

Cape Elizabeth School Board  
Tuesday May 10, 2022 - Town Hall Council Chambers  
6:30 p.m. - Regular Business Meeting  
**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:**

Kimberly Carr, *Chair*  
Heather Altenburg, *Vice Chair*  
Kathleen Curry-Sparks  
Phil Saucier  
Elizabeth Scifres  
Cynthia Voltz

Superintendent Christopher Record, Ph.D.

**Absent**

Jennifer McVeigh  
Student Representative Kathryn Clay  
Student Representative Ellie Gagne

**MINUTES**

**Call to Order/Pledge of Allegiance**

1. **Adjustments to Agenda** – addition of New Business [before original Item 11a],  
*Consideration to Require Masks Inside any School that is deemed in Outbreak Status by the Maine CDC, until that outbreak is deemed over by the Maine CDC.*

2. Approval of Minutes **April 5, 2022 – Budget Workshop**

Motion: Mr. Saucier Second: Ms. Scifres Vote: Approved 6-0

3. Approval of Minutes **April 12, 2022 – Executive Session**

Motion: Ms. Scifres Second: Ms. Curry-Sparks Vote: Approved 6-0

4. Approval of Minutes **April 12, 2022 - Regular Business Meeting**

Motion: Ms. Voltz Second: Ms. Altenburg Vote: Approved 6-0

5. Approval of Minutes **April 25, 2022 - School Board Workshop**

Motion: Ms. Altenburg Second: Ms. Scifres Vote: Approved 6-0

6. **Comments from Public on Agenda Items** (per SB BEDH) – None [22:55 mins in the recording]

7. **Comments from Student Representatives** – None

8. **Presentations -**

- **Turkey Hill Place-Based Learning at CEMS** - [23:46 in] Joanna Payne, 7th & 8th grade humanities teacher, along with students Rohana Wiar, Charlie Wilk, and Avery Green, and CELT Program Coordinator Phillip Matthew spoke about the CEMS Turkey Hill Farm Teaching Team. Currently, four teachers and 71 students. Each week goals are to further develop students' outdoor experiential learning opportunities, opportunities for deeper learning across content areas, increasing students' sense of community and service to the community; and family-school outreach. This opportunity was supported by a CEEF grant. *They posed for a group photo following their presentation.*
- **Extended Learning Opportunities (ELO) Program Student Stories** - [37:05 in] Sarah Plummer ELO Program Coordinator along with students Zophia Leary-Forrey, Cole Garlock, and Will Depke provided an overview of some of the program activities the 13 enrolled students are involved in this school year. Currently, there are 17 students already enrolled for 22-23. *They posed for a group photo following their presentation.*

9. **Administrative & Staff Reports:** *See also agenda materials for written DLT reports.*

- a. **David Bagdasarian Facilities Update** - [50:20 in] Mr. Bagdasarian shared that Cape Elizabeth School has been named an ***Early Adopter of Healthy Green Schools***

**& Colleges.** He then [55:16 in] provided an update on the recent **Lead Report (2022)** process, findings, and remediation plans for each school. He then [1:00:28 in] spoke briefly on the efforts of the district's **security** committee.

- b. **Business Manager's Report** - [1:04:59 in] Ms. Weeks reported a "reasonable and efficient expenditure pattern" as of April 30. April 2022 School Nutrition program service: 10,653 lunches and 3,657 breakfast meals.

## 10. Superintendent

- a. **Covid Update** - [1:16:20 in] The District Planning Committee (DPC) met on May 3 and May 9. The May 9th meeting was called to discuss Cumberland County's spiking Covid transmission rates, handling any outbreak status and best options moving forward. **Dr. Record reported that late this afternoon (5/10/22), he was notified by the Maine CDC that Pond Cove is officially in Outbreak Status. The Middle School and High School are not currently.** This designation will continue until Pond Cove has 14 consecutive days (*this includes weekends*) with less than 15% absenteeism rate due to illness. Dr. Record strongly encouraged everyone to stay home when sick, wear masks, use good hand hygiene, social distance, and continue to test.
- b. **Building Project Update** - [1:07:11 in] Schematic design work continues with Colby Company Engineering. Visit [www.cebuildingproject.com](http://www.cebuildingproject.com) for lots of project-related information. The next *Public Forum* will be held on May 18 with 5:30 building tours and, at 6:30 pm, the community is invited to participate in small group design work with the architects. On June 15, there will be another forum focused on right-sizing the schools for the population and floor design work with the architects.
- c. **Budget Update** - [1:13:38 in] projecting below 5% expenditures and impact to property taxes. May 16 the Town council will vote. Citizens vote on June 14.
- d. **Enrollment Numbers** - [1:14:50 in] Current student enrollment is holding steady at 1,488. Kindergarten enrollment for 22-23 is currently 114.

## 11. New Business

- a. **Consideration to Require Masks Inside any School that is deemed in Outbreak Status by the Maine CDC and until that outbreak is deemed over by the Maine CDC** - [1:32:45 in]

Motion: Ms. Scifres Second: Ms. Voltz Vote: Approved 6-0

- b. **Consideration to approve Paige Buchanan for the Pond Cove Elementary School (K-4) RTI Literacy Interventionist/Reading Recovery Teacher position in 2022-2023** - [2:04:49 in]

Motion: Ms. Scifres Second: Ms. Altenburg Vote: Approved 6-0

- c. **Consideration to approve Alison Buchsbaum for the High School Biology/Physics Teacher position in 2022-2023** - [2:05:46 in]

Motion: Ms. Altenburg Second: Ms. Curry-Sparks Vote: Approved 6-0

- d. **Consideration to approve the Volunteer Coordinator Job Description** - [2:06:42 in]

Motion: Ms. Altenburg Second: Ms. Curry-Sparks Vote: Approved 6-0

- e. **Consideration to approve the Superintendent's nomination of personnel to second-year probationary contracts** (According to 20-A M.R.S.A § 13201, the deadline for written notice of renewal/non-renewal to probationary teachers is May 14. Also CEEA collective bargaining agreement, Article XVI - Contract Notification.) - [2:08:02 in]

Kelly Barr	Grade 1
Lance Belanger	MS physical education
Darren Choate	Pond Cove Interventionist
Janet Eckler	Special Education [0.5 FTE]
Thomas Farmer	Technology Integrator - High School
Angela Hatch	Pond Cove Interventionist
Leesa Joiner	Technology Integrator - Pond Cove
Bianca Luque	HS World Language
Nicole Patch	Grade 1
Janet Perry	Grade K

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Lance Belanger	MS physical education
Darren Choate	Pond Cove Interventionist
Janet Eckler	Special Education [0.5 FTE]
Thomas Farmer	Technology Integrator - High School
Angela Hatch	Pond Cove Interventionist
Leesa Joiner	Technology Integrator - Pond Cove
Marija Randall	HS Mathematics
Sally Reynolds	HS World Language [0.4 FTE]
Nicholas Rue	HS Science
Brent Staples	HS Mathematics [0.8 FTE]

Motion: Ms. Scifres Second: Ms. Altenburg Vote: Approved 6-0

- f. **Consideration to approve the Superintendent's nomination of personnel to first continuing contracts - [2:09:14 in]**

Alexander Anesko	HS Computer Technology [0.8 FTE]
Paige Buchanan	K-4 RTI Literacy Interventionist/Reading Recovery Teacher
Kimberly Chouinard	Grade 1
Emilee Conroe	District ELL Teacher
Michael Giampetruzzi	MS Gifted & Talented Teacher
Karen Jenkins	HS Nurse
Haley Malm	MS World Language
Christine Marshall	HS Performing Arts/Theater [0.4 FTE]
Thomas McNeely	HS Mathematics

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Jessica Miller	District ELL Teacher [0.2 FTE]
Megan O'Neill	PC School Counselor
Leon Danial Okitosongo	HS World Language [0.4 FTE]
Ellen Werner	Grade 4
Robert Wheeler	HS Instrumental Music

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Motion: Ms. Altenburg Second: Mr. Saucier Vote: Approved 6-0

- g. Second Reading: Policy **BCC: Nepotism** - [2:10:32 in] Ms. Curry-Sparks briefly reviewed changes, adding there were no comments from the public.

Motion: Ms. Curry-Sparks Second: Ms. Altenburg Vote: Approved 6-0

- h. Second Reading: Policy **BHC: Board Relationships and Communications with Staff** - [2:11:32 in] Ms. Curry-Sparks briefly reviewed, adding that the MSMA suggested this policy be added.

Motion: Ms. Curry-Sparks Second: Ms. Voltz Vote: Approved 6-0

- i. Second Reading: Policy **GCFB: Recruiting and Hiring of Administrative Staff [administrator]** – [2:12:32 in] Ms. Curry-Sparks said that changes primarily included legislative changes related to familial status.

Motion: Ms. Curry-Sparks Second: Ms. Scifres Vote: Approved 6-0

- j. **First Reading** – [2:13:23 in] Ms. Curry-Sparks provided a brief overview of the policies being reviewed. Additional details are provided within the April policy committee meeting [minutes](#).

- i. Policy **IJOC: School Volunteers**
- ii. Policy **JK: Student Discipline**
- iii. Policy **JL: Student Wellness**

12. **School Board Agenda Requests** – [2:14:22 in] Ms. Scifres asked if district concerts, plays and similar one-off student events could be scheduled outside of the cycle of School Board regular business meetings (*2nd Tuesday, monthly*) and workshops (*4th Tuesday, monthly*).

13. **Committee Reports:** – [2:16:58 in]

- a. School Budget - Mr. Saucier shared a brief update.
- b. Building Oversight Committee – Ms. Altenburg briefly updated the Board. May 18 is the next public forum. FMI visit [www.cebuildingproject.com](http://www.cebuildingproject.com)
- c. DEI – Ms. Altenburg briefly updated the Board.
- d. PATHS – Ms. Voltz said the next PATHS meeting will be on May 12.
- e. Technology Committee – Ms. Voltz announced that the committee will next meet on May 16 and discuss the device surveys that went out and collection for next year and bring a recommendation to the Board.

14. **Announcement of Upcoming Meetings** [2:25:47 in]

- a. Public Outreach Subcommittee [Bldg Project] – May 17 at 6:30 pm Zoom
- b. Building Project Public Forums [FMI visit <https://www.cebuildingproject.com>] Members of the public are encouraged.
  - i. **May 18** - 5:30 pm tours/**6:30 pm in the PC/MS Cafetorium**. Site planning design session led by Simons Architects.
  - ii. **June 15** - Members of the public encouraged.
    - **5:30 pm [via Zoom]** Right-sizing based upon student population;
    - **6:30 pm in the PC/MS Cafetorium**. School floor plan design session with Simons Architects
- c. Fiscal Subcommittee [Bldg Project] – May 19 at 6:30 pm via Zoom
- d. School Board Workshop - May 24 - 6:30 pm HS Library
- e. Policy Committee – May 26 - 3 pm Town Hall (Jordan Conference Rm)
- f. DEI – May 26, 3:30 pm HS Library
- g. District Planning Committee – June 7

15. **Consideration to Adjourn** - [2:27:57 in]

Motion: Ms. Scifres Second: Ms. Curry-Sparks Vote: Approved 6-0