

Cape Elizabeth School Board
Tuesday October 12, 2021
6:30 p.m. Regular Business Meeting
Town Hall Council Chambers

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.

Roll Call:

☐ Heather
Altenburg

☐ Kimberly
Carr

☐ Philip
Saucier

☐ Elizabeth
Scifres

☐ Cynthia
Voltz

☐ Jennifer
McVeigh

☐ Laura
deNino

☐ Ellie Gagne

☐ Katheryne
Clay

AGENDA

Call to Order/Pledge of Allegiance

6:30 p.m.

- I. Adjustments to Agenda
- II. Approval of Minutes September 14, 2021 – Regular Business Meeting

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

- III. Comments from Public on Agenda Items (per SB BEDH)
- IV. Comments from Student Representatives
- V. Presentations:
- VI. Administrative & Staff Reports:
 - A. Transportation Department

- B. Nutrition Services
- C. Staff Report
- D. Business Manager ***supporting documents included**
- E. Superintendent
 - i. COVID Update – Superintendent Record
 - ii. Enrollment Numbers ***supporting document included**
 - iii. Review previous School Board Workshop
 - iv. Other

VII. New Business

A. Notification of Seniority Lists:

Name	Current Position	Years of Service
Ingrid Whitaker	4th Grade Teacher	35
Susan Dana	HS Spanish Teacher	30
Bill Brewington	HS Science Teacher	30
Tom Harmon	Custodian	25
Sonia Medina	HS French/Spanish Teacher	25
Doug Worthley	HS Science Teacher	25
Ann Valente	3rd Grade Teacher	25
Susan Ray	Athletic Department Admin Asst	20
Sara Carroll	2nd Grade Teacher	20
Rob MacVane	Maintenance Foreman	20
Alison Hawkes	7th Grade Teacher	20
Aaron Filieo	7th Grade Teacher	20
Sharon McIntyre	PC Ed Tech	15
Pierre Paradis	7th Grade Teacher	15
Marianne Harrington	2nd Grade Teacher	15
Kris Moniz	7th Grade Teacher	15
Chris Drake	MS Ed Tech	15
Carrie Newton	5th Grade Teacher	15
Adam Killip	8th Grade Teacher	15
Tricia Howard	PC Ed Tech	10
Tom Kohan	HS Ed Tech	10
Rosemary Ginn	Literary Interventionist	10
Melissa Bam	PC Special Education Teacher	10

Mark Racioppi	Custodian	10
Laura Briggs	6th Grade Teacher	10
Katherine Bock	HS Science Teacher	10
Holly Forsyth	3rd Grade Teacher	10
TJ Whitcomb	Bus Driver	5
Suzanne Martin-Pillsbury	MS Ed Tech	5
Sarah Choi	PC Admin Asst	5
Pam Howard	MS Ed Tech	5
Kate Zellers	3rd Grade Teacher	5
Karen Johnson	HS Ed Tech	5
Karen Jennings	1st Grade Teacher	5
Kaili Gallant	2nd Grade Teacher	5
Janna Dewan	HS Art Teacher	5
Craig Walker	Custodian	5

B. Consideration to approve the School Board Goals for SY21-22

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

C. Consideration to approve support of the MSMA Resolutions at the MSBA Delegate Assembly held on October 23, 2021

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

D. Consideration to approve Accountant Job Description

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

E. Consideration to approve an update to the COVID-19 mitigation measures established at the August 16, 2021 Regular Business Meeting

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

F. In accordance with policy KCE (Receiving Education Foundations Funds) and with policy KCD (Public Gifts/Donations to the School), consideration to accept the CEEF Turkey Hill Farm Place Based 7th and 8th Grade Team, CEMS for \$24,000 approved September 23, 2021

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

G. In accordance with policy KCD (Public Gifts/Donations to the School), consideration to accept a donation to the Cape Elizabeth School Department from a Cape Elizabeth family

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

H. Second Reading:

- GBP – Earned Paid Leave for Non-Unionized Employees

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

I. First Reading:

- IKD – Honor Roll
- JKAA – Use of Physical Restraint and Seclusion (will be accompanied by Procedure JKAA-R)

VIII. School Board Agenda Requests

IX. Committee Reports:

- F. PATHS – Cindy
- G. Policy – Elizabeth
- H. DEI – Heather
- I. Technology Committee – Cindy

X. Announcement of Upcoming Meetings

- A. PATHS – October 14, 8:30 am
- B. DEI Task Force – October 21, 3:30 pm
- C. Building Oversight Committee -October 25, 10:30 am
- D. Finance Sub Committee – October 26, 7:30 am
- E. School Board Workshop – October 26, 6:30 pm CEHS Library
- F. Policy Committee – November 1, 3:30 pm Jordan Conference Room
- G. District Planning Committee – November 1, 6:30 pm

XI. Consideration to Adjourn

Motion:		Second:		Vote:	
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Heather Altenburg: Yay ☐ Nay ☐	Kimberly Carr: Yay ☐ Nay ☐	Philip Saucier: Yay ☐ Nay ☐	Elizabeth Scifres: Yay ☐ Nay ☐
Cindy Voltz: Yay ☐ Nay ☐	Jennifer McVeigh: Yay ☐ Nay ☐	Laura DeNino: Yay ☐ Nay ☐	

PUBLIC PARTICIPATION AT BOARD MEETINGS

BEDH

Regular, special and emergency meetings of the Board are open to the public. The Board wishes to provide opportunities for citizens to express their interests, concerns and suggestions related to matters under consideration by the Board. The public is cordially invited to attend and participate in these meetings as set forth in this policy.

In order that the Board may fairly and adequately discharge its overall responsibilities, citizens or groups wishing to address the Board on a topic not otherwise on the agenda must submit a request in writing to the Superintendent at least one full week in advance of the scheduled meeting. The Superintendent and/or Board Chair may add the item to the agenda at their discretion.

As the elected representative body of the school unit, the Board conducts meetings to carry out the official business of the schools. These meetings are not public forums, but are meetings at which the Board does its business in public. An agenda is prepared and published in advance of each meeting in accordance with Board policy. Anyone desiring additional information about any item on the agenda should direct inquiries to the Superintendent's Office.

Generally, opportunities for the public to speak on agenda items will take place prior to the Board's vote on those items.

The Board Chairperson is responsible for ensuring the orderly conduct of Board meetings. The following ground rules shall guide public participation at Board meetings:

- A. Citizens, employees, students and others with a legitimate interest in the Board's business is welcome to participate as provided in this policy.
- B. Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Speakers are to identify themselves by name before they begin speaking and to direct their comments and questions to the Board Chairperson. Board members wishing to address a speaker are asked to direct their comments through the Board Chairperson.
- C. In order to make the most efficient use of meeting time, groups or organizations are asked to designate spokespersons to present their comments. Speakers are also requested to avoid duplication or repetition of remarks made by others. The Board Chairperson has the prerogative to limit the time allotted for comments on a particular topic as well as the time each individual may speak.
- D. Gossip, defamatory comments, and abusive, vulgar, or threatening language are not permitted. The Board Chairperson has the prerogative to stop any presentation which violates this rule or which would violate the privacy interests of any individual
- E. Complaints concerning individual students or employees will not be aired in public at Board meetings, but will be referred to the administration for resolution as appropriate.

- F. Employees and employee groups may not discuss matters at Board meetings for which other, more appropriate forums are provided by law or contract.

Legal Reference: 1 M.R.S.A. Section 401 et seq.
20-A M.R.S.A. Section 1001

Cross Reference: BEDB – Agenda

ADOPTED: March 8, 2005 (Replaced original BEDH)
Revised: June 14, 2011
April 9, 2013