

School Board  
Regular Business Meeting  
Tuesday, December 9, 2025  
6:30 PM  
Council Chambers - Town Hall  
320 Ocean House Rd

**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.

Christopher  
Boniakowski

P. Joy Engel

Jennifer McVeigh

Andrew Patten

Lee Schroeder

Caitlin Sweet

Cynthia Voltz

Student Representatives

Celeste Tourangeau and Tom Cadigan

**1. Call to Order/Pledge of Allegiance**

**2. Consideration to Elect Board Officers and Committee Appointments**

a. Election of **Board Chair: Cindy Voltz**

b. Election of Board **Vice-Chair: Caitlin Sweet**

c. Consideration to Appoint Board Member Representatives to Committees for one-year, as discussed at the Caucus on December 8, 2025:

Standing Committees:

**Finance Chair:** Lee Schroeder, with Full Board membership  
**Buildings & Grounds Chair:** Andy Patten; and Member Chris Boniakowski  
**Negotiations Chair:** Lee Schroeder ; and Members Andy Patten and Jenn McVeigh  
**Policy Chair:** Caitlin Sweet ; and Members Chris Boniakowski and Joy Engel  
**Public Outreach Chair:** Joy Engel ; and Member(s) Caitlin Sweet

Advisory Committee(s):

**School Building Chair:** Chris Boniakowski ; and Vice-Chair: Caitlin Sweet

Appointments Requiring Board Representation:

**Calendar:** Joy Engel and Jenn McVeigh

**Dropout Prevention:** Chris Boniakowski

**Greater Cape School and Community Alliance:** Lee Schroeder

**Legislative Liaison(s) Delegate:** Andy Patten; and Alternate: Cindy Voltz

**PATHS General Advisory Board:** Joy Engel

**Plurality, Inclusivity and Equity:** Joy Engel

**Sabbatical:** Lee Schroeder

**Technology Steering:** Cindy Voltz

**Wellness:** Jenn McVeigh

### **3. Adjustment to Agenda**

### **4. Approval of Minutes**

- a. Executive Session, Wednesday, November 12, 2025  
Regular Business, Wednesday, November 12, 2025

### **5. Awards & Recognitions**

- a. Girls' State Champion Soccer team and coaches
- b. Student Leadership Program's 2nd Annual Dinner and A Conversation Event - *Dean of Students Nate Carpenter*

### **6. Comments from Student Representatives**

Celeste Tourangeau and Tom Cadigan

### **7. Comments from Public on Agenda Items**

### **8. Presentations and Administrative Reports**

- a. *See District Leadership Team reports included within agenda packet materials.*
- b. **Introduction to the town and school department's new meeting agenda software (CivicPlus) - Town Technology Coordinator Jason Lund**
- c. **Business Manager's Report**
- d. **Superintendent's Report**
  - School Building Project
  - Draft School Board 2026-2027 Budget Goals
  - Enrollment numbers
  - Other

## **9. New Business**

- a. **Consideration to approve a Boys' Tennis Team trip to Hilton Head Island (SC), April 19-25, 2026.**
- b. **Consideration to Adopt the School Board Goals for 2025-2026.**
  - 1. Create a fiscally responsible budget, through the established budget process, that provides a high-quality education and meets the needs of all students.
    - a. *Utilize established procedures to ensure a comprehensive, transparent budget process that is based upon meeting educational needs as advocated for by the District Leadership Team.*
    - b. *Educate the Board and community throughout the year on important budget drivers such as state and local funding, expenditures (salaries, medical insurance, maintenance, capital improvements, supplies, etc.) and fund balance in clear, easy-to-understand language.*
  - 2. Monitor our policies and instructional programs, through the use of data and an equity lens, to ensure a high-quality education for all of our students.

- a. Monitor the on-going *Curriculum Review Process*.
  - b. Support the strategic plan for our *Multiple Pathways and Extended Learning Opportunities* programming.
  - c. Review the implementation of the *Cape Elizabeth School Department Cape Care PreK* program.
  - d. Support the on-going addressing of equity audit findings.
- 3. Attract, retain, and support our CESD staff.
  - a. Engage in good faith collaborative contract bargaining with the CEEA.
  - b. Support on-going staff professional development.
  - c. Support a budget that meets the instructional needs of staff and learning needs of students as garnered through stakeholder input.
- 4. Communicate district news, happenings, and relevant information with all of Cape Elizabeth's community members.
  - a. Expand methods of effective communication with parents/guardians.
  - b. Expand methods of effective communication, reaching community members who do not have children in school.
- 5. Create a long-term plan for updating our school buildings that advances modern teaching approaches, increases learning opportunities, and enhances the climate/culture/safety of our schools.
  - a. Continue to collaborate with the Town Council.
  - b. Through the School Building Committee, oversee the construction of the new middle school on time and on budget.
  - c. Support and maintain a long-term CIP, maintenance, and repair plan
    - i. Hold regular Buildings & Grounds subcommittee meetings to review progress on the plan.
- 6. Advance the efficacy of the Board.
  - a. Enhance systems and resources to mentor new Board members.
  - b. Engage in activities that promote Board members' ongoing learning and development around such topics as policy, school budget, educational

*programming, and facilities. Including the review of current Board materials, policies, and procedures.*

7. Foster a supportive and inclusive school and community culture in the areas of academics, extracurriculars, athletics, and social emotional programming.

- c. **Consideration to Adopt the Public Outreach Committee's Charge.** *(First reading on 11/12/2025.)*

### **Cape Elizabeth School Board Public Outreach Committee (draft 11/7/25)**

#### **Purpose**

The Public Outreach Committee supports the School Board's goal to expand methods of communication with all Cape Elizabeth community members, ensuring that information about the Board's work is shared clearly and that community voices are heard and valued.

- **Increase Awareness** – Share timely, accurate, and accessible information about the work of the School Board through a variety of communication channels.
- **Promote Engagement** – Create opportunities for students, families, staff, and community members to engage in meaningful dialogue with the Board.
- **Celebrate Success** – Highlight student achievements, staff excellence, administrative vision, and innovative programs that reflect the District's vision, mission and values.
- **Build Support for Strategic Priorities** – Share information and context to help the community understand and support major initiatives and the annual school budget.

#### **Responsibilities**

The committee will:

- Work collaboratively with the Superintendent's Office and the Board Chair to ensure that messages are accurate, consistent, inclusive, and aligned with district goals.
- Provide updates to the Board on communication initiatives, engagement outcomes, and emerging community issues relevant to the Board's work.

#### **Membership**

The Public Outreach Committee shall consist of three (3) School Board members appointed annually by the Board Chair. The Board Chair and Superintendent shall serve as ex officio (non-voting) members. Other district staff may participate or support the committee's work as appropriate.

- d. **Consideration to approve entering into a lease purchase agreement to finance up to \$172,798.50 for the purchase of Apple computers.**
- e. **Consideration to approve updates to the job description for: Operations Manager (Facilities Dept)**
- f. First Reading Policy:
  - Policy EBCF - Use of Automated Defibrillators

#### **10. Committee Reports and Upcoming Meetings**

- a. Public Outreach
  - Dec 16, 8:30AM, Jordan Conference Room
- b. District Calendar
  - Dec 16, 3:30PM, CEMS Library
- c. Policy Cmte
  - Dec 17, 8:30am, Jordan Conf Rm, Town Hall
  - Jan 21 (2026), 8:30am, Jordan Conf Rm, Town Hall

- d. Town Council Joint Workshop - Preliminary FY27 Budget, Jan 5 (2026), 6:00 pm Town Hall
- e. Greater Cape School & Community Alliance
  - Jan 6 (2026), 7:30-9AM, Fire Station Community Room
  - Mar 3, 7:30-9AM, Fire Station Community Room
  - May 12, 7:30-9AM, Fire Station Community Room
- f. School Building Committee (SBC)
  - Jan 7 (2026), 5:00 pm CEMS Chorus Room
- g. PATHS
  - Jan 8 (2026), 8:30am at PATHS
- h. Technology Steering
  - Jan 8 (2026), 3pm,
- i. Regular Business Meeting - Tuesday, Jan 13 (2026), 6:30 pm Town Hall
- j. Executive Session - School Board Annual Rights & Duties Training - Jan 14 (2026), CEHS
- k. District Wellness Cmte
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- 11. Request for Future School Board Meeting Items**
- 12. Consideration to Adjourn**