

City of Biddeford
School Committee
April 14, 2020 4:30 PM Virtual "Zoom" Meeting
Join by phone:
1 (646)-558-8656
Meeting ID: 757 691 080

A. Instructions

- A.1. Instructions for Public Participation

[Instructions for Public Participation Biddeford 4_14_20 \(1\).pdf](#)

B. Call to Order:

C. Roll Call:

D. Pledge of Allegiance:

E. Adjustments to Agenda:

- E.1. ADDENDUM:

[Addendum 4_14_20.pdf](#)

F. Consideration of Minutes:

- F.1. Minutes 3/31/20

[Meetingminutes3:31:20.pdf](#)

G. Consent Agenda

- G.1. Resignation:

Jeremie Sirois ~ BHS Principal ~ End of School Year

ADDENDUM:

Resignation:

Nicole Breton - BIS School Counselor - Resignation

[Resignation BHS.pdf](#)

H. Student Rep Reports:

I. Superintendent's Report:

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

K. Old Business:

- K.1. School Calendar - Second Reading

[Template2020-2021updated.pdf](#)

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

- L.1. Public Comment on ESEA District Application ~ Mandy Cyr

Board Consideration of JFK's Title I application for School-wide Authorization ~
Christopher Indorf, Mandy Cyr, and Rico Mariello

Distance Learning Update - Mandy Cyr
Grading Procedures
Budget Update and Approval
ADDENDUM:
Discussion of BHS Graduation

[Grading Memo 2020 BHS.pdf](#)
[Graduation Memo 2020 \(1\).pdf](#)

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

N. Communications:

O. Executive Session:

O.1. Appointment of officials/appointees/employees in pursuant to 1 M.R.S.A § 405(6)(A)

P. Adjournment:

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, April 14, 2020, at 4:30 PM.

This meeting will be conducted using [Zoom](#), 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, April 14, 2020, 04:30 PM Eastern Time

Join by phone:

1 (646)-558-8656
Meeting ID: 757 691 080

Watch Video: [City of Biddeford Website](#)

Please take a minute to read these important Instructions before you join:

Please mute your audio

Here are some brief videos to help familiarize you with the Zoom platform

[Joining a Zoom Meeting](#) (brief instructional video)

[Video or Audio off by Attendee](#) (brief instructional video)

[Attendee Controls in a Meeting](#) (brief instructional video)

PUBLIC COMMENT: As we figure out the logistics of a public, virtual meeting, public comment will be limited to items on the agenda for this meeting.

Due to the COVID-19 outbreak, the Biddeford School Committee will not 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 to the [School Committee Members](#), Superintendent, [Jeremy Ray](#), Assistant Superintendent, [Christopher Indorf](#), or Director of Instruction & Innovation, [Mandy Cyr](#).

Biddeford School Department
Tuesday, April 14, 2020
4:30 pm
Virtual Zoom Meeting
Addendum

F. Consent Agenda:

Resignation:

- Nicole Breton - BIS School Counselor - Resignation

K. New Business:

- Discussion of [BHS Graduation](#)

M. Executive Session:

- Appointment of officials/appointees/employees in pursuant to 1 M.R.S.A § 405(6)(A)

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-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

Biddeford School Department
Tuesday, March 31, 2020
4:30 pm
Virtual Zoom Meeting
Minutes

Public Viewing:

The meeting can be viewed in the following locations:

Local Cable Access Station

[City of Biddeford Website](#)

Public Participation - Please see below for more instructions

1 (646) 558-8656

Meeting ID: 687 528 127

A. Call to Order: Called to order at 4:33 pm

B. Roll Call: Alan Casavant, Lisa Vadnais, Karen Ruel, Amy Grohman, Randy Forcier, Dominic Deschambault, Nate Bean, Rebecca Henry, Jeremy Ray, Christopher Indorf, Mandy Cyr, and Karen Chasse were all present.

C. Pledge of Allegiance: The pledge was led by Jeremy Ray

D. Adjustments to the Agenda:

a. Review of [M.R.S.A. § 403-A](#)

The meeting was conducted using Zoom, a web-based video conferencing tool, under M.R.S.A. § 403-A, which authorized the District to hold remote meetings during the state of emergency declared by the Governor due to the outbreak of COVID-19. A phone number was shared with the public so they could phone in with questions during the meeting.

E. Approval of Last Meeting's Minutes: Minutes from [3/10/20](#)

Dominic Deschambault moved to approve the minutes from 3/10/20, Lisa Vadnais seconded, and all were in favor.

F. Consent Agenda:

Resignations:

- Meg Carpenter ~ Ed Tech II BMS ~ Resignation
- Ruth Smith ~ Special Education Teacher BMS ~ Retiring end of the school year
- Donna LeClerc ~ Custodian BHS ~ Resignation
- Madeleine Goulet ~ Physical Education Teacher BHS ~ Retiring end of the school year

Randy Forcier moved to approve the consent agenda, Lisa Vadnais seconded, and all were in favor.

G. Student Rep Reports: None

H. Superintendent's Report:

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-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

We will not be filling positions until we are back in the buildings. I want to thank everyone in the school department for all the hard work. We have found that sometimes too much information is not good. Therefore we have come up with a weekly newsletter that will be put out every Friday for Families. The newsletter will cover all of the schools and a message from myself. Thank you, Paulette Bonneau, Sandy Lewis, Foodservice workers, Bus Drivers, Volunteers, and Martha Jacques, for orchestrating the food services for the families in our community. Rich Dutremble, Paulette Bonneau, Volunteers, and Kerrie Edgerton for the distribution of technology to those in need. Thank you to Karen Chasse, Mandy Cyr, and Chris Indorf for pulling through and all your support. We are working on grading with principals and how we want to handle that going forward. I meet with superintendents to discuss things moving forward on a daily basis. I ask the public to please keep your children off of the Waterhouse field and other school-owned fields and playgrounds. This is not a time for people to be having sleepovers and groups of children getting together. We need to social distance. Very happy to say we have received a lot of donations and grants for food programs. Thank you for that. We will be able to keep food going through the April school vacation. The Governor has announced that starting Thursday the only people who will be allowed out are essential workers. Karen Ruel thanked Jeremy for all he is doing for the schools and community. Rebecca Henry echoed it.

I. Committee Reports: None

J. Old Business: None

K. New Business:

- a. 1st Reading Draft School Calendar for [2020-2021](#)
Karen Ruel moved to approve the 1st reading of the draft school calendar for 2020-2021, Lisa Vadnais seconded, and all were in favor.
- b. Update on [Food Distribution](#) - Martha Jaques ~ Martha shared with everyone how well the food service program is going. Lots of volunteers and lucky to have Audrey Lovejoy, Sandy Lewis, Paulette Bonneau and others who have worked very hard. All the buses have names. Sandy has them all decorated. Very positive and another thing that can be taken off of families plates. Karen Ruel and Rebecca Henry both thanked Martha and everyone for all they are doing.
- c. Connectivity/[Technology Update](#) - Jeremy Ray ~ We have given well over 100 devices out in the community. Tablets and laptops were given to those in need. This will help several people to stay up to date with distance learning. More devices will be going out on Friday. Mandy has done a tremendous job with professional development for distance learning.
- d. Update on Distance Learning - Mandy Cyr [Distance Learning Pages](#)
Mandy Cyr shared with the School Committee the updated distance learning link and how everyone is moving to Google Classroom.
- e. [Distance Learning Plan](#) - Chris Indorf, Assistant Superintendent shared the Distance Learning Plan with the School Committee
- f. Budget Update - Jeremy Ray

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-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

- g. Update on grading for distance learning ~ Jeremie Sirois shared the update on grading for distance learning. Trying to increase connectivity. We need to be mindful of where students need to be. Students who were in jeopardy of possibly not graduating need to continue to be challenged. Jeremie met with his department heads to discuss and has been meeting with area principals. Honors participation as well as work that needs to be done around this area. Jeremie is hoping to come back with a plan at the next meeting. Lisa said she is looking forward to seeing a plan and knows that it is hard for seniors and students. Even going back in the Fall will be hard for students. This is all new territory for all of us. Dominic Deschambault shared that he hopes that we are not only looking at grades but the experiences that students are not able to have. Such as Prom and Graduation. Jeremie shared that he is taking those things into mind and understands how the students feel. Mayor Casavant thanked Jeremie Sirois for all his hard work.
- h. Motion to waive SERs in district-approved PEPG plan, pursuant to Chapter 180 - Chris Indorf ~ We had passed a new plan for staff evaluations which was approved before. We now don't have the ability to continue to evaluate those teachers. We need a motion to waive the SERs in the district-approved PEPG plan for the remainder of the year. Lisa Vadnais motioned to waive, Rebecca Henry seconded, and all were in favor.
- i. District Communications ~ Chris Indorf ~ Wanted to make sure everyone was aware of the hard work all of the teachers are doing. If people are out there thinking people aren't working, we are averaging 46,000 emails a week. More than twice the rates from last year at this time.

L. Public Participation (3 minutes; any item)

M. Communications: Lisa Vadnais pointed out that everyone is working very hard. We are feeding kids, educating kids virtually, and we have accomplished so much in such a short amount of time. She sees nothing but better things coming. Nate Bean thanked the community and more importantly Jeremy who has put in countless hours and cares about our community. Dominic shared that he remembers being back in school and can't imagine going through this. He really feels for the seniors. He also thanked the community for helping each other out during this time. Alan Casavant said whether it's for the school or for the city people are pulling together. It's the tough times when you really see what people are worth.

N. Executive Session: None

O. Adjournment: Lisa Vadnais moved to adjourn the meeting at 5:50 pm, Randy Fortier seconded, and all were in favor.

Signed:



Date: 4/7/20

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-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

To: Jeremy Ray, Superintendent of Schools
Biddeford School Committee
From: Jeremie R. Sirois, Biddeford HS Principal
Date: April 10, 2020

It is with a heavy heart that I submit my letter of resignation as principal of Biddeford High School. Seven years ago I embarked on a journey that I felt was going to last until I retired. At the time I had a very young family. Now, seven years later I have a son in 7th grade and another in 4th grade. As I've reflected over the last year I came to the realization that it was time to move on based on a couple of factors:

- The desire to be a great dad for my boys, while not having the burden of being their principal in high school.
- The desire to seek another challenge.

On April 6, 2020 I was approved by the RSU #21 School Committee to be the next principal of Kennebunk High School. I am excited for the challenge and will begin my duties on July 1, 2020.

Throughout my time in Biddeford I've worked with some amazing people:

- Students and Families
- Staff and Administrators
- School Committee

I'd like to thank all those parties for embracing me into the community. You all played a huge part in my life and helped make me the person that I am today.

I'd also like to acknowledge all of the hard work that has taken place at BHS over the last 7 years and these are just a few of the accomplishments of the staff, students, and community:

- Fully accredited through NEASC
- Change of the high school schedule to allow for greater flexibility and more consistent Math and English instruction.
- School culture is at an all-time high. Students have tremendous relationships with their teachers and administration.
- Distance Learning has been the latest undertaking of this administration and school.

Lastly, I would like to thank the hiring committee in 2013 and Superintendent Ray for having confidence in my abilities. I had never been a high school principal before, but thankfully they saw something in me and I hope that I have made you and this community proud in the way that I have led the school these last 7 years. I'm leaving BHS, but not this community as my children will continue to attend the Biddeford Schools. I wish you all well.

August '20				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

S= 1 T= 3

September '20				
M	Tu	W	Th	F
	1	2	3	4
H	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

S= 20 T= 20

October '20				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
H	13	14	15	16
19	20	21	22	23
26	27	28	29	30

S= 20 T= 21

First Day of School:

8/31/20 ~ Grades 1-9
9/1/20 ~ Grades 10-12
9/8/20 ~ Kindergarten
9/14/20 ~ Pre-K

Open Houses:

8/27/20 ~ BPS, 4:30-6:30 pm
8/27/20 ~ BMS, 4:30-6:30 pm (Grade 6)
8/27/20 ~ BIS, 4:30-6:30 pm
9/2/20 ~ Pre-K & Kindergarten, 4:30-6:30 pm
9/3/20 ~ BMS, 4:30-6:30 pm (Grades 7 & 8)
9/10/20 ~ BHS/COT, 4:30-6:30 pm

Parent Teacher Conferences:

11/4/20 ~ Pre-K-12, Early Release-7:00 pm

Other Important Dates:

3/9/20 ~ BHS/COT Academic Showcase, 3:30-7:00pm
6/4/20 ~ BHS Graduation
6/10/20 ~ Tentative last day of school pending snow days

Teacher Comp Days:

11/25/20 and 4/15/20

School Hours:

JFK ~ 7:50-2:20
BPS & BIS ~ 7:50am-2:25pm
Early release time: 12:00pm

BHS & COT ~ 8:35am-2:45pm
Early release time: 12:25pm

BMS ~ 8:35am-3:10pm
Early release time: 12:50pm

November '20				
M	Tu	W	Th	F
2	3	4	5	6
9	10	H	12	13
16	17	18	19	20
23	24	25	H	27
30				

S= 17 T= 18

December '20				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	H
28	29	30	31	

S= 17 T= 17

January '21				
M	Tu	W	Th	F
				H
4	5	6	7	8
11	12	13	14	15
H	19	20	21	22
25	26	27	28	29

S= 19 T= 19

February '21				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26

S= 15 T= 15

March '21				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

S= 23 T= 23

April '21				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
H	20	21	22	23
26	27	28	29	30

S= 15 T= 16

May '21				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
H				

S= 20 T= 20

June '21				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	{10}	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

S= 8 T= 8

Quarter End Dates: (6-12)

Trimester End Dates (K-5)



New Staff Orientation
No School Students



Teacher Comp Day



Early Release Day



Teacher Professional Development
No School Students



No School



Teacher After School Professional
Development



2 Hour Late Start BHS & COT-
10:35am

To: Jeremy Ray, Superintendent of Schools, and the Biddeford School Committee
From: Jeremie R. Sirois, Principal
Re: Grading
Date: April 14, 2020

Schools throughout the nation are dealing with this pandemic in a variety of different ways. Grading is one topic that has spurred rich discussions in schools and communities. To better understand the document provided, it is essential that I lay out the process by which we came to our current practice.

First, I have attended countless virtual meetings with high school principals around the state. To say that policies around grading are all over the place would be an understatement. Grading practices among the schools range from Pass/Fail to business as usual to no grades at all. Schools and districts around the state are running the gamut.

Biddeford High School Timeline:

- Monday, March 30th: The discussion began with a group of Student Services personnel, the BHS Administrative team, APC Director, COT Assistant Director, and the Assistant Superintendent. The charge in this meeting was that the policy needed to be reasonable and overly generous. We discussed virtually every grading scenario that had been heard to date. We looked at NCAA information (clearinghouse), college admissions information, and what other area schools were doing. In the end, we struggled with seeing how some policies that other districts were using would benefit or hurt the students of Biddeford High School.

We left the initial meeting with a plan similar to the one in this packet. The members of the group went back and were tasked with coming up with a Pros and Cons list for the basic framework.

- Tuesday, March 31st: We reconvened and discussed the pros and cons. It was unanimous that we would move the policy before you onto the BHS leadership team.
- Thursday, April 2nd: The leadership discussed every aspect of the proposed policy and it received unanimous approval once again. The Instructional Support Team then worked on fine-tuning the verbiage and the policy was presented to all departments. Biddeford

High School Administration sat in on every meeting and in each meeting there were basic questions, but again the staff was in favor of the move as it was viewed as fair and reasonable.

- Saturday, April 4th: The staff version of the document before you was sent out to all staff.
- Monday, April 6th: The student/ family version of the document before you was sent out to all families and students via the Honeywell Instant Alert System and placed on my Google Classroom as well.
- Monday, April 13th: Biddeford High School began utilizing the proposed grading policy.

Following a thorough review of other grading policies being established throughout the state, I concur the policy BHS has developed is in the best interest of our students and their families. This is an unsettling time with many stressors that require us to not only be nimble in our approach but also consider the multitude of factors occurring beyond the “distance learning walls”. As we are trying our best to “flatten the curve” this pandemic has certainly immersed us all into a steep learning curve.

The grading policy established meets the following standards:

- Complies with NCAA regulations.
- Allows for flexibility (at the direction of the Maine Department of Education) with respect to participation and work completion.
- Matches current grading categories with which staff, students and parents are familiar.
- Continuity within the established Infinite Campus framework and 0-100 grading practices.
- Will not negatively impact students in future years.

DISTANCE LEARNING GRADING PROCEDURES

ASSESSMENT

- ❖ Summative Assessments (70%):
 - Participation in Distance Learning will be recorded in this category. All teachers will put this NEW category into IC. Student participation will be scored on a bi-weekly basis using the following [rubric](#) (also pictured below). ALL participation will count as a total of one summative.
 - If there are students still in need of technology, please email Mr. Sirois (jsirois@biddefordschools.me).

Biddeford High School
DISTANCE LEARNING PARTICIPATION RUBRIC

The Standard.BHS.DL.1: Students will be present and participating in distance learning by making contact with their individual teachers at least twice per week (through Zoom meeting, Google Hangout, Google Classroom, and/or email) and turning in assignments to show an honest attempt at the work.

Score	Criteria
100	I can... • Check in with my teacher at least four times in a two-week period. • Make an honest attempt at completing all the work and turn it in to my teacher.
90	I can... • Check in with my teacher three times in a two-week period. • Make an honest attempt at completing most of the work and turn it in to my teacher.
80	I can... • Check in with my teacher two times in a two-week period. • Make an honest attempt at completing about half of the work and turn it in to my teacher.
70	I can... • Check in with my teacher one time in a two-week period. • Make an honest attempt at completing about at least one piece of work in the two week period and turn it in to my teacher. OR • Check in at least three or four times in a two-week period, but have made no attempt at the work.
50	I did not check in with my teacher at all or attempt any of the work.

- The following time periods will be entered as summative scores:
 - 1st Summative Score: 3/27 (for the packet work from 3/16 → 3/27) **This is either a 100 for doing it or it does not count against the student.*
 - 2nd Summative Score: 4/15 (for 3/30 → 4/15)
 - 3rd Summative Score: 5/8 (for 4/27 → 5/8)

- ❖ Formative Assessments (20%):
 - All work received through Google Classroom (activities, quizzes, worksheets, and all other practice work that occurs DURING the unit) will receive a formative grade based on performance (how accurately the student completed the assignment).
- ❖ Midterm/Final Exams (10%):
 - Midterm exams comprise this category currently for full-year classes.
 - If no midterm was given, this grading task will not factor into the course score.
 - Presently, we will NOT administer final exams.

ACCEPTING LATE WORK

- ❖ While there will be communicated due dates, this situation requires flexibility and compassion, given the disparity of student resources, responsibilities, schedules, and student support. During this time, the teachers will accept any distance learning work, even if it is well beyond the due day (i.e. a student sends you pictures of the initial distance learning packet today because he/she just gained access to the internet).
- ❖ Students will not incur a penalty for late work.
- ❖ Students have the opportunity to redo any formative distance learning work during this time to improve their learning.
- ❖ Recovery of assessments occurring prior to the start of distance learning is left to the discretion of each teacher.
- ❖ Participation scoring will not be able to be made up. These grades shall be considered final.

SEMESTER ELECTIVE COURSES

- ❖ Teachers will use the grading procedures outlined above; however, departments can choose to make a course “pass/fail” if they believe students did not receive the full experience of a particularly hands-on or collaborative elective (i.e. ceramics, video production, debate, piano). The “P” or “F” will simply be entered at the end of the semester as determined by the teacher. Courses that choose this option will be renamed by putting “Distance Learning” in front of the course title to allow students to retake the elective next year if they so choose.

To: Jeremy Ray, Superintendent of Schools, and the Biddeford School Committee
From: Jeremie R. Sirois, Principal
Re: Graduation Dates 2020
Date: April 13, 2020

The COVID-19 pandemic has created uncertainty for our seniors and their families. As BHS principal, I feel it is more important than ever to develop a plan and schedule for graduation. Unfortunately, our students will not have the same opportunities as seniors before them to experience the final months of their K-12 education together in our building. **Their hard work over the past thirteen years must be rewarded with a ceremony.** We owe the students, their parents, the staff, and our community, a graduation that will be developed with safety and health in mind.

In an effort to allow families to prepare, we are providing a calendar of target dates for graduation based on evidence that June 5, 2020, may not be a possibility. While we hold out hope that June 5, 2020, can be the night we celebrate graduation, I want to establish a schedule early so that if postponements are made, the community understands the next date for graduation.

Date	Time	Location	Postponement Decision Date
June 5	6:00 PM	Waterhouse Field	May 16, 2020
June 19	6:00 PM	Waterhouse Field	June 5, 2020
July 10	6:00 PM	Waterhouse Field	June 26, 2020
July 31	6:00 PM	Waterhouse Field	July 17, 2020
August 7	6:00 PM	Waterhouse Field	July 24, 2020

* In the event of rain, we will adjust the schedule to the next day with time to be determined based on the forecast.

In the event that our selected date is August 7, we may hold graduation in a non-traditional fashion. I appreciate all of the ideas and suggestions you have brought forth as a community and I am hopeful that we will only have to use them as a last resort.