

Cape Elizabeth School Board  
 Tuesday March 10, 2020  
 6:30 p.m. Regular Business Meeting  
 Town Council Chambers

Heather  
Altenburg

Kimberly  
Carr

Philip  
Saucier

Elizabeth  
Scifres

M. Nasir  
Shir

Hope Straw

Laura  
deNino

Piper Strunk

Ally Lynch

**AGENDA**

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

- I. Adjustments to Agenda- none  
 Approval of Board Minutes: February 11, 2020

Motion:	Elizabeth Scifres	Second:	Kimberly Carr	Vote:	Unanimous
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II. Comments by Student Representatives

Allie Lynch started the conversation with the positive feedback from students about the SAAFE Event, saying that it was especially difficult because of the passing of a Cape graduate last Sunday. There was a lot of support from teachers and counselors which was very helpful for those students who were grieving. Piper Strunk then spoke of the upcoming Spring Fling dance, followed by Spirit Week next week. The students are looking forward the levity of the events. On the Coronavirus note, some students are a little bit nervous, but they've seen a lot more handwashing, more sanitizing, less high-fives, more fist bumping.

III. Comments from Public on Agenda Items (per SB BEDH)

Win Phillips, English Teacher at the HS, and President of the Cape Elizabeth Education Association spoke for a moment about the quick response for a COVID-19 plan that was put into place. He wanted to thank Donna Wolfrom and Jeff Shedd for doing an outstanding job of keeping them informed and thanking them for responding to his questions regarding hourly employees. His concern is in the unlikely event of school closure, and how these people would be taken care of. He asked that the district keep in mind of how we are going to re-assure them, that this is important.

IV. Presentations- before these happen, Heather Altenburg makes an announcement that in light of the Coronavirus, that the board will not be shaking hands as they traditionally do, but know that they want to, but that they are more concerned with public safety and health.

A. EHSC Maine Alpine Team

Jen Lakari, the coach talked about the season, and how well the team did. It was a good mix of new racers and seasoned racers. The racers here tonight, made the

Eastern High School Championship Team, which is the Maine State Team that competed against teams from all over the Eastern Seaboard this weekend at Mount Cannon in New Hampshire. Killian Lathrop placed third overall in his combined efforts. The boys' team placed third as a team, while the girls' team placed ninth. She handed out the certificates, stressing how proud she was of the entire team over the season.

B. Speech Team

Lisa Melanson presented the awards to the Speech Team for the State Champions. She spoke of the value that speech team gives students. And of the benefit of travelling to Indiana for the event, how it allows the students to forge friendships with peers all over Maine and beyond. The team was made up of newcomers and veterans, and the veterans would often help the newcomers with the critique sections, which was essential to the success of the team. Parents volunteered to judge and even Jeff Shedd gave up some Saturdays to judge as well, and they are grateful for those volunteers. She then presented the certificates.

C. Artists Recognition in MDOE Hall of Flags

Marguerite Lawler spoke about the 47 pieces of student artwork that went to the State House. 38 Students made the trip up to the ceremony, along with Superintendent Wolfrom and Principal Eastman. She reviewed how the ceremony went, how it was great to see such a volume of work in a public venue. She presented the certificates.

D. Nurses present information on Coronavirus and Influenza preparedness

Jill Young spoke as Erin Taylor and Karen Jenkins stood behind her in support. They wanted to give a brief overview of COVID-19, the disease that comes from the Coronavirus. The Coronavirus is a large family of viruses that causes a range of things as mild as the common cold and more severe, like SARS and now COVID-19. She reviews how it got its name, where it started and when. She gave some statistics in the US, we do not currently have confirmed cases in Maine or in our community. They have taken the necessary steps to be proactive, giving instruction much like they would in the start of flu season. Wash your hands with soap and water for at least 20 seconds. Use a hand sanitizer when your hands are not visibly soiled. Stay home when you're sick. Cover your coughs and sneezes. They've been monitoring absences, and when a large number of absences occurred in the MS, they sent out reminders to teachers to encourage hand washing amongst students before snack and lunch, and to wipe down surfaces. Now with COVID-19, we are asking staff to do the same things, we are just asking them to be extra vigilant. We are trying to be proactive, we've put in place a Pandemic Plan. It has three different stages, currently, we are in the before stage. Should it make its way to Maine and become a Pandemic, we have an Active Pandemic Stage, as well as a Post Pandemic Stage. We met with all of the staff to go over the plan. Guidance from us comes directly from the CDC, as we are tuned into the weekly briefings that have been guided by Dr. Shah, Director of the Maine CDC. Letters have been going out from Superintendent Wolfrom to provide clear, transparent information. Those letters are also on the website. Constant communication is the goal and of course, if there is a confirmed case or a person under investigation, we will let you know with respects to confidentiality.

Mr. Shir asked a question directed to Dr. Wolfrom. If the school were ever to shut down how have we prepared for students to continue their academics? Or do we not do that?

Dr. Wolfrom- Part of our plan, “continuity of education”, we’ve talked to administrators, and Noel Harroff, our Director of technology, about what sort of technology will be available. You’ll be hearing from principals of each school tonight on their individual plans. Originally, we had thought we would provide one-on-one for grades 6-12, but today we moved that to 5-12. Grades 5-12 will be taking devices home and communicating with their teachers through devices. We’ve received word from DOE regarding granting waivers in certain districts who have a plan in place and applied for a waiver should schools close down. This has also given us an opportunity to get this down on paper, and to send it to DOE as a storm day pilot, so during storm days, students would be able to use the “continuity of education” and the day won’t be counted against us. The plan would have to be approved by the DOE.

Ms. Altenburg wanted to clarify some of the rumors going around about families that have self-quarantined, understanding the need for confidentiality.

Jill responded that any staff or students who have travelled to level 3 areas (Italy, Korea, China, and Iran) will follow the CDC guidelines, which are ever-changing, but at present are to self-quarantined. None of our staff or students are symptomatic and are beyond the 14-day time period. We just ask families and staff to be transparent and communicate in regards to any travel that they’ve done. All of these guidelines are on the CDC website, we follow these, and when they change, so do our recommendations.

## V. Administrative Reports

### A. Principals’ Updates

Jason Manjourides- 2 things to talk about tonight, we have outstanding teachers, students and parents. Sometimes the parents get overlooked. We have a group of parents who won “The Spirit of America” award. I just thought it deserved some attention. The award was from the work done on the new PCES playground by the PC Playground Committee, and is awarded by members of the Senate and House of Representative of Maine. He then asked the parents present to stand and be recognized, along with Erin Taylor, PCES’s nurse who has been working on this for over 5 years. PCES’s plan for possible closure currently exists of each grade team level working together to create a supporting document that would be sent home in the event of a school closure. The idea for this document is to give ideas in maintaining a reading, writing, creating atmosphere at home. Grade level skills would be able to continue at home. Frequency and duration of time would be included in suggestions. Links for online resources would also be included.

Mr. Shir asks if there would be any resources available for students via phone or online to teachers?

Mr. Manjourides replied not at this time, we’re not relying on devices for communication at the K-4 level. Primarily we’re trying to provide opportunities that don’t rely on a device. First communication will be to send this plan out and advice on how to follow it.

Troy Eastman-I feel very fortunate that we have so much talent in our schools, from students, to teachers, to parents, you can see why we have our successes. This plan

is not going to replace what we do every day. It's an effort to maintain some contact with our kids. Staff development tomorrow will be dedicated to this. Largely its an effort to maintain normalcy for our kids in a pretty awkward time. A lot already happens in Google Classroom at the MS, so it will be about scheduling times. I think there will be a wide range of what tele-communication looks like dependent on the teacher. We have a lot of resources through online textbooks, IXL and videos that will be put into use. Check-ins and keeping contact will be the priority. By tomorrow it should be more structured.

Mr. Shir- are you planning for a week shut down, 2 weeks, 1 month, 3 months? How are you preparing for that?

Mr. Eastman- I think that's a moving target, but it's generally been a 14-day quarantine, so I think we'll at least be planning for more than a week.

Mr. Saucier-First I want to thank everyone, this has been very thoughtful, the emails have been so much so, that we forwarded them to our preschool in Portland. My question might not be easy to answer, schools obviously provide so much more than learning. I'm wondering about the other services, including free meals, and for some kids it would be their only meal for half the day, are we just not going to be able to provide for that?

Dr. Wolfrom-No, that actually is part of our plan. I met with our Director of Nutrition, the guideline now that the meal has to be eaten at the school, so free and reduced students would come to school. He has published the times, it's in our plan. We're trying to get a waiver so that meals could be delivered to the house. If and when that happens, we'd pack boxes that could be delivered but right now they are required to come to school.

Jeff Shedd- First would like to mention how lucky we are to have the nurses and especially at this time. Cleaning processes are in place by the custodians with teachers doing their best to help out. During PD last week, teachers were shown a number of ways that they could utilize technology during a proposed closure. Currently, we are using Google Meet as video conferencing. Google Docs will be more heavily used, Google Chat allows for real-time text chat, we are working through it.

Ms. Carr thanks to the administrators for taking the time to be proactive.

#### B. Director of Special Services

Del Peavey- Special Services is about equal access, what services are the regular ed students receiving? At PC, we've talked briefly, there hasn't been a lot of time to discuss plans with the SPED staff. If there are grade level plans going out, the idea would be that those students who have IEP's, those students would be receiving individualized specifically constructed lessons. If a student had been receiving a specially designed instruction in literacy for a block of time during the day, the instructor would make contact at the same time for that student. We are going to do our best with some of our other services, which could prove to be tricky. The minimum expectation is to check-in and possibly discuss with the student and/or parent/guardian with what activities they might be able to do at home.

Mr. Shir is wondering if the Athletic Director is going to encourage kids to be active at home as well, anything to move at home.

Mr. Peavey can speak to the extent of PT & OT, who would be doing that for their students, encouraging movement and physical activity to the extent that is possible.

C. Director of Teaching and Learning

Cathy Stankard- Tonight is speaking about Professional Development. PC is putting reading under the microscope. Teachers have been realigning grade levels to the ME Learning Results. Once the horizontal planning happens, you'll see changes by next year's report cards. Next step is for teachers to learn how to assess these learning targets and how they construct to them. The teachers have been talking about wanting to do this for the entire 3.5 years that she has been with the district, so we're really excited it's finally happening. With the MS, they are coming up with the 3<sup>rd</sup> and final cohort. The feedback has been incredibly positive. The plan is that staff will rotate into another one, one they have not done yet, next year and will continue for the following years as well. The HS is alternating between their department work and the interdisciplinary PD groups and I hope to have more information about what they feel they accomplished towards the end of the year. MEA's for grades 3-8 open next week. G&T screening process for students in third grade has begun. Parents have been notified. Screening for 5<sup>th</sup> & 6<sup>th</sup> will take place in May. The email overview for the website has been sent to parents and is also available on the website under "Parents/Guardians" section. Just this afternoon, our evaluation committee finalized the educator and professional growth plan. We're very excited to have this done because it will guide out supervision and evaluation process going forward.

D. Business Manager

Marcy Weeks-We're at 63% spending in our general fund as of the end of February. Normal spending pattern would have been 67%. Next month, our percentage spread might be tight because we have some debt service payments that we're paying in the current month. Last year at this time we were at 64%, so we're right on target. The maintenance and repair items that I'm having the most concern with are at 87% right now and last year they were at 78%. I'm watching those to see what happens the month of March. We have four months remaining, our focus for the rest of the year will be our financials, finishing our budget and now preparing for audit work for FY20. Hopefully I'll be able to provide you with some fund balance projections in the next few months, so we can get ready for our end of the year numbers.

1. GENERAL FUND EXPENDITURES **\*supporting documents enclosed**

E. Superintendent

Donna Wolfrom started with a budget update. We asked ME Benefits Trust when they will release a range to let you know your benefits won't be any less than this or than this, in the state. We're hoping to receive the range on March 20<sup>th</sup>. That will hopefully allow us to reduce some money in our budget. We should get our individual school notification of increase no later than April 3<sup>rd</sup>. We've included a 10% increase as a placeholder. We're holding a Budget Workshop in the CEMS Library tomorrow night, open to the public. We will discuss fund balance and the budget increase. She'll post an update after the meeting, which will be available on our website. Good news came from the state that we will be receiving an additional \$75, 675.72 for students who are attending CE Schools under Superintendents' agreements. This has never happened in the state, so we're happy to accept that extra money, it is for FY20 budget revenue. We already have the students in our district.

Ms. Altenburg asks how it came about.

Dr. Wolfrom replied that Marcy was at a meeting and heard discussion of this money available on a first-come-first-served basis, so guess who was first? Marcy made it happen. (clapping for Marcy). Dr. Wolfrom then touches on the plan for continuing education should we need it. She was in a meeting with CDC on Friday and they assured her that they would be in immediate contact should they be concerned with someone at our schools. The next step would be the Superintendent alerting the board, and then sending out notifications similar to weather closures. Hopefully it won't come to that.

1. SCHOOL ENROLLMENT NUMBERS **\*supporting documents enclosed**

VI. New Business

A. Consider to approve the following 2019-2020 Co-Curricular Stipends:

Boys Lacrosse, 7 <sup>th</sup> grade	School Funded	Not a new hire	Not a new position	Christopher Drake
Boys Lacrosse, 8 <sup>th</sup> grade	School Funded	New hire	Not a new position	Griffin Thoreck
Girls Lacrosse, 8 <sup>th</sup> grade	School Funded	Not a new hire	Not a new position	Sarah Jordan
Baseball, 7 <sup>th</sup> grade	School Funded	Not a new hire	Not a new position	Andy Shorey
Softball, 8 <sup>th</sup> grade	School Funded	Not a new hire	Not a new position	Matt Whaley
Track, 8 <sup>th</sup> grade	School Funded	Not a new hire	Not a new position	Per Noreus
Track, 7 <sup>th</sup> grade	School Funded	Not a new hire	Not a new position	Joey Doane
JV Softball, CEHS	School Funded	New hire	Not a new position	Anna Lisa Ferrante
JV Girl's Lacrosse	School Funded	Not a new hire	Not a new position	Sarah Jordan

Motion:	Elizabeth Scifres	Second:	Phil Saucier	Vote:	Unanimous
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B. Consider to approve the CEHS Mock Trial Team field trip to Evansville, IN on May 5-10, 2020, for the National High School Mock Trial Competition **\*supporting documents enclosed**

Motion:	Laura DeNino	Second:	Nasir Shir	Vote:	Unanimous
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C. Consider to approve the CEHS Program of Studies **\*supporting documents enclosed**  
 Jeff Shedd comes up to speak about some of the new courses, all are listed on the website for public viewing.

Motion:	Hope Straw	Second:	Kimberly Carr	Vote:	Unanimous
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- D. Consider to approve Policy Second Reading JLF **\*supporting documents enclosed**  
 Hope Straw goes over the changes made for this policy, in reporting suspected child abuse or neglect.

Motion:	Kimberly Carr	Second:	Elizabeth Scifres	Vote:	Unanimous
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- E. Review of JLF-R and JLF-E (no vote required).  
 Language clarification was added on how the chain of reporting happens. Cathy Stankard provided some clarification on the Form (E). The school psychologists were concerned that the person filling out the form would feel obligated to immediately send it to DHHS, so the big bold letters saying not to were put in place. The only time we would send in the form, is if it was specifically requested, otherwise it stays in-house. Ms. DeNino suggested that verbiage be put in the policy, and everyone agreed.

- F. Consider to approve Policy Second Reading JLF **\*supporting documents enclosed**  
 This policy was modified slightly to reflect what would happen if the suspected individual was also responsible for the child.

Motion:	Kimberly Carr	Second:	Phil Saucier	Vote:	Unanimous
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- G. First Policy Reading ACAA (no vote required)

H. Notification of Retirements:

1. Christine Newell, CEHS Math Teacher
2. Patricia Fowler, Facilities and Transportation Systems Scheduler
3. Bernard Shannon, Facilities and Transportation Maintenance Worker
4. Lisa Leonard, CEMS French Teacher
5. Debra Casey, CEMS 7<sup>th</sup> Grade Teacher

VII. School Board Agenda Requests

VIII. Committee Reports:

- A. Policy Committee:
- B. Technology Committee
- C. PATHS
- D. Student Wellness
- E. Buildings and Grounds

Ms. Carr discusses the robust deliberations that happened at the last Building Committee meeting. It was recorded and is available on the website via CETV. Dr. Wolfrom notes that the architects will be joining the next meeting to answer some questions.

F. Legislative Liaison

IX. Announcement of Upcoming Meetings

- March 11, 2020, 6:30 pm – School Board Budget Workshop CEMS Library
- March 16<sup>th</sup>, 7:00 pm- Town Council Budget Workshop, Council Chambers

- March 17, 2020, 6:30 pm- Building Committee, CEHS Library
- March 19, 2020, 8:30 am- PATHS, at PATHS
- March 19, 2020, 7:00 pm- Town Council Budget Workshop, Council Chambers
- March 24, 2020, 3 pm- Policy Committee-Jordan Conference Room
- March 24, 2020, 6:30 pm – School Board Budget Workshop – CEHS Library

X. Consideration to Adjourn

Motion:	Laura DeNino	Second:	Kimberly Carr	Vote:	Unanimous
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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