

City of Biddeford
School Committee
February 26, 2019 7:00 PM Little Theater at BHS

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

Performance

BPS Student Performance Video

D. Adjustments to Agenda:

D.1. ADDENDUM

[Addendum2:26:18.pdf](#)

E. Consideration of Minutes:

E.1. Meeting minutes 2/12/19

[signedminutes2:12:19.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. • First reading of overnight field trip to Maine Model United Nations , May 15th-17th ~ Biddeford Model UN Club BHS ~ Teacher in charge Andrew Reddy

- Subsidy overview

ADDENDUM

- 1st & 2nd Reading Overnight Field Trip Skills USA Maine ~ March 7th & 8th ~ BRCOT ~ Teacher in Charge Holly Scribner

[Maine Model United Nations.pdf](#)

[SKILLSUSA.pdf](#)

K. Resignations: Accepted by the Superintendent

L. Nominations:

M. Appointments:

- M.1. • Michael Hickson ~ Full Time Van Driver ~ Replacing Marilyn Blake

- Tammy Guay ~ Full Time Bus Aide ~ Replacing Michael Hickson who moved to a new position in the district.

- Bill Gervais ~ Chemical Hygiene Officer – Yearly Stipend

ADDENDUM

- Michael Little ~ Custodian District Wide ~ Replacing Howard

Pipher

- Michael Desrochers ~ Custodian District Wide ~ Replacing Claire Bolduc
- William Taylor ~ Maintenance District Wide ~ Replacing Ronald Boulay who moved to another position in District.

[BillGervais.pdf](#)

N. Transfers:

N.1. Ronald Boulay ~ Maintenance District Wide ~ Replacing Simeon Bertrand

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

P. Communications:

Q. Executive Session:

- Q.1. • Student issue, 1 M.R.S.A. § 405(6)(F) - Information in confidential 1 M.R.S.A. § 405(6)(F) Records made, maintained or records; discussion or review of.

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

Biddeford School Department

Tuesday, February 26, 2019

7:00 pm

Little Theater BHS

ADDENDUM

K. New Business:

- 1st & 2nd Reading Overnight Field Trip Skills USA Maine ~ March 7th & 8th ~
BRCOT ~ Teacher in Charge Holly Scribner

L. Resignations, Nominations, Appointments & Transfers:

Appointments:

- Michael Little ~ Custodian District Wide ~ Replacing Howard Pipher
- Michael Desrochers ~ Custodian District Wide ~ Replacing Claire Bolduc
- William Taylor ~ Maintenance District Wide ~ Replacing Ronald Boulay who moved to another position in District.

Transfers:

- Ronald Boulay ~ Maintenance District Wide ~ Replacing Simeon Bertrand

School Committee Members:

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

Student Members:

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

Biddeford School Department

Tuesday, February 12, 2019

4:30pm

Little Theater BHS

Minutes

- A. Call to Order:** Meeting was called to order by Mayor, Alan Casavant at 4:30 pm
- B. Roll Call:** Alan Casavant, Tony Michaud, Karen Ruel, Lisa Vadnais, Vassie Fowler, Dominic Deschambault, Nate Bean, Abigayle Michaud, and Jeremy Ray were all present.
- C. Pledge of Allegiance:** The Pledge was led by Mayor, Alan Casavant.
- D. Performance:** None
- E. Adjustments to the Agenda: ADDENDUM**
- F. Approval of Last Meeting's Minutes:** 1/22/19 ~ Vassie Fowler moved to accept the minutes from 1/22/19, Nate Bean seconded, and all were in favor.
- G. Student Rep Reports:** Abigayle Michaud reported that this was the second year that the Biddeford High School varsity cheerleaders made it to the State Tournament. This year they won first place and are headed off to New England. BHS student body is having a hard time adjusting to "Go Time". The winter sports teams all had a great season and Jazz had two competitions last week.
- H. Superintendent's Report:** Jeremy Ray shared that the BHS Winter Student Athletes will be visiting the JFK school to read to the K students and distribute a new book to each K student. the athletes conducted a book drive this winter and sold 225 "Elephant & Piggie" books (K reading level). They will give the 170 K students a new book and will donate the remaining books to the JFK. The process for school cancellations is: post to Twitter and Facebook, followed by phone calls to television stations, and finally a phone call sent home to all families. We receive several messages from students and families asking the night before if school is going to be cancelled. Unfortunately, we can't respond to all of those the night before so please watch for these other announcements. This month as part of the Read to ME Challenge we are asking people who have some extra time to come and read to our students in the classrooms. If you are interested please contact your students' school. On Thursday, we had our first informational meeting about bringing back the Marching Band. Looks like we are going to have about 25 students who are interested. If you know of anyone else who might be interested please send them our way. Over the next several months we will be working on our school budget for 2019-2020. Subsidy from the state hasn't been received yet. It will be coming in on Friday and shared at the next meeting. We already have a Pre-K program so please keep in mind that some of the money being talked about will not be coming our way.
- I. Committee Reports: Finance/Building & Grounds, Curriculum, Policy:** We will need to start thinking about the first week in March to look at the budget. No other reports at this time.
- J. Old Business:**
- K. New Business:**
 - First and second reading of policy JL ~ Additional change for State of Maine ~ Dominic Deschambault moved to accept the first reading, Nate seconded, and all were in favor. Tony Michaud moved to accept the second reading of the

School Committee Members:

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

Student Members:

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

- policy, Nate Bean moved and all were in favor.
- First reading of overnight field trip to Maine Model United Nations , May 15th-17th ~ Biddeford Model UN Club BHS ~ Teacher in charge Andrew Reddy ~ Karen Ruel moved to table this for another meeting, Lisa Vadnais seconded, and all were in favor.
- First reading of overnight field trip MMEA All State Music Festival Orono Maine ~ May 15th-18th ~ Music students BHS ~ Teacher in charge Christopher Ferrell ~ Tony moved to accept, Vassie seconded, and all were in favor.
- Motion to accept extended leave of an employee February 2020 ~ September 2020. She attached letter. ~ After discussion, Nate moved to accept extended leave of an employee, Vassie seconded and two members were not in favor. The majority won.

L. Resignations, Nominations, Appointments & Transfers:

Resignations: ~ Jeremy Ray accepted all resignations

- Rob Petit ~ BMS Teacher ~ Retiring end of school year
- Lori Hickey ~ BMS Teacher ~ Retiring end of school year
- Marie Potvin ~ BMS Physical Ed Teacher ~ Retiring end of school year
- Paige Mason ~ Food Service Working
- Alfonso Wilkerson ~ Ed Tech BMS
- Marilyn Blake ~ Full time bus driver
- Shirley St. Ours ~ Title 1 Math Teacher
- Ken Crepeau ~ Change of retirement date. He will stay until the end of the school year.
- Diane Laverriere ~ Special Education Admin Assistant BHS ~ Retiring

Appointments:

- Stephanie Sullivan ~ Ed Tech JFK ~ Replacing Kimberly Daly ~ Nate Bean moved, Dominic Deschambault seconded, and all were in favor.
- Kristy Kendrick ~ Ed Tech II BMS ~ Replacing Alfonso Wilkerson ~ Nate Bean moved, Dominic Deschambault seconded, and all were in favor.
- Sherry Perreault ~ Recess Supervision Aid JFK ~ Replacing Patricia Polito ~ Nate Bean moved, Dominic Deschambault seconded, and all were in favor.
- Erik Kuehl ~ Head Coach Indoor Track Stipend ~ Nate Bean moved, Dominic Deschambault seconded, and all were in favor.

M. Public Participation (3 minutes; any item)

N. Communications: Dominic Deschambault said it will be bitter sweet to see Rob Petit and Marie Potvin retire. Jeremy Ray shared that if anyone is interested in working for the school department please look into getting your finger printing done before applying. There is a back log currently for finger printing through the State of Maine.

O. Executive Session: ~ Vassie Fowler moved to enter into Executive Session, Nate Bean seconded, and all were in favor.

- Student issue, 1 M.R.S.A. § 405(6)(F) - Information in confidential 1 M.R.S.A. § 405(6)(F) Records made, maintained or records; discussion or review of. ~ No resolution was made in executive session. It will be discussed again at the next meeting.

School Committee Members:

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

Student Members:

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

- P. **Adjournment:** ~ The regular meeting was adjourned at 5:08pm when executive session was entered.

ADDENDUM

L. Resignations, Nominations, Appointments & Transfers:

Appointments: ~ These didn't receive approval at the meeting and will be placed on the next agenda.

- Michael Hickson ~ Full Time Van Driver ~ Replacing Marilyn Blake
- Tammy Guay ~ Full Time Bus Aide ~ Replacing Michael Hickson who moved to new position in district.

Signed:



Date: 2/20/19

School Committee Members:

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

Student Members:

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

Overnight Field Trip Form:

Date of Event: May 15-17, 2019

Name of Event: Maine Model United Nations

School: BHS

Teacher in Charge: Andrew Reddy/Ryan Minzy/Veronica Foster

Class/Group Attending: Biddeford Model UN Club

Number of students attending trip: 15

Address and phone number where group can be reached: 20 Maplewood Ave. 282-1596

Number of staff/teachers required: (1 staff/teacher per every 25 students): 1

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented.
(example-for every 8 female students, there will be 1 female chaperone, etc.) Number of Female
Chaperones required: 1

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented.
(example-for every 8 male students, there will be 1 male chaperone, etc.) Number of Male
Chaperones required: 1

Name of Chaperones: 3

Completed volunteer forms required for chaperones: No

Date received by Superintendent: 1/2/2019

NEPN/NSA Code: EEAF-R3

OVERNIGHT FIELD TRIP FORM

☐ BHS/ (9-12) ☒ BRCOT (9-12) ☐ BMS (6-8) ☐ BIS (4-5) ☐ BPS (1-3) ☐ JFK (Kindergarten)

Name of Event: Skull USA Maine Date(s) of Event: March 7+8

Teacher in Charge: Holly Scribner Class/Group Attending: BRCOT

Address & phone number where group can be reached: 207-632-0283 Holly Cell
UTC Bangor 1-207-942-5296

A. The minimum number of chaperones: 1 staff/teacher per every 25 students | 1 chaperone per every 8 students

14 # of students attending trip 3 # of staff/teachers required _____ # of chaperones required

For any co-ed overnight field trip, you must ensure that both genders are proportionally represented.
(example – for every 8 female students, there will be 1 female chaperone, etc.)

2 # of female chaperones required 1 # of male chaperones required

Names of Chaperones (attached separate sheet if necessary):

Bill Gervais Jane Pasquello
Holly Scribner

B. Completed volunteer forms required for chaperones.

Volunteer forms completed, verified and approved by Building Administrator for every chaperone that is not a staff member of the Biddeford School Department.

☒ Yes ☐ No

Paullette Bonneau
(Signature of Building Administrator)

2/11/19
(Date)

C. Date Received by Superintendent: 2/26/19

D. First Reading: Initial presentation to school committee. Must be no less than 90 days prior to event.

_____ Date for presentation to the Biddeford School Committee.

E. Second Reading: Final presentation, include official chaperone list, alternates and additional information. Must be no less than 30 days prior to event.

_____ Date for final presentation to the Biddeford School Committee.

F. On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

Cross Reference: EEAF-R2, Overnight Field Trips

Adopted: July 23, 2013

BIDDEFORD SCHOOL DEPARTMENT

Here is the list, staff is at the end (Scribner, Pasquarello, Gervais)

State SkillsUSA Competition The SkillsUSA Maine Championships is the state-level competition for high school and college students enrolled in trade, technical, and skilled service instructional programs including allied health occupations. SkillsUSA Maine believes this is the single greatest event of industry and education volunteerism in the state every year.

Our State Championships are held each March in Bangor, ME and is hosted at two different locations; United Technologies Center and Eastern Maine Community College.

2018 Championships Information:

- 27 College/PS Competitors
- 713 High School Competitors
- 15 Middle School Competitors
- 102 Advisers
- 32 Observers

75 Different Trade and Leadership Contests

The gold medalist from this event have the opportunity to represent the State of Maine at the National Championships in Louisville, KY.

BIDDEFORD REGIONAL CENTER OF TECHNOLOGY
SkillsUSA Room List

Rm 1

Kayla Cloutier

Julia Ivanov

Rm 2

Steven Courchene

Marshall Johnson

Rm 3

Ethan Cole

Ethan Littlefield

Rm 4

Morgan Neeley

Lindsay Lebreague

Sidney Pinkos

Rm 5

Garrett Ridofi

Cameron Roy

Rm 6

Cainana Simmons

Joshua Stanvitch

Rm 7

Zech Thauer

Joshua Wason

Rm 8 - Advisors

Holly Scribner

Jane Pasquarello

Rm 9 - Advisors

Bill Gervais

BIDDEFORD SCHOOL DEPARTMENT

REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: 2/12/19 School: Leadership Office

Building Administrator: Jeremy Ray

Stipend Position Title: CHO Officer

Position Responsibilities: See attached document

Stipend Dollar Amount: 3,700.00

Anticipated Amount of Time
Number of students participating: vary

Number of days per week: vary

Number of weeks per season/school year: vary

Number of hours per session: _____

Total hours for season/school year: vary

Recommended Employee: Bill Gervais

Background/Experience: See attached document

Chemical Hygiene Officer- Yearly Stipend (3, 700.00)**Chemical Hygiene Officer Responsibilities**

1. Responsible for overseeing chemical use of High School and Middle School Chemistry departments, IA shops, art programs, maintenance and custodial chemical use and Center of Technology.
2. Visit each area twice a year and provide training on a yearly basis.
3. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
4. Monitor procurement, use and disposal of chemicals in the lab, including determining that facilities and training levels are adequate for the chemicals in use.
5. Perform regular safety audits.
6. Maintain Material Safety Data Sheets (MSDS) for science laboratory chemicals.
7. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the front office and local first responders.
8. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.
9. Coordinate annual review of the Chemical Hygiene Plan (CHP) by science staff.
10. Coordinate annual hazardous waste disposal for science department.
11. Oversee maintenance of appropriate spill kit and materials.
12. Maintain communication with administration regarding the CHP.
13. Submit budget for maintenance of lab equipment and inspections.