

City of Biddeford
School Committee

August 25, 2020 7:00 PM Little Theater at BHS - School Committee Members Only
Public - Virtual or Public Access

Public Viewing Information

Public Viewing:

The meeting can be viewed in the following locations:

Local Public Access Station

City of Biddeford Website

Through Zoom:

Please click the link below to join the webinar:

<https://zoom.us/j/92126259425?pwd=aS9OL215MFVJTEVHUWZZUE9kNDJrQT09>

Passcode: 784262

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

US: +1 312 626 6799 or +1 646 558 8656

[Further instructions 8_25_20.pdf](#)

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Adjustments to Agenda:

E. Consideration of Minutes:

E.1. Minutes 8/11/20

[Minutes Biddeford School Committee Meeting 8_11_20.pdf](#)

F. Consent Agenda

F.1. Nominations:

Kaitlin Perkins ~ 4th Grade Teacher 1 year only BIS ~ New Position

Katherine Brady ~ 3rd Grade Teacher 1 year only BIS ~ New Position

Frederick Jokinen ~ BRCOT Plumbing & Heating Instructor ~ Replacing Robert Hodgkin

JoAnn Pion ~ Special Education Teacher BPS ~ New Position

Jodi Jeannette ~ 6th Grade Teacher BMS ~ Replacing Lindsey Ely

Jeremy Goulet ~ Student Services & Truancy Coordinator ~ Replacing Tracy Gibson

Emily Hanson ~ Kindergarten Teacher JFK ~ Remote Teacher 1 year only ~ New Position

Lisa Bedard ~ Food Service Kitchen Manager JFK ~ Replacing Noreen McGovern

Appointments:

Kayla Robinson ~ Ed Tech II BPS ~ Replacing Emily Weeks

Tracie Markell ~ Librarian Ed Tech III BPS ~ Replacing Emily Loiselle

Ariana Wardwell ~ Ed Tech II JFK ~ Replacing Linsey Miller

Amy Dube ~ Administrative Assistant-School Year Only BHS ~ Replacing Tammy Graffam
 Stephen True ~ Ed Tech II BPS ~ Replacing Jillian O'Donnell
 Ashley Grindrod ~ Ed Tech II BPS ~ New Position
 MaryAnn Richard ~ Ed Tech I BHS ~ New Position
 Sandra Harris ~ Full Time Bus Driver Transportation ~ Replacing Christine Thompson
 Non-Athletic Stipends ~ Extra Teaching Positions BRCOT:
 Eric Wales ~ Extra teaching position in lieu of a prep period
 Wayne Hapgood ~ Extra teaching period per teacher's contract
 Marc Cadorette ~ Extra teaching period at COT
 Debra Hapgood ~ Extra teaching period at COT
 Edward Driscoll ~ Extra teaching position in lieu of a prep period
 Maureen Redmond ~ Extra teaching position in lieu of a prep period
 Mary Maxfield ~ Extra teaching position in lieu of a prep period
 Matt Laney ~ National Technical Honor Society Advisor
 Matt Laney ~ Technology/Social Media Coordinator
 Resignations:
 Robert Hodgkin ~ BRCOT Plumbing Instructor ~ Resignation
 David Perkins ~ Full Time Driver Transportation ~ Resignation
 Angela Rowe ~ Ed Tech II BHP Tiger Center ~ Resignation
 Christine Thompson ~ Full Time Bus Driver ~ Resignation
 Esther Miller ~ ELL Ed Tech III BHS ~ Resignation

[Extra Teaching Position Stipends BRCOT 2020-2021 - Sheet1.pdf](#)

G. Committee Reports: Policy

H. Superintendent's Report:

H.1. Return to School Video
<https://youtu.be/PV9aXUynPAA>

I. Old Business:

J. New Business: Public participation opportunity after each item listed below (3 minutes per item)

J.1. Update on Athletics
 Remote Learning - Mandy Cyr
 Flex Day Parameters
 General Reopening Update
 1. Class Sizes Grade 1-8
 2. Mentorship/Intern Program
 3. School Reopening Dates
 First & Second Reading of Policies:
 IFF ~ Remote Instruction
 ID ~ School Day
 JLCC ~ Student Dress
 JICA ~ Student Dress
 First Reading of Policies:

IMB ~ Teaching About Controversial-Sensitive Issues
CHCAA - Approval of Handbooks
[Fall Athletics Update 8.19.2020.pdf](#)
[Flex Day Parameters.pdf](#)
[Class Sizes Updated.pdf](#)
[Mentor Teachers and Interns.pdf](#)
[Reopening School Memo.pdf](#)
[IFF-Remote Instruction Policy.pdf](#)
[ID School Day - Revised 8_20_20.pdf](#)
[JLCC Communicable-Infectious Diseases.pdf](#)
[IMB Teaching About Controversial-Sensitive Issues.pdf](#)
[JICA Student Dress _ Revised 8_20_20.pdf](#)
[CHCAA Approval of Handbooks.pdf](#)

K. Communications:

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

M. Executive Session:

- M.1. Collective Bargaining Agreements Between the Biddeford School Committee pursuant to 1.M.R.S.A § 405(6)(D)

N. Adjournment:

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, August 25, 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, August 25, 2020, 7:00 PM Eastern Time

Please click the link below to join the webinar:

<https://zoom.us/j/92126259425?pwd=aS9OL215MFVJTEVHUWZZUE9kNDJrQT09>

Passcode: 784262

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

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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, August 11, 2020
7:00 pm
Live Meeting in Little Theater
&
Zoom "Virtual Meeting"
Minutes

Public Viewing:

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Local Cable Access Station

[City of Biddeford Website](#)

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Public Participation - [Further Instructions](#)

- A. Call to Order:** The meeting was called to order by Mayor Alan Casavant at 7:01 pm
- B. Roll Call:** Alan Casavant, Lisa Vадnais, Amy Grohman, Randy Forcier, Rebecca Henry, Karen Ruel, Dominic Deschambault, Nate Bean, Jeremy Ray, Chris Indorf and Mandy Cyr were all present
- C. Pledge of Allegiance:**
- D. Adjustments to the Agenda:** None
- E. Approval of Last Meeting's Minutes:** Minutes from [7/28/2020](#) ~ Randy Forcier moved to approve the minutes, Amy Grohman seconded and all were in favor
- F. Consent Agenda:** ~ Dominic Deschambault moved to approve the consent agenda, Nate Bean seconded and all were in favor.

Nominations:

- a. Michael Murphy ~ Band Teacher ~ Replacing Pat Bolin (Transfer)
- b. Jillian O'Donnell ~ 1st Grade Teacher ~ Replacing Chelsea Crane
- c. Tracy Gibson ~ APC Director ~ Replacing Martha Jacques
- d. Leslie Kiesel ~ Special Education Teacher BIS ~ Replacing Troy Gondola

Appointments:

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

- a. Jean Reagan ~ Technology & Operations Support ~ COT, District-Wide ~ Replacing Cheryl Labrecque
- b. Kaycee Hamilton ~ Custodian BMS ~ Replacing Tracey Ross
- c. Paul Philbrick ~ Custodian BMS ~ Replacing Carl Fortier

Resignations:

- a. Susan Tourigny ~ Title 1 Teacher BPS ~ Retirement
- b. Emily Loisel ~ Librarian Ed Tech III BPS ~ Resignation
- c. Troy Gondola ~ Special Education Teacher BIS ~ Resignation
- d. Jennifer Daigle ~ Ed Tech III BHS ~ Resignation
- e. Tracy Gibson ~ Student Services & Truancy BHS ~ Moved to a new position in the District
- f. Shanine Arnold ~ BIS Computer Ed-Tech III ~ Resignation
- g. Krista Cushing ~ BIS School Nurse ~ Resignation
- h. Leslie Kiesel ~ JFK Ed Tech II ~ Moved to a new position in the District
- i. Lindsay Ely ~ BMS 7th Grade Teacher ~ Resignation

G. Committee Reports:

H. Old Business:

- a. Approval of Collective Bargaining Agreement Between the Biddeford School Committee and the Biddeford Educational Technicians III's and Library Aides Association. ~ Dominic Deschambault moved, Nate Bean seconded, and all were in favor

Adopted Policies:

- a. Second Reading: [IHAA](#) ~ Multicultural Education ~ Dominic Deschambault moved to approve, Lisa Vadnais seconded and all were in favor
- b. Second Reading: [ACE](#) ~ Equity Diversity & Inclusion ~ Nate Bean moved to approve, Lisa Vadnais seconded, and all were in favor

I. New Business:

[Return to School Hybrid Option Decision](#) ~ The public was welcomed first to give comments on the Return to School Hybrid Option Decision. Mayor Alan started out by saying, there are multiple options that the school board has to consider tonight. What we're going to do is actually have the public comment on their thoughts beforehand and then once that's completed the board will proceed with making motions and recommendations. You will have to raise your electronic and for me to see that so that you can be recognized and then you will have three minutes to speak. I asked you to be concise and to the point. Three minutes goes by very, very quickly. And once the three minutes to hit. I'm going to interrupt. Not to be rude but just because we have quite a few people online tonight. So I want to make sure that we have an opportunity to listen to everybody. Cheryl Legendre: It said in the document that you guys were asking teachers to sanitize their rooms midday. I have to just let you know I'm really opposed to that. My husband has stage four cancer and I cannot pick this up. I want to go back to work. But I really feel strongly that teachers should not be doing that. Jessica Martin: I just want to say I fully support the five days back to school and that's all I have to say. Jillian Boston: If

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option one is chosen, schedules for students with IEP's will need to be viewed. Braxton: I have a third-grade student who will possibly be going to BIS instead of BPS. Students are anxious about going back to school. Ways to ease that anxiety should be put in place. Meagan Desjardin: I think I'm leaning more in the direction of remote, and I don't think we've spent a lot of time hearing what the day to day of that will look like. I'm hoping that after the decision is made on option one or two today, some time will be put into that as well. Michael: I'm totally against kid's children going back seeing what's happening around the world and recently in Georgia. I think that it would be very dangerous. For a lot of the staff members as well if one of those children happened to bring something in there is a lot of older staff members in those schools and I feel that it would jeopardize their health and safety. John McCurry: You guys have a tough decision tonight, and I am all for the five days of the week. I think we can do it safely based on the plans you've laid out with the six feet distance or three feet, however, you decide. We all know everybody's been going out to the grocery stores and everywhere else. We've all been able to do it safely. I think as long as we have a safe plan in place, we should be able to get the kids back in school. I hope That you have the teachers in front of the zoom class. If you can have 157 people on the zoom tonight. They should be able to have a regular class by zoom and not just give kids work to do if it is remote. Amy Kearns: Understand that you're not going to make everybody happy and I respect that. But at the end of the day, you are elected to do what's best for the children in this community. My children have been part of the Jumpstart program this Summer. You guys have already demonstrated that you can do this and you have to have faith in the people that have worked beside you and I have seen firsthand in my two children that this four-week program. Christine Aldrich: We are doing too much too fast. And we can see that other local districts are going with the two days on and off remote choice. And I think we really need to consider that when making our choice. Michelle: I am in support of the five-day option, mostly because I am considered an essential worker and cannot stay home with my children. The other days. So what happens to the parents that are only able to send their kids to school, two days a week. Rebecca Perron: I would suggest that maybe the board consider letting families make their own decision based on their own personal needs. Instead of just making it across the board. Amy Blais: I would like to also echo that last person sentiment about parent choice. I have also emailed several members of the board today. And while I know that it could be logistically more difficult upfront. I spelled out for them a way that I think it could be possible, and I will let them explain that later in their meeting, so I don't take up too much time. But as a nurse. I'm also an essential worker, and I am also for option one. I think that the increase in social circles will be true. That is a true statement that will happen, but I don't know very many people who will not need before or aftercare. So I think those social circles will be more open than people would like anyway. I think that's kind of a moot point and I will let the board members that I've spoken with today to get from there later on. Crystal Blais: As a staff member, I would just like to speak out and say that I support a five-day option or a four-day option with a flex day. I think it's super important that we think of our working families and being able to be in school will provide the most consistency

School Committee Members:

Alan Casavant-Chair	Randy Forcier	
Lisa Vadnais-Vice Chair	Dominic Deschambault	
Karen Ruel	Nate Bean	cc: Jeremy Ray- Superintendent
Amy Grohman	Rebecca Henry	cc: Chris Indorf-Asst. Superintendent
		cc: Mandy Cyr- Dir. Instr. & Inov

for our students and our families and try and tighten up that exposure for all of us. The public discussion finished and each school committee member had a chance to share their thoughts and votes. Lisa Vадnais moved to approve option 2 for the start of the school year, Dominic Deschambault seconded. The vote was 5 to 2 with Amy Grohman and Nate Bean opposed.

[Flex Day Parameters \(Draft\)](#) ~ Mandy Cyr shared the flex day parameters and how they will look for the Fall

[Return to School Resources](#) ~ Jeremy Ray shared this with the public and school committee

[Remote Teacher Job Description](#) ~ Mandy Cyr shared this with the public and school committee

[Updated School Calendar](#) ~ Lisa Vадnais moved to approve, Nate Bean seconded, and all were in favor.

[Student Teacher/Employment Hybrid Job Description](#)

Equity Work in Collaboration with the City of Biddeford and School Department ~ Chris Indorf shared that we will be collaborating with the City of Biddeford on Equity Work.

J. Superintendent's Report: ~ The superintendent report was covered throughout the whole meeting.

K. Communications:

L. Public Participation (3 minutes; any item)

M. Executive Session:

N. Adjournment:

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Signed:
Jeremy Ray, Superintendent of Schools

Date: 8/14/20

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

Extra Teaching Position Stipends BRCOT 2020-2021

Recommended Employee:	Stipend Position Title:	Athletic or Non-Athletic?	Position Responsibilities:	Stipend \$ Amount:	# of students participating:	# of days per week:	# of weeks per season/school year:	# of hours per session:	The total hours for season/school year:	Background/Experience:		
Eric Wales	Extra teaching position in lieu of a prep period	Non-Athletic	Direct instruction to COT students- 80 minutes	6281.44	32	5	36	80 min	240	AutoBody Instructor-per teacher's contract		
Wayne Hapgood	Extra teaching period per teacher's contract	Non-Athletic	Direct instruction of students	\$6,281.44	32	5	36	80 min	240	Residential Carpentry Instructor at COT		
Marc Cadorette	Extra teaching period at COT	Non-Athletic	Direct instruction of students	\$6,281.44	32	5	36	80 min	240	Machining instructor at COT		
Debra Hapgood	Extra teaching period at COT	Non-Athletic	Direct instruction of students	\$6,281.44	32	5	36	80 min	240	CNA/Health instructor at COT		
Edward Driscoll	Extra teaching period in lieu of prep period	Non-Athletic	Direct instruction of students	\$6,281.44	32	5	36	80 min	240	Engineering Instructor @ COT		
Maureen Redmond	Extra teaching period in lieu of prep period	Non-Athletic	Direct Instruction of students	\$6,281.44	32	5	36	80 min	240	Business/Legal Studies Instructor @ COT		
Mary Maxfield	Extra teaching position in lieu of prep period	Non-Athletic	Direct instruction of students	\$6,281.44	32	5	36	80	240	Early Childhood instructor at COT		
Matt Laney	National Technical Honor Society Advisor	Non-Athletic	Maintain and stay current with NTHS guidelines;organize and plan nomination and selection process of inductees;oversee and advise chapter members in organizing service projects in the school and community; coordinate with administration to plan and execute NTHS convocation event annually.	\$500	40+/-	varies	30	N/A	75	Matt has been the advisor for the past three years and does the lion share of the work for this program.		
Matt Laney	Technology/Social Media Coordinator at COT	Non-Athletic	Maintains dual websites and social media platforms used;provides leadership to instructors using instructional technology;assists in budget development related to tech purchases.	\$1,500.00	N/A	5	36	5-10 hrs +/-	360 + hours	Computer Science Instructor; has been support to the school in this position for past two years.		

TO: Jeremy Ray, Superintendent
FROM: Dennis Walton, BHS Athletic Director
RE: Fall Athletics Update
DATE: August 19, 2020

As you are aware, and was reported today in a [WMTW Channel 8 news release](#), York and Cumberland County Superintendents made the decision to move the start date of all athletic activities from Monday, August 24th to Tuesday, September 8th to coincide with the start of the 2020-2021 school year. The decision was based on concerns of a potential COVID-19 outbreak and the impact it would have on the start of in-person instruction this academic school year. It was also determined that athletic activities should not begin prior to a final decision from the Maine Principals' Association on the status of the fall season.

The Maine Principals' Association (MPA) has announced that a final decision on the status of fall activities will be made on Thursday, August 27th. This decision will be based on guidance and recommendations from the Maine Department of Education (DOE) surrounding Interscholastic Athletics.

On Wednesday, August 19th the Maine DOE released a statement informing the MPA that the physical education class guidelines were never intended to apply to interscholastic athletic activities. The Maine DOE stated that the [Community Sports Guidance](#) released by the Department of Economic and Community Development (DECD) would be the most appropriate guidelines to use for a return to interscholastic activities. As a result, the MPA sport specific committees are currently aligning the DECD guidelines to each athletic activity to determine if it is feasible to offer that activity this fall. It is plausible that some activities will be played while others will not. The MPA may also explore moving certain athletic offerings to a later date.

The athletic department has been working this summer to develop ["Return to Play Guidelines"](#) in preparation of fall athletic activities. A return to play in any or all activities would be done following guidelines and recommendations developed by multiple sources including the [National Federation of State High Schools](#) (NFHS), the [MPA](#), and the [Southwestern Maine Activities Association](#) (SMAA).

In the event that fall athletic activities are canceled or postponed, the athletic department will explore other possibilities for students to remain engaged--safely. We will work to fulfill our district's mission to develop the whole child through education and competition, and to assist in meeting the physical, emotional and social needs in the development of our students. We will

work to develop activities that are deemed safe under our current circumstances and meet the guidelines and expectations put forth from governing bodies and the local school district.

We will seek to expand our offerings beyond athletic competition. I have reached out to our music department faculty to offer up my assistance in developing opportunities for students to participate in music and other offerings in the arts. I will also work collaboratively with our middle school athletic director to assist in providing opportunities to our middle level students.

Potential Opportunities to Explore - ***with modifications and guidelines***

- Marching Band 101
- Introduction to Choir (outdoors)
- Yoga (14' distancing)
- Introduction to Track & Field
- Tennis
- Baseball
- Softball
- Basketball - Drills / Skills / Competitions (3-point contest / foul shooting contest)

I can empathize how difficult it must be to make decisions surrounding athletics while honoring the guidance from the Maine DOE. I look forward to an updated recommendation from the MPA and the district's decision as we approach September 8th. In the interim, I will continue to work toward creative solutions and exploring other possibilities for students to remain engaged.



Biddeford School Department believes in the continued support of our staff and students during this unique reopening of school. Students in grades K-12 will have a Flex Day on Wednesday. All Flex Days will be remote - where students remain at home. Learning will be asynchronous, or by appointment on Flex days. Teachers will be engaged in meetings, planning, assessment, and professional development at that time. Biddeford School Department would like to utilize this unique opportunity to practice REMOTE Instruction while also allowing additional ways to support our teachers.

Purpose: Biddeford School Department believes in the engagement of *all* students regardless of onsite or remote instruction. In an effort to best prepare students and staff if REMOTE instruction is needed in the future, our Flex day will have time allocated to practice a Remote Learning Schedule where teachers and students would log in, take attendance, and provide additional student support if needed. In addition, these Flex days will allow staff meetings, collaborative work sessions, team or department meetings, professional learning communities, professional development, and additional cleaning.

Recommendation: Evaluate the need for Flex days in 6- 8 weeks.

Example Schedules for Flex Days

	Grades PreK-4		Grades 5 - 7		Grades 8 - 12
8:00	Attendance & Check-in	8:30	Tiger Time Check-in		Advisory Check-in
8:15	Morning Meeting	9:00	Block 1 - Check-in and support		
8:45	Reading Support Zoom	9:30	Block 2 - Check-in and support		
9:45	Math Support	10:00	Block 3 - Check-in and support		
10:45	Writing Support	10:30	Block 4 - Check-in and support		
11:30	Lunch Staff and Students	11:00	Block 5 - Check-in and support		
12:00 - 2:30	Professional Development, PLC Meetings, Faculty Meetings, etc.	11:30	Lunch Staff and Students		
		12:00 - 3:00	Professional Development, PLC Meetings, Team Meetings, Department Meetings		

**COT and BHS will work in collaboration to schedule student support opportunities.*

Other Staff Considerations

- Ed Tech III - will work remotely with students throughout the day.
- Ed Tech II - will work remotely with students throughout the day.
- Secretaries - staff will work in the buildings to facilitate communication between school and families.
- Administration - staff will have a morning meeting with leadership staff to discuss challenges and solutions for operational improvements.
- Custodians/Maintenance - staff will continue to work in the buildings during the flex day.
- Bus Drivers - will report to work to perform additional training and cleaning of school buses
- Cafeteria Staff - will report to work to perform additional cleaning in the kitchen areas.

- **Flex Day 1** - This day may be utilized to make adjustments after having students in the building. No Zoom check-in or supports are necessary on this day - UNLESS you are K-5 working with REMOTE students only. **Subject to change based on opening schedule***
- **Flex Day 2** - MORNING: Practice accessing Zoom either through SeeSaw Communication K-3 or Google Classroom 4-12. This would be a check-in schedule only and the remainder of the day (AFTERNOON) would be focused on planning, adjusting, collaborating with colleagues, technology PD, etc. Identify which students have the availability to join
- **Flex Day 3** - Follow the Flex Day schedule and allow for all students to check-in and offer support as indicated on the schedule. The remainder of the day will be focused on planning, adjusting, collaborating with colleagues, technology PD, etc.
- **Flex Day 4** - Same as Flex Day 3

Grade 1										
Teacher (max students)	Jolly (12)	Zarro (12)	Farrington (12)	Domenico (12)	Brale (12)	Huot (12)	Markell (12)	Wear (12)		
In Class	10	10	10	9	11	11	12	11		
Remote	1	2	2	3	1	1	1	2		
Teacher (max students)	O'Donnell (12)	Towne (12)	Gardella (12)	Larivierre (12)	York (12)	Walker ST (12)	Montalbano (12)	Sub (12)		
In Class	9	11	12	10	10	11	9	10		
Remote	3	1	0	2	2	1	1	2		
Grade 2										
Teacher (max students)	Goulet (12)	Bildersleeve (12)	Cox ST (12)	Rivers ST (12)	Donohoe (12)	Pineau (12)	Camire ST (12)	Leavitt (12)		
In Class	12	10	9	11	9	10	8	9		
Remote	0	2	3	0	0	0	0	0		
Teacher (max students)	Andreychak (12)	Molleur (12)	Babcock (12)	Masse (12)	Ginn (12)	Labbe (12)	Harriman (12)	Philbrook (12)		
In Class	9	12	12	10	11	11	10	10		
Remote	2	0	0	1	1	1	1	0		
Grade 3										
Teacher (max students)	Hunt ST (9)	Goodwin ST (9)	Guilleraut (11)	Aiken (12)	Remillard (9)	Brady (11)	Tierney (11)			
In Class	9	5	10	8	8	8	9			
Remote	0	2	0	2	1	1	1			
Teacher (max students)	Cote (11)	Leclerc (11)	Boisvert ST (9)	Rood (11)	Gerwig (9)	Goodwin (12)	Michaud (12)	Husser (11)		
In Class	7	9	9	10	9	10	11	10		
Remote	1	2	0	1	0	0	1	1		
Grade 4										
Teacher (max students)	Legendre (11)	Heidrich (12)	Perkins (11)	Wollstadt (11)	Jones (11)	McGovern (11)	Palladino (9)	Whitten (9)		
In Class	9	9	7	9	10	9	8	8		
Remote	1	2	1	1	1	1	1	1		
Teacher (max students)	Budd (11)	Galant ST (9)	S.Reynolds (11)	Binette ST (9)	Sullivan (12)	Widger (12)	Flynn (12)	Glidden ST (12)		
In Class	8	8	9	8	11	12	9	9		
Remote	3	1	1	1	0	0	2	2		
Grade 5										
Teacher (max students)	Lachance	Lavigne	Sub	Tighe	Yandell	Guzman	Bouthot	Grob	Joy ST	Carusone
In Class	11	10	10	11	11	12	11	9	9	11
Remote	1	2	2	1	1	1	2	3	3	1
Teacher (max students)	Keimach	Kalagias	Desenberg	Levecque	J. Maloney					
In Class	10	10	10	10	9					
Remote	2	3	3	2	3					
Grade 6										
Teacher (max students)	Kahn (12)	Manning (12)	Silva (12)	Locke (12)	Bertrand (12)	Leary (12)	Bowers ST (11)	Ventura / Larsen (11)		
In Class	11	11	11	11	10	11	9	9		
Remote	1	1	1	1	1	1	2	2		

Teacher (max students)	Black (12)	Blais (12)	Weiss (12)	Leblanc (11)	Delorge (12)					
In Class	11	12	12	10	10					
Remote	1	0	0	1	1					
Graded 7										
	Petit	Lavigne	Pelletier	Hatt	Tison					
In Class	11	11	10	10	10					
Remote	2	1	1	2	2					
	M. Eastman	Farrell	Bouchard	Ezzard	V. Lee					
In Class	9	10	10	10	9					
Remote	2	2	2	1	2					
Grade 8										
	Shaw (12)	Descoteaux (13)	Brittain (11)	Gosselin (12)	Lapre (13)					
In Class	11	11	8	11	11					
Remote	0	1	3	1	1					
	Pastorelli (13)	NEW (12)	England (12)	Lisac (12)	Gomez (11)					
In Class	10	11	10	11	10					
Remote	1	1	2	1	2					
STEM										
	Sampson (8)	Webber (8)	Rosado (8)	Tiller (7)	Long (7)	Ames (7)				
In Class	11	12	13	12	12	11				
Remote	1	1	0	1	1	2				

TO: Biddeford School Committee
FROM: Mandy Cyr, Director of Instruction
Lori Flynn, Mentor Teacher Coordinator
Meghan Schrader, Instructional Coach
RE: Mentor Teachers/Instructional Interns
DATE: August 25, 2020

The Biddeford School Department and Dayton Consolidated School are engaging in a student teaching partnership with regional universities. Following cooperating university guidelines for student teaching, highly qualified teacher mentors will support all aspects of a rich synchronous and asynchronous learning environment for students.

Instructional Interns will be paid from the CRF Reopening Funds for a full year commitment in the amount of \$16,480 dollars. Mentor Teachers will receive a stipend of \$4000 from the CRF Reopening Funds.

JFK

• Jamie Berube	Tristin Thomsen	(K)	USM
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BPS

• Melissa Jolly	Annie Colesworthy	(Grade 1)	UNE
• Julie Montalbano	Briana Walker	(Grade 1)	UNE
• Abby Gildersleeve	Jacey Rivers	(Grade 2 - Art)	UNE
• Beth Donahoe	Chloe Camire	(Grade 2)	USM
• Christine Goulet	Allison Cox	(Grade 2)	UMF

BIS

• Amanda Rood	Cara Boisvert	(Grade 3)	USM
• Don Whitten	Tyson Hunt	(Grade 3 - PE)	UNH
• Joe Aiken	Kayla Goodwin	(Grade 3)	USM
• Kate Gerwig	Cooper Binette	(Grade 4 - Art)	MECA
• Lori Flynn	Sara Glidden	(Grade 4)	USM
• Michael Budd	Corinne Galante	(Grade 4)	UMO
• Liz Ames	Molly Glover	(Grade 4/8 - Art)	UNH

BMS

• Sandy Leveque	Dakota Joy	(Grade 5)	UNE
• Tammy Lavigne	Landyn Bowers	(Grade 7)	USM

BHS

• Tom Pastorelli	Katherine Brown	(Grade 8/ELL)	USM
• Jayne Sheltra	Adam Booker	(9 - 12 ELA)	USM

TO: Biddeford School Committee
FROM: Jeremy Ray, Superintendent of Schools
RE: School Start Date - Reopening 2020-2021
DATE: August 25, 2020

The Biddeford School Department has been working diligently over the summer to reopen the schools on September 8, 2020. Over the past weeks and months, we have started several construction projects to make school offices safer, installed safety enhancements, will be moving 100 plus staff to different buildings and new locations this Friday, have created a remote learning academy, and hired over 40 new interns and staff.

We are currently trying to reach out to each family to make sure they have provided us with the necessary information around transportation, in-person or remote learning, health care information while building classrooms with no more than 12-13 students in any room. We are making significant progress, but the start date of September 8th is a concern as we still have work to do.

The school committee passed at the last meeting a return to school schedule that included a flex day on Wednesday for the first several weeks of school. I am asking the board to consider the following option for the reopening so that students can return in a way that allows teachers and students an opportunity to run through all the new procedures in a manner that allows smaller groups the first two days of school.

Thursday, September 10	Friday, September 11	Monday, September, 14
JFK - No Students	JFK - Kindergarten	JFK - K and Pre-K
BPS - Grade 1	BPS - Grade 2	BPS - All Students
BIS - Grade 3	BIS - Grade 4	BIS - All Students
BMS - Grade 5, Grade 6	BMS - Grade 7, STEM	BMS - All Students
BHS - Grade 8	BHS - Grade 9	BHS - Group A MT BHS - Group B ThF
		COT - Group A MT COT - Group B ThF

*Additional student tours to be scheduled by appointment on September 8 and September 9 by contacting principal

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 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. The Superintendent is also authorized to adopt additional guidelines related to the implementation of synchronous and/or asynchronous learning systems.

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: _____

SCHOOL DAY

This Biddeford school system exists to provide education to the children and young people who reside within the unit. The essence of this education is primarily attained through the direct contact of competent teachers with eager students in the teaching-learning setting. It is the intent of the Biddeford School Committee that the maximum optimal instructional time for each age level within the student body be provided during every typical school day.

The “instructional day” is not considered to include homeroom periods, opening exercises, recess, lunch, passing times, activity periods, band practice, intramurals, other extracurricular activities and such like. Exceptions shall only be made with the approval of the Superintendent. The number of school days shall meet or exceed the state requirement and be set annually by this School Committee and be included in the school calendar. Abbreviated days to be included for in-service, conferences, etc., shall be kept to a minimum.

The instructional day shall be determined by the Biddeford School Committee and shall be a minimum of 25 hours per week as required by state law **for in-person Instruction.** **Asynchronous/hybrid learning during school closures or modified school days (e.g., as the result of a pandemic, weather, or other exigency) necessarily requires and affords additional flexibility to students as they work toward meeting standards.**

Legal Reference: 20-A MRSA § 4801
Ch. 125.05 (Me. Dept. of Ed. Rule)

Cross Reference: IFF - Remote Instruction

Adopted: April 27, 1999

Revised: January 10, 2017, _____

COMMUNICABLE/INFECTIOUS DISEASES

Teachers shall be alert to signs of illness and communicable disease and refer students who show such symptoms to the school nurse.

~~All students under quarantine shall be excluded from school and school activities. Quarantine regulations established by the Bureau of Health shall be observed. The school's nurse shall be responsible for notifying the local health department of all students having a communicable disease as required by law and Department of Education rules. The building principal shall be notified of all communicable disease cases and contacts in the school.~~

~~Students who have other types of communicable diseases shall be excluded from school as prescribed by law, or shall observe other protective procedures according to recommendations issued by the school physician.~~

~~When a student returns to school after having had a communicable disease, a certificate from the attending physician is required. The building principal and/or the school nurse must give permission before the student is readmitted to class.~~

The Superintendent, or school nurse designee; shall be responsible for notifying the Maine Center for Disease Control and Prevention (CDC) of any student suspected of having a communicable disease, the occurrence of which is required to be reported pursuant to law and/or Maine Department of Health and Human Services (DHHS) rules.

The building principal will be notified when a report of communicable disease has been made.

Any student for whom the CDC has prescribed isolation or quarantine shall be excluded from in-person participation in school and school-sponsored activities.

Students who have other types of communicable diseases shall be excluded from school and school activities as prescribed by law, or shall observe other protective procedures according to recommendations issued by the school physician/school health advisor/school nurse.

The Superintendent is encouraged to consult with the school nurse if a teacher informs the Superintendent that he/she has reason to believe that a student is a public health threat due to a communicable disease.

A certificate from the student's health care provider shall be required before a student who has had a "notifiable" communicable disease may return to school or participate in

school activities. The building principal and/or school nurse must give permission before the student is readmitted to class.

Legal Reference: 5 MRSA § 19201 et seq.
 20-A MRSA §§ 1001.11-A, 6301
 22 MRSA §§ 801, 802, 806, 823, 824

Cross Reference: JLC – Student Health Services

Adopted: October 12, 1999

Revised: March 14, 1995; December 10, 1996; March 1985, _____

BIDDEFORD SCHOOL DEPARTMENT

TEACHING ABOUT CONTROVERSIAL/SENSITIVE ISSUES

American academic tradition stresses the free contest of ideas as a vital element both in the development of curriculum and in classroom teaching. Controversial and sensitive issues should not be confused with political speech, and the promotion of equity (see policies [IHAA](#) - Multicultural Education, and [ACE](#) - Equity Diversity & Inclusion) is an espoused school department and wholly aligned with the “enduring themes” of the Maine Learning Results for the Social Studies: freedom and justice, conflict and compromise, unity and diversity.

Teaching Controversial Issues

Training in reflective and responsive thinking may be incorporated in course offerings at all grade levels. This training is impossible, or at least severely hampered, if the community does not respect the principles of freedom and recognize that dissent does not necessarily mean disloyalty. However, one form of dissent which is incompatible with freedom is that which attempts to end freedom. Irrational fears do just this, ~~and thereby may~~ but should not block the school in its efforts to handle controversial issues in an atmosphere of freedom and thoroughness.

A. It is the responsibility of the schools to make provision for the study of controversial issues.

1. The policy on controversial issues should be defined in terms of the rights of students rather than in terms of the rights of teachers.
2. The study should be emphasized in high school when most students are mature enough to study the significant controversial issues facing our society. The study should deliver appropriate content based on the maturity of the students at each grade level, as current events impact students of all ages.
3. The study should be objective and scholarly with minimum emphasis on opinion and a maximum emphasis on facts and critical thinking.

B. In the study of controversial issues the students have the following rights

1. The right to study any controversial issue which has political, economic, or social significance and concerning which (at the appropriate level) they should begin to have an opinion;
2. The right to have free access to all relevant information;

3. The right to form and express opinions on controversial issues without thereby jeopardizing relations with the teacher or the school; and
4. The right to study under competent instruction in an atmosphere free from bias and prejudice, and in which the instructor attempts to mitigate the impact of implicit bias.

C. The teacher employs the same methods in handling controversial issues as characterize the best teaching at any time.

1. The teacher, in selecting both the content and the method of instruction, is mindful of the maturity level of the students.
2. The teacher has assured him/herself that the controversial subject to be discussed belongs within the framework of the curriculum to be covered, that the subject is significant as well as meaningful for the students, and that through the discussion, students will have the opportunity to grow.
3. The teacher handles the classroom presentation in ways that will ensure a wide range of information and interpretation for the students' consideration and strives to present a balance among many points of view.
4. The teacher does not use the classroom as a personal forum. The teacher does not employ the techniques of the demagogue or the propagandist for attention, or for the purposes of exerting ideological influence or simply for color. The teacher has the right to identify and express his/her own point of view in the classroom as long as he/she indicates clearly that it is his/her own.
5. The teacher emphasizes keeping an open mind, basing one's judgment on known facts, looking closely at facts to evaluate them in terms of the subject under discussion, and being ready to change one's opinion should new facts come into light.
6. The emphasis always is on the method of forming an opinion as much as on the opinion formed

Adopted: March 1988

Revised: April 27, 1999; August 10, 1999, Revised _____

STUDENT DRESS

The Biddeford School Committee recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Biddeford School Committee will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

"The Superintendent or designee is deputized during a community health crisis to extend or effectuate policies under the umbrella of this policy expressly for public safety. Generally speaking, personal protective equipment (e.g., respiratory masks) are covered by this policy and associated procedures."

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the Biddeford School Department to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing which promote the use of tobacco, alcohol, or other drugs, may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting, suggestive, or demeaning words or imagery (e.g., racial/ethnic slurs) are not permitted.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- E. Appropriate footwear must be worn at all times on school grounds.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, working with or around machines, or other activities. However, no particular brand may be required.

Coaches and advisors may set more stringent standards of dress for players and participants.

The Superintendent and building administrators are responsible for the development of any administrative regulations necessary to implement this policy, and the sole arbiter of what is acceptable attire congruent with the intent of this policy shall be the building principal, in consultation with the Superintendent. Principals may provide additional, building-specific guidelines in student handbooks.

Adopted: July 14, 1993

Revised: November 25, 1994; April 27, 1999, January 26, 2016, _____

APPROVAL OF HANDBOOKS

In order to inform students, parents, and staff members of pertinent School Committee policies, administrative regulations, and school rules and procedures, the Superintendent/designee shall publish and annually revise student and employee handbooks containing information about the school system as a whole and the individual schools. Such handbooks shall be of high quality and the contents must conform to School Committee policies, administrative procedures, and state and federal laws/regulations. All handbooks and any revisions shall be approved by the Superintendent, or designee, prior to publication.

The Superintendent, or designee, shall conduct an annual review of staff and students handbooks. All first editions of handbooks and any substantive revisions are to be approved by the Superintendent prior to publication.

Handbooks shall be distributed to all students the first week of each school year and to new students when they enroll. Employees shall receive appropriate handbooks upon their employment and whenever handbooks are revised. **For the purposes of this policy, “Handbook” is anachronistic and may be distributed digitally in consideration of ever-changing health, guidance, civil rights regulations, and federal and state statute. Paper copies of any policy or procedure are available upon request.**

Adopted: March 14, 1995

Revised: April 27, 1999, January 10, 2017, _____

