

**Sebago School Department
School Committee Meeting
January 26, 2021**

There was a Regular Meeting of the Sebago School Committee on Tuesday, January 26, 2021 at 6:30 p.m. in the Cafeteria of the Sebago Elementary School.

Call to Order and Roll Call

This meeting was a hybrid, with both members in person and members joining by video link. Pursuant to subsection 403-A of 1 MRSA (Maine Revised Statutes Annotated), Chair Tina Vanasse confirmed that each member of the Committee could both hear and be heard. She did this by calling the roll and members present were asked to confirm by saying “Yay”. She asked that all members listen and report any audio difficulties when the roll call is complete.

The following School Committee members were initially present in person – Tina Vanasse and Joseph McMahon. School committee members Wendy Newcomb, Audrey Schoolcraft, and Donelle Allen joined by video link and responded in the affirmative that they could both hear and be heard. Also present in person were Principal Kirsten Goff, Secretary Allen Crabtree, Chris Balchunas, Barbara Nichols, and Randa Viitala. Joining by video link were Superintendent Marc Gendron, Christine Bennett, Jennifer Goff, Mardee Dearborn, Michele Bukoveckas, and Jason Schoolcraft. There were problems with the audio on the remote link and all School Committee members and the Superintendent moved to video link for the remainder of the meeting.

Pursuant to subsection 403-A of 1 MRSA, Item D. – “All votes taken during the public proceeding are taken by roll call vote”. To questions before the School Committee, Chair Vanasse will call the roll, those in favor of passage are asked to say “Yay”, those opposed “Nay”, and members wishing to abstain may do so by stating “Abstain.”

The meeting was called to order by Tina Vanasse, Chair, at 6:30 p.m. in the Cafeteria of the Sebago Elementary School.

Call to Order

Pledge of Allegiance

Agenda Adjustments

Donelle Allen wanted to discuss problems with lack of communication, and Wendy Newcomb wanted to discuss hybrid meetings. Both topics were added to the Discussion Item on the Agenda.

Minutes

A motion was made by Audrey Schoolcraft, seconded by Donelle Allen, to approve the Minutes from the December 15, 2020 Sebago School Committee meeting. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

Public Comments on Agenda Items

There were none.

Presentations/Reports

- **Food Service Report** – Barbara Nichols reported on the food service program. There are 116 students enrolled in the school lunch program, including 32 students who receive their lunches free and 13 students who receive them at a reduced fee. Seventy-on students pay for their lunches, representing 60% of the program. We feed everyone up to age 19. Ms. Nichols discussed the equipment – range replacement, refrigerator replacement, and need to replace the dishwasher in coming years. She also commented on the free fish program. Water testing has revealed a slightly higher level of copper in our water system. This is possibly due to the pH level affecting corrosion in the copper pipes. The water filter will be replaced and, hopefully, this will resolve the problem.
- **Pre K – Grade 2 Presentation** – Chris Bennett gave an illustrated report on the progress of the programs. All are going very well.

Superintendent's Report

- **Second Quarter Financial Report** – We are in good shape for this time of the budget year. We have about 56% of our budget remaining. Superintendent Gendron reminded the group that many of our expenditures were for front-loaded items.
- **Budget Timeline** – The timeline for the 2021-2022 budget process was distributed.
- **Budget Committee** – Donelle Allen and Joseph McMahon will be on the Budget Committee.
- **Vaccine Update** – We are applying to get approval to vaccinate staff and students.

Principal's Report

- Recently, we had two more positive cases. Transportation was not affected. The teachers in the affected classrooms worked from home for the week managing remote learning. Other staff who were considered "close contacts" continued to work at school following guidelines set by the state. Those guidelines include wearing a K95 mask and a face shield, eating lunch alone, only going from home to school to home during the 10 day quarantine period, and getting tested on day 7 at school. I would like to thank Chris Balchunas for coming in on her Saturday to help me with the whole process of notifying families and managing the data for the state. Unfortunately, we are getting good at this and have it down to a three-hour process for one class. I would also like to thank all of our families for being very conscientious and only sending their children to school when they are 100% healthy.
- Since we now have early release days every Wednesday, we are exploring ways to capture more instructional time. Starting February 3, we are no longer going to have lunch eaten at school. Instead, student lunches will be bag lunches only for all students who want a lunch. Students will take their lunch home with them on the bus to eat at home. Students who

would normally bring a lunch to school, would simply eat when they get home. Doing this allows us to capture over an hour of time to be with students for learning. Lunches will be delivered to the classrooms just before they get on the bus. Students would still have a mid-morning snack in their classrooms.

- We have now used our blizzard packs for five days. Two days were for when the whole school went remote just before Thanksgiving and three were for storm-related issues. I talked with staff about how the packets were working. We discussed continuing with the blizzard packs or having a snow day the next time there is a storm, which would extend our days in June. It was decided that it is more educationally beneficial to the students to continue with the blizzard packs. On days when blizzard packs are being used, teachers are available via email to their students and families from 8:30-3:00. Staff who have the Softphone app on their phones are also available by phone. Families simply call the school and press their teacher's extension. The call will then forward to their cell phone. Teachers have shared this information with their students if they can be reached by phone. Hourly staff who don't work directly with students remotely, will document what they did for work (i.e. professional development, working on lesson plans, etc.)

Action Items

- **Sebago Elementary School Principal/Assistant Superintendent Job Description, Locator 2.02, First Reading**

Donelle Allen noted that on Page 3 the salary would be set by the School Committee. She wanted to know where the money is for the position. Tina Vanasse noted that there is no additional money included. Wendy Newcomb noted on page 3 that the term of employment was 44 weeks and sounds like a permanent position.

Superintendent Gendron noted that no additional funds are included for the position of Assistant Superintendent. He proposes that Kirsten Goff would be the Assistant Superintendent. Next year Marc will work 54 days but intends to retire when his contract is completed. There was extensive discussion about the late release of this proposal and why is another position needed. Joe McMahon said that these are merely suggestions, not a commitment. This would not create two new jobs but would give the Superintendent leeway in the future.

Christ Balchunas wanted to know what the chain of command would be, particularly when there is a grievance filed. Principal Goff explained the process.

Superintendent Gendron suggested that this item and the following item be tabled in order to allow further discussion. Should there be a special meeting to discuss this issue? Wendy Newcomb said that a special meeting would be a good idea. Tina Vanasse will set a date for a Special meeting.

A motion was made by Donelle Allen, seconded by Audrey Schoolcraft, to table this item pending review and revisions. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

- **Nomination of Kirsten Goff as Principal/Assistant Superintendent for the remainder of the 2020-21 school year**

Following the above discussion a motion was made by Donelle Allen, seconded by Wendy Newcomb, to table this item pending review and revisions. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

- **Designate and Authorize Kirsten Goff as the Affirmative Action Officer/Title IX Coordinator**

A motion was made by Donelle Allen, seconded by Audrey Schoolcraft, to approve Kirsten Goff as Affirmative Action Officer/Title IX Coordinator. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

- **Policies – Second Readings**

A motion was made by Donelle Allen, seconded by Audrey Schoolcraft, to approve the second reading of the following policies:

- 1) **AC – Nondiscrimination/Equal Opportunity and Affirmative Action**
- 2) **ACA – Gender Neutral Language (New)**
- 3) **ACAA – Harassment and Sexual Harassment of Students**
- 4) **ACAB – Harassment and Sexual Harassment of School Employees**
- 5) **GBEB – Staff Conduct with Students (New)**
- 6) **GCE – Substitute Teachers**

There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

- **Job Description – Second Reading**

- 1) **Affirmative Action Officer/Title IX Coordinator, Locator 1.1**

A motion was made by Donelle Allen, seconded by Joe McMahon, to approve the second reading of this job description. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

- **Policies – First Reading**

- 1) **LAU Plan**

Principal Goff explained the plan for providing services to English learners. There are currently three students at SES in the program. Tina Vanasse added information on the services provided.

A motion was made by Donelle Allen, seconded by Wendy Newcomb, to approve the first reading of this plan. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

2) Student Discrimination/Harassment and Title IX – Sexual Harassment Complaint Procedures, File Code ACAA-R

Donelle Allen commented that the procedures include mention of an assistant supervisor and there is no such position yet established. She pointed out a typo on page 12.

A motion was made by Audrey Schoolcraft, seconded by Donelle Allen, to table this item for further review and discussion. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

3) Employee Discrimination/Harassment and Title IX – Sexual Harassment Complaint Procedures, File Code ACAB-R

A motion was made by Audrey Schoolcraft, seconded by Donelle Allen, to table this item for further review and discussion. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

Discussion Item

- **Discussion of transition plan for administration for next year**

The discussion on this topic was included in the discussion of the first two action items in these minutes. There will be further discussion in the special meeting of the School Committee to be scheduled.

Public Comments on Non-Agenda Items

Wendy Newcomb requested that future meetings of the School Committee be held remotely because of health concerns and also since the audio is so poor with the current hybrid system. Donelle Allen agreed. Audrey Schoolcraft said that there will be better technology for future meetings to help improve the audio situation. Principle Goff said that new equipment has been ordered and should arrive soon in time for future meetings. Wendy Newcomb said that it is important that the public take part. Both Tina Vanasse and Joseph McMahon spoke in favor of in-person meetings following CDC guidelines which has been done. Superintendent Gendron said that we will try one more time to improve technology, and if it doesn't work we could go to a complete remote Zoom format for meetings.

Information and Communication Items

- Kathy Harmon has submitted her intent to retire at the end of the 2020-21 school year.
- M.S.A.D. #61 School Board Meeting Report

- Future Meetings
 - 1) Operations Committee, February 23, 2021, 4:30 – 5:30 p.m.
 - 2) Budget Committee Meeting, February 23, 2021, 5:30 – 6:30 p.m.
 - 3) School Committee Meeting, February 23, 2021, 6:30 – 7:30 p.m.

Adjournment

A motion was made by Donelle Allen, seconded by Audrey Schoolcraft, to adjourn. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Voting No: 0. Motion carried unanimously.

The meeting adjourned at 8:05 p.m.

Secretary
