

City of Biddeford
School Committee
May 25, 2021 7:00 PM Little Theater at BHS
Public Virtual

Public Instructions:

Public Viewing:
Local Public Access Station
City of Biddeford Website

Please click the link below to join the webinar:

<https://zoom.us/j/93061153423>

Or Telephone:

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

US: +1 646 558 8656 or +1 301 715 8592

Webinar ID: 930 6115 3423

Public Participation - Further Instructions

[Further Instructions 5_25_2021.pdf](#)

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Adjustments to Agenda:

E. Consideration of Minutes:

E.1. Minutes 5/11/2021

[Minutes Biddeford 5_11_2021.pdf](#)

F. Consent Agenda

F.1. Nominations:

Taylor Hodge ~ BMS 5th Grade Teacher ~ Replacing Sandy Levecque who moved to a new position in the district

Allison Cox ~ BPS 2nd Grade Teacher ~ New Position

Cara Boisvert ~ BPS 2nd Grade Teacher ~ Replacing Christine Goulet who moved to another position at BPS

Alyssa Sinnett ~ BHS Special Education Teacher ~ New Position

Linda Barry ~ BHS Physical Science Teacher ~ Replacing Charlie Lyons who is retiring

Kaitlyn Silva ~ BMS 5th Grade Teacher ~ Replacing Katie Kalagais who moved to another position at BIS

Debbie Chapman ~ BMS 5th Grade Teacher ~ Replacing Kayla Keimach who moved to another position at BIS

Sarah Fundaun ~ BHS Physical Science Teacher ~ Replacing Ruth Shaw who is retiring

Resignations:

Theresa Lamontagne ~ JFK Ed Tech II ~ Retirement

Patricia Remillard ~ JFK/BIS Librarian ~ Retirement

Kelly Robinson ~ BHS Custodian ~ Resignation
Patrick Morneau ~ BHS Custodian ~ Resignation
Chris Ferrell ~ BHS Vocal Music Director ~ Resignation

Transfers:

Robyn Lariviere ~ BPS Ed Tech III - Computer Teacher ~ Replacing Tracy Markell who moved to a new position within the district

G. Superintendent's Report:

H. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee

I. Old Business:

- I.1. Approval of Administrative Collective Bargaining Agreement ~ Discussed on May 11th in Executive Session
- Approval of Ed Tech II Collective Bargaining Agreement ~ Discussed on April 8th in Executive Session

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

- J.1. Revised BHS Graduation and Promotion Plans
- Approval Electric Vehicle Lease Program
- Supplemental Budget - Department of Education
- Middle School Summer Boost Program

[Revised Graduation & Promotion Plan 2021.pdf](#)

[EV Car Memo.pdf](#)

[New Budget MEMO - Governor Funds FY22.pdf](#)

[Memo_ Summer School Proposal 2021.pdf](#)

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

L. Communications:

M. Executive Session:

N. Adjournment:

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, May 25, 2021, 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

Please click the link below to join the webinar:

<https://zoom.us/j/93061153423>

Or Telephone:

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

US: +1 646 558 8656 or +1 301 715 8592

Webinar ID: 930 6115 3423

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 PANDEMIC, 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, May 11, 2021
4:30 pm **Minutes**
School Committee - Little Theater BHS in Person
Public Viewing - Zoom & Public Access

Public Viewing:

Local Public Access Station
City of Biddeford [Website](#)

Please click the link below to join the webinar:

<https://zoom.us/j/93061153423>

Or Telephone:

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

US: +1 646 558 8656 or +1 301 715 8592

Webinar ID: 930 6115 3423

Public Participation - [Further Instructions](#)

- A. Call to Order:** The meeting was called to order at 4:30 pm by Mayor Alan Casavant
- B. Roll Call:** Mayor Alan Casavant, Nathan Bean, Amy Grohman, Rebecca Henry, Dominic Deschambault, Jeremy Ray, and Chris Indorf were present
- C. Pledge of Allegiance:** The pledge was led by Mayor Alan Casavant
- D. Adjustments to the Agenda:** None
- E. Approval of Last Meeting's Minutes:** Minutes from [4/27/2021](#) ~ Nate Bean moved to approve the meeting minutes, Dominic Deschambault seconded, and all were in favor
- F. Consent Agenda:** ~ Nate Bean moved to approve the meeting minutes, Dominic Deschambault seconded, and all were in favor

Nominations:

- a. Kirsten Pelletier ~ BMS 6th Grade Math & Science ~ Replacing Matt Desenberg
- b. Gloria Fickett ~ BMS School Nurse ~ Replacing Joan Luciano
- c. Tristin Thomsen ~ JFK Kindergarten Teacher ~ Replacing Maureen Larochelle
- d. Allan Henri ~ BRCOT Carpentry Instructor ~ Replacing Wayne Hapgood
- e. Cooper Binette ~ BMS Art Teacher ~ Replacing Elizabeth Ames
- f. Shannen Williamson ~ BMS 5th Grade Teacher ~ Replacing Amanda Keddy
- g. Jordanna Bilyeu ~ BMS Robotics Teacher ~ Replacing Andrew Rosado

Transfers:

- a. Sandy Leveque ~ Transferring from 5th Grade to BIS 4th Grade Teacher
- b. Katherine Kalagias ~ Transferring from 5th Grade to BIS 4th Grade Teacher

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. & Innov

- c. Kayla Keimach ~ Transferring from 5th Grade to BIS 4th Grade Teacher
- d. Wendy LeBlanc ~ Transferring from BPS School Counselor to BPS Student Services replacing Jeff Mears
- e. Christine Goulet ~ Transferring from BPS 2nd Grade Teacher to BPS Resiliency Coordinator replacing Andrew Young
- f. Tracie Markell ~ Transferring from BPS Ed Tech III Library to BPS 1st Grade Teacher replacing Sandy Gardella
- g. Sandy Gardella ~ Transferring from BPS Title I Teacher to BPS Ed Tech III Title 1 Position

Resignations:

- a. Jessica Memmolo ~ Ed Tech III Remote Academy Teacher ~ Resignation
- b. Joanne Perrault ~ Food Service ~ Retirement
- c. Amanda Keddy ~ BMS 5th Grade Teacher ~ Retirement
- d. Ruth Shaw ~ BHS Physical Science Teacher ~ Retirement
- e. Sally Petit ~ BIS Ed Tech II ~ Retirement

G. Superintendent's Report: Congratulations to our fifth-grade math team who placed first place again and has at every meet this year. Our sixth-grade team placed second. They are still calculating the results of the eighth-grade team. Suzanne Tighe has been running that program for the last couple of years and does an amazing job. Our spring athletics are out and about and they're going strong. Knock on wood we've been falling protocols and everyone's been helping and it's just great to see the kids and everybody outside participating again. Tonight is the second reading of the budget at the City Council meeting at six o'clock. Hopefully, that will go smoothly. As you can see from the agenda, our administrators have been busy hiring and moving so we're in a really good spot right now. As we start thinking about summer athletics and typically the league's in the summer basketball, and some other leagues, we have asked Dennis Walton to put together a proposal for us to look at and approve. We are really excited to have vaccination clinics here on the 18th and 19th for our 12 year and older students, which will be the Pfizer vaccine. Those clinics will run from 10:00 am to 6:00 pm each day and we've arranged that staff in all three districts can bring their own children who might not attend our districts as well.

H. Committee Reports:

I. Old Business:

J. New Business:

- a. ESEA Application (FY22) ~ Chris Indorf ~ Title I, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA) provides financial assistance to local educational agencies like Biddeford with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state. Each year, we write a grant to the

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. & Innov

MDOE applying for funds, including goals, outcomes, and other accountability standards. The grant is informed by a committee of educators, administrators, board members, parents, and the public. I welcome the invitation of the public; please register your interest by calling the Supt's office. In addition, we are required to complete a CNA for each school and the district as a whole. Those documents will be posted presently on our website, and we welcome public feedback on the contents thereof.

- b. [PLCSS Stipends](#) ~ Amy Grohman moved to approve the PLCSS stipends, Rebecca Henry seconded, and all were in favor.
- c. [Graduation Plans - Martha Jacques](#) ~ Martha Jacques Principal of BHS shared the BHS Graduation plans with the school committee and the public. The school committee approved the current plan
- d. [List of End of the Year Activities](#) ~ This was shared with the school committee and public for future upcoming events
- e. [Last Day of School Memo - End of the Year Schedule](#) ~ The last day of school was proposed to the school committee and was approved by all.
- f. [Probationary Teacher Nominations](#) ~ Nate Bean moved to approve, Dominic Deschambault seconded, and all were in favor

K. Public Participation: (3 minutes; any item) Raise digital hand

L. Communications:

M. Executive Session: - Labor contract approval of Administrative Unit pursuant to 1 M.R.S.A § 405(6)(D)

L. Adjournment: The meeting was adjourned at 5:08 pm. Nate Bean moved to adjourn, Dominic Deschambault seconded, and all were in favor

Due to the COVID-19 PANDEMIC, the Biddeford School Committee will 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.



Signed:
Jeremy Ray ~ Superintendent of Schools

Date: 5/20/2021

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. & Innov

TO: Biddeford School Committee Members

CC: Jeremy Ray, Superintendent
Chris Indorf, Director of Operations
Mandy Cyr, Assistant Superintendent

FROM: Martha Jacques, Principal of Biddeford High School
Scott Descoteaux, Principal of Biddeford Middle School

DATE: May 25, 2021

RE: **Class of 2021 Graduation & Promotion Planning Update**

As we have seen in the last year, the guidance is ever changing from the CDC and Maine DOE. We have done a wonderful job adjusting to those changes and will continue to do so. Based on updated graduation guidance issued from the Maine DOE on Thursday, May 20, 2021, we would ask you to consider our updated BHS Graduation Plan and BMS Promotion Plan. This guidance states “On May 24th, the Maine DECD Large Venue checklist, which had informed graduation events, will sunset, and any requirements for masks or physical distance in public venues, inside or outside, will be lifted. Masks continue to be recommended for those who are unvaccinated.

- All requirements for masking will be lifted. Masks will be encouraged for those that are not vaccinated.
- Each graduate will receive eight (8) tickets for the ceremony at Waterhouse Field. Two (2) of those tickets will be field seats and (6) six will be bleacher seats. If all 8 or you would like to sit together, you may do so in the bleachers.
- We will have plenty of seating available for approximately 1400 people, including graduates, staff, dignitaries and (2) two seats per family on the field.
- We will have 10 Security Guards and four (4) Biddeford Police Officers that will be at all entrances/exits and will be instructed to only let those adults with tickets to enter and help guide people to their seats.
- 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 safely.
- We will have Prospect Street blocked off for foot traffic only.
- Graduates will enter the field through the gate near the visitor’s locker room on Prospect Street. Once the graduates have entered through the gate, an officer will then close the gate and supervise the area.
- There will be no gathering or photography on the field. Each family will be provided with a professional photograph of their graduate and their diploma. Families may gather to take photos outside of the Waterhouse gates on Prospect Street after the ceremony.
- Biddeford High School will provide photographers (on the field) to capture graduation ceremony pictures which will be posted online and families may access.

We feel that we have developed a graduation plan in concert with our Graduation & Promotion Committees and that adheres to the CDC and Department of Education Guidelines.

TO: Biddeford School Committee
FROM: Jeremy Ray, Superintendent of Schools
DATE: May 21, 2021
RE: Requested Approval of EV Lease

The City of Biddeford and the School Department have been working with Efficiency Maine on a new offer to provide municipal governments and schools with EV cars at a \$0 lease for 3 years and 30,000 miles. Rebates from Hyundai and Efficiency Maine cover the payments. This is a program that other municipalities and schools are taking advantage of ([Press Herald Article](#)).

I recommend that we take advantage of this opportunity and use these vehicles (2) to reduce mileage costs for employee travel within and outside of the school department.

TO: Biddeford School Committee
FROM: Jeremy Ray, Superintendent of Schools
DATE: May 17, 2021
RE: **Updated - FY22 School Department Budget - Supplemental Budget**

Governor Janet Mills has proposed a supplemental budget that will increase public education funding to 55% from the current percentage of 51.8%. This increase will bring a significant amount of additional education funding to the Biddeford School Department. To achieve 55% funding, the local required mill rate in the state funding formula will be decreased from 7.9 to 7.26. If the legislature approves the supplemental budget, I estimate approximately 1.5 million dollars more in educational subsidy.

While this is excellent news for the taxpayers of Biddeford, the timing of the new information is challenging based on our requirement for a 2nd reading and a June referendum. I recommend the Biddeford City Council take the following steps to meet all deadlines and ballot requirements:

- Vote on the current proposed budget with a net tax increase of **\$494,265.88**.
- Once the state legislature approves the supplemental budget, the school department will return to the city council for a budget revenue adjustment.
- The revenue adjustment will be completed before the city council setting the tax rate for the upcoming year.

If we continue on the current schedule, it will allow time to finalize the budget, present it to the voters for approval, and allow for the administration to present a plan for the use of increased subsidy to the city council that will produce a budget with 0% increase in tax requirement.

To: Jeremy Ray - Superintendent of Schools
From: Scott Descoteaux - Principal Biddeford Middle School
Date: May 20, 2021
Re: Summer Boost Program

Request: To add summer programming to the middle school for students leaving grade 5, 6, & 7.

Impact on Students: Covid 19 has created an educational difficulty in helping to meet every child's needs. Great effort has been made by the Biddeford School Department throughout the 2020-2021 school year to keep students safe amidst the pandemic. The academic setting for middle students has seen more variety than ever before: Remote Instruction, In-Person Instruction and many families have elected to flip instructional models throughout the school year. Despite our best efforts, students have varying academic progress and the acquisition of essential skills in each of our grade levels. The intent and need for summer school at the middle school has become an important consideration as we prepare students for the subsequent grade level.

Determination of Eligibility for BMS Summer Boost Program

Identify students who:

- have not shown evidence in completing key standards as identified by the student's current grade teachers.
- show that the regression (specifically in the areas of math and reading) over the summer months will greatly impact their progress leading to success in the next grade.
- Need a targeted intervention throughout the summer months to support gaps in learning as demonstrated by Map Growth, Biddeford School Department's local assessment (NWEA).

Dates & Details: The dates of this program would coincide with our K-5 JumpStart Program, our EL Summer Program and overlap with our ESY Special Education Summer Program already being housed at Biddeford Middle School. Summer Boost would run four weeks (July 5th - July 29th), four days per week (M-T-W-TR), 8:30 - 12:00 daily. Transportation would be shared with the other programs running during this time.

Sample of the Daily Schedule:

8:00 - 8:30	Daily planning time or meeting
8:30-8:45	Off Bus Unpack / Bathroom / Breakfast
8:45-8:55	Morning Meeting / Overview to the Day
8:55-9:25	Whole Group Activity / Instruction
9:25-9:55	Personalized Literacy Specific Skills
9:55-10:15	Bathroom Recess / Movement Break / Snack
10:15-10:45	Personalized Math Learning
10:45-11:15	Writing Activity
11:15-11:45	Lunch / Bathroom
11:45	Load Bus

Cost: This proposal is to start this year with two classrooms (capped at 10 students each). .

16hours x \$25 per hour = \$400.00 per week (1 teacher)

4 weeks (2 teachers) = \$3200