

Cape Elizabeth School Board
Tuesday, May 9, 2023
6:30 p.m. Regular Business Meeting
Town Hall Council Chambers
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 Altenburg	Kathleen Curry-Sparks	Jennifer McVeigh	Philip Saucier	Elizabeth Scifres	Caitlin Sweet	Cynthia Voltz
<i>Student Representatives</i>						
Juliet Moore		Jack Quinn				

AGENDA

Call to Order/Pledge of Allegiance - vice Chair Phil Saucier runs the meeting in the absence of Chair Scifres.

1. ADJUSTMENTS TO AGENDA :51 of the video
 - a. Add a consideration to approve Sarah McKeown for a one year Leave of Absence
 - i. Motion made by Phil Saucier, seconded by, all in favor
2. APPROVAL OF SCHOOL BOARD MINUTES 1:14
 - a. Regular Business Meeting, Tuesday, April 11, 2023
 - b. Executive Session, Monday, May 8, 2023

Motion:	Kathleen Curry-Sparks	Second:	Jennifer McVeigh	Vote:	6-0
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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

4. COMMENTS FROM STUDENT REPRESENTATIVES - 9:55

- a. Jack Quinn speaks about the multiple events happening in the district, of which we were privy to during the presentations. Among other notable events was an art show, a poetry symposium, and ELL project presentations. Juliet Moore discussed AP Exams going on at the HS, while also mentioning that it is Teacher Appreciation Week, and they thanked staff on behalf of the student body.

5. PRESENTATIONS - These were done first (out of order)

- a. Speech Team - 1:51 of the video
- b. Math Team - 4:14 of the video
- c. Science Bowl Team - 5:39 of the video
- d. Esports Team - 7:06 of the video

6. ADMINISTRATIVE AND STAFF REPORTS

- a. Pond Cove Principal - 15:19 - Ms. Forrey-Pettit spoke about one of their World Language Teachers, and how he guided the students to learn comprehension in Spanish among other happenings at PC.
- b. Middle School Principal - 24:03 - Ms. Rubin started her presentation speaking of her and the Asst. Principal's commitment this year to resetting the guidelines for a safe learning environment and rebuilding behavioral expectations. At 28:53 she shows a slideshow to corroborate her speech.
- c. High School Principal - 35:30 - Mr. Springer introduces Sarah Plummer from the ELO program who presents at 36:56. Students followed to speak about their experiences in the ELO program. Mr. Anesko, a HS Computer Science/Math teacher, presented at 49:36 of the video.

7. BUSINESS MANAGER'S REPORT **supporting documents included*

- a. Dr. Record presents data submitted by Business Manager, Marcia Weeks in her absence at 1:06:40

8. SUPERINTENDENT’S REPORT - 1:08:19

- a. Dr. Record starts his report by thanking teachers and recognizing Teacher Appreciation Week
- b. Enrollment Numbers **supporting document included* 1:08:55
- c. Other - Dr. Record touches on the SBAC (School Building Advisory Committee) that was formed this spring, and is working diligently to hire an Owner’s Rep.

9. NEW BUSINESS

- a. Consideration to approve the Collective Bargaining Agreement between the Cape Elizabeth School Board and the Cape Elizabeth Educational Administrators’ Association 2023-2026. (1:11:54)

Motion:	<u>Heather Altenburg</u>	Second:	<u>Jennifer McVeigh</u>	Vote:	<u>6-0</u>
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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 the Collective Bargaining Agreement between the Cape Elizabeth School Board and the Cape Elizabeth Education Association/MEA/NEA 2023-2026. (1:14:09)

Motion:	<u>Heather Altenburg</u>	Second:	<u>Jennifer McVeigh</u>	Vote:	<u>6-0</u>
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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

- c. Consideration to approve the Student Pathways Coordinator Job Description. (1:16:33) Dr. Record highlights the Job Goal of the job description: Aims to address a School Board Strategic Plan goal of “*Multiple Pathways & Definitions of Success: Our schools will value, promote, and celebrate multiple pathways and*

definitions of success.” This position will focus on achieving this goal through short-term and long-term benefits for all learners (5-12). This position will establish 5-12 first, then consider possibilities to expand opportunities at Pond Cove.

Motion: Caitlin Sweet Second: Cynthia Voltz Vote: 6-0

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

d. Consideration to approve the ELA/Humanities Instructional Strategist Job

Description. (1:21:10) **Job Goal:**

To provide embedded support and development to classroom teachers in providing high quality differentiated instruction to ensure student growth and achievement.

Motion: Cynthia Voltz Second: Caitlin Sweet Vote: 6-0

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

e. Consideration to approve the Superintendent’s nomination of personnel to **second-year probationary contracts.** (*According to 20-A M.R.S.A § 13201, the deadline for written notice of renewal/non-renewal to probationary teachers is May 14. Also CEEA collective bargaining agreement, Article XVI - Contract Notification.*) (1:23:45)

- i. Ellen Bailey, Math Teacher
- ii. Jacqueline Bromage, Special Education Social Worker
- iii. Alison Buchsbaum, Science Teacher
- iv. Nicole Carey, Kindergarten
- v. Erica Gordon, Grade 4
- vi. Claire Haft, Kindergarten
- vii. Tami Johnsen, Extended Learning Teacher
- viii. Gabriella Morse, Kindergarten

- ix. Melissa Shabo, MS Band Director
- x. Christopher Sutherland, World Language Teacher
- xi. Lucas Swinford, Math Teacher

Motion: Caitlin Sweet Second: Kathleen Curry-Sparks Vote: 6-0

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

- f. Consideration to approve the Superintendent’s nomination of personnel to **first continuing contracts.** (1:25:32)

- i. Kelly Barr, Grade 1 Teacher
- ii. Lance Belanger, Grade 7 & 8 PE Teacher
- iii. Darren Choate, Math Interventionist
- iv. Janet Eckler, Special Education Teacher
- v. Thomas Farmer, HS Tech Integrator
- vi. Angela Hatch, Literacy Interventionist
- vii. Jordyn Jamieson, Grade 3 Teacher
- viii. Leesa Joiner, PC Tech Integrator
- ix. Bianca Luque, HS Spanish Teacher
- x. Nicole Patch, Grade 1 Teacher
- xi. Marija Randall, Math Teacher
- xii. Nicholas Rue, Science Teacher

Motion: Caitlin Sweet Second: Jennifer McVeigh Vote: 6-0

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

- g. Consideration to approve Sarah McKeown for a one-year Leave of Absence.

(1:27:15)

Motion: Cynthia Voltz Second: Kathleen Curry-Sparks Vote: 6-0

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

h. Consideration to approve the following policies for **Second Reading** (1:27:54)

• **Policy GCSA – Employee Computer and Internet Use**

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

• **Policy IJNDB – Student Computer and Internet Use**

Motion:	Kathleen Curry-Sparks	Second:	Caitlin Sweet	Vote:	6-0
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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

i. **Procedure for review:** (1:29:42)

i. **EEAEAA-R - Drug and Alcohol Testing of School Bus Drivers**

Administrative Procedure

j. **First Reading Policies:** (1:30:23)

i. **Policy DJE – Bidding/Purchasing Requirements**

ii. **Policy DJH – Purchasing and Contracting: Procurement Staff Code of Conduct**

iii. **Policy JJJ – High School Co-Curricular and Extracurricular Activities Eligibility and Code of Conduct**

10. SCHOOL BOARD AGENDA REQUESTS - None

11. COMMITTEE REPORTS: (1:32:24)

a. PATHS – Caitlin

- b. DEI – Kathleen
- c. Technology Committee – Cindy
- d. CE School Buildings Advisory Cmte (SBAC) - Cindy
- e. Buildings & Grounds - Phil

12. ANNOUNCEMENT OF UPCOMING MEETINGS (1:36:02)

- a. PATHS – May 11, 8:30 am WRVC
- b. Town Council Vote on School Budget - May 15, 7:00 pm, Town Council Chambers
- c. CE SBAC - May 18, 6:30 pm, Town Council Chambers
- d. School Board Budget Workshop – May 23, 6:30 pm CEHS Library
- e. Policy Committee – May 24, 4:00 pm Town Hall, Jordan Conference Rm
- f. CE SBAC - June 1, 6:30 pm, Town Council Chambers

13. CONSIDERATION TO ADJOURN

Motion:	Caitlin Sweet	Second:	Cynthia Voltz	Vote:	6-0
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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