

City of Biddeford
School Committee
October 11, 2023 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 9/27/2023
[Biddeford Minutes 9_27_2023.pdf](#)
- F. Consent Agenda**
 - F.1. Nominations:
Gabriel O'Toole ~ COT Teacher ~ Replacing Vito Mininni
Appointments:
Stephanie Rousselle ~ JFK Ed Tech I ~ Replacing Rhiannon Lavigne
Mary Bailey ~ BHS Ed Tech II ~ Grace Murphy
Resignations:
Hauraa AlSilawi ~ BHS ELL Ed Tech
Jennifer Young ~ BHS Ed Tech II
Guy Daigneault ~ Food Service ~ 12/21/2023
Transfers:
Joanne Elwell ~ Bus Aide Transportation

[Stipend nominations BMS.xlsx - 2023-2024.pdf](#)
- 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. Second reading of overnight field trip ~ Ecology School 10/16-10/18 & 11/13-11/15 ~
Teacher in Charge Tammy Lavigne
Professional Development Day Recap - October 6, 2023
October Enrollment Numbers
Election Day (November 7th) - BHS/COT
Revolving Renovation Application Approval

[Ecology School Overnight BMS.pdf](#)
[Election Day - BHS.pdf](#)
[October 5th Enrollment.pdf](#)
[Revolving Renovation Projects - Board Approval FY 23.pdf](#)
[Professional Development Day Memo - 10.6.2023.pdf](#)

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

L. Communications:

M. Executive Session:

M.1. Information in confidential records; discussion or review of the safety plan pursuant to 1
M.R.S.A § 405 (6)(F)

N. Adjournment:

School Committee Meeting Minutes
Little Theater Biddeford High School
7:00 pm ~ September 27, 2023

Public Viewing:

Local Public Access Station

City of Biddeford [Website](#)

- A. Call to Order:** The meeting was called to order at 7:00 pm by Mayor Alan Casavant
- B. Roll Call:** Mayor Alan Casavant, Michele Landry, Lisa Vадnais, Amy Grohman, Randy Forcier, and Jeremy Ray were present. Meagan Desjardins, Rebecca Henry, and Lauren Schuyler Giddings were excused.
- C. Pledge of Allegiance:** The pledge was led by Mayor Casavant
- D. Adjustments to Agenda:**
- E. Approval of Last Meeting's Minutes:** [9/13/2023](#) ~ Lisa Vадnais moved to approve, Randy Forcier seconded, and all were in favor
- F. Consent Agenda:** Lisa Vадnais moved to approve, Randy Forcier seconded, and all were in favor
- Nominations:**
- Appointments:**
 - a. Suzanne Gray ~ BHS Food Service Worker
 - b. [BMS Non-Athletic Stipends](#)
 - c. [BHS Stipends](#)
- Resignations:**
- Transfers:**
 - a. Millie Arrowsmith ~ From JFK to BPS Teacher
 - b. Tania Gallagher ~ From JFK to BPS Teacher
 - c. Jesika Walfhart ~ From BIS to JFK Ed Tech I
 - d. Emily Palmer ~ BPS Ed Tech II
- G. Superintendent's Report:**
- H. Committee Reports:**
- I. Old Business:**
 - Second Reading of Policy to revise:**
- J. New Business:**
 - a. [First reading of overnight field trip ~ Ecology School](#) 10/16-10/18 & 11/13-11/15 ~ Teacher in Charge Tammy Lavigne ~ Randy Forcier moved to approve, Lisa Vадnais seconded, and all were in favor
 - b. [Enrollment Update](#)
 - c. Construction Update COT
 - d. [Biddeford Primary Window Schedule](#)

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.

- e. [MSMA Legislative Update](#)
- f. [MSMA Annual Fall Conference](#)
- K. **Public Participation:** (3 minutes; any item)
- L. **Communications:**
- M. **Executive Session:** The meeting was adjourned at 7:39 p.m. Lisa Vadnais moved to adjourn, Amy Grohman seconded, and all were in favor. Lisa Vadnais moved to enter into executive session, Amy Grohman seconded, and all were in favor
 - a. Labor contract negotiations pursuant to 1 M.R.S.A § 405(6)(D)
- N. **Adjournment:** See above



Signed:
Jeremy Ray ~ Superintendent of Schools

Date: 9/29/2023

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.

FALL	Coach/Leader Name	Stipend	Nominated	Approved by Board
Head Middle School Football Grade 8	Gary Pleau	\$3,644.73	7/26/2023	8/9/2023
Head Middle School Football Grade 7	Gary Pleau	\$3,644.73	7/26/2023	8/9/2023
Football Assistant	Kelly O'Guinn	\$2,186.84	7/26/2023	8/9/2023
Football Assistant	Jay Demick	\$2,186.84	7/26/2023	8/9/2023
8th Grade Boys Soccer Coach	Robert Martens	\$2,429.82	7/26/2023	8/9/2023
8th Grade Girls Soccer Coach	Mikayla Sinitris	\$2,429.82	9/8/2023	9/23/2023
Grade 7 Field Hockey Coach	Hailey Allen	\$2,429.82	8/12/2023	8/23/2023
Grade 8 Field Hockey	Stephanie Coleman	\$2,429.82	8/12/2023	8/23/2023
Middle School Volleyball	Ann Burton	\$2,227.34		
Middle School Cross Country Coach	Justin Russo	\$2,024.85	8/12/2023	8/23/2023
Athletic Director	Karl Lebreux	\$10,500.00	8/12/2023	8/23/2023
Grade 5 Cross Country	Eli Arseneault	\$809.94		
Boys Soccer Coach Grades 6 & 7	Marc Boissoneault	\$2,429.82	9/8/2023	9/23/2023
Girls Soccer Coach Grades 6 & 7	Jon Petacci	\$2,429.82	9/8/2023	9/23/2023
WINTER	Coach's Name	Stipend	Nominated	Approved by Board
Middle School Winter Cheering Co-Coach				
Middle School Winter Cheer Co-Coach				
Grade 7 Boys Basketball				
Boys Basketball Grade 8				
Grade 7 Girls Basketball				
Grade 8 Girls Basketball				
Third Team Boys Basketball BMS				
BMS Wrestling Head Coach				
Middle School Indoor Track Head Coach				
Middle School Indoor Track Assistant Coach				
Middle School Indoor Track Assistant Coach				
Unified Basketball Head Coach				
Unified Basketball Assistant BMS				
SPRING	Coach's Name	Stipend	Nominated	Approved by Board

FALL	Coach/Leader Name	Stipend	Nominated	Approved by Board
Grade 7 Baseball Coach				
Grade 8 Baseball Coach				
Grade 7 Softball Coach				
Grade 8 Softball Coach				
Head Outdoor Track Coach				
Assistant Coach Outdoor Track				
Girls LAX Coach				
Outdoor Track Head Coach				
Boys LAX Coach				
Non Athletic Stipends	Recommended	Stipend	Nominated	Approved by Board
IA Equipment Maintenance				
Social Studies Curriculum Leader				
MS Curriculum Lead				
YEARBOOK	ANNE MARIE DUGUAY	\$2,429.82	9/20/2023	9/27/2023
MATH CURRICULUM LEADER	LINDA DESCOTEAUX	\$809.94	9/20/2023	9/27/2023
SCIENCE CURRICULUM LEADER	CHELSEA BRITAIN	\$809.94	9/20/2023	9/27/2023
ELA CURRICULUM LEADER	SUSANNA SHARPE	\$809.94	9/20/2023	9/27/2023
CURRICULUM LEADER	SUSANNA SHARPE	\$2,024.85	9/20/2023	9/27/2023
JAZZ INSTRUCTOR	DAVE STEBBINS	\$2,229.00	9/20/2023	9/27/2023
CHORAL INSTRUCTOR	ANN GUINEY	\$2,024.85	9/20/2023	9/27/2023
DRAMA INSTRUCTOR	COLEEN HATT	\$2,024.85	9/20/2023	9/27/2023
DRAMA ASST ADVISOR	ROB PETIT	\$1,214.91	9/20/2023	9/27/2023
INSTRUMENTAL INSTRUCTOR	AMY DELORGE	\$2,834.79	9/20/2023	9/27/2023
CIVIL RIGHTS	SAMARA YANDELL	\$852.00	9/20/2023	9/27/2023
CIVIL RIGHTS	GUSTAVI GOMEZ	\$852.00	9/20/2023	9/27/2023
TEAM LEADER GRADE 7	KAREN BOUCHARD	\$1,214.91	9/20/2023	9/27/2023
TEAM LEADER GRADE 7	COLEEN HATT	\$1,214.91	9/20/2023	9/27/2023
TEAM LEADER GRADE 6	LANDYN BOWERS	\$1,214.91	9/20/2023	9/27/2023
TEAM LEADER GRADE 6	TAYLOR FAUTH	\$1,214.91	9/20/2023	9/27/2023
TEAM LEADER GRADE 5	DEBBIE CHAPMAN	\$1,214.91	9/20/2023	9/27/2023
TEAM LEADER GRADE 5	LIZ LEBLANC	\$1,214.91	9/20/2023	9/27/2023
TEAM LEADER SPECIAL ED	COLLEEN DOIRON	\$1,214.91	9/20/2023	9/27/2023

FALL	Coach/Leader Name	Stipend	Nominated	Approved by Board
TEAM LEADER UNIFIED ARTS	SAMARA YANDELL	\$1,214.91	9/20/2023	9/27/2023
TIGER DANCE	KATHERINE TRUMAN	\$2,025.00	10/6/2023	
CHESS CLUB	KATIE SILVA	\$810	10/6/2023	

Overnight Field Trip Form

On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

The respondent's email (tlavigne@biddefordschools.me) was recorded on submission of this form.

Name of Event: *

Ecology School Fieldtrip

Please give a brief description of your field trip: *

7th grade students will attend a 3 day trip to the Ecology school in Saco, ME. Students will take part in Ecology lessons each day.

Date of Event: *

Oct. 16-18th, Nov.13-15th

Teacher in Charge: *

Tammy Lavigne

Class/Group Attending: *

Grade 7 BMS

Address & phone number where group can be reached: *

The Ecology School, 184 Simpson Road, Saco, 283-9951 ME 283

Number of students attending trip: *

160

School *

☐ BHS

☐ BRCOT

☐ BIS

☐ BPS

☐ JFK

☐ DAYTON

☐ APC

☐ ADULT ED

☒ Other: BMS

Number of staff/teachers required: (1 staff/teacher per every 25 students) *

4

Number of chaperones required: (1 chaperone per every 8 students): *

10

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 female students, there will be 1 female chaperone, etc.) Number of Female Chaperones required:

5

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 male students, there will be 1 male chaperone, etc.) Number of Male Chaperones required:

5

Names of Chaperones:

Tammy Lavigne, Coleen Hatt, Tracey Pleau, Karen Bouchard, Emily Kahn, Kristen Wurth, Faith Sheehan, Sarah McGonigle

Jeff Petit, Jake Long, Dan Hatt, Nick Silva, Marc Boissonneault, Brett Pierce

Completed volunteer forms required for chaperones *



Yes



No



Doesn't apply. No Chaperones needed

Signature of Building Administrator (please type in name):

.....

Date received by Superintendent:

MM DD YYYY

/ / 9/21/2023

First Reading: Initial presentation to school committee. Must be no less than 90 days prior to event:

9/27/2023

Second Reading: Final presentation, include official chaperone list, alternates and additional information. Must be no less than 30 days prior to event:

Approved by the Board:

☐

Yes

☐

No

This form was created inside of Biddeford School Department.

Google Forms

MEMO

TO: Biddeford School Committee
FROM: Jeremy Ray, Superintendent
RE: Election Day Instruction for BHS/COT
DATE: 10/5/2023

As you know, the Biddeford High School and Center of Technology Campus has limited parking based on the construction for the renovation and expansion of the Center of Technology. This construction has resulted in a temporary decrease in parking spots and altered traffic patterns. Preparing for a city-wide election will impact our ability to operate the schools on election day properly.

After careful consideration and discussion about having in-person instruction for students at Biddeford High School and the Biddeford Regional Center of Technology, the administration recommends that November 7th be an asynchronous learning day. Students will be assigned work to complete independently, while staff will report to campus for professional development opportunities.

While we highly value in-person instruction, our current campus can not appropriately accommodate a regular school day and a city-wide election. The administration requests that the school committee approve the alteration to the 2023-2024 school calendar for election day.

MEMO

TO: Biddeford School Committee
FROM: Jeremy Ray, Superintendent
RE: October Enrollment
DATE: 10/5/2023

August 1 Student Enrollment Numbers

• PK	112
• K	189
• 1	169
• 2	197
• 3	153
• 4	177
• 5	183
• 6	147
• 7	165
• 8	209
• 9	154
• 10	168
• 11	180
• 12	193
Total	2396

Additional Student Count Information

October 1, 2022 - 2307

April 1, 2023 - 2332

Subsidy Count - 2378

Current ELL - 308

Vocational Enrollment: 495 Estimated

MEMO

TO: Biddeford School Committee
FROM: Jeremy Ray, Superintendent
RE: October Enrollment
DATE: 10/5/2023

The Maine Department of Education's School Revolving Renovation Fund (SRRF) provides funding assistance to school administrative units (SAUs) to ensure that students have a safe, healthy and appropriate learning environment. The SRRF offers funding where SAUs have identified needs in the areas of health and safety, building systems, energy and water conservation, and learning space upgrades.

The SRRF has the following priorities:

- Priority 1: Health, safety and compliance issues including roof structural upgrades; improvements to indoor air quality; compliance with the Americans with Disabilities Act; hazardous material abatement or removal; and other health, safety and compliance issues
- Priority 2: Repairs and improvements not related to health, safety and compliance limited to repairs and improvements to school building structures, windows, doors and water supply or waste disposal systems.
- Priority 3: Repairs and improvements related to energy and water conservation
- Priority 4: Upgrades of learning spaces
- Priority 5: Other projects

The SRRF is funded through the Maine Municipal Bond Bank. It is a State and local partnership with each providing a portion of a project's funding.

The fund provides loans to SAUs to finance project expenditures. A portion of each loan is considered a grant and is forgiven. The forgiveness rate ranges from 30 percent to 70 percent and is based on the percentage of State subsidy paid to the local SAU. The remaining balance of the loan is paid back over either five or 10 years at a 0 percent interest rate. The loan repayments revolve back into the SRRF and are then used to fund other approved projects. The maximum loan that can be provided is capped at \$2 million per priority, per school building within any five-year period.

The Biddeford School Department is working with Oak Point Associates to submit applications for the following projects:

Biddeford Regional Center of Technology

- Security Doors and Enhancements
- Asbestos abatement

Biddeford Intermediate School

- Exterior Door Replacement and Improved Security

Biddeford Primary School

- ADA compliance upgrades to classroom toilet rooms
- Exterior Door Replacement and Improved Security

Biddeford Middle School

- Exterior Door Replacement and Improved Security

The only commitment by the board at this time is only for the submittal of the applications in an attempt to secure funding. All approved projects are again reviewed by the school committee and must be voted on by the public as part of a separate question during the June school budget approval process.

Dayton Consolidated

MEMO

TO: Jeremy Ray

FROM: Mandy Cyr and Meg Parkhurst

RE: 2023 Staff Professional Development Day & Wellness Fair

DATE: 10/6/2023

We are pleased to provide you with a summary of our tri-district professional development day on Friday, October 6, 2023. In addition to offering over 65 choice professional development sessions, staff from all three districts were able to visit a variety of vendors promoting health and wellness. A total of 597 staff members attended Biddeford Middle School, with many other staff attending opportunities in surrounding districts.

The Staff Wellness Fair featured an array of 20 local vendors specializing in different wellness practices. These included wellness professionals, from financial and retirement benefits to dermatology services. Each vendor provided valuable insights, guidance, and even on-site demonstrations for interested staff members. The diverse range of wellness services allowed our employees to explore various modalities and find options that suited their individual needs.

Facilitated hour-long sessions were offered to all staff members with a wide-range of choices, ranging from outdoor education and the use of spreadsheets to adding play into learning and using restorative practices. Many of these sessions were facilitated by our own staff, with additional outside experts leading several others.

We would like to express our gratitude to all staff members who attended the fair and actively participated in the various professional growth opportunities. Your enthusiasm and engagement made the event a tremendous success! We extend our appreciation to the local vendors for their expertise and contributions, as well as to the local businesses for their generous raffle prize donations.

A special thank you to our wellness vendors

Maine Health/5210
Paquin & Carroll Insurance
Alternative Wellness Center
Common Beet
Spectrum Orthopaedics
Saco Bay Trails

Dayton Consolidated

Southern Maine Healthcare WorkWell
Optima Dermatology
Horace Mann
FAME/Next Gen
ISS Financial Services (MetLife)
Coastal Healthy Communities Coalition
Corebridge Financial
Baystate Financial
Mission Square Retirement

A special thank you to the following businesses for their generous raffle donations

Spectrum Orthopedics
Paquin & Carroll Insurance Agency
Alternative Wellness Center
Saco Bay Trails
MaineHealth
SMHC Sports Performance Center

We also want to thank all of those who presented on various topics

Suzanne Ray
Allison Desjardins
Dave Nelson
Sandra Titcomb
Heather Tremblay
Lauren Olerio
Janice Budzik-Conley
Wendy Cannon
Crystal Blais
Lori Flynn
Veronica Foster
Meg Edstrom-Jones
Debbie Chapman
Jayne Sheltra
Joshua Williams
Jon Jacques
Martha Jacques

Susanna Sharpe
Adam Peterson
Samara Yandell
Adriana Velardi
Alexis Lisac
MEA Benefits Trust
James Grover
Geena Lucas
School Nurses
Karen Rubin
Meghan Schrader
Julie Montalbano
Dr. Andrea Stairs-Davenport
Jessica Anderson
Karen Quigley
Steve Delisle, Horace Mann
Curtis Herring

Abbey Trask
Kelsey Nadeau
Madison Harwood
Adele Lawler
Danielle Brown
Paula Dickinson
Rachel Cook
Jim Chasse
Jayme DePaolo
Saco ML Teachers
Stacey Nast
Heather Tremblay
Anna Cait Wade
Betsy Davis Biddeford/
Dayton Consulting BCBA
Matt Thebarga