

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING MINUTES
City Council Chambers, 3rd Floor, City Hall Annex
Monday, December 20, 2021 ~ 6:00 pm**

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

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

Student Reps present: John Paul Alexandre

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

A. Call to Order Time: 6:11 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes

1. Monday, December 6, 2021, Regular Meeting, 6 pm
2. Monday, December 6, 2021, Executive Session, 5:30 pm
3. Monday, November 29, 2021, Executive Session, 4 pm
4. Monday, November 29, 2021, Executive Session, 5 pm

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

Motion seconded by Mr. Mapes. Motion carried 5-0.

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Projects
 - i. Arbitration Hearing Recap
 1. Supt. Nelson attended an all day, in-person construction arbitration hearing on Thurs., Dec. 16th and via Zoom on Fri., Dec. 17th.
 - a. Issues discussed were:
 - i. Expansion Loops
 - ii. Dust Collection System
 - iii. Retainage

Legal counsel felt that it went well. All parties will file their written arguments by Wed., Dec. 29th; the arbitrator's decision is final and will probably be made by mid-January.

Sanford School Committee Meeting Minutes

12.20.21

- ii. Air Handling Tripping issues continue at the SHS and SRTC. This issue will require on-site personnel to troubleshoot and figure out what needs changed to correct the problems.
 - iii. CMS and CES Final Requisitions
 - 1. Remaining item, Gym Floor, scheduled for this December's break.
 - 2. Final Lien releases are needed from all subcontractors for both jobs before requisitions are signed and final payment is issued.
 - 3. Waiting for confirmation that all closeout documents and punch lists are complete.
2. SHS/SRTC Scheduling Advisory Committee
- i. Meeting was held on Tue., Dec. 14th
 - 1. Meeting focused on new Skinny Block that replaced 5th block.
 - ii. Next meeting, Jan. 10th at 2:30 pm in the Sanford Performing Arts Center. Topic will be:
 - 1. Finish the Skinny Block discussion;
 - 2. Sports/After School Activities Impact on Schedule;
 - 3. Options for Classes/Credits Outside the Schedule;
 - 4. What's Wrong w/Current Schedule;
 - 5. What Works Well w/Current Schedule; and
 - 6. Other Schedule Options.
3. Sanford Performing Arts Committee
- i. The Sanford Performing Arts Center is open for business.
 - ii. Holiday concerts at SMS and SHS were very successful. (Video recordings are available to enjoy on WSSR-TV.)
 - iii. Supt. Nelson thanked the Maintenance and Custodial staff for their hard work removing the snow on Dec. 19th for the show.

H. Superintendent's Report

- 1. Recognition:
 - i. Supt. Nelson on behalf of the Sanford School Department and Sanford School Committee recognized:
 - A. Don Jamison – Service to the School Committee
 - B. Liz Dudgeon – Executive Administrative Assistant to Superintendent / Assistant Superintendent
- 2. Michael Bartner, ReVision Energy made a presentation to the School Committee titled “Maine School Solar, An Introduction to the Net Energy Billing Credit Program”. Presentation covered:
 - i. A review of LD 1711, which passed in 2019, enabling municipalities, schools and businesses to use Net Energy Billing (NEB) credits for onsite and offsite large commercial projects.
 - ii. An overview of how the NEB program works and the savings achieved with offsite solar.
 - iii. Examples of projects already in place.

The Committee agreed that discussions will continue.

- 3. Student Representative Reports –
 - i. John Paul Alexandre

Sanford School Committee Meeting Minutes

12.20.21

1. Updated the Committee on SHS Grad projects and fundraisers.

4. Sanford School Department Safe Return to School and Continuity of Instruction Plan 2021-2022 Update
 - i. Supt. Nelson reviewed current COVID-19 statistics.
 1. York County transmission remains high;
 2. The highest case rate yet is being reported with a positivity rate at 12.21%;
 3. Five (5) Sanford Schools remain in Outbreak status;
 4. New hospital admissions are the highest as seen yet;
 5. There is an 85% overall Vaccination Rate as of 11/9/21; with Sanford School vaccination rates are running parallel to the overall rate.
 6. The United States Sixth Circuit Court of Appeals dissolved the hold on mandatory vaccination that was put into place by the United States Fifth Circuit Court of Appeals.
 7. It is anticipated that the Maine Board of Occupational Safety and Health (BOSH) will meet to vote on State standards for compliance with the OSHA Vaccine mandate. Every effort will be made to continue to work closely with the Department of Labor to provide updated timelines and guidance as it becomes available.
 - ii. Pool Testing Signups for students and staff numbers were updated.
 - iii. United States CDC issued new guidance and criteria on test to stay options for schools when responding to a positive case in a school setting MECDC will continue to review the current SOP.
 - iv. Letters dated Dec. 17th to Dr. Nirav Shah, MECDC and Jeanne M. Lambrew, Commissioner, Maine DHHS.
 1. Supt. Nelson sent the indicated letters with emphasis on the challenges that the Sanford School Department faces daily while attempting to operate our schools; such items covered were:
 - a. The constant threat of quarantines and shutdowns of our classrooms, schools, or entire districts.
 - b. An overwhelming lack of normalcy or conventional structure to the day, week, month, and school year due to these constant, yet sporadic interruptions.
 - c. The short-term and long-term effects of these constant and unpredictable disruptions upon our students' and staffs' mental health as well as our school culture and climate.
 - d. The inability to provide or implement predictable daily patterns that support the learning process and help our students work to their potential while establishing positive study/work habits that will prepare for them for life beyond high school.
 - e. School climates that are constantly undermined by a pervasive sense of uncertainty, and insecurity.
 - f. The cancelation of social events, sporting events and traditions that support the culture of our schools and provide a sense of normalcy for our students and the community at large.

Sanford School Committee Meeting Minutes

12.20.21

- g. The strain that the logistics of these constant changes impose on every aspect of a working school district.
 - h. The financial strain on districts as we wrestle with the challenge of staffing shortages, and the last-minute shuffling of resources when pivoting from one COVID scenario to another.
 - i. A growing animosity and mistrust from students and parents towards the school district due to the lack of predictability, structure and support that schools inherently provide for kids, families and, in turn, communities.
2. Supt. Nelson further highlighted that contact tracing and quarantining of close contacts is keeping healthy students out of school. Measures have created a crisis of their own:
- i. Current contact tracing/quarantining requirements are not feasible and taking up valuable administrator and nursing hours;
 - ii. No other entities in Maine are engaged in contact tracing; and
 - iii. Healthy students are being forced to miss school for extended periods of time.
 - iv. This no longer feels ethically or educationally sound. Schools are some of the safest places in our communities.
5. Contract with Acton Update
- i. Business Mgrs. from Acton and Sanford to meet for a preliminary review.
 - ii. The next steps are:
 - 1. Business Mgrs. to share information with Superintendents;
 - 2. Superintendents from both schools to meet; and
 - 3. The establishment of a subcommittee involving School Committee Members from both schools.
6. Positive News for 12.20.21

I. Directors' Reports

- 1. Steve Bussiere –
 - i. Transportation Update
 - 1. Ledgemere, the Sanford School bus company, is hiring more new drivers.
 - 2. There are plans to have an activity bus start in Jan. to service both the SMS and SHS.
 - ii. Immunization Compliance
 - 1. School nurses continue to work with families to bring students in compliance with Maine's new immunization law.
 - iii. Pre-K Expansion Grant
 - 1. Preliminary approval has been received.

J. New Business

- 1. Contract – Superintendent of Schools
 Motion by Mr. Jamison: **To extend the Superintendent of School's contract through the 2024 – 2025 school year as presented.**
 Motion seconded by Ms. Sevigny. Motion carried 5 to 0.

Sanford School Committee Meeting Minutes

12.20.21

2. Contract – Assistant Superintendent of Schools
Motion by Mr. Jamison: **To extend the Superintendent of School's contract through the 2024 – 2025 school year as presented.**
Motion seconded by Ms. Sevigny. Motion carried 5 to 0.

3. 2022-2023 School Committee Budget Calendar
Motion by Mr. Jamison: **To approve the proposed 2022-2023 School Committee budget calendar as presented.**
Motion seconded by Mrs. Cote. Motion carried 5 to 0.

K. Old Business None

L. Resignations

1. Superintendent Nelson will announce the following resignations:

Jeanne MacDonald-Johnson	College and Career Advisor	Adult Ed	Tentative 1/3/2022
Beverley Boucher	2 nd Shift Custodian	SMS	12/9/2021
Andrea Elie	2 nd Shift Custodian	MCS/SMS	Never started

M. Staff Appointments

1. Superintendent Nelson will announce the following appointments:

Amber Cantin	ETII Resource Room	SMS	ESSER/COVID	TBD
Patrick Lyons	3 rd Shift Custodian	SHS/SRTC	Replacement	TBD
Sherry Smith	ETII	CJL	Replacement	TBD

2. Superintendent Nelson will announce the following Schedule C.1 appointments:

Brett Williams	Drama/Musical Director	SHS	Spring
Kristie Baker	Drama/Musical Director	SHS	Spring

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

Brent Coleman	Wrestling Coach	SMS	Replacement	Effective 2022
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N. Staff Transfers

1. Superintendent Nelson will announce the following transfers: None

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O. Staff Nominations

1. Superintendent Nelson will nominate the following professional staff for probationary contract:

Eileen Glaude	Resource Room Teacher	Pride	Replacement	1/3/2022
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Motion by Mr. Jamison: **To accept the nomination of Eileen Glaude for probationary contract effective 1/3/2022.**

Sanford School Committee Meeting Minutes

12.20.21

Motion seconded by Mrs. Cote. Motion carried 5 to 0.

P. Policies and Procedures - Updated policies

1. Second Reading – **Nondiscrimination/Equal Opportunity and Affirmative Action Policy – AC** (Last Updated August 2020)
Motion by Mr. Jamison: **To approve the Nondiscrimination/Equal Opportunity and Affirmative Action Policy – AC policy as written.**
Motion seconded by Mrs. Cote. Motion carried 5 – 0

2. Second Reading – **Harassment and Sexual Harassment of School Employees Policy – ACAB** (Last Updated August 2020)
Motion by Mr. Jamison: **To approve the Harassment and Sexual Harassment of School Employees Policy – ACAB as written.**
Motion seconded by Mrs. Cote. Motion carried 5 – 0

3. Second Reading – **Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure - ACAB-R** (Last Updated August 2020)
Motion by Mr. Jamison: **To approve the Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure - ACAB-R as written.**
Motion seconded by Mrs. Cote. Motion carried 5 – 0

4. Second Reading – **Recruiting and Hiring Administrative Staff Policy - GCFB** (Last Updated April 2016)
Motion by Mr. Jamison: **To approve the Recruiting and Hiring Administrative Staff Policy - GCFB as written.**
Motion seconded by Mr. Roux. Motion carried 5 – 0

Q. Items for Future Agenda(s) None

R. Calendar Announcements

Monday, January 3, 2022	Executive Session – Student Disciplinary Hearing	4:00 pm	<i>Superintendents Conference Room</i>
Monday, January 3, 2022	School Committee Workshop – Review of 2020-2021 Sanford School Department Financial Audit	5:00 pm	<i>Superintendents Conference Room</i>
Monday, January 3, 2022	School Committee Regular Meeting – Elections of Chair, Vice Chair; Standing Committee Appointments; and 2020-2021 Financial Audit	6:00 pm	City Council Chambers and via Zoom
Tuesday, January 4, 2022	Insurance Committee Meeting – Review of health care options	3:00 pm	<i>Superintendents Conference Room</i>

S. Adjournment

Motion by Mr. Jamison: **To adjourn regular meeting at 7:35 pm.**

Motion seconded by Mr. Roux. Motion carried 5 – 0

Sanford School Committee Meeting Minutes

12.20.21

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
EXECUTIVE SESSION
MINUTES

Central Office Conference Room, 2nd Floor, City Hall Annex – Sanford, Maine
Monday, December 20, 2021 ~ 5:00 pm

Note: This is an IN-PERSON meeting.

Pursuant to Federal and State Guidelines to address widespread transmission of the COVID-19 Delta variant, **all in-person attendees will be asked to wear masks regardless of vaccination status.**

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

Staff present: Matt Nelson, Superintendent

A. Call to Order Time: 5:20 pm

B. Executive Session Evaluation of Superintendent

1. Motion by Mr. Jamison: **To enter Executive Session to consider the evaluation of the Superintendent of Schools pursuant to 1 MRSA § 405(6)(A) at 5:20 pm.**

Motion seconded by Mr. Roux. Motion carried 5 to 0.

2. Motion by Mr. Jamison: **To exit Executive Session at 6:03 pm.**

Motion seconded by Mr. Roux. Motion carried 5 to 0.

C. Adjournment

Mr. Jamison made a motion **to adjourn at 6:03 pm.**

Mr. Roux seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING AGENDA
EXECUTIVE SESSION
Superintendent's Conference Room, 2nd Floor, City Hall Annex
Monday, December 20, 2021~4:00 pm**

Note: This is an IN-PERSON meeting.

Members present: Don Jamison, Jonathan Mapes, John Roux, Paula Cote, Amy Sevigny
Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Mike Bailey, Assistant Principal
Cecilia Siriani, Outreach

Guests present: Student, parents

A. Call to Order Time: 4:03 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 4:03 pm.**
Motion seconded by Mr. Roux. Motion carried 5 to 0.
2. Motion by Mr. Jamison: **To exit Executive Session at 5:04 pm.**
Motion seconded by Ms. Sevigny. Motion carried 5 to 0.
Public Session:
3. Motion by Mr. Jamison: **The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly, and engaging in infractions of the Sanford School Department's JICH Policy. The student's removal from school is necessary for the peace and usefulness of the school and as a result, the student will be SUSPENDED from school for a total of 70 days. The student will be permitted to return to school after serving a total of 70 days with 10 days initial suspension, and after meeting with the Building Principal prior to the end of this period of time. The Superintendent of Schools will provide the student and the student's parent(s) written notice of the Sanford School Committee's findings and conclusions.**
Motion seconded by Mr. Roux. Motion carried 5 to 0.

C. Adjournment

Mr. Jamison made a motion **to adjourn at 5:17 pm.**
Mr. Roux seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING AGENDA
EXECUTIVE SESSION
Superintendent's Conference Room, 2nd Floor, City Hall Annex
Monday, December 13, 2021~3:30 pm

Note: This is an IN-PERSON meeting.

Members present: Jonathan Mapes, John Roux, Paula Cote
 Staff present: Matt Nelson, Superintendent
 Steve Bussiere, Assistant Superintendent
 Mike Bailey, Assistant Principal
 Cecilia Siriani, Outreach

Guests present: Student, parent, and step-parent

A. Call to Order Time: 3:36 pm

B. Executive Session Student Matter

1. Motion by Mrs. Cote: **To enter Executive Session to consider disciplinary action for a student at Sanford Middle School pursuant to 1 MRSA § 405(6)(B) at 3:37 pm.**
 Motion seconded by Mr. Mapes. Motion carried 3 to 0.
2. Motion by Mr. Roux: **To exit Executive Session at 4:17 pm.**
 Motion seconded by Mr. Mapes. Motion carried 3 to 0.
Public Session:
3. Motion by Mrs. Cote: **The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly, and engaging in infractions of the Sanford School Department's JICH Policy. The student's removal from school is necessary for the peace and usefulness of the school and as a result, the student will be SUSPENDED from school for a total of 12 days. The student will be permitted to return to school after serving a total of 12 days with 10 days initial suspension, and after meeting with the Building Principal prior to the end of this period of time. The Superintendent of Schools will provide the student and the student's parent(s) written notice of the Sanford School Committee's findings and conclusions.**
 Motion seconded by Mrs. Cote. Motion carried 4 to 0.

C. Adjournment

Mrs. Paula Cote made a motion **to adjourn at 4:23 pm.**
 Mr. Roux seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent