

City of Biddeford
School Committee
September 11, 2018 4:00 PM Little Theater at BHS

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Adjustments to Agenda:**
 - D.1. ADDENDUM
[ADDENDUM9:11:18.pdf](#)
- E. Consideration of Minutes:**
 - E.1. Minutes 8/28/18
[Signedmeetingminutes8:28:18.pdf](#)
- F. Student Rep Reports:**
- 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. • Motion to remove old job description approved on December 10, 2013 for Administrative Assistant to Director and Assistant Director of Special Services.
 - Motion to approve new job description for Administrative Assistant to Director and Assistant Director of Special Services
 - [OldAdminjobdescription.pdf](#)
[JOB DESCRIPTION SPEC.ED. ADMIN ASST..pdf](#)
- K. Resignations: Accepted by the Superintendent**
 - K.1. • Carolyn Berry ~ Administrative Assistant to Director & Assistant Director of Special Services ~ Retiring to new position in District
 - Darlene Trefry ~ Co-Cook BMS
 - Craig Moten ~ Bus Driver
- L. Nominations:**
 - L.1. • Abigayle Michaud ~ Student Representative to the Biddeford School Committee ~ Junior at BHS
 - Tracy Gagnon ~ SPED Admin Assistant BIS ~ Replacing Lisa Cote
 - ADDENDUM
~ Marianne Hooper ~ Special Education administrative Assistant ~ Replacing Carolyn Berry

[StudentRep.pdf](#)

M. Appointments:

- M.1. • Carolyn Berry ~ Library Aid BHS ~ Replacing Margaret Evans
ADDENDUM
• Adam Harrison ~ 7th Grade Boys Soccer BMS Stipend
• Jennifer Rowland ~ Student Services Department Head
• David Perkins ~ F.T. Bus Driver Transportation ~ New Position

[7thGradeBoysSoccer.pdf](#)

[StudentServicesHead.pdf](#)

N. Transfers:

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

P. Communications:

Q. Executive Session:

- Q.1. • Re-admission of an expelled student pursuant to 1 M.R.S.A § 405(6)(b)

R. Adjournment: - *School Committee Members: Alan Casavant, - Tony Michaud - Vice Chair, Dominic Deschambault, Dennis Anglea, Karen Ruel, Crystal Blais, Lisa Vadnais, Vassie Fowler*
Student Members: Jenna DeLorenzo, Abigayle Michaud

Biddeford School Department

Tuesday, September 11, 2018

4:00pm

Little Theater BHS

ADDENDUM

L. Resignations, Nominations, Appointments & Transfers:

Nominations:

- Marianne Hooper ~ Special Education Administrative Assistant ~ Replacing Carolyn Berry

Appointments:

- Adam Harrison ~ 7th Grade Boys Soccer BMS Stipend
- Jennifer Rowland ~ Student Services Department Head
- David Perkins ~ F.T. Bus Driver Transportation ~ New Position

School Committee Members:

Alan Casavant-Chair	Vassie Fowler
Tony Michaud-Vice Chair	Dominic Deschambault
Dennis Anglea	Karen Ruel
Crystal Blais	Lisa Vadnais

Student Members:

Jenna Delorenzo

cc: Jeremy Ray- Superintendent

cc: Chris Indorf-Asst. Superintendent

Biddeford School Department

Tuesday, August 28, 2018

7:00pm

Little Theater BHS

Agenda Minutes

- A. **Call to Order:** Meeting was called to order at 7:00pm
- B. **Roll Call:** Alan Casavant, Tony Michaud, Dennis Anglea, Crystal Blais, Lisa Vadnais, Jeremy Ray and Chris Indorf were all present
- C. **Pledge of Allegiance:** Pledge was led by Alan Casavant
- D. **Performance:**
- E. **Adjustments to the Agenda: ADDENDUM**
- F. **Approval of Last Meeting's Minutes:** 8/14/18 ~ Tony Michaud moved, Crystal Blais seconded, and all were in favor
- G. **Student Rep Reports:**
- H. **Superintendent's Report:**
 - The Opening Celebration of the Waterhouse Field Renovation is being held on Friday, September 7th with a ribbon-cutting at 5PM followed by the game versus Cony at 7PM. Commemorative tickets are being sold in advance for \$10 each online, at Brady's Screen-print or at the Superintendent's Office. They will also be sold outside the ticket booth the night of the event along with t-shirts, hats and stadium cushions.
 - We have received a lot of inquiries if pavers are still available for purchase. Yes, they are and can be ordered via the Biddeford Schools website under the Alumni and Giving Tab. All pavers purchased till the end of the year will be installed next Spring.
 - You may have seen in the news that the Tiger Pride letters were stolen off the Press Box. I am glad to report we have identified the person responsible and although we cannot re-use the damaged letters, I would be remiss if I didn't show my gratitude for those individuals who offered to help through donations to replace them. We are fortunate to have such a giving community which has made this whole project possible.
 - Thank you to custodians for all your hard work getting the schools ready.
 - South street being closed will bring more traffic
 - Back pack program for students who are in need
 - We welcomed 43 new staff to the Biddeford District
- I. **Committee Reports: Finance/Building & Grounds, Curriculum, Policy:**
- J. **Old Business:**
- K. **New Business:**

First and second reading of: ~ These policies were taken as a flight. Dennis Anglea moved, Crystal Blais seconded, and all were in favor.

 - **KF ~ Revision of Community Use of School Facilities**

School Committee Members:

Alan Casavant-Chair	Vassie Fowler
Tony Michaud-Vice Chair	Dominic Deschambault
Dennis Anglea	Karen Ruel
Crystal Blais	Lisa Vadnais

Student Members:

Jenna Delorenzo

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

- **KF-R** ~ Revision of School Facilities Fee Schedule
- **KF-R1** ~ Adoption of Waterhouse Turf Field Usage Protocols and Guidelines

L. Resignations, Nominations, Appointments & Transfers:

Nominations:

- Carole LePouloue ~ Career and Tech/Tech Ed Teacher ~ Replacing Michelle Lane ~ Dennis Anglea moved, Crystal Blais seconded and all were in favor
- Andrew Rosado ~ Robotics Teacher BMS ~ Replacing Meredith Swartzendruber ~ Dennis Anglea moved, Crystal Blais seconded and all were in favor

Resignations: ~ Resignations were approved by Jeremy Ray

- Claudette Powers ~ Food Service Worker JFK
- Lisa Cote ~ IEP Administrative Assistant BIS
- Judy Beach ~ Food Service Worker ~ Moved to new position in district
- Meredith Swartzendruber ~ Robotics BMS
- Anthony Freeman ~ Ed Tech II BPS

Appointments:

- Ashley Leavitt ~ Ed Tech III-STEM BPS ~ Replacing Ken Hopkins ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Sarah Warner ~ Administrative Assistant school year only BMS ~ Replacing Tricia Wentworth ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Ahdaf Shamkhi ~ Ed Tech II JFK ~ Replacing Beth Jones ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Patricia Polito ~ Recess Supervision Aid JFK ~ Replacing Aline Belisle ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Kera Miller ~ Speech & Language Pathologist JFK ~ Replacing Rita Schlegel ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Judy Beach ~ Food Service Worker JFK ~ Replacing Claudette Powers ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Noreen McGovern ~ Kitchen Manager JFK ~ Replacing Katrina Jones ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Emily Berry ~ Ed Tech II FLS BPS ~ Replacing Anthony Freeman
- Heather Tremblay ~ Yearbook Advisor Stipend BHS ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Justin Key ~ Journalism Advisor Stipend BHS ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Teri Schang ~ Stipend Position Class of 2022 BHS ~ Dennis Anglea moved,

School Committee Members:

Alan Casavant-Chair	Vassie Fowler
Tony Michaud-Vice Chair	Dominic Deschambault
Dennis Anglea	Karen Ruel
Crystal Blais	Lisa Vadnaiss

Student Members:

Jenna Delorenzo

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

- Crystal Blais seconded, and all were in favor
- M. **Public Participation (3 minutes; any item)**
Communications:
- N. **Executive Session:**
- O. **Adjournment:** Meeting was Adjourned at 7:14pm ~ Dennis Anglea moved, Lisa Vadnais seconded, and all were in favor

ADDENDUM

L. Resignations, Nominations, Appointments & Transfers:

Nominations:

- Andrew Rosado ~ Middle School Robotics Teacher BMS ~ Replacing Meredith Swartzendruber ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor

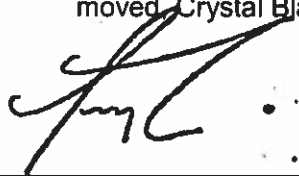
Resignations:

- Crystal Blais ~ Biddeford School Committee Member ~ School Board accepted Crystal Blais's resignation

Appointments:

- Alfonsos Wilkerson ~ ED Tech II BMS ~ Replacing Jen Larochelle ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor
- Carole LePouloue ~ Robotics Advisor/Coach Stipend COT ~ Dennis Anglea moved, Crystal Blais seconded, and all were in favor

Signed: _____



Date: 9/5/18

Jeremy Ray ~ Superintendent of Schools

School Committee Members:

Alan Casavant-Chair	Vassie Fowler
Tony Michaud-Vice Chair	Dominic Deschambault
Dennis Anglea	Karen Ruel
Crystal Blais	Lisa Vadnais

Student Members:

Jenna Delorenzo

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

BIDDEFORD SCHOOL DEPARTMENT

TITLE: Administrative Assistant – Sp Ed Director/Assistant Sp Ed Director

QUALIFICATIONS:

1. High School Diploma or GED equivalent.
2. Computer experience. Knowledge of different programs.
3. Valid DOE fingerprinting certification.

REPORTS TO: Sp Ed Director and Assistant Sp Ed Director

PERFORMANCE RESPONSIBILITIES:

1. Complete all secretarial work including, but not limited to, typing, photocopying, printing and scheduling appointments.
2. Schedule IEP meetings for out of district students, which includes making all necessary contacts (verbal and written) to parents and participants.
3. Complete all EF-S-01's (state form) for all students attending any outside placement as well as photocopying all supporting materials for this placement.
4. Maintain listing of out of district students.
5. Maintain out of district student files that the Special Education Director is case manager for.
6. Maintain the special education staff roster.
7. Complete monthly forms for the state. (ex. EF-S-04A&B, EF-S-03)
8. Distribute all incoming school and US mail.
9. Type contracts for all contracted personnel associated with special education.
10. Maintain administrative role for part of Maine State Billing and XLogs.
11. Schedule LAC meetings for the Assistant Superintendent.
12. Schedule interviews for both Assistant Superintendent and Director of Special Education.
13. Maintain enrollment counts.
14. Answer phone and taking messages.
15. Operate various office machines (i.e. photocopier, fax machine, postage machine).
16. Other job-related duties as assigned by the Special Ed Director or Asst. Special Ed Director.

TERMS OF EMPLOYMENT: Per the most recent Collective Bargaining Agreement.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Support Services Personnel.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: December 10, 2013

BIDDEFORD SCHOOL DEPARTMENT

TITLE: Administrative Assistant – Sp Ed Director/Assistant Sp Ed Director

QUALIFICATIONS:

1. Minimum of two years of college or comparable experience.
2. Excellent communication and interpersonal skills. Knowledge and experience with the following is preferred: Word, Excel, ADS, email, Google.
3. Working knowledge of general school/office, procedures and equipment, Maine Care billing, Prior knowledge of Special Education.

REPORTS TO: Sp Ed Director and Assistant Sp Ed Director

JOB GOALS: To provide administrative and clerical support to the Director of Special Services, the Asst. Director of Special Services and to the program/staff of Special Ed.

PERFORMANCE RESPONSIBILITIES:

1. Acts as liaison between Director of Special Services or Assistant Director of Special Services and parents, staff and other professionals.
2. Responsible for maintenance of confidential and sensitive information relative to staff, students, families.
3. Responsible for facilitating the needs of 80-100+ staff members.
4. Collects data and completes all State Special Services reports, including, but not limited to: EF-S-05, EF-S-03, EF-S-04 A/B, EF-S-07, Local Entitlement Grant, ESL, 504, October 1st and April 1st Enrollment reports
5. Bills DOE monthly for services provided to *State Agency Clients (SAC)
6. Oversees billing *Medicaid monthly through Lumea (EDMS); keeping database, forms in compliance.
7. Maintains record of all tuition payments for students placed outside the district prior to submitting to accounts payable and billing outside the district, when necessary.
8. Assists in coordinating and maintaining records of all home tutoring/hospitalized Students and filing EF-S-01's to DOE.
9. Assists in coordinating, with the transportation director, specialized transportation needs.

10. Responsible for coordination and maintaining records for Special Education Extended School Year program (transportation, food service, specialists, staff, and parents).
12. Generates contracts and maintains records for all Special Services professionals, Including Occupational Therapy, Physical Therapy, hospital and private assessments, specialized equipment
13. Maintains databases for Special Services students, tracking, maintaining information pertinent to their program needs.
14. Participates in Department of Education workshops/conferences to enhance knowledge of all facets of Special Education.
15. Attend monthly staff meetings, when asked, and type, distribute minutes.
16. Composes, types, edits, proof-reads and distributes a variety of documents, including memoranda, correspondence, reports, special education forms and purchase orders.
17. Manage correspondence, including email, FAX, U.S mail etc.
18. Placing notices in local paper (ChildFind, FERPA, Records Destruction etc); Assisting HS person for placement of help wanted ads in newspapers, Serving Schools.com, Recruit/Hire
19. Working with HR Person-Reviews Special Services staff certification annually and notifies staff of deadlines.
20. Responsible for maintaining petty cash for Special Services office/Life Skills Programs.
22. Distributes psycho-educational reports to appropriate staff/parents and coordinates testing schedule with examiners.
23. Accesses and distributes information from DOE/MADSEC to staff, as needed.
24. Manages purchasing procedures from budget planning through ordering and receiving phases at all levels for Special Services Department. Assists and maintains budget requests and accounts with the Director. Performs general accounting tasks.
25. Maintains calendar of appointments (Google) for Director and Assistant Special Ed. Directors.

26. Responsible for Special Services incoming calls, greeting visitors, determining their needs, and directing them to the proper person for assistance, if necessary. Assisting the Supt.'s secretaries with answering calls and greeting guests.
27. Continued self-training in computer program relating to students, staff and administrative needs.
28. Coordinates and assists in preparation of all in-service for Special Services.
29. Operates a variety of office machines including: typewriter, multi-faceted Phone system, fax machine, copiers, shred machine, computer systems
30. Set up tutorial services for students
31. All other duties associated with the Office of Special Services. Versatile and willing to assist others where needed when called upon.
32. Set up contracts for all contracted services.
33. Sets up interpreting services when needed for deaf students/parents
34. Assists in setting up Extended School Year Program
35. Schedules all evaluations with district evaluators and contracted employers along with mailing copies of evaluation to parents and sending case managers the file copy.
36. Set up meetings for Incoming CDS students along with typing their CDS IEP's into Sped Net.
37. Can function independently in absence of Director of Special Services and the Assistant Special Services Director

TERMS OF EMPLOYMENT: Per the most recent Collective Bargaining Agreement.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Support Services Personnel.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: December

Approved: _____

Biddeford Schools

High School

20 Maplewood Avenue
 Biddeford, ME 04005
 207.282.1596
 biddefordschools.me

MEMO

From: Jeremie R. Sirois 
 Biddeford High School
 Principal

To: Jeremy Ray Biddeford School Committee
 Superintendent of Schools Biddeford School Department

Date: August 29, 2018

It is my pleasure to nominate Abigayle Michaud to the Biddeford School Committee as the Junior Class Student Representative.

Abigayle is a very nice young lady who will be a tremendous addition to the committee. She is well connected and eager to serve.

It is without hesitation that I submit her name.

Jeremie R. Sirois, Principal
 Elias Fletcher, Assistant Principal

Dennis Walton, Athletic Director
 Tracy Gibson, Student Services & Truancy Coordinator

Date: September 7, 2018 **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: \$

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: Adam Harrison

Background/Experience: Former Soccer Coach

Current Education Technician BMS

**BIDDEFORD SCHOOL DEPARTMENT
REQUEST FOR STIPEND APPOINTMENT APPROVAL**

Date: September 11, 2018

School: Biddeford High School

Building Administrator: Jeremie R. Siros

Stipend Position Title: Student Services Department Head

Responsibilities:

Work with departments to develop the Master Schedule. Be the liaison to her department (nurse, social worker, 3 Guidance Counselors, COT counselor, and administrative assistants). Manage and supervise the Student Services budget. Attend leadership meetings. Run weekly Student Services meetings. Work directly with the Assistant Principal and Student Services Truancy Coordinator.

Stipend Dollar Amount: TBD by the CBA and Superintendent

Anticipated Amount of Time

Number of Students Participating:	NA
Number of Days Per Week:	5
Number of Weeks Per Season/School Year:	35
Number of Hours Per Session:	5-6
Total Hours for Season/School Year:	210

Recommended Employee: Jennifer Rowland

Background/Experience: Experienced Guidance Counselor