

Cape Elizabeth School Board
Tuesday January 19, 2021
7:45 p.m. Special Business Meeting
Via Zoom
[MINUTES](#)

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

AGENDA

Call to Order/Pledge of Allegiance

7:45 p.m.

- I. Comments from Public on Agenda Items (per SB BEDH) - None
- II. Communications
 - A. Search Co-chair's Update

Chairperson [Heather Altenburg](#) recognized that [Elizabeth Scifres](#) would be co-chair of the search committee for the Superintendent. She then read a statement she prepared to answer questions surrounding the timing of the search, saying that if an extension past July 1st was needed, they would take it. She had conversations with people who have conducted a search during the pandemic, and their budget season, and were successful in this aspect. None of these people recommended an Interim Superintendent as their first choice, but if it was the will of the Board to come to that decision, then Ms. Altenburg was willing to shift her energy towards that goal. Ms. Scifres then spoke of how the practical aspect of the interviews and site visits would play out during the pandemic in regards to Covid restrictions. Around the 10-minute mark of the video, Ms. Scifres shares and explains her timeline, which is a working draft, more of a tool for the Board.

At this point, discussion about next steps happened. Board members used this time to express their thoughts on whether to utilize the Interim Superintendent, or pursue a permanent candidate.

III. New Business

A. Consideration to approve a process for the Superintendent's search: Discussion to include the make-up of committees, subcommittees, and mode of interviews.

- Board Members (4 to all)
- Building Administrators (one from each building)
- Central Office (one representative)
- Teacher (one from each building, plus the possibility of a fourth in Special Education if the Special Education Director is not the Central Office representative)
- Parent Representation (two, or one from each school)
- Facilities and Transportation Director

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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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 ☐	

B. Call for community participation in the search for a new Superintendent.

The Committee has been decided, now the Board is calling on the community for participation. Details will be published on the website, and Ms. Altenburg and Ms. Scifres will be responding to the community members who are willing to participate, given timelines, commitments and trainings.

C. Consideration to approve the level of targeted support on particular tasks required in the search for a new Superintendent.

Motion:	Elizabeth Scifres	Second:	Kimberly Carr	Vote:	Unanimous
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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 ☐	

IV. Consideration to Adjourn

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	Unanimous
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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