

**Sebago School Department
Special School Committee Meeting
April 13, 2021**

There was a Special Meeting of the Sebago School Committee on Tuesday, April 13, 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 Donelle Allen 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, 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, Kelly Hale, Chris Balchunas, and “Lawpa”

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 Allen 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 Donelle Allen, Chair, at 6:32 p.m.

Call to Order

Pledge of Allegiance

Public Comments on Agenda Items

There were none.

Action Items

Develop Superintendent’s Job Description

There was a discussion of the Job Description for the Superintendent – File Code CBE-R

Donelle Allen and Tina Vanasse suggested that the Job Goals be changed to the School Vision and Mission statements. Wendy Newcomb agreed, and wanted to know if the Job Goals would be added at the end of the Job Description. Donelle Allen commented that the entire Job Description are Job Goals.

The following suggestions were made for amendments:

- Page 1 – under Minimum Job Requirements, insert “Masters in Administration or Education”. Donelle suggested changing “3-5 Years of Central Office Experience” to education experience, 3 years of administrative experience.
- Page 2 – the second “b” should be “c”, Pre-K through 5
- Page 3 – correct names for School Department and School Committee
- Page 4 – delete first sentence for F8, sample language G3, and School Committee vs. School Board for G4.
- Pages 5 and 6 – correct School Committee vs. School Board, J5 should be “school” singular
- Page 7 – L6 and M4 – correct School Department and School Board
- Superintendent Gendron suggested that the School Safety Plan (H6) is a responsibility of the Superintendent. Audrey Schoolcraft suggested adding H2 to the Maintenance and Safety Plan. EEO statement is part of the Job Description.

Adopt Superintendent’s Job Description, First and Second Readings

A motion was made by Audrey Schoolcraft, seconded by Wendy Newcomb, to approve the first and second readings of policy CBE-R and approve it. There was a roll call vote. Voting Yes: Tina Vanasse, Donelle Allen, Wendy Newcomb, Audrey Schoolcraft. Vote: 4-Yes, 0-No. Motion carried.

Adjournment

A motion was made by Tina Vanasse, seconded by Wendy Newcomb, to adjourn. There was a roll call vote. Voting Yes: Donelle Allen, Wendy Newcomb, Audrey Schoolcraft, and Tina Vanasse. Vote: 4-Yes, 0-No. Motion carried.

The meeting adjourned at 7:07 p.m.

Secretary
