

**Sebago School Department  
School Committee Meeting  
April 27, 2021**

There was a Regular Meeting of the Sebago School Committee on Tuesday, April 27, 2021 held at the Library of Sebago Elementary School at 6:30 p.m.

**Call to Order and Roll Call**

The following School Committee members were present – Donelle Allen, Tina Vanasse, Joseph McMahon, Wendy Newcomb, and Audrey Schoolcraft. Also present were Superintendent Marc Gendron, Principal Kirsten Goff, Secretary Allen Crabtree, Randa Viitala, Phil and Claudia Lowe, June Allen, and Ann Burns.

The meeting was called to order by Donelle Allen, Chair, at 6:36 p.m.

**Call to Order**

**Pledge of Allegiance**

**Agenda Adjustments**

A motion was made by Audrey Schoolcraft, seconded by Tina Vanasse, to add as Action item L, the job description of the Head Custodian and Maintenance, File Code: GAB. There was a roll call vote. Voting Yes: Tina Vanasse, Donelle Allen, Wendy Newcomb, Audrey Schoolcraft and Joe McMahon. Voting No: 0. Motion passed with a vote of 5-Yes votes.

**Revised Agenda**

A motion was made by Audrey Schoolcraft, seconded by Tina Vanasse, 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. Voting No: 0. Motion passed with a vote of 5-Yes votes.

**Minutes**

A motion was made by Joe McMahon, seconded by Audrey Schoolcraft, to approve the Minutes from the February 16, 2021 Sebago School Committee workshop, the March 16, 2021 Sebago Special School Committee meeting, and the March 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. Voting No: 0. Motion passed with a vote of 5-Yes votes.

**Public Comments on Agenda Items**

Phil Lowe wanted to speak to the paving item when it is discussed.

## **Presentations/Reports**

There were none.

## **Superintendent's Report**

- 3<sup>rd</sup> Quarter Financial Reports – Superintendent Gendron distributed copies of the Balance Sheet as of March 31, 2021, and a Budget vs. Actual summary for July 2020 through March 2021. He walked the School Committee through the documents and described the process for the 2021-22 School Budget.
- MSMA Risk Management Review – Superintendent Gendron described the MSMA Risk Management report. There were no major faults, and he will invite the MSMA team for a walk through to inspect progress in correcting any faults mentioned in the report.
- Update on ESSR3 Grant – Superintendent Gendron said that he is considering using some of the \$86k ESSR3 grant to purchase a new bus. Grant moneys are part of the VW emissions settlement. The new bus will be S1, current S1 will be S2, and current S2 will be a spare. We might sell the other bus.
- Update on Job Searches -Superintendent Gendron reported on the process for finding a new custodian. Five candidates were interviewed of fifteen applicants. The process was narrowed to one name. He will request action by the School Committee next month.

Work is underway to find a Kindergarten teacher. Interviews will be held the second or third week in May for candidates.

- School Lunches – Government programs will make free lunch available to all students, with an extension of the program past the current school year.
- Parking lot paving – will be done after Sebago Days
- Superintendent Gendron praised the new Literacy program.
- Superintendent Gendron noted that he may go 3 to 5 days over his contract by the end of June and wanted to let the School Committee know. There were no comments nor objections by the Committee.
- MSMA Training – Superintendent Gendron discussed the training planned for July.

## **Principal's Report**

- We received another \$60 in gift card donations to teachers to use at the Caring for Classrooms website. This has been a well-received fundraiser that is easy for families to participate in.
- We received approval for the Title I Reallocated funds which will cover the costs for summer school. We requested \$10,465. This will allow us to provide summer school to 18 students who would benefit from the extra time over the summer. The teachers are working through their lists now to determine who needs the support the most.
- With Mrs. Harmon retiring, I asked if there were any teachers who were interested in switching grade levels for next year. Both Mrs. Bennett and Mrs. Vacchiano have decided to loop up one grade level with their current classes. Mrs. Bennett will teach 1st grade next year and Mrs. Vacchiano will teach 2nd grade. We have advertised for a kindergarten teacher and have received many applicants!
- Now that we are three years into our independence, the staff has been re-evaluating our Literacy Program. The teachers are recommending we make the following changes/updates to our current literacy program components as follows:
  - Extending the current Literacy Footprints program from 1st grade down to kindergarten. For grades 2-5, we are recommending the purchase of the books from the same program with the teacher guides (cheaper than the entire kit) with online access to the books.
  - Expanding the current Heggerty phoneme program from kindergarten to include grades 1 and 2.
  - Adding Jolly Phonics (phonics program) to grades K and 1 (this is new and needs the School Committee's approval)
  - \*Phonological awareness is a broad skill that includes identifying and manipulating units of oral language – parts such as words, syllables, and onsets, and rimes. ... Phonemic awareness refers to the specific ability to focus on and manipulate individual sounds (phonemes) in spoken words.
  - Any costs would be covered by money from the latest federal grant.
- We are still evaluating the reading evaluation systems and hope to have a recommendation by the next school committee meeting.
- Just as a heads up, we will be allowing the remote students who wish to reacclimate themselves to being in school to come back into the school for short visits. Also, we have Pre-K/K screening on Wednesday, May 19th. There will be one parent with each child that is allowed to join him/her to the screening coming into the building.

A motion was made by Audrey Schoolcraft, seconded by Tina Vanasse, to make an additional adjustment to the agenda to add purchase of the Jolly Phonics program as Action Item M. There was a roll call vote. Voting Yes: Tina Vanasse, Donelle Allen, Wendy Newcomb, Audrey Schoolcraft and Joe McMahon. Voting No: 0. Motion passed with a vote of 5-Yes votes.

A motion was made by Audrey Schoolcraft, seconded by Tina Vanasse, to approve the additional change to the draft agenda. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon,

Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: 0. Motion passed with a vote of 5-Yes votes.

### **Action Items**

- Approve Budget for 2021-22 School Year

Superintendent Gendron said that the 2021-22 School Budget reflects an increase over last year's budget of 1.9%. He had a good meeting with the Sebago Board of Selectmen. He noted that the budget next year will be harder to keep increases in the area because we will have fewer grants to supplement local funding.

A motion was made by Joe McMahon, seconded by Audrey Schoolcraft, to approve the 2021-22 School Budget. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: 0. Motion passed with a vote of 5-Yes votes.

- Approve Warrant for the Budget Meeting of May 25, 2021

A motion was made by Joe McMahon, seconded by Wendy Newcomb, to approve the Warrant for the 2021-22 School Budget. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: 0. Motion passed with a vote of 5-Yes votes.

- Approve Warrant for the Budget Validation Referendum on June 8, 2021

A motion was made by Audrey Schoolcraft, seconded by Tina Vanasse, to approve the Warrant for the 2021-22 Budget Validation Referendum. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: 0. Motion passed with a vote of 5-Yes votes.

- 2021-22 School Calendar – Preliminary

Superintendent Gendron noted that there was an error in the School Calendar for October, and there should be 175 school days, not 176 days. Principal Goff will make a correction. She noted that there are no snow days planned for the next year – snow days will be remote learning days. Early release on Wednesday will be one Wednesday a month. Monday will be scheduled in January and February for ski club days, and for other activities for those not skiing. About 30 are in the ski program.

A motion was made by Audrey Schoolcraft, seconded by Tina Vanasse, to approve the draft school calendar for 2021-22. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: 0. Motion passed with a vote of 5-Yes votes.

- Reappointment of Second Year, Third Year, and First Year Continuing Contract Teachers for the 2021-22 school year
- Reappointment of Educational Support Personnel for the 2021-22 school year
- Reappointment of Non-Teaching Employees for the 2021-22 school year
- Reappointment of Other Employees for the 2021-22 school year.

A motion was made by Audrey Schoolcraft, seconded by Joe McMahon, to approve the package of reappointments. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: 0. Motion passed with a vote of 5-Yes votes.

- Policies – Second 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

A motion was made by Tina Vanasse, seconded by Wendy Newcomb, to approve second reading and adopt the two policies. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: 0. Motion passed with a vote of 5-Yes votes.

- Policies – First Readings
  - Video Surveillance on School Property, File Code ECA
  - Earned Paid Leave, File Code GBP

A motion was made by Audrey Schoolcraft, seconded by Joe McMahon, to table consideration of these two policies. They will be discussed at the June 22, 2021 School Committee Workshop. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: 0. Motion passed with a vote of 5-Yes votes.

- Policy - Job Description for Head Custodian and Maintenance, File Code GAB.

A motion was made by Audrey Schoolcraft, seconded by Joe McMahon, to approve the first and second readings and adopt this policy. There was a roll call vote. Voting Yes: Tina Vanasse, Joe McMahon, Donelle Allen, Wendy Newcomb, and Audrey Schoolcraft. Voting No: 0. Motion passed with a vote of 5-Yes votes.

- Jolly Phonics Literacy Program

A motion was made by Audrey Schoolcraft, seconded by Joe McMahon, to approve the purchase of the Jolly Phonics program. There was a roll call vote. Voting Yes: Tina Vanasse, Donelle Allen, Wendy Newcomb, Audrey Schoolcraft and Joe McMahon. Voting No: 0. Motion passed with a vote of 5-Yes votes.

- Nomination of Superintendent Candidate

A motion was made by Audrey Schoolcraft, seconded by Wendy Newcomb, to hire Will Shuttleworth as Superintendent, beginning July 1, 2021. There was a roll call vote. Voting Yes: Tina Vanasse, Donelle Allen, Wendy Newcomb, Audrey Schoolcraft and Joe McMahon. Voting No: 0. Motion passed with a vote of 5-Yes votes.

### **Discussion Items**

- **School Committee Training through MSMA this summer** – There was discussion of the training. Donelle Allen commented on the list of topics to be covered in the training and asked the School Committee to review the list and provide suggestions. Also whether the training should be one day or more. Superintendent Gendron said that there are funds in the Superintendent's budget line item for the training. Training will be sometime after July 14, date to be determined.

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

Randa Viitala read a letter from the Education Association in support of Principal Goff.

### **Information Items**

- **Future Meetings –**

Operations Committee Meeting, May 25, 2021, 3:30 p.m. at Sebago Elementary  
 School Committee Meeting, May 25, 2021, 5:00 p.m. at Sebago Town Offices  
 Budget Public Hearing, May 25, 2021, 6:00 p.m. at the Sebago Town Hall  
 School Committee Workshop – June 22, 2021, 5:30 – 6:30 p.m.  
 School Committee Meeting, June 22, 2021, 6:30 – 7:30 p.m.

Future meetings will be in-person

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

Principal Kirsten Goff

A motion was made by Audrey Schoolcraft, 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. Motion carried with 5-Yes votes and 0-No vote. The School Committee went into Executive Session at 7:47 p.m.

The School Committee came out of Executive Session at 8:30 p.m.  
 No actions were taken during Executive Session.

### **Adjournment**

A motion was made by Audrey Schoolcraft, seconded by Joe McMahon, to adjourn. There was a roll call vote. Voting Yes: Donelle Allen, Wendy Newcomb, Audrey Schoolcraft, Tina Vanasse, and Joe McMahon. Motion carried with 5-Yes votes.

The meeting adjourned at 8:31 p.m.

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Secretary

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