

Cape Elizabeth School Board
Tuesday, April 12, 2022
Tuesday April 12, 2022 - Town Hall Council Chambers
MINUTES - Regular Business ([Video Link](#))

5:30 PM - Executive Session *and*
6:00 PM - Executive Session
immediately followed by a

6:30 PM - Regular Business Meeting
Town Hall Council Chambers

Regular Business MINUTES

Roll Call:

Kimberly Carr, *Chair*
Kathleen Curry-Sparks
Jennifer McVeigh
Elizabeth Scifres
Cynthia Voltz
Student Representative Kathryne Clay

Superintendent Christopher Record, Ph.D.

Absent

Heather Altenburg
Phil Saucier
Ellie Gagne, *Student Representative*

Call to Order/Pledge of Allegiance

1. **Adjustments to Agenda** – Item 9f was updated. Items 9b, c & d were moved up ahead of 9a for consideration this evening. *[6:38 mins in the recording]*

2. Approval of **Minutes March 8, 2022 - Regular Business Meeting** *[7:05 mins in]*

Motion: Ms. Scifres Second: Ms. Curry-Sparks Vote: Approved 5-0

3. Approval of **Minutes March 22, 2022 - Budget Workshop**

Motion: Ms. Voltz Second: Ms. McVeigh Vote: Approved 5-0

4. **Comments from Public on Agenda Items** (per SB BEDH) – None *[8:28 mins in]*
5. **Comments from Student Representatives** – *[8:30 in]* Kathryn Clay reported briefly on student activities and achievements, academic topics, and student concerns.
6. **Presentations - Honoring Students**
 - **Unified Basketball** - *[12:33 in]* Coaches Karen Johnson and Hilary Roberts, along *[Sarah Boeckel unable to attend]* spoke about the season. Student-athletes Emily Whitten, Maddie Mills, Allison Brooking, Jack Quinn, Ellie Mainville, Via Monaghan, Henry Adams, Ella Bromage, and Josh Lynch spoke briefly about their experiences. *They posed for a group photo following their presentation.*
 - **CEMS Music program** - *[25:15 in]* CEMS Band Director Caitlin Ramsey introduced student Honors Festival participants, Bella and Merry, who spoke briefly about their experience. *They posed for a group photo following their presentation.*
 - **Robotics** - *[29:18 mins]* Alex Anesko, high school computer science teacher and robotics coach, spoke briefly to the team's planned trip to the World Championship competition and on-going fundraising. Mr. Anesko introduced senior team members, Evan Gebhart and Matthew Zimmerman who spoke briefly about their passion for the robotics program. *They posed for a group photo following their presentation.*
 - **CEHS Speech & Debate** - *[35:44 mins]* Lisa Melanson, high school English teacher and speech & debate team coach, spoke about the team's upcoming tournament competition in Washington, D.C. and recent grant opportunity. Team members Laura Giacobazzi, Ava Corbin, and Jack Quinn thanked the Board for their continued support of the team. *Team members posed for a group photo following the presentation.*
7. **Administrative & Staff Reports:** *See also agenda materials for written DLT reports.*
 - a. **Professional Development/Curriculum Models** - *[42:03 in]* Assistant Superintendent Michelle McClellan, provided an overview of the professional development experiences for teachers within Cape Elizabeth Schools. Middle School staff members, Interventionist Jake Haugevik, Grade 7 STEM Teacher Sophie Olmstead, and Principal Troy Eastman spoke about their positions, the tools they use and outcomes they've observed. Two professional development (PD) models were spoken about: release time and embedded. A dedicated release time model can allow teams to meet, across buildings, and have content area discussions. This is typically used during early release or workshop days. The embedded model, sometimes referred to as *elbow partners* or *co-teaching*, takes place during a school day in the context of a classroom allowing for teachers to observe and learn from one another. Interventionists can support this reflective professional learning practice. Ms. Olmstead and Mr. Haugevik spoke about how they successfully used the embedded model recently.

- b. **Business Manager's Report** - *[1:00:14 in]* Ms. Weeks reported a "reasonable and efficient spending pattern" as of March 31, 2022. Rising utility/fuel costs are being closely monitored. March 2022 School Nutrition program service: 17,932 lunches and 6,407 breakfast meals.

8. **Superintendent** *[1:02:52 in]*

- a. **Covid Update** - A school cases update over the past four weeks was given. The District Planning Committee advises no changes at this time.
- b. **Building Project Update** - *[1:06:42 in]* Last evening, the Town Council supported financing for the schematic design to move forward. Sometime this summer the design (model) should become available. This model will include visuals for all three schools.
- c. **Budget Update** - *Spoken about in Item 9a.*
- d. **Enrollment Numbers** - *[1:09:21 in]* Up one student since last month. *An inquiry about the number of new kindergarten enrollments was made.*
- e. **Notification of Retirements** - *[1:10:39 in]*
- William Brewington - HS Science Teacher
 - Susan Dana - MS World Language Teacher
 - Joseph Doane - MS Grade 5 Teacher
 - Mary Jane Ham - PC Grade 4 Teacher
 - Debra Hannon - PC Social Worker *(in Nov 2022)*
 - Roger Rioux - HS Math Teacher
 - Debra Sampson - PC Grade 1 Teacher
 - Rebecca Swift - PC Literacy Teacher

9. **New Business**

- a. **Consideration to adopt the 2022-2023 School Budget of \$31,255,751 and the related revenue components** - *[1:17:23 in]* Superintendent Record presented an overview (with slides) of the work and process in developing the Cape School's budget. A *roving educational technician III* position has been newly added following a leadership team meeting last Friday. This position will be shared between special services in Pond Cove and the Middle School to help ensure RTI personnel are not pulled as often and for anticipated emerging needs.

Motion: Ms. Scifres Second: Ms. Voltz Vote: Approved 5-0

- b. **Consideration to approve a grant from the Deborah L. Rhode Fund at The Chicago Community Foundation in the amount of \$20,000 to benefit the High School Speech & Debate Team** - *[1:12:19 in]* Superintendent Record expressed his support. During agenda *item 6* [speech & debate], Ms. Melanson provided an overview of how the grant opportunity presented itself.

Motion: Ms. Scifes Second: Ms. Curry-Sparks Vote: Approved 5-0

- c. **Consideration to approve the High School Speech & Debate Team Trip to the National Catholic Forensic League Grand National Tournament, May 26-29, 2022, in Washington, D.C.** - *[1:13:32 in]* Superintendent Record expressed his support.

Motion: Ms. Curry-Sparks Second: Ms. McVeigh Vote: Approved 5-0

- d. **Consideration to approve the CE Robotics Team Trip to the VEX Robotics World Championship in Dallas, Texas between May 3 and May 7, 2022** - *[1:15:49 in]* Superintendent Record expressed his support.

Motion: Ms. Voltz Second: Ms. Curry-Sparks Vote: Approved 5-0

- e. **Consideration to approve the updates to the Technology Integrator Job Description.** - *[1:44:34 in]* Educational Technology Director Troy Patterson explained the job description modifications. He envisions technology integrators working district-wide while being based out of a primary school, using a coaching model to support classroom learning, and to that end they will report to him instead of directly to a building principal.

Motion: Ms. McVeigh Second: Ms. Voltz Vote: Approved 5-0

- f. **Consideration to approve Pond Cove Elementary teacher Jon Delisle's Leave of Absence Request** - *[1:46:57 in]* Superintendent Record expressed his support and that of the administrative team.

Motion: Ms. Scifres Second: Ms. Curry-Sparks Vote: Approved 5-0

- g. **Consideration to accept the following CEEF Grant awarded on 4/5/2022:**
Visiting Artist & Mural Design - Marguerite Lawler-Rohner - CE Middle School - \$17,200 - [1:47:39 in] Superintendent Record thanked CEEF for their support of this opportunity.

Motion: Ms. Voltz Second: Ms. Scifres Vote: Approved 5-0

- h. **Consideration to approve the collective bargaining agreement for the Cape Elizabeth Education Association Administrative Support Personnel and Educational Technicians I dated July 1, 2022 to June 30, 2025** - [1:48:59 in]

Motion: Ms. Scifres Second: Ms. Curry-Sparks Vote: Approved 5-0

- i. Second Reading: Policy **BCB – Board Member Conflict of Interest** - [1:51:48 in]
Ms. McVeigh said no further comments had been received.

Motion: Ms. McVeigh Second: Ms. Scifres Vote: Approved 5-0

- j. Second Reading: Policy **GBN – Family and Medical Leave** – [1:52:36 in] Ms. McVeigh said no further comment had been received since first reading.

Motion: Ms. McVeigh Second: Ms. Voltz Vote: Approved 5-0

- k. **First Reading** – [1:53:23 in] Ms. McVeigh provided a brief overview of the policies being reviewed. Additional details are provided within the March 30 policy committee meeting [minutes](#).

- i. Policy **BHC - Board Relationships and Communications with Staff**
- ii. Policy **GCFB - Recruiting and Hiring of Administrative Staff (Administrators)**

10. **School Board Agenda Requests** – [1:55:49 in] Ms. McVeigh would like to re-start a conversation about Public Pre-Kindergarten programming.

11. Committee Reports: – [1:57:02 in]

- a. School Budget - *Mr. Saucier was absent this evening*
- b. DEI – *Ms. Altenburg was absent this evening*
- c. PATHS – Ms. Voltz briefly updated the Board.
- d. Technology Committee – Ms. Voltz announced that a meeting is planned for May.
- e. Building Oversight Committee – In Ms. Altenburg’s absence, Superintendent. Record said the schematic design is moving forward and the Public Outreach sub committee is always looking for more community volunteers.

12. Announcement of Upcoming Meetings [2:02:45 in]

- a. School Budget Presentation to the Town Council – April 25, 6 PM [& Apr 26, if needed]
- b. School Board Workshop – April 25 ~ 7:00 PM in CEHS Library (*immediately following presentation to the Town Council Finance Cmte*)
- c. Policy Committee – April 28, 3:00 PM Town Hall, Jordan Conference Room
- d. DEI - April 28, 3:30 PM CEMS Library
- e. District Planning Committee – May 3, 6:30 PM via Zoom
- f. PATHS – May 12, 8:30 AM via Zoom

13. Consideration to Adjourn - [2:04:09 in]

Motion: Ms. Curry-Sparks Second: Ms. Voltz Vote: Approved 5-0