

**Sebago School Department  
School Committee  
Minutes of Meeting  
March 19, 2019  
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  
Donelle Allen  
Audrey Douglass Schoolcraft

Guests present:

Superintendent Marc Gendron  
Clerk Allen Crabtree  
June Allen  
Randa Viitala  
Chris Balchunas  
Aaron Davis  
Ed Ridlon  
Carol Clark  
Brenda McGuinness  
Josh Loiselle  
Linda Hoffman  
Ann Burns  
Cassie Winslow

2. Pledge of Allegiance

3. Agenda Adjustments

There were none.

4. Minutes of last meeting

Audrey made a motion to approve the amended minutes from the February 26, 2019, school committee meeting. 2<sup>nd</sup> by Joe. Minutes approved unanimously.

5. Public Comments on Agenda items

There were none

6. Presentations

- GT presentation - 5th grade video GT teacher, Linda Hoffman with Jessica Loiselle, Dylan Smith, Ronan Davis, and Brody Therriault gave a presentation on several different projects the students are working on.
- 5th-grade teacher, Cassie Winslow, with students from grades 3-5 showed a video as the student get ready for MEA testing. Mia Letarte, 5th grade, was the student council member who did the filming.

7. Superintendent's Report

- Update on transportation discussions are underway for specs on the new bus.
- Administration changes - A transportation director is being sought.
- Support opportunity for Jay - One of our bus drivers, Jay, lost his home to fire and there are efforts underway to provide needed support to him.
- School audit update audit will be done in the near future.
- Received 120-day notification letter from Sebago Education Association. Teacher contracts will be negotiated. Need to set up negotiation committee and volunteers to serve were requested.
- Schedule changes:
  - The policy meeting scheduled for May 14th @ 5:30 is cancelled. On April 2 the School Committee will meet at SES @5:30 to go over the FY2019-2020 school budget prior to meeting with the Board of Selectmen @ 6:30 on the budget. Also, on April 2 the Art in the School will be held from 5-6:30.
  - Warrant on the School Budget is due to BoS for their action and posting on April 26
- Pre-K update
  - The committee has met Marc, Kirsten and Donelle are on the committee.
  - Plans are to go ahead with our SES Pre-K.
  - Some Pre-K costs are in this year's budget (equipment, furniture, facility improvements) with additional costs in next year's budget to begin the program.
  - Marc would like to have visits to other Pre-K programs by the committee to see how other schools run their programs.
  - Questions to be addressed will the SES Pre-K be a full day or half-day program.
  - 16 students are now projected. A mailer is being considered to get a better estimate of Pre-K students.

8. Principal's Report

- Sebago in the news! Mr. Bridge-Koenigsberg wrote an article for the Maine School Garden Network about "cover crops" and how we are using them at Sebago Elementary. (handout)
- As many of you may have heard, the home of one of our bus drivers, Jay, burned down. Thankfully, he and his dog survived. His son has set up a GoFundMe page for his parents, which can be found on the Sebago Community Facebook Page. The school is also collecting money for Jay and his family. If you wish to donate to his recovery efforts but don't want to do it electronically, checks or cash can be given to me or Shelly Willey in the office. We are keeping separate envelopes, one for staff donations and one for student and family donations.
- Shelly and April from the Maine Department of Education representing all the Title grants visited with us on Monday to review our application and to help make sure we are ready to submit our application for next school-year, which is due June 30th. The agenda they sent us was rather intimidating and felt like it was an audit, but it really was more of an opportunity to put a face to the names and to come together as a team. We were able to ask some questions like getting financial assistance for summer school, discussing the option of going "school-wide" with our Title I money, and inquiring about becoming eligible for the Rural Low-Income grant.
- MEA testing begins next week. Students in grades 3-5 will be tested on the mornings of Monday, Thursday, and Friday for the next two weeks. Mr. Gendron, Ms. Vanasse, and I have been going into the classes for a little extra practice to help them get ready for the test.
- Continuing Staff Development:
  - On March 12th staff was trained on the MEA (empower ME) assessment the kids will be participating in beginning the week of March 25th. A reminder notice will be sent home to families on Friday.
  - On March 25th, Sarah Hillery will be providing more in-depth training to staff on "de-escalation" when working with students.

- On March 27th and April 3rd, several of us will be participating in Safety Care training provided by Woodford's.~
- Upcoming Events:
- Campout Day at Sebago Elementary, Thursday, March 21st (an extended school day)
- PTC Movie Night "How to Train Your Dragon" (overcoming adversity, working with a disability) Friday, March 22nd
- Report cards go home Friday, March 22nd
- STEM Day at Sebago during an extended school day on Thursday, March 28th (students will participate in a multitude of activities (mostly engineering) throughout the school. This is being coordinated by Mr. Bridge-Koenigsberg and Ms. Viitala.
- Art in Our School Evening Tuesday, April 2nd 5:30-7:00 (invitations for School Committee members with your very own 'award' to place on a student's piece of art) This event is coordinated by Ms. Null, Ms. McGuiness, and Ms. Marian.
- Parent-Teacher Conferences and Scholastic Book Fair (BOGO) week of April 8th
- Spring Break is Friday, April 12th through Sunday, April 21<sup>st</sup>

9. Old Business

- Budget Time Line and Workshops

There was a discussion on the time line for developing the school budget for next year and dates to meet with the Board of Selectmen, the warrant, budget meeting, and referendum. These dates are included at the end of these minutes.

10. Old Business:

- Columbus Day vs. Indigenous Day

Discussion was tabled at the last School Committee meeting.

- Second reading of Title I policy KBF

There was a second reading of the Title I policy. Audrey made a motion, 2<sup>nd</sup> by Joe to approve the policy. Passed unanimously.

- Second reading of Student Code of Ethics policy JIC

There was a second reading of the Student Code of Ethics policy. Donelle made a motion, 2<sup>nd</sup> by Joe, to approve the policy. Passed unanimously.

A student handbook will be published in August, and the School Committee will review the draft handbook in April and May.

- School Committee Evaluations

There was further discussion on the self-evaluation form for School Committee members, followed by a review and comments by staff and then the public. The form will be copied and completed by School Committee members. There was discussion on using an on-line survey form to solicit comments from the public on how they feel the School Committee is doing their job.

#### 11. New Business:

- Negotiations Committee

Marc is seeking volunteers to serve on the committee to negotiate the new Teacher contracts.

- FY2019-20 Budget

Marc presented the proposed draft budget for next year. Copies are attached. Marc has sent a draft copy of the FY2019-20 budget documents to the BoS. Allen will prepare a draft of the School Budget Warrant based on the draft budget.

Allen asked if the School Budget Meeting on May 14 will be conducted as an “open warrant meeting” or a “closed warrant meeting.” The Sebago town meetings are a “closed” meeting meaning that the audience may approve, reduce or eliminate any items on the warrant but may not increase any warrant item amounts. SAD61 has an “open” meeting. There was discussion and Marc will investigate further.

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

There were none.

#### 13. Communications

- A March 1, 2019 120-day letter was submitted with the intent to negotiate new Teacher contracts.
- A letter thanking the school for their contributions to the Food Pantry. 100 items of food were collected in a school-wide drive.

#### 13. Adjourn

Audrey made a motion, 2<sup>nd</sup> by Donelle, to adjourn the meeting. The meeting of the Committee concluded at 8:02 p.m.

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

Apr 02 – School Committee reviews draft School budget at the town offices 5:30 – 6:30pm

Apr 02 – School Committee meets with the Sebago BoS at the town offices 6:30pm

Apr 09 – Policy workshop/ Budget workshop if necessary 5:30 – 6:30

Apr 16 – Sebago BoS signs school warrant

Apr 23 – Policy workshop at 5:30 at SES

Apr 23 - School Committee regular meeting at 6:30 p.m. at SES in the library

May 14 – Budget Meeting on the school budget

May 28 – Policy workshop at 5:30 at SES

May 28 – Referendum vote on school budget

May 28 - School Committee regular meeting at 6:30 p.m. at SES in the library

June 11 – Policy workshop 5:30 – 6:30 at SES

June 25 – Policy workshop 5:30 – 6:30 at SES

June 25 - School Committee regular meeting at 6:30 p.m. at SES in the library

July 23 - School Committee regular meeting at 6:30 p.m. at SES in the library