

Cape Elizabeth School Board
Tuesday, December 13, 2022
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.

Roll Call:

✓ Heather Altenburg ✓ Kathleen Curry-Sparks ✓ Jennifer McVeigh ✓ Philip Saucier ✓ Elizabeth Scifres ✓ Caitlin Sweet ✓ Cynthia Voltz

☐ Juliet Moore ✓ Jack Quinn

AGENDA

Call to Order/Pledge of Allegiance

1. Consideration to Elect Board Officers and Committee Appointments. (1:04 of the video)
 - a. Election of Board Chair: Elizabeth Scifres

Motion:	Heather Altenburg	Second:	Phil Saucier	Vote:	7-0
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Heather Altenburg	Kathleen Curry-Sparks	Jennifer McVeigh	Philip Saucier	Elizabeth Scifres	Caitlin Sweet	Cynthia Voltz
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✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay

b. Election of Board Vice-Chair: Phil Saucier (1:46 of the video)

Motion: Cindy Voltz Second: Heather Altenburg Vote: 7-0

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

2. Consideration to approve Board member representatives in the following positions for one year (as described at Board Caucus on December 12, 2022):

Standing Committees:

Buildings & Grounds (Building Committee): Chair Phil Saucier Member Elizabeth Scifres

Finance Chair: Jennifer McVeigh; with Full Board Membership

Negotiations: (3 members) Elizabeth Scifres, Phil Saucier & Jennifer McVeigh

Policy: Kathleen Curry-Sparks, Chair; and Caitlin Sweet & Heather Altenburg, Members (2)

Appointments Requiring Board Representation:

Calendar: Jennifer McVeigh & Heather Altenburg

District Planning Committee: (2 Members) Elizabeth Scifres & Phil Saucier

Dropout Prevention: Heather Altenburg

Legislative Liaison: Kathleen Curry-Sparks & Alternate: Cindy Voltz

PATHS General Advisory Board: Caitlin Sweet

Sabbatical: Heather Altenburg

Technology Steering: Cindy Voltz

Wellness: Phil Saucier

Advisory Committees:

Building Oversight Committee: Co-Chair: Cindy Voltz, Member Caitlin Sweet

DEI Committee: Kathleen Curry-Sparks

Motion: Jennifer Mc Veigh Second: Heather Altenburg Vote: 7-0

Heather Altenburg	Kathleen Curry-Sparks	Jennifer McVeigh	Philip Saucier	Elizabeth Scifres	Caitlin Sweet	Cynthia Voltz
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✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay | ✓ Yea ☐ Nay

3. ADJUSTMENTS TO AGENDA (4:09 of the video)

- a. Adding the name Danielle Hessert to Agenda Item 11a.
- b. Agenda item 11d will not be an action item tonight, but discussion can happen surrounding the topic.

4. APPROVAL OF SCHOOL BOARD MINUTES (5:40 of the video)

- a. Regular Business Meeting, Tuesday, November 8, 2022

Motion:	Kathleen Curry-Sparks	Second:	Heather Altenburg	Vote:	7-0
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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

5. COMMENTS FROM PUBLIC ON AGENDA ITEMS (*per SB BEDH*) **None**

6. COMMENTS FROM STUDENT REPRESENTATIVES (6:30 of the video)

- a. Jack Quinn speaks at the 6:35 mark of the video - touches on the musical at the HS running smoothly, band concerts at the MS and HS, and the first 7th & 8th grade dance. The Prom Committee is starting up again. Winter sports are starting up at both the MS and HS.

7. PRESENTATIONS

- a. Mindfulness Coordinator - Erica Marcus (11:08 of the video) - Ms. Marcus starts by asking the attendees to join her in a practice so that they can get a small taste of what she offers to the district. She then presents a slide presentation.
- b. Native American Instruction - Michael Young (57:33 of the video) - around the 59- minute mark of the video, Mr. Young starts his presentation. Mr. Young updates the Board and community on how the State Law to teach native american history and practices are incorporated into the curriculum specifically at the HS level.

- c. Volunteer Coordinator - Sarah Gagne (23:40 of the video) - Ms. Gagne has reignited and restarted the volunteer program in four months, and shares with the Board some of the highlights of the launch of the program, followed by her goals for the year.
8. ADMINISTRATIVE AND STAFF REPORTS (32:43 of the video) - Dr. Record mentions the written reports that are part of the supporting documents; because of the many presentations tonight, the written reports will suffice.
9. BUSINESS MANAGER’S REPORT (33:46 of the video)- Ms. Weeks runs down the average expenditures, the Nutrition Program (breaking even for the month of November), and a new grant that supplied \$80,000 worth of lego kits to the district.
10. SUPERINTENDENT’S REPORT (37:26 of the video)
 - a. Covid Update - Even though we are seeing low Covid numbers in the schools, we are seeing a lot of sickness. None of the schools are in outbreak status. The largest impact has been on the Nutrition Services staff.
 - b. Enrollment Numbers - numbers remain stable, up 61 students at Pond Cove, and will know soon if that continues into the next year needing the 7 Kindergarten classes.
 - c. School Building Project Update - will speak of this later in the evening, but proud of the collaboration with the Town Council.
 - d. Other

11. NEW BUSINESS

- a. Consideration to approve the sabbaticals for SY23-24 for Danielle Hessert. (42:42 of the video) - Ms. Hessert will be taking a sabbatical to learn more about kindergarten instruction and literacy instruction around the state. Her plan is to share this information with the PC staff, she is also very interested in learning more regarding Pre-K.

Motion: <u>Phil Saucier</u>	Second: <u>Cindy Voltz</u>	Vote: <u>7-0</u>
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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

- b. Consideration to approve the adjustments of the Job Description made to the Payroll Coordinator/Bookkeeper position. (44:05 of the video) - Business Manager Marci Weeks talks about the changes to the position. When the Accountant position was enacted last year, a few of the duties of the Payroll Coordinator were shifted to that person. It has enabled the department to fine tune the Payroll (now newly named) Specialist position to focus on the school and town payroll.

Motion: Cindy Voltz Second: Heather Altenburg Vote: 7-0

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

- c. Consideration to disband the current Building Oversight Committee. (47:26 of the video) - Dr. Record explains this Committee was created in order to bring the referendum to voters. The referendum was not supported by the community, so in his mind, the project is complete, and they are now focused on creating a new committee to reflect and pivot to the needs of the district.

Motion: Jennifer McVeigh Second: Kathleen Curry-Sparks Vote: 7-0

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

- d. Consideration to create the School Building Advisory Committee as outlined in the meeting materials. - **TABLED** Discussion around the creation of the Committee happens around the 50-minute mark of the video. This is not an action item and will not be voted on at this time. Supporting documents (draft versions of the charge of the committee) are on the school website.

Motion: _____ Second: _____ Vote: _____

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

- e. Consideration to adjust the school calendar for Kindergarten Orientation to occur on April 12th & 13th, 2023. (1:13:00 of the video)

Motion:	Cindy Voltz	Second:	Jennifer McVeigh	Vote:	7-0
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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

- f. Second Reading: Policy AC (1:15:57 of the video) a motion was made to combine all of the second readings of the policies at 1:16:29 of the video. Language was added into these policies regarding hair and hair texture.

Motion:	Jennifer McVeigh	Second:	Heather Altenburg	Vote:	7-0
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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

- g. Second Reading: Policy ACAA

Motion:		Second:		Vote:	
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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

- h. Second Reading: Policy ACAB

Motion: _____ Second: _____ Vote: _____

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. Second Reading: Policy GCFB

Motion: _____ Second: _____ Vote: _____

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

- a. Approval of the following procedures: 1:17:46 of the video - these are the accompanying procedures to the above policies, and language was added for the protected class to them as well. The Board did not vote on these, as procedures are not typically an action item.

- i. ACAA-R
- ii. ACAB-R
- iii. GCFB-R
- iv. BDE-R

Motion: _____ Second: _____ Vote: _____

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. First Readings: 1:18:21 of the video

i. Policy BED

12. SCHOOL BOARD AGENDA REQUESTS (1:21:57 of the video) - School Board

Member Jennifer McVeigh requests that a conversation regarding Pre-K commence.

13. COMMITTEE REPORTS: (1:22:57 of the video)

- a. PATHS – Elizabeth - 1:23:10
- b. DEI – Heather - none
- c. Technology Committee – Cindy - none
- d. Building Oversight Committee - Heather -this committee has come to an end

14. ANNOUNCEMENT OF UPCOMING MEETINGS (1:26:10 of the video)

- a. School Board Workshop – TBD, CEHS Library
- b. Policy Committee – TBD, 3:15 pm Jordan Conference Room

15. CONSIDERATION TO ADJOURN

Motion:	Caitlin Sweet	Second:	Kathleen Curry-Sparks	Vote:	7-0
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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