

**Sebago School Department
School Committee
Minutes of Meeting
August 13, 2019
Sebago Elementary School**

1. Call to order and Roll Call

The meeting was called to order by Tina Vanesse Vanesse, Chair, at 6:30 pm in the Library of the Sebago Elementary School.

Members of the Sebago School Committee present:

Tina Vanesse Vanesse, Chair
Joseph McMahon
Donelle Allen
Audrey Douglass Schoolcraft
Wendy Newcomb

Administrators present: Marc Gendron, Superintendent of Schools, Principal Kirsten Goff

Guests present:

Allen Crabtree, Clerk
Randa Viitala
Claudia Lowe
Anne McMahon
Linda May

Mary Mackinnon
Cassie Winslow
Barbara Nichols
Naomi Phillips
Theresa Prince

2. Pledge of Allegiance

3. Agenda Adjustments

There were none.

4. Presentations

A. Suicide Prevention - Cassie Winslow and Theresa Prince gave a presentation on Suicide Prevention. There was discussion and Superintendent Gendron asked comments be sent to him in the next two weeks before the next School Committee meeting, at which time it will be on the agenda for action.

B. Before and After School Care - Superintendent Gendron discussed the Before and After School Care Program. Naomi Phillips for Milestones was there to answer questions. DHHS approval is still needed but the elements of the program have

been worked out and a one-year contract was prepared. Claudia Lowe asked about when she was to start the wrap around care because other providers require a 2 week notice. She said she had spoken with parents, advising them to hold off until she received all her permits (DHHS being the one remaining and recommended a two-week notice to parents to allow them to sign up for the program. Naomi Phillips said that she has been contacting parents to get the word out. Donelle Allen made a motion to accept the one year contract with Milestones for the program, seconded by Joseph McMahon. Motion carried unanimously.

- C. Operations Update – Superintendent Gendron reported on the very productive efforts of the Operations Committee. Accomplishments include replacement of the 60-year old furnace with a new one, removal of asbestos, plans to replace the 50-year old circulating pump with a new one, paving the parking lot and adding 17 parking spaces and curbing, replacing the rug in the new pre-K spaces, building an exclusion room as part of the teachers’ room for Special Ed, installation of more efficient LED lighting, new steps on the rear of the building, new phones/communications, new server room, 5 new security cameras, upgrading the doorbell, modifications to the front entrance to help with rain and ice issues, new plug-ins for the school buses.

Future works planned to include replacing carpet, upgrading insulation, addressing moisture in the old building cellar, repair/replacing sills, improving outside lighting, landscaping, replacing the cafeteria door, adding solar panels and heat pumps, replacing siding, and adding a 12x20 storage building

The Capital Assets Operation Committee has done a tremendous job and the members are to be commended. The next committee meeting will be in January 2020.

5. **Minutes of last meeting**

Audrey Douglass Schoolcraft made a motion to approve the minutes from the June 25, 2019, Sebago School Committee meeting, as amended. Motion seconded by Donelle Allen. Motion carried unanimously.

6. **Public Comments on Agenda items**

There were none.

7. **Superintendent’s Report**

A. Staff Luncheon will be held on August 27, 2019 from 11:45 to 12:30.

B. Recognition of Jason Schoolcraft and Carl Dolloff for their work on the Basketball and 4-Square Courts, and Grosvenor Newcomb for his work on the furnace replacement.

- C. Extended Physical Activity Group – four committee will be set up to provide recommendations. Curriculum and professional development, School-wide initiatives, Student support, Testing and Communications. Members on each committee will include two teachers, one support staff, one administrator. Wendy Newcomb asked to be on the School wide initiative to discuss the role of recess in the school.

Tina Vanesse suggested soliciting volunteers at the open house for standing committees – budget, curriculum, operations, technical. Pre-Kindergarten and Kindergarten parents should be approached to take an active role with the school with PTC and SPICE. PTC and SPICE will have tables set up at the open house.

- D. Pre-Kindergarten Update - supplies are coming in and Pre-K will start this year. Principal Goff said that 10 students are signed up so far. Total number of SES students so far is 110.
- E. Farm-to-School Proposal accepted. Thank you, Ted Bridge-Koenigsberg
- F. Cumberland County Efficiency Committee – Superintendent Gendron said that Sebago will join and will work toward sharing Special Education resources.
- G. Transportation Update – Superintendent Gendron said that we will be selling the two snub nose busses we bought used last year, hopefully for about \$4,000. We will be buying a 14-passenger bus to used for afternoon sessions and as a backup. We will be buying the Westbrook used bus that we used for the end of the school year last year. It is a 2008 model with 80,000 miles on it, and it will cost \$1,500. The 2014 bus we got from MSAD61 last year will need repairs. We also have the new bus that we purchase with help from the Volkswagen grant.

Superintendent Gendron said that he is looking into a towing contract. Bus routes will be reworked and some of the pickup spots will be changed. Buses will all have new radios and are sharing the frequency with the fire department and public works.

8. **Principal's Report**

- A. The Title I Application for the 19-20 school year has been submitted. The Performance Report for the 18-19 school year is due September 1st. The Title I summer school report is due October 15th.
- B. Teacher letters to parents have started to go out. Welcome back letters to staff are going out tomorrow. The bulk mailer to everyone will go out this week, which will include a copy of the school calendar and the updated bus routes that are being updated this week.
- C. June and Kayla have been going gangbusters getting the school ready for the first day of school.

- D. For being summertime, this school has been hopping both inside and out! You can easily see everything we have outside and it looks awesome! Inside, there are some things you can't see, like a new telephone system and insulation, but others you can, like the new special education room set up, the new Pre-K room, and teacher's room.
- E. We are interviewing for a music teacher on Thursday afternoon. We have a great, new Health and Phys. Ed. teacher, Elizabeth Connell.

9. **Action Items**

- A. Donelle Allen made a motion repeal the following sections of the M.S.A.D. #61 Policy Book (See www.lakeregionschools.org – Second Reading). Motion seconded by Joseph McMahon. Motion carried unanimously.
 - a. A – Foundations and Basic Commitments
 - b. B – School Committee Governance and Operations
 - c. C – General School Administration
 - d. D – Fiscal Management
- B. Audrey Douglass Schoolcraft made a motion to have a First Reading of the following Policies, seconded by Donelle Allen: Motion carried unanimously
 - a. Student Computer and Internet Use and Internet Safety, File Code IJNDB
 - b. Student Computer and Internet Use Rules, File Code IJNDB-R
 - c. Promotion, Retention, and Acceleration of Students, File Code IKE
 - d. Acceleration, File Code IKEB
 - e. Community Involvement in Decision Making, File Code KCB
 - f. Public Gifts/Donations to the Schools, File Code KCD
 - g. Public Information Program, File Code KDA
 - h. Public's Right to Know/Freedom of Access, File Code KDB
 - i. Public Concerns and Complaints, File Code KE
 - j. Distribution of Non-School Materials, File Code KHC
 - k. Visitors to the Schools, File Code KI
 - l. Relations with Law Enforcement Authorities, File Code KLG

The following policies will have a First Reading at the August 27, 2019 School Committee meeting:

- m. General Rules and Regulations, File Code KG-R
- n. Use of Facilities, Fee Schedule
- o. Use of Facilities, Application Form
- p. Community Use of School Buses, File Code KGD
- q. Use of Buses, Application Form, File Code KGD-F1

C Joseph McMahon made a motion to repeal Section E of the Lake Region School District Policy Book (See www.lakeregionschools.org – First Reading), seconded by Audrey Douglass Schoolcraft. Motion carried unanimously.

D School Calendar for 2019-2020 was discussed. Wendy Newcomb wanted to know where the ski program was included, and Principal Goff said it is factored into the planned schedule. Calendar has already been approved but there were minor typos which have been corrected.

E Audrey Douglass Schoolcraft made a motion to approved hiring Morgan Terriault as Assistant Cook and Lisa Ryan as School Physician for the 2019-2020 school year, seconded by Joseph McMahon. Motion carried unanimously.

G Friends of Education Award Proposal – Superintendent Gendron presented the nomination made for Phil Lowe to the MSBA for their Business Friend of Education Award for Phil's work on the repaving project this spring. The job was well done, on time, and on budget.

Audrey Douglass Schoolcraft made a motion, seconded by Donelle Allen, to approve the award proposal. Motion carried unanimously.

10. **Discussion Items**

Donelle Allen raised concerns over bus transportation for non-Sebago student, specifically 6th graders who have been bused on Sebago's bus for grades K through 5 but are now attending the Middle School. Superintendent Gendron has approached MSMA for a reading but has not received any response yet. There are also problems with insurance coverage for non-Sebago students. Donelle Allen felt that we have an obligation to provide continuity of service. Is it necessary to develop a school policy? This issue will come up again. Superintendent Gendron referenced the wording of the superintendent's agreement for non-Sebago students, and said that most parents understand they must bring their students to school. Tina Vanesse asked if parents could provide a waiver to cover insurance coverage concerns. Superintendent Gendron will call the SES attorney for guidance.

11. **Comments on Non-Agenda Items**

Reduced prices for school lunches. A new state law will allow students to eat for free, with state reimbursement.

Anne McMahan wanted to know if the Apple Fest is on for the fall. Superintendent Gendron said it is. Contact Wendy Newcomb for details.

12. **Information items**

The School Committee was informed that John Gosselin has resigned as a Health and Physical Education Teacher for the 2019-20 school year

13. **Adjourn**

Joseph McMahon made a motion, seconded by Audrey Douglass Schoolcraft, to adjourn. Motion carried unanimously and meeting was adjourned at 8:00 pm.

Future Meetings of the School Committee. All meetings are open to the public.

Sept 24 – Policy Workshop 5:30 – 6:30 pm at SES

Sept 24 - School Committee regular meeting at 6:30 p.m. at SES in the library