

City of Biddeford
School Committee

September 22, 2020 7:00 PM Little Theater at BHS ~ School Committee Only
Zoom ~ Public

Public Instructions:

The meeting can be viewed in the following locations:

Local Public Access Station

City of Biddeford Website

Through Zoom for the Public:

Please click the link below to join the webinar:

<https://zoom.us/j/99979778406>

Or Telephone:

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

US: +1 301 715 8592 or +1 312 626 6799

Webinar ID: 999 7977 8406

[Further Instructions 9_22_20.pdf](#)

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Adjustments to Agenda:

E. Consideration of Minutes:

E.1. Meeting Minutes 9/8/20

[Minutes 9_8_20 Biddeford .pdf](#)

F. Consent Agenda:

F.1. Consent Agenda:

Appointments:

Daniel Bergeron ~ Custodian BMS ~ Replacing Tracey Ross

Shane Montejano ~ Custodian BHS, District-Wide ~ Replacing Corneilus Wilkerson who resigned

Gordon Workman ~ Maintenance Facilities ~ Replacing Ron Boulay who retired

Timothy Boston - ELL Ed Tech II BPS ~ Replacing Jillian O'Donnell who moved to a new position in the District

Meghan Bryan ~ ELL Ed Tech III BHS ~ Replacing Esther Miller who resigned

Sophia Auman ~ Remote Academy Ed Tech III ~ New Position

Tammy Fleurent ~ Special Education Teacher BIS (1 Year Only) ~ New Position

Jessica Memmolo ~ Remote Teacher Ed Tech III ~ New Position

Non-Athletic Stipend Approval BHS
Resignations:
Patrick Conley ~ Ed Tech II BPS ~ Resignation
Alan Owen ~ Computer Technician District ~ Resignation
Kevin Collins ~ FSW BHS ~ Resignation
Cornelius Wilkerson ~ Custodian BHS ~ Resignation

[Non-Athletic Stipends BHS 2020.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. Public Comment on Annual Parent Notice: Right to Request Teacher Qualifications
 - Maine Health Advisory Update
 - Transportation Update
 - Remote Learning Update
 - Flex Day Update

[TeacherQualifications.pdf](#)

[Memo to Supt re Flex Wednesdays.pdf](#)

- K. Public Participation: (3 minutes; any item)**
- L. Communications:**
- M. Executive Session:**
- N. Adjournment:**

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, September 22, 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

Time: Tuesday, September 22, 2020, 7:00 PM Eastern Time

Please click the link below to join the webinar:

<https://zoom.us/j/99979778406>

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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 outbreak, 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, September 8, 2020
4:30 pm **Minutes**
Live Meeting in Little Theater/Zoom “Virtual Meeting”

Public Viewing:

The meeting can be viewed in the following locations:

Local Public Access Station

City of Biddeford [Website](#)

Through Zoom for the Public:

Please click the link below to join the webinar:

<https://zoom.us/j/94309957864>

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: 943 0995 7864

Public Participation - [Further Instructions](#)

- A. Call to Order:** ~ The meeting was called to order at 4:40 pm by Alan Casavant
 - B. Roll Call:** Alan Casavant, Lisa Vадnais, Amy Grohman, 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 Alan Casavant
 - D. Adjustments to the Agenda:** None
 - E. Approval of Last Meeting’s Minutes:** Minutes from [8/25/2020](#) ~ Dominic Deschambault moved to approve the minutes, Nate Bean seconded, and all were in favor
 - F. Consent Agenda:** ~ Randy Forcier moved to approve the consent agenda, Nate Bean seconded, and all were in favor
- Nominations:**
- a. Sarah McCann ~ 8th Grade Science BMS ~ Replacing Chelsea Brittain who moved to a new position in the district
 - b. Chelsea Brittain ~ 6th Grade Science BMS ~ New Position ~ Moving from 8th Grade Science BMS
- Appointments:**
- a. Alethea Deasey ~ CNA/Administrative Assistant ~ New Position
 - b. Hannah McCaskey ~ 8th Grade Administrative Assistant BMS ~ New Position
 - c. Jacquelyn Leonard ~ Custodian BMS ~ Replacing Gary Tardiff

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

- d. Denise Doyon ~ Full Time Van Driver ~ Replacing Karen Jordan who moved to a full-time bus driver.
- e. Leah Hayden ~ Resource Teacher BIS ~ New Position
- f. Natorya Kendrick ~ Food Service Worker JFK ~ Replacing Lisa Bedard who moved to a new position in the district
- g. Alexandria Oliver ~ Nurse BIS ~ Replacing Krista Cushing who is resigning
- h. Cada Driscoll ~ ELL Teacher BIS (one year only) ~ Replacing Rebecca Reynolds who moved to a new position in the district
- i. Laura Carrier ~ CNA Administrative Assistant BMS ~ New Position
- j. Lucille Poisson ~ Ed Tech II BPS ~ Replacing Patty Ledoux who is retiring
- k. Nicole Young ~ Clinic Assistant BPS ~ New Position
- l. Marti Favreau ~ Remote Teacher ~ New Position

Resignations:

- a. Jacquelyn Leonard ~ Lead Custodian BMS ~ Moved to a new position in the district
- b. Zac Wheeler ~ Ed Tech II BMS ~ Resignation
- c. Chelsea Brittain ~ 8th Grade Science ~ Moved to a new position in the district
- d. Patty Ledoux ~ Ed Tech BPS ~ Retirement
- e. Debra Gorton ~ Ed Tech III JFK ~ Resignation
- f. Lucille Poisson ~ Title I Ed Tech II BPS ~ Moved to a new position in the district

G. Committee Reports:

- H. Superintendent's Report:** ~ The news came out that our county had moved into the yellow status and we had been operating and built our plan based on being in yellow status just like other York County schools had done. Unless we go to red, we are still in a position where we can move forward. We are hoping today that we are going to have recommendations and guidelines for athletics from the MPA, CDC, and DHS. We realize that our weekly newsletters are getting longer rather than shorter. We have to include all information so that everyone is well informed.

- I. Old Business:** ~ Lisa Vadnais moved to approve the policies, Dominic Deschambault seconded, and all were in favor

- a. Second Reading of Policies:
 - [IMB](#) ~ Teaching About Controversial-Sensitive Issues
 - [CHCAA](#) - Approval of Handbooks

J. New Business:

- a. [Maine Health Advisory Update](#) ~ This was covered in the Superintendent Report.
- b. Athletic Update and Recommendations ~ This was covered in the Superintendent's Report
- c. [School Lunch Program Status Update](#) ~ School lunch for remote learns will still be available for pick up. Families can go to the Biddeford Middle School

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
 cc: Mandy Cyr- Dir. Instr. & Inov

Bus loop for pick up between 10:00-11:00 AM.

- d. [CDC SOP - Investigation of COVID-19 in Pre-K-12 Schools in Maine](#)
- e. [Remote Learning Update - Mandy](#) ~ Mandy Cyr gave an update on remote learning and how the process works.

K. Communications:

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

M. Executive Session:

N. Adjournment: ~ The meeting was adjourned at 5:30 PM by Alan Casavant, and all were in favor.

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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

Stipend Position Title:	Position Responsibilities:	Stipend Dollar Amount:	Recommended Employee:	Background/Experience:
Class of 2023 Co-Advisor	Work with class officers, run class meetings, graduation planning, fundraising.	\$1,026	Kim Doody	Has previously held position.
Class of 2024 Advisor	Work with class officers, run class meetings, graduation planning, fundraising.	\$2,058	Joyce Tarp	Has previously held position.
Civil Rights Team Advisor	Chair meetings, educate students & staff, fundraise.	\$1,027	Shari Brinkman-Young	Has previously held position.
National Honor Society Advisor	Hold meetings, coordinate NHS events, ensure student compliance, graduation planning.	\$1,029	Doreen Collin	Has previously held position.
English Department Head	Lead department, work with administration, instructional support, budgeting.	\$3,381	Heather Tremblay	Has worked in partnership with previous department head.
Fine Arts Department Head	Lead department, work with administration, weekly meetings, budgeting.	\$3,057	Karen Rubin	Has previously held position.
Interact Club Advisor	Guide students, raise awareness, fundraise, hold meetings.	\$600	Hannah Johnson	Has previously held position.
Journalism Advisor	Hold meetings, work with students, write The Roar.	\$1,470	Bruce Braiser	Has previously held position.
Math Department Head	Lead department, work with administration, instructional support, budgeting.	\$3,087	Jon Jacques	Has previously held position.
Mentor Co-Advisor	Plan freshman orientation, train mentors, hold meetings, work with freshman class throughout the year.	\$1,000	Joyce Tarp	Has previously help position.
Mentor Co-Advisor	Plan freshman orientation, train mentors, hold meetings, work with freshman class throughout the year.	\$1,000	Kelsey Johnson	Has previously held position.
P.E./ Health Department Head	Lead department, work with administration, instructional support, budgeting.	\$1,911.00	Teri Schang	Has previously held position.
Robotics Advisor	Lead robotics team, hold meetings, work with class throughout the year.	\$1,029	Carol LePauloue	Has previously held position
Science Department Head	Lead department, work with administration, instructional support, budgeting.	\$3,381.00	Doreen Collin	Has previously held position
Social Science Department Head	Lead department, work with administration, instructional support, budgeting.	\$3,087	Ryan Minzy	Member of Social Science faculty, leader in department, elected by department.
Student Council Co-Advisor	Run student activities, hold elections, hold regular meetings.	\$800	James Grover	Has previously held position

Stipend Position Title:	Position Responsibilities:	Stipend Dollar Amount:	Recommended Employee:	Background/Experience:
Student Council Co-Advisor	Run student activities, hold elections, hold regular meetings.	\$800	Hannah Johnson	Has previously held position.
Student Council Co-Advisor	Run student activities, hold elections, hold regular meetings.	\$800	Rebecca Auten	Has previously held position.
World Language Department Head	Lead department, work with administration, instructional support, budgeting.	\$1,911	Tom McGovern	Has previously held position.
Yearbook Advisor	Advise yearbook team, coordinate administration, photograph and compile materials for annual yearbook, meet with students on graphics and layout.	\$2,646	Heather Tremblay	Has previously held position.
Odyssey of the Mind Advisor	Oversee OM team, partner with other OM advisors, participate in Zoom meetings.	\$300	Victoria Salo	Has previously held position.
Student Services Department Head	Lead department, work with administration, weekly meetings, SEL support, budgeting.	\$1,911	Jennifer Rowland	Has previously held position.
Math Team Coach	Lead math team, attend meets, train team, work with other math team coaches.	\$1,029	James Grover	Has previously held position.
Class of 2023 Co-Advisor	Hold class elections, class meetings, fundraise	\$1,026	Olga Tapy	Has previously held position.

Annual Parent Notice: Right to Request Teacher Qualifications

School: Kennedy, Primary, Intermediate Schools

Date: September 14, 2020

Our school receives federal funds for programs that are part of the *Elementary and Secondary Education Act (ESEA)*, as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher.

We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:

- if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
- if state certification and licensing requirements have been waived (is not being required at this time) for the teacher under emergency or other temporary status;
- if the teacher is teaching in the field of discipline for which they are certified or licensed;
- if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both; and
- if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.

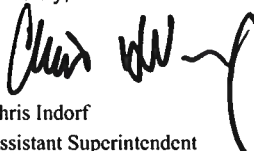
Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the following person: **Chris Indorf, Assistant Superintendent of Schools.** 207/282-8280 or cindorf@biddefordschools.me

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services. It provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding non-discrimination policies and to coordinate compliance efforts: **Tiffany Jackson, Director of Human Resources.** 207/282-8280 or twjackson@biddefordschools.me.

Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

Sincerely,



Chris Indorf
Assistant Superintendent

Jeremy Ray, Superintendent
Christopher Indorf, Assistant Superintendent

Terry Gauvin, Business Manager
Jen Normand, Director of Special Education

MEMO

TO: Jeremy Ray, Superintendent

CC: Mandy Cyr, Director of Innovation and Instruction

FROM: Chris Indorf, Asst. Superintendent

RE: “Flex” Wednesdays

DATE: September 22, 2020

Following your request to investigate the efficacy of our current [“Flex Day” model](#) that the school committee adopted during its public meeting on August 11, 2020. At that time, the school committee asked for our Flex Day model to be re-evaluated after 6 weeks. In an effort to review current Flex Day practices, I spoke with several instructors and all building principals. My findings are as follows:

- The flexibility afforded on these days is not a luxury, but a necessity as we endeavor to respond to changing conditions on the ground.
- Most principals have utilized the time thusly:
 - Staff meeting/logistics meeting
 - AM session dedicated to “office hours” or individual check-ins with students and parents
 - PM session dedicated to professional development, training, PLCs, and lesson planning
- Instructional personnel are working mostly remote on these days, allowing our Maintenance and Custodial staff to attend to the deep and thorough cleaning of the buildings

The time that our faculty has taken to build relationships with students is laudable, and using half of each Wednesday for this purpose has undoubtedly benefited students.

I recommend that we alter the way Flex Wednesdays operate. Specifically,

- No new instruction, students work on assigned work from the instructor.
- The first two hours of the contract day are reserved for “office hours” and scheduled and intentional student outreach.
- The balance of the day be used for any needed professional development, but primarily to build on a bank of lesson plans, videos, resources and to populate our online learning

platforms in the event that we need to close schools and revert to full remote instruction.

We must prioritize and make available several sustained hours each and every Wednesday during hybrid operations for instructors to “bank” lesson plans, activities, etc. for future use in the case of building closures.

One exception to this proposal would allow COT instructors of certain subjects to meet their program outcomes with students present on Wednesdays. With shortened blocks this year, the COT has “seat time” requirements detailed in statute that must be attended. What’s more, with sending schools and their differing schedules, additional flexibility must be afforded for how CTE services are rendered.

I advocate for Wednesday, October 7 to serve as the first with this consistent, cross-district structure. School principals can begin the transition to this model as they see fit within their buildings over the following two Wednesdays (9/23, 9/30).