

**Sebago School Department  
School Committee  
Minutes of Meeting  
July 24, 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  
Lisa Johnson  
Dot O'Donnell  
Mabel Olden  
Grove Newcomb  
Phil Lowe  
John Abrams  
Evelyn Abrams  
Amanda Hawkes

2. Pledge of Allegiance

3. Agenda Adjustments

Discussion of disposition of the cedar logs from the tree removal was added to New Business. Marc has one additional item for his Superintendent Report to discuss the Web to School program. An Executive Session will be added at the end of the meeting to discuss a Personnel Question per 1 MRS 405(6)(a).

Minutes of last meeting

An adjustment was made to item 7 F on page two of the June 26, 2018 minutes, removing the sentence "Tentative dates are 25 and 26 October.". Joe made a motion to approve the amended minutes 2<sup>nd</sup> by Wendy. Minutes approved.

5. Public Comments on Agenda items

Lisa had a question about the school calendar to be discussed during that agenda item. Grover had questions about the bus situation that will be discussed during that agenda item.

## 6. Superintendent's Report

- Banking – Accounts are new set up with TD Banks, including a governmental checking account, a debit card with a \$5,000 limit, and Money Market investment accounts with a \$100,000 balance at 1.6% interest
- Hiring update - all contracts have been completed for new employees. Marc thanked Kirsten and Shelly for their help in the process. Pay for employees will begin in August.

There are still a few openings, for a part-time custodian, backup bus drivers, part time music & speech. Interviews will be held for the music teacher soon.

- Transfers and Quit Claim deeds from SAD 61 to Town of Sebago have been executed
- Discussion of Warrants. This time it was 2 out of 3 school committee members to sign warrant. Next time it will be 3 of 5 members.
- School Buses - Since the last meeting we have received three buses from MSAD 61. All buses were inspected and two of the buses have serious issues and will not pass inspection. There are serious issues with the frames of the buses and an estimate was that it would take \$20,000 to repair them. Buses passed inspection last year and were up and running for MSAD61. Marc is going to go to another garage for a second inspection but wants to make sure the vehicles are safe for our kids.

John Abrams questioned why the agreement did not insure that the agreement with SAD61 required that the buses would pass inspection. It did not.

Marc said that we will have buses to transport our kids when school opens. There are some options to resolve the problem. There is a VW grant that we would qualify for because we have two broken buses, and the grant might provide two brand new buses. He will pursue this. Also, he is investigating leasing buses and has contacted Sears in Orono who would lease buses at \$1,300/bus plus 50 cents a mile. There are other options for leasing he will investigate. The third option is send the buses to Limestone for a complete renovation for \$30,000, but he is not in favor of that because we would still have older buses and would never get our money back when we sold them.

- Bus maintenance - We can work with SAD 6 for bus maintenance
- Trees have been removed and pressure washing has been completed.
- The operation/transportation advisory committee has been established. Marc wants them to look at the physical plant and maintenance and improvements that are needed, water, transportation issues, etc. He would like a detailed Capital Investment Plan for the school to allow for orderly financial planning.
- Web-to-School software will be purchased for the school, replacing the Infinite Campus program used by MSAD61. Web-to-School is less expensive (\$2,100 vs. \$7,800) and is more flexible. There will be learning curve by teachers in the new system as they generate report cards and other reports.

## 7. Old Business

- School Calendar – Lisa raised the option of adding an hour to the last Wednesday of every school month to build up a “bank” to cover snow days. Marc said that we now have a four-day option at the end of June and could extend last day of school to June 14. There was a question raised as to whether Maine DOE would have to rule on a “snow days banking” system. The school year must have 175 days. Sebago is sometimes closed due to a power outage, not just snow and blizzards. Wendy wanted to know if Sebago were closed but the MS/HS were

open, how that would affect Sebago students going there. Joe wanted to know if that would affect the bus schedules.

Audrey raised the issue of the ski program and early release dates. Should 25 February be designated an Early Release date as that is the last day of the ski program? Tammy suggested that the students who are non-skiers could have alternate programs that day while the skiers were on the mountain, so that would be regular school day. Donelle and Tammy suggested outdoor learning enrichment options. Grover said that the ski program has a long history and should be kept.

Marc said that five Early Release days are the state standard, and the time is used for teacher professional development with the students dismissed at noon. He suggested that the School Committee approve the calendar as it is, without adding an Early Release on 25 February but with the understanding that there would be activities by community groups for the non-skiers.

Donelle had a correction in November to change “Columbus Day” to “Veterans Day Observed”

Donelle made a motion to approve the School Calendar as proposed with one change of the wording “Columbus Day” changed to “Veterans Day Observed”. 2<sup>nd</sup> by Wendy. Motion approved.

- School Handbook – Donelle had some corrections that need to be made in the draft:
- change School District to School Department
- change School Board to School Committee
- change date to 2018-2019

Joe made a motion, 2<sup>nd</sup> by Wendy to approve the School Handbook with these changes. Motion approved.

#### 8. New Business

- School Logo

Nine options were presented for the new Sebago school logo, to be used on letter heads and correspondence. Donelle wondered if the logo should be close in appearance to the Sebago Town seal. Phil argued that the logo should be unique and reflect the independent School Department.

A vote was taken of the School Committee who selected option #1



The wording will need to be changed to “Sebago School Department” for the letterhead logo.

Donelle made a motion, 2<sup>nd</sup> by Audrey to adopt option #1 as the Sebago Logo. Motion approved.

Wendy will have Muddy River Signs in Bridgton scan the logo and will have an electronic file sent to Committee members so that stationary can be created.

- School Emblem

Three sketches created by the students were presented as a new Sebago School Emblem, all featuring an eagle and a motto. Claudia asked which color scheme was preferred. There was discussion over the angry looking eyes of the eagle and June suggested softening them, but Lisa said that for athletic events the angry look was appropriate. Linda wanted to know if the motto would be used as presented, and there was discussion that the motto would be great in some places, like the wall of the Gym, but could be omitted on sports wear, etc.

Audrey made a motion, 2<sup>nd</sup> by Donelle, to accept the red-white-blue version of the emblem. Motion approved.



- School Zone and Flashing Lights

Marc reported that Baldwin has a set of lights that they will donate to Sebago. Phil commented that we should check with the state about installation, and that newer lights might be more efficient, solar powered, etc.

Tina commented on the problems that Long Beach has had with cross walks there, and that system we have used for years at SES for assisting students across the road is not approved. Marc spoke with Michelle at the town office about a DOT approved crosswalk and sidewalk, and she learned that it would cost \$15,000 to 20,000 – money not in the budget this year.

- Minutes of School Committee Meetings

Marc asked the Committee about posting the minutes of School Committee meetings – should they be posted only after the Committee has reviewed and approved them, or sooner in draft form to get the word out? Phil added that draft minutes could be posted with a disclaimer “preliminary minutes – not final”.

Joe made a motion, 2<sup>nd</sup> by Audrey, to post minutes in draft form with a disclaimer, and then when approved following Committee review. Motion approved.

- New Hires – there are no new hires at this time
- Part time assistant for the Superintendent

Marc asked the Committee for approval to hire a part-time assistant, 5 hours/week at \$85/week salary to help him with central office support.

Audrey made a motion, 2<sup>nd</sup> by Joe, to approve hiring a part-time assistant for Marc. Motion approved.

Marc also asked if any of the School Committee had grant writing experience to help with the several grant applications that he has identified. Both Audrey and Tina volunteered to assist.

- SPICE presentation

Anne reported a very good fund-raising effort at Sebago Days and there is nearly enough for the new school sign. SPICE will make a report at the next Committee meeting with suggestions for a design.

- Cedar Trees

Martell Tree Services removed the trees from around the school and saved seven logs. They are now stored next to the Veterans' park but must be moved and stored somewhere. Donelle said if the logs were sawn into boards we could make benches, planter boxes, table top. Someone suggested making a totem out of one of the larger ones. Wendy made a motion, 2<sup>nd</sup> by Joe to delegate authority to Donelle to handle the logs and what is done with them. Motion approved.

- September meeting

Allen will be out of town at a conference and cannot attend the September meeting of the Committee. Anne was asked to take notes.

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

- Tammy raised concerns over reassignments of teachers with the new school year and the fact that some children will have the same teachers for three years and since the children are having the same teachers for three years how are we going to ensure that not only to they make annual growth but catch up growth as well? John wanted to know why changes were being made to the grades. There was a long and sometimes heated discussion about what was being proposed, who was making the changes, and the responsibility and authority of the Superintendent and the School Committee. Grove suggested that these issues should be addressed by the School Committee and raised questions as to where the authority lies in these areas of curriculum and administration.

Tina felt that parent complaints should be first addressed at their teachers, then the school administration, then the Superintendent, and finally to the School Committee for resolution if necessary. The respective roles of the School Committee to provide oversight vs. micromanaging details that are the prevue of the Superintendent are basic ones facing every School Board and Committee. Wendy referred to the School Board manual regarding the authority of the Superintendent and School Committee, and the School Committee has the final say.

Marc explained the rationale behind the changes and his actions were based on his strong desire to improve student learning and felt that these changes were the best way to move forward. The respective roles of the Superintendent and the School Committee are key.

- Lisa wanted to know if food service is ready to go. Marc said that the new food service director is on board and all inspections have been passed. Lisa will deliver the three-bay sink for the food service kitchen.
- Claudia raised concerns over the poor rating that Sebago Elementary has on the Digger website. There was discussion about various rating sites, the timing, and expectations for future growth.
- Amanda proposed a before- and after-school care program at SES, with no cost to the school. She has been speaking with an individual who would like permission to use the school cafeteria for this. There were concerns about other community groups that also use the school, such as Girl Scouts, but these other groups are later in the day or evening and would not conflict with after-school care. There were also concerns about liability coverage and competition with other day care centers in town.

Tina asked that Amanda prepare a hard proposal and bring it back to the Committee at their next meeting on August 15.

#### 10. Communications

There were none.

#### 11. Executive Session

A motion was made by Joe and 2<sup>nd</sup> by Wendy to go into Executive Session to discuss a personnel issue pursuant to 1 MRS 405(6)(a). Motion was approved by a unanimous vote of the committee and the committee went into Executive Session at 9:15 p.m.

The committee came out of Executive Session at 9:55 p.m. No action was taken in Executive Session.

#### 12. Adjourn

The meeting of the Committee concluded at 9:58 p.m. following a motion by Wendy and 2<sup>nd</sup> by Audrey and approved by the Committee.

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

- A special Committee meeting was scheduled for Wednesday, August 15, 2018 at 6:30pm at the Sebago Elementary School
- 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