

Cape Elizabeth School Board  
 Tuesday October 13, 2020  
 6:30 p.m. Business Meeting  
 Via Zoom  
 Meeting PW: \*HpPNWU7  
[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:**

<input checked="" type="checkbox"/> Heather Altenburg	<input checked="" type="checkbox"/> Kimberly Carr	<input checked="" type="checkbox"/> Philip Saucier	<input checked="" type="checkbox"/> Elizabeth Scifres
<input type="checkbox"/> M. Nasir Shir	<input checked="" type="checkbox"/> Hope Straw	<input checked="" type="checkbox"/> Laura deNino	

**AGENDA**

**Call to Order/Pledge of Allegiance  
6:30 p.m.**

- I. Adjustments to Agenda
  - A. Executive session is not on the agenda tonight.
- II. Approval of Minutes September 8, 2020

Motion:	Laura DeNino	Second:	Kimberly Carr	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
M. Nasir Shir: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

- III. Comments from Public on Agenda Items (per SB BEDH)
  - A. Ms. Garvin spoke about Wednesdays and how it affected her home, and the students.

- B. Ms. Voltz spoke about the MSBA resolutions on the agenda, and the iPad lease agreement. Her concern was regarding the appropriateness of an iPad vs a laptop, particularly with older students.
  - C. Win Phillips touched on Wednesdays, and how important they are for teachers and their planning time.
  - D. Ms. Gore expressed her delight at the Diversity, Equity & Inclusion Task Force making it onto the 2020-2021 Goals.
- IV. Comments from Student Representatives:
- A. Student Representatives have not been elected yet, but we had two students as guest speakers for the meeting:
    - i. Ellie Gagne: Touched on three topics, of which the first is how Hybrid Learning is going for students. The general consensus is that it is going fairly well. Students find Wednesdays are a nice buffer from the regiment and allow time for meeting with teachers should you need it. Students have had to get creative in this new model of learning in regards to extracurricular events, like spirit week and pep rallies, but they are up to the challenge. Prom planning has started, and the venue from last year agreed to carry-over the venue for this year. In regards to Athletics, it is providing a sense of normalcy for students.
    - ii. Hannah Liess: Class President, thanked the School Board for all the work they did over the summer and continue to do, being in school with the Hybrid Learning Model allows students to have some semblance of normalcy. She echoes the sentiment for teachers for all of their hard work. She has been impressed with the school following all of the safety guidelines, wearing masks, practicing social distancing while in the buildings. The difference between now and March in regards to the facilitation of the technology and its use as an educational tool, and the teachers' aptitudes is astronomical, in a positive way. Echoing her peer's comments about sports and its importance for the students, they have been going well, and students are following rules while having fun. Wednesdays give them a balance, they are surprised at the fatigue they are feeling, and Wednesdays allow a moment to combat this.
- V. Presentations:
- Retirement of Janet Hoskin and Pat Fowler, both in the Transportation & Facilities Department – Superintendent Wolfrom spoke about both of these exemplary members of the District. Both have a long tenure and are extremely valued. Perry Schwarz also spoke highly of both women, mentioning that they had made his onboarding much easier, and that they will be missed greatly. A mention was made of Pat's incredible work of getting the bus routes together in the midst of the pandemic and the new model of learning, an incredible feat.
  - Recognition of Caitlin Ramsey for Maine Music Educator of the Year – Congratulations were given, and Mr. Eastman showed photos of Ms. Ramsey and how she has invested fully in the new learning model and engaged her students. She has a unique ability to challenge young students without pushing them away.
  - Recognition of Pond Cove Elementary School Blue Ribbon Award – Mr. Manjourides spoke of the honor and application process that got them this

award. The teachers and support staff, the students and the parents are all who make the school what it is, and outstanding place to work and learn.

## VI. Administrative Reports

### A. Principals

- a. Mr. Manjourides – in observing classes, both remote and in-person, Mr. Manjourides recognizes that nothing is perfect, but that the educators are really working to put forth lessons that are engaging students. The students are doing well with masks and social distancing. The parents are being patient, and it is appreciated.
- b. Mr. Eastman – very similar to Mr. Manjourides. Routines are getting started and school is running. We need to recognize that we are in a pandemic, and people are stressed and tired. But he is impressed with teachers and their ability to engage the students. There's always room for improvement, so he is looking forward to the Parent Conferences to receive feedback and put it into action.
- c. Mr. Shedd – he would echo what the other principals are saying in regards to safety and health issues. Dividing the students into Maroon and Gold has helped with traffic. The mini-term has its positives and negatives, but has also controlled the number of kids in the classrooms. The school overall seems calm and quiet. The staff is working extremely hard in all three schools. At the High School, all teachers are teaching 4 days a week. The technology, and the support from the Tech Department has been unbelievable. It's a lot, we have to think about everything because it is all so new, it's not been perfect, but we are working hard.

- B. Business Manager- Ms. Weeks goes over where we are for our expenditures for the fiscal year. Looking at the average over the last four years, we're right on target. Usually we would be at 23%, and we are just under that. We are balancing, trying to make sure that we have the Covid-related expenses in line. There are some savings happening because some of our regular expenses are not needed during the pandemic. There's a little bit of a loss with the booster payments. We're under in our Facilities spending because we entered the year with a cautious approach towards spending. Ms. Scifres asked Ms. Weeks to go over the status of the Revolving Renovations Fund since the Building Committee is set to reconvene. Ms. Weeks said that so far, we have completed one project, the intercom project, from that fund. The other 5 projects, ran into problems with contractors not bidding for them, due to the pandemic. We put them on hold then, and have recently decided to open the bidding process up again. The plan is to have the projects completed over Winter Break, which will fall within the deadline of the time frame, which is this upcoming summer, July of 2021.

- C. Director of Teaching and Learning - Ms. Stankard had three areas to update the Board on, Professional Development being the first. The first PD Wednesday happened, with representatives of the Recertification Committee explaining the new process regarding earned credits towards certification. This was the first change in over a decade and the reaction to these changes was positive. Mini observations will start this November, as you've heard already tonight about our teachers having to completely revamp what and how they teach, this was to give them some time to feel more confident in their abilities in the new processes before being observed. Our teachers also watched a video on how to teach in an online environment. The second

update is on the English Learner services, and Gifted & Talented services. Screening of the potential English Learners is complete, currently there are 21 students who are receiving EL services, 12 at PC, 4 at the MS and 5 at the HS. Currently there are 44 students in grades 5-8 who are receiving G& T services. The process for identifying 4<sup>th</sup> graders for the program had to be suspended last year due to the pandemic. The screening process was resumed in September, and the start of the services for those identified will happen by the end of this month. The final update for the evening is in regards to the DEI Task Force, which gathered for their first meeting last week. The Task Force was designed to improve diversity, equity and inclusion in the Cape Elizabeth Schools, to focus on curriculum, professional development and climate culture. 18 people attended the initial meeting, the plan for the next meeting is to discuss how to involve students, and other missing stakeholders.

- D. Director of Special Services - Mr. Peavey stated that the staff is working to prep and attend IEP meetings, as we were quite back-logged. He thanked the building administration in assisting the rotations of these meetings, most of which take place on Wednesdays, as they are least intrusive to student learning. They have begun to examine what it might look like to be 100% remote for individual student- level, should we come to that model of learning. We are currently servicing 171 students across the district; 16 students in referral and 2 students are out-placed. Ms. Altenburg thanked Mr. Peavey for all that he has done in this time. Mr. Peavey added that staff and parents have been wonderful throughout the process, which has been extremely helpful.
- E. Superintendent – Superintendent Wolfrom started by letting us know that we are in the fourth week of instruction, and the sixth week of having staff and students in the buildings, and that every day we can do that is a blessing. She wanted to echo the words of the evening that teachers are working very, very hard, and that this is new territory for everyone. Administrators agreed over the summer, that we would give this model until October and re-evaluate. We are planning to put a survey out to staff and parents in the third week of October, and then administration will review the data from those responses, and make necessary changes. We do still have constraints that we have to work with, which will make some changes improbable. Our buildings are old, and now that is getting colder, the ventilation is still in question. With the 3-foot social distancing rules, combined with closing the windows and doors, we are really limited with our occupancy. We did just receive a second grant of just over \$1M, and we’re making plans to spend a large chunk of that money on improving ventilation in the buildings. Another constraint we are working under, is this grant has to spent by December 31<sup>st</sup>, so we will probably be working on this project while students are in the buildings. She thanked the community and the parents for their dedication in keeping our students safe. Ms. Scifres asked a question about the new guidelines regarding travel. The Superintendent says we are honoring the “safe states”.
  - a. Enrollment Numbers

## VII. New Business

- A. Consider to approve the following nominations for Fall Coaches:

Cross Country, Asst Coach	School Funded	Not a new hire	Not a new position	Amy Devries (50/50 with AG Gillis)
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Motion:	Laura DeNino	Second:	Hope Straw	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
M. Nasir Shir: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

B. Consideration and action to approve the following 2020-2021 administrative personnel & extracurricular nominations:

School	Position	Nominee
CEMS	Speech & Debate	Alison Hawkes
CEMS	Student Support	Cheryl Joys
CEMS	Student Support	Jake Haugevik
CEMS	Student Support	Sarah Hanson
CEMS	Student Support	Laura Ellis
CEHS	Mock Trial	Joe Wagner
CEHS	Natural Helpers	Marie Cross
CEHS	Speech & Debate	Lisa Melanson
CEHS	Bartleby (literary magazine)	Lisa Melanson
CEHS	World Language Dept	Ali Gwyther
CEHS	English Dept	Matt Clements
CEHS	Social Studies Dept	Mark Ashe
CEHS	Math Dept	Andrew Lupien
CEHS	Science Dept	Kathy Bock
CEHS	Health/PE Dept	Scott Shea
CEHS	11 <sup>th</sup> Grade Advisor	Sarah McKeown
CEHS	National Honor Society	Sarah McKeown
CEHS	Math Team	Roger Rioux
CEHS	Model Un/World Affairs Council	Melissa Oliver
CEHS	Science Team	Bill Brewington
CEHS	Senior Class Advisor	Marie Cross
CEHS	Senior to Senior	Tom Kohan
CEHS	Senior Transition Project	Ted Jordan/ Tom Kohan (50/50)
CEHS	SAC (Student Gov't) Advisor	Joan Moriarty
CEHS	Coding Club	Alex Anesko
CEHS	Robotics	Alex Anesko/Tom Waecker (50/50)
CEHS	Library/Research Chair	Carolyn Young
CEHS	Special Education Chair	Ben Raymond

CEHS	10 <sup>th</sup> Grade Advisor	Kim Huchel
CEHS	Drama- Fall, Spring, Winter	Christine Marshall
CEHS	Theater Manager	Christine Marshall
CEHS	Theater Asst (Costume design)	Christine Marshall
CEHS	Theater Tech Director	Stephen Price
CEHS	Arts/Technology Dept	Betsy Nilsen
CEHS	TEDx	Betsy Nilsen
CEHS	Maroon Medal Society	Betsy Nilsen
CEHS	eSports	Jason Lund
CEHS	Yearbook	Janna DeWan
CEHS	Jazz Band 1	Rob Wheeler
CEHS	Jazz Band 2	Rob Wheeler
CEHS	Jazz Band 3	Jason St. Pierre
CEHS	Jazz combo 1 & 2	Tony Ghaboury/ Rob

Motion:	Elizabeth Scifres	Second:	Laura DeNino	Vote:	Unanimous
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M. Nasir Shir: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

C. Notification of Retirement:

a) Jeffrey Shedd, Principal, Cape Elizabeth High School

Ms. Altenburg asked how many years, which Mr. Shedd responded 20 years.

D. Consideration to approve Megan O'Neill for the Pond Cove Elementary school counselor position:

Ms. Altenburg expressed her thrill that this position was able to be filled.

Motion:	Hope Straw	Second:	Laura DeNino	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
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E. Consideration to approve 2020 – 2021 School Board Goals:

1. Support the Strategic Plan Goals.
2. Complete the Building Committee process and make a decision on how to provide safe and effective schools.

3. Support the work of the Diversity, Equity, and Inclusion Task Force.

Ms. Altenburg explained the difference between these goals and the goals listed above in the Agenda Header. She wanted to bring up the DEI Task Force and how it bubbled up from desire from the public and the teachers, calling for action. Work was already being done through book clubs, and other venues. She wanted to be clear on how involved the School Board would be, and how the group is viewed. There is a call to approach curriculum, and the culture in the school, to be more inclusive. People really wanted to make change and strides, and the fear was mostly that it would be lost. She believes that progress may be slow, but there will be progress, and there is support from the Board. She wanted to take this opportunity to be certain that all members were on the same page with this, that this is not a School Board Committee, but that it has its support. There were nods in agreement.

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	Unanimous
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F. Consideration to approve the following Peer Mentors:

Mentor	Educator
Bri Gallagher	Megan O'Neill
Amanda Kozaka	Joe Forsyth
Fran Vita-Taylor	Ellen Werner

Motion:	Laura DeNino	Second:	Kimberly Carr	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
M. Nasir Shir: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

G. Consideration to support the following MSBA resolutions:

- a. Development of Distance Learning Plan: The coronavirus pandemic upended classroom instruction in school districts and revealed both positives and shortcomings in our ability to do distance learning. What was implemented by necessity should now be improved by design. Distance learning should not just be the fallback in a crisis, but rather used to provide equitable learning opportunities to all Maine students regardless of their location.

Mr. Saucier will be attending the Assembly this year, and these are the resolutions that will be discussed. Mr. Saucier briefly explains what will be discussed of each resolution.

Motion:	Phil Saucier	Second:	Laura DeNino	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
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- b. Building Stronger Family Support for Education: The Maine School Boards Association believes greater involvement by parents or guardians in their child’s education is essential to assure better outcomes for students. Parents or guardians who are not engaged in their child’s early learning at home are less likely to be engaged when their child goes to school.

Motion:	Phil Saucier	Second:	Laura DeNino	Vote:	Unanimous
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- c. Equity in Education: All students, regardless of their race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability deserve equitable opportunities and support to learn in Maine’s public schools.

Motion:	Phil Saucier	Second:	Elizabeth Scifres	Vote:	Unanimous
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- d. Board Meeting Remote Participation: The Maine School Boards Association believes what we have learned about remote participation in board meetings during the coronavirus pandemic supports a law change allowing such participation absent a health emergency. The technology is available to allow robust discussion on issues and real-time face-to-face deliberations not only with fellow board members, but with the public.

Motion:	Phil Saucier	Second:	Laura DeNino	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
M. Nasir Shir: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

H. Consideration for the approval of lease documentation with Apple Financial Services. This was included in the adoption of the FY 2020-2021 budget articles, and is part of the four-year rotation plan for new iPads. The purchase price has been provided in the amount of \$156,449.50

Ms. Scifres wanted to remind the Board and the public, about the comment that says what would be the best product for students. Sometimes the decisions made are not the best, but the best with the circumstances. Finance restraints sometimes command going with a middle option.

Motion:	Laura DeNino	Second:	Elizabeth Scifres	Vote:	Unanimous
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Heather Altenburg: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Kimberly Carr: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Philip Saucier: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Elizabeth Scifres: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
M. Nasir Shir: Yay <input type="checkbox"/> Nay <input type="checkbox"/>	Hope Straw: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Laura DeNino: Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	

VIII. First Reading of Policies:

Ms. Straw states that changes in the statutes, updates from Council or MSMA, these are all driven by that.

- A. ACAD – a cleanup, on what the statute of what “hazing” is, and takes out definitions that we had in our policy.
- B. IJNDB – more of an issue now, because of more usage, and the concept of privately-owned computers and equipment has been removed.
- C. IJNDB-R – the procedure that goes with the above policy.
- D. JICK – the details are around reporting, making it more accessible to a student.
- E. JICK-R the procedure that goes with the above policy

IX. School Board Agenda Requests

X. Committee Reports:

- A. PATHS – Heather/ Nasir – first virtual meeting is upcoming.
- B. Policy – Hope
- C. DEI - Heather

XI. Announcement of Upcoming Meetings

- A. Building Committee – October 20, 6:30 pm via Zoom
- B. Policy Committee – October 27, 3:00 pm via Zoom
- C. School Board Workshop – October 27, 6:30 pm via Zoom

XII. Consideration to Adjourn

Motion:	Laura DeNino	Second:	Hope Straw	Vote:	Unanimous
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Heather Altenburg:	Kimberly Carr:	Philip Saucier:	Elizabeth Scifres:
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Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>	Yay <input checked="" type="checkbox"/> Nay <input type="checkbox"/>
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## 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