City of Biddeford
School Committee
September 24, 2019 7:00 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 9/10/19
Minutes9:10:19.pdf
F. Student Rep Reports:
G. Superintendent's Report:
H. Committee Reports: Stipend Committee
I. Old Business:
J. New Business: Public participation opportunity after each item listed below (3 minutes per item)
J.1.
- Approval of Career Exploratory Programming ~ Paulette Bonneau
- Approval of overnight field trip BMS Team Baxter ~ Ecology School ~ 10/30/19-11/1/19 ~ Teacher in charge Tammy Lavigne
- Approval of overnight field trip BMS ~ Washington D.C. Trip ~ 5/2/2020-5/4/2020 ~ Teachers in charge are Coleen Hatt & Tammy Lavigne
- Enrollment update by Superintendent
- JFK enrollment
- Approve Draft Application for the Revolving Renovations Fund

EcologySchool.pdf
WashingtonTrip.pdf
Enrollment.pdf

K. Resignations: Accepted by the Superintendent
K.1.
- Ann Blais ~ Supervision Aide BPS ~ Resignation
- Alicia Fisher ~ Ed Tech II BPS ~ Resignation
- Mariah Chenard ~ Ed Tech II BPS ~ Resignation

L. Nominations:
M. Appointments:
M.1.
- Ron Zellers ~ 7th Grade Boys Soccer Coach BMS Stipend
- Bill Gervais ~ Chemical Hygiene Officer District Stipend
- Olga Tarpy ~ Co-Class of 2023 Freshman Advisor BHS Stipend

- Kim Doody ~ Co-Class of 2023 Freshman Advisor BHS Stipend
- Diana Buckley ~ Food Service Prep Cook BHS ~ Replacing Judy Beach who moved to a new position in district
- Delaina Boutet ~ Supervision Aide BPS ~ Replacing Colleen Laflamme
- Scott Hardy ~ Ed Tech III COT ~ Replacing Ethan Davis who moved to a new position in district

BoysSoccer7.pdf
B.Gervais.pdf
BHSStipends.pdf

N. Transfers:

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

P. Communications:

Q. Executive Session:

R. Adjournment: - *School Committee Members: Alan Casavant, - Chair, Tony Michaud - Vice Chair, Dennis Anglea, Karen Ruel, Lisa Vadnais, Randy Forcier, Dominic Deschambault, Nate Bean*

Student Members: Emily Boilard - BHS, Abigayle Michaud - BHS

Biddeford School Department
Tuesday, September 10, 2019
4:30 pm
Little Theater BHS
Minutes

A. **Call to Order:** Meeting was called to order at 4:30pm
B. **Roll Call:** Alan Casavant, Tony Michaud, Karen Ruel, Lisa Vadnais, Randy Forcier, Dominic Deschambault, Nate Bean, Dennis Anglea, Jeremy Ray, and Chris Indorf were all present
C. **Pledge of Allegiance:** Pledge was led by Mayor Alan Casavant
D. **Presentation:** End of Session Review: JumpStart summer program ~ Melissa Wu
Melissa Wu shared a video presentation showing the success of the JumpStart Summer Program. JumpStart is a summer school program designed specifically for incoming Kindergarten and 1st grade students. It is a four-week program to help students prepare for the fall.
E. **Adjustments to the Agenda:** Addendum
F. **Approval of Last Meeting's Minutes:** 8/27/19 ~ Tony Michaud moved to accept the minutes from 8/27/19, Dennis Anglea seconded, and all were in favor
G. **Student Rep Reports:** None
H. **Superintendent's Report:**

- This year we have a record number of **360 students** registered for our Southern Maine Elementary Cross-Country Team. We added Third Graders this year and Biddeford's team is 125 students, which also includes several students from St. James School. To help students with the cost of shoes, we joined with *A Running Passion* for the 2nd Annual Shoe Night at Olympia Sports in which students could access shoes for $20. Over 150 students pre-registered and the Biddeford Education Foundation covered the cost for those students in need.

- I'd like to thank Alumni Jordan Fields and Randy Forcier for the *Cruise for a Cause* fundraiser they held in August which yielded over $3,000 for the Biddeford Education Foundation. It was a great time and sold out in the first 24 hours!

- Registration is now open for the **BEF's 4th Annual Pillars of Pride** dinner and silent auction, on Thursday, October 10th at 5:30pm at Duffy's in Old Orchard Beach. The event will honor two generous community partners and longtime contributors to learning - Ron Cote and Robert Hodge. All are welcome but an RSVP is required. Tickets can be ordered online on the BEF page of the Biddeford Schools website or contacting Karen Chasse.

- It has been exciting to see the Marching Band practicing and I am looking forward to seeing them on the field at our upcoming football games. I'd like to publicly thank the Class of 1967 for their generous donation which will cover the purchase of the Colorguard uniforms in memory of their classmate, Connie

Goulet. Due to timing issues with the new marching band uniforms, we will not receive them for the first several games but the students will sport the vintage uniforms until they arrive.

- Successful conclusion of a greater number of summer programs ranging from ESY to ELL to jump start. Thanks to all of the instructors and community partners who helped make these a success

I. Committee Reports: Finance/Building & Grounds, Curriculum, Policy:

J. Old Business:

K. New Business:

- Enrollment Update from Superintendent ~ Jeremy Ray shared a document showing the current enrollment for all schools.

L. Resignations, Nominations, Appointments & Transfers:

Resignations: ~ Resignation was approved by Superintendent

- Colleen Laflamme ~ Supervision Aide BPS

Appointments:

- Kylie Ireland ~ Ed Tech BIS ~ Replacing Vickie Belanger who resigned ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Zachary Wheeler ~ Ed Tech II ~ Replacing Jodie Davidson who resigned ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Meg Carpenter ~ Ed Tech II ~ Replacing Paul Burnell who resigned ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Doreen Collin ~ National Honor Society Stipend BHS ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Katie Zarro ~ Cross Country Coach Stipend BPS ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Joe Aiden ~ Cross Country Coach Stipend BPS ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Bruce Brasier ~ Journalism Advisor Stipend BHS ~ Replacing Nick Wilson ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Shari Brinkman-Young ~ Civil Rights Advisor ~ Replacing Heidi Haufe, Jon Edstrom & Dolores Charest ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor

M. Public Participation (3 minutes; any item)

N. Communications:

O. Executive Session:

P. **Adjournment:**

School Committee Members:

Alan Casavant-Chair
Tony Michaud-Vice Chair
Karen Ruel
Lisa Vadnais
Randy Forcier
Dominic Deschambault
Nate Bean
Dennis Anglea

Student Members:

Emily Boilard
Abigayle Michaud

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

Biddeford School Department
Tuesday, September 10, 2019
4:30 pm
Little Theater BHS
Addendum Minutes

K. New Business:

- Informational: ESEA "right to know" notice in compliance with federal and state statute ~ This was shared with the public and time for public comment was given.

Q. Resignations, Nominations, Appointments & Transfers:

Appointments:

- Eileen Worthley ~ Ed Tech II BPS ~ Replacing Judy Huot's teaching position converted to Ed Tech II (Title I Grant) ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Leanna Simao ~ Ed Tech II BIS ~ Replacing Bob Mills ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor
- Jessica Loverdi ~ Volleyball Coach BMS Stipend ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Rob Petit ~ Drama Director BIS Stipend ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor
- Andrea Wollstadt ~ Choral Director BIS Stipend ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor
- Amanda Keddy ~ Yearbook BIS Stipend BIS ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
- Kayla Keimach ~ Cross Country Coach Stipend BIS ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
- Lisa Duchaine ~ Cross Country Coach Stipend BIS ~ Tony Michaud moved, Nate Bean seconded, and all were in favor
- Maggie Guzman ~ Cross Country Coach Stipend BIS ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor

Transfers:

- Janice Quinchon ~ Ed Tech II BIS transferring from Resource to FLS
- Diane Bourque ~ Ed Tech II BIS transferring from FLS to Resource
- Erin O'Connor ~ Special Ed Teacher BMS ~ Replacing Greg Cavanaugh

Signed: Date: 9/18/19

School Committee Members:

Alan Casavant-Chair
Tony Michaud-Vice Chair
Karen Ruel
Lisa Vadnais
Randy Forcier
Dominic Deschambault
Nate Bean
Dennis Anglea

Student Members:

Emily Boilard
Abigayle Michaud

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

NEPN/NSA Code: EEAF-R3

OVERNIGHT FIELD TRIP FORM

☐ BHS/ (9-12) ☐ BRCOT (9-12) ☑ BMS (6-8) ☐ BIS (4-5) ☐ BPS (1-3) ☐ JFK (Kindergarten)

Name of Event: Ecology School **Date(s) of Event:** Oct. 30 - Nov 1

Teacher in Charge: Tammy Lavigne **Class/Group Attending:** Team Baxter

Address & phone number where group can be reached: 640 Main St. Poland, ME 283-9951

A. The minimum number of chaperones: 1 staff/teacher per every 25 students | 1 chaperone per every 8 students

70 # of students attending trip 3 # of staff/teachers required 8-9 # of chaperones required

For any 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.)

4 # of female chaperones required 4 # of male chaperones required

Names of Chaperones (attached separate sheet if necessary):

Tammy Lavigne, Megan Pelletier, Parents - TBD
Colleen Haft, Mike Ruel, * See separate sheet

B. Completed volunteer forms required for chaperones.

Volunteer forms completed, verified and approved by Building Administrator for every chaperone that is not a staff member of the Biddeford School Department. ◉ Yes ☒ No

Parent Volunteer Forms -> not yet filled out

(Signature of Building Administrator) (Date) 9-10-19

C. Date Received by Superintendent: _____

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

_____ Date for presentation to the Biddeford School Committee.

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

_____ Date for final presentation to the Biddeford School Committee.

F. 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).

Cross Reference: EEAF-R2, Overnight Field Trips

Adopted: July 23, 2013

BIDDEFORD SCHOOL DEPARTMENT

September 12, 2019

Dear Parents,

I hope your child is talking about Team Baxter's big adventure to the Ecology School in Poland, Maine. This trip is a unique opportunity for your child to attend 3 days of ecology education. It is a 3 day, 2 night adventure with accommodations at the Poland Spring Resort, The Maine Inn. We will leave from BMS on Wednesday, October 30th at 9:30 AM and return on Friday, November 1st at 1:30 PM.

We would like to invite you to a quick presentation on Friday, September 20th in the PAC. We hope to answer questions you might have. Students have been given a packet with permission slips, health forms and a packing list (They should plan to dress for the outside (sweatshirts, coat, hat, mittens, and boots).

All of their clothing and bedding should be brought in on the morning of the trip, to the PAC. **Please deliver medication in their original containers, with only the amount needed, to school on Tuesday, October 29th.**

The cost of the trip is $10 to cover transportation costs. Permission slips & paperwork must be in by October 22nd.

We look forward to sharing this awesome experience with your child. If you have any questions or concerns, please contact one of us at 282-6400.

Please fill out the bottom portion for our records.

Sincerely,

Team Baxter

****

I _____ give my child _____
(Parent signature) (Child's name)
permission to attend the Ecology School field trip on October 29-31, 2018.

NEPN/NSA Code: EEAF-R3

OVERNIGHT FIELD TRIP FORM

☐ BHS/ (9-12) ☐ BRCOT (9-12) ☒ BMS (6-8) ☐ BIS (4-5) ☐ BPS (1-3) ☐ JFK (Kindergarten)

Name of Event: Washington, D.C. Trip **Date(s) of Event:** 5/2/2020 - 5/4/20

Teacher in Charge: Coleen Hatt / Tammy Lavigne **Class/Group Attending:** 8th grade

Address & phone number where group can be reached: _____

A. The minimum number of chaperones: 1 staff/teacher per every 25 students | 1 chaperone per every 8 students

50 # of students attending trip 2 # of staff/teachers required 7 # of chaperones required

For any 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.)

4 # of female chaperones required 3 # of male chaperones required

Names of Chaperones (attached separate sheet if necessary):

Coleen Whitehurst-Hatt, Ray Sampson, Jessica Atwater, Tammy Lavigne, Doug Bertrand, Julie Smyth

B. Completed volunteer forms required for chaperones.

Not as of yet 9-10-19.

Volunteer forms completed, verified and approved by Building Administrator for every chaperone that is not a staff member of the Biddeford School Department. ◉ Yes ◉ No (SD)

_____ 9-10-19

(Signature of Building Administrator) (Date)

C. Date Received by Superintendent: _____

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

_____ Date for presentation to the Biddeford School Committee.

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

_____ Date for final presentation to the Biddeford School Committee.

F. 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).

Cross Reference: EEAF-R2, Overnight Field Trips

Adopted: July 23, 2013

BIDDEFORD SCHOOL DEPARTMENT

WorldStrides
Explore. Discover. Become.

2020 Washington, D.C. Trip

Dear Parents and Students,

I am excited to announce that I will lead a group of Biddeford Middle School students on a WorldStrides program to Washington, D.C.. On this once-in-a-lifetime adventure, students will explore our nation's most important historical sites and experience incomparable learning moments. This will be a trip that your child will be talking about for years to come!

Your child will return home excited to tell you about:

- Standing where Martin Luther King, Jr., delivered his "I Have a Dream" speech at the Lincoln Memorial
- Discovering the true meaning of sacrifice at the Tomb of the Unknown Soldier
- Walking in the footsteps of our great leaders on Capitol Hill
- Exploring numerous Smithsonian Museums, like the National Museum of Natural History and the National Air and Space Museum

I have chosen to travel with WorldStrides because of their exceptional service, their 50 years of experience, their safety record, and their preventive measures that ensure learning occurs in a safe and fun environment. I will chaperone the program with other teachers as needed, and throughout the program our group will be guided by a WorldStrides-certified Course Leader. **Since this is not a school sponsored trip, we will not be attending as representatives or employees of the school.**

There will be a trip information meeting to discuss this wonderful opportunity on Monday, September 9, 2019 at 5:00 PM in the library. All parents and students are invited to attend this brief 30-minute meeting where I'll share more information about WorldStrides, review some of the trip highlights, and explain some of the tools available to help pay for the trip. I strongly encourage you to attend this meeting. Please read the enclosed brochure, check out the sample itinerary on the back of this page, and visit www.worldstrides.com/signup for more details about WorldStrides and our group's trip. If you have any questions, you can contact me at (207)282-6400, or via chatt@biddefordschools.me.

I would love for your child to join us on this unforgettable trip!

Sign Up By Friday, September 20, 2019

Coleen Whitehurst-Hatt
Program Leader

©WorldStrides 1805-DSC-60917

Washington, D.C. Sample Itinerary

DAY 1

Arrive in Washington, D.C.

Washington Monument The world's tallest stone monument, which honors our nation's first president

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Lunch

Holocaust Museum Get a glimpse of life for the victims of Nazi Germany with a viewing of "Daniel's Story" at this living memorial

Arlington National Cemetery America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites, Space Shuttle Challenger Memorial

Iwo Jima Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Pentagon Memorial Honors the 184 victims of the 9/11 attack at the Pentagon

Dinner

Lincoln Memorial In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

Korean War Veterans Memorial Tribute to the men and women who defended South Korea in the Korean War

Vietnam Veterans Memorial Dedicated to the more than 58,000 men and women killed or missing in Vietnam

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18th-century treasures, and our first president as a farmer and businessman

Lunch

Capitol Hill Grounds Tour Capitol Visitor Center: Supreme Court, Library of Congress

White House (picture stop) Home of the U.S. president

Jefferson Memorial Dedicated to our third president and author of the Declaration of Independence

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

MLK Memorial Honors the famous civil rights activist, Martin Luther King, Jr.

Dinner

Return to hotel

DAY 3

Breakfast

Hotel check-out

Ford's Theatre and **Petersen House** Where President Lincoln was shot and later died on that fateful day

National Archives Home of the original Constitution, Bill of Rights, and Declaration of Independence

Lunch

Smithsonian Institution The world's largest museum complex : National Air and Space Museum, Natural History Museum, National Gallery of Art, National Museum of American History

Dinner

Depart **Washington, D.C.**, for home

Washington, D.C. Details:

TRIP DATES

Trip ID#: 171330
Destination: Washington, D.C.
Departing: Saturday, May 2, 2020
Returning: Monday, May 4, 2020

TRIP MEETING

There will be a trip information meeting to discuss this wonderful opportunity on Monday, September 9, 2019 at 5:00 PM in the library.

TRIP PRICE

Prices are based on 35 full-paying participants.

Student: $1,457 quadruple occupancy.

Adult: $1,676 double occupancy.

Payment can be made in full or spread out into monthly installment payments*. Select EZPay when choosing monthly installment payments and have your payments automatically deducted from your bank account saving you time and potential missed payments. There is a $6 non-refundable handling fee on each installment payment following your registration if you do not select EZPay.

Full Refund Program: An additional $169 covers cancellation (see Terms and Conditions at www.worldstrides.com/ms-terms-conditions).

FLAG financial assistance: FLAG financial assistance may be available for families with an adjusted gross income up to $85,000. See reverse for details.

*Installment amounts may vary in price based on when you sign up and optional inclusions. Your last payment must be made by the final payment deadline and may be larger than your previous installment payments. Your final payment is due on 02/17/2020.

INCLUDES

- Round trip transportation
- Sightseeing transportation
- Admission fees
- Course Leader
- Field Journals
- 24-Hour Emergency Support
- Opportunity to earn free school credit
- Evening Activities
- All Meals
- Quality hotel accommodations
- Accident/health insurance
- Night chaperones in hotel
- Online educational resources

SIGN UP TODAY!

Sign Up By: 09/20/19 **(Please register as soon as possible)**

Deposit Amount: **$99** (non-refundable)

Sign Up:

- Online at www.worldstrides.com/signup (use **Trip ID#171330** to sign up)
- By phone – call WorldStrides' Customer Service Team at 1-800-468-5899
- By mail – use the registration form **on reverse**

Smithsonian

WorldStrides is the approved domestic educational travel provider of the Smithsonian.

Sign up today for the trip of a lifetime!

ONLINE
worldstrides.com/signup

PHONE
800-468-5899

MAIL
Fill out the attached form and return by mail

Biddeford Schools
Office of the Superintendent

18 Maplewood Avenue
Biddeford, ME 04005
207.282.8280
biddefordschools.me

To: Biddeford School Committee

From: Jeremy Ray, Superintendent of Schools

Re: Current Enrollment

The following tables shows the enrollment per grade level and a comparison between the 2018-2019 October 1 enrollment data and data from September 17, 2019.

Grades	Students		EPS Gr Range	2018-2019	2019-2020	Difference
Pre-K w/ HS	100		Pre-K-K	263	306	43
K	206		1-5	853	871	18
1	179		6-8	549	532	-17
2	155		9-12	766	767	1
3	169					
4	213		Total	2431	2476	45
5	155					
6	167					
7	177					
8	188					
9	187					
10	207					
11	162					
12	211					
Total	2476					

BIDDEFORD SCHOOL DEPARTMENT

REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: September 12, 2019 **School:** Biddeford Middle School

Building Administrator: Scott Descoteaux

Stipend Position Title: 7th Grade Boys Soccer

Position Responsibilities: Organize Practices

Coach Practices and Games

Direct Supervision of Student Athletes

Planning

Stipend Dollar Amount: $2058

Anticipated Amount of Time

Number of students participating: 20

Number of days per week: 5

Number of weeks per season/school year: 8

Number of hours per session: 3

Total hours for season/school year: 120

Recommended Employee: Ron Zellers

Background/Experience: Current Staff BMS

Former soccer coach at BMS

BIDDEFORD SCHOOL DEPARTMENT

REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: 9/17/19 **School:** Leadership Office

Building Administrator: Jeremy Ray

Stipend Position Title: CHO Officer

Position Responsibilities: See attached document

Stipend Dollar Amount: #3,700

Anticipated Amount of Time

Number of students participating: vary

Number of days per week: vary

Number of weeks per season/school year: vary

Number of hours per session:

Total hours for season/school year: vary

Recommended Employee: Bill Gervais

Background/Experience: See attached document

Chemical Hygiene Officer- Yearly Stipend (3, 700.00)

Chemical Hygiene Officer Responsibilities

1. Responsible for overseeing chemical use of High School and Middle School Chemistry departments, IA shops, art programs, maintenance and custodial chemical use and Center of Technology.
2. Visit each area twice a year and provide training on a yearly basis.
3. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
4. Monitor procurement, use and disposal of chemicals in the lab, including determining that facilities and training levels are adequate for the chemicals in use.
5. Perform regular safety audits.
6. Maintain Material Safety Data Sheets (MSDS) for science laboratory chemicals.
7. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the front office and local first responders.
8. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.
9. Coordinate annual review of the Chemical Hygiene Plan (CHP) by science staff.
10. Coordinate annual hazardous waste disposal for science department.
11. Oversee maintenance of appropriate spill kit and materials.
12. Maintain communication with administration regarding the CHP.
13. Submit budget for maintenance of lab equipment and inspections.

BIDDEFORD SCHOOL DEPARTMENT
REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: August 28, 2019 School: Biddeford High School

Building Administrator: Jeremie R. Sirois

Stipend Position Title: Co-Class of 2023 (Freshman Advisor) **NOTE CHANGE**

Responsibilities:
Oversee & advise class officers in running effective meetings. Conduct class meetings as necessary to accomplish class business. Supervise class fundraising events including practices & events prior to homecoming. Oversee and advise students in planning and carrying out the Homecoming Dance (11th grade) and Spring Prom (11th grade). Oversee and coordinate planning for and carrying out senior year events including graduation program, senior class trip, cap and gown fitting/orders, and work with Student Council advisors to plan Senior Assembly.

Stipend Dollar Amount: $1029.00

Anticipated Amount of Time

Number of Students Participating:	200
Number of Days Per Week:	2-3
Number of Weeks Per Season/School Year:	35
Number of Hours Per Session:	1-2
Total Hours for Season/School Year:	200

Recommended Employee: Olga Tarpy

Background/Experience: Has been with Biddeford High School for a few years in a couple of different roles.

BIDDEFORD SCHOOL DEPARTMENT
REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: August 28, 2019 School: Biddeford High School

Building Administrator: Jeremie R. Sirois

Stipend Position Title: Co-Class of 2023 (Freshman Advisor) **NOTE CHANGE**

Responsibilities:
Oversee & advise class officers in running effective meetings. Conduct class meetings as necessary to accomplish class business. Supervise class fundraising events including practices & events prior to homecoming. Oversee and advise students in planning and carrying out the Homecoming Dance (11th grade) and Spring Prom (11th grade). Oversee and coordinate planning for and carrying out senior year events including graduation program, senior class trip, cap and gown fitting/orders, and work with Student Council advisors to plan Senior Assembly.

Stipend Dollar Amount: $1029.00

Anticipated Amount of Time

Number of Students Participating:	200
Number of Days Per Week:	2-3
Number of Weeks Per Season/School Year:	35
Number of Hours Per Session:	1-2
Total Hours for Season/School Year:	200

Recommended Employee: Kim Doody

Background/Experience: Has been with Biddeford High School for a few years in a couple of different roles.