

**SANFORD SCHOOL DEPARTMENT**  
**SANFORD SCHOOL COMMITTEE**  
**EXECUTIVE SESSION**  
**MINUTES**  
**Central Office, 2<sup>nd</sup> Floor, City Hall Annex**  
**Monday, January 3, 2022 ~ 4:00 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: Paula Cote, Jonathan Mapes, John Roux, Amy Sevigny, Jennifer Davie

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: 4:08 pm

**NOTE: Superintendent will call the Executive Session to order and preside since a School Committee Chair will not be elected until the Regular Meeting following at 6:00 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 4:08 pm.**  
 Motion seconded by Mr. Roux. Motion carried 5 to 0.
2. Motion by Mrs. Cote: **To exit Executive Session at 5:17 pm.**  
 Motion seconded by Mr. Roux. Motion carried 5 to 0.
3. Motion by Mr. Roux: **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 EXPELLED from school indefinitely. 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 along with the conditions for re-entry if expelled indefinitely.**  
 Motion seconded by: Mr. Mapes. Motion carried 5 to 0.

C. Adjournment

Mr. Roux made a motion **to adjourn at 5:26 pm.**  
 Mrs. Sevigny seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

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Paula Cote, School Committee Chair

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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
WORKSHOP/EXECUTIVE SESSION  
MINUTES  
Central Office, 2<sup>nd</sup> Floor, City Hall Annex  
Monday, January 3, 2022 ~ 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: Paula Cote, Jonathan Mapes, John Roux, Amy Sevigny, Jennifer Davie

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

Guests present: Christian Smith, WIPFLI

A. Call to Order Time: 5:28 pm

**NOTE: Superintendent calls meeting to order; School Committee Chair will be elected during the Regular Meeting at 6:00 pm**

B. Workshop 2020/2021 Audit Report – Christian Smith, WIPFLI

C. Adjournment  
**Recommendation:** to adjourn at 6:17 pm.

Respectfully submitted,

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Paula Cote, School Committee Chairperson

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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Monday, January 3, 2022 ~ 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:** Paula Cote, Jennifer Davie, Jonathan Mapes, John Roux, Amy Sevigny

**Student Reps present:** Grace Davie, John Paul Alexandre

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

**Time:**

Supt. Nelson called the meeting to order at 6:22 pm (the 2022 School Committee Chair was elected during the evening's Regular Meeting).

**A. Pledge of Allegiance**      **Said**

**B. Adjustments**

1. Motion by Mr. Roux: **To adjust the agenda to move New Business Items J.1.i Election of School Committee Chair, J.1.ii Election of School Committee Vice Chair, J.2 Appointments for Standing Committees and J.3 2020/2021 Audit Report forward.**  
Motion seconded by Mr. Roux. Motion carried 5 – 0.

**\*J. New Business (addressed out of order)**

1. Organizational Meeting, Election of Officers
  - i. Election of School Committee Chairperson  
Motion by Mr. Mapes: **To nominate Paula Cote as School Committee Chairperson.**  
Motion seconded by Mr. Roux.  
Motion by Mr. Roux: **To close nominations for School Committee Chairperson**  
Motion seconded by Mr. Mapes.  
Mrs. Paula Cote was elected as School Committee Chairperson by a vote of 5-0.
  - ii. Election of School Committee Vice-Chairperson  
Motion by Mr. Mapes: **To nominate Mrs. Amy Sevigny as School Committee Vice-Chairperson.**  
Motion seconded by Mr. Roux.  
Motion by Mr. Roux: **To close nominations for School Committee Vice-Chairperson**  
Motion seconded by Mr. Mapes.  
Mrs. Amy Sevigny was elected as School Committee Vice-Chairperson by a vote of 5-0.

## Sanford School Committee Meeting Agenda

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### 1.3.22

2. Appointments for Standing Committees
  - i. Mrs. Cote appointed the following Standing Committee representatives:
    - a. Adult Education (SCAE Advisory Committee): Mr. Mapes
    - b. Curriculum: Mrs. Cote/Mrs. Sevigny
    - c. Dropout Prevention: Mrs. Davie
    - d. Personnel: Mr. Roux/Mrs. Sevigny
    - e. Technical School (SRTC Advisory Committee): Mrs. Davie/Mrs. Sevigny
    - f. Facilities, Grounds, Safety and CIP: Mr. Mapes/Mr. Roux
    - g. Policy: Mrs. Cote
    - h. Building Committee: Mr. Mapes
    - i. Sanford Performing Arts Center Advisory Committee: Mrs. Cote
    - j. Wellness: Mrs. Sevigny
    - k. Legacy Foundation: Mrs. Sevigny
    - l. WSSR-TV Advisory Committee: Mrs. Cote/Mrs. Davie
    - m. SHS/SRTC Schedule Advisory Committee: Mrs. Cote/Mrs. Davie
  
3. 2020/2021 Audit Report – Cheryl Fournier, Business Administrator/Christian Smith, WIPFLI  
Motion by Mr. Roux: **To accept the [2020/2021 Audit Report](#) as presented.**  
Motion seconded by Mrs. Sevigny. Motion carried 5 – 0.

#### **D. Approval of Minutes (Attachment D)**

1. Mon., 12.20.21, Regular Meeting, 6 pm
  2. Mon., 12.20.21, Executive Session, 5 pm
  3. Mon., 12.20.21, Executive Session, 4 pm
  4. Mon., 12.13.21, Executive Session, 3:30 pm
- Motion by Mr. Mapes: **To accept the minutes as presented.**  
Motion seconded by Mr. Roux. Motion carried 4-0-1 (abstaining: Davie)

#### **E. Public Comments None**

#### **F. Communications**

1. Staff Thank you Cards for Employee Retention Initiative
2. Sanford Federation of Teachers Thank You ([Attachment F.2](#))

#### **G. Committee Reports**

1. SHS/SRTC Construction Update
  - i. Air Handling tripping issues are a priority –
    - a. Sensors being tripped may be relocated.
    - b. Control setup will need to be reviewed by vendor to verify startup sequences are implemented.
    - c. Changes to the System Order of Operations (SOO) scheduled; recap will be provided once done.
  - ii. Post arbitration briefs were submitted; Arbitrator's decision is expected in Jan.
  
2. SMS/SPE Construction Update
  - i. Required closeout documentation has been delivered.

## Sanford School Committee Meeting Agenda

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### 1.3.22

- ii. Verifying all open items have been completed.
- 3. SHS/SRTC Scheduling Advisory Committee Meeting Update
  - i. Next meeting, Mon., Jan. 10<sup>th</sup> at 2:30 pm, SHS Cafeteria
  - ii. Agenda:
    - 1. Wrap up Skinny Block discussion;
    - 2. Sports/After-School Activities Impact on Schedule;
    - 3. Options for Credits/Classes Outside SHS Schedule;
    - 4. What's Wrong w/Current Schedule;
    - 5. What Works Well w/Other Schedule; and
    - 6. Other Schedule Options.
- 4. Sanford Performing Arts Committee
  - i. Mrs. Cote recapped offerings and performances provided through the holidays. National Touring production of Turning Fifteen on the Road to Freedom performance on January 31st has been cancelled.
  - ii. Student Representative Grace Davie enjoyed the New Year's Eve concert that brought classic rock and an orchestra together.

## H. Superintendent's Report

- 1. Rise Award Update
  - i. SHS Ed Tech Melinda Williams, has been selected as one of 12 Maine state-level finalists; an official press announcement will be released in early Jan.
- 2. Student Representative Reports:
  - i. John Paul Alexandre enjoyed the snow day before the holiday break and believes the changes in the quarantining policies are good and helps get students back into school.
  - ii. Grace Davie commented that rehearsal for Spring performance are starting the next day and that finals were fast approaching. Reminded others to wear masks and that they as students need to remember to do everything they can to stay safe.
- 3. Sanford School Department Safe Return to School and Continuity of Instruction Plan 2021-2022 Update
  - i. Supt. Nelson reviewed the highpoints of this [letter](#) to the Committee plus:
    - a. US CDC prevention and ME CDC response guidance to follow;
    - b. Looking to reduce contract tracing burden;
    - c. Expected changes from the MDOE;
    - d. Masks/face coverings not going away; and
    - e. Winter Athletics' return to play protocols.
  - ii. OSHA Update
    - a. Rule citing organizations with 100 or more employees would be required to be fully vaccinated or have weekly testing is still in holding as the MEDOL has not met formally to adopt and the initiative is headed to court in early Jan.

## I. Directors' Reports None

## J. New Business

- 1. Organizational Meeting, Election of Officers – *heard out of order*
- 2. Organizational Meeting, Appointments for Standing Committees – *heard out of order*
- 3. 2020/2021 Audit Report – Cheryl Fournier, Business Administrator/Christian Smith, WIPFL ([Attachment J.3.](#)) – *heard out of order*

**Sanford School Committee Meeting Agenda**

**1.3.22**

4. November 2021 Financials – Cheryl Fournier ([Attachment J.4.](#))

Motion by Mr. Roux: **To approve the 11.30.21 Expenses and Reconciliation as presented.**  
 Motion seconded by Mr. Mapes. Motion carried 5 – 0.

**K. Old Business        None**

**L. Resignations**

1. Supt. Nelson will announce the following resignations:

Nicole Tibbetts	Head Custodian	MCS	Eff. 1/2/2022
Kimberlee Watson	English Teacher	SHS	Eff. 1/21/2022

**M. Staff Appointments None**

**N. Staff Transfers        None**

**O. Staff Nominations**

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

Lindsay Tibbetts	K-4 PE Teacher	MCS	Replacement	1/3/2022
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Motion by Mrs. Sevigny: **To approve the nomination of Lindsay Tibbetts as presented.**  
 Motion seconded by Mr. Roux. Motion carried 5 – 0.

**P. Policies and Procedures - Updated policies, Steve Bussiere ([Attachment P](#))**

1. First Reading – **Compulsory School Attendance Policy – JEA**
2. First Reading – **Truancy Policy – JHB (New Policy)**
3. First Reading – **Exclusions and Exemptions from School Attendance – JEG**
4. First Reading – **Home Schooling Policy - IHBGA**

Motion by Mrs. Sevigny: **To accept the first reading of Policy JEA, JHB and IHBGA and eliminate JEG as presented.**

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

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

**R. Calendar Announcements**

Mon., 1.24.22	<b>School Committee Budget Workshop:</b> Presentation of Overall School Budget by function and cost center: Articles 1-5.	4:00 pm - 6:30 pm	City Council Chambers and via Zoom
Mon., 1.24.22	<b>School Committee Regular Meeting</b>	6:30 pm	City Council Chambers and via Zoom

## Sanford School Committee Meeting Agenda

### 1.3.22

Wed., 1.26.22	<b>School Committee Budget Workshop:</b> If needed for Articles 1-5.	4:00 pm - 6:30 pm	City Council Chambers and via Zoom
Mon., 1.31.22	<b>School Committee Budget Workshop:</b> Articles 6-11	4:00 pm - 6:30 pm	City Council Chambers and via Zoom
Wed., 2.02.22	<b>School Committee Budget Workshop:</b> If needed for Articles 6-11, Bridge Program expansion	4:00 pm - 6:30 pm	City Council Chambers and via Zoom
Mon., 2.07.22	<b>School Committee Budget Workshop:</b> Review of overall school budget and discussion of potential revisions, Pre-K expansion.	4:00 pm - 6:30 pm	City Council Chambers and via Zoom
Mon., 2.07.22	<b>School Committee Regular Meeting</b>	6:30 pm	City Council Chambers and via Zoom
Wed., 2.09.22	<b>School Committee Budget Workshop:</b> Use of ESSER funds.	4:00 pm - 6:30 pm	City Council Chambers and via Zoom
Mon., 2.14.22	<b>School Committee Budget Workshop:</b> Finalize school budget.	4:00 pm - 6:30 pm	City Council Chambers and via Zoom
Wed., 2.16.22	<b>School Committee Budget Workshop:</b> If needed to finalize school budget.	4:00 pm - 6:30 pm	City Council Chambers and via Zoom
Mon., 2.28.22	<b>School Committee Regular Meeting:</b> Agenda including motion to adopt final 2022/2023 school budget.	4:00 pm – 6:30 pm	City Council Chambers and via Zoom

### S. Adjournment

Motion by Mr. Roux: **To adjourn Regular Meeting at 7:24 pm.**

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

Respectfully submitted,

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Paula Cote, School Committee Chairperson

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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
EMERGENCY MEETING MINUTES**  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Thursday, January 13, 2022 ~ **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: Paula Cote, Amy Sevigny (via Zoom), Jennifer Davie, Jonathan Mapes, John Roux

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Bethany Lambert, Director of Curriculum

A. Call to Order Time: 6:05 pm

B. Business Item: Discussion of the impact to the Sanford School Department due to the updated Standard Operating Procedures (SOP) from Maine CDC for Responding to a Positive COVID Case in Schools and the consideration of further recommendations and/or requirements.

C. Adjournment

Motion by Mrs. Cote: To adjourn Emergency Meeting at 7:00 pm.  
Motion seconded by Mr. Mapes: Motion carried 5-0.

Respectfully submitted,

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Paula Cote, School Committee Chairperson

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Matt Nelson, Superintendent