City of Biddeford
School Committee
January 25, 2024 5:00 PM Little Theater at BHS

A. Call to Order:
B. Roll Call:
C. Pledge of Allegiance:
D. Adjustments to Agenda:
D.1. Executive Session: Legal rights labor contract meeting pursuant to 1 M.R.S.A. § 405(6)(E) Consultations between the school unit and its attorney.
Executive Session: Labor contract meeting pursuant to 1 M.R.S.A § 405 (6)(D) Public employer and negotiators.

E. Consideration of Minutes:
E.1. Minutes 1/10/2024
Biddeford Minutes 1_10_2024.pdf

F. Consent Agenda
F.1. Nominations:
Appointments:
Resignations:
Maria Gattuso ~ BHS Custodian
Kristen Thompson ~ BIS Ed Tech II
Karen Forbes ~BMS Ed Tech ~ Retirement
Transfers:
Brian Burke ~ Transferring to BIS Regular Ed-Tech II ~ Replacing Kristen Thompson

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. ED 279 Preview
Second Reading Overnight Field Trip Winter Guard International Trumbull Percussion Regional ~ February 23rd & 24th ~ BHS Mike Murphy
First Reading JJE - Student Fundraising Activities

Biddeford 279 FY 25 1.18.pdf
Overnight Field Trip Form - Google Forms (1).pdf
JJE Student Fundraising Activities Revised 1_25_2024 .pdf

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

L. Communications:

M. Executive Session:

N. Adjournment:

Biddeford Schools
est. 1848

School Committee Meeting Agenda
Little Theater Biddeford High School
5:00 pm ~ January 10, 2024

Public Viewing:
Local Public Access Station
City of Biddeford **Website**

A. **Call to Order:** The meeting was called to order at 5:00 pm by Mayor Martin Grohman.
B. **Roll Call:** Michele Landry, Lisa Vadnais, Marie Potvin, Randy Forcier, John McCurry, Rebecca Henry, and Jeremy Ray were all in attendance. Meagan Desjardins was excused.
C. **Pledge of Allegiance:** The pledge was led by Mayor Martin Grohman
D. **Adjustments to Agenda:** Marie Potvin motioned to move the Superintendent report to after New Business, Lisa Vadnais seconded the motion, and all were in favor.
E. **Approval of Last Meeting's Minutes:** 12/13/2023 ~ Randy Forcier motioned to approve the minutes, Rebecca Henry seconded the motion, and all were in favor.
F. **Consent Agenda:** ~ Randy Forcier moved to approve the consent agenda, Lisa Vadnais seconded the motion, and all were in favor.
   Nominations:
   a. Gregory MacDougal ~ BHS School Counselor ~ Replacing Delores Charest
   Appointments:
   a. Jon Chenard ~ BHS Weight Room Stipend
   b. Eric Wales ~ BHS Varsity Girls Lacrosse Stipend
   c. Katie Silva ~ BMS Chess Club Stipend
   d. Donna Cadorette ~ BHS Food Service
   e. Brittany Hall ~ BPS Ed Tech II ~ Replacing John Petacchi
   Resignations:
   a. Vicki Lee ~ BMS Teacher ~ Retirement end of school year
   b. Tammy Lavigne ~ BMS Teacher ~ Retirement end of school year
   c. Mikayla Sintris ~ BMS FLS Special Education Teacher
   Transfers:
G. **Superintendent's Report:** Moved to after New Business
H. **Committee Reports:** ~ Randy Forcier gave an update on the finance committee that took place on 1/9/2024
I. **Old Business:** None
J. **New Business:**
   a. Presentation - House System BPS ~ Margaret Pitts and her staff gave a presentation on the RCA House Systems. Plan to have five houses. Students will stay with the same six teachers for three years and become a family.

School Committee Members:

Marty Gorhman-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Meagan Desjardins
Michele Landry	Rebecca Henry
Marie Potivin	John McCurry

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Supt
cc: Mandy Cyr- Dir. Instr. & Innov.

Meeting students where they are and making them feel special. Every Wednesday at BPS is Kindness Day - Be the Yellow

b. Biddeford YTD Budget Expenditures ~ Jeremy Ray presented the YTD Budget Expenditures

c. Solar Update and Expenditures ~ Jeremy Ray presented updates on the Solar Expenditures.

d. Construction Update COT/BPS ~ Jeremy Ray gave an update on the construction for the COT and BPS.

e. Literacy Grant ~ Mandy Cyr

f. Second Reading of Policy to Strike: ~ Randy Forcier motioned to approve, Rebecca Henry seconded, and all were in favor.

- JLCCA ~ Students with HIV/Aids

g. Second Reading Policies to Strike & Revise: Marie Potvin motioned to approve, John McCurry seconded, and all were in favor.

- JHB ~ Truancy
- KLGA-R ~ School Resource Officer/Law Enforcement Administrative Procedure

h. Second Reading Policies to Adopt: John McCurry motioned to approve, Lisa Vadnais seconded, and all favored.

- JLIB ~ Student Dismissal Precautions
- JLIE ~ Student Automobile Use and Parking
- JO ~ Employment of Students
- KLG-R ~ Relations with Law Enforcement Authorities Administrative Procedure
- KLGA ~ Relations with School Resource Officers and Law Enforcement Authorities

i. Second Reading Policies to Revise: ~ John McCurry motioned to approve, Michele Landry seconded, and all were in favor

- EBCC ~ Bomb Threats
- EEAEF ~ Video Camera Use on School Vehicles
- EEAEF-R ~ Video Camera Use on School Vehicles Administrative Procedure
- JHB ~ Truancy
- JKAA ~ Use of Physical Restraint and Seclusion
- JKAA-R ~ Procedures on Physical Restraint and Seclusion
- JLA ~ Student Insurance
- JLC ~ Student Health Services
- KDB ~ Public's Right to Know/Freedom of Access
- KLG ~ Relations with Law Enforcement Authorities

- KLGA-R ~ School Resource Officer/Law Enforcement Administrative Procedure

j. Second Reading Overnight Field Trip to Paris April 2024 ~ BHS Andrew Reddy ~ John McCurry motioned to approve, Lisa Vadnais seconded, and all favored.

k. First Reading Overnight Field Trip Winter Guard International Trumbull Percussion Regional ~ February 23rd & 24th ~ BHS Mike Murphy ~ John McCurry motioned to approve, Rebecca Henry seconded, and all were in favor.

Superintendent's Report ~ We have an upcoming job fair that Shelley Kane will be heading up. It is job fair season, and we are looking for interested candidates. Superintendents will meet on Wednesday, January 24th, to begin discussions about the calendar for the 2024-2025 school year. Also, to discuss how to continue to do a better job of early release days and coordination. Department of Labor is going through changes in laws. 1% payroll tax split employer or employee. There is no decision yet, but we need to be aware of the implications of our budget. Will pass on more information once we receive it. The City Council gave an update on homelessness in Biddeford. Chris Indorf attended the meeting and represented our students, who were well-represented by everyone in the room. Mayor Martin Grohman echoed what Jeremy said. He also stated that $500,000 was put into the affordable housing trust fund. **The budget process timeline will be as follows:**

- Draft Budget by the end of the week
- Subsidy end of January
- February 7th subsidy overview
- Budget review late February/Early March. (The Finance and School Committee will meet throughout late February). Health insurance adjustments will take place here.
- First Presentation to the Council on March 19th

Planning the budget with an 8% increase.

Important Dates

- Monday, January 15: No School - Martin Luther King Jr. Day
- Thursday, January 18: BMS Band & Jazz Winter Concert 6 PM (Snow Date: 1/19)
- Wednesday, January 17: Youth Full Maine Food Distribution (10 am-12 pm @ Rotary Park)
- Wednesday, January 24: Biddeford School Committee at 7 pm, BHS Little Theater

Hoping at the meeting on the 24th to recognize Danielle Emerson (2 time Gatorade Player of the Year)

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

L. Communications:

M. **Executive Session:**

N. **Adjournment:** John McCurry motioned to adjourn the meeting, Randy seconded, and all were in favor.

Signed: **Date:** 1/18/2024

Jeremy Ray ~ Superintendent of Schools

School Committee Members:

Mayor Martin Grohman-Chair
Lisa Vadnais-Vice Chair
Michele Landry
Marie Potvin
Randy Forcier
Meagan Desjardins
Rebecca Henry
John McCurry

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Innov.

ED 279

STATE OF MAINE DEPARTMENT OF EDUCATION
AUGUSTA 04333

1/17/2024

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65 | **Biddeford Public Schools** | **2024 - 2025**

Section : 1

Section 1: Computation of EPS Rates

A) Attending Counts:

	PreK-K		1-5	6-8		PreK-8		9-12		Total
1) Attending Pupils (October 2022)	263.0	+	838.0	+ 499.0	=	1,600.0	+	707.0	=	2,307.0
2) Attending Pupils (October 2023)	301.0	+	881.0	+ 521.0	=	1,703.0	+	688.0	=	2,391.0
3) Attending Pupils Average	282.0	+	859.5	+ 510.0		1,651.5	+	697.5		2,349.0
						70.31 %		29.69 %		100.00 %

B) Staff Positions

	PreK-K EPS FTE	Student to Staff		1-5 EPS FTE	Student to Staff		6-8 EPS FTE	Student to Staff		9-12 EPS FTE	Student to Staff	=	EPS FTE Total	÷	Actual FTE Total	=	% Of EPS	x	SAU Data in EPS Matrix	=	Adjusted EPS Salary	=	Elementary Salary	Secondary Salary
1) Teachers	18.80	(15: 1)	+	50.56	(17:1)	+	30.00	(17:1)	+	43.59	(16:1)	=	142.95	÷	165.3	=	0.86	x	9,881,485	=	8,545,607	=	6,008,118	2,537,489
2) Guidance	0.81	(350: 1)	+	2.46	(350:1)	+	1.46	(350:1)	+	2.79	(250:1)	=	7.51	÷	6.0	=	1.25	x	335,456	=	419,800	=	295,147	124,653
3) Librarians	0.35	(800: 1)	+	1.07	(800:1)	+	0.64	(800:1)	+	0.87	(800:1)	=	2.94	÷	1.0	=	2.94	x	47,282	=	138,832	=	97,608	41,224
4) Health	0.35	(800: 1)	+	1.07	(800:1)	+	0.64	(800:1)	+	0.87	(800:1)	=	2.94	÷	6.0	=	0.49	x	369,530	=	180,841	=	127,143	53,698
5) Education Techs	2.47	(114: 1)	+	7.54	(114:1)	+	1.63	(312:1)	+	2.21	(316:1)	=	13.86	÷	21.7	=	0.64	x	560,786	=	358,051	=	251,733	106,318
6) Library Techs	0.56	(500: 1)	+	1.72	(500:1)	+	1.02	(500:1)	+	1.40	(500:1)	=	4.70	÷	4.6	=	1.02	x	103,740	=	105,950	=	74,490	31,460
7) Clerical	1.41	(200: 1)	+	4.30	(200:1)	+	2.55	(200:1)	+	3.49	(200:1)	=	11.75	÷	10.3	=	1.14	x	391,363	=	446,267	=	313,755	132,512
8) School Admin.	0.92	(305: 1)	+	2.82	(305:1)	+	1.67	(305:1)	+	2.21	(315:1)	=	7.63	÷	7.0	=	1.09	x	687,175	=	748,925	=	526,543	222,382

C) Computation of Benefits:

	Percentage		Elementary Salary	Secondary Salary		Elementary Benefits	Secondary Benefits
1) Teachers, Guidance, Librarians & Health	26.00%	X	6,528,016	2,757,064	=	1,697,284	716,837
2) Education & Library Technicians	40.00%	X	326,223	137,778	=	130,489	55,111
3) Clerical	40.00%	X	313,755	132,512	=	125,502	53,005
4) School Administrators	21.00%	X	526,543	222,382	=	110,574	46,700

D) Other Support Per-Pupil Costs:

	PreK-8	9-12		Elementary Students	Secondary Students		Elementary Support	Secondary Support
1) Substitute Teachers (1/2 Day)	50	50	X	1,651.5	697.5	=	82,575	34,875
2) Supplies and Equipment	422	583	X	1,651.5	697.5	=	696,933	406,643
3) Professional Development	72	72	X	1,651.5	697.5	=	118,908	50,220
4) Instructional Leadership Support	35	35	X	1,651.5	697.5	=	57,803	24,413
5) Co- and Extra-Curricular Student	46	140	X	1,651.5	697.5	=	75,969	97,650
6) System Administration/Support	135	135	X	1,651.5	697.5	=	222,953	94,163
7) Operations & Maintenance	1235	1466	X	1,651.5	697.5	=	2,039,603	1,022,535

E) Other Adjustments:

			Elementary	Secondary
1) Regional Adjustment for Staff & Substitute Salaries	Regional Index =	1.09	699,940	295,615
Section 1: Totals			**13,753,070**	**6,147,503**
Divided by Attending Pupils:			÷ 1,651.5	697.5
Calculated EPS Rates Per Pupil:			= 8,328	8,814

Preliminary FY 2024-2025 Governor's Supplemental Budget - Adjustments may be made to these printouts throughout FY 25

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65 | **Biddeford Public Schools** | **2024 - 2025**

Section : 2

Section 2: Operating Cost Allocations

A) Subsidizable Pupils (Includes Superintendent Transfers)

		PreK		K-8		9-12		Total
1)	October 2022	91.0	+	1,503.0	+	694.0	=	2,288.0
2)	October 2023 (may include PreK estimates)	112.0	+	1,584.0	+	676.0	=	2,372.0
3)	Subsidizable Pupils Average	101.5	+	1,543.5	+	685.0	=	2,330.0

B) Basic Counts

			Average Pupils		SAU EPS Rates from Page 1		Basic Cost Allocations
1)	PreK Pupils	(Most Recent Oct Only)	112.0	X	8,328	=	932,736.00
2)	K-8 Pupils		1,543.5	X	8,328	=	12,854,268.00
3)	9-12 Pupils		685.0	X	8,814	=	6,037,590.00
4)	Adult Education Courses at .1		8.8	X	8,814	=	77,563.20
5)	PreK Equiv. Instruction Pupils	(Most Recent Oct Only)	0.000	X	8,328	=	0.00
6)	K-8 Equiv. Instruction Pupils		1.125	X	8,328	=	9,369.00
7)	9-12 Equiv. Instruction Pupils		0.125	X	8,814	=	1,101.75

C) Weighted Counts (Most Recent Oct Only)

			Pupils		EPS Weights		SAU EPS Rates from Page 1		Weighted Cost Allocations
1)	PreK Disadvantaged @	0.6020	67.4	X	0.15	X	8,328	=	84,196.08
2)	K-8 Disadvantaged @	0.6020	929.2	X	0.15	X	8,328	=	1,160,756.64
3)	9-12 Disadvantaged @	0.6020	412.4	X	0.15	X	8,814	=	545,234.04
4)	PreK Multilingual Learners		18.0	X	0.525	X	8,328	=	78,699.60
5)	K-8 Multilingual Learners		220.0	X	0.525	X	8,328	=	961,884.00
6)	9-12 Multilingual Learners		77.0	X	0.525	X	8,814	=	356,305.95

D) Targeted Funds

			Pupils		EPS Weights		EPS Targeted Amount		Targeted Cost Allocations
1)	PreK Student Assessment	(Most Recent Oct Only)	112.0			X	55.00	=	6,160.00
2)	K-8 Student Assessment		1,543.5			X	55.00	=	84,892.50
3)	9-12 Student Assessment		685.0			X	55.00	=	37,675.00
4)	PreK Technology Resources	(Most Recent Oct Only)	112.0			X	120.00	=	13,440.00
5)	K-8 Technology Resources		1,543.5			X	120.00	=	185,220.00
6)	9-12 Technology Resources		685.0			X	360.00	=	246,600.00
7)	PreK Pupils	(Most Recent Oct Only)	112.0	X	0.10	X	8,328	=	93,273.60
8)	K-2 Pupils		542.5	X	0.10	X	8,328	=	451,794.00
9)	PreK Disadvantaged Targeted	(Most Recent Oct Only)	67.4	X	0.05	X	8,328	=	28,065.36
10)	K-8 Disadvantaged Targeted		929.2	X	0.05	X	8,328	=	386,918.88
11)	9-12 Disadvantaged Targeted		412.4	X	0.05	X	8,814	=	181,744.68

E) Isolated Small School Adjustment

1)	PreK-8 Isolated Small School Adjustment	=	0.00
2)	9-12 Isolated Small School Adjustment	=	0.00

Section 2: Operating Allocation Totals = 24,815,488.28

Preliminary FY 2024-2025 Governor's Supplemental Budget - Adjustments may be made to these printouts throughout FY 25

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65 | **Biddeford Public Schools** | **2024 - 2025**

Section : 3

Section 3: Other Allocations

A) Other Subsidizable Costs

		Base Year Expenditure		Inflation Adjustment		
1)	Gifted & Talented Expenditures from 2022 - 2023	196,864.03	X	101.90%	=	200,604.45
2)	Special Education - EPS Allocation		X		=	6,821,332.48
3)	Special Education - High-Cost Out-of-District Allocation		X		=	7,413.91
4)	Transportation Operating - EPS Allocation		X		=	1,420,477.56
5)	Approved Bus Allocation (Purchase Year FY 24 or earlier)		X		=	154,516.00
				Total Other Subsidizable Costs	=	8,604,344.40

B) Teacher Retirement Amount (Normalized Cost) 1,027,546.79

Total Adjusted Operating Allocation (Page2) *plus* Total other Subsidizable Costs *plus* Teacher Retirement = **34,447,379.47**

C) Debt Service Allocations

1)	Town / District	Payment Date	Name of Project	Principal		Interest		Total
	BIDDEFORD	11/01/2024	NEW MIDDLE SCHOOL	899,661.00	+	5,719.26	=	905,380.26
2)	**Total Debt Service Principal & Interest Payments**			**899,661.00**		**5,719.26**		**905,380.26**
3)	Approved Lease for 2023 - 24		Biddeford Public Schools					**0.00**
4)	Approved Lease Purchase for 2023 - 24 for		Biddeford Public Schools					**0.00**

Total Debt Service Allocation = **905,380.26**

Section 3 : Total Combined Allocations (Page 2 Adjusted Total *plus* Other Subsidizable *plus* Debt Service) = **35,352,759.73**

Preliminary FY 2024-2025 Governor's Supplemental Budget - Adjustments may be made to these printouts throughout FY 25

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65 | **Biddeford Public Schools** | **2024 - 2025**

Section : 4

Section 4 : Calculation of Required Local Contribution - Mill Expectation

A) Subsidizable Pupils (Excludes Superintendent Transfers for SADs, RSUs & CSDs) by Member Municipality

Member Municipality	Average Subsidizable Pupils	Percantage of Total Pupils	Oper., Othr Sub, & Tchr. Ret. Allocation Distribution		Municipal Debt Allocation Distribution		Total Municipal Alllocation Distribution as a Percentage of Pupils
Biddeford Public Schools	2,340.5	100.00%	34,447,379.47	+	905,380.26	=	35,352,759.73
Total	**2,340.50**	**100.00%**	**34,447,379.47**		**905,380.26**		**35,352,759.73**

B) State Valuation by Member Municipality

Member Municipality	3-Yr Average or Previous Yr State Valuation	Mill Expectation	Total Municipal Allocation Distribution per Valuation x Mill Expectation
Biddeford Public Schools	3,174,283,333	6.62	21,013,755.66
Total	**3,174,283,333**		**21,013,755.66**

C) Required Local Contribution = the lesser of the previous two calculations :

Member Municipality	Total Allocation by Municipality		Required Local Contribution by Municipality	Calculated Mill Rate	State Contribution by Municipality (Prior to adjustments)
Biddeford Public Schools	35,352,759.73	-	21,013,755.66	6.62	14,339,004.07
Total	**35,352,759.73**	-	**21,013,755.66**		**14,339,004.07**

Preliminary FY 2024-2025 Governor's Supplemental Budget - Adjustments may be made to these printouts throughout FY 25

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65 | **Biddeford Public Schools** | **2024 - 2025**

Section 5: Totals and Adjustments

Section : 5

		Total Allocation	Local Contribution	State Contribution
A)	**Total Allocation, Local Contribution, and State Contribution Prior to Adjustment**	35,352,759.73	21,013,755.66	14,339,004.07
	Totals after adjustment to Local and State Contributions	**35,352,759.73**	**21,013,755.66**	**14,339,004.07**
B)	**Other Adjustments to State Contribution Only**			
1)	Plus Audit Adjustments			0.00
2)	Less Audit Adjustments			0.00
3)	Less Adjustment for Unappropriated Local Contribution			0.00
4)	Less Adjustment for Unallocated Balance in Excess Per Title 20-A, §15689-B, Subsection 6			0.00
5)	Special Education Budgetary Hardship Adjustment			0.00
6)	Career & Technical Education Center Allocation			3,331,365.34
7)	Plus Long-Term Drug Treatment Centers Adjustment			0.00
8)	Education Service Center Member Allocation			89,802.54
9)	Minimum Teacher's Salary Adjustment			0.00
10)	Less MaineCare Seed - Private			0.00
11)	Less MaineCare Seed - Public			0.00
12)	MultiLingual Learner Hardship funds			0.00
C)	**Adjusted State Contribution**			**17,760,171.95**

Local and State Percentages Prior to Adjustments : **Local Share % =** 59.44 % **State Share % =** 40.56 %

Local and State Percentages After Adjustments : **Local Share % =** 59.44 % **State Share % =** 40.56 %

FYI : 100% EPS Allocation **35,352,759.73**

Section F: Adjusted Local Contribution by Town

***** WARRANT ARTICLE *****

Member Municipality	Total Allocation	Adjusted Local Contribution	Adjusted Percentage	Adjusted Mil Rate
Biddeford Public Schools	35,352,759.73	21,013,755.66	100.00%	6.62
Totals	**35,352,759.73**	**21,013,755.66**	**100.00%**	

Preliminary FY 2024-2025 Governor's Supplemental Budget - Adjustments may be made to these printouts throughout FY 25

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 65 | **Biddeford Public Schools** | **2024 - 2025**

Section 6: SCHEDULED PAYMENTS & YEAR TO DATE PAYMENTS

Section : 6

MONTH	SUBSIDY	PAID TO DATE	DEBT SERVICE	PAID TO DATE
July	1,404,565.97	0.00	0.00	0.00
August	1,404,565.97	0.00	0.00	0.00
September	1,404,565.97	0.00	0.00	0.00
October	1,404,565.97	0.00	0.00	0.00
November	1,404,565.97	0.00	905,380.26	0.00
December	1,404,565.97	0.00	0.00	0.00
January	1,404,565.97	0.00	0.00	0.00
February	1,404,565.97	0.00	0.00	0.00
March	1,404,565.97	0.00	0.00	0.00
April	1,404,565.97	0.00	0.00	0.00
May	1,404,565.97	0.00	0.00	0.00
June	1,404,566.02	0.00	0.00	0.00
TOTAL	**16,854,791.69**	**0.00**	**905,380.26**	**0.00**

Preliminary FY 2024-2025 Governor's Supplemental Budget - Adjustments may be made to these printouts throughout FY 25

Overnight Field Trip Form

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).

The respondent's email (**mmurphy@biddefordschools.me**) was recorded on submission of this form.

Name of Event: *

Winter Guard International Trumbull Percussion Regional

Please give a brief description of your field trip: *

Biddeford Indoor Percussion will be competing at a Winter Guard International (WGI) regional event.

Date of Event: *

February 23 & 24

Teacher in Charge: *

Michael Murphy

Class/Group Attending: *

Biddeford "BlackOut" Indoor Percussion Ensemble

Address & phone number where group can be reached: *

Mike's Cell Phone

Number of students attending trip: *

33

School *

- [x] BHS
- [ ] BRCOT
- [ ] BIS
- [ ] BPS
- [ ] JFK
- [ ] DAYTON
- [ ] APC
- [ ] ADULT ED
- [x] Other: Students participate from OOBHS, TA, & BE

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

2

Number of chaperones required: (1 chaperone per every 8 students): *

5

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:

2

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:

3

Names of Chaperones:

Karen Labbe
Aimee Thompson
Tina Murphy
Grace Murphy
Will Martin
Ryan Schwartz
Jeff Cook

Completed volunteer forms required for chaperones *

- [ ] Yes
- [x] No
- [ ] Doesn't apply. No Chaperones needed

Signature of Building Administrator (please type in name):

Martha Jacques

Date received by Superintendent:

MM DD YYYY

/ / 1/42024

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

1/10/2024

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

Approved by the Board:

- [ ] Yes
- [ ] No

This form was created inside of Biddeford School Department.

Google Forms

COMMUNITY AND STUDENT FUNDRAISING ACTIVITIES

The School Committee recognizes that it is responsible for providing through the budget process the resources necessary to support the school unit's instructional program. However, the School Committee acknowledges that community and student organizations may wish to engage in fundraising in order to support their activities, to provide funding for school-based student groups, social events, and/or student travel to benefit the school or community, or for humanitarian purposes.

The Biddeford School Department recognizes that several community organizations, local businesses, and philanthropic organizations support various sports teams, student groups, scholarship funds, and the like. It is critical that student and community fundraising groups work closely with the Activities Director and/or Superintendent/designee to ensure that the same funders are not repeatedly solicited so as to not overburden donors and/or create confusion as to which organization is soliciting donations, and why.

It is the purpose of this policy to provide guidelines for student participation in fundraising activities.

A. Fundraising Guidelines

The following general guidelines apply to fundraising by student organizations. These guidelines and additional considerations shall apply to student participation in fundraising conducted for other purposes.

1. All student activities must be approved in advance by the building principal and/or activities director. There must be sufficient educational or financial benefits to the school and/or students to justify the fundraising activity.

2. Student fundraising activities must be supervised by a building administrator, a teacher, and/or an activity advisor.

3. The activity must be one in which schools and students may appropriately engage and must not subject the schools or students to unnecessary risk or responsibility. In the event, there is a question regarding the appropriateness of a proposed activity, or the proposed fundraising activity is one that is new to the school system, the building principal shall consult with the Superintendent/Designee.

   Examples of unacceptable fundraising activities include:

   A. Activities that advertise, promote, or endorse a particular commercial product. In addition, any gift proposed sponsorship or advertisement, fundraising venture, or related activity connected to the promotion of religion, politics, tobacco, alcohol, drugs, gambling, materials of a sexual nature, etc. are prohibited.

   B. Activities that require students in grades K-3 to sell or solicit funds or materials in the community are prohibited. Any such participation in grades 4-12 must be on a voluntary basis;

   C. Essay or poster contests for non-educational purposes; and,

   D. Classroom teachers shall not be required to participate in fundraising activities for the purpose of receiving supplies, materials, equipment, or services from any commercial or nonprofit organization.

4. Participation by students shall be voluntary. Disbursement of fundraising activities shall not be conditioned on a student's willingness or ability to participate in the fundraising activity.

5. The activity must not be unduly demanding of student or staff time or work. Neither students nor staff should miss instructional time to plan or implement fundraising activities, acquire, demonstrate, or distribute products, solicit sales, or collect or record monies. Students may participate in fundraising activities during non-instructional time, such as lunch periods and before and after school.

6. There shall be no mandatory quotas for product sales or donations.

7. Class time will not be used for distribution of promotional materials.

8. Students participating in fundraising activities are expected to conduct themselves in accordance with School Committee policies, school rules, and the student Code of Conduct.

9. In the interest of student safety, activities involving door-to-door solicitation by elementary-level students are discouraged.

10. Club and class dues shall be determined by the club or class officers in consultation with the club or activity advisor. The building principal shall have final authority over the setting of club and class dues.

11. The building administrator and/or teachers and/or advisors supervising fundraising activities will be responsible for the collection, monitoring, deposit into student activity accounts, and disbursement of funds raised in accordance with the School Committee's policy JFF, Student Activities Funds Management.

B. Solicitation of Funds By and From Students for Humanitarian or Charitable Organizations

Student fundraising may be conducted to benefit humanitarian or charitable organizations or purposes only as follows:

1. The fundraising activity or charity drive must be sponsored by a recognized school club or student organization and approved in advance by the building principal.

2. The activity or drive must be supervised by a building administrator or teacher.

3. Instructional time should not be used for planning or soliciting funds.

4. Class time should not be used for the distribution of promotional materials.

5. Participation in or donation to any fundraising activity shall be optional. Under no circumstances will any student be compelled to participate or donate or be penalized for not participating or donating.

6. Fundraising activities must be conducted in accordance with the guidelines in Section A of this policy.

7. The building administrator or teacher charged with supervising the fundraising activity or drive will be responsible for the collection, monitoring, and disbursement of funds raised. Use of any student activity account must be in accordance with the Board's policy JFF, Student Activities Funds Management.

C. Use of Students in Booster Group/Parent Group Fundraisers

The School Committee recognizes that Booster groups and other parent groups may wish to involve students in fundraising activities. The following provisions apply to student participation in such activities:

1. Any fundraising activity sponsored by a booster group or other group that involves student participation must be approved in advance by the building principal and/or activities director and be conducted in consultation with the building principal and staff.

2. Participation should provide a positive experience for students.

3. Participation by staff and students shall be voluntary.

4. Instructional time will not be used for fundraising activities or solicitations.

5. All activities must be conducted in accordance with the fundraising guidelines in Section A of this policy.

6. Disbursement of funds shall not be conditioned on a student's willingness or ability to participate in the fundraising activity.

7. Booster groups and 501 (c) 3 organizations are admonished to not use school department devices, letterhead, social media, or other branding/style elements which may confuse the public as to the sponsor of the fundraising activit(ies) or organization.

8. Booster groups and other parent groups may provide financial support to student groups that are advised by school staff. The school staff advisors are appointed by the Superintendent to fulfill the core mission and activities of the student group. The PTOs/parent groups should not place conditions or otherwise exert influence over how their financial contributions are used by the student groups. The advisors and student groups should retain autonomy in deciding how to use any funds contributed.

D. Coordination of Fundraising Activities

Booster groups and other parent groups are encouraged to coordinate their fundraising activities with student organization-initiated fundraisers in order to avoid burdening local businesses and the community.

The School Committee encourages the use of a fundraising calendar at each school and/or district to assist in spreading fundraisers over the school year.

Cross Reference: JFF, Student Activities Funds Management
EFE, Competitive Food Sales
KHB, Sponsorship/Revenue Enhancement
KCD, Public gifts/donations to the schools
KCD-R, Fundraising and Donated Goods, Financial Contributions and/or Services Acceptance Policy

Adopted: June 10, 1988
Revised: November 17, 1993; April 27, 1999, June 9, 2009, _____