

Cape Elizabeth School Board
Tuesday, June 13, 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 Allenburg	Kathleen Curry-Sparks	Jennifer McVeigh	Philip Saucier	Elizabeth Scifres	Caitlin Sweet	Cynthia Voltz
Student Representatives						
Juliet Moore		Jack Quinn				

AGENDA

Call to Order/Pledge of Allegiance

1. ADJUSTMENTS TO AGENDA - SB Chair Scifres suggested moving the recognitions to the beginning of the meeting.
2. APPROVAL OF SCHOOL BOARD MINUTES (00:58 of the video)
 - a. Regular Business Meeting, Tuesday, May 9, 2023
 - b. Executive Session, Tuesday, May 23, 2023
 - c. Special Business Meeting, Tuesday, May 23, 2023
 - d. Special Business Meeting, Tuesday, May 30, 2023

Motion:	Phil Saucier	Second:	Kathleen Curry-Sparks	Vote:	5-0
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Heather	Kathleen	Jennifer	Philip	Elizabeth	Caitlin	Cynthia
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Altenburg	Curry-Sparks	McVeigh	Saucier	Scifres	Sweet	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*) (1:12:32)

NONE

4. PRESENTATIONS

- a. Sailing Team (2:19)
- b. MMEA All-State Band, Orchestra and Chorus (5:06)
 - i. Declan Scifres, Bass - Chorus
 - ii. Laura Leighton, Violin - Orchestra
 - Band**
 - iii. Ava Corbin, Flute
 - iv. Sage Evans, Flute
 - v. Sebastian Hesser, Trombone
 - vi. Story Straw, Alto Sax
 - vii. Tess Straw, Euphonium
- c. School Student Representatives
- d. Retirees - small reception for this recognition (8:20)
 - i. Marie Cross - HS Registrar (9:20)
 - ii. Michael Evans - Custodian (12:49)
 - iii. Alison Hawkes - Grade 7 Teacher (13:49)
 - iv. Beth Mylroie - HS Special Education Teacher (18:03)
 - v. Julie Robbins - Grade 2 Teacher (23:33) - Ms. Forrey-Pettit also says some kind words about Michael Evans before speaking about Ms. Robbins
 - vi. Angela Schipani - HS Spanish Teacher (27:00)
 - vii. Kim Sturgeon - MS School Counselor (29:45)
 - viii. Andrea Theriault - Special Education Ed. Tech III (33:23)
 - ix. Laura Trippe - MS World Language Teacher (42:32)
 - x. Ingrid Whitaker - Grade 4 Teacher (36:45)
 - xi. Betsy Goldstein - Special Education Ed. Tech (44:55)

- xii. Fran Vita-Taylor - Grade 3 Teacher (47:45)
- xiii. Janet Perry - Kindergarten - ADD ON - (50:08)
- xiv. Notice of Staff Departures - ADD ON - (54:38) Del Peavey -Director of Special Services & Steve Young - Director of Transportation

5. ADMINISTRATIVE AND STAFF REPORTS

- a. Sarah Gagne - Volunteer Coordinator Update (1:13:01)
- b. Michelle McClellan - Math Review Update (1:21:00)

6. BUSINESS MANAGER’S REPORT (1:45:50) **supporting documents included*

- a. As of May 31, 2023 , 92% of the budget has been spent
- b. Historical of last year at this time was 88%
- c. We are live in July with the new ERP Financial System

7. SUPERINTENDENT’S REPORT (1:47:37)

- a. Enrollment Numbers **supporting document included*
- b. Other - The Superintendent congratulated the 125 graduates. He also offered good luck to the teams heading into championships for the upcoming week. He also thanked the staff for the hard work during the school year.

8. NEW BUSINESS

- a. Consideration to approve the field trip of the Women’s Leadership Academy to Acadia National Park on September 27th to the 29th of 2023. Partial grant from the Park Service, and partial grant from CEEF. (1:51:07)
 - i. The co-teachers, Elaine Brassard and Carolyn Young were on hand to speak a few minutes about the trip for the Women’s Leadership Academy, which is in its third year at the high school.

Motion: Jennifer McVeigh Second: Kathleen Curry-Sparks Vote: 5-0

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

- b. Consideration to approve the job description for the Director of Transportation (1:53:45:) Dr. Record explains that these two positions (this and item 8c) were a combined position originally, and were separated, as we now have a Director of Transportation, and a Director of Facilities.

Motion:	Phil Saucier	Second:	Jennifer McVeigh	Vote:	5-0
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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

- c. Consideration to approve the job description for the Director of Facilities (1:54:40)

Motion:	Jennifer McVeigh	Second:	Phil Saucier	Vote:	5-0
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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

- d. Consideration to approve Ryan Fairchild as the Director of Special Services (1:55:51) Dr. Record shares some insight on the hiring process with the stakeholder group for this position. At 1:58:32, Mr. Fairchild says a few words.

Motion:	Jennifer McVeigh	Second:	Cynthia Voltz	Vote:	5-0
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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

- e. Consideration to approve Sarah Plummer as the Student Pathways Coordinator (1:59:02) Asst. Superintendent Michelle McClellan took a few minutes to speak about the process in hiring for this position. Ms. Plummer during the interview

process had evidence through a living portfolio due to her current position as ELO Coordinator. At 2:00:40, Ms. Plummer expresses her sentiments for this new adventure.

Motion: Kathleen Curry-Sparks Second: Jennifer McVeigh Vote: 5-0

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 Monica Cooke as the Director of Transportation (2:01:38) This was an internal hire which the district was thrilled to endorse.

Motion: Phil Saucier Second: Kathleen Curry-Sparks Vote: 5-0

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 Brent Staples for Math Teacher at the High School (replacing Sarah McKeown, 1 year only). (2:02:53) Mr. Springer talks about how this was an internal hire, that it was great to be able to bring him on board.

Motion: Cynthia Voltz Second: Kathleen Curry-Sparks Vote: 5-0

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 Madison Gassman for Kindergarten Teacher at Pond Cove (replacing Danielle Hessert, 1 year only). (2:03:57) Dr. Record speaks about how these next candidates have been thoroughly vetted, he has interviewed them

and has had a chance to get to know each of them. He endorses every one of these action items.

Motion: Jennifer McVeigh Second: Kathleen Curry-Sparks Vote: 5-0

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

- i. Consideration to approve Emily Marsters for Grade 1 Teacher at Pond Cove (replacing Kimberly Chouinard). (2:05:08)

Motion: Cynthia Voltz Second: Kathleen Curry-Sparks Vote: 5-0

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

- j. Consideration to approve Jamie Parsons for Kindergarten Teacher at Pond Cove (replacing Gabbi Morse, 1 year only). (2:05:28)

Motion: Kathleen Curry-Sparks Second: Cynthia Voltz Vote: 5-0

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

- k. Consideration to approve Colleen Currier for Social Studies Teacher at the High School (replacing Michael Flaim). (2:05:56)

Motion: Phil Saucier Second: Jennifer McVeigh Vote: 5-0

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

- l. Consideration to approve Brigid Smith-Franey for 8th Grade Science/Math Teacher at the Middle School (replacing Sophie Olmsted). (2:06:17)

Motion:	Kathleen Curry-Sparks	Second:	Jennifer McVeigh	Vote:	5-0
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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

- m. Consideration to approve Tracey Alexander for 3rd Grade Teacher at Pond Cove (replacing Fran Vita-Taylor). (2:06:42)

Motion:	Cynthia Voltz	Second:	Phil Saucier	Vote:	5-0
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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

- n. Consideration to approve Nadine Bravo for World Language Teacher at Pond Cove (New position, .5 FTE). (2:07:02)

Motion:	Kathleen Curry-Sparks	Second:	Phil Saucier	Vote:	5-0
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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

- o. Consideration to approve the Master Purchase Lease Agreement with Apple Financial Services:

Apple is offering 0% financing for 3 years. The total is \$145,558, with reimbursement from the State for first payment of \$67,932 and financed the remaining balance over year 2 and 3.

Mr. Patterson speaks about the lease program and what it means for the District and the Tech Department (year 2 of a 4- year program).

Motion: Jennifer McVeigh Second: Phil Saucier Vote: 5-0

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

- p. Consideration to approve the CEEF grant for Community Art Tables in the amount of \$10,720 at the High School. (2:09:15)

Motion: Cynthia Voltz Second: Phil Saucier Vote: 5-0

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

- q. Consideration to grant the Superintendent of Schools authority to hire school personnel, excluding administrative positions which will require Board approval, during the summer. (2:10:08)

Motion: Jennifer McVeigh Second: Kathleen Curry-Sparks Vote: 5-0

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

- r. Consideration to approve the Superintendent Contract between the Cape Elizabeth School Board and Dr. Christopher Record for 2023-2028. (2:11:05) Chairperson Scifres expresses the sentiments of the Board of delight that Dr. Record will remain at the helm of the District. Dr. Record believes that CE needs stable leadership, and he is happy to provide.

Motion:	Phil Saucier	Second:	Kathleen Curry-Sparks	Vote:	5-0
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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

- s. Consideration to approve the following policies for **Second Reading** (2:12:55)
Ms. Curry-Sparks speaks on each policy and how the committee brought them to the Board.

- [DJE](#) - Bidding Purchasing Requirements

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

- [JJJ](#) - High School Co-Curricular and Extracurricular Activities Eligibility and Code of Conduct

Motion:	Kathleen Curry-Sparks	Second:	Jennifer McVeigh	Vote:	5-0
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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

- [DJH](#) - Purchasing and Contracting: Procurement Staff Code of Conduct

Motion: Kathleen Curry-Sparks Second: Phil Saucier Vote: 5-0

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

• [EEEEAA](#)- Drug and Alcohol Testing of School Bus Drivers/Procedures

Motion: Kathleen Curry-Sparks Second: Jennifer McVeigh Vote: 5-0

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

9. SCHOOL BOARD AGENDA REQUESTS (2:17:13)

10. COMMITTEE REPORTS: (2:18:05)

- PATHS – Caitlin
- DEI – Kathleen
- Technology Committee – Cindy
- CE School Buildings Advisory Cmte (SBAC) - Cindy
- Buildings & Grounds - Phil

11. CONSIDERATION TO ADJOURN (2:20:51)

Motion: Jennifer McVeigh Second: Kathleen Curry-Sparks Vote: 5-0

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