

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, October 17, 2016 ~ 6:00 pm**

Note: Meeting was held in City Council Chambers, 3rd Floor, City Hall Annex

Members present: Jon Mapes, John Roux, Scott Sheppard, Kendra Williams

Student Reps present: Summer Korpaczewski
Cole A. Jones

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Gwen Bedell, Business Administrator
Carol Baker-Roux, SJHS Teacher, Member of Performing Arts Committee (PAC)
Dee Ames, Elementary Teacher, Member of PAC
Paul Auger, SHS Teacher, Member of PAC
Allen Lampert, SCAE Director, Member of PAC

Guests present: Brent Williams, Member of PAC
Luke Lanigan, Member of PAC
Lorraine Masure, Member of PAC
Morton Gold, Member of PAC

Call to Order Time: 6:04 pm

A. Pledge of Allegiance Said

B. Adjustments
Mr. Sheppard made a motion **to move Item J.1. Performing Arts Group Presentation forward to be heard under Item G.1. i. Construction Updates/SHS/SRTC Project.**
Mr. Roux seconded the motion. Motion carried 4 - 0.

C. Approval of Minutes
1. October 3, 2016, Executive Session, 5:00 pm (Attachment D.1.)
2. October 3, 2016, Regular Meeting, 6:00 (Attachment D.2.)
Mr. Sheppard made a motion **to approve the minutes as presented.**
Mr. Roux seconded the motion. Motion carried 4 – 0.

D. Public Comments None

E. Communications
1. Maine College Transitions (MCT) continuation grant award (Attachment F.1.)

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F. Committee Reports

1. Construction Update
 - i. SHS/SRTC Project
 1. Performing Arts Committee presentation (**Added Attachment F.1.i.1.) Addressed out of order**
 - a. History of the Committee
 - b. Field trips to visit other facilities
 - c. Mission Statement created
 - d. Findings and recommendations
 - i. Honor the investment
 - ii. "Shared Treasure"
 - iii. Hit the ground running
 2. CBC meeting at 3:30 pm Thursday, October 20, 2016 at the site
 3. Auditorium walls are up; masons starting work on the locker room
 4. Met with CMP last week regarding location of back up generator
 5. Concession stand design – conference call regarding design and placement
 6. Power and communication conduit is being laid from Mayflower Place to the back of the new school
 7. Final bonding discussed – conference call with Gwen Bedell, Steve Buck and legal counsel Richard Stockmeyer
 8. Click here for [latest video](#)
 - ii. Elementary Projects
 1. Met with architect firm Harriman Associates on October 11, 2016; next meeting is scheduled for October 25, 2016
 2. Architect Dan Cecil from Harriman Associates is currently meeting with staff members from MCS, Lafayette, SJHS and Willard
 3. Additional meetings scheduled with Food Service Director Holly Hartley and Facilities Director Ty Pombriant
 4. Dan Cecil is currently developing Educational Specifications document for these projects
 5. Currently planning for a Straw Poll in November, 2016.

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G. Superintendent's Report

1. Student Representatives' Reports
 - i. Student representatives noted that many students are interested in seeing the current Class Rank system changed
 - ii. There was an assembly today about texting and driving
2. Field trips
 - i. SHS JMG students will be going to Rome, ME on October 19th and 20th for a Leadership Conference
3. Food service – leaves of absence
 - i. These are temporary reassignments being handled as leaves of absence until the new SHS/SRTC building opens in the fall of 2018
 1. Linda Stone will be on leave as the SHS Kitchen Manager while she works as the District Kitchen Manager
 2. Judy Belanger will be on leave as the MCS Kitchen Manager while she works as the SHS Kitchen Manager
4. Class Rank discussion
 - i. Superintendent Theoharides met with SHS Department Chairs today as they discussed different weightings assigned to College Prep, Honors, Advanced Placement and General classes. Click [here](#) for definitions as noted on page two of the Program of Studies
 - ii. Superintendent Theoharides is exploring alternative weighting options after reviewing the proposed class rank model and comparing it against the current model.
5. ACTEM
 - i. Superintendent Theoharides attended the ACTEM (technology) conference in August on October 13th with several staff members. Topic of interest was new technology being integrated into the classroom.
6. Administrator Evaluation Pilot Program
 - i. Superintendent Theoharides has met with each building principal to review professional practice self-assessments and staff surveys as part of setting professional practice goals. Each school has participated in annual NWEA testing in math and literacy. Results are being compiled district wide by school, grade level and classroom and will be used to set specific academic “growth” goals,
7. Weekly Newsletter
 - i. Click [here](#) for the latest Weekly Newsletter. Please note the article from Career Planning Coordinator Susan Williams regarding 125 SRTC students earning over 550 college credits!

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H. Directors' Reports

1. Business Administrator Gwen Bedell
 - i. City will be seeking another Bond Anticipation Note (BAN) for \$10 million to get to the final bonding date of January 20, 2017 for \$100,700 million.
 1. Principal payments will start during the 2018/2019 school year.
2. Assistant Superintendent Matt Nelson
 - i. Substitute teachers
 - ii. Flu clinics
 1. Clinics were held during the last week of September
 2. Appreciation to school nurses and other staff for their assistance
 3. More than 400 students and 100 staff members received vaccinations
3. Director of Curriculum Bernie Flynn – no report

I. New Business

1. Performing Arts Group Presentation – ***addressed out of order***
2. September, 2016 Financials – Gwen Bedell
 - i. September 30, 2016 Expenses (**Attachment J.2.i**)
Mr. Roux made a motion **to accept the 9/30/16 Expenses as presented.**
Mr. Sheppard seconded the motion. Motion carried 4 – 0.
 - ii. September 30, 2016 Reconciliation (**Attachment J.2.ii**)
Mr. Roux made a motion **to accept the 9/30/16 Reconciliation as presented.**
Mr. Sheppard seconded the motion. Motion carried 4 – 0.

J. Old Business

None

K. Resignations

1. Superintendent Theoharides announced the following resignations:

Carol Forbess	Guidance Counselor	SJHS	Eff. 8/31/17 (retirement)
Brittany Thyng	Special Education Ed Tech I	SHS	Eff. 10/10/16

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L. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Jenna Gilbert	KIDS Club	Student helper	Eff. 10/5/16
Haley Hartnett	KIDS Club	Student helper	Eff. 10/3/16
Kristopher Johnson	KIDS Club	Student helper	Eff. 10/5/16
Daniel Khat	KIDS Club	Student helper	Eff. 9/29/16
Anna Saing	KIDS Club	Student helper	Eff. 10/3/16
Sarina Teung	KIDS Club	Student helper	Eff. 9/29/16
Keith Noel	Intramurals	SJHS	Annual appt.
Nate Mann	Intramurals	SJHS	Annual appt.
Kristin Daly	New Teacher Induction Coordinator	Elementary	Annual appt.
Kristie Baker	New Teacher Induction Coordinator	SHS	Annual appt.
Rachel White	New Teacher Induction Coordinator	SJHS	Annual appt.
Melissssa Michaud	Grade Level Leader	Kindergarten	Annual appt.
Sara Deschambault	Grade Level Leader	Grade 1	Annual appt
Sherri Baron	Grade Level Leader	Grade 2	Annual appt
Kristin Daly	Grade Level Leader	Grade 3	Annual appt
Kim LaPointe	Grade Level Leader	Grade 4	Annual appt
Tracie Hallissey	Grade Level Leader	Grade 5	Annual appt

M. Staff Transfers

1. Superintendent Theoharides announced the following transfers:

Judy Belanger	From MCS Kitchen Manager	To SHS Kitchen Manager	Eff. 10/17/16
Linda Stone	From SHS Kitchen Manager	To District Kitchen Manager	Eff. 10/17/17

N. Staff Nominations

None

O. Policies

(Attachment P)

1. Second Reading – KK – Naming Rights

Mrs. Williams made a motion **to adopt policy KK as presented.**

Mr. Roux seconded the motion. Motion carried 4 – 0.

2. Second Reading – JICK revision – Bullying and Cyberbullying Prevention in Schools

Mrs. Williams made a motion **to adopt policy JICK as presented.**

Mr. Sheppard seconded the motion. Motion carried 4 – 0.

3. Second Reading – JICK-R revision – Bullying and Cyberbullying Prevention Administrative Procedure

Mrs. Williams made a motion **to adopt policy JICK-R as presented.**

Mr. Sheppard seconded the motion. Motion carried 4 – 0.

4. Recommended Procedure Forms: JICK-E1, JICK-E2 and JICK-E3

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P. Items for Future Agenda(s)

1. Class Rank – November 21, 2016
2. Technology Plan – tentative date December 5, 2016

Q. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, November 7, 2016	Regular Meeting	6:00 pm	City Council Chambers
Monday, November 21, 2016	Regular Meeting	6:00 pm	City Council Chambers

R. Adjournment

Mr. Sheppard made a motion **to adjourn at 7:56 pm.**
Mr. Roux seconded the motion. Motion carried 4 – 0.

Respectfully submitted,

Jonathan Mapes, School Committee Chair

David Theoharides, Superintendent