

**City of Biddeford
School Committee
May 28, 2019 7:00 PM Little Theater at BHS**

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Adjustments to Agenda:**
 - D.1. ADDENDUM
[Addendum5:28:19.pdf](#)
- E. Consideration of Minutes:**
 - E.1. Minutes 5/14/19
[Signedminutes5:14:19.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 cancel June 25, 2019 School Committee meeting
 - Motion to accept school committee meeting calendar for 2019-2020
 - Approval of JFK Early Childhood Coordinator job description
 - Update on Teacher Evaluation
[2019Schoolcommittee.pdf](#)
[JFK Early Childhood Coordinator.pdf](#)
- K. Resignations: Accepted by the Superintendent**
 - K.1.
 - Adam Harrison ~ Ed Tech II BMS ~ Resignation
 - Constance Souliere ~ Food Service Worker ~ Retiring
 - Andrew Young ~ Classroom Teacher BPS ~ Moving to new position in District
 - Ashley Nadeau-Belanger ~ Ed Tech II JFK ~ Moving to new position in District
 - Jason Heywood ~ Custodian ~ Resignation
 - Lucas Pershing ~ Ed Tech II-Behavior BPS ~ Resignation
- L. Nominations:**
 - L.1.
 - Kristy Kendrick ~ FLS Special Ed. Teacher BMS ~ Replacing Briana McElaney

- Justine Bouthot ~ 4th Grade Teacher BIS ~ Replacing Lisa Duchaine
- Kayla Keimach ~ 5th Grade Teacher BIS ~ Replacing Bonnie Smith

M. Appointments:

- M.1. • Emily Loiselle ~ Library Ed Tech III BPS ~ Replacing Kim Tison
- Andrew Young ~ Resiliency, Resource & Truancy Coordinator BPS ~ New Position
 - Ashley Nadeau-Belanger ~ Resiliency, Resource and Truancy Coordinator JFK ~ New Position
 - Jill Dutil ~ Special Education Administrative Assistant ~ Replacing Diane Laverriere
 - Melissa Wu ~ JFK JumpStart Summer Program Teacher position
 - Millie Arrowsmith ~ JFK JumpStart Summer Program Teacher position
 - Andrea Wollstadt ~ JFK JumpStart Summer Program Ed Tech position
 - Cassandra Williams ~ JFK JumpStart Summer Program Ed Tech position
 - Melissa Jolly ~ BPS JumpStart Summer Program Teacher position
 - Nate Molleur ~ BPS JumpStart Summer Program Teacher position
 - Kaitlin Knaus ~ BPS JumpStart Summer Program Ed Tech position
 - Kaitlyn Knaus ~ Ed Tech II-Behavior BPS ~ Replacing Lucas Pershing

N. Transfers:

- N.1. • Lisa Duchaine ~ BIS Teacher ~ Replacing Shirley St.Ours
Title I Math Teacher

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

P. Communications:

Q. Executive Session:

- Q.1. • Discussion/Consideration: Nonunion Employee Compensation in Pursuant to 1 M.R.S.A § 405(6)(D)

R. Adjournment: - *School Committee Members: Alan Casavant, - Chair, Tony Michaud - Vice Chair, Dennis Anglea, Karen Ruel, Lisa Vadnais, Dominic Deschambault, Randy Forcier, Nate Bean*
Student Members: Jenna Delorenzo - BHS, Abigayle Michaud - BHS

Biddeford School Department

Tuesday, May 28, 2019

7:00 pm

Little Theater BHS

Addendum

L. Resignations, Nominations, Appointments & Transfers:

Resignations:

- Elizabeth Holsinger ~ Spanish Teacher BMS ~ Resignation

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Tony Michaud-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Lisa Vadnais	Dennis Anglea

Student Members:

Jenna Delorenzo
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

Biddeford School Department
Tuesday, May 14, 2019
4:30 pm
Little Theater BHS
Minutes

- A. Call to Order:** Meeting was called to order by Alan Casavant at 4:31pm
- B. Roll Call:** Alan Casavant, Tony Michaud, Karen Ruel, Lisa Vadnais, Dominic Deschambault, Nate Bean, Dennis Anglea, Jeremy Ray, and Chris Indorf were all present.
- C. Pledge of Allegiance:** Pledge was led by Alan Casavant
- D. Presentation:**
 - Presentation of Jumpstart program by Kerri LeSieur
- E. Adjustments to the Agenda:**
- F. Approval of Last Meeting's Minutes:** 4/23/19 ~ Tony Michaud moved to accept the meeting minutes from 4/23/19, Dennis Anglea seconded, and all were in favor.
- G. Student Rep Reports:** No student rep reports.
- H. Superintendent's Report: Performing Arts Updates:**
 - The BIS Band Concert will be held this Thursday, May 16th at 6:30pm in Biddeford Middle School's Performing Arts Center
 - To support the BIS Band, Portland Pie and the Biddeford Education Foundation have teamed up to hold their annual fundraiser. Plan to eat at Portland Pie--dine in, take out or delivery--anytime on May 22 and the BIS band will receive 10% of your bill. Patrons will need to provide the flyer or show the image upon checkout so be sure to visit the school Facebook page for that information or grab a copy at the front desk of BIS.
 - The BHS Pops Concert will be held Thursday, May 23rd at 6:30pm in the Little Theater.
 - Official sign-ups are currently being accepted for the new Marching Band to come. Students or parents can access the sign-up form on the Biddeford School Department website under the Academics/Performing Arts link.
 - The students from the Alternative Pathways Center recently completed a presentation of photographs capturing their community and experiences through a lens. Their work will be on display at a Photovoice Exhibit on May 22nd at 10am at Engine in Biddeford in which all are invited to attend.
 - Biddeford Middle School students, in conjunction with the United Way of York County, will be participating in a Day of Caring on May 24th. They students will be visiting local organizations to volunteer on various projects and see how they can make a difference in their community.
 - Last day for students will be June 13th and will be a half day. Normal early release schedule.
 - Maine Legislature has passed L798 vaccination bill.

School Committee Members:

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

Student Members:

Jenna Delorenzo
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

I. Committee Reports: Finance/Building & Grounds, Curriculum, Policy:

J. Old Business:

- **Second reading overnight field trip:**
Odyssey of the Mind World Finals BHS, BIS, and BMS ~ Teachers in charge of the trip are Suzanne Tighe and Victoria Salo ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.
- **Second reading of policies:**
 - GA~ Personnel Goals ~ Revise ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.
 - GAA ~ Requests for New positions ~ Revise ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - GAB ~ Job Descriptions ~ Revise ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - GBB~ Staff Involvement in Decision Making ~ Revise ~ Dennis Anglea moved, Nate Bean seconded, Karen Ruel and Lisa Vadnais were opposed. Karen Ruel motioned to table and send back to policy committee, Lisa Vadnais seconded, and all were in favor to table GBB.
 - GBD ~ School Committee Communications with Staff ~ Revise ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - GBEB ~ Staff Conduct ~ Strike ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - GBEBB ~ Staff Conduct with Students (Replace GBEB) ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - GBI ~ Staff Participation in Political Activities ~ Strike ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - GBIA ~ Staff Participation in Political Activities (Replace GBI) ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - GCA ~ Professional Staff Positions ~ Review ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - ICB ~ Extended School Year Services ~ Revise ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - IFC ~ Multiculturalism ~ Strike ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - IGC ~ Pilot Programs ~ Revise ~ Dennis Anglea moved, Nate Bean seconded, Karen Ruel and Lisa Vadnais were opposed. Karen Ruel motioned to table and send back to policy committee, Lisa Vadnais seconded, and all were in favor to table IGC.
 - IHBAA ~ Referral/Pre-Referral of Students with Disabilities ~Strike ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - IHBAA ~ Referral/Pre-Referral of Students with Disabilities (Replace old IHBAA) ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - IHBAA-R ~ Referral/Pre-Referral Administrative Procedure ~ Strike ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor
 - IHBAA-R ~ Referral/Pre-Referral Administrative Procedure (Replace old IHBAA-R) ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor

School Committee Members:

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

Student Members:

Jenna Delorenzo
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

IHBAC ~ Child Find ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor

JLCDA ~ Medical Marijuana in Schools ~ Strike ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor

JLCDA ~ Medical Marijuana in Schools (Replace old JLCDA) ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor

K. New Business:

- Approval of purchase of one 77 passenger bus. ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.
- Discussion of Summer School Committee meetings and 2019-2020 Calendar ~ Committee discussed options for remainder of Summer and 2019-2020 meetings. Changes will be brought to the next meeting and voted on.
- Graduation setup proposal for Waterhouse Field ~ Motion to adopt proposal #2 of Waterhouse Field BHS Graduation was made by Tony Michaud, Karen Ruel seconded, and all were in favor.

Proposal #2:

- 1550 spectators in the Home Bleachers and 550 spectators in the Visitor Bleachers.
- Security or Police will be at all entrances/ex it's to the synthetic surface and will be instructed to only let those adults with tickets to enter.
- Barricades will be utilized in the parking lot near the Ruth Travers Fieldhouse in order to keep a path for students to exit the field freely.
- Graduates will enter the surface through the gate near the visitor's locker room. Once the graduates have entered through the gate an officer will then close the gate and supervise the area.
- Barricades will also be utilized in the parking lot near the Ruth Travers Fieldhouse (see diagram). This will allow the graduates to freely walk off the field to the designated areas.
- Family photo area will be in the parking lot near the Ruth Travers Field house . There will be photo backdrops placed on the building for families to utilize.
- Biddeford High School will provide a couple of photographers (on the field) to capture graduation ceremony pictures which will be posted online.
- Graduate Officials, Staff, and Chorus will be on the field (See Diagram for Proposal #2).
- Designated handicap seating will be the 1st row of the Home and visitorbleachers.
- Stage will start at the visitors 40 yard line and angle to the home 25 yard line in between the hash marks. This will allow for full stage viewing by all attendees in the bleachers. Graduates will be angled, but centered to the stage. Staff will sit on the left directly behind the graduates. Officials will sit on the right directly behind the graduates. Chorus will sit behind the stage to the left (if facing the stage) for easy access to the stage for their two performances.

School Committee Members:

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

Student Members:

Jenna Delorenzo
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

L. Resignations, Nominations, Appointments & Transfers:

Resignations: ~ Resignations were accepted by the superintendent

- Erik Kuehl ~ Teacher BMS ~ Resignation
- Vassie Fowler ~ School Committee ~ Resignation
- Nathaniel Hathaway ~ Ed Tech II APC ~ Resignation
- Bonnie Smith ~ BIS Teacher ~ Retirement
- Mark Ouellette ~ BHS Teacher ~ Retirement
- Roxanne Litalien ~ BIS Kitchen Manager ~ Retirement
- Benjamin Sandri ~ Teacher BMS ~ Resignation
- Micheal Aaskov ~ Teacher BHS/COT ~ Retirement
- Michael Little ~ Custodian ~ Resignation
- Nicholas Mouzas ~ Custodian ~ Resignation
- Lindsey Nadeau ~ JFK Childhood Coordinator ~ Moved to another position in District.
- Reba Walton ~ Teacher BPS ~ Moving to Dayton School Department

Appointments:

- Shane Parks ~ Custodian ~ Replacing Curtis Martineau ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor.
- Taylor Kroes ~ Head Outdoor Track Coach BMS Stipend ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor.
- Mike Hallett ~ Assistant Outdoor Indoor Track Coach BMS Stipend ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.

Nominations:

- 1st year probationary contract moving to 2nd year probationary contract ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.
- 2nd year probationary contract moving to 3rd year probationary contract ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.
- 3rd year probationary contract going to continuing contract ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.
- Hilary Ventura ~ .5 Health Teacher BMS ~ Replacing Marie Potvin ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.
- Brianna McElaney ~ 6th Grade Resource Special Ed ~ Replacing Maripat Brady ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.
- Alexis Mantis ~ 8th Grade Science BMS ~ Benjamin Sandri ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.
- Lindsey Nadeau ~ BIS Principal ~ Replacing Deb Kenney ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.
- Randy Forcier ~ School Committee Member ~ Replacing Vassie Fowler ~ Dennis Anglea moved, Nate Bean seconded, and all were in favor.

M. Public Participation (3 minutes; any item)

N. Communications:

O. Executive Session:

P. Adjournment: Meeting was adjourned at 5:43pm by Dennis Anglea, Nate Bean seconded, and all were in favor.

Signed: _____

Date: _____

5/22/19

School Committee Members:

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

Student Members:

Jenna Delorenzo
 Abigayle Michaud
 cc: Jeremy Ray- Superintendent
 cc: Chris Indorf-Asst. Superintendent

Biddeford School Committee Meetings

Tentative 2019-2020 School Calendar

July 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	4:30 Meetings
	7:00 Meetings

BIDDEFORD SCHOOL DEPARTMENT

TITLE: JFK Early Childhood Coordinator – District

QUALIFICATIONS:

1. Eligible for appropriate Maine Department of Education certification.
2. Minimum of three years successful experience in education.
3. Successful experience in a leadership role.

REPORTS TO: Superintendent of Schools

SUPERVISES: Building Staff

PERFORMANCE RESPONSIBILITIES:

Standard 1

An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

Functions:

- a) Collaboratively develop and implement a shared vision and mission.
- b) Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning.
- c) Create and implement plans to achieve goals.
- d) Promote continuous and sustainable improvement.
- e) Monitor and evaluate progress and revise plans.

Standard 2

An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

Functions:

- a) Nurture and sustain a culture of collaboration, trust, learning, and high expectations.
- b) Create a comprehensive, rigorous, and coherent curricular program.
- c) Create a personalized and motivating learning environment for students.
- d) Supervise instruction.
- e) Develop assessment and accountability systems to monitor student progress.
- f) Develop the instructional and leadership capacity of staff.
- g) Maximize time spent on quality instruction.
- h) Promote the use of the most effective and appropriate technologies to support teaching and learning.
- i) Monitor and evaluate the impact of the instructional program.

Standard 3

An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.

Functions:

- a) Monitor and evaluate the management and operational systems.
- b) Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources.
- c) Promote and protect the welfare and safety of students and staff.
- d) Develop the capacity for distributed leadership.
- e) Ensure teacher and organizational time is focused to support quality instruction and student learning.

Standard 4

An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.

Functions:

- a) Collect and analyze data and information pertinent to the educational environment.
- b) Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources.
- c) Build and sustain positive relationships with families and caregivers.
- d) Collaborates effectively and regularly with building leaders in other elementary schools
- e) Helps support and promotes the professional development of all faculty and staff, and encourages vertical collaboration with specialist such as EL, nursing, and guidance staff.

Standard 5

An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.

TITLE: JFK Childhood Coordinator – District **(Continued)**

Functions:

- a) Ensure a system of accountability for every student's academic and social success.
- b) Model principles of self-awareness, reflective practices, transparency, and ethical behavior.
- c) Safeguard the values of democracy, equity, and diversity.
- d) Consider and evaluate the potential moral and legal consequences of decision-making.
- e) Promote social justice and ensure that individual student needs inform all aspects of schooling.

Standard 6

An education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.

Functions:

- a) Advocate for children, families, and caregivers.
- b) Act to influence local, district, state, and national decisions affecting student learning.
- c) Access, analyze, and anticipate emerging trends and initiatives in order to adapt leadership strategies.

Standard 7

Other job-related duties as assigned by the Superintendent of Schools.

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 Administrative 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: