

***City of Biddeford***  
**School Committee**  
**December 14, 2022 5:00 PM Little Theater at BHS**

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Adjustments to Agenda:**
- E. Consideration of Minutes:**
  - E.1. Minutes 11/30/2022  
[Biddeford Minutes 11\\_30\\_2022.pdf](#)
- F. Consent Agenda**
  - F.1. Nominations:  
Appointments:  
David Lamontagne ~ Full Time Van Driver  
Elizabeth Welch ~ JFK Admin Assistant ~ Replacing Kathryn Letellier  
Transfers:  
Bradley Johnson ~ Custodian Supervisor to Lead Custodian District  
Resignations:  
Cassandra Williams ~ JFK Pre-K Ed Tech II  
Jeremy Goulet ~ BHS Student Services Coordinator ~ Resignation end of the school year
- G. Superintendent's Report:**
- H. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee**
- I. Old Business:**
- J. New Business: Public participation opportunity after each item listed below (3 minutes per item)**
  - J.1. Presentation - Update on BHS ~ Martha Jacques  
Presentation - Chapters & Chatters ~ Susanna Sharpe  
School Safety Update  
  
[School Safety Review Memo.pdf](#)  
[Chapters and Chatter Update 12.12.22.pdf](#)  
[Biddeford High School Update.pdf](#)
- K. Public Participation: (3 minutes; any item)**
- L. Communications:**
- M. Executive Session:**
  - M.1. Employment of officials/appointees/employees pursuant to 1 M.R.S.A § 405 (6)(A)1

**N. Adjournment:**

Biddeford School Department  
Wednesday, November 30, 2022,  
7:00 pm **Minutes**  
Little Theater Biddeford High School

**Public Viewing:**

Local Public Access Station

City of Biddeford [Website](#)

- A. Call to Order:** The meeting was called to order at 7:00 pm
- B. Roll Call:** Mayor Alan Casavant, Lisa Vадnais, Michele Landry, Amy Grohman, Randy Forcier, Rebecca Henry, Lauren Schuyler Giddings, Jeremy Ray, Mandy Cyr, and Chris Indorf were all present. Meagan Desjardins was excused
- C. Pledge of Allegiance:** The pledge was led by Mayor Alan Casavant
- D. Adjustments to Agenda: Executive Session**
- E. Approval of Last Meeting's Minutes:** Minutes from [11/9/2022](#) ~ Randy Forcier moved to approve the minutes from the last meeting, Amy Grohman seconded, and all were in favor.
- F. Consent Agenda:** ~ Randy Forcier moved to approve the consent agenda, Amy Grohman seconded, and all were in favor.

**Nominations:**

**Appointments:**

- a. [Katherine Kalagias](#) ~ BIS Cross Country Stipend
- b. [Richard Shumate](#) ~ BMS Third Team Boys Basketball Stipend
- c. [BHS Athletic Stipends](#)
- d. Danielle Ludington ~ BIS Ed Tech II ~ Replacing Diane Bourque

**Transfers:**

- a. Katheryn Letellier, Part-Time Admin Assistant JFK, is moving to the BIS Tech III position ~ Replacing Emily Henley.
- b. Jesika Wolfahrt ~ BIS Ed Tech Long Term Sub moving to BIS Ed Tech I ~ Replacing Megan Tenney
- c. Heather Crowe ~ Ed Tech moving to BPS Special Education Teacher ~ Replacing Shoshanna Cotton

**Resignations:**

- a. Clarence Hollman ~ BHS Ed Tech II Behavior
- b. Emily Henley ~ BIS & JFK SEL Ed Tech III
- c. Gil Standish ~ BPS Lead Custodian

- G. Superintendent's Report:** ~ Staff are beginning to submit their budgets to the principals for approval. I met with Terry Gauvin, our business manager, today to

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**School Committee Members:**

|                         |                          |
|-------------------------|--------------------------|
| Alan Casavant-Chair     | Randy Forcier            |
| Lisa Vадnais-Vice Chair | Meagan Desjardins        |
| Michele Landry          | Rebecca Henry            |
| Amy Grohman             | Lauren Schuyler Giddings |

cc: Jeremy Ray- Superintendent  
cc: Chris Indorf-Asst. Superintendent  
cc: Mandy Cyr- Dir. Instr. & Innov.

discuss the cost of utilities and how we should budget for those. Some of these costs are out of our control. When we look to put together the budget to share with the city council, we will be separating these out so they know about the increase for these items. For anyone looking for a productions weekend. The production of Elf is through the Twin City Theater, which is put on through our recreation department. We are happy to have these districts working together. Reminder to please update your contact information with your student's school or online through the portal. Snow is right around the corner, and announcements will be sent through the portal. A couple of weeks ago, there was a situation in Sanford that luckily ended up being a hoax. It was a reminder to all of us to practice our emergency plans and ensure that they are updated. We were very happy with how our staff handled the situation here.

#### **H. Committee Reports:**

#### **I. Old Business:**

#### **J. New Business:**

- a. [CSTAG](#): Comprehensive School Threat Assessment Guidelines Presentation
- b. [NWEA](#) Presentation
- c. Update on COT Grant ~ Been working with the DOE on how we will receive the funding and reimbursements. We hope to have the contract within the next five to six weeks. Paulette has been working with consultants. If all goes well, we will start the bidding process at the beginning of January.
- d. Update on BPS Construction ~ We have started on the initial drawings. Leah is working with her crew on that.
- e. [First Reading Overnight Field Trip](#) Ryan Detour Memorial Wrestling Tournament ~ December 10, 2022, ~ Anthony Cincotta (BHS Head Coach) ~ Randy Forcier moved to approve, Amy Grohman seconded, and all were in favor.
- f. [First Reading Overnight Field Trip Puerto Rico](#) ~ April 15, 2023, to April 20, 2023, ~ Tom McGovern (BHS Teacher) ~ Randy Forcier moved to approved, Amy Grohman seconded, and all were in favor.
- g. Second Reading of Policies to Strike: ~ Policies were taken as a flight. Randy Forcier moved to approve, Amy Grohman seconded, and all were in favor.  
[GDGB](#) - Educational Technician Substitutes  
[IJOC-E2](#) - School Volunteers Authority to Release Information
- h. Second Reading of Policies to Strike and Replace:  
[IJOC-E1](#) - Volunteer Agreement Form  
[GBN-R1](#) - Family and Medical Leave Act (FMLA)  
[GBN-R2](#) - Maine Family Medical Leave Administrative Regulation
- i. Second Reading of Policies to Adopt:

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#### **School Committee Members:**

|                         |                          |                                       |
|-------------------------|--------------------------|---------------------------------------|
| Alan Casavant-Chair     | Randy Forcier            |                                       |
| Lisa Vadnais-Vice Chair | Meagan Desjardins        |                                       |
| Michele Landry          | Rebecca Henry            | cc: Jeremy Ray- Superintendent        |
| Amy Grohman             | Lauren Schuyler Giddings | cc: Chris Indorf-Asst. Superintendent |
|                         |                          | cc: Mandy Cyr- Dir. Instr. & Innov.   |

[IJOC-E](#) - Volunteer Agreement Form & Authority to Release Information

[GBN-R1](#) - Family and Medical Leave Act (FMLA)

[GBN-R2](#) - Maine Family Medical Leave Administrative Procedure

j. Second Reading of Policies to Revise:

[IHBEA](#) - Program for English Language Learners

[IHBEA-R](#) - Lau Plan-Program for Limited English Proficient Students

[IHBEA-R1](#) - English Learner Identification Decision Tree

[IJOC](#) - School Volunteers

[IJOC-R](#) - School Volunteers Administrative Procedure

[BIB](#) - School Committee Member Development Opportunities

[ACAA](#) - Harassment and Sexual Harassment of Students

[ACAA-R](#) - Student Discrimination/Harassment and Title IX Sexual Harassment

[EEAEFA](#) - Video Surveillance on School Property

[EEAEFA-R](#) - Video Camera Use on School Property Administrative Procedure

k. Second Reading of Policies to Review:

[GDB](#) - Support Staff Salary Schedules/Overtime

**K. Public Participation:** (3 minutes; any item)

**L. Communications:**

**M. Executive Session:** Labor contract negotiations pursuant to 1 M.R.S.A § 405 (6)(D)

**N. Adjournment:** ~ Randy Forcier moved to adjourn the meeting, Amy Grohman seconded, and all were in favor. Randy Forcier moved to enter into executive session, Amy Grohman seconded, and all were in favor.



Signed:

Jeremy Ray ~ Superintendent of Schools

Date: 12/5/2022

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**School Committee Members:**

Alan Casavant-Chair

Randy Forcier

Lisa Vadnais-Vice Chair

Meagan Desjardins

Michele Landry

Rebecca Henry

Amy Grohman

Lauren Schuyler Giddings

cc: Jeremy Ray- Superintendent

cc: Chris Indorf-Asst. Superintendent

cc: Mandy Cyr- Dir. Instr. & Innov.

## MEMO

**TO:** Biddeford School Department Staff  
**FROM:** Jeremy Ray, Superintendent of Schools  
**RE:** Safety Review Memo  
**DATE:** December 8, 2022

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On November 15, 2022, school districts across Maine activated school safety plans based on “false information” of an active shooter situation at several Maine Schools. The Biddeford School Department collaborated with emergency responders, administrators, and staff to quickly implement the procedures to keep our schools safe.

While we were fortunate that the event turned out to be a hoax, it created an opportunity for the school department to practice its safety plans and reflect on areas for improvement. The following items will be a focus of the school department as we refine our procedures:

- Debrief with other school administrators about the safety responses on 11/15/2022
  - Comprehensive School Threat Assessment Guidelines (CSTAG): training for teams in every building
  - ALICE Training
- Collaborate with the local police department to develop additional training opportunities for staff
- Review and examine all communication procedures and implement necessary changes
- Examine emergency software and equipment designed to prepare for school emergencies
- Review school and district emergency plans and update electronic documents
- Review evacuation sites and procedures
- Restock school-wide go bags for evacuations
- Review Emergency Information Protocols Cards for consistent messaging for students and staff
- Develop a strategy to ensure that emergency information cards are posted in all rooms within a school building
- Examine Lockdown procedures in relationship to swipe cards
- Review safety plans for substitute teachers/staff

**To: Biddeford School Committee**

**From: Susanna Sharpe**

**Date: 12/12/22**

**RE: Chapters and Chatter Update '22-'23**

Chapters and Chatters is a professional development program that offers engaging dialog after reading a common book. These powerful reads help teachers determine growth goals and develop teaching techniques. The content is relevant and the emphasis is on our commitment to the students we serve in Biddeford.

**Book selected for the '22-'23 year focused on the following areas:**

- Classroom Management
- Diversity, Equity, Inclusion
- Social Emotional Learning
- Self Care
- Student Engagement
- Instruction - Vocabulary, Math, Literacy and general instructional strategies and best practices

**Book Descriptions** for the titles offered this year were presented in two formats.

[Google Slides](#)

[Document](#)

To view the **covers** of this year's titles Click [HERE](#).

**New This year**

More book offerings

Different times to meet the needs of our professionals.

K-5 sessions are offered at 2:45 pm

Grades 5-12 sessions at 3:15 pm

Five book discussions are offered from 8-9 pm via zoom

**How does it work?**

- Teachers sign up using a [registration form](#)
- After the registration deadline, books are ordered, upon arrival distributed to participants
- Teachers read the book by the session date
- They attend the session, share thoughts, participate in the discussion led by a facilitator
- After the session participants are asked to complete a [self-reflection](#) form
- Upon receipt of the reflection form a certificate of participation for six hours is issued

## Data for this years' program to date:

- 23 Books were offered
- 13 Different Facilitators (hoping to get 3 more for spring books)
  - Elementary, Middle, High School teachers and Administrators
- 61 teachers have registered to date
  - 55/61 signed up for more than one
  - 24/61 registered for 3 or more sessions
  - Most of the participants are K-8 teachers
- 188 books have been requested so far
  - The deadline for February sessions is on 12/16 and the March sessions deadline is 1/6/23.
  - The goal is 200 books.
  - Completed session participant numbers are as follows:
    - 13 Using Foldables for Note-taking
    - 13 Motivating Students Who Don't Care
    - 8 Math Routines
    - 11 EL Excellence Every Day
    - 10 The Essential 55 by Ron Clark
    - 5 Chromebook Infused Classroom
    - 12 Shifting the Balance (literacy K-2)
    - 10 From Striving to Thriving (literacy 3-12)
- Coming up we have sessions about:
  - *Start Here Start Now: A guide to anti bias and antiracist work in your school community*
  - *50 Strategies to Boost Cognitive Engagement: Create a Thinking Culture in the Classroom*
  - *Layers of Learning Using Read Alouds to connect literacy and caring conversations*
  - *The Essential 25: Teaching the Vocabulary that Makes or Breaks Student Understanding*
  - *Positive Mindset Habits for Teachers*
  - *Jon Gordon Books in May about living a positive life*

## Next Steps for Growing the Program:

Select potential books for the '23-'24 school year

Increase the number of high school teacher participants

Survey Staffs (interests, needs, blocks to participation, etc.)

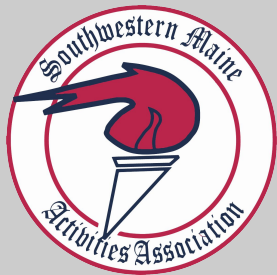
# Biddeford High School



2022-2023

*What is happening at BHS!*

# Biddeford High School



## 2022 SMAA Sportsmanship Summit

# Biddeford High School



Community Service & Volunteer Initiatives



# Girls Basketball



## Holiday Decorations in BHS Courtyard



# Boys Basketball



Volunteering at the Bon Appetit Food Pantry

# Boys & Girls Indoor Track



## Clifford Park Cleanup





# Wrestling



Monthly Community Meal  
Thursday, December 15th

# Biddeford Athletic Hall of Honor

Jeff Dutremble

1997 Graduate / 2020 Hall of Honor Inductee

225 Book Donation

JFK Student Athlete Visit



# Biddeford Athletic Hall of Honor

## Update

- Induction Class of 2022 has been selected
- Saturday, April 29th, 2023 - 3:00pm - BHS Little Theatre
- New webpage - BHS Athletics
- Partner Initiative
  - Local Businesses
  - Heart of Biddeford
  - McArthur Library
  - Biddeford Historical Society
- Randy Forcier Podcast



# BHS Guest Speaker Series

- Michael Fisher, President, YCCC
- Martha Jacques, Principal, BHS
- Ed Silva, UNE Men's Basketball Coach
- Hannah McCaskey, Ret. Captain, U.S. Army



# BHS Somedays

- Building strong relationships with students
- Elevating student voice and choice/giving students control
- Feeling nurtured and appreciated
- Feeling connected to school
- Having a sense of belonging
- Start with Staff & Seniors this school year

# BHS Somedays

- SENIORS!
- Pilot with Veronica's Advisory
- Dave will introduce the initiative to individual Advisories
- Create a spreadsheet and crowdsource fulfilment

| Student Name     | Someday Wish                              | Dream Fulfiller   |
|------------------|-------------------------------------------|-------------------|
| Marcel the Shell | Play pickup basketball during lunch       | Caitlin Tremberth |
| Bojack Horseman  | A free homework pass                      | Roger Foreman     |
| Jango Fett       | Have Aroma Joe's delivered to me in class | Jon Jacques       |

# Cultural & Community Awareness

- Advisory programming
  - Red Ribbon Week, Sandy Hook Promise, MIYHS, S.E.L, Financial literacy
- Cultural fair and food festival this spring
- Involvement with City of Biddeford initiatives
  - Winterfest, Environmental Club, D,E & I etc.
- Supporting staff, students and families
  - Raised over \$2500 for holiday help
  - Partner with Rotary Club to help families
  - Youthfull Maine partnership for food

# Sandy Hook Promise Week

- **Monday**- Zoom with Principal Jacques at 12:20pm
- **Tuesday**- Introduce Start with Hello
- **Wednesday**- All wear green to commemorate the 10 year anniversary of Sandy Hook
- **Thursday**- Say Something: [Get to know your Student Support Team](#)! (You can either project this for students or share it with them to read on their own. Make sure they know there will be prizes Friday for those who know the information well!)

Encourage students to check out the posters of the Student Support Team on the Bridge (outside the cafeteria)

- **Friday**- Kahoot: Who's Who on the Student Support Team