

School Board members present:

Heather Altenburg
Jennifer McVeigh
Phil Saucier, *Vice Chair*
Elizabeth Scifres, *Chair*
Caitlin Sweet
Cynthia Voltz

Superintendent Christopher Record, Ph.D.

Absent

Kathleen Curry-Sparks

MINUTES

Call to Order/Pledge of Allegiance

1. **ADJUSTMENTS TO AGENDA** – Item 5a (retirees recognition) taken immediately after agenda Item 2.
2. **APPROVAL OF SCHOOL BOARD MINUTES** - [1:04 mins in the recording]
 - a. Regular Business Meeting - Tuesday, May 14, 2024

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

3. **COMMENTS FROM PUBLIC ON AGENDA ITEMS** (per [BEDH](#)) – None [30:18 mins in]
4. **PRESENTATIONS**
 - a. Retirees - [1:27 mins in] Building and program administrators briefly introduced their retiring staff members. Ms. Scifres then presented each retiree with a gift on behalf of the Board. A group photo was taken.

- **Janet Eckler** - Special Education Evaluator
- **Maryjane Johnston** - Elementary Art Teacher
- **Tom Robinson** - Special Education Teacher (elementary)

- **Susan Pillsbury** - Special Education Ed tech/teacher
- **Matthew Whaley** - Middle School Teacher
- **Elizabeth (Betsy) Nilsen** - High School Digital Technology Teacher
- **Karen Jenkins** - High School Nurse
- **Heather Geikie** - Middle School Teacher

5. **ADMINISTRATIVE & STAFF REPORTS:** - See Annual Volunteer Program and District Leadership Team reports within the agenda materials.

- a. **Curriculum Update** - *[31:28 mins in]* Patricia Mullen, Rosemary Ginn, and Win Phillips joined Assistant Superintendent Michelle McClellan to present the Cape Elizabeth English Language Arts (ELA) curriculum review and expected implementation process. *Joanne Payne was unavailable this evening.*
 - b. **Facilities Update** - *[1:09:36 mins in]* Facilities Director Dave Bagdasarian presented a brief recap of the larger scale, most impactful projects completed during the 2023-2024 school year.
6. **BUSINESS MANAGER'S REPORT** - *[1:31:56 mins in]* Ms. Weeks reported as of May 31, 2024, 92% of the year is completed. The total general fund expenditures amounted to 86%.

Nutrition program May 2024 update: 18,599 lunches and 7,311 breakfast meals served. Revenue generated from the state claim will be \$97,202.

7. **SUPERINTENDENT'S REPORT**

- a. **School Building Design Update** - *[1:34:15 mins in]*
 - i. Review of key priorities outlined in the educational programming report
 - ii. An update from Lisa Sawin of Harriman on the progress of the school building project compromise design solution.
- b. **Enrollment Numbers** - *[2:50:33 mins in]* Current student enrollment is holding steady. Kindergarten enrollment for 24-25 is currently 106.

- c. Update on the Dean of Students for gr 7-12 2024-2025 Pilot - [2:52:36 in]
Previously discussed at a Workshop and added to the budget; Nate Carpenter, current CEHS Assistant Principal, has been selected for this position in its pilot year.
- d. Update on the Job Sharing of the CEHS Assistant Principal 2024-2025 Pilot - [2:53:45 mins in] With the transition of Nate Carpenter to Dean of Students in 24-25, two current CEHS teachers, Liz Yarrington and Andrew Lupien, will pilot job-sharing the CEHS assistant principal responsibilities.

8. NEW BUSINESS

- a. **Consideration to approve the nomination(s) of new personnel for 2024-2025 - [2:55:23 mins in]**

<u>Mia Kaufman</u>	<u>CEHS Digital Arts & Technology Teacher</u>
<u>Samantha Lemelin</u>	<u>Special Education Teacher (CEMS)</u>
<u>Jillian Gaare</u>	<u>PCES Art Teacher</u>
<u>Torri O'Leary*</u>	<u>Kindergarten (1-yr only) Teacher</u>
<u>Erique Polletta</u>	<u>Grade 2 (1-yr only) Teacher</u>
<u>Sydney Sellinger</u>	<u>Grade 3 Teacher</u>
<u>Jolyn McLaughlin</u>	<u>Extended Learning Instructional Strategist (f/k/a Gifted & Talented teacher)</u>

**Internal*

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

- b. **Consideration to grant the Superintendent of Schools authority to hire school personnel, excluding administrator positions which will require Board approval, during the summer. - [2:57:04 mins in]**

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

- c. **Consideration to approve changes to the District Data Facilitator job description.** - *[2:58:09 mins in]* Educational Technology Director Troy Patterson spoke briefly about the changes to the position job description.

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

- d. Consideration to approve **JRA - Student Education Records and Information** - *[3:04:48 mins in]*

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

- e. Consideration to approve **JRA-R - Student Education Records and Information administrative procedure**

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

- f. Consideration to approve **JRA-E - Annual Notice of Student Education Records and Information Rights form.**

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

- g. Consideration to approve **KBF - Parent Involvement in Title I** - *[3:07:09 mins in]*

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

- h. Consideration to approve **IHBAC - Child Find** - *[3:07:51 mins in]*

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

- i. **First Reading** – [3:08:28 in] Ms. Sweet provided a brief overview of the policies being reviewed. Additional details are provided within the May policy committee meeting [minutes](#).
 - i. Policy **IJJ-E - Citizens Challenge of Educational Media** *form*
9. **SCHOOL BOARD AGENDA REQUESTS** – [3:09:01 mins in] None
10. **COMMITTEE REPORTS:** – [3:09:23 min in]
- a. Technology Committee – Ms. Altenburg reported they have not met
 - b. Buildings & Grounds – Ms. Scifres referred to this evening’s update by Dave Bagdasarian. The Committee has been meeting regularly.
11. **ANNOUNCEMENT OF UPCOMING MEETINGS** [3:11:03 mins in]
- a. School Board Joint Workshop with Town Council - June 17th, 6:30 pm
 - b. Public Forum Update on the School Building Design Solution - June 24, 6pm Town Hall & Zoom
 - c. School Board Workshop - ~~July 9th, 6:30 pm~~
 - d. School Board Special Meeting - July 30th, 6:30 pm
12. **CONSIDERATION TO ADJOURN** - [3:11:58 mins in]

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