

**Sebago School Department  
School Committee Meeting  
December 15, 2020**

There was a Regular Meeting of the Sebago School Committee on Tuesday, December 15, 2020 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 present in person – Tina Vanasse, Audrey Schoolcraft, and Joseph McMahon. School committee members Wendy Newcomb 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 Superintendent Marc Gendron, Principal Kirsten Goff, Secretary Allen Crabtree, Chris Balchunas, and Randa Viitala.

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.

**Pledge of Allegiance**

**Agenda Adjustments**

There were none.

**Minutes**

A motion was made by Audrey Schoolcraft, seconded by Donelle Allen, to approve the Minutes from the November 17, 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** – Principal Goff reported on the food service program. The school received a donation of fresh fish which was cooked up for lunch and the students were very appreciative. The new stove and refrigerator are working well. With the recent power outage \$89 in food was lost in the freezer. Hopefully, when the generator is installed that will no longer be a problem with future power outages.

## Superintendent's Report

- **Grant Update** – Generator grant for \$36,000 has been approved and plans are being drawn up for purchase. \$83,000 has been received for replacement of windows and doors, flooring work, and the salary for the remote learning teacher through the end of the school year. SES has received a total of \$416,000 in grants so far.
- **Update on Emergency Days – School Days** – In the event of snow days when SES will be closed, students will do remote learning. Teachers have prepared plans for 2 days of remote learning, with teaching materials and packs. Remote learning on these days will mean that no days will be lost.
- **Damage Report** – There was a power outage during the recent storm and lost \$89 in food when the freezer was off. We also had a day with no water, and found that the well pump regulator had failed and needed to be replaced.
- **Insulation – Part 1** – There is a recall on the internet wiring which will be replaced before the insulation of the upstairs can proceed.
- **Budget Schedule** – Superintendent Gendron has talked with the Sebago Town Manager about the 2021-2022 school budget. Budget workshops will be held on February 23 and March 9. The School Budget Committee Public Hearing is scheduled for May 25. Superintendent Gendron will meet with the Sebago Board of Selectmen on April 6. The Budget Referendum Vote will be on June 8.
- **Reopening Committee Update** – Superintendent Gendron explained the CDC requirements for transporting students on school buses. Buses must have two windows open when temperatures are above 10 degrees F. Windows may be closed when the temperature is below 10 degrees or on stormy weather days.
- **Covid Testing Update** – Three students have been tested since Thanksgiving and all three were negative.

## Principal's Report

- **Holly Jolly Helpers** – Thirty (30) children in town have signed up.
- **Penny War** - We raised \$344.50 from the Penny War. A HUGE thank you goes out to the community for their generosity. Along with monetary donations and families being "adopted", we have had several bikes purchased and three American Girl dolls donated!
- I'd also like to thank Morgan Therriault, Amy Sweetser, and Cassie Winslow for shopping and wrapping for all of the kids.

- **Math Camp** - We will continue math camp after the holiday break beginning January 20th for four weeks with a smaller group of students. During Math Camp, students participate in multiple stations. It is well attended and kids really enjoy it.
- Report cards went home on the December 11.
- Additional Schoolstore.com fundraiser funds:
  - PK - \$40
  - K - \$40
  - 2nd - \$30
  - Remote - \$60
- We have been so safe here at school that we received a rebate from MSMA on our Worker's Comp Insurance of \$999!

### **Action Items**

- **Bus Policy** – A motion was made by Joe McMahon, seconded by Audrey Schoolcraft, to adopt the plan for transporting students on school buses. When temperatures are 10 degrees F or above two windows will be open on each bus, and when temperatures are below 10 degrees or in inclement weather windows may be closed. 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 Audrey Schoolcraft, seconded by Joseph McMahon, to approve the Affirmative Action Plan as a second reading. 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 Readings**

- **AC – Nondiscrimination/Equal Opportunity and Affirmative Action**

A motion was made by Audrey Schoolcraft, seconded by Joseph McMahon, to approve the First Reading of Policy AC. 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.

- **ACA – Gender Neutral Language**

Donelle Allen asked that there be a further definition of “other discriminatory language” and the policy be revised and brought back for the Second Reading. A motion was made by Audrey Schoolcraft, seconded by Joseph McMahon, to approve the First Reading of Policy ACA pending further 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.

- **ACAA – Harassment and Sexual Harassment of Students**

A motion was made by Audrey Schoolcraft, seconded by Donelle Allen, to approve the First Reading of Policy ACAA. 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.

- **ACAA – R - Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures**

Donelle Allen noted that there were notes in the draft policy, on pages 1, 6, and 11 that need to be removed prior to the final adoption of this policy. There was discussion over D. Appeals, on page 6 – Audrey Schoolcraft suggested that appeals should be left to the Superintendent and not referred to the School Committee. Wendy Newcomb, Tina Vanasse, and Joseph McMahon all expressed the opinion that the Superintendent was the appropriate appeals level. Superintendent Gendron felt that additional review of the policy would be appropriate and suggested that it be tabled to allow more time for a review and changes as appropriate.

A motion was made by Donelle Allen, seconded by Wendy Newcomb, to table the policy. 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.

- **ACAB – Harassment and Sexual Harassment of School Employees**

A motion was made by Joseph McMahon, seconded by Audrey Schoolcraft, to approve the First Reading of Policy ACAB. 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.

- **ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures**

Tina Vanasse suggested that the “preponderance of evidence” mentioned on page 12, paragraph 4, needs definition. The same concerns that were raised with ACAA-R are of concern in ACAB-R. Tina Vanasse also raised concerns over the appeal language on page 11 – G.

A motion was made by Audrey Schoolcraft, seconded by Joseph McMahon, to table policy ACAB-R. 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.

- **GBEB – Staff Conduct with Students**

Donelle Allen wanted to know if this policy applied outside school. Principal Goff said no, it does not. A motion was made by Joseph McMahon, seconded by Audrey Schoolcraft, to approve the First Reading of Policy GBEB. There was a roll call

Sebago School Committee Meeting Minutes – December 15, 2020                      Page 4

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

- **GCE – Substitute Teachers**

A motion was made by Joseph McMahon, seconded by Audrey Schoolcraft, to approve the Substitute Teacher policy, File Code GCE, as a first reading. 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.

- **GAB - Job Description, Affirmative Action Officer/Title IX Coordinator**

Principal Goff would like to change the term “administrative experience” to “leadership experience” when mentioned in the policy. A motion was made by Audrey Schoolcraft, seconded by Joseph McMahon, to approve the Affirmative Action Officer/Title IX Coordinator job description, as a first reading with suggested changes. 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 Angela Nilles as Remote Learning Teacher from January 1 through June 30, 2020**

A motion was made by Audrey Schoolcraft, seconded by Donelle Allen, to approve the hiring of Angela Nilles as Remote Learning Teacher from January 1 through June 30, 2020. 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 Items**

There was discussion of the MSAD #61 Board meetings.

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

There were none.

### **Information and Communication Items**

- **Attendance at MSAD 61 School Board Meetings** – The Sebago School Committee members will attend the following MSAD #61 School Board meetings:
  - March 8 – Donelle Allen
  - April 26 – Wendy Newcomb
- **Future Meetings**
  - 1) School Committee Meeting, February 23, 2021, 6:30 p.m.

### **Adjournment**

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

The meeting adjourned at 7:55 p.m.

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Secretary

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Date Approved