

*City of Biddeford*  
**School Committee**  
**January 22, 2019 7:00 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. 1/8/19  
[Signedminutes1-8-19.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 ~ Overnight grade 8 field trip to Washington  
D.C. ~ 5/4/19-5/6/19
  - Motion to change the March 22, 2019 Professional Development Day to a student day because of snow days used.
  - [Overnightfieldtrip.pdf](#)
  - [Memofor3:22:19.pdf](#)
- K. Resignations: Accepted by the Superintendent**
  - K.1. • 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
- L. Nominations:**
- M. Appointments:**
  - M.1. • Stephanie Coleman ~ 7th Grade Softball Coach Stipend  
[Softball7.pdf](#)
- N. Transfers:**
- O. Public Participation: (3 minutes; any item)**

**P. Communications:**

**Q. Executive Session:**

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

# Biddeford School Department

Monday, January 8, 2018

4:30pm

Little Theater BHS

## Minutes

- A. Call to Order:** Meeting was called to order at 4:33pm
- B. Roll Call:** Alan Casavant, Tony Michaud, Karen Ruel, Vassie Fowler, Dominic Deschambault, Nate Bean, 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:** ADDENDUM
- F. Approval of Last Meeting's Minutes:** 12/11/18 - Vassie Fowler moved, Lisa Vadnais seconded, and all were in favor.
- G. Student Rep Reports:** None
- H. Superintendent's Report:**
- Robotics Team (1596B) qualified for State Championship
  - The Hall of Honor Class of 2018 will be inducted on Thursday, January 10th at 6pm in Tiger Gym. The ceremony will be emceed by WCSH Channel 6 Sports Anchor and Alumni Jessica Gagne and is open to all. This year's inductees include: Roger Beaulieu '68, Jon Benson '05, Dan Gagne '57, Denise (Huot) Gelinis '85, Cathy (Narsiff) Caron '82, Ronald Ouellette '71, Roger "Red" Sevigny '62, and Steve Tardif '95.
  - Music Program Updates:
    - We recently added a Blackout Percussion Band to our list of offerings. Mike Murphy held two information nights with over 50 kids in attendance. They have begun practices and will participate in State competitions this Spring.
    - We are holding a Marching Band Interest Night on January 30th from 6-7pm in Little Theater for any BMS and BHS students interested in joining Marching Band, their parents who want to learn more. We highly encourage students who currently participate in the Old Orchard Beach Marching Band program and any alumni or volunteers who would like to help in the fundraising efforts to attend.
  - Alumni Joe Boucher will again be performing as part of Biddeford's WinterFest to support Biddeford High School's music programs. His five-piece band along with a classical string quartet will present "IMAGINE - The Beatles Solo Years" on February 1 from 7:30-9:30pm at City Theater. Tickets are now on sale at the City Theater website for \$25 each.
- I. Committee Reports: Finance/Building & Grounds, Curriculum, Policy:**
- J. Old Business:**
- Second Reading:** - Nate Bean moved to take all the policies as a flight, Lisa

### 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

Vadnais seconded, and all were in favor. Nate Bean moved to accept all the policies, Lisa Vadnais seconded, and all were in favor.

- AC - Nondiscrimination/Equal Opportunity and Affirmative Action
- AC-R - Non-Discrimination/Equal Opportunity and Affirmative Action Complaint Procedure
- ACAB - Harassment & Sexual Harassment of School Employees
- ACAB-R - Employee Discrimination & Harassment Complaint Procedure
- ADC-R - Tobacco/Electronic Cigarettes/Paraphernalia Use and Possession Administrative Regulation
- GBEC - Drug-Free Workplace
- GDO - Supervision and Evaluation of Support Staff
- !HAI - Philosophy of Biddeford Regional Vocational Center
- IHBEA- LAU Plan-Program for Limited English Proficient Students
- IHBEA-R - LAU Plan-Program for Limited English Proficient Students
- IHBEA-R1 - English Learner Identification Decision Tree
- IKE - Promotion, And Retention of Students
- IKEB - Acceleration
- IKEB-R - Acceleration Regulations
- IKEB-R1-Acceleration Application
- IKEB-R2 - Acceleration Transition Plan
- IKEB-R3 - Acceleration Form: Teacher Questionnaire
- JLFA - Child Sexual Abuse Prevention and Response
- JLIF - Suicide Awareness Program

#### **K. New Business:**

- Program approval vote for a Medical Assisting Program at the Center of Technology. - A proposed motion was presented by the superintendent to approve revisions to the medical assisting program at the Center of Technology as presented in the detailed packet. committee member Tony Michaud made a motion to table, committee member Lisa Vadnais seconded that motion. Discussion ensued, the question was called, and the motion to table was defeated on a vote of 4 to 2. Because the motion to table failed, the original question presented by the superintendent was moved by committee member Dominic Deschambault, and seconded by committee member Nate Bean. The motion carried 4 to 2.
- VW Grant program and round 2 purchasing of buses. - Jeremy Ray shared a document stating that himself, Carl Marcotte, and Terry Gauvin worked to complete and apply for bus replacements through the state-run VW Clean Air Act Settlement Grant. The school department was awarded the replacement of 2 buses that must be purchased prior to the end of the fiscal year. These buses would receive 80% support from the grant with 20% (plus add ens) paid for locally. Approximate total needed by school department:

#### **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

\$51,184. The school department would need to shift the funds from one of the 11 lines at the end of the school year to the transportation line to cover the cost. Round 2: The state notified us that another bus was eligible for state funding during the current school year because other communities weren't able to fulfill a qualified bus purchase. The result is that we would need to immediately approve a bus purchase, order, and have the bus delivered prior to June 30, 2019. The bus purchase would receive full state subsidy from the DOE. Approximate Cost: 90,956 - \$19,500 (This must be a 5-year lease) The school department would need to shift the funds from one of the 11 lines at the end of the school year to the transportation line to cover the cost - Tony Michaud moved to accept the VW Grand program and round 2 purchasing of buses, Vassie Fowler seconded, and all were in favor.

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

**Resignations:** - Resignations were excepted by the Superintendent Jeremy Ray

- Maripat Brady - Special Education Teacher BMS - Retirement
- Amy Dube -Administrative Assistant School Year COT
- Claire Bolduc - Custodian
- Kelly Poirier - Custodian

**Appointment:**

- Mary Thomas - Ed Tech BIS - Replacing Stephanie Thyng - Tony Michaud moved, Vassie Fowler seconded, and all were in favor.
- Judy Beach - BHS Food Service - Replacing Claudette Bellerose -Tony Michaud moved, Nate Bean seconded, and all were in favor.
- Paige Mason - Food Service Worker - Replacing Judy Beach - Paige took Judy Beach's position at JFK. Tony Michaud moved, Vassie Fowler seconded, and all were in favor.
- Donna Beaulieu - Food Service Worker - Replacing Judy Beach - Donna took the hours that were never filled at BPS from when Judy Beach worked there last year. Subs have been filling in.
- Lisa Bedard - Food Service Worker - Replacing Donna Beaulieu - Vassie Fowler moved, Tony Michaud seconded, and all were in favor.
- Kim Daly - Special Education Teacher - Replacing Maripat Brady -Tony Michaud moved, Vassie Fowler seconded, and all were in favor.
- Paige Mason - Food Service Worker - Replacing Judy Beach - This was a duplicate from above
- Dolores Bedard - Food Service Worker - Replacing Judy Beach - This should have been replaced by Zina Farzaliyeva -Tony Michaud moved, Vassie Fowler seconded, and all were in favor.

**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 Jndorf-Asst. Superintendent

- Melody Michaud - 7th Grade Girls Basketball Coach - BMS Stipend - Tabled from last meeting. - Vassie Fowler motioned to remove from table, Lisa Vadnais seconded, and all were in favor. Lisa Vadnais moved to accept, Vassie Fowler seconded, Tony Michaud sustained and all others were in favor.
- Cheryl Labrecque - Part time school year Administrative Assistant COT - Tony Michaud moved, Vassie Fowler moved, and all were in favor.
- Jason Martel - Head Boys Lacrosse Coach Stipend - Dominic Deschambault moved, Vassie Fowler seconded, and all were in favor.
- George Lawson - Returning JV Coach Stipend - Tony Michaud moved, Vassie Fowler seconded, and all were in favor.

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

**N. Communications:**

**O. Executive Session:** Employment of Officials Pursuant to 1 M.R.S.A § 405(6)(0) Extension of Superintendent Contract. - Nate Bean moved to enter into executive session at 5:07pm, Lisa Vadnais seconded, and all were in favor. Tony Michaud moved to extend Jeremy Ray (Superintendent of Schools) for 3-year term, Vassie Fowler seconded, and all were in favor. Nate Bean moved at 5:37pm to exit out of executive session, Lisa Vadnais seconded, and all were in favor.

P. **Adjournment:** Regular meeting ended at 5:07pm when executive session began.

## **Addendum Minutes**

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

**Resignations:** ~ Resignations were accepted by Superintendent Jeremy Ray

- Karen MacNeill ~ BIS Teacher ~ Last day 8/28/19 ~ Karen has decided to take early retirement rather than just resigning.
- Barbara Ellis ~ BMS Teacher ~ Retiring end of school year

**Appointment:**

- Patricia Perkins ~ Food Service Worker BMS ~ Replacing Erika Russell who moved to new position in District. ~ Tony Michaud moved, Vassie Fowler seconded, and all were in favor
- Alfonsos Wilkerson ~ Boys basketball coach for third team ~ Stipend ~ Tony Michaud moved, Vassie Fowler seconded, and all were in favor.
- Kim Daly ~ Special Education Teacher ~ Replacing Kristin Dubois rather than Maripat Brady

**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

**Transfer:**

- Kristin Dubois ~ Special Education Teacher ~ Replacing Maripat Brady

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



Jeremy Ray - Superintendent of Schools

Date: 1/11/19

**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

NEPN/NSA Code: EAAF-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: Gr. 8 Washington, D.C. Trip Date(s) of Event: 5/4-5/6 2019

Teacher in Charge: Marie E. Potvin Class/Group Attending: Gr. 8

Address & phone number where group can be reached: BMS  
282-6400

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

50 # of students attending trip 2 # of staff/teachers required 5-6 # of chaperones required

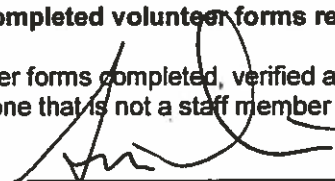
For any co-ed overnight field trip, you must ensure that both genders are proportionally represented.  
(example - for every 8 female students, there will be 1 female chaperone, etc.)

3 # of female chaperones required 2-3 # of male chaperones required

Names of Chaperones (attached separate sheet if necessary):  
Marie E. Potvin Richard Landrey Scott Desgroseaux  
Ashley Potvin Fulford Erik Huehl Coleen Hatt

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.



(Signature of Building Administrator)

☒ Yes ☐ No

1-7-19  
(Date)

C. Date Received by Superintendent:



1/15/19

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: EAAF-R2, Overnight Field Trips

Adopted: July 23, 2013

BIDDEFORD SCHOOL DEPARTMENT





## Biddeford School Department

18 Maplewood Avenue

Biddeford, ME 04005

Tel: (207) 282-8280 • Fax: (207) 284-7956

### Memorandum

**Date:** January 17, 2019

**To:** Biddeford School Committee

**From:** Jeremy Ray

**RE:** March 22, 2019 Professional Development Day

**Purpose:** To add a student day back into the calendar

---

As a district we have used two snow days to date. I would like to change the March 22, 2019 professional development day to a student day to make up for one of the days.

Thank you

Jeremy Ray  
Superintendent of Schools



## **Biddeford School Department**

18 Maplewood Avenue

Biddeford, ME 04005

Tel: (207) 282-8280 • Fax: (207) 284-7956

### ***Memorandum***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeremy Ray ~ Superintendent

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

---

**Date:** January 15, 2019      **School:** Biddeford Middle School

**Building Administrator:** Scott Descoteaux

**Stipend Position Title:** 7<sup>th</sup> grade softball coach

**Position Responsibilities:** To teach proper sportsmanship. Teach respect towards umpires and opponents

To teach the value of hard work

To prepare the girls for the next level

To foster a fun, learning environment

\_\_\_\_\_

**Stipend Dollar Amount:** \$ \_\_\_\_\_

---

**Anticipated Amount of Time**

Number of students participating: Approx. 15

Number of days per week: 5

Number of weeks per season/school year: 10

Number of hours per session: 1.5

Total hours for season/school year: 75

---

**Recommended Employee:** Stephanie Coleman

**Background/Experience:** 1 year as an assistant softball coach Plymouth State

5 years Head Softball Coach Kennebunk

2 years Biddeford High JV

Current BSD employee @ JFK