

*City of Biddeford*  
**School Committee**  
**January 14, 2020 4:30 PM Little Theater at BHS**

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Performance**
  - D.1. Instrumental groups with Mrs. Delorge from BMS
- E. Adjustments to Agenda:**
- F. Consideration of Minutes:**
  - F.1. Minutes from 12/10/19  
[Minutes12:10:19.pdf](#)
- G. Consent Agenda**
  - G.1. Appointments
    - Richard Shumate ~ Extra Boys Basketball Coach BMS Stipend
    - Alexis Mantis ~ Assistant Indoor Track Coach BMS Stipend
    - Mike Hallett ~ Head Indoor Track Coach BMS Stipend
    - James Smith ~ Wrestling Coach BMS Stipend
    - Steve Allosso ~ Head Varsity Football Coach BHS Stipend
  - Resignations
    - Herbert Swett ~ Custodian BMS ~ Resigned
    - Lyndsey Stickles ~ Supervision Aide BPS ~ Resigned 11/13/19
    - William Taylor ~ Custodial, Maintenance District ~ Resigned
    - Jonathan Kinney ~ Custodian BMS ~ Resigned
    - Laura Pedra ~ Ed Tech II BIS ~ Resigned
    - [Additional Boys B-Ball Coach.pdf](#)
    - [Asst.Indoortrack1.pdf](#)
    - [HeadIndoortrack.pdf](#)
    - [Wrestling.pdf](#)
    - [Footballcoachstipend.pdf](#)
- H. Student Rep Reports:**
- I. Superintendent's Report:**
- J. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee**
- K. Old Business:**
- L. New Business: Public participation opportunity after each item listed below (3 minutes per item)**
  - L.1. 1st reading of overnight field trip ~ Music Department New York City Festival Trip BHS Students, April 16-19, 2020 ~ Teachers in charge of trip are Christopher Ferrell, Patrick

Bolin, & Michael Murphy

1st reading of overnight field trip ~ Maine Music Educators Association Music Festival  
BHS Students, May 13-16, 2020 ~ Teachers in charge of trip are Christopher Ferrell &  
Michael Murphy

1st reading of overnight field trip ~ Spring Training Trip Softball BHS Students, April  
15-22, 2020 ~ Teacher in Charge is Head Softball Coach Mike Fecteau

[Overnight Field Trip ApprovalApril.pdf](#)

[Overnight Field Trip ApprovalMay.pdf](#)

[OvernightspringtrainingBHS.pdf](#)

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

**N. Communications:**

**O. Executive Session:**

O.1. Employment of Officials Pursuant to 1 M.R.S.A § 405(6)(D)

Letter received from Department of Education in pursuant to 1 M.R.S.A § 405(6)(F)

**P. Adjournment:** - *School Committee Members: Alan Casavant, - Chair, Lisa Vadnais - Vice  
Chair, Amy Grohman, Karen Ruel, Lisa Vadnais, Randy Forcier, Dominic Deschambault,  
Nate Bean, Rebecca Henry*

*Student Members: Emily Boilard ~ BHS, Abigayle Michaud ~ BHS*

Biddeford School Department  
Tuesday, December 10, 2019  
4:30 pm  
Little Theater BHS  
**Minutes**

- A. Call to Order:** The meeting was called to order at 4:30 pm by Alan Casavant.
- B. Roll Call:** Alan Casavant, Randy Forcier, Dominic Deschambault, Nate Bean, Karen Ruel, Lisa Vadnais, Amy Grohman, Rebecca Henry, Abigayle Michaud, Chris Indorf, and Jeremy Ray were all present.
- C. Pledge of Allegiance:** The Pledge was led by Alan Casavant.
- D. Performance:** No performance this week.
- E. Adjustments to the Agenda: ADDENDUM**
- F. Approval of Last Meeting's Minutes:** Minutes 11/26/19 ~ Dominic Deschambault moved to approve the minutes from 11/26/19, Nate Bean seconded and all were in favor.
- G. Consent Agenda:** ~ The consent agenda and addendum agenda was taken as a flight. Dominic Deschambault moved to approve, Nate Bean seconded, and all were in favor.  
**Appointments:**  
Herbert Swett ~ Custodian BMS ~ Replacing Mike Desrocher who moved to another position in the District  
Craig Moten ~ Custodian BMS ~ Replacing Tracey Ross who moved to another position in the District  
**Resignations:**  
Ahdaf Shamkhi ~ Ed Tech II JFK  
Mary Beaudoin ~ Kitchen Manager BHS  
**Nomination:**  
Troy Gondola ~ Special Education Teacher BIS ~ Replacing Michelle Oliver
- H. Student Rep Reports:**
- I. Superintendent's Report:**  
Jeremy Ray reminded the school committee and public that winter vacation will start on December 21, 2019. We are very fortunate that Cartmill trust has given the Biddeford School Department \$5,000 to purchase winter gear for students in need. The need has been very large and we have spent the whole \$5,000. That being said, we ask that if families have winter gear they have outgrown they drop it off at the superintendent's office instead of Goodwill. A reminder that the Holiday Season can be a difficult time for students and families. Thank you to all of our staff for making it a happy time for them. Many schools have had nightly family events to celebrate the season and they have been well attended. We have been having better luck finding substitute teachers with the raise in the daily rate. You will continue to see updates on social media sites looking to find more substitutes and custodians. Jeremy then went on to present Tony Michaud and Dennis Angela with a years of service chair. Tony Michaud shared his thoughts and thanked Jeremy for everything he has done. He wished all the new school committee members the best of luck.
- J. Committee Reports:** Stipend Committee
- K. Old Business:**
- L. New Business:**

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**School Committee Members:**

|                     |                      |
|---------------------|----------------------|
| Alan Casavant-Chair | Randy Forcier        |
| Amy Grohman         | Dominic Deschambault |
| Karen Ruel          | Nate Bean            |
| Lisa Vadnais        | Rebecca Henry        |

**Student Members:**

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

- Presentation of Maine Department of Education Vocational School Review ~ Paulette Bonneau, Biddeford Center of Technology Director
- Committee Assignments
  - Vice-Chair ~ 1 member needed ~ Randy Forcier moved to elect Lisa Vadnais as the Vice-Chair of the school committee, Nate Bean seconded, and all were in favor.
  - Finance Committee ~ 3 members needed ~ Lisa Vadnais, Karen Ruel, and Randy Forcier were selected for the Finance Committee.
  - Regional Service Center ~ 2 members needed ~ Randy Forcier and Rebecca Henry were selected for the Regional Service Center Committee.
  - Policy Committee ~ 2 members needed ~ Dominic Deschambault and Nate Bean were selected for the Policy Committee.
  - Curriculum/Teacher Evaluation Committee ~ 1 or 2 members needed ~ Amy Grohman, Nate Bean, and Rebecca Henry were selected for the Curriculum Committee.

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

**N. Communications:**

- Reminder that this will be the only meeting this month.

**O. Executive Session:**

- P. Adjournment:** Dominic Deschambault moved to adjourn the meeting at 5:44 pm, Randy Forcier seconded, and all were in favor.

## Biddeford School Department

Tuesday, December 10, 2019

4:30 pm

Little Theater BHS

### Addendum

- G. Consent Agenda:** ~ The addendum consent agenda was taken as a flight with the regular agenda. Dominic Deschambault moved to approve, Randy Forcier seconded, and all were in favor.

**Appointments:**

Tracie Markell ~ Ed Tech II BPS ~ Replacing Brianna McGinnis

Tameka Slade ~ Custodian ~ Replacing Donna LeClerc ~ Retirement

Robert Mills ~ Custodian ~ Replacing Phyllis LaPointe ~ Retirement

Tammy Graffam ~ Administrative Assistant BHS School Year ~ Replacing Anita Lizotte ~ Retirement

Signed:



Date: 1/7/20

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**School Committee Members:**

Alan Casavant-Chair

Amy Grohman

Karen Ruel

Lisa Vadnais

Randy Forcier

Dominic Deschambault

Nate Bean

Rebecca Henry

**Student Members:**

Emily Boilard

Abigayle Michaud

cc: Jeremy Ray- Superintendent

cc: Chris Indorf-Asst. Superintendent

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**School Committee Members:**

Alan Casavant-Chair  
Amy Grohman  
Karen Ruel  
Lisa Vadnais

Randy Forcier  
Dominic Deschambault  
Nate Bean  
Rebecca Henry

**Student Members:**

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

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

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**Date:** November 7, 2019      **School:** Biddeford Middle School

**Building Administrator:** Scott Descoteaux

**Stipend Position Title:** Extra Boys Basketball Coach

**Position Responsibilities:** Emphasize good sportsmanship  
Teach the fundamentals of the game  
Organize practices  
Coach games  
Supervise athletes daily  
Serve as a positive role model  
   
 

**Stipend Dollar Amount:** \$1160

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**Anticipated Amount of Time**

Number of students participating: 10-15

Number of days per week: 3

Number of weeks per season/school year: 10

Number of hours per session: 1.5

Total hours for season/school year: 45

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**Recommended Employee:** Richard Shumate

**Background/Experience:**

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

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**Date:** December 6, 2019      **School:** Biddeford Middle School

**Building Administrator:** Scott Descoteaux

**Stipend Position Title:** Assistant Indoor Track

**Position Responsibilities:** Organize practices  
Teach proper techniques  
Teach good sportsmanship  
Coach meets  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Stipend Dollar Amount:** \$1617

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**Anticipated Amount of Time**

Number of students participating: 80-90

Number of days per week: 5-6

Number of weeks per season/school year: 8

Number of hours per session: 2-3

Total hours for season/school year: 104

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**Recommended Employee:** Alexis Mantis

**Background/Experience:** Current Coach at BHS

Teacher at BMS

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

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**Date:** December 6, 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:** \$2499

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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:** Mike Hallett

**Background/Experience:** Assistant Track Coach 2018-2019

Former Track athlete at BHS

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

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**Date:** December 6, 2019      **School:** Biddeford Middle School

**Building Administrator:** Scott Descoteaux

**Stipend Position Title:** Middle School Wrestling Coach

**Position Responsibilities:** Organize team workouts + practices  
Coach at wrestling meets  
Communicate with parents  
Teach basic and advanced wrestling techniques  
Serve as a role model  
   
   
 

**Stipend Dollar Amount:** \$2499

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**Anticipated Amount of Time**  
Number of students participating: 10-20  
Number of days per week: 5-6  
Number of weeks per season/school year: 7 weeks  
Number of hours per session: 2 hours  
Total hours for season/school year: 70+ hours

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**Recommended Employee:** James J. Smith

**Background/Experience:** Current Wrestling Coach at BMS and assistant at BHS

# BIDDEFORD SCHOOL DEPARTMENT

## REQUEST FOR STIPEND APPOINTMENT APPROVAL

**Date:** 12/27/2019

**School:** Biddeford High School

**Building Administrator:** Jeremie Sirois

**Stipend Position Title:** Head Varsity Football

**Position Responsibilities:** Head coach must oversee the entire football program at BHS. Deign  
implement practices; coach games, scout opponents weekly, conduct  
game planning meetings (typically Sunday); attend MPA and SMAA  
mandatory meetings; coordinate program fundraisers; work closely  
With the community's youth football programs; off season preparation

**Stipend Dollar Amount:** \$6,909.00 – (2020-21 estimate)

### Anticipated Amount of Time

Number of students participating: 60

Number of days per week: 7 in season / several yearly

Number of weeks per season/school year: 12 / yearly

Number of hours per session: 30 weekly / several yearly

Total hours for season/school year: 350 / 200+

**Recommended Employee:** Steve Allosso

**Background/Experience:** See Resume

# Overnight Field Trip Form:

Date of Event: April 16-19, 2020

Name of Event: Music Department New York City Festival Trip

School: BHS

Teacher in Charge: Christopher Ferrell, Patrick Bolin, Michael Murphy

Class/Group Attending: Biddeford Singers, Treble Choir, Symphonic Band, & Jazz Ensemble

Number of students attending trip: 76

Address and phone number where group can be reached: 102-40 Ditmars Blvd, East Elmhurst, NY 11369, 718-457-6300

Number of staff/teachers required: (1 staff/teacher per every 25 students): 4

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: 6

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: 2

Name of Chaperones: Chris Ferrell, Pat Bolin, Mike Murphy, Sarah Ferrell, Tina Murphy, Melissa Thibault, William Thibault, Tim McGrath, Still Working to organize the remaining needed Female Chaperones.

Completed volunteer forms required for chaperones: Will be given at next 2nd reading date

Date received by Superintendent: 12/17/19

# Overnight Field Trip Form:

Date of Event: May 13-16, 2020

Name of Event: Maine Music Educators Association All-State Music Festival

School: BHS

Teacher in Charge: Christopher Ferrell & Michael Murphy

Class/Group Attending: Various Vocal Music Students

Number of students attending trip: 11

Address and phone number where group can be reached: 5 College Ave, Orono, ME 04473,  
(207) 866-4921

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 are provided by the Festival, they align with our numbers  
ratio.

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 are provided by the Festival, they align with our numbers  
ratio.

Name of Chaperones: Chris Ferrell & Mike Murphy

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

Date received by Superintendent: 12/17/19

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: BHS SOFTBALL SPRING TRAINING TRIP Date(s) of Event: April 15<sup>th</sup> - 22<sup>nd</sup>  
 Teacher in Charge: Coach Mike Fecteau Class/Group Attending: BHS Varsity Softball Team  
 Address & phone number where group can be reached: PO Box 1215, Biddeford, Me. 04005  
(202) 229-6487

A. The minimum number of chaperones: 1 staff/teacher per every 25 students | 1 chaperone per every 8 10 students

13-15 # of students attending trip \_\_\_\_\_ # of staff/teachers required \_\_\_\_\_ # of chaperones required

PLAYERS

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.)

\_\_\_\_\_ # of female chaperones required \_\_\_\_\_ # of male chaperones required

Names of Chaperones (attached separate sheet if necessary):

PLAYERS PARENTS will be ATTENDING Trip as chaperones

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

[Signature]  
 (Signature of Building Administrator)

12/11/2019  
 (Date)

C. Date Received by Superintendent: 12/17/19

D. First Reading: Initial presentation to school committee. Must be no less than 28 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 14 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

Revised: May 9, 2017

BIDDEFORD SCHOOL DEPARTMENT