

**Sebago School Department  
School Committee Meeting  
March 23, 2021**

There was a Regular Meeting of the Sebago School Committee on Tuesday, March 23, 2021 on Zoom at 6:30 p.m.

**Call to Order and Roll Call**

Members joined the meeting 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 present by video link – Tina Vanasse, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Donelle Allen. All members responded in the affirmative that they could both hear and be heard. Also present by video link were Superintendent Marc Gendron, Principal Kirsten Goff, Secretary Allen Crabtree, Randa Viitala, Jerry Holt, Mande Dearborn, Cassie Winslow, Christine Bennett, Phil Lowe, Jason Schoolcraft, Kelly Hale, Linda Hoffman, June Berry, Michele Bukoveckas, and Nancy \_\_\_\_\_.

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.

**Call to Order**

**Pledge of Allegiance**

**Agenda Adjustments**

Any adjustments to the agenda must be voted on by the School Committee. A motion was made by Audrey Schoolcraft, seconded by Donelle Allen, to have a vote of the School Committee for any agenda adjustments. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Vote: 5-Yes, 0-No. Motion carried.

Tina Vanasse asked that Action items 10B, Resignation of Tina Vanasse as Chairwoman, and 10C, Election of a New Board Chair, be moved to item 4, Approve Revised Agenda.

A motion was made by Audrey Schoolcraft, seconded by Donelle Allen, to move Action Items 10B and 10C to Item 4. There was a roll call vote. Voting Yes: Tina Vanasse, Donelle Allen, Wendy Newcomb, Audrey Schoolcraft and Joe McMahon. Vote: 5-Yes, 0-No. Motion carried.

### **Revised Agenda**

A motion was made by Donelle Allen, seconded by Wendy Newcomb, to approve the draft agenda as amended. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Vote: 5-Yes, 0-No. Motion carried.

- **Resignation of Tina Vanasse as Chair**

Tina Vanasse submitted her resignation as School Committee Chair. A motion was made by Joe McMahon, seconded by Donelle Allen, to accept the resignation. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Vote: 5-Yes, 0-No. Motion carried.

- **Election of New School Committee Chair**

Wendy Newcomb nominated Donelle Allen as new School Committee Chair. A motion was made by Wendy Newcomb, seconded by Audrey Schoolcraft, to approve the nomination. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Vote: 5-Yes, 0-No. Motion carried.

From this point on the meeting was chaired by Donelle Allen.

### **Minutes**

A motion was made by Audrey Schoolcraft, seconded by Tina Vanasse, to approve the Minutes from the February 23, 2021 Sebago School Committee meeting with amendments. There was a roll call vote. Voting Yes: Donelle Allen, Joseph McMahon, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Vote: 5-Yes, 0-No. Motion carried.

### **Public Comments on Agenda Items**

There were none.

### **Presentations/Reports**

- **Gifted and Talented Report** – Linda Hoffman gave a presentation of the learning together program at SES for fifth grade students. Parent and Student support has been outstanding.

### **Superintendent's Report**

- **CRF 3 Update** – Superintendent Gendron gave an update on the CRF 3 Grant.

- **Introduction and Explain Budget** – Superintendent Gendron shared the 2021-22 School budget with the School Committee. The budget will need to be approved at the next School Committee Meeting and then it will be presented to the town. The budget includes \$25,000 in a reserve account for capital improvements, \$50,000 reserve for Special Education, and one extra educational technician. The budget increase is projected at 1.9%. The local support from the town is projected at a 2.9% increase.
- **Operations Committee meeting** - Plans are to pave the parking lot this year and replace siding next year.

### **Principal's Report**

- Potter Trust is donating \$600 for education purposes and \$300 to the Holly Jolly Helpers. We plan to use the funds to purchase a new Rubbermaid style shed with a lock and new, sturdy toys for the sandbox. We thank them for their continued support of our school!
- Our attendance rate is currently at 94%, which is pretty good considering the number of days kids have to quarantine sometimes if they have symptoms or return from a trip without getting tested.
- Report cards went home last Thursday. Parent-teacher conferences are scheduled for the week of April 5th. It is hard to believe two-thirds of the school year is already over!
- Thanks to Alannah Doughty and Cassie Winslow, Sebago Elementary was awarded a \$250 grant from Loon Echo Trust for their "Forest Friday Trackers" program. They will be using the money to purchase a new game camera for the school.
- Last Friday we worked with staff to prepare for the NWEA, which will be the new state assessment for the state of Maine for this year for kids in grades 3-5. We are very thankful that Marc encouraged us to begin using the NWEA for our school's biannual assessment. Having this experience under our belt will make it much easier to administer. Also, we will get the results immediately and won't have to wait for the scores to come from the state. For the first time ever, the state assessment will have real, timely, usable data! We plan to administer the assessments in mid-May.
- While it looks like there is a possibility of being able to have a larger size crowd by the end of May, we decided as a staff that we would not have Grandpal's Day again this year. There is a lot of effort that goes on behind the scenes to get donations of food and dried goods for such a large number of people, which is usually over 200. So, we decided we would do a Spring Fling instead with students only. We are committed to it being an outdoor event. So, if May 28th is rainy, we will have a backup date of June 1st. Our theme is a carryover from last year: Maine Turns 200! We will have activities related to Maine activities and history. Since the cookout is something special the kids look forward to, we plan to have a cookout for them. We may try to have the ice cream truck come by, too!
- The staff is looking at a couple of updates to our literacy program. The first piece is to look at a reading evaluation system. We currently use the DRA. We have looked at the Jan

Richardson model before and will be looking at it more closely over the next couple of weeks and reviewing the materials before we commit to it. The second piece is we are considering expanding our first-grade reading program Literacy Footprints to all grades. Mrs. Vacchiano shared with teachers what she likes about it. Mrs. Harmon in second grade and Mrs. Bennett in kindergarten shared that they like the parts of the program they have been able to use, but it is difficult to share a kit with another teacher. Teachers have received a link to explore the digital components of the program to see if the program is right for their grade level. We are also looking at the Jolly Phonics program to supplement the Literacy Footprints. This program has shown a lot of success in other districts. We will be meeting again on the 31st to share and discuss our findings.

### **Action Items**

- **Nomination of Emily Barriault as an ELL Teacher, Effective March 24, 2021**

A motion was made by Audrey Schoolcraft, seconded by Joe McMahon, to nominate Emily Barriault as an ELL Teacher, effective March 24, 2021. There was a roll call vote. Voting Yes: Tina Vanasse, Donelle Allen, Wendy Newcomb, Audrey Schoolcraft and Joe McMahon. Vote: 5-Yes, 0-No. Motion carried.

- **Resignation of the Superintendent of Schools, effective July 1, 2021**

Superintendent Gendron submitted his resignation as Superintendent, effective July 1, 2021. A motion was made by Wendy Newcomb, seconded by Audrey Schoolcraft, to accept the resignation. There was a roll call vote. Voting Yes: Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: Tina Vanasse. Motion passed with a vote of 4-Yes votes and 1-No vote.

- **Policies – First Readings**

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

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

There was discussion on the two policies. A motion was made by Audrey Schoolcraft, seconded by Tina Vanasse, to approve the first reading of policies ACAA-R and ACAB-R. There was a roll call vote. Voting Yes: Tina Vanasse, Donelle Allen, Wendy Newcomb, Audrey Schoolcraft and Joe McMahon. Vote: 5-Yes, 0-No. Motion carried.

### **Discussion Items**

**Head Custodian Vacancy** – Superintendent Gendron reported that there are four candidates for the Head Custodian position. Background checks are being done and interviews will be scheduled.

**Public participation at School Committee meetings, FC-BEDH** – There was a discussion on Public Participation at School Committee Meetings.

- Audrey Schoolcraft suggested that a change should be made to reflect Remote Meetings.
- Principal Goff said that arranging for hybrid meetings where some School Committee members attend in person and others remotely is technologically very difficult and prefers to either have everyone in person or everyone remotely.
- Donelle Allen said that this policy was approved as a second reading on December 18, 2020. Principal Goff mentioned that she would have “Reviewed March 23, 2021” added at the bottom of the policy.
- Joe McMahon said that no action is needed since there are no changes to the policy.

### **Recruiting and Hiring of Administrative Staff, FC – GCFB-R**

There was a discussion regarding the Recruiting and Hiring of Administrative Staff policy as follows:

- Tina Vanasse said that a more specific job description is needed, particularly to define the duties of the Principal vs. duties of an Assistant Superintendent.
- Audrey Schoolcraft said that we need a job description for the Superintendent. The job description from Maine School Management Association needs to be reviewed and revised to meet the needs of Sebago School Department.
- Tina Vanasse and Donelle Allen will work on job descriptions and report back to the School Committee.
- Joe McMahon said that no action is needed since there are no changes to the policy. This is an existing policy, it had its second reading on March 31, 2020.
- Audrey Schoolcraft will update the School Committee on the status of the search committee at the next meeting.

**School Committee Training through MSMA this summer** – Superintendent Gendron asked the School Committee to pick a date for Maine School Management Association to do a training for the School Committee and he will contact MSMA to schedule the meeting. Joe McMahon said that he will be in Colorado from June through the 2<sup>nd</sup> week in July.

### **Public Comments on Non Agenda Items**

There were none.

### **Information Items**

- **June Berry, Head Custodian**, has submitted her intent to retire at the end of the 20-21 school year.
- **MSAD 61 School Board Meeting Report** – changes were made to bus schedules. Wendy Newcomb will report for next time.

- **Future Meetings –**

School Committee Meeting, April 27, 2021, 6:30 – 7:30 p.m.

- **Executive Session per MRSA 405(6)(A)**

A motion was made by Tina Vanasse, seconded by Wendy Newcomb, to go into Executive Session. There was a roll call vote. Voting Yes: Donelle Allen, Wendy Newcomb, Audrey Schoolcraft, Tina Vanasse, and Joe McMahon. Vote: 5-Yes, 0-No. Motion carried.

The School Committee went into Executive Session at 7:53 p.m.

The School Committee came out of Executive Session at 8:33 p.m.

No actions were taken during Executive Session.

### **Adjournment**

A motion was made by Tina Vanasse, seconded by Audrey Schoolcraft, to adjourn. There was a roll call vote. Voting Yes: Donelle Allen, Wendy Newcomb, Audrey Schoolcraft, Tina Vanasse, and Joe McMahon. Vote: 5-Yes, 0-No. Motion carried.

The meeting adjourned at 8:34 p.m.

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Secretary

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