

*City of Biddeford*  
**School Committee**  
**February 12, 2019 4:30 PM Little Theater at BHS**

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Adjustments to Agenda:**
- E. Consideration of Minutes:**
  - E.1. Minutes 1/22/19  
[Signedminutes1:22:19.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 and second reading of policy JL ~ Additional change for State of Maine
    - First reading of overnight field trip to Maine Model United Nations , May 15th-17th ~ Biddeford Model UN Club BHS ~ Teacher in charge Andrew Reddy
    - First reading of overnight field trip MMEA All State Music Festival Orono Maine ~ May 15th-18th ~ Music students BHS ~ Teacher in charge Christopher Ferrell
    - Motion to accept extended leave or an employee February 2020 ~ September 2020. She attached letter.
  - [JL Student Wellness.pdf](#)
  - [Maine Model United Nations.pdf](#)
  - [MMEA All-State Music Festival.pdf](#)
  - [Leaveofabsence.pdf](#)
- K. Resignations: Accepted by the Superintendent**
  - K.1.
    - 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

**L. Nominations:**

**M. Appointments:**

- M.1. • Stephanie Sullivan ~ Ed Tech JFK ~ Replacing Kimberly Daly
- Kristy Kendrick ~ Ed Tech II BMS ~ Replacing Alfonso Wilkerson
- Sherry Perreault ~ Recess Supervision Aid JFK ~ Replacing Patricia Polito
- Erik Kuehl ~ Head Coach Indoor Track Stipend

[HeadIndoortrack.pdf](#)

**N. Transfers:**

**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, Vassie Fowler, Dominic Deschambault, Nate Bean*  
*Student Members: Jenna Delorenzo - BHS, Abigayle Michaud - BHS*

# Biddeford School Department

Tuesday, January 22, 2019

7:00pm

Little Theater BHS

## Minutes

- A. Call to Order:** The meeting was called to order at 7:03pm.
- B. Roll Call:** Tony Michaud, Karen Ruel, Lisa Vadnais, Vassie Fowler, Nate Bean, Jenna Delorenzo, Jeremy Ray, and Chris Indorf were all present.
- C. Pledge of Allegiance:** The pledge was led by Tony Michaud
- D. Performance:** None
- E. Adjustments to the Agenda:** None
- F. Approval of Last Meeting's Minutes:** 1/8/19
- G. Student Rep Reports:** Jenna Delorenzo reported that the High School started a new program called "Go Time Flex Time" instead of "Hammer Time". She doesn't have a lot of classes at the High School because she is doing an internship outside of school. Today when she had her first "Go Time Flex Time" noticed that there were not a lot of students wandering the hall which was a good thing. The internship Jenna does outside of Biddeford High School is the Heart of Biddeford. Something exciting for our community is a program on Hulu where they come and invest \$500,000 into the community to bring back their main street for local businesses. She is getting the word out to people because Biddeford went from being one of the top 20 to now the top 10 but will find out in early February if we are one of the top 5. We would need votes from our community. If we did win they would come and do a segment on our community and give the money.
- H. Superintendent's Report:** January 30<sup>th</sup> Marching Band interest in brining back. Our teachers have done a lot of work speaking about student trauma. On January 24<sup>th</sup> we will be hosting a community trauma event. There will be approximately 20 UNE students and 70 community members. This is a good way to get everyone working together to help students and realize the impact that trauma has in learning. In our schools just to highlight a couple. At JFK and BPS, every week they are sending home food for students on the weekend. JFK 70 bags, BPS a little over a 100. Brian Litchfield at JFK with the help of Good Shepherd's Food Bank have a monthly fruit and vegetable donations for the community. This past month was the highest outcome we have had since we started the distribution. This shows that the need is there for programs like this. The government shut down has caused a problem for families. We need to think about February vacation week and our kids going hungry over the break. We need to bring some greater awareness to the community around this.

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### 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

**I. Committee Reports: Finance/Building & Grounds, Curriculum, Policy:** Chris Indorf reported that the next policy meeting has been rescheduled to March 26<sup>th</sup> at 3:30pm. He also reported that curriculum met on January 10<sup>th</sup> for 6-12 students and will meet on January 29<sup>th</sup> for K-5 students.

**J. Old Business:**

**K. New Business:**

- First reading ~ Overnight grade 8 field trip to Washington D.C. ~ 5/4/19-5/6/19 ~ Nate Bean moved, Lisa Vadnais moved, and all were in favor.
- Motion to change the March 22, 2019 Professional Development Day to a student day because of snow days used. ~ Lisa Vadnais motioned to change the March 22<sup>nd</sup> professional development day to a student day and to have the professional development day moved to the last day of school after all students have left campus. Vassie Fowler seconded, and all were in favor.

**L. Resignations, Nominations, Appointments & Transfers:**

**Resignations:**

- Sylwia Petrus ~ Custodian ~ JFK ~ Resignation
- Howard Phiper ~ Custodian ~ BMS ~ Resignation
- Barbara Ellis ~ Teacher BMS ~ Retiring (6/30/19)
- Debra Kenney ~ Principal BIS ~ Retiring (6/30/19)
- Ann Cosgrove ~ Teacher BIS ~ Retiring (6/30/19)
- Rob Petit ~ Teacher BMS ~ Retiring (6/10/19)
- Constant Bamani ~ Teacher BHS ~ Resignation
- Karen Bouchard ~ Co-Student Council Advisor

**Appointment:**

- Stephanie Coleman ~ 7<sup>th</sup> Grade Softball Coach Stipend ~ Nate Bean moved, Lisa Vadnais seconded, and all were in favor.

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

**N. Communications:**

**O. Executive Session:**

**P. Adjournment:** The meeting was adjourned at 7:17pm. Vassie Fowler moved, Lisa Vadnais seconded, and all were in favor.

Signed: \_\_\_\_\_

Date: 2/7/19

Jeremy Ray ~ Superintendent of Schools

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**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

## **STUDENT WELLNESS**

The Biddeford School Committee recognizes that student wellness and good nutrition are related to students' physical and psychological well-being and their readiness to learn. The Biddeford School Committee is committed to providing a school environment that supports student and staff wellness, healthy food choices, nutrition education, physical education and regular physical activity.

The Biddeford School Committee believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk of obesity, diabetes, and other chronic disease. While Biddeford School Committee has a strong commitment to the health and wellness of our children, this policy is not meant to dictate food served by parents outside of the school or those provided for snack or lunch.

### **Nutrition Education**

Our goal is to provide students with nutrition education that teaches the knowledge and skills needed to adopt healthy eating behaviors. The education criteria are aligned with federal statutes and the Maine Learning Results. Nutrition information shall be integrated into the curriculum, be developmentally appropriate and taught following Maine Standards as outlined in the Maine Learning Results. (See our 5-2-10 Let's Go! Curriculum sequence, Topic F, in the Biddeford School Department Wellness Council Handbook.)

Instructional activities shall stress the appealing aspects of healthy eating and be based on theories proven effective by published research. The curriculum will be designed to help students learn:

- *Nutritional Knowledge* including but not limited to the benefits of healthy eating, essential nutrients, nutritional deficiencies, principals of healthy weight management, the use and misuses of dietary supplements and safe food preparation, handling and storage.
- *Nutrition-related skills* including but not limited to planning healthy meal understanding and using food labels, and critically evaluating nutrition information, misinformation, and commercial food advertising, and how to assess personal eating habits, set goals for improvement, and achieve those goals.

In order to reinforce and support district nutrition education efforts, the building principal is responsible for ensuring that nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating and include social learning techniques. To maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible.

### **Nutrition Standards & Nutrition Promotion**

The Biddeford School Department supports good nutrition as part of a school environment that contributes to student health and encourages positive food choices and eating habits. The Biddeford

School Department believes that nutrition influences a student's ability to take full advantage of the school system's educational program and is, therefore, related to student achievement.

### Section 1: Standards for USDA Child Nutrition Programs and School Meals.

1. Nutritional information for school meals will be available for students and parents and included in each school menu.
2. The Biddeford School Department will take part in the USDA School Lunch and Breakfast program to assure that all children for whom the Biddeford School Department is responsible shall have the opportunity to receive proper nourishment.
3. Parents shall be advised that free and reduced meal programs are available and the eligibility criteria shall be made public. Personal information on free and reduced meal eligibility will not be made public and will remain confidential.
4. The Biddeford School Department provides assurance that guidelines for reimbursable school meals will meet or exceed the USDA meal regulations and guidance.
5. The Biddeford School Department will address access to and/or promotion of the Summer Food Service Program.
6. Students will be provided adequate time (minimum of 20 minutes) to eat lunch.
7. School personnel are encouraged to model nutritious food choices and eating habits.
8. School personnel will assist students in developing the healthy practice of washing hands before eating.
9. The Biddeford School Department will continue increasing whole grains, unprocessed foods and fresh produce and encourage the selection of low-fat and skim milk.
10. Whenever able, the food service staff will provide menu options that reflect the increasing cultural diversity of the Biddeford School Department.
11. The Biddeford School Department will provide professional development in the area of food and nutrition for food service staff.

### Section 2: Nutrition Standards for sale or service of food outside USDA school meals.

1. Foods and beverages served and prepared by Biddeford School Department staff during the school day on school grounds or in Biddeford School Department schools are strongly encouraged to follow the recommendations made in the Biddeford School Department Wellness Council's List of Recommended Nutritious Foods. This does not include food items brought from home for individual school snack and school lunch. The Biddeford School Department Wellness Council will update and distribute the list of Recommended Nutritious Foods annually.

(See Biddeford School Department Wellness Council Handbook Topic B: Recommended Nutritious Foods List.)

2. It is strongly recommended to use only non-food items to raise funds. (See Biddeford School Department Wellness Council Handbook Topic D: Smart Fundraisers for Healthy Schools.)
3. Foods and beverages served at school day celebrations are strongly encouraged to comply with the Biddeford School Wellness Council's Recommended Nutritious Foods List. Opportunities for physical activity are encouraged as an alternative to food at parties and celebrations.
4. Whenever possible, foods and beverages will not be used as rewards, incentives, or withheld as discipline for student behavior or performance. Non-food items or activity are recommended as rewards or incentives.
5. Food and beverage sold or served **outside of school hours** at Biddeford School Department school-related activities, school-endorsed events, or at evening and community events on school grounds including athletic events, dances, or performances are strongly encouraged to comply with the Biddeford School Department Wellness Council's Recommended Nutritious Foods List or Handbook Topic C: Healthy School Concessions, Banquets and Other Functions.
6. **All** Food and beverage sold in school **to students will be smart snack compliant** ~~vending machines must comply with Rule Chapter 51 and are encouraged to comply with the Biddeford School Department Wellness Council's Recommended Nutritious Foods List.~~
7. Soda will not be sold or served to students at Biddeford School Department events on school grounds during the school day. Water is the recommended beverage while in the classroom.
8. All students and staff will have access to free, safe, and fresh drinking water throughout the school day.

## **Physical Education & Activity**

The Biddeford School Department will provide all students with developmentally appropriate opportunities for physical activity through physical education classes, recess periods for elementary school students, and extracurricular activities (clubs, intramural and interscholastic athletics). School programs are intended to build and maintain physical fitness and to promote healthy lifestyles. The schools will encourage parents to support their children's participation in physical activities including available before- and after-school programs.

### Section 1: Physical Education

The Biddeford School Department shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with federal statutes, State of Maine laws, and the Maine State Learning Results.

- The Physical Education curriculum will provide opportunities to learn for all students of all abilities K-12.
- Physical Education is an approved part of the Biddeford School Department curriculum and will follow state guidelines.
- Students at the high school will be required to take at least one credit of physical education. The Biddeford School Committee will revisit this requirement on a regular basis. In addition to this requirement, students are encouraged to take physical activity based elective courses throughout their four years.
- Physical Education curriculum includes competency assessment of knowledge, skills, or practice.
- Physical Education classes will include students of all abilities, promote confidence, and encourage sportsmanship.
- Safe and adequate space and equipment will be maintained for the use of physical education classes.
- Whenever possible, all physical education classes will include at least 50% of moderate or vigorous activity in all or most lessons.
- When possible, Physical Education will be taught by a certified instructor.
- Physical Education class should never be denied for the purpose of completing other subject area work or for disciplinary reasons. Exceptions of this rule will lie at the discretion of the principal.

## Section 2: Physical Activity

1. Fresh air, unstructured play and social time are important to student's health and wellness. School Staff will not consistently withhold or cancel participation in recess from students to make up for missed instructional time, or for disciplinary reasons, unless participation would cause the student to be a danger to him/herself or others. Exceptions of this rule will lie at the discretion of the principal.
2. All schools in the Biddeford School Department are encouraged to provide regular physical activity. Whenever possible, students in grades K-8 will receive at least 10 minutes of physical activity time each day through a combination of either physical education and/or during class time (not including recess).
3. Opportunities for daily physical activity are regularly incorporated into several subject areas K-12 (i.e. health education, math, language arts, social studies, etc.) during the school day.
4. Teachers, administrators and trained professionals will work together to learn new strategies to incorporate physical activity and movement breaks within the school day for all grade levels.
5. School physical activity facilities will be made available after school hours for student, parent and community use to encourage participation in physical activity.

6. The Biddeford School Department will encourage parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events through school-home communications and volunteerism.
7. Each school will encourage student participation in other community physical activity programs.
8. Each school will make available periodic and ongoing programs to increase activity for staff (such as worksite wellness programs, walking clubs, pedometer challenges, etc.)
9. Each school will be responsible for promoting walking and biking to school by students and staff using safe routes and safe practices.
10. All food and beverage advertising will comply with State and Federal laws.

### **Other-School Based Wellness Activities**

The schools, with prior approval of the Superintendent/designee, may implement other appropriate programs that support consistent wellness messages and promote healthy eating and physical activity.

The Board delegates to the Superintendent/designees the responsibility for developing regulations or guidelines for "healthy celebrations" (refreshments served at parties or celebrations during the school day), and the use of food as rewards in instructional program.

The school unit may develop programs that encourage staff to learn and engage in healthy lifestyle practices.

### **Implementation and Monitoring**

The superintendent's designee shall be responsible for the implementation of this wellness policy, for monitoring efforts to meet the intent of this policy, and for reporting to the Biddeford School Committee on an annual basis.

### **District Wide Wellness Council**

The Wellness Council shall serve as the district's representative advisory committee for student wellness issues and will be responsible for making recommendations related to the wellness policy, wellness goals, administrative or school regulations and practices, and raising awareness of student health and wellness issues. The Wellness Council should meet a minimum of three times per school year.

The Wellness Council will be chaired by the district's school health coordinator or other designee and will report to the Assistant Superintendent. The district-wide Wellness Council should be comprised of:

- A member of the Biddeford School Committee
- Food Service Director (or designee)
- Teacher(s)
- Parent Representative(s)
- School Administrator(s)
- School Nurse
- Student Representative(s)
- Community Representative(s)

Additionally, the council may include:

- Guidance Counselor
- Community organization or agency representative
- Social Worker
- Other School Staff

Legal Reference: 42 U.S.C. §1751

Cross Reference: EFE – Competitive Food Sales of Foods in Competition with the School Food Service Program  
KF – Community Use of Schools  
Wellness Council Handbook (online under Curriculum & Programs)

Adopted: July 11, 2006

Revised: June 14, 2016, December 11, 2018

## 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

## Overnight Field Trip Form:

Date of Event: May 15 - May 18

Name of Event: MMEA All-State Music Festival

School: BHS

Teacher in Charge: Christopher Ferrell

Class/Group Attending: Music Students

Number of students attending trip: 14

Address and phone number where group can be reached: University Inn, 5 College Ave, Orono, ME 04473 ~ 207-671-1724

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: Chaperones Provided By Festival

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: Chaperones Provided By Festival

Name of Chaperones: Chris Ferrell (Chaperones Provided By Festival), Michael Murphy

Completed volunteer forms required for chaperones: Yes, Doesn't apply. No Chaperones needed

Date received by Superintendent: 1/2/2019

February 5, 2019

Dear Superintendent Jeremy Ray,

Confucius said, “Choose a job you love and you will never have to work a day in your life”. I remember when I first realized I wanted to be a teacher; it was 2009 and I was a freshman in college. I had accepted a position at a summer program for kids with disabilities. I was terrified because I had never worked with kids in that capacity before. As soon as I engaged with them I realized they were about to change my life possibly even more than I was going to change theirs. From that moment on I knew I wanted to teach. 10 years later I feel incredibly privileged to say that I love my job as the Functional Life Skills Teacher at JFK. Although it is extremely challenging at times, it is always worth it. My students’ smallest achievements mean the world to me and the sense of community and support that I receive while working at JFK has opened the doors for both personal and professional growth.

Teaching is just one of my passions in life; the other is hiking. Similar to teaching, hiking challenges me in ways that shape who I am. I am writing to you to request a leave of absence, as stated in Article 22, from February 2020 to June 2020. It has been my dream to complete the Appalachian Trail (AT) and I plan to do it at this time. At 2,190 miles, the AT is the longest hiking only footpath in the world. Taking on a challenge as difficult as the AT requires a great deal of resilience; just like my students display every day in my classroom and in the community. My mental attitude will be the driving force and deciding factor on whether or not I can fulfill my dream. I will have a limited supply of resources and little access to outside support. Due to this, I will have to be creative and plan thoroughly without cutting corners. This resiliency, mental strength, and problem solving will transfer to my job as a special education teacher as I learn to push through difficult situations, get back up when I fall, and am forced to believe in myself and my abilities. I wish to instill these same qualities in my students when they experience adversity.

As I hike the AT, I will also have the opportunity to connect with people from all walks of life. Along the way, I will have to both provide and accept support from people who are essentially strangers. This is very much like the first day of school for our students. When my students walk into my classroom for the first time I am a complete stranger to them. They are supposed to trust that I have their best interest at heart and want to see them succeed to their fullest abilities. Not only will hiking the AT make me more aware of the trust in my relationship with my students, but also will provide an opportunity for learning new ways to communicate with all students and families more effectively.

For those choosing to hike northbound like myself, Maine marks the Northern terminus of this trail. Many individuals choose to adventure onto the Appalachian Trail after high school or during college, especially in our area. Upon completion, I wish to share my experiences with the Biddeford High School students and offer advice and support for those who also wish to seek out this challenge or other challenges like it. I also hope that as I follow my passions, my students will do the same. As a member of our school district, I believe that my advice and experiences will be invaluable to both my own students and the students I am able to share my experiences with.

This journey should take me approximately 6 months to complete. I wish to return to my job as the Functional Life Skills Teacher in September 2020. I am fully prepared to train and assist in a smooth transition with a long-term substitute in order to ensure our students are supported as best as possible. I am fully invested in the lives of my students here in Biddeford and believe that this opportunity will not only benefit me as an educator, but also inspire my students to remain resilient and know that anything is possible with hard work and commitment. I hope that you will take all of this into consideration when deciding on my leave of absence.

Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Mariel Leonard', with a stylized, cursive script.

Mariel Leonard  
Functional Life Skills Teacher  
John F. Kennedy Memorial School

**BIDDEFORD SCHOOL DEPARTMENT**  
**REQUEST FOR STIPEND APPOINTMENT APPROVAL**

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**Date:** February 1, 2019      **School:** Biddeford Middle School

**Building Administrator:** Scott Descoteaux

**Stipend Position Title:** Head Coach Indoor Track

**Position Responsibilities:** Teach the proper techniques of the sport  
Teach good sportsmanship  
Organize practices  
Supervise athletes  
Coach the meets  
Communicate with parents  
   
 

**Stipend Dollar Amount:** \$

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**Anticipated Amount of Time**

Number of students participating: 80-90

Number of days per week: 6

Number of weeks per season/school year: 8

Number of hours per session: 2 hours + 3 hours for meets

Total hours for season/school year: 104

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**Recommended Employee:** Erik Kuehl

**Background/Experience:** Social Science Teacher BMS