

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Monday, December 6, 2021 ~ 6:00 pm**

Note: This is a combination VIRTUAL and in-person meeting, with members attending via Zoom Video Conferencing and in-person.

Members present: Don Jamison, Jonathan Mapes, John Roux, Amy Sevigny

Student Reps present: Grace Davie

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Bethany Lambert, Director of Curriculum  
Cheryl Fournier, Business Administrator

A. Call to Order Time: 6:07 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes

1. Monday, November 15, 2021, Regular Meeting, 6 pm

Motion by Mr. Jamison: **To approve the minutes as presented.**

Motion seconded by Mr. Mapes. Motion carried 3 – 0 – 1 (Mr. Roux did not attend 11/15/21 meeting)

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Projects

i. SMS

- Sewer Backup

1. Bathroom toilet was repaired; determination was that the issue was a result of paper towels and sanitary products not structural integrity.

ii. SHS/SRTC

- Air handling meeting was held on 12/1/2021 and 12/2/2021 to discuss:

1. On-going tripping issues with the air handling units; report to be issued by RFS (design team).
2. Subcontractor involvement.
3. Problem resolution.
4. Next steps.

2. SHS/SRTC Scheduling Advisory Committee

## Sanford School Committee Meeting Agenda

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### 12.6.21

- i. Meeting was held on 11/30/21
    1. Meeting focused on AP courses and graduation requirements
  - ii. Next meeting will be held 12/14/21
    1. Topic focus will be the skinny block
3. Sanford Performing Arts Committee
- i. Winter Band and Choral concert to be held on December 8, 2021 was highlighted

#### H. Superintendent's Report

1. Performance by the SHS Chorus
  - i. Recorded performance was enjoyed by the School Committee.
2. Student Representative Reports (Grace Davie)
  - i. Highlighted the upcoming Winter concert. Tickets are free but limited due to COVID.
  - ii. Noted that the club auditions would be held next Monday for the spring musical Mama Mia.
  - iii. Recapped that a student performer was featured in a news article about the Nutcracker performance; Nutcracker event is scheduled this weekend at 2 pm and 7 pm.
  - iv. Updated the School Committee that the School Backpack program "Boxes for Joy" was coming to a close; working with the counselors positively impacted deliveries to go directly to the families.
3. Sanford School Department Safe Return to School and Continuity of Instruction Plan 2021-2022 Update
  1. Superintendent Nelson reviewed current COVID-19 statistics.
    - i. York County community transmission remains high, Sanford student and staff vaccination rates are slowly increasing as are pooled testing numbers.
    - ii. Positivity rate was at 11.01%.
    - iii. Maine Labor Board met last week; no update yet in terms of deciding requirements for staff vaccinations. Once established, there will be 30 days to adhere.
    - iv. DHHS suspended reporting staff vaccinations.
    - v. Subs are needed; working with EdTechs and Teachers to cover. Not all absences are COVID related.
4. Field Trips
  - i. SRTC SkillsUSA State Officer Meetings in Bangor on 12/03/2021 – 12/04/2021
5. Winter Athletics
  - i. Winter athletic season has kicked off. Sports guidelines have been presented on the use of masks, vaccinations, pool testing and locker room time limits; spectator capacity is not being regulated for home contests – tickets are \$5.00 for adults and \$2.00 for Students and Seniors. Concessions will be provided as no outside food will be permitted.
    1. Some teams and facilities may have different guidelines which will be considered and reviewed.

## Sanford School Committee Meeting Agenda

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12.6.21

2. First countable game kicks off this upcoming Friday. The teams were wished good luck.

6. Positive News for 12.6.21 was presented and reviewed.

### I. Directors' Report

a. Director of Curriculum– Beth Lambert

i. NWEA Update

This presentation covered the following items:

- History (20-year assessment program)
- NWEA assess Common Core Standards; Maine State standards are based on common core standards but do not align exactly.
- Covers grades K – 11.
- Grades 3, 8 11 are mandatory.
- Reports provide scores for each skill area to determine strengths, areas to improve and overall scores.
  - Information about the instructional level of the student.
  - A road map for students towards achieving mastery.
- Not a test for determining mastery of skills.
- Scores – were reviewed:
  - All 3 elementary school were consistent in findings.
  - Scores are compared nationally.
  - Regress in scores was expected.
  - Meet students where they are and supported them in gaining a years' worth of growth was the goal.
  - Student sliding down as getting older; no motivation or focus. Goal is to see growth in the Spring.
  - These scores will help in planning budgets for the fall.
  - Job to keep in proper perspective; great growth meter.

### J. New Business

1. Appointment of Student Rep(s) – Steve Bussiere

(Interviews for Student Representative held during Executive Sessions prior to this meeting)

Motion by Mr. Jamison: **To approve John Paul Alexandre as Student Representative.**

Motion seconded by Ms. Sevigny. Motion carried 4 – 0

2. October 2021 Financials – Cheryl Fournier

Motion by Mr. Jamison: **To approve the October 2021 financials as presented.**

Motion seconded by Ms. Sevigny. Motion carried 4 – 0

3. Reallocation of ESSER Funds for transportation to be used for an Employee Retention Initiative to recognize employees for keeping students in-person learning 5 days a week for the 2021-2022 school year (to date) during COVID-19 and a shortage of substitutes and staffing challenges.

Motion by Mr. Jamison: **To approve Employee Retention Initiative Proposal as presented.**

Motion seconded by Ms. Sevigny. Motion carried 4 – 0

4. Legacy Naming Rights – Matt Nelson

## Sanford School Committee Meeting Agenda

### 12.6.21

Motion by Mr. Jamison: **To approve Weirs Collision Center request for lifetime naming rights for the Automotive Collision Repair Lab at SHS/SRTC for the sum of \$25,000.00.**

Motion seconded by Mr. Roux. Motion carried 3 – 1 (Mapes)

#### K. Old Business None

#### L. Resignations

1. Superintendent Nelson will announce the following resignations:

Merrill, Jennifer	Special Education ETII	CJL		Eff. 11/26/2021
Castle, Sarah	Special Education Resource Room K-2	Pride		Eff. 12/10/2021

#### M. Staff Appointments

1. Superintendent Nelson will announce the following appointments:

Smith, Sherry	Special Education ETII	CJL	Replacement	Eff. 11/29/2021
Beaudoin, Jeffrey	Custodian, 2 <sup>nd</sup> shift	SHS	Replacement	TBD
Levasseur, Peg	Special Project Manager	SRTC	Replacement	TBD

2. Superintendent Nelson will announce the following winter coaching appointments:

Gendron, Keith	Gr 8 Boys Basketball	Replacement	Eff. 11/18/2021
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#### N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Boucher, Beverly	Custodian, 2 <sup>nd</sup> shift	SHS	SMS	Eff. 12/6/2021
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#### O. Staff Nominations

Grass, Lauren	Gr 1 Teacher	Pride	Replacement	11/29/2021
Dore, Sonia	ET1	CJL	Replacement	TBD
MacIntyre, Megan	Foodservice personnel	SHS	Replacement	11/15/2021
Spencer, Kathy	First Grade Literacy Ed. Tech	MCS	Replacement	12/06/2021

#### P. Policies and Procedures - Updated policies

1. First Reading – **Nondiscrimination/Equal Opportunity and Affirmative Action Policy – AC** (Last Updated August 2020)

Motion by Mr. Jamison: **To accept the Nondiscrimination/Equal Opportunity and Affirmative Action Policy – AC policy as presented.**

Motion seconded by Mr. Roux. Motion carried 4 - 0

## Sanford School Committee Meeting Agenda

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### 12.6.21

2. First Reading – **Harassment and Sexual Harassment of School Employees Policy – ACAB** (Last Updated August 2020)  
Motion by Mr. Jamison: **To accept the Harassment and Sexual Harassment of School Employees Policy – ACAB as presented.**  
Motion seconded by Mr. Mapes. Motion carried 4 - 0
  
3. First Reading – **Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure - ACAB-R** (Last Updated August 2020)  
Motion by Mr. Jamison: **To accept the Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure - ACAB-R as presented.**  
Motion seconded by Ms. Sevigny. Motion carried 4 - 0
  
4. First Reading – **Recruiting and Hiring Administrative Staff Policy - GCFB** (Last Updated April 2016)  
Motion by Mr. Jamison: **To accept the Recruiting and Hiring Administrative Staff Policy - GCFB as presented.**  
Motion seconded by Mr. Roux. Motion carried 4 – 0

#### Q. Items for Future Agenda(s)

1. Status of Acton School Extension Contract; no action taken at this time.

#### R. Calendar Announcements

Wednesday, December 8, 2021	Winter Concert	7:00 pm	Sanford High School
Wednesday, December 15, 2021	MSMA Workshop	4:00 pm	<i>Venue: TBD, In-person</i>
Monday, December 20, 2021	School Committee Regular Meeting	6:00 pm	<i>Tentative: City Council Chambers and via Zoom</i>

#### S. Adjournment

Motion by Mr. Roux: **To adjourn regular meeting at 7:50 pm.**  
Motion seconded by Ms. Sevigny Motion carried 4 – 0

Respectfully submitted,

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Don Jamison, School Committee Chair

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Matt Nelson, Superintendent

1.

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES – EXECUTIVE SESSION  
Monday, December 6, 2021 ~ 5:30 pm**

Note: Meeting was held in the Superintendent's Conference Room, 2<sup>nd</sup> Floor, City Hall Annex

Members present: Don Jamison, Jonathan Mapes, John Roux, Amy Sevigny

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Cheryl Fournier, Business Manager

Guests present: Student

A. Call to Order Time: 5:30 pm

B. Executive Session Student Rep Interviews

1. Motion by Mr. Jamison: **To enter Executive Session to interview candidates for the position(s) of Sanford School Committee Student Representative pursuant to 1 MRSA § labor contract negotiations for the Sanford Custodial Unit – Maine Education Association pursuant to 1 MRSA §405(6)(A) at 5:32 pm.**

Motion seconded by Mr. Roux. Motion carried 4 to 0.

2. Motion by Mr. Jamison: **To exit Executive Session at 6:00 pm.**

Motion seconded by Mr. Roux. Motion carried 4 to 0.

**Public Session:**

C. Adjournment

Mr. Roux made a motion **to adjourn at 6:01 pm.**

Mr. Mapes seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

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Don Jamison, School Committee Chair



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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
EXECUTIVE SESSION  
Superintendent's Conference Room, 2<sup>nd</sup> Floor, City Hall Annex  
Monday, November 29, 2021 ~ 4:00 pm**

Note: This is an IN-PERSON meeting.

Members present: Don Jamison, Jonathan Mapes, John Roux, Paula Cote

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Joe Mastraccio, Assistant Principal  
Cecilia Siriani, Outreach

Guests present: Student, parent

A. Call to Order Time: 4:10 pm

B. Executive Session Student Matter

1. Motion by Mr. Jamison: **To enter Executive Session to consider disciplinary action for a student at Sanford Middle School pursuant to 1 MRSA §405(6)(B) at 4:11 pm.**  
Motion seconded by Mr. Roux. Motion carried 4 to 0.
  2. Motion by Mr. Jamison: **To exit Executive Session 4:54 pm.**  
Motion seconded by Mr. Roux. Motion carried 4 to 0.
- Public Session:**

C. Adjournment

Mr. Jamison made a motion **to adjourn at 5:00 pm.**  
Mr. Roux seconded the motion. Motion carried 4 – 0.

**SANFORD SCHOOL DEPARTMENT  
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MINUTES  
EXECUTIVE SESSION  
Superintendent's Conference Room, 2<sup>nd</sup> Floor, City Hall Annex  
Monday, November 29, 2021 ~ 5:00 pm**

Note: This is an IN-PERSON meeting.

Members present: Don Jamison, Jonathan Mapes, John Roux, Paula Cote

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Matt Petermann, SHS Principal  
Troy Watts, SHS Assistant Principal  
Paul Goldsmith, SRO  
Cecilia Siriani, Outreach

Guests present: Student, parent

A. Call to Order Time: 5:18 pm

B. Executive Session Student Matter

1. Motion by Mr. Jamison: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA §405(6)(B) at 5:19 pm.**  
Motion seconded by Mr. Roux. Motion carried 4 to 0. 2.
2. Motion by Mr. Jamison: **To exit Executive Session at 6:04 pm.**  
Motion seconded by Mr. Roux. Motion carried 4 to 0.  
**Public Session:**

C. Adjournment

Mr. Jamison made a motion to adjourn at 5:00 pm.  
Mr. Roux seconded the motion. Motion carried 4 – 0