

School Board members present:

Christopher Boniakowski
Peter Joy Engel
Phil Saucier, *Chair*
Lee Schroeder
Caitlin Sweet
Cynthia Voltz, *Vice Chair*
Madison Kirwan, *Student Representative*
Tori Stevens, *Student Representative*

Superintendent Christopher Record, Ph.D.

Absent

Jennifer McVeigh

MINUTES

Call to Order/Pledge of Allegiance

1. **ADJUSTMENTS TO AGENDA** – None
2. **APPROVAL OF SCHOOL BOARD MINUTES** [00:40 mins in]
 - a. Executive Session, Tuesday, April 8, 2025
 - b. Regular Business Meeting, Tuesday, April 8, 2025
 - c. Executive Session, Monday, April 28, 2025

Motion: Ms. Voltz Second: Mr. Sweet Vote: Approved 6-0

3. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** (per [BEDH](#)) – [1:10 mins in] - None
4. **COMMENTS FROM STUDENT REPRESENTATIVES** – [1:22 mins in] Madison Kirwan and Tori Stevens spoke briefly on items of interest from the students' perspective.
5. **PRESENTATIONS** -

- a) **Unified Basketball team and Cape Special Olympic athletes - [2:45 mins in]**
Coaches Karen Johnson and Hilary Roberts introduced the student-athletes Evan Zack, Emily Whalen, Henry Adams, and Allison Brooking who spoke briefly about their experiences. Coach Johnson read a statement from Madison Mills who was unable to attend. *A group photo was taken.*
- b) **PATHS (Portland Arts & Technology High School) & WRVC (Westbrook Regional Vocational Center) career and technical education programs/students, PATHS Director Kevin Stilphen - [10:31 mins in]**
PATHS Director Kevin Stilphen began his brief presentation by inviting Board members to visit the school in the fall. He spoke highly of the Cape Elizabeth students' bravery to step outside their comfort zone and travel the nine miles to participate. He spoke briefly about some individual Cape students' accomplishments. Welding program participant, Nick Wellman, spoke to say that he's working part-time at a welding company, and the educational opportunity is, like anything, what you make of it. Spoke highly of his program experiences. Director Stilphen added that PATHS offers 18 programs, has 21 readiness standards that students are graded against, and the school partners with local businesses to offer some paid internships.

Principal Springer introduced WRVC fire science student Tyler Granata. Tyler spoke about becoming fire and most recently EMT-certified and how he's been working within the Cape community. He encouraged the school to better promote WRVC/career and technical education opportunities to students. *A group photo was taken.*

- c) **Madison Kirwan and Tori Stevens, 2024-2025 School Board Student Representatives - [24:40 mins in]**
Chair Saucier thanked Tori Stevens and Madison Kirwan for their service on the Board this year. Madison announced her plans to attend Southern Maine Community College in the fall to study political science and focus on a future law career. Tori announced that she will attend Clemson Honors College to study political science. *Photos were taken.*
- d) **Spring highlights from Principal Karnes, Principal Rubin, & Principal Springer - [27:01 mins in]**
PC Principal Karnes expressed her appreciation to the PCPA for their recent staff/teacher appreciation activities. Kindergarten screening happened recently in the gymnasium. Student spring assessments are on-going. Music program performances are on-going. The inaugural Pond Cove Art Walk is coming up. A garden is sprouting up with more adult volunteers always welcomed. CEMS Principal Rubin said two new programs were launched this year, the first being Homebase and the second being Explore (provided through a generous CEEF grant). Teachers are offering a wide variety of mini programs, giving students 'choice and voice'. 'Change Makers' for grade 8 is a community-centered, capstone type project, done within Homebase, and also supported by CEEF. Seventh graders went to the Ecology School thanks to a generous grant by the Ecology School. *Frozen Jr* show was well received. World renowned composer JaRod Hall worked with CEMS music students, supported by a CEEF grant. CEHS Principal Springer said NEASC planning for 2028 has begun. Curriculum reviews continue. AP exams are on-going. The Senior Transition Project is on-going; the first ever 'Trades Day' happened. Annual art show recently wrapped up. In the science hallway, you'll find the 'Brainwaves' installation which

has been featured in the news. Many Extended Learning Opportunities programming projects are happening.

- e) **Draft Facilities Projects by Facilities Director Bagdasarian** - [47:35 mins in]
Director Bagdasarian presented an update on safety and security, HVAC and mechanical systems, building interior, and site improvements efforts. Capital Improvement Plan tasks are on-going.

6. **ADMINISTRATIVE & STAFF REPORTS:** See [agenda materials](#) for summary reports.

7. **BUSINESS MANAGER'S REPORT** - See supporting [document included within agenda packet](#) - [1:13:18 mins in] Ms. Weeks spoke to a brief report included within her materials

The percentage of the year to date is 83%. The total general fund expenditures amounted to 79%. Last year at this time, it was 78%. The 7-year average spent is 79%.

Nutrition program April 2025 update: 13,170 lunches and 4,884 breakfast meals served. Revenue generated from the state claim will be \$71,103. Cape's school nutrition department recently received 330 boxes of USDA frozen commodities (proteins, fruits, and vegetables) as part of the student free lunch program inventory and is expected to significantly help the bottom line for the next fiscal year. Walk-in freezers needed to be rented due to this extra inventory.

Ms. Weeks handed out the Notice of Amounts Adopted for Voters at School Budget Validation Referendum document for the Board to sign.

8. **SUPERINTENDENT'S REPORT** [1:15:57 in]

- a. School building project - Absentee voting has begun for the June 10 referendum. Building tours for the public were held last night. Another tour is scheduled for June 2.
- b. Enrollment Numbers **supporting document included*
- c. Assistant superintendent hiring process update - moving forward with hiring a Director of Teaching and Learning, shifting with hopes of maintaining continuity.
- d. Other items: Graduation will be on June 1, in a new location, a bit closer to the Lighthouse this year. The NAMM Foundation has, for the 10th year in a row, designated Cape Elizabeth as one of the "2025 Best Communities for Music Education."

9. NEW BUSINESS

- a. **Consideration to approve the *Co-Curricular Job Description* Performance Evaluation/Professional Growth (PEPG) Committee - Teacher Representative -**
[1:22:24 in] Assistant Superintendent McClellan briefly explained the performance evaluation and professional growth process and requirements.

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

- b. **Consideration to approve the nomination(s) of new personnel for 2025-2026 -**
[1:24:24 in]

<u>Brett Brown</u>	<u>Grade 5 Teacher</u>
<u>Leon Daniel L. Okitosongo</u>	<u>CEMS French Teacher (one-year only 0.5 FTE)</u>

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 6-0

- c. **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.) - [1:26:09 in]

- Brett Brown
- Kyle Dancause
- Alexis Dandaneau
- Daniel Eberle
- Margaret Esten
- Jillian Gaare
- Madison Gassman
- Bethany Goldberg
- Mia Kaufman
- Samantha Lemelin
- Erica Marcus
- Jolyn McLaughlin
- Darcy Ramsdell
- Sydney Sellinger
- Lauren Vion

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

d. Consideration to approve the Superintendent's nomination of personnel to continuing contracts [~1:27:23 in]

- Emily Adour, Gr 2 Teacher
- Ashley Atienza, RTI Math Teacher
- Christine Capobianco, Gr 4 Teacher
- Tammy Carusone, Chorus/Music Teacher
- Erika Charpentier, Social Worker
- Margaret Clune, Gr 2 Teacher
- Colleen Currier, Social Studies Teacher
- Emily Davison, World Language Teacher
- Ariana Hadjaris, Social Worker
- Jennifer Helis, Multilingual Teacher
- Eric Huntington, Technology Integration Teacher
- Daniel Meeken, Special Education Teacher
- Robin Monahan, Special Education Teacher
- Patricia Mullen, Language Arts/Social Studies Instructional Strategist
- Rebecca Nyanutse, World Language Teacher
- Jamie Parsons, Gr 1 Teacher
- Lauren Scaccia, Social Worker
- Tracey Smith, Gr 3 Teacher
- Brigid Smith-Franey, Math Teacher
- Thomas Wilson, English Teacher

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 6-0

e. Consideration to authorize the Superintendent of Schools, pursuant to 20-A MRSA section 1485(4), to transfer not more than 5% of the total appropriation for any cost center in the current fiscal year operating budget to another cost center or among other cost centers, after the close of the fiscal year in order to address audit related adjustments that may be needed and provided that the total current fiscal year operating budget shall not be increased by such

transfers [*~1:29:39 in*] Business Manager Weeks explained this annual effort accompanies the auditor's process.

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

f. **Consideration to approve updated Administrative Assistant job descriptions**

[*~1:31:18 in*] Members of the administrative assistants bargaining group were interested in providing some input into their job descriptions. District leadership has reviewed the changes. In the redlined copies provided, the green text reflects old language and the red is new language.

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

g. **Consideration to approve Policy BCA - School Board Code of Ethics** [*~1:32:33 in*]
- Ms Sweet briefly reviewed the policy updates presented this evening.

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 6-0

h. **Consideration to approve BEC - Executive Session** [*~1:33:18 in*]

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 6-0

i. **Consideration to approve Policy FFAA - Memorial Scholarships and Gifts**
[*~1:33:45 in*]

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 6-0

j. **Consideration to approve Policy IKF - Graduation Requirements** [*1:34:20 in*]
Principal Springer spoke briefly to the changes.

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 6-0

k. **First Reading Policies** – [*~1:36:53 mins in*] Ms. Sweet and Assistant Superintendent McClellan provided a brief overview of the policies being reviewed. Additional details

are provided within the April 28 Policy Committee meeting [minutes](#) included within the agenda materials.

- i. Policy **CB - School Superintendent**
- ii. Policy **CHD - Administration in the Absence of Policy**
- iii. Policy **CHA - Development of Administrative Procedures**
- iv. Policy **BEDBA - Agenda Format**

10. SCHOOL BOARD AGENDA REQUESTS - None

11. COMMITTEE REPORTS: [*~1:39:58 mins in*]

- a. Dropout Prevention – No report/Ms. McVeigh absent this evening
- b. Diversity, Equity, and Inclusion (DEI) - Ms. Engel said there was no meeting to report on.
- c. Public Outreach - Ms. Engel announced the committee has met regularly. A table at kindergarten screening was set up and a mailer has been created to provide residents with more information on the school building project.
- d. Wellness - Ms. Engel reported there was no meeting to report on.
- e. PATHS – Mr. Boniakowski was unable to attend the last meeting.
- f. Technology Steering – Mr. Boniakowski reported that there was a meeting yesterday, May 12. Much of the substance is included within Director Patterson’s Board report.

12. ANNOUNCEMENT OF UPCOMING MEETINGS [*~1:43:28 mins in*]

- a. Negotiations Cmte [Bus/Maint/Food/Custodians] Executive Session - May 20, 3:30 pm Jordan Rm Town Hall
- b. Negotiations Cmte [Admin Asst/ET I] Executive Session - May 21, 3:45 pm Jordan Rm Town Hall
- c. Negotiations Cmte [Ed Tech II & III] Executive Session - May 22, 3:30 pm Jordan Rm Town Hall
- d. CEHS Graduation - June 1, 1:00 pm
- e. Policy Cmte - June 2, 9:00 am Town Hall
- f. School Bldg Tour - June 2, 6 pm CEMS (Meet at vehicle circle drop-off entrance.)

13. CONSIDERATION TO ADJOURN [*~1:44:27 mins in*]

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 6-0