

City of Biddeford
School Committee
June 14, 2023 5:00 PM Little Theater at BHS

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Adjustments to Agenda:

E. Consideration of Minutes:

F. Consent Agenda

F.1. Nominations:

Cheryl Burrell ~ BHS Special Education Teacher ~ Replacing Kelsey Williams

Nicholas DiBiase ~ BPS Teacher ~ Replacing Michelle Carpenter

Erin Morrell ~ BHS Teacher ~ Replacing Heather Tremblay

Isabel Snyder ~ BIS Paid Intern

Sarah Dennison ~ BIS Paid Intern

Garrett Ross ~ BPS Paid Intern

Catherine Favreau ~ BPS Paid Intern

Nicole Niehoff ~ JFK Paid Intern

Christopher Danfoth ~ BHS Social Worker ~ Replacing Donna Maguire

Ashley King ~ BHS Special Education Teacher ~ Replacing Anita Leeman

Kyle Hanson ~ BHS Teacher ~ Replacing Evgeni Bouzakine

Tara DiVincenzo ~ BMS Teacher ~ Replacing Sophie Manning

Donald Stanhope ~ BHS Teacher ~ Replacing Sarah McCann, who moved to another position with the district

Appointments:

Christina Mitchell ~ BIS Ed Tech II ~ New Position

Abigail Fleming ~ BPS Ed Tech I ~ Replacing Jennifer Young

Jamie Welsh ~ JFK Ed Tech III ~ New Position

Hannah McCaskey ~ BHS Ed Tech III Special Education

Ryane Sullivan ~ BHS Food Service Worker ~ Replacing Carol Laverierre

Transfers:

Shannon Beal ~ Ed Tech moving to BMS Teacher

Mariah Desrochers ~ BHS Custodian ~ Replacing Mark Anderso, who moved to another position within the district

Sharon-Lee Brinkman-Young ~ BHS Teacher moving to BHS ESOL

Sarah McCann ~ 8th Grade Science Teacher moving to BHS Teacher ~ Replacing Doreen

Resignations:

Mark Myers ~ BHS Custodian

Sophie Manning ~ BMS 6th Grade Science Teacher

Michelle Carpenter ~ BPS Art Teacher

Amanda Rapier ~ JFK Special Education Teacher

Leanna Simao ~ BMS Resignation
Caryn Tierney ~ BIS Teacher ~ Retirement
Sharon McGovern ~ BMS Teacher ~ Retirement
Raymond Porelle ~ Full-Time Bus Driver

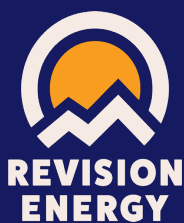
- G. Superintendent's Report:**
- H. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee**
- I. Old Business:**
- J. New Business: Public participation opportunity after each item listed below (3 minutes per item)**
 - J.1. Nomination of Business Manager
 - Solar Panel Proposal at BHS
 - BPS Building Update - Council Presentation
 - Approval of Accountant Job Description
 - Bridge to Reading Foundational Skills
 - [Business Manager Ashely Hicks.pdf](#)
 - [Solar Proposal Final.pdf](#)
 - [Accountant JD.pdf](#)
 - [Heggerty ELA CDT - Elementary Schools.pdf](#)
- K. Public Participation: (3 minutes; any item)**
- L. Communications:**
- M. Executive Session:**
- N. Adjournment:**

MEMO

TO: Biddeford School Committee
FROM: Jeremy Ray, Superintendent
RE: Business Manager
DATE: June 6, 2023

I would like to recommend Ashley Hicks for the position of Biddeford School Department Business Manager effective January 16, 2023. Ashley currently works in the Biddeford School Department Finance Office and has served in the Accountant Position for the past 3 years.

Over the next several months, Ashley will receive increased mentorship from current Business manager Terry Gauvin so that a smooth transition can occur prior to the release of the FY25 budget.



Biddeford High School/COT Solar

For Contract PPA Proposal for Biddeford High School

For Contract Proposal Date

May 30, 2023

Solar Design Summary

Project Size (DC)	1071 Panels	514.08 kW
Project Size (AC)	4 Inverters	390 kW
Year 1 Generation (kWh)		586,419

PPA Financial Summary

Upfront cost to Biddeford High School/COT	\$0.00
Operations & Maintenance (O&M) cost	\$0.00
Year 1 PPA rate (per kWh)	\$0.1440
PPA rate escalator starting year 2	2.0%
PPA term	20 years
Year 6 early buyout estimate (optional)	\$1,022,058
Upfront cost financed by investor partner	\$1,525,459

PPA rate offer good for 30 days from date above

Engineer's Rendering



10 Maplewood Ave., Biddeford, ME 04005 (Satellite Data)

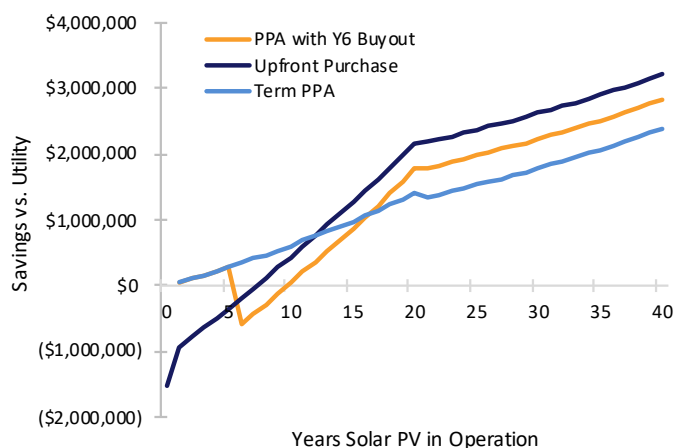
PPA Project Savings/Revenue

Estimated savings years 1-5 under PPA	\$284,000
Year 6 early buyout (optional) less savings	\$738,058
O&M cost after buyout (per year, optional)	\$3,512
Term PPA savings, no buyout	\$1,401,000
25-Year net savings with year 6 buyout	\$1,976,000
40-Year net savings with year 6 buyout	\$2,830,000

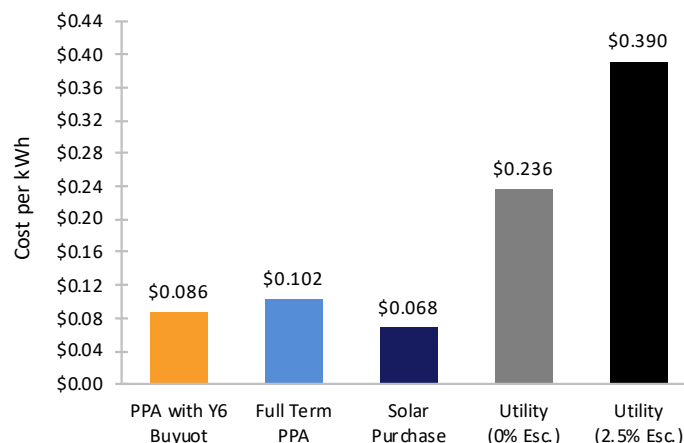
Environmental Benefits

Annual CO2e offset (lbs)	574,691
Equivalent to...	
Gallons of gasoline not burned	29,332
Passenger cars removed from the road	56
Pounds of coal not burned	287,214
Tons of waste recycled	89

Solar Savings vs. Utility



Levelized Cost of Energy



BIDDEFORD SCHOOL DEPARTMENT

TITLE: Accountant

QUALIFICATIONS:

Bachelor's degree in Business Administration, Accounting, or a related field.

Minimum of 2 years experience in one of the above fields.

Valid Criminal History Record Check (CHRC) from the Department of Education.

Experience with APTA Fund Financial Systems preferred.

Experience with Frontline Recruiting and Hiring system and absence management system preferred.

Prior school payroll experience preferred.

Budget experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to describe problems and work orally or in writing to supervisor as needed.

Ability to establish and maintain cooperative working relationships with others

Ability to carry out instructions furnished in written or oral form.

Proficient understanding of use of computers and software applications (e.g., Word, Excel, PowerPoint)

Ability to problem-solve job-related issues.

Ability to work with a diverse group of individuals.

Ability to process paperwork accurately according to standardized procedures.

Must be very detailed oriented and able to multi-task.

Ability to learn and troubleshoot software.

Ability to maintain the confidentiality of information regarding employees and others, financial information, and collective bargaining information

Organizational, scheduling, and time management skills.

Knowledge of state and federal laws relating to public education and labor laws.

REPORTS TO: Business Manager

PERFORMANCE RESPONSIBILITIES:

Under the direct supervision of the Business Manager, provide a wide variety of complex and confidential administrative support to the Business Manager; communicating information on behalf of the Business Manager to school district employees, ensuring compliance with collective Bargaining agreements and labor laws. Provide general support necessary to ensure efficiency and effective school district operations.

Reconcile monthly deductions/liabilities

Assist in the preparation and maintenance of the budget for three school units

Prepare journal entries

Verifies AP batches

Oversees the substitute coordinator's functions. (i.e., applications and onboarding paperwork)

Maintain substitute applications via the Applicant tracking system.

Maintenance Of Staff in NEO

Enroll and assist in the maintenance of staff in the Frontline Time and Attendance System.

Import/key in leave/time from Absence Management System and Apta Fund (payroll software)

Prepare payroll documents and all the posting of timesheets into payroll software.
Maintain and file time sheets.
Prepare and issue contracts to staff.
Prepare start-of-year payroll based on contracts.
Prepare and balance payroll accrual.
Provide training and guidance to school administrative assistants in the areas of pay.
Assist with answering incoming calls to the Business Office.
Must have the ability to be cross-trained with other Business Office staff.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year are to be established by the School Committee and Superintendent.

EVALUATION: The performance of this job will be evaluated following provisions of the School Committee's policy on the 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 position, either at present or in the future.

MEMO

TO: Jeremy Ray, Superintendent
FROM: Mandy Cyr
RE: “Bridge to Reading Foundational Skills”
DATE: June 10, 2023

The district Curriculum Committee was unanimous in supporting the request for Bridge to Reading Foundation Skills on May 5, 2023.

The English Language Arts Curriculum Development Team (ELA CDT) analyzed student performance data, including district-level and state-level benchmark assessments, during the 2022 - 2023 school year. The ELA CDT discovered a trend in student achievement over a number of years, indicating that foundational literacy skills and an emphasis on early literacy are areas for improvement.

Countless research-based instructional practices and resources confirm that foundational reading skills are a clear indicator of future reading success and should be explicitly and systematically taught¹. Furthermore, researchers have found a direct correlation between struggling readers at the early elementary level and the rate of graduation. Proficient third-grade readers are nearly five times more likely to graduate high school than their peers with below-basic reading skills². Statistics like this confirm that mastery of foundational literacy skills such as phonics and phonological awareness supports long-term educational achievement.

The same resource that first and second grade teachers at Biddeford Primary School use for instruction, Heggerty Phonemic Awareness, became available to kindergarten teachers in the fall of 2022. While this is an important step in developing a common and consistent approach to phonemic awareness instruction across grade levels and schools, a gap still exists for other critical components of foundational literacy, including phonics and decoding. Heggerty recognized the need to bring together these critical components and developed a comprehensive resource to address early literacy instruction. This resource is called “Bridge to Reading Foundational Skills”.

¹ Coulter-Glazier, M. (2022). *Teaching Phonemic Awareness and Predicting Future Reading Success* [Master's thesis, Bethel University]. Spark Repository. <https://spark.bethel.edu/etd/899>

² Hernandez, D. J. (2011, March 31). *Double jeopardy: How third-grade reading skills and poverty influence high school graduation*. Annie E. Casey Foundation. <https://eric.ed.gov/?id=ED518818>

Throughout the 2022 - 2023 school year, teachers from grades K–2 participated in an exploration of this newly expanded resource with a carefully thought-out progression of training, implementation, and feedback.

- September-November
 - Professional Development and implementation of Phonemic Awareness components and resources.
- December-January
 - Professional Development and 9 week guided implementation of Unit 3 of Bridge to Reading.
- January-March
 - Continuation of trial at the pace of teacher and students, with surveys and feedback to Heggerty and District ELA CDT.
 - Narrative feedback gathered monthly and shared with ELA CDT team
- April:
 - Formal surveys and feedback collected by Heggerty
- May:
 - Budget developed and proposal to Curriculum Committee along with summary of the work of the ELA CDT with comprehensive feedback
 - Heggerty responded and make adjustments to the resource based on district feedback in preparation for the 2023 launch

The table below outlines the total cost for implementation of the “Bridge to Reading” program in grades K-2. All costs are supported by federal funds through Title I and are aligned with the comprehensive needs assessment performed each year.

Title	Type	Cost	Need	Max Projected Quantity	Max Projected Cost
Kindergarten Kit	Instructional Guide	\$1,600 per kit w/discount	1 per teacher and Ed Techs providing pull-out supports; 2 for Literacy Coaches	18	\$ 28,800.00
1st Grade Kit	Instructional Guide	\$1,600 per kit w/discount	1 per teacher and Ed Techs providing pull-out supports; 2 for Literacy Coaches	18	\$ 28,000.00
2nd Grade Kit	Instructional Guide	\$1,600 per kit w/discount	1 per teacher and Ed Techs providing pull-out supports; 2 for Literacy Coaches	18	\$ 28,800.00
Professional Development	Professional Development	\$850 for every 50 attendees.	2 sessions x 1 session per year	2	\$ 1,700.00
Total Cost					\$ 87,300.00