor, electrical panel, and fund an ADA-compliance issue relating to an entrance slope. Thirty percent will be grant-funded with remaining at zero-percent financing over 10 years. All are transportable, meaning they’re able to be used in combination with any future project if needed.

Motion: Ms. Scifres Second: Ms. McVeigh Vote: Approved 6-0

B. Consideration to approve the CEHS Model United Nations Dartmouth College United Nations Conference Field Trip from April 8 to April 10, 2022 - [1:14:51 in the meeting recording]

Motion: Mr. Saucier Second: Ms. Scifres Vote: Approved 6-0

C. Consideration to approve the CEHS Program of Studies for the 2022-2023 Academic Year - [1:16:19 in the meeting recording] Principal Springer briefly reviewed changes in the upcoming school year's program of studies.

Motion: Ms. Altenburg Second: Mr. Saucier Vote: Approved 6-0

D. Consideration to approve updates to the Confidential Secretary Job Description - [1:22:53 in the meeting recording] Superintendent Record reviewed the updates. The position was also changed from hourly to salary.

Motion: Ms. Scifres Second: Ms. Curry-Sparks Vote: Approved 6-0

E. Second Reading: Policy EEBB – Use of Private Vehicles for School Business - [1:25:37 in the meeting recording] Ms. McVeigh briefly reviewed changes, adding there were no comments from the public.

Motion: Ms. McVeigh Second: Ms. Voltz Vote: Approved 6-0

F. Second Reading: Policy BG - School Board Policies - [1:26:35 in the meeting recording] Ms. McVeigh briefly reviewed changes, adding there were no comments from the public.

Motion: Ms. McVeigh Second: Ms. Voltz Vote: Approved 6-0

- G. **Consideration to approve BG-R – Policy Adoption & Amendment Procedure –**
[1:27:24 in the meeting recording] Assistant Superintendent McClellan reviewed the changes incorporated into this procedure. More information is available within the policy committee minutes.

Motion: Ms. McVeigh Second: Ms. Voltz Vote: Approved 6-0

- IX. **First Reading –** *[1:30:12 in the meeting recording]* Ms. McVeigh provided a brief overview of the policies being reviewed at this time. There are additional details provided within the policy committee meeting minutes.

- i. **BBAB – Student School Board Representatives**
- ii. **AC – Nondiscrimination/Equal Opportunity & Affirmative Action**
- iii. **ACAB – Employee Discrimination/Harassment & Title IX Sexual Harassment**

- X. **School Board Agenda Requests –** *[1:33:39 in the meeting recording]* None

XI. **Committee Reports:**

- A. PATHS – *[1:34:02 in the meeting recording]* Ms. Voltz reported briefly on highlights from the most recent Portland Arts & Technology High School meeting.
- B. DEI – *[1:36:58 in the meeting recording]* Ms. Altenburg shared that last month's meeting was postponed. Nothing to report. Next meeting is March 3 at 3:30 pm.
- C. Technology Committee – *[1:36:32 in the meeting recording]* Ms. Voltz said nothing new to report.
- D. Building Oversight Committee – *[1:36:58 in the meeting recording]* Ms. Altenburg encouraged anyone interested in learning more about the school building project or to sign up for updates, visit ***CEBuildingProject.com***. Design framework is coming along. Looking forward to being able to offer public tours of the current buildings.
- E. School Budget - *[1:42:52 in the meeting recording]* Mr. Saucier shared the budget goals adopted at the initial budget workshop on Jan 25. Feb 15 is the next Budget Workshop.

- XII. **Announcement of Upcoming Meetings** *[1:44:16 in the meeting recording]*

- A. PATHS – February 10, 8:30 am WRVC

- B. School Board Budget Workshop – February 15, 6:30 pm CEHS Library
- C. Policy Committee – February 22, 9am Jordan Conference Room
- D. School Board Budget Workshop– March 1, 6:30 pm CEHS Library or
- ~~E. District Planning Committee – March 1, 6:30 pm Zoom~~
- F. DEI Task Force – March 3, 3:30 pm CE Fire Station
- G. Building Project Public Forum – March 7, 6:30 pm Zoom
- H. District Planning Committee – March 15, 6:30pm Zoom

XIII. **Consideration** to Adjourn - *[1:46:25 in the meeting recording]*

Motion: Ms. Scifres Second: Ms. Curry-Sparks Vote: Approved 6-0