

**Sebago School Department  
School Committee  
Minutes of Meeting  
June 26, 2018  
Sebago Town Hall**

1. Call to order and Roll Call

The meeting was called to order by Joe, acting Vice Chair, at 6:35 pm

Members of the Sebago School Committee present:

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  
Chris Balchunas  
Kirsten Goff  
Karen Moore  
Linda May  
Randa Viitala  
Doug Newton  
Deb Howard  
Anne Batchelder

2. Pledge of Allegiance

3. Welcome to new School Committee members Donelle and Audrey

4. Agenda Adjustments

An update on the SPICE project for a school sign, discussion on the Girls on the Run program, removal of trees around the SES, and housekeeping questions were added to New Business. Marc has two additional items for his Superintendent Report.

Minutes of last meetings

Wendy made a motion approve the amended minutes from the May 29, 2018 meeting 2<sup>nd</sup> by Audrey. Minutes approved.

6. Public Comments

There were none.

7. Superintendent's Report

A. Pre-Kindergarten

Superintendent Gendron will ask the Charter School group to speak at a future School Committee meeting and explain the proposed pre-K program. There is a possibility that a pilot program could be developed for the second half of the new school year. Superintendent goal is to insure protection for students from Sebago in the program.

B. Staffing Updates

Staffing for the new school year is progressing well, with only two vacancies outstanding – a Health/PE teacher for 2 days and a Speech teacher.

C. Town fund balance

Marc will speak with TM Michelle after 1 July. The projection is for a \$0 balance in the \$25,000 town transition funding on June 30.

D. Thank you

Marc thanked the town and the members active with the SES effort for the 75% approval vote on the budget referendum.

E. School Regional Service Center

Sebago will join as a full-time member of the organization starting in November.

F. School Committee training and/or retreat

Marc said that all School Committee members will be scheduled for a training session on their new responsibilities.

Members will be given a copy of the MMA policy manual for review, and the committee will go through the manual section by section. It is quite voluminous. Until the new policy manual is approved and adopted by Sebago, SES will use the existing MSAD61 policy.

G. Insurances

All required insurances are set, most will be with MSMA. There were three bids received.

H. Bus Update

Three buses will be coming to Sebago as part of the withdrawal agreement, with delivery scheduled for next Thursday. Marc has scheduled them to be inspected on July 11 to identify any mechanical problems.

We have verbal contracts with two bus drivers and are seeking a third and possibly a substitute driver as well. If Sebago purchases or arranges for a minivan and driver, this driver could also function as the third bus driver.

There was discussion on the lettering for the sides of the Sebago buses. Wendy made a motion, 2<sup>nd</sup> by Donelle, to have the buses say, “Sebago School Department” and “Sebago Learners.org” in reference to the school website. Motion passed.

A question was asked whether the buses would be available for summer school and band. Marc will explore the options.

Marc is still working on a bus maintenance arrangement.

- Principal Report

Kirsten gave a brief report.

#### 8. Old Business

- District Policy for tuitioning Grades 6 to 12 students to MSAD61 and to other Districts.

Requests have been received for three students to go to other districts.

The proposed policy would state: “Tuition equivalent to the state rate for Grade 6 to 12 students will be paid for up to 20% of the grade 6 to 12 population on a first-come, first-served basis.”

Wendy made a motion, 2<sup>nd</sup> by Audrey, to approve this policy. Motion passed.

- School Calendar

There was discussion of the School Calendar and the Student Handbook. It was decided to hold approval of both items until the next meeting to allow the Committee and parents a chance to review it. Shelly will provide a copy of the most current School Calendar to Allen and Joe, who will then post it on the Town website and the School website as a Draft Calendar.

The Student Handbook is already posted on the Town website.

There was discussion about the ski program and early release dates. The request was made to keep it the same as last year and Marc will consider it.

#### 9. New Business

- Discussion and approval of Sebago’s School District Name

The Sebago School Committee had voted at a previous Board meeting to call the new Sebago school unit the “Sebago School District.” Marc said that MSMA considers Sebago a “Department” and recommended that the nomenclature be changed accordingly.

Wendy made a motion, 2<sup>nd</sup> by Donelle to designate our School system as the “Sebago School Department.” Motion approved.

- Discussion and approval of Sebago School Committee’s name

There was discussion over the name for the board – Sebago School Committee or Sebago School Board. Sebago schools have a separate budget approval process. The June Sebago School Budget warrant and public meeting, and the budget

referendum were cited as examples. The School committee will pay all their own bills with funding through the town, rather than the town paying school bills.

Marc recommended that the body be called the “Sebago School Committee.” Wendy made a motion, 2<sup>nd</sup> by Donelle, to accept this recommendation. Motion approved.

- Discussion and approval of Allen Crabtree as the School Committee’s secretary

Wendy made a motion, 2<sup>nd</sup> by Donelle, to engage Allen Crabtree as the School Committee’s secretary at a salary of \$800 per year. Motion approved.

- Discussion and approval of new hires

Marc and Kirsten presented a list of new hires following a series of 28 interviews held in the past few weeks. There was good participation by the School Committee and selection committee members. New positions included Grade 5 teacher TBD, GT, Food Service, Food Service Director, Grade 1 Teacher TBD, Technology Director, Art Teacher, Music, Band, Nurse.

Marc explained that the process is for the Superintendent to hire and the School Committee to approve the hires as a block. Wendy made a motion, 2<sup>nd</sup> by Audrey to approve this block hiring process, motion approved.

Wendy then made a motion, 2<sup>nd</sup> by Audrey, to approve the block hires. Motion approved.

A question was raised about the number of teachers and staff at SES. Kirsten said between 25 and 30 when all positions are filled

- Discussion and approval of the MSMA Unemployment Compensation Trust Fund

Marc said that the School Committee needs to approve Sebago’s participation in this fund and recommended it. Wendy made a motion, 2<sup>nd</sup> by Donelle approve Sebago’s participation. Motion approved.

- Discussion of Draft Policy Manual

The draft manual will be reviewed by the School Committee and Superintendent over the summer, beginning the end of July, in 2-3-hour sessions, section by section. Marc will schedule sessions.

- Discussion and approval of establishment of a Facilities Advisory Committee

Marc recommended that an advisory committee to address facilities and transportation issues be established. The committee meetings would be open to the public and the School Committee.

Claudia suggested that the Operations Committee could be brought back as part of the new advisory committee. Karen has a list of the volunteers who worked on the Advisory Committees before Marc was hired. Wendy said that SPICE has names as well.

Marc would like to have a Capital Investment Program established for the school by the next budget cycle.

Wendy made a motion, 2<sup>nd</sup> by Donelle, to establish a Facilities Advisory Committee. Motion approved.

Claudia raised a concern that the heating system in the old part of the building may not be adequate to keep pipes from freezing in winter, and perhaps we could hire or consult with the MSAD61 custodian who worked on this problem in the past.

- SPICE and the school sign

Anne brought the School Committee up to speed on the status of the SPICE effort to rebrand the SES, develop a design and raise money over the summer for a new sign for the school. She will bring it back to the School Committee at their July meeting.

- Girls on the Run

Wendy described this national 10-week program for girls ages 8 to 15 in grades 3 to 5. The program runs for 90 minutes twice a week, and is either from September to November, or March to May. The program would need the approval of the Principal.

Karen wanted to know if this is a state-wide program. In the spring there is a meet at the Cumberland County Fair Grounds for participants.

Chris was concerned about the number of girls who might participate and the impact it might have on recruiting for girls' soccer. Kirsten said that there are 17 girls available in this age group at SES and has concern over schedule conflicts.

Wendy said the program could be held in either the spring or fall to work around soccer. She suggested that a representative of the program come to speak to Sebago. Wendy will provide additional information to Kirsten who will schedule a meeting.

- Trees at the SES building

Claudia raised the issue of trees that have overgrown on three sides of the SES and need to be removed. They are now large enough that they hide the building and are causing damage to it. She has obtained an estimate of \$1,000 to remove them all and dispose of them.

There was discussion on the use of the cedar and potential value. Karen wanted to know if the lilacs would be removed – they would not. Chris said that the trees were originally donated as a memorial and a plaque to commemorate the gift would be appropriate.

Marc will contract the tree removal contractor and move forward with removing the trees.

- School Committee listings on town website

Allen asked the Committee to let him know how they wanted their names listed on the Town Website. Currently only their names and terms of office are listed. They will come back to the next meeting with their preferences.

10. Comments on Non-Agenda Items

- Marc announced that two bids to mow the school grounds had been received, one from the Batchelder family and one from J&S Mowing. Marc will follow up with the two bidders and make a decision on one of them.
- Marc announced that his contract is for 60 days/year, or for 1 1/16 day per week, and as such he will usually work the days when it makes the most efficient use of his time. He may not always answer his e-mails every day, and he urges everyone to have patience as the new Sebago school system is set up. He has closed his office at the Town offices and will work starting July 1 at SES.
- Kirsten said that starting in July the School Committee meetings will be held at SES on the 4<sup>th</sup> Tuesday of each month, starting at 6:30p.m.

11. Communications

There were none.

12. Adjourn

The meeting of the Committee concluded at 8:40 p.m. following a motion by Wendy and 2<sup>nd</sup> by Audrey and approved by the Committee.

- The next Committee meeting was scheduled for Tuesday, July 24, 2018 at 6:30pm at the Sebago Elementary School