

**Sebago School Department  
School Committee  
Minutes of Meeting  
August 15, 2018  
Sebago Elementary School**

1. Call to order and Roll Call

The meeting was called to order by Tina, Chair, at 6:30 pm

Members of the Sebago School Committee present:

Tina Vanasse  
Joe McMahon  
Wendy Newcomb  
Donelle Allen  
Audrey Douglass

Guests present:

Superintendent Marc Gendron  
Clerk Allen Crabtree  
Claudia Lowe  
Anne Mc Mahon  
Tammy Girardin  
June Allen  
Karen Moore  
Linda May  
Deb Howard  
Phil Lowe  
Amanda Hawkes  
Ann Burns  
Chris Balchunas  
Mike Hawkes  
LeAnne Hutchins  
Nick Hutchins  
Mia Shialli  
Kelly Hale  
Jennifer Davis  
Mardee Denham  
Jeremy Turin  
Barbara Nichols

2. Pledge of Allegiance

3. Agenda Adjustments

Add the first reading of the School Bus Idling Policy and approve matching funds for the school bus grant as new business items.

Minutes of last meeting

An adjustment was made to item 9AF of the July 24, 2018 minutes adding additional words from Tammy Girardin. Joe made a motion to approve the amended minutes 2<sup>nd</sup> by Wendy. Minutes approved as amended.

5. Public Comments on Agenda items

Phil wanted to know the status of the mowing contracts. Tina asked him to bring his question up under non-agenda item comments.

6. Superintendent's Report

- Applied for Food Services Equipment Grant \$5,000. Denied due to number of Free and reduced lunches provided. Grants are cut off at 50% and we are 42%. Could reapply if 50% after October count. Another 6 students would be enough.
- Completed "Notice of Interest" for VW bus replacement grant. We will be asking for two buses at an 75% reimbursement rate.
- Contacted state police bus inspection for buses S1 and S4
- Completed establishment of Sebago School Department on state databases NEO and MDMS
- After due diligence and discussion with Tina, we have committed to purchasing two used busses from Cyr Bus Line for \$6,000 per vehicle. ~They come with new tires and undercoating and fully inspected, are in great shape. SAD6 will provide maintenance. We have two bus drivers on staff and are interviewing for a third part time driver. Bus drivers will take their buses home with them at night, and the spare bus will be kept at the school. There was discussion about plugging them in during cold periods in winter.
- Bought "slicer" for food served for \$1,500.
- Competed School Approval Application for DOE. ~Approval Pending
- Completed agreement with the town to fuel our buses at the town garage.
- Working on district newsletter for this fall. ~~Parent letters with bus routes will be going out soon.
- Met with members of the trans/operation committee to review the recommendation on their last report. ~Next meeting will be in October and will concentrate on beginning a Capital Asset Management Plan.
- Followed up on flashing lights and signs from Baldwin. ~Decision was made not to pursue the matter. Thank you, Phil.,
- The three-bay sink didn't fit in the food area, and another didn't fit either. The new food service director will handle.

7. Principal's Report

Kirsten reported that letters were sent to all students with the bus schedule and school calendar. Orientation will be held on Aug 27 for Kindergarten and for Grades 1-5 to allow students to meet their teachers and see their classrooms. The daily learning reports have been removed.

Tina thanked Kirsten for the hard work by her staff. Our kids are clearly at the center of the efforts that have been made to get the new school up and running.

Emilie Cargill asked if there was going to be an open house after the first day of school. Marc said that it is important to involve parents.

8. Old Business

- Cedar Logs – Donelle reported that she had spoken with Brian Grady who has offered to bring his portable saw mill to the school to saw up the logs into boards. Wendy said that they could store the boards at their place. Tina said that this should be an activity that would involve the kids. LeAnne suggested that benches could be made with the boards, with the handprints of the students etched in and filled with epoxy.
- School Sign – Tammy made a report for SPICE and said that \$3,000 has been raised for the new sign out front of the school with \$700 left to go. The sign would be 3' x 6', mounted on granite posts with colored caps, lettering on both sides and placed in front of the school so it would be visible from traffic going in both directions.



It was pointed out that the sign could be purchased using the tax-exempt number of the SES, and the committee could buy the sign and be reimbursed by SPICE.

SPICE will recommend a location. Sign should be ready in about 3 weeks.

- School Logo – Wendy presented the two designs from the printer. Sebago School Department will be used for letterhead, the Sebago Elementary School for t-shirts. Marc asked that the “Growing Lifelong Learners” be added at the bottom. Wendy said she would go back to Muddy River Signs in Bridgton to modify the design.



## 8. New Business

- New Hires – Marc reported that there are three new hires.
- Purchase of New Van – Marc reported to the committee that a 2018 Dodge Grand Caravan SE has been purchased to transport 5-6 children for special events, to transport Special Ed students as needed, for teacher training, etc., when taking a full school bus is not warranted. Purchase price was \$21,985.00.

Mike asked if it is wheelchair accessible. Marc said no, that there is no need not, if need occurs in the future the situation will be address.

- School Bus Idling Policy – Marc distributed a draft policy to address school bus idling.

- Matching funds for new school bus purchase grant – Marc asked for the approval of the committee to expend up to \$50,000 in local funds as the school departments share of the VW grant for the new buses if approved. Local match would be 25%. A new bus will cost about \$82k, and the local match would be about \$22.5 k.
- Protocol and Procedures – Tina distributed a draft Protocol and Procedures for the conduct of School Committee Meetings.
- Before- and after-school child care – Amanda made a presentation on behalf of an individual who has proposed running a child care program before- and after-school at the SES. Tina wanted to know the hours of the program and the cost. Amanda was not sure of the times but suggested it might be from 7am and until 5:30pm. Cost would be \$75/week for both before- and after- programs. There would be 6-8 children for each caregiving adult. Wendy wanted to know what equipment would be needed and where it would be stored.

Marc said that day care is a positive concept, but because this would involve use of a public facility by a private entity, written detailed proposals would be required and competitive bids would be requested.

Kristen said that the use of school facilities is addressed in the MSAD61 policy manual, that the SES is using until Sebago develops its own policy manual.

#### 9. Comments on Non-Agenda Items

- Presentation ceremony - Phil suggested having a ceremony where the members of the Withdrawal Committee would present the deed to the SES to Michelle, with an article for the Bridgton News. There was discussion whether this should take part at the time that the new school sign is dedicated. Wendy said that SPICE and the PTC can develop a proposed plan.
- Phil said that he has met with Sebago's CEO about the boundaries of the town property at the school and will walk the boundaries with Brandon. He will report back to the Committee at their Aug 28 meeting.
- It was suggested that the Christmas Concert be scheduled for the evening so that more parents could attend.
- Wednesday, Sept 26 is SPICE's Applefest Day.
- Donelle said that the message board at the front of the school needs a new coat of paint.

#### 10. Communications

There were none.

#### 11. Adjourn

The meeting of the Committee concluded at 8:50 p.m. following a motion by Audrey and 2<sup>nd</sup> by Joe and approved by the Committee.

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

- The School Committee will meet with the Superintendent on Tuesday, August 28, 2018 at 5:30 p.m. at the Sebago Elementary School for a workshop to discuss Sections 1 - 4 of the Handbook.
- The School Committee will meet for a regular meeting on Tuesday, August 28, 2018 at 6:30pm at the Sebago Elementary School
- The School Committee will meet with the Superintendent on Tuesday, September 25, 2018 at 5:30 p.m. at the Sebago Elementary School for a workshop to discuss Sections 4 - 8 of the Handbook.
- The School Committee will meet for a regular meeting on Tuesday, September 25, 2018 at 6:30pm at the Sebago Elementary School
- The School Committee will meet with the Superintendent on Tuesday, October 23, 2018 at 5:30 p.m. at the Sebago Elementary School for a workshop to discuss Sections 9- 12 of the Handbook.
- The School Committee will meet for a regular meeting on Tuesday, October 23, 2018 at 6:30pm at the Sebago Elementary School