

Cape Elizabeth School Board  
Tuesday, November 8, 2022  
6:30 p.m. Regular Business Meeting  
Town Hall Council Chambers  
[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.*

**Roll Call:**

|                                                          |                                                      |                                                   |                                                         |                                                       |                                                          |                                                      |
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| <input checked="" type="checkbox"/> Heather<br>Altenburg | <input checked="" type="checkbox"/> Kimberly<br>Carr | <input type="checkbox"/> Kathleen<br>Curry-Sparks | <input checked="" type="checkbox"/> Jennifer<br>McVeigh | <input checked="" type="checkbox"/> Philip<br>Saucier | <input checked="" type="checkbox"/> Elizabeth<br>Scifres | <input checked="" type="checkbox"/> Cynthia<br>Voltz |
| <input checked="" type="checkbox"/> Juliet Moore         |                                                      |                                                   | <input checked="" type="checkbox"/> Jack<br>Quinn       |                                                       |                                                          |                                                      |

**AGENDA**

*Call to Order/Pledge of Allegiance*

1. ADJUSTMENTS TO AGENDA - None
2. APPROVAL OF SCHOOL BOARD MINUTES - 1:14 of the video
  - a. Regular Business Meeting - October 11, 2022
  - b. Emergency School Board Meeting - October 27, 2022
  - c. Special Business Meeting - November 1, 2022

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| Motion: | Elizabeth Scifres | Second: | Cindy Voltz | Vote: | 6-0 |
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| Heather<br>Altenburg                                                 | Kimberly<br>Carr                                                     | Kathleen<br>Curry-Sparks                                  | Jennifer<br>McVeigh                                                  | Philip<br>Saucier                                                    | Elizabeth<br>Scifres                                                 | Cynthia<br>Voltz                                                     |
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3. COMMENTS FROM PUBLIC ON AGENDA ITEMS (*per SB BEDH*) - None

4. COMMENTS FROM STUDENT REPRESENTATIVES

- a. Jack Quinn spoke of the Election happening at the HS, the AP Govt. Class ran an exit poll, while Juliet Moore spoke of the social events (Homecoming football game and dance). Many topics were covered, and can be watched starting at the 2:13 mark of the video.

5. PRESENTATIONS

- a. Recognition of the Cape Elizabeth Sailing Team, win Maine Double Handed Sailing Championship - 5:48
- b. Recognition of the Golf Team - State Runner Up - 8:34
- c. Recognition of members of CEMS Music Department accepted into the Maine Music Educators Association District I 7/8 Honors Festival - 11:15
  - i. Flute - Claire Gaudrault, Phoebe Evans, Finn Gilbert, Caitlyn Eaton
  - ii. Clarinet - Katherine Halter, Chloe Blackstone, Liisi Kuhrt
  - iii. Bass Clarinet - Theodore Brennan, Ayden Diamond
  - iv. Tenor Sax - Kelsie Law
  - v. Trumpet - Isabelle Bam, Gideon Straw, Reagan Gajan
  - vi. Trombone - Chase Dyer-Payne
  - vii. Euphonium - Ayla Napier
  - viii. Tuba - Erik Frey, Miles Vettese
  - ix. Percussion - Shyla McVeigh, Noah Scott, Evan Franks
  - x. Soprano - Lilly Northrup, Elana Hill
  - xi. Alto - Shiloh Doody
  - xii. Baritone - Logan Knightly
- d. Recognition of members of CEHS Music Department accepted into the Maine Music Educators Association District I Honors Ensembles - 14:49
  - i. Mixed Choir - Bella Carver, Sage Maxwell, Emma Young

- ii. Treble Choir - Addison Young, Amelia McCarley, Noemi Marquardt-Grainer, Olive Weyrens, Brooke Giroux, Emma Gebhart
- iii. Band - Sage Evans (flute), Owen King (clarinet), Story Straw (alto sax), Alex Kang (alto sax), Hadley Johnson, (trumpet), Sebastian Hesser (trombone), Tess Straw, (Euphonium)
- e. Recognition of School Board Chair Kimberly Carr - 16:15
- 6. ADMINISTRATIVE AND STAFF REPORTS - 25:38
  - a. Admin Reports are included in the supporting documents this month
- 7. BUSINESS MANAGER’S REPORT 26:14
  - a. Marcia Weeks goes over the monthly expenditures, the School Nutrition program, and the State Commodities that were delayed for the month.
- 8. SUPERINTENDENT’S REPORT - 28:07
  - a. Covid Update - Covered the recent outbreaks at the HS and MS, with both schools trending back to normal absence rates.
  - b. Enrollment Numbers - Seeing an uptick in enrollment at Pond Cove, NESDEC numbers are included in the supporting documents.
  - c. Building Project - 32:08
  - d. Other - Excited to pivot with whatever direction the Building Project takes.
- 9. NEW BUSINESS
  - a. Review the MSBA Delegate Resolutions *\*supporting document included*
    - 36:05
    - SB Member Jennifer McVeigh discussed the resolutions that were adopted, documents are included.
  - b. Consideration to approve an adjustment to the 2022-2023 school calendar by moving the CEHS graduation date to June 4, 2023. (37:33)
    - i. The matter was discussed during the SB Workshop, traditionally the graduation has been the first Sunday of June. It was scheduled for June 11, 2023, and will now be moved to June 4, 2023 with the intention to keep it in this direction moving forward.

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| Motion: | Jennifer McVeigh | Second: | Elizabeth Scifres | Vote: | 6-0 |
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Heather

Kimberly

Kathleen

Jennifer

Philip

Elizabeth

Cynthia

|                                                                      |                                                                      |                                                           |                                                                      |                                                                      |                                                                      |                                                                      |
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| Altenburg                                                            | Carr                                                                 | Curry-Sparks                                              | McVeigh                                                              | Saucier                                                              | Scifres                                                              | Voltz                                                                |
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- c. Consideration to approve virtual school days if determined necessary by the Superintendent due to inclement weather student/staff illness rates, or other factors as deemed appropriate by the Superintendent.

- 39:42
- Dr. Record garnered feedback, with this motion mostly having to do with Snow Days.

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| Motion: | Elizabeth Scifres | Second: | Heather Altenburg | Vote: | 6-0 |
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| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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- d. Consideration to approve the hiring of Jackie Bromage for Elementary School Social Worker (.5) - Pond Cove Elementary School. (43:19)

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| Motion: | Elizabeth Scifres | Second: | Heather Altenburg | Vote: | 6-0 |
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| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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- e. Consideration to approve the adjustments of the Job Description made to the Payroll Coordinator/Bookkeeper position. (44:40) **Item is tabled.**

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| Motion: | Heather Altenburg | Second: | Elizabeth Scifres | Vote: |  |
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| Heather Altenburg                                         | Kimberly Carr                                             | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                          | Philip Saucier                                            | Elizabeth Scifres                                         | Cynthia Voltz                                             |
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- f. Consideration to approve the Women’s Leadership Academy Field Trip from November 17th to the 18th, 2022. (46:24)

Motion: Heather Altenburg Second: Phil Saucier Vote: 6-0

| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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- g. Consideration to approve the CEHS Model UN Field Trip to the Boston University Model UN Conference from February 10th to the 12th, 2023. (49:15)

Motion: Elizabeth Scifres Second: Jennifer McVeigh Vote: 6-0

| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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- h. Consideration to approve the CEEF grant for High Quality Decodable Books with Representation - Sara Hollowell, Karen Jennings, & Kimberly Chouinard (1st grade teachers) - PC Elementary School - \$12, 941- approved October 5, 2022. (50:10)

The grade 1 teachers would like to supply the first grade readers with decodable books that also include more diversity.

Motion: Jennifer McVeigh Second: Phil Saucier Vote: 6-0

| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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- i. Consideration to approve the School Board Norms, as set by the School Board at the retreat on June 29, 2022. (51:19) Chair Kimberly Carr spoke about how these came about during the retreat work in the summer.

- Respect the work that needs to be done by being on time, thoughtful, engaged and prepared for meetings.
- Maintain clear and regular communication between the Chair, Board members and the Superintendent.
- Create an inclusive environment by assuming best intentions, listening and addressing differences professionally.
- Consider all data and relevant information and viewpoints and support the Board's decision.

Motion: Phil Saucier Second: Heather Altenburg Vote: 6-0

| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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j. Second Reading: Policy FF - Naming of School Facilities (52:28)

Motion: Jennifer McVeigh Second: Cindy Voltz Vote: 6-0

| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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k. Second Reading: Policy EFE - Sales of Foods in Competition with the Food Service Program (53:08)

Motion: Jennifer McVeigh Second: Phil Saucier Vote: 6-0

| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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l. Second Reading: Policy BDC - Board Appointments (53:33)

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| Motion: | Jennifer McVeigh | Second: | Elizabeth Scifres | Vote: | 6-0 |
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m. Second Reading: Policy BDE - Board Standing Committees (54:00)

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| Motion: | Jennifer McVeigh | Second: | Cindy Voltz | Vote: | 6-0 |
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| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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n. Second Reading: Policy BDF - Board Advisory Committees (55:00)

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| Motion: | Jennifer McVeigh | Second: | Phil Saucier | Vote: | 6-0 |
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| Heather Altenburg                                                    | Kimberly Carr                                                        | Kathleen Curry-Sparks                                     | Jennifer McVeigh                                                     | Philip Saucier                                                       | Elizabeth Scifres                                                    | Cynthia Voltz                                                        |
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o. First Readings: (55:27)

- i. AC -Nondiscrimination, Equal Opportunity and Affirmative Action
- ii. ACAA - Harassment and Sexual Harassment of Students
- iii. ACAB - Harassment and Sexual Harassment of School Employees
- iv. GCFB - Recruiting and Hiring of Administrative Staff

10. SCHOOL BOARD AGENDA REQUESTS - (56:23)

- a. Discussion on Policy regarding masking being covered by the Emergency Management Plan therefore not needed in Policy itself. Mr. Saucier asked that the Policy regarding Remote Meetings be looked over in Policy Committee.

11. COMMITTEE REPORTS: (1:00:05)

- a. PATHS – Phil - Director of the meeting went over the programs, one thing that was learned was that they are working with an outdated building so some of the programs will need to go to satellite buildings in order to run properly.
- b. DEI – Heather - last meeting was canceled due to scheduling conflicts.
- c. Technology Committee – Cindy - was unable to attend due to a schedule conflict so the meeting was postponed.
- d. Building Oversight Committee - Heather - felt that Dr. Record had covered this in his updates, but Ms. Altenburg wanted to reiterate Ms. Voltz’s sentiments.

12. ANNOUNCEMENT OF UPCOMING MEETINGS (1:04:03)

- a. DEI Task Force – November 10th, 3:30 pm
- b. Building Oversight Committee - November 15th, 6:30 pm via Zoom
- c. School Board Workshop – November 16th, 5:45 pm CEHS Library
- d. PATHS – November 17th, 8:30 am, WRVC
- e. School Board Annual Caucus, December 12th, 7:15 pm, CEHS Library

13. CONSIDERATION TO ADJOURN (1:06:16)

|         |                          |         |                     |       |            |
|---------|--------------------------|---------|---------------------|-------|------------|
| Motion: | <u>Heather Altenburg</u> | Second: | <u>Phil Saucier</u> | Vote: | <u>6-0</u> |
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| Heather<br>Altenburg                                                 | Kimberly<br>Carr                                                     | Kathleen<br>Curry-Sparks                                  | Jennifer<br>McVeigh                                                  | Philip<br>Saucier                                                    | Elizabeth<br>Scifres                                                 | Cynthia<br>Voltz                                                     |
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