

South Portland School Department Open Enrollment Meeting Schedule

| Date | Time | Building | Location |
|-------------------------|------------------|----------|---------------|
| Tuesday, May 4, 2021 | 7:45-8:45am | Skillin | Art Room |
| Tuesday, May 4, 2021 | 3:00-4:00pm | VIRTUAL | VIRTUAL |
| Thursday, May 6, 2021 | 11:30am-12:30pm | Memorial | Conference Rm |
| Friday, May 7, 2021 | 8:00-9:00am | VIRTUAL | VIRTUAL |
| Friday, May 7, 2021 | 1:30-2:30pm | SPHS | Library |
| Monday, May 10, 2021 | 3:00-4:00pm | Brown | Library |
| Wednesday, May 12, 2021 | 11:30am-1:00pm | VIRTUAL | VIRTUAL |
| Thursday, May 13, 2021 | 3:15-4:15pm | Small | Art Room |
| Friday, May 14, 2021 | 7:00-8:30am | VIRTUAL | VIRTUAL |
| Monday, May 17, 2021 | 11:00am - 1:00pm | VIRTUAL | VIRTUAL |
| Tuesday, May 18, 2021 | 1:30-2:30pm | SPHS | Library |
| Wednesday, May 19, 2021 | 7:00-9:00am | VIRTUAL | VIRTUAL |
| Friday, May 21, 2021 | 11:30am-1:00pm | VIRTUAL | VIRTUAL |
| Monday, May 24, 2021 | 9:00am - 3:00pm | VIRTUAL | VIRTUAL |

Open enrollment meetings are for those employees who:

- Prefer “live” help filling out forms.
- Want to have independently completed forms reviewed for accuracy and /or hand them in, in person, rather than through interoffice mail.
- Have a need to have one or a few questions answered.*

Employees from any bargaining group and any school are welcome to attend any meeting.

Please note the meetings are for issues regarding medical insurance, dental insurance, flexible spending accounts, the in lieu of, and the premium-only plan. Questions regarding other benefits or issues should be addressed independently.

**Employees are welcome to call or email with questions in addition to attending a meeting. However, it should be noted that while all attempts will be made to answer inquiries in a timely fashion, due to the volume of inquiries that are typical during open enrollment, you are best advised to attend a meeting.*