

City of Biddeford
School Committee
November 24, 2020 7:00 PM Little Theater at BHS
Public Virtual

Public Instructions

The meeting can be viewed in the following locations:

Local Public Access Station

City of Biddeford Website

Please click the link below to join the webinar:

<https://zoom.us/j/93061153423>

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592

Webinar ID: 930 6115 3423

Public Participation - Further Instructions

[Further Instructions 11_24_20.pdf](#)

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Adjustments to Agenda:**
- E. Consideration of Minutes:**
 - E.1. Minutes 11/10/2020
[Minutes Biddeford 11_10_20.pdf](#)
- F. Old Business:**
- G. Superintendent's Report:**
- H. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee**
- I. Consent Agenda**
 - I.1. Appointment:
Joshua Dutremble ~ Computer Technician District ~ Replacing Alan Owen who resigned
Shawn Hasty ~ Custodian BHS ~ Replacing Rene Arsenault ~ Retiring
- J. New Business: Public participation opportunity after each item listed below (3 minutes per item)**
 - J.1. Second Reading of the Revised Policy IFF ~ Remote Instruction Policy
Consideration: Eliminate Student Data Provision - Teacher Evaluation Plan

[IFF-Remote Instruction Policy-Revision .pdf](#)
- K. Public Participation: (3 minutes; any item)**

L. Communications:

M. Executive Session:

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

N. Adjournment: - *School Committee Members: Alan Casavant, - Chair, Brianna Gilbert, Tony Michaud - Vice Chair, Heather Mills, Dennis Anglea, Karen Ruel, Crystal Blais, Lisa Vadnais*

Student Members: Cassie Riley - BHS, Washima Fairoz - BHS

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, November 24, 2020, at 7:00 PM.

This meeting will be held in person by the School Committee only in the Little Theater. The meeting for the public will be conducted using [Zoom](#) Webinar, a web-based video conferencing tool, under [1 M.R.S.A. § 403-A](#), which authorizes the school department to hold remote meetings during the state of emergency declared by the Governor due to the outbreak of COVID-19.

Topic: Biddeford School Committee Meeting

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As a meeting viewer, you will not be shown on the camera, and your microphone will be muted by default.

What controls should I use to participate in the meeting?

If you would like to participate during the meeting, click the “raise your hand” button at the bottom of the screen at the appropriate time for comment. The host of the meeting will see that you would like to participate and will be able to turn your mic on for you when it is your turn to speak.

If you have joined the meeting by phone only, you will need to use the following codes:

***6-Toggle mute/unmute**

***9-Raise hand**

Do I have to use Zoom to watch the meeting?

No, you will still be able to watch a live stream of the meetings as you usually would on Public Access Channel 1301 or on the city website.

Watch Video: [City of Biddeford Website](#)

Due to the COVID-19 PANDEMIC, the Biddeford School Committee will meet in person but will conduct the public hearing and meeting telephonically. The public will not be allowed to attend the meeting in person. However, the meeting may be viewed live on the City's Public Access Channel or on the City's website: www.biddefordmaine.org, selecting the Government tab and then clicking on "Video/Agendas/Minutes". Copies of the agenda and minutes are available on the City's website and School website www.biddefordschools.me. Questions or comments may be emailed prior to the meeting to [School Committee Members](#), Superintendent, [Jeremy Ray](#), Assistant Superintendent, [Christopher Indorf](#), or Director of Instruction & Innovation, [Mandy Cyr](#).

Biddeford School Department
Tuesday, November 10, 2020
4:30 pm **Minutes**
Live Meeting in Little Theater/Zoom “Virtual Meeting”

Public Viewing

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Local Public Access Station

City of Biddeford [Website](#)

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Public Participation - [Further Instructions](#)

Please click the link below to join the webinar:

- A. Call to Order:** The meeting was called to order at 4:35 pm by Mayor Alan Casavant
- B. Roll Call:** Mayor Alan Casavant, Lisa Vадnais, Karen Ruel, Amy Grohman, Randy Forcier, Dominic Deschambault, Nate Bean, Rebecca Henry, Jeremy Ray, Chris Indorf, and Mandy Cyr were all present.
- C. Pledge of Allegiance:** The pledge was led by Mayor Alan Casavant
- D. Adjustments to the Agenda:** None
- E. Approval of Last Meeting’s Minutes:** [Minutes from 10/27/20](#) ~ Dominic Deschambault moved to approve the minutes, Nate Bean seconded, and all were in favor.
- F. Consent Agenda:** ~ Amy Grohman moved to approve the consent agenda, Rebecca Henry seconded, and all were in favor.
- Appointments:**
 - a.** [Non-Athletic and Athletic Stipends BMS](#)
 - b.** Danielle McPhee ~ Ed Tech I BPS ~ Replacing Angela Rowe
- Transfer:**
 - a.** Joyce Stevens ~ Special Education Tech II JFK ~ Replacing Leslie Kiesel who moved to another position in the District
- G. Superintendent’s Report:** ~ We announced on Friday we are having a planned remote week November 30th through December 4th. This has been relayed to all families. We are working with administrators to come up with an instructional

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vадnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Amy Grohman	Rebecca Henry

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

schedule that all staff will follow. During those remote weeks, we do need to provide food service for the students. So we will be developing a schedule that will probably look something very similar to what we did in the summertime with drop offs at bus stops. The principals have done a really nice job working with Mandy around the schedule for remote and what all of the pieces of remote will look like. Either later this week or next they'll be releasing that information out. We are keeping good track of the attendance of students. We do have slightly higher numbers of homeschooled and remote students however our numbers seem to be lower than other districts. Just a reminder for everybody about snow days. We will be having regular snow days so it is important to update your contact information through the portal or calling your students school. We need to still have more conversations regarding a two hour delay if needed. A reminder that the requirements on a bus right now are to have the two windows open on each side of the bus during transportation to help improve airflow. Please have your children dress in warm clothing if they are riding the bus. Our Transportation Director Audrey Lovejoy reported that she is hearing from more Families who are needing bus transportation. Please be patient while she adjusts the seating and routes to allow for this change. In the upcoming weeks with colder weather approaching we will be working on regulating the heat in the buildings due to 100% outside airflow coming in for ventilation purposes. Staff and students should dress in layers. In the next week I will be meeting with the music department because there has been no change from the guidance from the state. Our students are missing the opportunity for chorus and band so we will be discussing other options. We are in need of substitute bus drivers if you know of anyone who would be interested send them our way. We are working with some local businesses to partner with them and with the counselors from Saco schools to provide meals to families for Thanksgiving. We're up to at least 90 Families that we will be helping. The distribution is going to be November 21st in the Run of the Mill parking lot in Saco. We felt this was a general location for both cities to be able to access.

H. Committee Reports:

I. Old Business:

J. New Business:

- a. OWL Presentation - Chris Indorf ~ Chris Indorf gave a presentation of the new OWL cameras the district has purchased. This will help teachers and students who are attending remotely to be part of the in class instruction.
- b. [BMS School Opening](#) - Scott Descoteaux
- c. [BHS School Opening](#) - Martha Jacques
- d. [COT School Opening](#) - Paulette Bonneau
- e. [APC School Opening](#) - Tracy Gibson
- f. First and Second Reading of the Adopted Policy [EB-R](#) ~ Respiratory Protection Program ~ Dominic Deschambault moved to allow the School Committee permission to vote on a first and second reading of policy EB-R, Lisa Vadnais seconded, and all were in favor. Dominic Deschambault

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Lisa Vadnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
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- moved to adopt policy EB-R, Nate Bean seconded, and all were in favor.
- g. First Reading of the Revised Policy [IFF](#) ~ Remote Instruction Policy ~ Dominic Deschambault moved to revise policy IFF, Nate Bean seconded, and all were in favor.

K. Communications:

L. Public Participation: (3 minutes; any item)

L. Executive Session: None

M. Adjournment: The meeting was adjourned at 5:40 pm. Nate Bean moved to adjourn, Dominic Deschambault seconded, and all were in favor.

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Signed:
Jeremy Ray, Superintendent of Schools

Date: 11/18/20

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Amy Grohman	Rebecca Henry

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
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REMOTE INSTRUCTION POLICY

As conditions require, the Biddeford School Department may adopt and implement a system of synchronous and/or asynchronous learning for its students and assign faculty to carry out their duties in a remote or hybrid fashion.

DEFINITIONS

Synchronous learning involves the use of technology to facilitate the delivery of educational services to students in different locations (such as a group of students in a classroom and others at their homes) simultaneously. Asynchronous learning is the use of technology to allow students in different locations to access the same educational services at different times (such as some students attending a class in person and other students watching the video recorded lesson at home at a later time).

USE OF TECHNOLOGY, VIDEO

Any synchronous learning model adopted by the Biddeford School Department will involve the use of video technology to allow students to access real-time lessons remotely, and any asynchronous model will involve recording lessons and making such recordings available to students who were unable to attend the lessons in real-time. **Any video recorded from a synchronous learning session, posted, for the purpose of asynchronous learning may include the teacher and students who attended that class.**

Any video recorded for asynchronous learning will only show the teacher, will not show student images created for use in asynchronous learning, and will be deleted within 14 days of being created, or when the video is no longer needed for instructional purposes. Videos may be retained for a longer period of time under certain other limited circumstances, such as if their retention is necessary for disciplinary or pedagogical reasons. While they are retained, such videos will be maintained in a secure location where they will be accessible only to school officials with a legitimate educational interest in the videos and/or students who are authorized to view them. Synchronous learning sessions may not be recorded by anyone other than authorized school staff, and videos captured for the purpose of asynchronous learning may not be copied and/or distributed without the express written consent of the Superintendent.

PROCEDURES

In recognition that the educational landscape transforms by the day, and our schools' need to adopt hybrid or remote instruction changes faster than this governing board can respond in policy, the Biddeford School Committee affirms the Superintendent's discretion to review, approve, adopt, enact, and enforce procedures and rules for student participation in remote instruction, pursuant to the law, sound educational practices, and the guidance of government agencies. The Superintendent is authorized to adopt additional guidelines related to the implementation of synchronous and/or asynchronous learning systems.

PARENT INVOLVEMENT

A parent's right to observe his or her child during the school day is supported by federal law. This applies to all students, in regular and special education alike.¹

As with students, a parent or guardian who disrupts, hinders, or otherwise interferes with the execution of remote instruction may be muted, disconnected, or otherwise prohibited from participating.

Excessive parental involvement in online learning hinders student agency: independence, decision-making, and even the rigors of navigating the world of online are shouldered by the parent instead of the student.

Existing policies encourage parent involvement and permit classroom visitors; however, teachers can not attend to in-person students, remote students, technology challenges, and parents who occupy the teachers' (or other students') time.

Cross Reference: ID - School Day
IGA - Curriculum Development and Adoption
IJNDB - Student Use of School-Issued Computers, Devices and Internet and Cyber Safety
IJNDB-R - Student Computer/Device and Internet Use Rules
IMBB - Exemption from Required Instruction

Adopted: August 25, 2020

Revised: _____

¹ (See ESSA [39] PARENTAL INVOLVEMENT and [d] SHARED RESPONSIBILITIES FOR HIGH STUDENT ACHIEVEMENT).