

**City of Biddeford
School Committee
March 31, 2020 4:30 PM Virtual Zoom Meeting**

A. Instructions - <https://zoom.us/j/687528127>

Meeting ID: 687 528 127

- A.1. Instructions to access the meeting
[Instructions.pdf](#)

B. Call to Order:

C. Roll Call:

D. Pledge of Allegiance:

E. Adjustments to Agenda:

- E.1. Review of M.R.S.A. § 403-A

[MRSA.pdf](#)

F. Consideration of Minutes:

- F.1. Meeting minutes 3/10/20
[3_10_20 Meeting Minutes.pdf](#)

G. Consent Agenda

- G.1. 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

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. 1st Reading Draft School Calendar for 2020-2021
Update on Food Distribution - Martha Jaques
Connectivity/Technology Update - Jeremy Ray
Update on Distance Learning - Mandy Cyr Distance Learning Pages
Distance Learning Plan Approval - Chris Indorf
Budget Update - Jeremy Ray
Update on grading for distance learning
Motion to waive SERs in district-approved PEPG plan, pursuant to Chapter 180 - Chris Indorf
District Communications ~ Chris Indorf

[Template2020-2021 upated.pdf](#)
[Food Distribution.pdf](#)
[Internet Usage.pdf](#)
[Distance Learning Pages.pdf](#)
[BSD Distance Learning Plan.pdf](#)

- M. Public Participation: (3 minutes; any item)**
- N. Communications:**
- O. Executive Session:**
- P. Adjournment:**

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, March 31, 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, Mar 31, 2020, 04:30 PM Eastern Time

Join by phone:

1 (646)-558-8656
Meeting ID: 687 528 127

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.

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

Sec. G-1. 1 MRSA §403-A is enacted to read:

§ 403-A. Public proceedings through remote access during declaration of state of emergency due to COVID-19

1. Remote access. Notwithstanding any provision of law or municipal charter provision or ordinance to the contrary, during a state of emergency declared by the Governor in accordance with Title 37-B, section 742 due to the outbreak of COVID-19, a body subject to this subchapter may conduct a public proceeding through telephonic, video, electronic or other similar means of remote participation under the following conditions:

A. Notice of the public proceeding has been given in accordance with section 406, and the notice includes the method by which the public may attend in accordance with paragraph C;

B. Each member of the body who is participating in the public proceeding is able to hear and speak to all the other members during the public proceeding and members of the public attending the public proceeding in the location identified in the notice given pursuant to paragraph A are able to hear all members participating at other locations;

C. The body determines that participation by the public is through telephonic, video, electronic or other similar means of remote participation; and

D. All votes taken during the public proceeding are taken by roll call vote.

2. Application to legislative proceedings. This section does not apply to public proceedings of the Legislature, a legislative committee or the Legislative Council, except that while the state of emergency as set out in subsection 1 is in effect, the Legislature, a legislative committee or the Legislative Council may restrict attendance by the public to remote access by telephonic, video, electronic or other similar means. This section also does not apply to town meetings held pursuant to Title 30-A, section 2524 or regional school unit budget meetings pursuant to Title 20-A, section 1483.

3. Repeal. This section is repealed 30 days after the termination of the state of emergency as set out in subsection 1.

Biddeford School Department

Tuesday, March 10, 2019

4:30 pm

Little Theater BHS

Minutes

- A. Call to Order:** The meeting was called to order at 4:30 pm
- B. Roll Call:** Alan Casavant, Lisa Vadnais, Karen Ruel, Amy Grohman, Randy Forcier, Dominic Deschambault, Nate Bean, Rebecca Henry, Emily Boilard, Jeremy Ray, and Mandy Cyr
- C. Pledge of Allegiance:** The pledge was led by Alan Casavant
- D. Adjustments to the Agenda: ADDENDUM**
- E. Approval of Last Meeting's Minutes:** Minutes from 2/25/20 ~ Randy Forcier moved to approve the minutes from 2/25/20, Dominic Deschambault seconded, and all were in favor.
- F. Consent Agenda:** ~ Dominic Deschambault moved to approve the consent agenda, Amy Grohman seconded, and all were in favor.
- Resignations:**
Carl Fortier ~ BMS Custodian ~ Retiring 3/6/2020
Jodi Kimball Anderson ~ BIS Special Education Administrative Assistant ~ Resignation
- Nomination:**
Millie Arrowsmith ~ Classroom Teacher JFK ~ Replacing Constance Crandall
- G. Student Rep Reports:** ~ Emily Boilard reported that the unified basketball and winter sports did well. Spirit week is next week March 16th.
- H. Superintendent's Report:**
- In the last week our administrative team has been busy attending to all things student health in relation to the COVID-19 concerns, ranging from building cleanliness to emergency preparedness to distance learning should our schools ever need to close. In order to keep families abreast of the latest news from the school department, we have established a webpage to share vetted and timely information with families. Please visit www.biddefordschools.me/health.
 - A great job was done by the BHS Thespian Society on their recent production of *Footloose The Musical*. Thank you to everyone in the community for coming out to support them this past weekend.
 - Upcoming events to note:
 - The COT will hold their National Honor Society Induction this Thursday, March 12th at 6 pm in the BHS Little Theater.
 - The Odyssey of the Mind Regional Competition will be held this Saturday, March 14th from 9 am-4 pm at BIS and BMS. Biddeford will compete at 1:25 pm.
 - Biddeford will host the MBDA Winter Guard/Winter Drumline Show on Sunday, March 15th from 1-5 pm at BHS Tiger Gym.
 - The BHS and COT Academic Showcase will be Thursday, March 18th

School Committee Members:

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Karen Ruel	Nate Bean
Amy Grohman	Rebecca Henry

Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

from 4-6 pm and the BHS PRIDE Ceremony will be the same day starting at 6:15 pm. I'd encourage all parents and guardians to attend these events if possible. It is a great way to learn more about our students' work and their academic success.

I. Committee Reports: Stipend Committee

J. Old Business:

K. New Business:

- Budget Presentation
- Student Health Presentation: Maine Integrated Youth Health Survey Results and Public Education

L. Public Participation (3 minutes; any item)

M. Communications:

N. Executive Session:

O. Adjournment: ~ Dominic Deschambault moved to adjourn the meeting at 6:44 pm, Randy Forcier seconded, and all were in favor.

School Committee Members:

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Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

Biddeford School Department

Tuesday, March 10, 2019

4:30 pm

Little Theater BHS

Addendum

- F. Consent Agenda:** ~ Dominic Deschambault moved to approve the consent agenda, Amy Grohman seconded, and all were in favor.

Appointments:

- Bill Canning ~ Lunch/Recess Supervision Aide BPS ~ Replacing Jennie Langevin

Resignations:

- Diana Buckley ~ Pre-Cook/Food Service/BHS
- Amy Tenney ~ Food Service Worker BMS

- N. Executive Session:** ~ Dominic Deschambault moved at 6:49 pm to enter into executive session, Randy Forcier seconded, and all were in favor. Dominic Deschambault moved to adjourn the executive session at 7:36 pm, Lisa Vадnais seconded, and all were in favor.

- Consultations between school unit and its attorney Pursuant to 1.M.R.S.A § 405(6)(E)
- Consideration on Expulsion of Biddeford School Department Student Pursuant to 1.M.R.S.A § 405(6)(B) ~ Nate been moved to approve the expulsion, Randy Forcier seconded, and all were in favor.
- Contract negotiations in Pursuant to 1.M.R.S.A § 405(6)(D)



Signed:

Date: 3/25/20

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

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: Biddeford School Committee
From: Jeremy Ray
Date: March 29, 2010
Re: School Lunch Delivery

The Biddeford School Department has begun delivering lunch/breakfast to students and families in the community each day. The transportation department developed a schedule for 65+ bus stops around the community and we are starting to see a large increase in meals serviced each day. We encourage all children ages 0-18 to access the food program as the more meals served the better we will be able to fund the program.

	JFK	BMS	McArthur	Apex	Dayton		Total People Served	Total Meals Served
3/16/2020		35					35	70
3/17/2020	32	42	17	0	28		119	238
3/18/2020	21	83	14	2	39		159	318
3/19/2020	40	51	25	6	47		169	338
3/20/2020	44	64	33	10	43		194	388
	Delivered	BMS	Dayton					
Delivery Begins								
3/23/2020	102	68	51				221	442
3/24/2020	113	48	39				200	400
3/25/2020	151	58	32				241	482
3/26/2020	199	75	43				317	634
3/27/2020	347	71	40				458	916

Jeremy Ray, Superintendent
Christopher Indorf, Assistant Superintendent

Terry Gauvin, Business Manager
Jen Normand, Director of Special Education

To: Biddeford School Committee
From: Jeremy Ray
Date: March 29, 2010
Re: Connectivity Update

The Biddeford School Department is working with ATT to provide mobile hotspots for students without internet access during our time using Distance Learning. The school department has secured 240 Samsung Tablet A with wifi and 120 Mifi mobile hotspots.

Tablet and Mifi distribution began on Monday, March 30 with over 150 devices being put out into the public. Connectivity to classroom lessons was one of the major challenges during the first 2 weeks of Distance Learning and has become a barrier for students who have Individual Education Plans. The greater connectivity will allow teachers and students to connect virtually, gather feedback on new learning, and deliver special education services for students as required by federal law.

The school departments will post new assignments and learning to Goggle Classroom but will still offer paper packets to students and families who do not have access.

[Distance Learning Pages](#)

As we continue to improve distance learning, we still recommend the following:



1. Work with your child to complete a little each day. Work with them through the activities and have fun engaging in learning with your child.
2. Consider having your child help you with activities around the home.
3. Additional activities can be completed online to support student learning.
4. This is a new experience for all of us—just try your best. It will not be perfect, but we are committed to working together to continue learning for all students.

Some of the tasks will be required and with other tasks, students will be given choices. If you need assistance with the distance learning work, please contact your child's teacher. Save all work to pass in when your child returns to school or send it to the teacher electronically if that is part of the class routine, and you have access to technology that allows you to do so.

Last Revision: March 31, 2020

Introduction

The Biddeford/Dayton School Department continues to work closely with the Maine Department of Education and Maine CDC to monitor the pandemic and provide sanctioned, up-to-date information with the families we serve. We encourage families to stay abreast of the latest news from the school department at www.biddefordschools.me/health. This page is our official channel and archive for information related to COVID-19 or other pandemics. In the event that a school closure is required, the page www.biddefordschools.me/DL (Distance Learning) will go live, and a “virtual school day” will be in session. More information about this effort is forthcoming.

DOE Guidance

“We intend to model such flexibility at DOE with respect to remote school days and/or school cancellations. When/if a superintendent and school board make the decision (in consultation with, or based on guidance from Maine CDC) to close school or to offer remote school days, Maine DOE will waive state rules that would penalize the SAU for such a decision. Regarding remote school day plans: we will honor the professionalism and judgment of the local SAU/school board who will provide approval of such plans.”

What’s more, the DOE has waived the statutory requirement for 175 student days upon request of the district’s governing board, conditioned on:

- Our capacity to deliver education remotely is exceeded;
- The CDC (and by extension, the Governor or Federal Governments) indicate that schools ought to be shuttered
- Application for waiver is made to the Department by the Board

Cross References

1. Statutory references are textual and in footnotes.
2. School Committee Meeting Minutes 10 March, 2020
3. Pandemic Preparedness Plan - BSD Emergency Management Dossier

Distance Learning Day Expectations

1. The superintendent, in consultation with the school committee, may close schools after consultation with the Maine CDC and Maine Department of Education. Students, parents, guardians, faculty, and staff will be notified via School Messenger, and social media, that there is an activated Distance Learning Day and all co-curricular and extracurricular activities will be canceled until further notice.

2. The official communication channels for the BSD and DSD specific to COVID-19 is www.biddefordschools.me/health; Additional information will also be released via instant alert and social media.
3. Distance Learning (DL) Expectations
 - a. Student Attendance
 - i. Students will be considered present if they participate in the distant learning activities.
 - ii. Student participation in Distance Learning (DL) is essential; absent active and constructive student participation in DL, additional days could be added to the school calendar.¹
 - b. Staff Attendance
 - i. Distance Learning Day is a workday. If the staff member is ill or unable to execute their responsibilities under the distance learning plan, they must log in to Frontline and record the absence. Staff are expected to communicate with the building principal/director regarding their individual needs.
 - ii. A substitute will not be utilized during distance learning sick days. Students can email teachers for support and allow for a 24-hour response window. If individual circumstances require an alteration of this directive, the employee will communicate directly with the building principal to develop a plan.
 - iii. Essential personnel may be asked to report to work, in person. The superintendent will communicate this to the staff as needed.² Individuals who are unable to comply with the work requests will be charged sick or personal time.³
 - iv. Daily contact with home:
 1. Teachers should set up structures to send daily emails to their students.
 - a. Utilize Infinite Campus
 - b. Utilize Remind

¹ DWM Legal Memorandum 3.11.20 (Schatz et al.) "...if student days fall below 175 or teacher workdays fall below 180, the Commissioner of Education would have to issue a waiver to excuse the school from making up the days. The school would be permitted to develop a plan to make up missed days, subject to the approval of the Commissioner. 20-A M.R.S.A. § 4801(1)(F). In the event of widespread closures, we would also expect the Maine Department of Education to issue guidance on this topic.

² Ibid. In general, all employees should continue to report to work unless they have a condition that places them at higher risk and they are advised to stay home by a doctor. We may require written certification from the employee's doctor of the employee's need to stay home.

³ Ibid. Decisions about applicability of family medical leave should be made on a case- by-case basis. Generally, employees who have a "serious health condition" are entitled to leave under both the state and federal family medical leave laws, as are those who are required to care for family members with a serious health condition. Depending upon the severity of the case, COVID-19 may or may not be considered a "serious health condition" under these laws.

c. Requirements

- i. Read all updates from the superintendent via email. Non-emergency questions need to be submitted directly to the building principal/director.
- ii. Be available to students and parents during regular school hours and reply to parent/student emails in a timely manner.
- iii. Teachers (Instructional Strategies)
 1. Communicate daily with students/parents via email and/or phone calls. Support students by answering questions during this time.
 2. Inventory student access to the internet and devices now. Learn which students have access to technology and which students require paper/pencil work. Teachers will be prepared to meet the needs of the students regardless of the resources available at home.
 3. Consider using screencasts and/or providing additional supports for distance learning (ex. Kahn Academy).
- iv. Support Staff - Direct supervisors will develop schedules to support students (ex - delivery of meals).
- v. School Counselor Support - School Counselors will be available during the school day to provide social, emotional support as well as post secondary guidance.

d. Distance Learning Website: (www.biddefordschools.me/DL)

- i. Grade level distance learning plans
- ii. Additional information
- iii. Links to external learning platforms (e.g., IXL, Kahn Academy, etc.)

e. District-sanctioned platforms

- i. Google Classroom is the official “jumping off” portal of all academic resources (see d. iii.)
 1. Anytime that raw text can be used by educators on the Google Classroom platform we increase our compliance with the ADA and our OCR requirements for educating ELs
 2. Google classroom “how-tos” have been created for K-5 and 6-12, and are being distributed by principals. Copies live on the district’s /DL website
- ii. Zoom is the district’s provider for video conferencing
 1. Zoom is FERPA-compliant
 2. Zoom is HIPAA-compliant
 3. Zoom is free at point-of-use during the COVID-19 closure
 4. The District has purchased an enterprise-level package of subscriptions
 5. Zoom sessions may be utilized for school business including governance, parent meetings, IEPs, etc.

6. Zoom sessions with students should not be recorded.
7. Zoom instructions are on the district's website

Required Instruction: During this time, we intend to provide learning opportunities that are relevant, rigorous and reinforce skills that have been taught. This is temporary in nature and although this type of learning is not ideal, we will do our best to continue the learning experience for our students.

- **Grades PreK - 3 (Skill practice) - Biddeford and Dayton**
 - Reading (15 minutes or more)
 - Math (20 minutes)
- **Grades 4 - 5 - Biddeford and Dayton**
 - Reading (45 minutes)
 - Math (45 minutes)
 - Writing (15 minutes)
 - Word Study (15 minutes)
 - STEM - Optional activities are provided not to exceed 20 minutes.
- **Grades 6-8 (Biddeford Only)**
 - Reading (60 minutes)
 - Math (60 minutes)
 - Writing
- **Grades 9-12 (Biddeford Only)**
 - English (75 minutes)
 - Math (75 minutes)
 - Science
 - Social Studies
 - **AP Courses** - All AP courses require the use of Google Classroom. Time will vary by course and established syllabus along with scope and sequence. College Board testing schedule and possible changes/extensions at <https://apcentral.collegeboard.org/about-ap/news-changes/coronavirus-update>. Information about the SAT <https://pages.collegeboard.org/natural-disasters>.

Staff Questions - Biddeford and Dayton

We expect that staff may have questions about school closures, questions about the latest guidance on COVID-19, or want to share travel and health information. In an effort to respond as quickly as possible and to sort important communications, we ask that all staff send direct questions to staffquestions@biddefordschools.me. We will monitor the questions throughout each day.

Community Questions - Biddeford and Dayton

For more information *in the event of a school closure*, we are regularly updating an FAQ page for the community. The best way to help us understand what questions and concerns are on the community's mind, we ask that any school closure related questions be directed closurequestions@biddefordschools.me.