

School Board members present:

Christopher Boniakowski  
Peter Joy Engel  
Jennifer McVeigh  
Phil Saucier, *Chair*  
Lee Schroeder  
Caitlin Sweet  
Cynthia Voltz, *Vice Chair*

Superintendent Christopher Record, Ph.D.

## **MINUTES**

Call to Order/Pledge of Allegiance

1. **ADJUSTMENTS TO AGENDA** – None

2. **APPROVAL OF SCHOOL BOARD MINUTES** [00:40 mins in]

a. Regular Business Meeting, Tuesday, May 13, 2025

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

3. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** (per [BEDH](#)) – [01:09 mins in] - None

4. **COMMENTS FROM STUDENT REPRESENTATIVES** – [01:11 mins in] No student representatives in attendance this evening.

5. **PRESENTATIONS** -

a) Retirees - [1:30 mins in] Building and program administrators briefly introduced their retiring staff members. Chair Saucier then presented each retiree with a gift on behalf of the Board. *A photo was taken.*

- **Laura Briggs** - Middle School Teacher [18 yrs]

- **Kris West** - Special Education Ed tech (middle school) [22 yrs]
- **Karen Johnson** - Special Education Ed tech (high school) [10 yrs]
- **Sharon McIntyre** - Special Education Ed tech (elementary) [23 yrs]
- **Trina Richards** - Special Education Ed tech (elementary) [27 yrs]
- **Rosemary Ginn** - Literacy Specialist (elementary) [14 yrs]
- **Michelle McClellan** - Assistant Superintendent [4 yrs]

*Unable to attend this evening:*

- **Marianne Harrington** - Grade 2 Teacher [20 yrs]
- **Dawn Rioux** - Grade K Teacher [17 yrs]
- **David Shields** - Elementary Phys Ed Teacher [37 yrs]

- b) **Science Curriculum Review** - [35:36 mins in] Julie Merriam, Brigid Smith-Franey, Kathy Bock and Ellen Bailey joined Assistant Superintendent Michelle McClellan to present a Cape Elizabeth science curriculum review and expected implementation process.
6. **ADMINISTRATIVE & STAFF REPORTS:** See [agenda materials](#) for the **Annual Volunteer Program** report & monthly reports by **district leadership**.
7. **BUSINESS MANAGER'S REPORT** - See supporting [document included within agenda packet](#) - [1:06:25 mins in] Ms. Weeks spoke to a brief report included within her materials

The percentage of the year to date is 92%. The total general fund expenditures amounted to 89.69%. Last year at this time, it was 86%. The 7-year average spent is 87%.

Nutrition program May 2025 update: 16, 840 lunches and 6,443 breakfast meals served. Revenue generated from the state claim will be \$91,386.

8. **SUPERINTENDENT'S REPORT** [1:08:00 in] - Dr. Record spoke briefly about graduation at the new location within Ft. Williams, and upcoming end of year and summer activities happening in the district. Appreciation to all district volunteers this school year.
- a. School building project - In-person voting on the referendum occurring today.
  - b. Enrollment Numbers *\*supporting document included* Current student enrollment is holding steady over last month.

9. NEW BUSINESS

- a. **Consideration to approve the nominations of new personnel for 2025-2026 -**  
*[1:12:01 in]* Assistant Superintendent McClellan briefly explained the performance evaluation and professional growth process and requirements.

|                                    |                                                                  |
|------------------------------------|------------------------------------------------------------------|
| <u>Nate Carpenter [internal]</u>   | <u>CEHS Freshman Academy/Leadership Teacher (7-12) (0.8 FTE)</u> |
| <u>Margot Phelan</u>               | <u>CEHS Mathematics Teacher</u>                                  |
| <u>Jennifer Galletta</u>           | <u>Grade 3 Teacher (one-year only)</u>                           |
| <u>Enrique Polletta [internal]</u> | <u>Grade 2 Teacher</u>                                           |
| <u>Lee Birmingham</u>              | <u>Grade 4 Teacher</u>                                           |
| <u>Gabriel Purin</u>               | <u>K-4 Physical Education Teacher</u>                            |
| <u>Rebecca Dalessandro</u>         | <u>K-4 Literacy Specialist/Coach</u>                             |
| <u>Ellen Bailey [internal]</u>     | <u>Extended Learning Strategist/GT</u>                           |

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

- b. **Consideration to approve the nomination for Director of Teaching and Learning for 2025-2026 -**  
*[1:14:05 in]*  
Molly Dilworth

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

- c. **Consideration to approve the nomination for Dean of Students for 2025-2026 -**  
*[1:15:24 in]*

Nate Carpenter (0.2 FTE)

Motion: Ms. Voltz Second: Mr. Boniakowski Vote: Approved 7-0

- d. **Consideration to approve the nominations for co-Assistant High School Principal for 2025-2026.** [Note: Active CEHS teachers sharing this 1.0 FTE position]  
[~1:16:11 in]

Andrew Lupien (0.5 FTE)

Liz Yarrington (0.5 FTE)

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

- e. **Consideration to approve the collective bargaining agreement for the Cape Elizabeth Education Association Administrative Specialists and Educational Technicians I dated July 1, 2025 to June 30, 2028** [~1:17:09 in]

Motion: Ms. McVeigh Second: Ms. Schroeder Vote: Approved 7-0

- f. Consideration to approve updates to **Job Description: Custodian**

-- Ms. Sweet made a motion to approve the slate of job descriptions on the agenda, Items F, G, and H, at approximately 1:18:12 minutes in. Seconded by Mr. Boniakowski.

Additional details about the policies presented are available within the [June 2 Policy Committee minutes](#) included within the agenda materials.

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 7-0

- g. Consideration to approve updates to **Job Description: Maintenance Mechanic / Groundskeeper** at ~1:18:12 in

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 7-0

- h. Consideration to approve updates to **Job Description: Controller** at ~1:18:12 in

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 7-0

- i. Consideration to approve Policy **CB - School Superintendent** [*~1:19:27 in*]

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

- j. Consideration to approve Policy **CHD - Administration in the Absence of Policy**  
[*1:20:21 in*]

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 7-0

- k. Consideration to approve Policy **CHA - Development of Administrative Procedures** [*1:20:49 in*]

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 7-0

- l. Consideration to approve Policy **BEDBA - Agenda Format** [*1:22:05 in*]

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 7-0

**10. SCHOOL BOARD AGENDA REQUESTS - None**

**11. COMMITTEE REPORTS:** [*~1:22:58 mins in*]

- a. Public Outreach - Ms. Engel announced the committee has worked hard to better educate the community ahead of the public vote.

**12. ANNOUNCEMENT OF UPCOMING MEETINGS** [*~1:23:51 mins in*]

- a. Public Outreach Cmte - June 12, 8:30 am Jordan Rm Town Hall  
b. Negotiations Cmte [Ed Tech II & III] Executive Session - June 17, 4 pm Jordan Rm Town Hall  
c. School Board Special Meeting - June 26, 6:30 pm CEHS Library

**13. CONSIDERATION TO ADJOURN** [*~1:24:41 mins in*]

Motion: Ms. Sweet Second: Mr. Boniakowski Vote: Approved 7-0