

City of Biddeford
School Committee

June 09, 2020 4:30 PM Zoom Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/92126259425?pwd=aS9OL215MFVJTUVHUUWZZUE9kNDJrQT09>

Password: 784262

Or Telephone:

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

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

Webinar ID: 921 2625 9425

A. Instructions

A.1. Instructions for Meeting

Due to the COVID-19 outbreak, the Biddeford School Committee will not meet in person but will conduct the public hearing and meeting through a zoom webinar. 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.

[Instructions for Public Participation Biddeford 6_9_20.pdf](#)

B. Call to Order:

C. Roll Call:

D. Pledge of Allegiance:

E. Adjustments to Agenda:

E.1. Addendum

[Addendum 6_9_20.pdf](#)

[Probationary Contracts 2020-2021 - Sheet1.pdf](#)

F. Consideration of Minutes:

F.1. Minutes 5/26/2020

[Meeting Minutes 5_26_20.pdf](#)

G. Consent Agenda

G.1. Nominations:

David Nelson ~ Resiliency, Resource, and Trauma Coordinator BHS ~ New Position

Appointments:

Cathy Fecteau ~ Payroll/Acct Payable Assoc Central Office ~ Replacing Jody Williams

Ashley Hicks ~ Staff Accountant Central Office ~ Replacing Cathy Fecteau

Resignations:

William Gervais ~ BRCOT Electrical Instructor ~ Moved to a New Position in the

District
Jody Williams ~ Accounts Payable Associate ~ Retired
Cathy Fecteau ~ Admin Asst Payroll/Accts Payable ~ Moved to a New Position in the District

H. Student Rep Reports:

I. Superintendent's Report:

J. Committee Reports:

K. Old Business:

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

- L.1. Public Comment on Comprehensive Needs Assessment for JFK
Return to school parent survey results
Return to school - reopening process guidance - draft document
Approval of new job description ~ Technology and Operations Support
Addendum:
Approval of probationary contracts 2020-2021

[Parent Survey Reopening.pdf](#)

[Reopening of Biddeford and Dayton Schools.pdf](#)

[Draft Job Description_ Tech and Ops Support \(1\).pdf](#)

[Probationary Contracts 2020-2021 - Sheet1.pdf](#)

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

N. Communications:

O. Executive Session:

- O.1. Labor contract negotiations of non-union employees in pursuant to
1 M.R.S.A § 405 (6)(D)

P. Adjournment:

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, June 9, 2020, at 4:30 PM.

This meeting 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, June 9, 2020, 4:30 PM Eastern Time

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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](#)

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Biddeford School Department
Tuesday, June 9, 2020
4:30 pm
Virtual Zoom Meeting
Addendum

K. New Business:

- Approval of [Probationary Contracts 2020-2021](#)

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

First Name	Last Name	Position	School		
3rd Year Probationary Contract going to Continuing Contract:					
Jessica	Aberle	Gr 4	BIS		
Pablo	Cebollon	Spanish	BHS		
Lindsay	Ely	Science	BMS		
Adam	Flynn	Math	BHS		
James	Grover	Math	BHS		
Robert	Hodgkin	Plumbing	COT		
Cassandra	Jacques	Nurse	BPS		
Stephanie	Jackson	Special Ed	APC		
Kaitlyn	Jarry	French	BHS		
Emily	Kahn	Social Studies	BMS		
Katherine	Zarro	Gr 2	BPS		
Matthew	Laney	Business	COT		
Katherine	Lapre	French	BMS		
Erica	Letellier	Pre-K	JFK		
Louis	Neveux	Math	BHS		
Benjamin	Sandri	Science	BMS		
Hannah	Schlehuber-Johnson	Social Studies	BHS		
Holly	Scribner	Guidance	COT		
Andrew	Young	Gr 1	BPS		
Melissa	Wu	Pre-K	JFK		
2nd Year Probationary Contract moving to 3rd year Probationary Contract					
Joseph	Aiken	Gr 3	BPS		
Hope	Andreychak	Gr 2	BPS		
Caroline	Babcock	Gr 2	BPS		
Karen	Bouchard	ELA	BMS		
Jennifer	Dame	Special Ed	BPS		

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Samara	Yandell	Art	BMS		
Jeanette	Lalouche	0.5, Gr 3	BPS		
Carole	LePauloue	Pre-Tech	COT/BHS		
Mariel	Leonard	Special Ed	JFK		
Brianna	McElaney	Special Ed	BMS		
Kera	Miller	Special Ed	JFK		
Julie	Montalbano	Gr 1	BPS		
Michael	Murphy	Music	District		
Shannon	Reynolds	Gr 1	BPS		
Andrew	Rosado	Robotics	BMS		
Kayla	Tremblay	0.5, Math	BIS		
Pamela	Weiss	Gr 6	BMS		
Emma	Wescott	Special Ed	BPS		
Joshua	Williams	Science	BHS		
1st Year Probationary Contract Moving to 2nd year Probationary Contract					
Crystal	Blais	Gr 6 Science	BMS		
Alexis	Mantis	Gr 8 Science	BMS		
Hillary	Ventura	0.5, Health	BMS		
Kristy	Kendrick	Special Ed	BMS		
Edward	Kruse	Gr 9-12 Math	BHS		
Kayla	Keimach	Gr 5	BIS		
Justine	Bouthot	Gr 4	BIS		
Stacy	Hand	Special Ed	BIS		
Brian	Maiorino	Business	BRCOT		
Gustavo	Coello Gomez	Gr 9-12 Spanish	BHS		
Maggie	Guzman	Gr 4	BIS		

First Name	Last Name	Position	School		
Sara	Murphy	Special Ed	BMS		
Erin	Behen	ELL	JFK		
Lauren	Ginn	Gr 3	BPS		
Sonja	Nielson	EMT	BRCOT		
Sophie	Manning	Gr 6 Science	BMS		
Troy	Gondola	Special Ed	BIS		
Gary	Pleau	Special Ed	BHS		
Susan	Bowdoin	Clinical Instructor	BRCOT		
Erin	O'Connor	Special Ed	BMS		
Linsey	Miller	Special Ed	JFK	Started 2/10	
Ethan	Davis	Exploratory	BRCOT		
Ashley	Nadeau-Belanger	Resiliency Resource	BPS		
Andrew	Young	Resiliency Resource	JFK		
Krystal	Taschereau	Nurse	BHS		

Minutes

The meeting can be viewed in the following locations:

City of Biddeford Website

<https://zoom.us/j/92126259425?pwd=aS9OL215MFVJTUVHUUWZZUE9kNDJrQT09>

H. **Superintendent's Report:** ~ Jeremy Ray stated that last week we had our budget approved by our city council. They have also allowed us to use some additional money found in the current budget to help with the entryways of BPS, BIS, and JFK to make them safer. The budget validation date is scheduled for 7/14/2020. June 1st and 2nd we will begin the filming

of our graduates receiving their diplomas at the Waterhouse field. This is in preparation for the drive-in theater graduation which will be held on June 17th at 9:00 pm. Administrators have been working on plans for the Fall. Surveys will be sent out to families over the next couple of weeks for feedback. He thanked Chris, Karen, and Mandy for working on the Title 1 Grant. We also received a technology grant for 778 Samsung tablets with Wifi. Our hope is to get a device in every student's hands next year in the event that distance learning has to continue or start back up. Our school buses will be out on Wednesday night to distribute ice creams to students throughout the district. He thanked all the administrators who purchased those for the community.

I. Committee Reports:

J. Old Business:

K. New Business:

- [Nasson Healthcare Partnership](#) ~ Chris Indorf ~ We are looking to enter into a Memorandum of Understanding with Nasson Community Healthcare. Just for students and students of staff members. Nurses would set up spaces in the schools for the services. It is not frontline medical care.
- Cares Act Funding Update ~ The DOE is going to follow what is written in statute and not what the commissioner. We are looking to receive 550,000 that can be spent on anything spent on COVID 19 or related items. We don't want to risk being able to get future funding so we will be following the guidelines very closely.
- Technology Update ~ We will be receiving Chromebooks from the state. This will help us going forward if distance learning needs to continue.
- Fall Reopening Planning and Update ~ The school department is currently working on three plans for the reopening of school. Surveys will be going out to families so that feedback can be taken into consideration.

L. Communications:

M. Public Participation (3 minutes; any item)

N. Executive Session:

O. Adjournment: The meeting was adjourned at 8:01 pm. Lisa Vадnais moved, Randy Forcier seconded, and all were in favor.

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Signed:

Date: 6/3/202

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vадnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Amy Grohman	Rebecca Henry

Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Inov

BIDDEFORD SCHOOL DEPARTMENT

Return to School



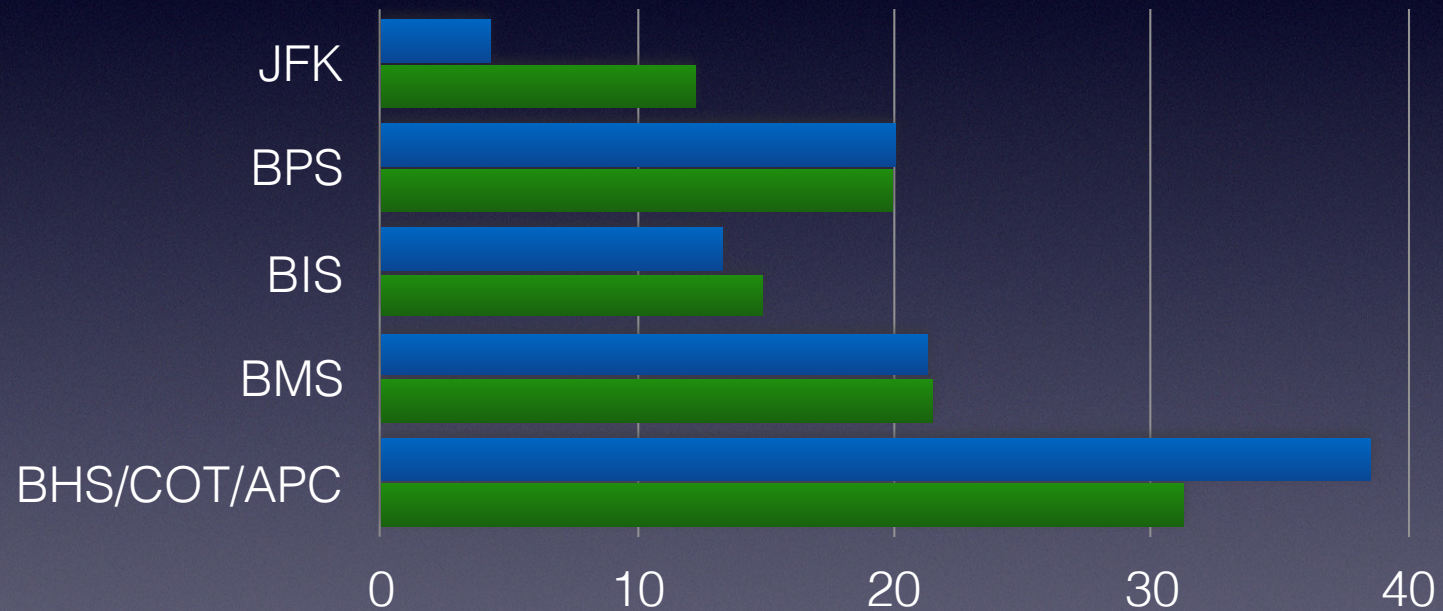
Community Survey (Parent and Student-Focused)

Methodology

- Editors: Ray, J., Indorf, C., Cyr, M., Chasse, K
- Sourcing: South Portland High School (ME); New Hampshire Department of Education; Maine Department of Education; Cape Elizabeth Public Schools
- With 928 responses representing nearly 1200 children, the survey results are statistically valid. C.I. 95% —Margin of error 3%
- Distribution: Electronic by District Newsletter, 3 social media platforms, InstantAlert

Key Demographics

- 928 Respondents
- Respondents tend to over-represent older students



- ~89% of Biddeford Families have 1 or 2 children enrolled.

How are Parents *Feeling*

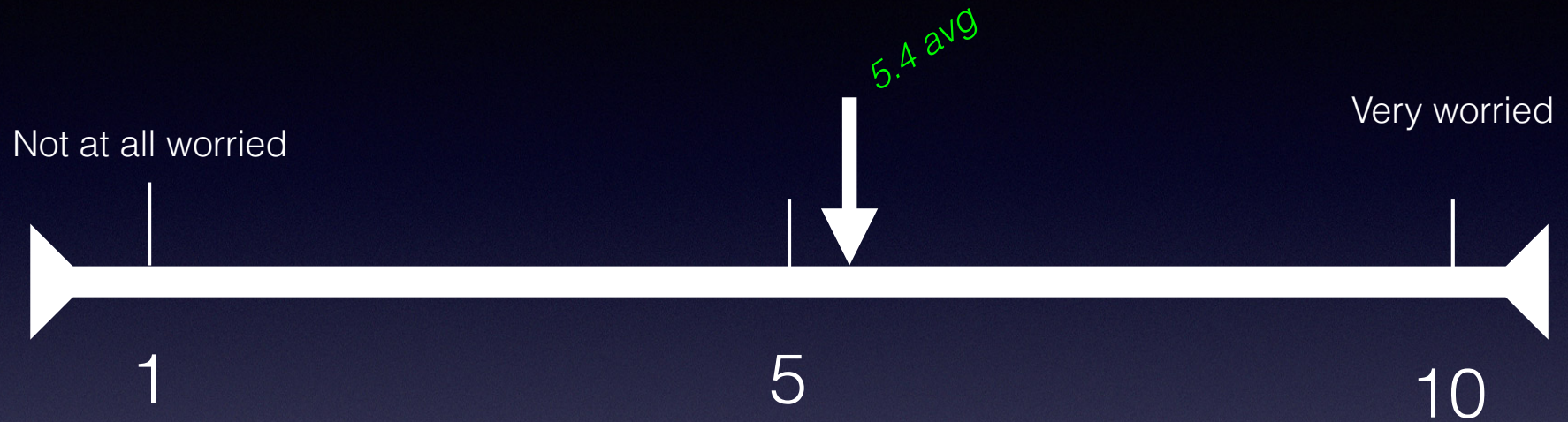
- *Most students are eager to return.* 78% of parents believe their child is “eager to return” to school
- *Some students prefer remote instruction, their parents report.* 78% of parents believe their child prefers in-person learning. 6.5% disagree or strongly disagree. By extrapolation, ~100 students prefer remote instruction.
- *Parents Need Help with Instruction.* Just over half (51%) of parents felt like they could support their child’s at-home learning. As expected, these trend lines (largely) follow grade levels: parents of high school students and parents of the very young feel less confident.

How are Parents *Feeling*

- *Parents are stressed.* Fewer than half of respondents report that if school remains closed or open part-time in the fall that they could balance family/work/life obligations
- *Kids are impacted by distance.* More than 2/3 of parents say their children are adversely impacted by social distancing
- *Parents fret over social-emotional development.* A whopping 4-out-of-5 parents are worried about the absence of human contact on their child(ren)'s SE development

How are Parents *Feeling*

- *Parents' general worry about the pandemic is varied.*



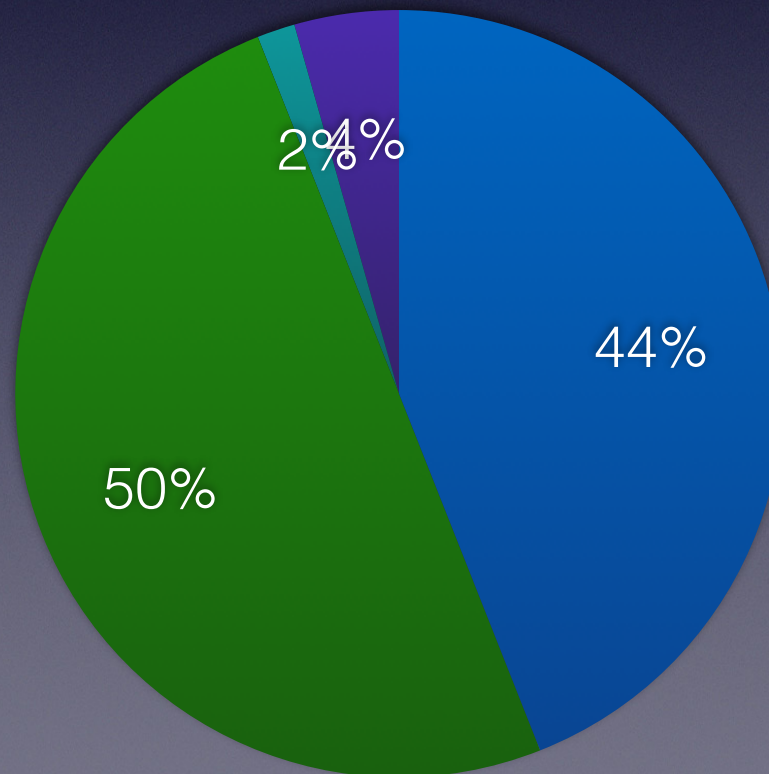
- *2/3 of parents aren't sanguine that life will return to normal in the fall (66.7%)*
- *Parents are more likely than not to report "significant strain" in current situation*

Return to School

Fewer than half of parents will “definitely” send students back in the fall; most will wait on health guidance.

If your child's school is open in the fall, how likely are you to send him/her to school?

● Definitely ● Depends on CDC ● Not at all ● Unlikely



Return to School

- 1-in-4 parents have little or no worry about the health of their children upon return to school.
- Social distancing, lower class sizes, altered calendar more important to parents than PPE. Most parents believe that many measures may keep their child safe, and want schools to use multiple measures and tools in a comprehensive approach. For example, only 15 respondents felt student and staff masks alone are enough.

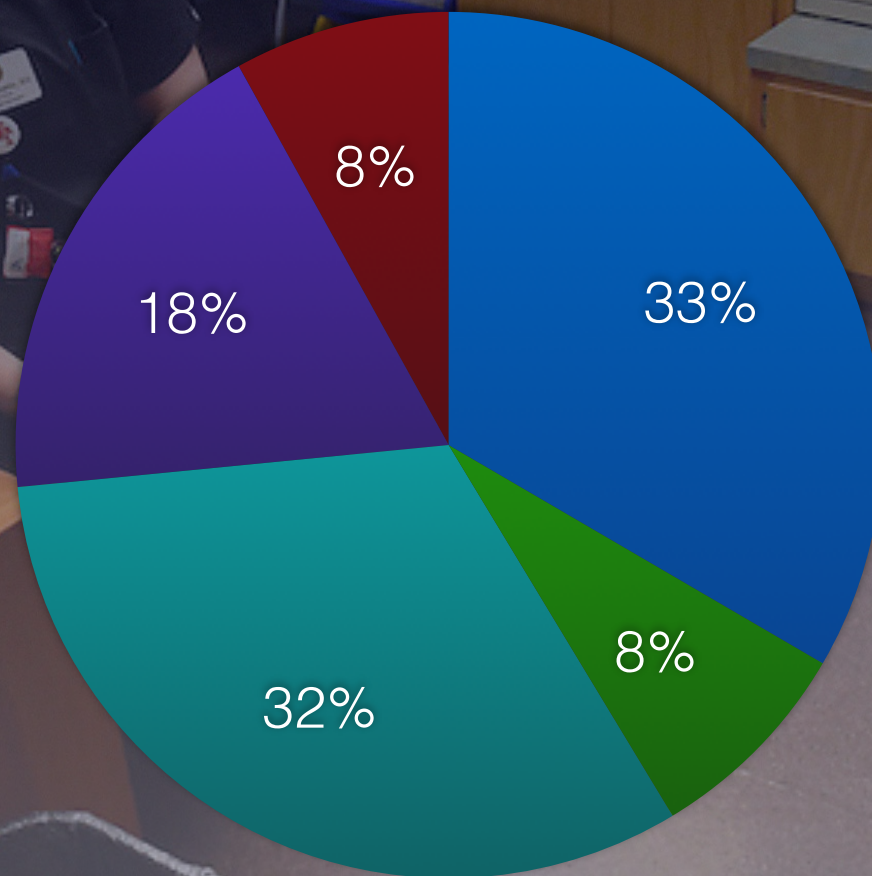
Return to School

- 1-in-8 families want options for education models in the fall.
- 78% of families desire either a full return to in-school instruction or a hybrid model of distance and in-person learning
- When asked to rate the importance of reentry factors ranging from staggered bathroom use to health screenings, parents evaluated tracking the movement of people in/out of buildings as the most important.

Return to School

What would make you more comfortable with a full return to school in the fall?

- Health screening at door
- Comfortable w/ mods
- Other
- Not comfortable at all
- Limit Class Size



Return to School

- 48% of parents plan to use bus transportation in the fall, with **half** of those stipulating “only if distance between seats can be maintained.”
- By comparison, 65% of our student body currently utilizes bus transportation (*PM runs*; 63% *AM runs*)

Next Steps

- Further surveys: remote instruction, faculty and staff
- Sourcing: South Portland High School (ME); New Hampshire Department of Education; Maine Department of Education; Cape Elizabeth Public Schools
- With 928 responses representing nearly 1200 children, the survey results are statistically valid. C.I. 95% —Margin of error 3%
- Distribution: Electronic by District Newsletter, 3 social media platforms, InstantAlert

Reopening of Biddeford and Dayton Schools Planning Document

Schools were last filled with children and staff, on March 13, 2020. Across the state, schools are being tasked with reopening school buildings and other facilities in the fall of 2020 to provide classroom-based instruction as well as additional school-based programming.

The safety and well being of all students, staff, and visitors to the is a top priority. A School Reopening Plan will be developed utilizing the decision making structures that currently exist within the School Department, with several modifications that are noted throughout the planning document.

1. Team roles and composition

a. District Leadership Team

i. Responsibilities:

1. Research best practices
2. Review directives and recommendations from governmental and public health agencies
3. Gather input from Public Safety Officials, Public Health Consultants, and the various school-based teams
4. Develop and present the complete plan to the School Committee for approval
5. Communicate to the public
6. Regional collaboration
7. Gather feedback from stakeholders
 - a. Parent Survey
 - b. Teacher Survey
 - c. Student Survey?
8. Implement the Plan

ii. Composition

1. Superintendent of Schools
2. Assistant Superintendent
3. Director of Instruction
4. Director of Communication
5. Director of Special Education
6. Director of Finance
7. School Principals
8. Director of Facilities
9. Director of Transportation
10. Director of School Nutrition
11. Technology Coordinator

- iii. Resources (Not an exhaustive list)
 - 1. Public Safety Officials (Biddeford PD, Code Enforcement, Fire Chief, City Manager)
 - 2. Community Partnerships and student support networks
 - 3. Public Health Consultants
 - 4. Maine CDC and DOE
 - 5. Maine School Superintendents' Association, Maine Principals' Association
 - 6. Legal Counsel

b. Remote Instruction Committee

- i. Responsibilities
 - 1. Development of the parameters for building or grade span work in defining Remote Instruction protocols for the fall for Plan B (hybrid) and Plan C (100% Remote Learning)
 - 2. Building based plans will be shared with the Remote Instruction Committee by XXXXX for review and comment prior to a recommendation to the District Leadership Team.
- ii. Composition (Representatives K-12)
 - 1. Director of Instruction
 - 2. Building Principal representing grade spans (K-5, 6-12)
 - 3. Teachers representing grade spans (K-5, 6-8 and 9-12)
 - 4. Special Education staff
 - 5. COT Instructional Staff
 - 6. Instructional Coach
 - 7. Dayton Consolidated School teacher representative
 - 8. School Committee Member

c. District Health Committee

- i. Responsibilities
 - 1. Remain abreast of latest national, state, and local recommendations for containing the coronavirus
 - 2. Make recommendations to, and respond to inquiries from, the Leadership Team regarding proactive measures to ensure the safety of all school occupants
 - 3. Review the district calendar and make recommendations.
 - 4. Review and comment on the School Reopening Plan with a recommendation to the District Leadership Team.
- ii. Composition
 - 1. Superintendent
 - 2. Assistant Superintendent
 - 3. Director of Instruction
 - 4. Special Education Director or Assistant Director

5. Special Education staff representative
6. Director of Facilities
7. Director of Communication
8. School Nurses
9. Guidance Staff/Social Workers
10. Athletic Trainer
11. Athletic Director
12. School Principal (1)
13. School Consulting Physician
14. Administrative Asst. Staff

d. District Operations Committee

i. Responsibilities

1. Continue to be knowledgeable about operations standards pertaining to facility cleanliness, hygiene equipment and supplies, and food storage, preparation, and service.
2. Make recommendations to, and respond to inquiries from, the Leadership Team regarding proactive measures to ensure the safety of all school occupants.
3. Review and modify district calendar - including consultation with District Health Committee.
4. Review and comment on the School Reopening Plan with a recommendation to the District Leadership Team

ii. Composition

1. Superintendent
2. Assistant Superintendent
3. Director of Instruction
4. Director of Communication
5. Director of Facilities
6. Asst. Principal(s)
7. Technology Director
8. Food Service Director
9. Transportation Director
10. Finance Director
11. HR Director
12. SRO

e. School-based Development Committee

i. Responsibilities

1. Participate in school-based reviews and suggest site-specific options for ensuring the health and safety of all occupants.
2. Define remote instruction expectations for building or grade level spans while soliciting input from all staff.

3. Review and comment on the School Reopening Plan with a recommendation to the Remote Instruction Committee.

- ii. Composition

1. These are teams with composition determined by each school.

Typically includes:

- a. Teachers
- b. Staff
- c. Special Education Staff
- d. Instructional Coach
- e. Principals and Assistant Principals
- f. Parent/Community Members

2. Timeline

Date	Task
May 15 - June 15	Operations Team identifies needs • Cleaning • Food Service • Supplies • Equipment • Technology
June 1 - July 1	Building Leadership Team • Utilizing the skeleton framework provided, begin to define expectations for Remote Instruction. ○ Include opportunities for staff input and modifications ○ Review survey results
June 15 - July 1	District Leadership Team • Identifies personal protective equipment and social distancing needs
June 17 - July 3	District Leadership Team • Develop and review the plan for reopening in the fall
July XXX	District Leadership Team reviews and finalizes School Reopening Plan • Plan A: Back to school while adhering to CDC/DOE guidelines for safety • Plan B: Hybrid model • Plan C: Remote Instruction

DRAFT

July 28	Present reopening plan to the school committee for first reading and public input (second meeting in July).
August 11	School Committee approval of the reopening plan. First school committee in August
August XXX	First Day of School for teachers
September 1, 2020	First Day of School for students

Resources:

[National Institute for Excellence in Teaching](#)

*DRAFT
SUBMIT TO SCHOOL COMMITTEE FOR REVIEW
DUTREMBLE/INDORF
JUNE 1, 2020*

BIDDEFORD SCHOOL DEPARTMENT

TITLE: Technology and Operations Support ~ Year-Round Position

QUALIFICATIONS:

1. Successful experience working with technology support, clerical support in a related field.
2. Demonstrated knowledge in the basic operations of major operating systems
3. Basic knowledge of the Google Suite of products.
4. Valid driver's license and able to provide own transportation to and from district schools.
5. Valid DOE fingerprinting certification.

Two-year degree, or greater, in information systems or equivalent experience, preferred

REPORTS TO: Information Technology Director/COT Director

RESPONSIBILITIES:

- Monitors, responds to, and updates the tech help desk system, efficiently and knowledgeably communicating with district staff on tech issues and orders.
- Identify tech problems reported by staff and offer solutions and/or be able to recognize if the situation needs escalating up the helpdesk
- Efficiently communicate with vendors and track quotes, process purchase orders, and manage invoices for hardware and software purchases
- Efficiently use, schedule and modify appointments in Google Calendar
- Have a basic understanding of technology terms, devices, software, and other systems, and understand their basic functions
 - Understand the differences between Windows, Mac, and Chrome operating systems
 - Be able to identify the differences between various hardware devices, such as laptop, Chromebook, PC, Mac, etc.
- Manage the setup and maintenance of interior school building signage with the Rise Vision program and Google Slides

- Create and modify student and staff G Suite for Education accounts, and manage associated organizational and Group memberships
- Understand and assist school staff with help tickets pertaining to video inputs and proper connection of Apple TVs, projectors and TVs.
- Climb ladders to change projector lamps/bulbs on the wall and ceiling-mounted projectors.
- Be able to assist staff with the creation of videos using Screencastify, iMovie, and other applications.
- Assist staff in troubleshooting Google Meet and Zoom issues.
- Understands the district printing environment as it relates to the configuration of local and networked printers, Cloud and Mobility print, as well as the district copiers' Papercut print management system, and be able to assist staff in all printing/copying/fax issues.
- Installs new PC hardware and software and tests each installation
- Performs other duties as assigned by the Technology Director
- Performs all duties promptly, accurately, and effectively as assigned or directed
- Manage multiple tasks in an organized and timely fashion
- Maintain confidentiality of student records
- Maintain open lines of communication with the technology staff
- Establish and maintain positive working relationships

COT responsibilities:

- Manage COT enrollments and transfers, including preparing cumulative grades for shipment to receiving schools, and archiving of records.
- Support guidance and administrative staff with the management data system in order to input student and course selection.
- Manage parent/student portal accounts and parent notification system.
- Monitors daily attendance including: Child Watch Attendance Calls, tardies, and dismissals.
- Manage Student Data System including: attendance, dismissal, scheduling, discipline, fees, reports, etc.
- Assists Director with finances including: Processing all purchase orders, equipment including: payment of bills, filing of invoices, shipping and receiving.

Adopted: _____

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3rd Year Probationary Contract going to Continuing Contract:					
Jessica	Aberle	Gr 4	BIS		
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Katherine	Zarro	Gr 2	BPS		
Matthew	Laney	Business	COT		
Katherine	Lapre	French	BMS		
Erica	Letellier	Pre-K	JFK		
Louis	Neveux	Math	BHS		
Benjamin	Sandri	Science	BMS		
Hannah	Schlehuber-Johnson	Social Studies	BHS		
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Kristy	Kendrick	Special Ed	BMS		
Edward	Kruse	Gr 9-12 Math	BHS		
Kayla	Keimach	Gr 5	BIS		
Justine	Bouthot	Gr 4	BIS		
Stacy	Hand	Special Ed	BIS		
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Maggie	Guzman	Gr 4	BIS		

First Name	Last Name	Position	School		
Sara	Murphy	Special Ed	BMS		
Erin	Behen	ELL	JFK		
Lauren	Ginn	Gr 3	BPS		
Sonja	Nielson	EMT	BRCOT		
Sophie	Manning	Gr 6 Science	BMS		
Troy	Gondola	Special Ed	BIS		
Gary	Pleau	Special Ed	BHS		
Susan	Bowdoin	Clinical Instructor	BRCOT		
Erin	O'Connor	Special Ed	BMS		
Linsey	Miller	Special Ed	JFK	Started 2/10	
Ethan	Davis	Exploratory	BRCOT		
Ashley	Nadeau-Belanger	Resiliency Resource	BPS		
Andrew	Young	Resiliency Resource	JFK		
Krystal	Taschereau	Nurse	BHS		