

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, September 12, 2016 ~ 6:00 pm**

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

Members present: Jon Mapes, John Roux, Thomas Miscio, 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
Bernie Flynn, Curriculum Director

Guests present: Steve Carriere
Elena Searles

A. Call to Order Time: 6:07 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes

1. August 29, 2016 Summer Meeting, 6:00 pm (Attachment D.1.)
2. August 29, 2016 Executive Session, 5:30 pm (Attachment D.2.)
3. August 29, 2016 Executive Session, 5:00 pm (Attachment D.3.)

Mr. Miscio made a motion **to approve the minutes as presented.**

Mr. Sheppard seconded the motion. Motion carried 5 – 0.

E. Public Comments None

F. Communications

1. Phone call from parent of a private school student requesting to participate in fall athletics
 - i. **20-A MRSA §5021-A, sub-§1, ¶A**, as enacted by PL 2011, c. 456, §1, is amended to read:
 - A. The student or the student's parent or guardian, on behalf of the student, applies in writing to and receives written approval from the principal of the school or the principal's designee. The principal or the principal's designee may withhold approval only if the school does not have the capacity to provide the student with the opportunity to participate in the co-curricular activity.
2. Bill in the amount of \$5,290.00 received from City of Sanford for second school budget referendum held on August 23, 2016

G. Committee Reports

1. Elementary Construction Projects Update

- i. Public Information Session on Thursday, September 15, 2016 at 6:00 pm in MCS gymnasium (**Attachment G.1.i.**)
- ii. Supt reviewed proposal for reuse of existing high school, and addition for MCS.
 - i. DOE gave “green light” to further develop concept
 - ii. Sanford approved for two additional projects - Emerson and Lafayette
- iii. Study done by Harriman reviewed several options on how to best use existing buildings and provide equity across city for programs and facilities K-6.
- iv. Plans and memo are available on school website - www.sanford.org
- v. Goals
 1. Create three PK to 4 elementary schools with similar programs, facilities and opportunities for students.
 2. Reduce transitions PK to 4
 3. 5-8 Middle School
 4. Reduce operating costs and improve efficiencies.
 5. **SHS** would become a true middle school of grades 5-8 with each grade level in a separate wing of the building. Building would receive minor code renovations and expanded kitchen. Remove 11 modular units containing 22 classrooms.
 6. **SJHS** would become an in-town PK to 4 school for about 500 students. Minor renovations.
 7. **MCS** would be renovated and expanded to accommodate 500 PK to 4 students - basically doubling the size of the building. Athletic field and additional play areas. Remove two modular units containing 4 classrooms.
 8. No changes to **CJL**.
 9. Close **Lafayette** and **Willard** and consolidate students into three elementary schools. Memorial Gym would revert to the city.

2. High School and Tech School Project

- i. Work progressing on schedule; there was a 3 hour construction administration meeting today.
- ii. Steel will be arriving within next month
- iii. Masons will begin laying block this week.
- iv. Currently exploring alternatives to crumb rubber including EPDM which was just used by Massabesic HS renovation of field
- v. Drone videos available on site

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H. Superintendent's Report

1. Student Representatives' Reports - none
2. School Opening Update
 - i. New Teacher Orientation on August 31, 2016
 - ii. Staff Meeting Kick-off on September 1, 2016 at SHS
 1. Included Wellness Fair organized by Shay Ahlquist, HR
 - iii. Off and Running! A very successful first week of school with classes for grades 1-12 starting on Tuesday, 9/6 and K students starting on Thursday, 9/8. All elementary schools and junior high school have held open houses with huge turn outs of parents and community members. Many comments received regarding how good the schools look. Special thanks to our custodial and maintenance staff for their hard work over the summer getting classrooms cleaned and ready for the new school year. Teachers have also worked hard to prepare classrooms and make them inspiring learning environments. We have a great, dedicated staff. 2016-17 promises to be another outstanding year for our schools.
3. Enrollment Update
 - i. Opening Day Student Counts (Added Attachment H.3.i.)
 1. Total enrollment potentially down 33 students; waiting for official numbers as of October 1, 2016
 2. Largest drop in grades K, 5, 8 and 11; significant increased in grades 2, 7 and 10.
 3. Total opening day enrollment 3,130 students
 4. SRTC enrollment increased from 472 to 487, partially due to new Law Enforcement Program
4. Field Trips
 - i. SHS Boys Soccer Team to Foxboro, MA on 10/23/16

I. Directors' Reports

1. Business Administrator Gwen Bedell
 - i. Summer Maintenance Projects
 1. New roof at Willard
 2. Condensate tank replacement at Willard
 3. Café tables and hall carpeting at MCS
 4. Septic system pump at SJHS
 5. Classroom at Lafayette
 6. Office subdivision at SJHS
 7. Ramp entryways at SHS
 8. Paving at First Steps Childcare (SCAE)
 9. Doors at MCS, CJL, SJHS, SHS, Memorial Gym, Maintenance
 10. All buildings received a thorough cleaning
 - ii. CJL Playground donation
 1. CJL PTA donated \$14,125 for a new playground at CJL to be installed in late September

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2. Assistant Superintendent Matt Nelson
 - i. Technology Procedures update
 1. Reviewed new policy and steps taken to educate parents and students.
 2. It has been a challenging project.
 3. The parent meeting component is new.
 4. Approximately half the parents at both SHS and SJHS attended parent meetings.
 5. There will be a video option for parents who did not attend a parent meeting.
 6. We have “locked down” the computers by taking away the app store and managing apple ID’s; students cannot use their own.
 7. The computers are not ready to be delivered due to the refresh and the state being late in getting the updated software delivered in August; hoping to have the majority delivered by Sept. 16th at SHS
 8. Potential storage issue at SHS if a lot of students choose not to take them home.
 - ii. Staff training
 1. Annual required training – bullying/cyberbullying, FERPA (confidentiality of student information), sexual harassment, blood borne pathogens, restraint and seclusion, mandatory reporting
 - a. New staff will receive more in-depth training in these areas through Target Solutions.
 - b. Food service employees, custodians and maintenance received required training prior to the opening of school.
 - iii. Transportation
 1. Encouraged parents to utilize free app (SafeStop) to track student’s bus. Parents should contact their child’s school for information on how to sign up.
 2. Bussing is better this year in comparison to previous years.
 3. There are more student transfers this year.
 4. Student counts appear to be higher than last year and according to Ledgemere ridership is about 85% - 90%.
 5. Ledgemere is running 18 regular busses and 6 smaller buses (same as last year).
 6. Criteria used to determine walkers is Google maps (1.5 miles for SHS, 1.0 mile for SJHS, and .5 mile for elementary)
 7. Ledgemere will be getting a new routing software by the middle of October

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iv. Dismissal procedures

1. Discussed revised and updated procedures regarding dismissing students from school.
2. Parents are asked to submit a written note or phone call to the office by 8:30 AM on the day of the dismissal.
3. Requests may be verified by phone at the school's discretion.
4. Anyone dismissing a student must be listed on their emergency card or named in the written request; students will not be dismissed to unauthorized persons.
5. Staff will not dismiss students without building principal or designee approval.
6. Parents and authorized people dismissing students must go to the main office and provide identification.
7. If the school has NO communication in writing or through a phone call from parent regarding the dismissal, the student will be sent home his/her usual way

3. Director of Curriculum Bernie Flynn

i. Curriculum update

- i. Efforts made to ensure consistent curriculum across district via summer training for teachers
- ii. Lucy Caulkins Writing currently used K - 8
- iii. Lucy Caulkins Reading piloted in elementary schools
- iv. Math - Algebra 1 and 2, plus geometry books have been replaced this year
 - In 2017-18 will complete all new math materials K-12
- v. Cursive instruction being reintroduced at elementary schools
- vi. Financial Literacy being introduced at high school for all students
- vii. Entrepreneur class starting this year with Ed Boyce

ii. 13 teachers currently enrolled at USM in Gifted/Talented certification program

iii. Summer professional development

- i. 25 different trainings offered this summer to staff
- ii. Reviewed participation rate by school
- iii. Evaluation was conducted and responses were positive
- iv. High demand for technology training

J. New Business

1. Athletic trainer contract with SMHC

Mr. Roux made a motion **to enter into negotiations with Southern Maine Health Care to provide athletic trainer services.**

Mr. Miscio seconded the motion. Motion carried 5 – 0.

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K. Old Business

1. Class Rank – SHS
 - i. SHS will facilitate two parent meetings to discuss Class Rank on September 19th at 3pm and at 6pm. An instant alert will be sent to inform parents about these informational meetings. On September 16th, a student informational Spartan Time session on Class Rank will be facilitated by Marianne Sylvain and Demetria McKaig to solicit student feedback.

L. Resignations

1. Superintendent Theoharides announced the following resignations:

Laurie Bjorn	8 th Grade Girls Basketball Coach	SJHS	Eff. January 2016
Tyler Moul	Maintenance, part time	Maintenance	Eff. 9/16/16
Keith Noel	7 th Grade Boys Basketball Coach	SJHS	Eff. January 2016
Bettie Smith	Accounts Payable Clerk	District	Eff. 12.31.16

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Ashley Burton	Special Education Ed Tech II	CJL	Eff. 9/1/16	Replacement
Karen Cheche	PT Evening Receptionist	SCAE	Eff. 9/2/16	Replacement
Jennifer Clark	Special Education Ed Tech I	SJHS	Eff. 9/1/16	Replacement
Amy Demers	Special Education Ed Tech II	CJL	Eff. 9/1/16	New
Nathan Mann	8 th Grade Boys Soccer Coach	SJHS	Eff. 9/5/16	Replacement
Chelsea McGown	Kitchen Personnel	MCS	Eff. 8/29/16	Replacement
Janelle Shulkind	Special Education Ed Tech II	CJL	Eff. 9/1/16	New
Brittany Thyng	Special Education Ed Tech I	SHS	Eff. 9/1/16	Replacement
Vicky Treadwell	Special Education Ed Tech II	MCS	Eff. 9/1/16	Replacement
Patrick Vote	7 th Grade Boys Soccer Coach	SJHS	Eff. 9/5/16	Replacement
Marilyn Weltin	Special Education Ed Tech II	SHS	Eff. 9/1/16	Replacement

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2. Superintendent Theoharides announced the following co-curricular appointments:

Mock Trial	Darrell Works
Youth in Government	Paul Auger
Art Club	Lucy Sargeant
Class Advisors, Grade 9	Rossie Kearson, Mark Boissonneault
Class Advisors, Grade 10	Laurie Works, Stephanie Boissonneault
Class Advisors, Grade 11	Matt McKeown, Scott Kenney, Lauren Levesque
Class Advisors, Grade 12	Nick Ericson, Mark Camire
Future Educators of America	Kelly Tibbetts, Kristie Baker
Drama – one play	Nicole Clarke
French Club	Jennifer Hunter
Math Team	Katelyn Kimball
Band Director	Josh Champagne
Jazz Band	Josh Champagne
Marching Band	Josh Champagne
Asst. Marching Band	Yovana Karakitukova
Auxiliary Advisor	Heather Hastings
March Band Percussion	Scott Eugley
Pep Band	Josh Champagne
Chorus	Jane Kirton
Musical Director	Jane Kirton
National Honor Society	Sandra Thompson, Laurie Works
Pep Club	Shannon Farnsworth
Student Council	Liz White, Heather English
Peer Helpers	Beth Letourneau
Distaff Advisor	Kelly Tibbetts
Distaff Business Manager	Anne L'Heureux
Environmental Club	Beth Marass
Anime (Intramural)	Kathryn Peppe
Health & Wellness Club	Kevin Way
Odyssey of the Mind	Nicole Leonard
504 Coordinator	Trey Pariseau
Early Hall Monitor	Matt McKeown
Class Accounts	Joanne Bourassa
School Treasurer	Adam Soule
Spartan Time Co-Supervisors	Sandra Thompson, Barbara Perry
NEASC Steering Committee Co Chairs	Liz White, Tracy Gibson
Dept. Chair ELA	Kelly Tibbetts, Liz White
Dept. Chair Health/PE	Diana Walker
Dept. Chair Math	Mark Camire
Dept. Chair Modern/Classical Languages	Clarice Kralovec
Dept. Chair Science/Technology	Beth Marass
Dept. Chair Social Studies	Barbara Perry
Dept. Chair Family/Consumer Sciences	April Morrison, Maggie Warner
Dept. Chair Visual/Performing Arts	April Morrison, Maggie Warner
Dept. Chair Guidance	Demetria McKaig
Dept. Chair Special Ed	Alex Munro
Dept. Chair Alternative High School	Karen McGehee

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N. Staff Transfers

1. Superintendent Theoharides announced the following transfers:

Heather Murley	From Special Education Ed Tech II at CJL	To Special Education Ed Tech III at CJL	Eff. 9/1/16
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O. Staff Nominations

1. Superintendent Theoharides nominated the following professional staff:

Arlyn Boulard	Grade 2 Teacher	Willard	Eff. 9/1/16
Jeff Enman	Resource Room Teacher	Lafayette	Eff. 9/1/16
Tibbett Merusi	ELL Teacher	SHS	Eff. 9/1/16
Tipper Thornton	Law Enforcement Instructor	SRTC	Eff. 9/1/16

P. Policies

None

Q. Items for Future Agenda(s)

1. Technology Plan – tentative date 9/26/16
2. Librarian's Presentation – tentative date 9/26/16
3. Naming Rights Policy – tentative date 9/26/16
4. Performing Arts Group Presentation – tentative date 10/17/16
5. Athletic Survey for future activities (need Committee)

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, September 26, 2016	<i>Potential</i> Workshop followed by Regular Meeting	City Council Chambers	6:00 pm
Monday, October 3, 2016	Regular Meeting	City Council Chambers	6:00 pm
Monday, October 17, 2016	Regular Meeting	City Council Chambers	6:00 pm

S. Adjournment

Mr. Miscio made a motion to adjourn at 8:50 pm.
Mr. Roux seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

Jonathan Mapes, School Committee Chair

David Theoharides, Superintendent