

**Sebago School Department  
School Committee  
October 27, 2020**

There was a Regular Meeting of the Sebago School Committee on Tuesday, October 27, 2020 at 6:30 p.m. in the Cafeteria of the Sebago Elementary School.

**Call to Order and Roll Call**

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

Members of the Sebago School Committee present:

Tina Vanesse, Chair  
Joseph McMahon, Vice Chair  
Donelle Allen  
Wendy Newcomb  
Audrey Schoolcraft

Administrators present: Marc Gendron, Superintendent of Schools  
Kirsten Goff, Principal

Guest present:  
Allen Crabtree, Clerk  
Randa Viitala  
Chris Balchunas

In addition there were individuals who followed the meeting via the live-streaming video.

**Pledge of Allegiance**

**Agenda Adjustments**

There were none.

**Minutes**

Audrey Schoolcraft noted that she was not at the September 22 meeting and that her name should be removed from the list of those present. This correction was made and motion was made by Donelle Allen, seconded by Joe McMahon, to approve the Minutes from the September 22, 2020 Sebago School Committee meeting. Motion carried unanimously.

**Public Comments on Agenda Items**

There were none.

**Presentations/Reports**

There were no presentations nor reports.

## **Principal's Report**

- Principal Goff gave an update on remote learning
  - Families are sent a copy of all the Friday Folder flyers
  - Students were able to take the NWEA assessment at home
  - Mrs. Nilles meets with the students in groups every day. I have been able to sit in on each grade level. The kids are engaged age appropriately.
  - Principal Goff has received a lot of positive feedback from the families who are participating.
- Update on School-based Committees:
  - Technology & Remote Learning Committee met today to discuss the grant money related to the grant money
  - Professional Development Committee meets regularly - they are planning school activities and PD for teachers on Wednesdays
  - Health & Wellness - supporting students, teachers, and families with masks and other safety protocols
  - RTI & Second Step Committee - reviewing student data and supporting the implementation of the new Second Step Program
- Attendance data - as of today, we had an average daily attendance rate of 96%
  - Student count is 115 as of October 19
  - 98 in-person
  - 17 remote
- The Book fair will be held from November 2 to November 6
  - This will be a case only fair to allow us to move the fair easily around the school.
- Student funds
  - e-wallet (parents can put money on the account for their kids to access online purchases (for families who wish to purchase items but can't come into the school))
- Virtual parent-teacher conferences are scheduled for November 2, November 4, and November 5 - as parents sign up, teachers are sending out a link.
- Handbook update to the breakfast and lunch sections of the family handbook:
  - Through the 2020-2021 school year, ALL students qualify for FREE breakfast and lunch. Students will only need to pay for a drink if that is the only thing they wish to purchase on any given day.
- The Family Handbook has also been updated to include links to following required policies:
  - ACAA - Harassment and Sexual Harassment of Students
  - ACAD - Hazing
  - ADC - Use and Possession of Tobacco and Electronic Smoking Devices
  - ADC-R - Use and Possession of Tobacco and Electronic Smoking Devices - Administrative Procedures
  - ILD - Educational Research: Student Surveys, Analyses, and Evaluations

- Fall Fest is scheduled to happen on October 30. Remote families can come if they wish. All events will be held outside. And yes, we are watching the weather closely!

### **Superintendent's Report**

- Superintendent Gendron distributed copies of the NWEA, DRA, and Future Growth student data sheets and discussed the results for SES students.
- He asked the School Committee to review the School website and bring any comments or suggestions they may have to the next School Committee meeting.
- He discussed the items that would be purchased under the \$150,342 CRF #2 Cares Act Grant. The grant must be spent or committed by the end of this calendar year and includes these purchases:
  - \$40,000 towards a second van
  - \$26,000 to refurbish the air filtration units that are 20 years old.
  - \$26,000 to replace 28 windows
  - \$10,000 for a digital sign at the front of the school
  - About \$17,000 for additional staff
  - \$8,250 for additional hours for the Superintendent
  - New iPads for Grade 1 and new laptops for Grades 2-5.
  - Superintendent Gendron asked if SPICE could take charge in making recommendations on the type, location and size of the sign. Time is of the essence so recommendations need to be made soon.
- He discussed early release day options for the remainder of the year, and recommended that Wednesday would be a half-day for students with an early release at noon. Wednesday afternoon would allow for a deep-cleaning of the school building, and any IT work that needs to be done. One option would be for a meeting-free Wednesday afternoon once a month to give teachers a chance to catch up on paperwork, etc. Several other options were discussed.
- Superintendent Gendron distributed a copy and commended Cathy Gerrish for her work preparing a perpetual To Do calendar. It will be reviewed monthly by the administrators.

### **Action Items**

- **Early Release**

A motion was made by Audrey Schoolcraft, seconded by Joe McMahon, to extend the half-day early release schedule through the end of the school year. Motion carried unanimously.

- **Appointment of Staff**

- A motion was made by Audrey Schoolcraft, seconded by Wendy Newcomb, to appoint Steven Randall as van driver. Motion carried unanimously.
- A motion was made by Donelle Allen, seconded by Joe McMahon, to appoint Lulu Doe as Part-time Custodian. Motion carried unanimously.

- **Revised School Calendar**

A motion was made by Audrey Schoolcraft, seconded by Joe McMahon, to approve the revised school calendar with Early Release Days on Wednesday for the remainder of the school year. Motion carried unanimously.

- Policies – Second Readings

A motion was made by Audrey Schoolcraft, seconded by Wendy Newcomb, to approve the following policies as a Second Reading: Motion carried unanimously

- 1) Job Description, File Code GAB
- 2) Personnel Records and Files, File Code GBJ
- 3) Professional Staff Hiring, File Code GCF
- 4) Employee Social Media Privacy, File Code GCFA
- 5) Professional Staff Assignments and Transfers, File Code GCK
- 6) School Volunteers, File Code IJOC
- 7) Employee Computer and Internet Use, File Code GCSA
- 8) Student Achievement/Evaluation of Student Proficiency, File Code IK
- 9) Grading and Reporting of Student Progress, File Code IKAB
- 10) Patriotic Exercises, File Code IMDA
- 11) Animals in School, File Code IMG
- 12) Service Animals in School, File Code IMGA
- 13) Child Sexual Abuse Prevention and Response, File Code JLFA
- 14) Managing Students with Food/Substance Allergies, File Code JLCEA
- 15) Guidelines for Management of Allergies or Medical Conditions Caused by Foods/Substantial/Scents, File Code JLCEA-R
- 16) Students with Allergies or Medical Conditions Caused by Foods/ Substances/Scents, File Code JLCEA-F1
- 17) Severe Food Allergy, File Code JLCEA-F2
- 18) Medication Administration on School Field Trips, File Code JLCD-E

- Policies – First Readings

Affirmative Action Plan - There was discussion of the draft Affirmative Action Plan. The term “Superintendent” should be in lower case when a specific name is not referred to. There were questions raised about language on page 2 D (1), sections V and VI, page 7 VII-A job descriptions. A typo on Page 7, VII (B) should correct “it” to “or”. The Superintendent will review the plan and bring it back for further discussion at the next School Committee meeting.

Immunization of Students, File Code JLCB

A motion was made by Audrey Schoolcraft, seconded by Donelle Allen, to approve Immunization of Students, File Code JLCB, as a First Reading. Motion carried unanimously.

**Discussion Items**

There were none.

**Public Comments on Non-Agenda Items**

Wendy Newcomb reminded the School Committee of the November 7 Covid-19 memorial at the Veteran Park to remember Mainers who have lost their lives to the virus.

### **Information and Communication Items**

#### **Future Meetings**

- School Committee Meeting, November 17, 2020 – 6:30 p.m.

### **Adjournment**

A motion was made by Donelle Allen, seconded by Wendy Newcomb, to adjourn. Motion carried unanimously.

The meeting adjourned at 8:05 p.m.

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Secretary

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Date Approved