SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING AGENDA
Monday, January 9, 2017 ~ 6:30 pm*
*Time approximate following Executive Session

Note: Meeting will be 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
Joan Wright, Technology Director

Guests present:

A. Call to Order   Time: _____ pm
   NOTE: Superintendent calls meeting to order until a School Committee Chair is elected.

B. Pledge of Allegiance

C. Adjustments
   1. J. New Business, #1i and #1ii Organizational Meeting, Election of Officers
   2. J. New Business, #2i Organizational Meeting, Appointments for Standing Committees (Attachment J.2.)
   Recommendation: To hear the above noted items next

D. Approval of Minutes
   1. November 21, 2016 Executive Session, 4 pm (Attachment D.1.)
   2. November 21, 2016 Executive Session, 4:45 pm (Attachment D.2.)
   3. November 21, 2016 Executive Session, 5:30 pm (Attachment D.3.)
   4. November 21, 2016 Regular Meeting, 6:00 pm (Attachment D.4.)
   5. December 1, 2016 Workshop, 6:00 pm (Attachment D.5.)
   6. December 5, 2016 Executive Session, 5:15 pm (Attachment D.6.)
   7. December 5, 2016 Regular Meeting, 6:00 pm (Attachment D.7.)
   8. December 19, 2016 Workshop, 6:00 pm (Attachment D.8.)
   9. December 19, 2016 Executive Session, 7:00 pm (Attachment D.9.)
   Recommendation: To approve the minutes as presented

E. Public Comments

F. Communications   None

G. Committee Reports
   1. Construction Update

H. Superintendent's Report

1. Student Representatives' Reports
2. Field Trip
    i. SRTC Building Trades College Visits on 12/12/16

I. Directors' Reports

1. Business Administrator Gwen Bedell
    i. Proposed 2017/2018 Budget Calendar (Attachment I.1.i)
2. Assistant Superintendent Matt Nelson
    i. Attendance Update
    ii. Safety Committee Update
3. Director of Curriculum Bernie Flynn

J. New Business

1. Organizational Meeting, Election of Officers
    i. School Committee Chairperson
        Recommendation: Motion to nominate _____
        as School Committee Chair
    ii. School Committee Vice-Chairperson
        Recommendation: Motion to nominate _____
        as School Committee Vice Chair

2. Organizational Meeting, Appointments for Standing Committees
    (Attachment J.2.)
    i. The Chair appoints the following:
        1. Adult Education   _____

        2. Curriculum   _____

        3. Dropout Prevention   _____

        4. Personnel   _____

        5. Technical School   _____

        6. Facilities, Grounds,
            Safety and CIP   _____

        7. Policy   _____

        8. Building Committee   _____

3. Technology – Joan Wright (Attachment J.3.)
    i. Review of survey data and next steps
    ii. Approval of Technology Plan
    Recommendation: To approve the plan as presented

4. November 2016 Financials – Gwen Bedell
    i. November 30, 2016 expenses (Attachment J.4.i)
    Recommendation: to accept the 11/30/16 expenses as presented.

    ii. November 30, 2016 reconciliation (Attachment J.4.ii)
    Recommendation: to accept the 11/30/16 reconciliation as presented.

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K. Old Business

L. Resignations

1. Superintendent Theoharides will announce the following resignations:

Laurie Bjorn	Coach, 8th grade softball	SJHS	Eff. June 2016
Karly Moulton	Title I Math Club teacher	CJL	Eff. 12/22/16
Jen Clark	Ed Tech I Special Education	SJHS	Eff. 12/22/16
Stephen Vitale	2nd shift custodian	Memorial Gym	Eff. 12/30/16

M. Staff Appointments

1. Superintendent Theoharides will announce the following appointments:

Erin Campbell	Grade 1 Literacy Ed Tech I	MCS	Eff. 12/15/16	Replacement
Pat Brunner	Title I Math Club teacher	CJL/MCS	Eff. 12/19/16	
Luba Greene	Title I Math Club Teacher	CJL	Eff. 12/22/16	
Rich Pickering	Title I Math Club teacher	MCS	Eff. Jan/2016	
Nicole Michaud	KIDS Club	CJL	Eff. 1/4/17	
Lydia Pulkinen	KIDS Club	Willard	Eff. 12/14/16	
Bobbiejo Russell	KIDS Club	Willard	Eff. 12/19/16	

N. Staff Transfers

1. Superintendent Theoharides will announce the following transfers:

Becky Frey	From SHS Foodservice part time	To Central Kitchen 2nd Cook full time	Eff. 12/8/16

O. Staff Nominations   None

P. Policies   None

Q. Items for Future Agenda(s)

1. 2017/2018 School Calendar

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, January 23, 2017	Regular Meeting	City Council Chambers	6:00 pm
Monday, February 6, 2017	Regular Meeting	City Council Chambers	6:00 pm
Monday, February 27, 2017	Regular Meeting	City Council Chambers	6:00 pm

S. Adjournment

Recommendation: To adjourn at _____ pm.

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, November 21, 2016 ~ 4:00 pm

Note: Meeting was held in Superintendent's Conference Room, 2ⁿᵈ Floor, City Hall Annex.

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

Staff present: David Theoharides, Superintendent
                        Matt Nelson, Assistant Superintendent
                        Troy Watts, SHS Assistant Principal
                        Pam Lydon, SJHS Principal
                        Joe Mastraccio, SJHS Assistant Principal
                        Skip Sheldon, SJHS SRO

Guests present: Student
                        Jessica Kelley

A. Call to Order   Time: 4:14 pm

B. Executive Session   Student Matter

        1. Motion by Mr. Roux: **To enter Executive Session to consider disciplinary action for a student at Sanford Junior High School pursuant to 1 MRSA § 405(6)(B) at 4:16 pm.**
        Motion seconded by Mr. Sheppard. Motion carried 4 to 0.

        2. Motion by Mrs. Williams: **To exit Executive Session at 4:54 pm.**
        Motion seconded by Mr. Sheppard.   Motion carried 4 to 0.
        Public Session:

        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 JICIA 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 for 45 additional days until February 8, 2017. In addition, the student will be required to complete 100 hours of community service as restitution for damages and expenses incurred before they will be allowed to return to school. 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 conditions for re-entry.**
        Motion seconded by Mr. Sheppard. Motion carried 4 to 0.

C. Adjournment

>Mr. Sheppard made a motion **to adjourn at 5:02 pm.**
>Mr. Roux seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

_____   _____
Jonathan Mapes, School Committee Chair   David Theoharides, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, November 21, 2016 ~ 4:45 pm

Note: Meeting was held in Superintendent's Conference Room, 2nd Floor, City Hall Annex.

Members present:	Jon Mapes, John Roux, Thomas Miscio, Scott Sheppard, Kendra Williams
Staff present:	David Theoharides, Superintendent
	Matt Nelson, Assistant Superintendent
	Troy Watts, SHS Assistant Principal
	Pam Lydon, SJHS Principal
	Joe Mastraccio, SJHS Assistant Principal
	Skip Sheldon, SJHS SRO
Guests present:	Student
	Tina Lane
	Robert Lane

A. Call to Order	Time: 5:06 pm
B. Executive Session	Student Matter

1. Motion by Mr. Sheppard: **To enter Executive Session to consider disciplinary action for a student at Sanford Junior High School pursuant to 1 MRSA § 405(6)(B) at 5:07 pm.**
Motion seconded by Mr. Mapes. Motion carried 5 to 0.
2. Motion by Mr. Miscio: **To exit Executive Session at 5:30 pm.**
Motion seconded by Mr. Sheppard.   Motion carried 5 to 0.
Public Session:
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 JICIA 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 for 45 additional days until February 8, 2017. In addition, the student will be required to complete 100 hours of community service as restitution for damages and expenses incurred before they will be allowed to return to school. 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 conditions for re-entry.**
Motion seconded by Mr. Sheppard. Motion carried 5 to 0.

C. Adjournment

Mr. Mapes made a motion **to adjourn at 5:32 pm.**
Mrs. Williams seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_____   _____
Jonathan Mapes, School Committee Chair   David Theoharides, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, November 21, 2016 ~ 5:30 pm

Note: Meeting was held in Superintendent's Conference Room, 2ⁿᵈ Floor, City Hall Annex.

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

Staff present: David Theoharides, Superintendent
                        Matt Nelson, Assistant Superintendent
                        Troy Watts, SHS Assistant Principal
                        Pam Lydon, SJHS Principal
                        Joe Mastraccio, SJHS Assistant Principal
                        Skip Sheldon, SJHS SRO

Guests present: Student
                        Shelly Boston
                        Thomas Cole

A. Call to Order   Time: 5:37 pm

B. Executive Session   Student Matter

    1. Motion by Mr. Roux: **To enter Executive Session to consider disciplinary action for a student at Sanford Junior High School pursuant to 1 MRSA § 405(6)(B) at 5:37 pm.**
    Motion seconded by Mr. Sheppard. Motion carried 5 to 0.

    2. Motion by Mr. Sheppard: **To exit Executive Session at 6:03 pm.**
    Motion seconded by Mr. Miscio.   Motion carried 5 to 0.
    Public Session:

    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 JICIA 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 for 45 additional days until February 8, 2017. In addition, the student will be required to complete 100 hours of community service as restitution for damages and expenses incurred before they will be allowed to return to school. 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 conditions for re-entry.**
    Motion seconded by Mr. Sheppard. Motion carried 5 to 0.

C. Adjournment

            Mr. Roux made a motion **to adjourn at 6:04 pm.**
            Mr. Sheppard seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_____   _____
Jonathan Mapes, School Committee Chair   David Theoharides, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, November 21, 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:	Cole A. Jones
Staff present:	David Theoharides, Superintendent Matt Nelson, Assistant Superintendent Gwen Bedell, Business Administrator Demetria McKaig, SHS Guidance Director
Guests present:	Sherri Miscio Jessica Jourdain

A. Call to Order   Time: 6:19 pm

B. Pledge of Allegiance   Said

C. Adjustments

Mr. Miscio made a motion **to add *"Maine DOE Momentum Pilot"* to New Business.**
Mrs. Williams seconded the motion. Motion carried 5 – 0.

D. Approval of Minutes

1. November 7, 2016 Workshop 5:30 pm (Attachment D.1.)
2. November 7, 2016 Regular Meeting 6 pm (Attachment D.2.)
3. November 14, 2016 Executive Session 5 pm (Attachment D.3.)

Mr. Sheppard made a motion **to adopt the minutes as presented.**
Mr. Miscio seconded the motion. Motion carried 5 – 0.

E. Public Comments   None

F. Communications   None

G. Committee Reports

    1. Construction Update
        i. SHS/SRTC Project
            1. Base paving of access road and parking areas
            2. Steel being erected in Arts Wing, Performing Arts Center and Gym/Locker rooms
            3. Natural gas line, electric and water lines have been installed from utility room to Mayflower for connection
            4. Entrance on Main Street created; telephone pole will be removed
            5. Site tour for SHS/SRTC Staff on Monday, 12/5/16 at 2:30 pm
        ii. Elementary Projects
            1. Straw Poll – Tuesday, November 29, 2016 at 7:00 pm at SJHS

H. Superintendent's Report

    1. Student Representatives' Reports
        i. School vacation
        ii. College recommendations
        iii. Swim team
    2. Snow Day information

I. Directors' Reports

    1. Business Administrator Gwen Bedell
        i. Audit is complete
        ii. 2017/2018 budget preparation has begun
    2. Assistant Superintendent Matt Nelson
        i. Bus time changes at SHS and SJHS; select buses moved back 5 minutes to better match school schedules
        ii. USM Upward Bound Program renewed
            1. Helps prepare high school students for success in college
            2. Work with students at SHS
        iii. Updating school zone blinking lights to accommodate early release days

J. New Business

    1. October, 2016 Financials – Gwen Bedell
        i. October 31, 2016 Expenses (Attachment J.2.i)
Mr. Miscio made a motion **to accept the 10/31/16 Expenses as presented.**
Mrs. Williams seconded the motion. Motion carried 5 – 0.

        ii. October 31, 2016 Reconciliation (Attachment J.2.ii)
Mr. Miscio made a motion **to accept the 10/31/16 Reconciliation as presented.**
Mrs. Williams seconded the motion. Motion carried 5 – 0.

2. Maine DOE Momentum Pilot - *from Item C. Adjustments* (Added Attachment J.2.)
    i. Carl Lamb School has been selected by the Maine Department of Education, along with 8 other schools from Maine, to participate in a two year pilot project that will use technology to help improve literacy in grades K-3. The pilot will provide 1:1 iPads along with a suite of applications for all CJL kindergarten and grade one students and teachers; and 2:1 iPads for grades two and three students and teachers. The pilot will also provide on-site support for using technology to improve student literacy and funds needed for substitutes, travel and other incidental expenses. There are no local expenses attached to the pilot; once completed the equipment remains with the Sanford School Department.

Mr. Sheppard made a motion **to participate in the two year Momentum Pilot with the Maine Department of Education at Carl J. Lamb School grades K – 3, contingent upon satisfactory responses to the School Committee's concerns.**
Mr. Miscio seconded the motion. Motion carried 5 – 0.

K. Old Business

1. Class Rank Proposal – Update (Added Attachment K.1.)
Report from the Class Rank Sub-committee on their recommendations for changes to the current class rank formula. No action will be taken by the School Committee on class rank until a future meeting in December. The Sub-committee has met several times over the past month to fine tune their recommendations to the School Committee. Recommendations include changing the current way that class rank is calculated for graduating seniors to include all course work from a student's high school career, rather than just selected courses. The current calculation does not include course work from technical school classes, foreign languages, and dual enrollment college classes, and only includes one visual and performing art course.

The recommendation for the new calculation also includes using a weighted grade point average of G.P.A., where AP courses will be weighted 1.3, Honors and Dual Enrollment Courses at 1.2, Career and College Prep courses at 1.1 and General Courses at 1.0. The Sub-committee ran multiple scenarios with various weighting systems and determined that the proposed weighting system represented a similar outcome to the previous class rank system while including all courses. All courses at Sanford High School and Sanford Regional Technical Center were reviewed by the faculty and were assigned a weighting. The Sub-committee also recommended that the new system be started with the Class of 2020 (current freshmen).

The School Committee will review the recommendations and if needed, request additional information. The goal of updating the current class rank calculation is to include all course work from a student's high school career while also using a similar calculation used in area high schools.

Attachment D.4.

L. Resignations   None

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

| Scott Folsom | KIDS Club | Willard School | Eff. 11/14/16 |

N. Staff Transfers   None

O. Staff Nominations   None

P. Policies   (Attachment P.)
1. Second Reading – ECB – Pest Management in School Facilities
Mr. Sheppard made a motion **to adopt revised policy ECB as presented.**
Mr. Miscio seconded the motion. Motion carried 5 - 0.

2. Second Reading – ECB-E3 – Notice of Planned Pesticide Application
Mr. Sheppard made a motion **to adopt revised policy ECB-E3 as presented.**
Mr. Miscio seconded the motion. Motion carried 5 - 0.

Q. Items for Future Agenda(s)
1. Executive Session (student matter) – November 28, 2016
2. Joint Meeting with Acton School Department – December 1, 2016
3. Technology Plan – December 5, 2016

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, November 28, 2016	Executive Session	5:30 pm (tentative)	Superintendent's Conference Room
Thursday, December 1, 2016	Joint Meeting with Acton School Department	6:00 pm	(Moved to) SHS Library
Monday, December 5, 2016	Regular Meeting	6:00 pm	City Council Chambers
Monday, December 19, 2016	Regular Meeting	6:00 pm	City Council Chambers

S. Adjournment

Mr. Miscio made a motion **to adjourn at 8:10 pm.**
Mr. Sheppard seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_____   _____
Jonathan Mapes, School Committee Chair   David Theoharides, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, December 1, 2016 ~ 6:00 pm

Note: Meeting was held in the Sanford High School Library.

Members present: Jon Mapes, John Roux, Thomas Miscio, Kendra Williams

Staff present: David Theoharides, Superintendent
                                            Matt Nelson, Assistant Superintendent
                                            Bernie Flynn, Curriculum Director
                                            Stacey Bissell, Special Education Director
                                            Matt Petermann, SHS/SRTC Assistant Principal/Director

Guests present: Jon Ross, Acton School Department Superintendent
                                            Judith Shain, Acton School Committee
                                            Jeannette Bearse, Acton School Committee
                                            Kevin Perks, Acton School Committee
                                            Amanda Cobb, Acton School Committee
                                            Mary Stanton, Acton School Committee

A. Call to Order   Time: 6:02 pm

B. Workshop Session   Workshop with Acton School Committee

C. Adjournment

                                            Mr. Mapes made a motion to adjourn at 8:10 pm.
                                            Mr. Roux seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

_____   _____
Jonathan Mapes, School Committee Chair   David Theoharides, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, December 5, 2016 ~ 5:15 pm

Note: Meeting was held in Superintendent's Conference Room, 2nd Floor, City Hall Annex.

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

Staff present: David Theoharides, Superintendent
                            Matt Nelson, Assistant Superintendent
                            Troy Watts, SHS Assistant Principal
                            Mike Gordon, SHS SRO

Guests present: None

Call to Order   Time: 5:15 pm

A. Executive Session   Student Matter

        1. Motion by Mr. Roux: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 5:17 pm.**
        Motion seconded by Mr. Sheppard. Motion carried 5 to 0.
        2. Motion by Mr. Sheppard: **To exit Executive Session at 5:45 pm.**
        Motion seconded by Mr. Miscio.   Motion carried 5 to 0.
        Public Session:
        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 JICIA 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 guardian written notice of the Sanford School Committee's findings and conclusions along with conditions for re-entry.**
        Motion seconded by Mr. Miscio. Motion carried 5 to 0.

B. Adjournment

        Mr. Roux made a motion **to adjourn at 5:45 pm.**
        Mr. Sheppard seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_____   _____
Jonathan Mapes, School Committee Chair   David Theoharides, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, December 5, 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 Jones

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Demetria McKaig, SHS Guidance Director
Matt Petermann, SHS/SRTC Asst. Principal/Director

Guests present: Shawn Sullivan, Sanford News
Sherri Miscio
Christina O'Connell
Cheryl Camire

A. Call to Order   Time: 6:10 pm

B. Pledge of Allegiance   Said

C. Adjustments   None

D. Approval of Minutes   None

E. Public Comments   None

F. Communications

    1. Jackson Laboratory letter (Attachment F.1.)
    2. SRTC FFA Thank You letter (Attachment F.2.)

G. Committee Reports

    1. Construction Update
        i. Check "School Construction News" on our website
           (www.sanford.org) for more information
        ii. SHS/SRTC Construction Project
           1. On schedule but colder weather and rain are starting to impact schedule
           2. CMP has pulled electrical lines from Mayflower to the building
           3. Natural gas line installed from the building to Mayflower; awaiting connection with Unitil in the summer of 2017

        iii. Elementary Construction Projects
            1. Public information session and Straw Poll were held November 29, 2016. There was overwhelming support for these projects from the 64 people in attendance.
            2. Committee met with the Dept. of Education Facilities Group last week to review site application. Will attend State School Board meeting in January 2017 to present the application.

H. Superintendent's Report

1. Student Representatives' Reports
    i. First semester is ending; final exams will be held soon
2. Field trips
    i. SRTC Automotive Competition in Norwood, MA on 12/3/16
    ii. SRTC SkillsUSA meeting in Bangor, ME on 12/8 and 12/9/16
3. Snow Day protocols
    i. Information posted on our website
    ii. Parents reminded to sign up for Instant Alert
4. Report on the joint meeting with Acton School Department on Thursday, December 1, 2016

I. Directors' Reports

1. Business Administrator Gwen Bedell – no report
2. Assistant Superintendent Matt Nelson
    i. Thanksgiving Luncheon at BRIDGE
    ii. Safety Committee – monthly meetings
        1. More employee accidents this year; issues are being addressed
        2. Lockdown drills are being held regularly
        3. District Emergency Plan is currently under review (per State law, must be reviewed annually)
    iii. Commended bus drivers on their great team work
3. Director of Curriculum Bernie Flynn – no report

J. New Business   None

K. Old Business

1. Class Rank discussion and possible action
Mrs. Williams made a motion **to adopt the new class rank policy as presented at the November 21, 2016 meeting beginning with the Class of 2018 (current junior class).**
Mr. Miscio seconded the motion. Motion carried 4 – 1.

L. Resignations

1. Superintendent Theoharides announced the following resignations:

| Jenna Pivin | Foodservice | Central Kitchen | Eff. 11.22.16 |

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Toni Bendel	KIDS Club	CJL	Eff. 11.22.16
Karen Birch	PLP Stipend	SJHS	2016/2017
Pam Cote	PLP Stipend	SJHS	2016/2017
Kendra Brown	PLP Stipend	SHS	2016/2017
Sarah Preston	PLP Stipend	SHS	2016/2017
Mike Bacon	Custodian, 2nd shift	SJHS	Eff. 11/28/16

N. Staff Transfers   None

O. Staff Nominations   None

P. Policies   (Attachment P)

1. First Reading – GBEC – Drug-Free Workplace, revised
Mr. Sheppard made a motion **to accept the first reading of revised policy GBEC as presented.**
Mr. Miscio seconded the motion. Motion carried 5 - 0.

Q. Items for Future Agenda(s)

1. Workshop on expanding athletics and co-curricular activities – tentative date 12/19/16
2. Executive Session for Superintendent's Annual Evaluation & Certification – tentative date 12/19/16
3. Technology Plan – tentative date 1/9/17

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, December 19, 2016	Regular Meeting	6:00 PM	City Council Chambers
Monday, January 9, 2017	Organizational Meeting	6:00 PM	City Council Chambers
Monday, January 23, 2017	Regular Meeting	6:00 PM	City Council Chambers

S. Adjournment

Mr. Sheppard made a motion **to adjourn at 6:50 pm.**
Mr. Roux seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_____   _____
Jonathan Mapes, School Committee Chair   David Theoharides, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, December 19, 2016 ~ 6:00 pm

Note: Meeting was held in the Sanford High School Library.

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

Student reps present: Cole A. Jones

Staff present: David Theoharides, Superintendent
                           Matt Nelson, Assistant Superintendent
                           Gordon Salls, Athletic Director

Guests present: Roland Cote

A. Call to Order   Time: 6:05 pm

B. Workshop Session   Workshop – Athletic/Co-Curricular Program Review

                          Assistant Superintendent Matt Nelson reviewed the sub-committee's charge and
                          the process used to determine new or expanded athletic and co-curricular
                          programs. The sub-committee identified a template for expanding programs over
                          the next several years.

                          Added attachments
                                  Handout #1 – Proposal
                                  Handout #2 – Survey results
                                  Handout #3 – Stipend Adjustment
                                  Handout #4 – Extracurricular adjustments - Schedules B & C
                                  Handout #5 – Cost estimates

C. Adjournment
                          Mr. Mapes made a motion to adjourn at 7:10 pm.
                          Mr. Roux seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

_____   _____
Jonathan Mapes, School Committee Chair   David Theoharides, Superintendent

SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, December 19, 2016 ~ 7:00 pm

Note: Meeting was held in Superintendent's Conference Room, 2ⁿᵈ Floor, City Hall Annex.

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

Staff present: David Theoharides, Superintendent

Guests present: None

A. Call to Order   Time: 7:12 pm

B. Executive Session   Superintendent Evaluation

          1. Motion by Mr. Mapes: **To enter Executive Session to consider the**
                evaluation of the Superintendent pursuant to 1 MRSA § 405(6)(A) at
                7:13 pm.
                Motion seconded by Mr. Roux. Motion carried 4 to 0.
          2. Motion by Mr. Mapes: **To exit Executive Session at 9:14 pm.**
                Motion seconded by Mr. Roux.   Motion carried 4 to 0.

C. Adjournment

          Mr. Mapes made a motion **to adjourn at 9:15 pm.**
          Mr. Roux seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

_____   _____
Jonathan Mapes, School Committee Chair   David Theoharides, Superintendent

Proposal 1/1/17

FY 2017/2018 BUDGET CALENDAR
SANFORD SCHOOL DEPARTMENT

Date & Time	Committee	Presentation
Monday, January 30, 2017 @ 5pm	School Committee Workshop Only	Workshop: Presentation of <u>Overall School Budget</u> by Function and Cost Center; <u>Articles 1-3</u>: Regular, Special & Voc. Education.
Monday, February 6, 2017 @ 5pm *Regular Meeting to follow at 7:30 pm if necessary*	School Committee Workshop & Meeting	Workshop: <u>Articles 4-7</u>: Extra and Co-Curriculars, Student & Staff Support Services, System & School Administration. Meeting: As Necessary
Monday, February 13, 2017 @ 5pm	School Committee Workshop Only	Workshop: <u>Articles 8-11</u>: Transportation, Maintenance including CIP, Debts and All Other; and <u>Adult Education</u>.
SCHOOL VACATION WEEK – NO MEETINGS PLANNED		
Monday, February 27, 2017 @ 5pm *Regular Meeting to follow at 7:30 pm*	School Committee Workshop & Meeting	Workshop: <u>Final Review of Overall School Budget</u> Meeting: School Committee Approval of Budget
Thursday, March 2, 2017 @ 6pm	Budget Committee	Presentation of the Overall City and School Budgets to the Budget Committee.
Thursday, March 9, 2017 @ 6pm	Budget Committee	Presentation of the Details of the City and School Budgets to the Budget Committee.
Thursday, March 16, 2017 @ 6pm	Budget Committee	Discussion of the Details of the City and School Budgets to the Budget Committee.
Thursday, March 23, 2017 @ 6pm	Budget Committee	Discussion of the Details of the City and School Budgets to the Budget Committee.
Thursday, March 30, 2017 @ 6pm	Budget Committee	Budget Committee Approval of the Overall City and School Budgets.
Tuesday, April 4, 2017 @ 6pm	Budget Committee to City Council	Budget Committee Presentation of Approved Overall City and School Budgets to City Council.
Tuesday, May 23, 2017 @ 6pm	City Council	Public Hearing on Budget Validation Referendum of City and School Budgets by Warrant Article.
Tuesday, June 13, 2017 - All Day	Budget Validation Referendum	School and City Budget Articles Presented to the Voters for Approval.

Sanford School Department
Standing Committees

a. **Adult Education Advisory** – 1 rep
   i. Meet quarterly to review the Adult Education program and how the program meets the needs of the community through academic and enrichment courses.
   ii. Review and strengthen the relationship of the Adult Education program with the hospital, university and area chamber of commerce.

b. **Curriculum Advisory** – 2 reps
   i. Meets as needed when controversial issue and challenges around curriculum and other educational resources
   ii. Review and recommend curriculum and graduation requirements
   iii. Review and recommend resources and textbooks to school committee

c. **Dropout Prevention** – 2 reps
   i. Review current data on dropout rate and assess effectiveness of interventions to determine if additional interventions need to be implemented K-12

d. **Personnel Advisory Committee** – 2 reps
   i. Serve on collective bargaining contract negotiations for all (6) union contracts and standalone work agreements
   ii. Provide input on fringe benefits packages

e. **Technical School Advisory** (CTE Advisory) – 2 reps
   i. Serve as a School Committee representative on the SRTC Supt Advisory Committee

f. **Facilities, Grounds, Safety and Capital Improvement Advisory Committee** – 2 reps
   i. Work with the business manager, facilities director to develop 5-10 year capital plan in preparation of annual budget.
   ii. Oversee CIP
   iii. Develop strategic facilities and maintenance plan

g. **Policy Advisory Committee** – 1 rep
   i. Review all current policies and make sure they are up to date and in compliance with state law.
   ii. Add or revise policies annually
   iii. Present policies to SC

h. **Building Committee** – 2 reps
   i. Serve on SHS/SRTC and Elementary Building Construction Committees

2016 Appointments, appointed on 1/25/16:

   i. Adult Education Advisory – Mr. Mapes
   ii. Curriculum Advisory – Mr. Miscio, Mrs. Williams
   iii. Dropout Prevention - Mr. Miscio, Mrs. Williams
   iv. Personnel Advisory – Mr. Roux, Mr. Mapes (Alternate - Mr. Miscio)
   v. Tech School - CTE – Mr. Sheppard, Mr. Mapes
   vi. Facilities, Safety, Capital Improvement – Mr. Sheppard, Mr. Roux
   vii. Policy Advisory – Mrs. Williams
   viii. Building Committee – Mrs. Williams, Mr. Sheppard

Technology Summary
January 9, 2017

In 2015 and 2016, teachers were asked to complete a survey to help plan technology related professional development. The survey data was also used to complete a 3 year technology plan that must be filed with the Department of Education.

From the survey results and the work done on the technology plan we have learned:

1. More technology related professional development is necessary for all staff K-12
2. Technology related professional development offerings must address higher level skills
3. Teachers need more time to learn and practice technical skills
4. Technology integration support is essential district wide

Technology PD Survey

Fall of 2015 : Fall of 2016

Respondents by position

2015 Job Classification that most closely matches your position

- Classroom Teacher
- ELL
- Health and Physical Education
- Media Specialist
- Special Education Teacher
- Technology Teacher or Integrationist
- Title I Teacher
- Visual and Performing Arts

14.5%
70.6%

2016 Job Classification that most closely matches your position

- Classroom Teacher
- ELL
- Health and Physical Education
- Media Specialist
- Special Education Teacher
- Technology Teacher or Integrationist
- Title I Teacher
- Visual and Performing Arts

16.2%
6.3%
66.2%
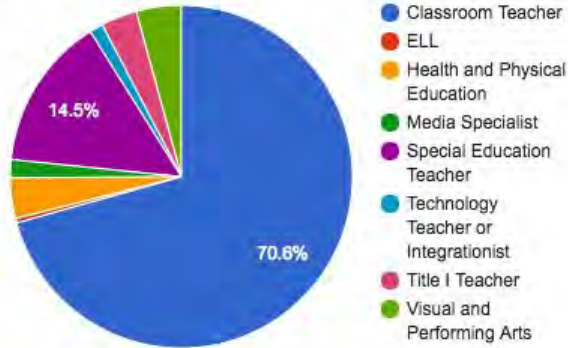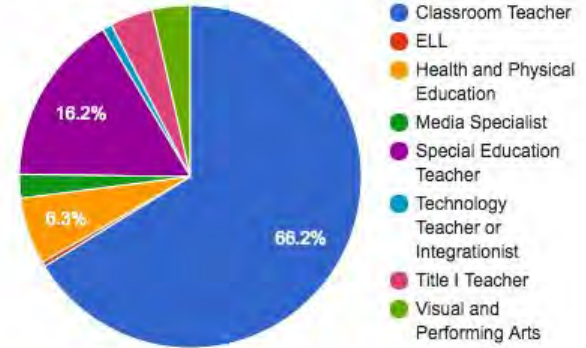
Self evaluation of technical skills

2015 Describe the level of your educational technology skills.

12.8% 5.1% 45.3% 36.3%

- I consider myself a novice user
- I consider myself about average
- My skills are very good
- I am a technology leader
- I do not consider myself a technology user

2016 Describe the level of your educational technology skills

11.3% 6.3% 47.5% 34.4%

- I consider myself a novice user
- I consider myself about average
- My skills are very good
- I am a technology leader
- I do not consider myself a technology user
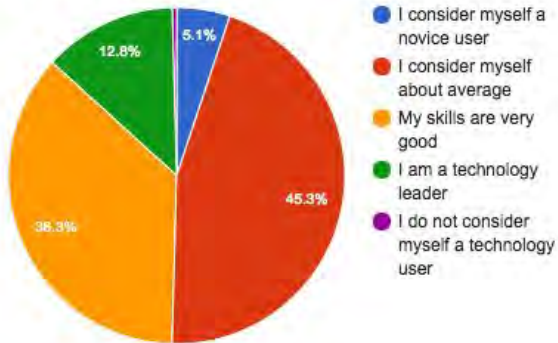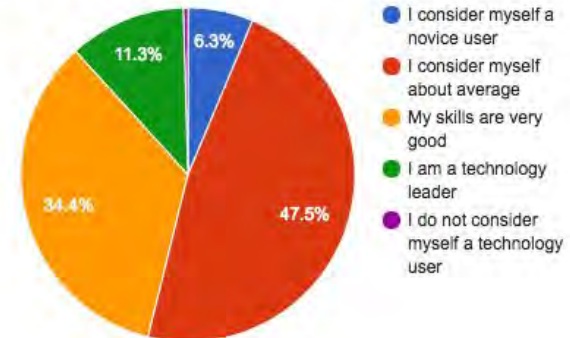
What is your current classroom practice?
2015   2016
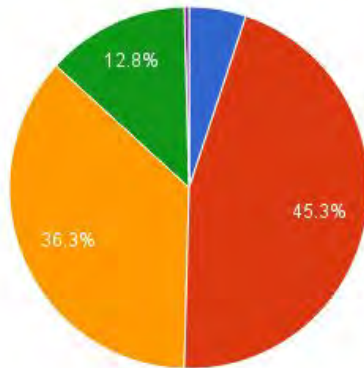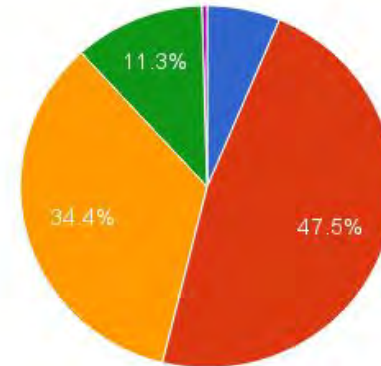
- I accomplish assigned tasks but am more efficient when I don't use technology. 5% vs. 5.1
- I have enough skills to complete management and communication expected of me
- I use a variety technology tools and use them efficiently for my job.
- I use technology efficiently and creatively to accomplish my job.
- I get someone else to complete technology tasks.

12.8%

45.3%

36.3%

11.3%

47.5%

34.4%

How often do students create technology products designed by the teacher?

2015 How often do students in your classroom use technology to produce products designed by the teacher.

- Infrequently
- Weekly
- N/A
- Never
- Daily

8.3%
16.6%
31.4%
11.8%
31.9%

2016 How often do students in your classroom use technology to: Produce products designed by the teacher

- Daily
- Infrequently
- N/A
- Never
- Weekly

5.6%
29.2%
33.8%
18.1%
13.4%
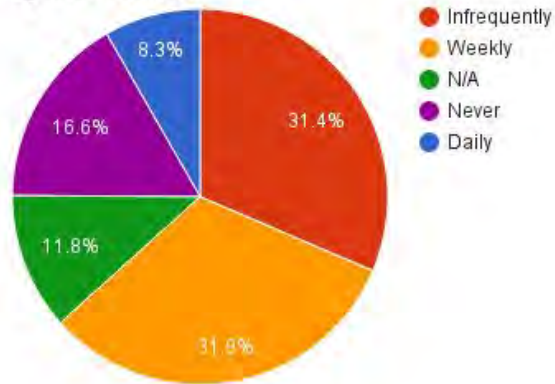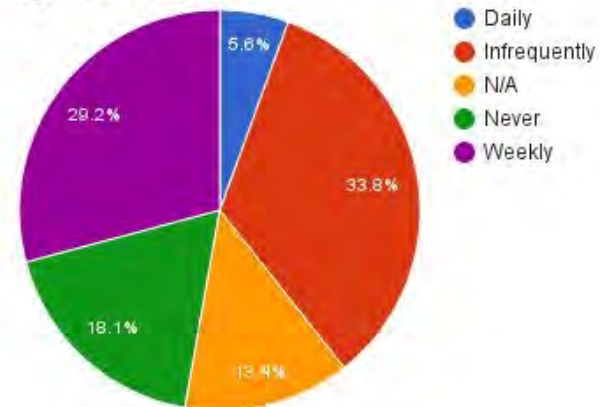
How often do students create technology products of their own design?

2015 How often do students in your classroom use technology to: Produce products of their own design

- Infrequently
- Weekly
- N/A
- Never
- Daily

7.5%
17.6%
35.7%
11.5%
27.8%

2016 How often do students in your classroom use technology to: Produce products of their own design

- Daily
- Infrequently
- N/A
- Never
- Weekly

4.2%
23.3%
41.4%
18.1%
13%
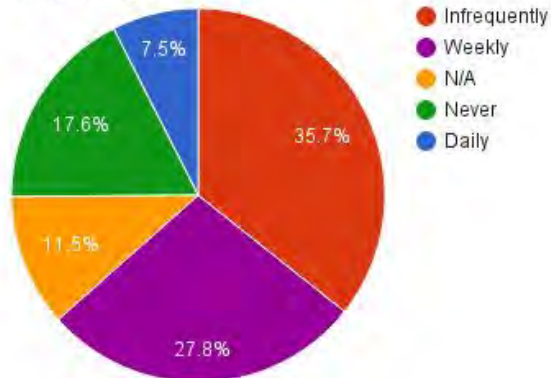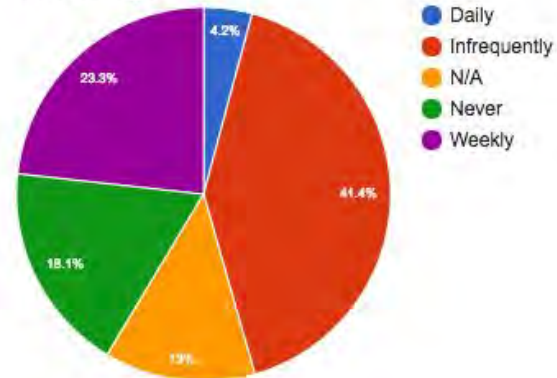
Do your students participate in online projects?

2015 How often do students in your classroom use technology to: Participate in online projects.

- Daily
- Infrequently
- N/A
- Never
- Weekly

13.6%
41.2%
28.1%
14%

2016 How often do students in your classroom use technology to: Participate in online projects

- Daily
- Infrequently
- N/A
- Never
- Weekly

4.2%
19.4%
37.5%
26.9%
12%
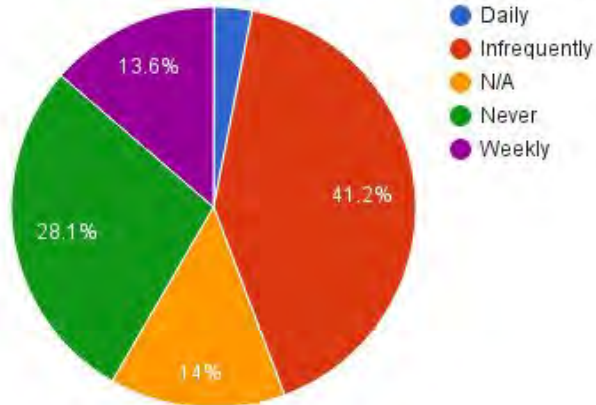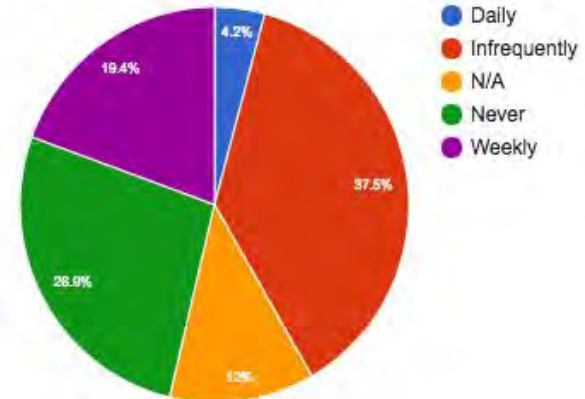
How often do students use technology to reach an audience outside of the classroom.

2015 How often do students in your classroom use technology to: Produce work intended for an audience beyond the classroom

- Daily
- Infrequently
- N/A
- Never
- Weekly

8.8%
32.3%
41.6%
13.7%

2016 How often do students in your classroom use technology to: Produce work intended for an audience beyond the classroom

- Daily
- Infrequently
- N/A
- Never
- Weekly

7%
37.7%
38.6%
14%
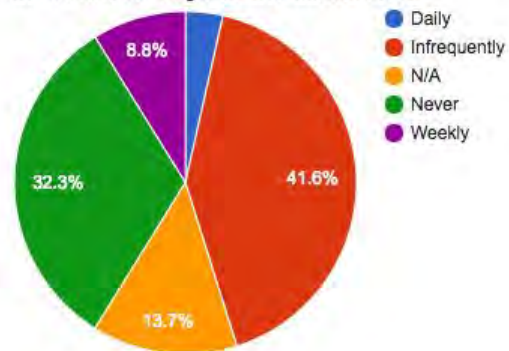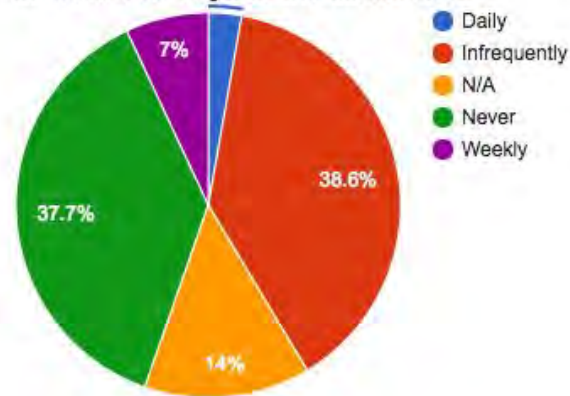
MLTI and Clarity survey of grades 7-12

In 2015 the MLTI team purchased a survey product (Clarity survey, from Brightbytes, a company out of California).

BrightBytes improves the way millions of people around the world learn. Our team of researchers and statisticians uses in-depth analysis to power Clarity, a business intelligence and decision support platform for educators.

Survey is limited to our MLTI groups. Grades 7 & 8 and 2 grades in the high school. 2015 students in grades 10 & 11 participated. In 2016 students were in grades 11 & 12. (Whoever was using an MLTI device). The data focused on how well the technology was being used in the classroom.
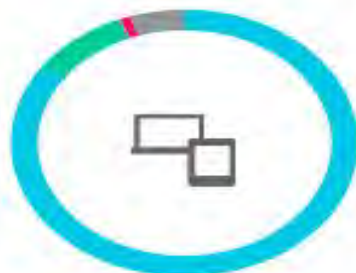
Student-reported frequency of computer use in the classroom
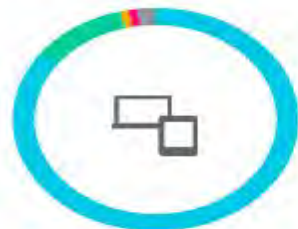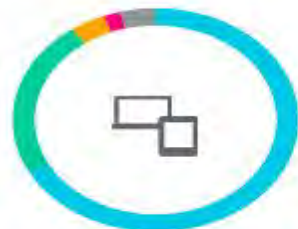
84% Almost Daily

9% Weekly

0% Monthly

1% Every Few Months

5% Never

Teacher-reported frequency of student computer use in the classroom

65% Almost Daily

27% Weekly

5% Monthly

2% Every Few Months

0% Never

Student-reported frequency of computer use in the classroom

85% Almost Daily

11% Weekly

1% Monthly

1% Every Few Months

2% Never

Teacher-reported frequency of student computer use in the classroom

68% Almost Daily

23% Weekly

4% Monthly

2% Every Few Months

4% Never

2015 Student (7-12) reported ease of use.

Students believe the following obstacles prevent their use of technology at school

12% "I Don't Have The Necessary Skills."

10% "My Classes Don't Require The Use Of Technology."

17% "School Technology Isn't Good Enough."

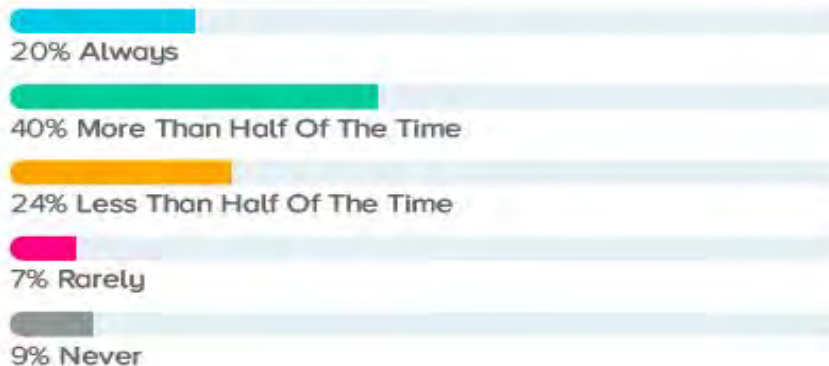**64%** "School Rules Limit My Technology Use."

18% "My School Has Different Computers Or Software Than I'm Used To."
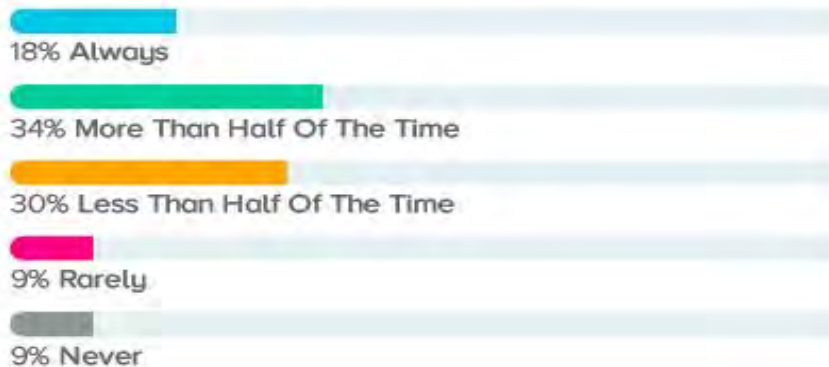
0% Beginning

2016 Student(7-12) reported ease of use.

Students believe the following obstacles prevent their use of technology at school

9% "I Don't Have The Necessary Skills."

11% "My Classes Don't Require The Use Of Technology."

24% "School Technology Isn't Good Enough."

58% "School Rules Limit My Technology Use."

31% "My School Has Different Computers Or Software Than I'm Used To."

0% Beginning

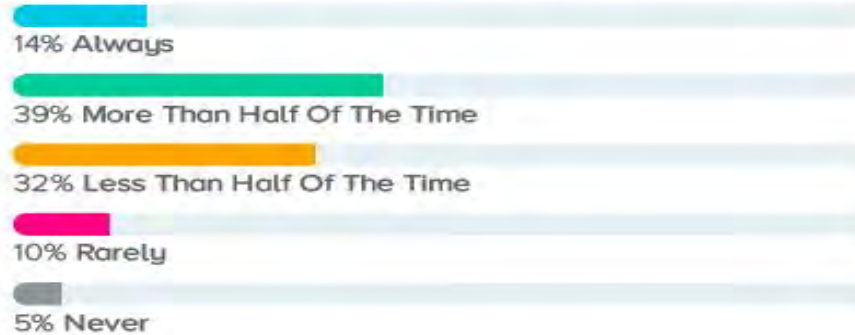Teachers discuss technology use during classroom observations or visits

20% Always

40% More Than Half Of The Time

24% Less Than Half Of The Time

7% Rarely

9% Never

Teachers discuss technology use during evaluations

18% Always

34% More Than Half Of The Time

30% Less Than Half Of The Time

9% Rarely

9% Never

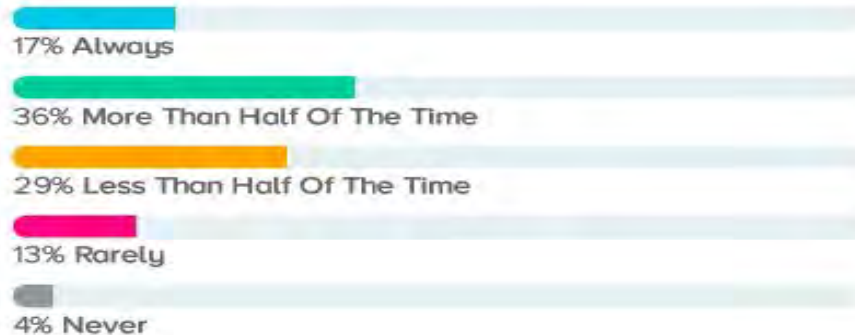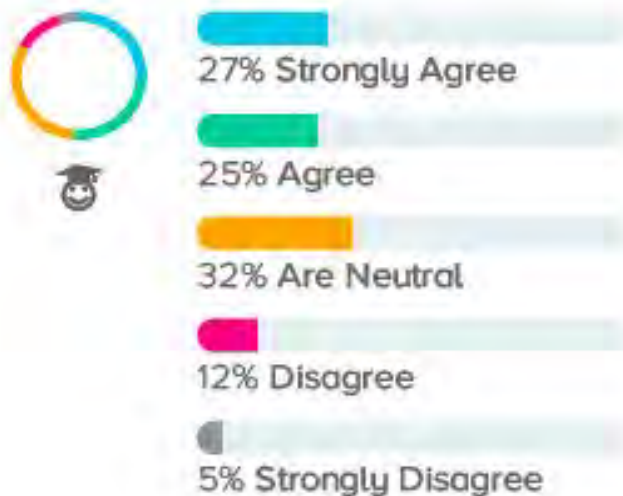2016

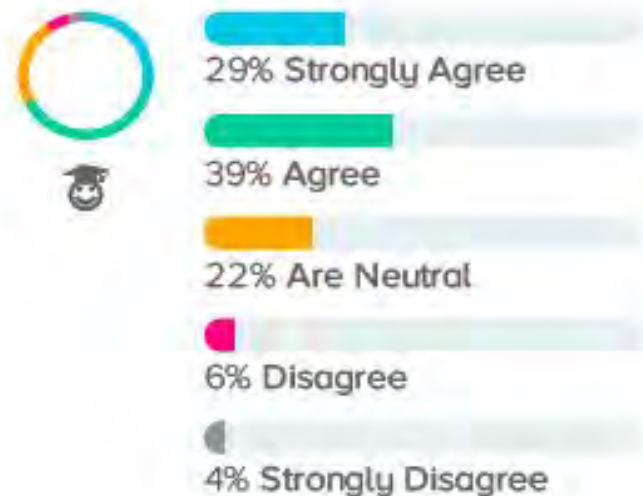Teachers discuss technology use during classroom observations or visits

14% Always

39% More Than Half Of The Time

32% Less Than Half Of The Time

10% Rarely

5% Never

Teachers discuss technology use during evaluations

17% Always

36% More Than Half Of The Time

29% Less Than Half Of The Time

13% Rarely

4% Never

Students think learning is more engaging when using technology

27% Strongly Agree

25% Agree

32% Are Neutral

12% Disagree

5% Strongly Disagree

Teachers think learning is more engaging when using technology

29% Strongly Agree

39% Agree

22% Are Neutral

6% Disagree

4% Strongly Disagree

2016

Students think learning is more engaging when using technology

25% Strongly Agree

26% Agree

31% Are Neutral

12% Disagree

6% Strongly Disagree

Teachers think learning is more engaging when using technology

27% Strongly Agree

34% Agree

29% Are Neutral

9% Disagree

1% Strongly Disagree

Sanford School Department
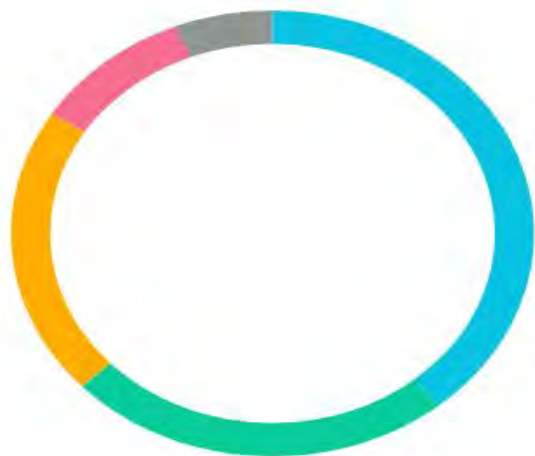
FRAMEWORK: Technology & Learning

DOMAIN: Skills

SUCCESS INDICATOR: Teacher Online Skills

VARIABLE: Teacher Online Skill Confidence And Frequency Of Use

DATA FROM: Jan 1, 2015 To Jun 30, 2015

39% Very easy

24% Easy

21% Moderately difficult

10% Difficult

6% Impossible

Why This Matters

Teachers who have strong online skills are better able to collaborate on documents and use other web-based tools that increase collaboration in the classroom (Purcell et al., 2013).

Sanford School Department
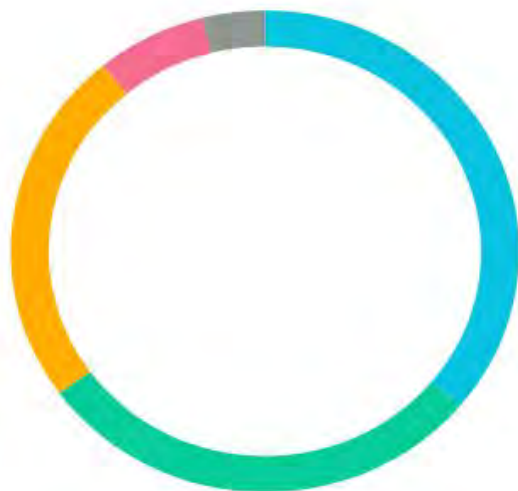
FRAMEWORK: Technology & Learning

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36% Very easy

29% Easy

24% Moderately difficult

7% Difficult

4% Impossible

Why This Matters

Teachers who have strong online skills are better able to collaborate on documents and use other web-based tools that increase

What have we learned?

1. Teacher skills have shifted, but have not shown tremendous growth:

   I.e. Move from "skills are good" to "skills are average".

2. Classroom practice has not changed significantly for those who choose

   not to participate in professional development offerings

3. Teachers are giving students opportunities to be creative with technology:

   I.e. create a movie trailer, create a flow chart

4. Teachers are venturing into "online" activities

   I.e. google classroom

What have we learned…..

Students are using technology daily in most classrooms (4-12)

Student report their own skills have improved (6-12)

There are still classrooms where the tech is not required (7-12)

Administrators have set expectations for technology use

Teachers need higher level PD (TPACK handout)

Teachers and students report that support is "above average" and classroom equipment is reliable.

With increased classroom technology labs will be phased out.

What are our next steps? (See technology plan)

- Provide more time for practice and collaboration
- Hire full time technology integrators
    - Elementary position
    - Junior High/ High School
- Provide ongoing professional development at times convenient for teaching staff (ERD, online)

District Learning Technology Plan 2016- 2019

Sanford School Department
Date Approved by School Committee: January 9, 2017
Plan Authors:
Joan Wright, Technology Director
Bernadette Flynn, Curriculum Director
Matt Nelson, Assistant Superintendent
Deb Rosa, Technology Integrator
Karen Miliano, Media Specialist
Julie Williams, Media Specialist
Jen Raymond, Media Specialist
Sheila English, Media Specialist
Laurie Works, Teacher, Sanford High School and Parent
Adam Soule, Teacher, Sanford High School and Parent
Kelly Tibbetts, English Department Chair, Sanford High School
Judy Martin, Sanford Junior High Leadership Team
Sue Coveney, Junior High Leadership Team
Lisa Carpenter, MLTI Tech Lead, Sanford Junior High
Lauren Levesque, Teacher Sanford High School
Nathan Ghiglieri, MARTL Teacher
Valerie Owen, MLTI Tech Lead, Sanford High School

Schools Affected by the Plan:
Sanford High School
Sanford Regional Technical Center
Sanford Junior High School
Sanford Bridge Program
Sanford Community Adult Education
Carl J. Lamb School
Lafayette School
Willard School
Margaret Chase Smith School
Sanford Alternative High School

Section II: Shared Vision for Learning:

Shared Vision for Learning: Every Sanford student is engaged in meaningful learning in a PreK-Adult community that takes pride in the development of lifelong learners. Learning is the constant with the variables being time, place and student groupings. Students are empowered to make decisions about their own education.

Students learn in a variety of settings and choose from an array of learning opportunities supported by technology. PreK-adult learning experiences include service learning, career technical education, college coursework, apprenticeships, traditional coursework and enrichment activities. The community and the schools collaborate to provide authentic projects for students and lifelong learning for adults.

Stakeholders:

- District Administrative team
- Our Schools, Our Futures community group
- SHS Technology Workgroup
- SHS Leadership Team
- Grade level teacher groups K-6
- Curriculum Coordinator
- Sanford Junior High Leadership Team
- Technology integrator
- Media Specialists
- Department Chairs

How does our vision guide our technology decisions? (Vision and compass)

Technology has become the fulcrum for curriculum delivery throughout the Sanford Schools. Technology needs are identified and aligned with curriculum in all areas of instruction. Hardware purchases, software adoptions and classroom resources all revolve around the curriculum and specific curriculum needs at each grade level for appropriate and efficient delivery of the content.

Technology decisions are carefully aligned with grade level instruction to insure that technology tools are age appropriate and available across the district in an equitable manner. Technology decisions are weighed against the following guiding questions:

Our guiding questions: (TPACK)

Does the technology assist with instruction of basic skills and knowledge?

Does the technology become a resource that allows for deeper understanding?

Do classrooms have the tools to enable project based/individualized learning?

Do teachers have the tools to effectively communicate progress and provide feedback to both students and parents?

Do technology purchases provide learning experiences for all students inside and outside of the classroom?

Does technology provide resources that extend student learning into the community?

Do lessons follow the SAMR hierarchy?

Do teachers have time to practice the skills and delivery of the lessons?

Section III: Shared Leadership

How will Sanford leadership apply technology to the Vision for Learning?

Sanford leadership will involve all stakeholders when making decisions regarding the use of technology in the classroom. The leadership groups listed below will collaborate and will use data collected in the yearly surveys, communications with community groups, and through regular staff meetings to help direct technology use and planning. Curriculum/ lesson planning and professional development will include a review of the SAMR model and the introduction of the TPACK model of technology use (See appendix A_1 and A_2) under guidance from the technology integrator or topic Tuesday session leader.

Leadership groups and their roles:

Curriculum Coordinator: Plan professional learning activities throughout the year

Technology Integrator: Co-teach, provide resources, provide guidance by grade level

Media specialists: Provide guidance for and delivery of digital citizenship curriculum,co-teach, provide resources, provide curriculum guidance by grade level

Building leadership teams: Advise SOPs, identify professional learning needs

District technology workgroups: Advise SOPs, purchasing, training

Grade level teams: Select tools, apps, programs (includes MLTI tech leads)

Parent advisory group: Assist with policy development and community connections

Section IV: District Learning Technology Data and Action Plan

Part A: Student Learning and Teacher Practice

Sanford's vision is to provide students with authentic and complex learning experiences. The graph below (image #1) data from the spring of 2016, shows that 68% of staff and 85% of students report using technology daily in their classes. However, when asked how technology is used for lessons in higher order processes, teacher responses indicate that technology strategies are used less than 20% of the time. Student responses, stating that technology is used 44% of the time for higher order processes,   show a disconnect between the teacher and student perceptions. Image #2 compares teacher and student perceptions of how often technology is used to collect and analyze data. Again, there is a considerable disconnect between teacher and student perceptions. This information will be used to guide and design professional learning activities that will be offered throughout the year as the leadership teams reflect on the following:

   The Pew Research Center (2014) addressing "AI, robotics and the future of jobs" points out that in an increasingly automated world, skills such as creativity, synthesis and problem solving will be in great demand in the workplace. (From Clarity survey results Spring 2016)

Implications: Teachers need additional opportunities for professional growth. Many times, the "opportunity" is time to collaborate with their peers at their grade level. Teachers report that the biggest hurdle to learning a new skill or improving on existing skills is having the time to focus on the technology. Many requests were made for more time to work with the tech integrator and others within the building or grade level who have specific skills. While teachers in grades 4 – 12 have 1:1 resources for their students, the survey data indicates that our focus must be on using technology tools that will give students a different medium for constructing their experiences and demonstrating their level of understanding beyond the word processing and internet research. The Results of the Data indicated many feel comfortable in using technology but integrating that technology into their curriculum (making that connection,) takes skill and practice. To 'transfer' these skills into the classroom, teachers need collaboration time, technology activities they can utilize with real life implications, and co-teaching using technology (such as Mystery Skype, Distance Learning using Technology, and FaceTime with professionals, and other students throughout the world.)

How can Sanford assist teachers in order to close these gaps?

Action Plan:

1. Survey district staff each year from PreK to Adult regarding the following:
   - Professional learning needs and specific skill set training (TPACK)
   - Resource availability including personnel and time
   - Equipment needs
   - Space and infrastructure needs
   - Assistance with lesson development (SAMR Model)
   - Guidance with digital citizenship lessons
   - Ability and time to collaborate with peers, professionals and teachers

2. Update 5 year budget plan each year based on needs identified in the surveys
3. Update curriculum and technology planning based on budget updates

Interventions and Next Steps	Person/ Position Responsible	TimeLine
Survey district staff K-12	Technology Team	Spring 2017
Update tech 5 year plan(Budget)	Technology Dir/Curriculum Dir.	Spring 2017 (after survey data is in)
Co-Teaching experiences	Technology Integrator	Fall 2016 - Ongoing
Monthly Tech PD session	Curric Director/Tech Director	Monthly ERD
Additional PD offerings	MLTI trainers	Quarterly 2016 …..
Introduce TPACK and SAMR	Tech integrator/Curriculum Director/Technology Director	Fall 2016 with yearly refresher

MLTI REPORT: STUDENT LEARNING EXPERIENCES

Student-reported frequency of computer use in the classroom
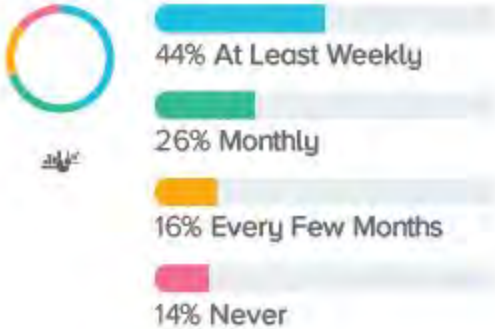
85% Almost Daily

11% Weekly

1% Monthly

1% Every Few Months

2% Never

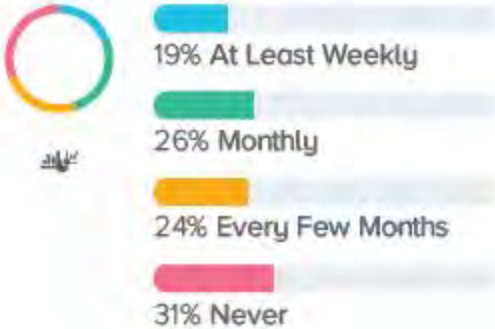Teacher-reported frequency of student computer use in the classroom

68% Almost Daily

23% Weekly

4% Monthly

2% Every Few Months

4% Never

Image #1

Image #2

Section IV, Part B: Leadership for Learning Through Technology

Results of the Data

As research shows, change can elicit a multitude of responses from stakeholders, but an effective leader understands how to bring all members of the community on the journey toward successful change (Waters & Cameron, 2014)

The data from the Spring 2015 and 2016 Clarity survey indicates that Sanford leadership has a strong focus on technology and this trend has been evident in each of the last 2 years. For each category, (see image #3) the majority of responses is in one of the 3 highest ranges: exemplary, advanced or proficient. The data indicates that the school leadership has been supportive of the use of technology and has incorporated it into observations and conversations about classroom strategies. Teachers and students report that the school leadership does encourage the use of technology in the classroom. (See image #4) As aforementioned, creativity, synthesis and problem solving will become increasingly impo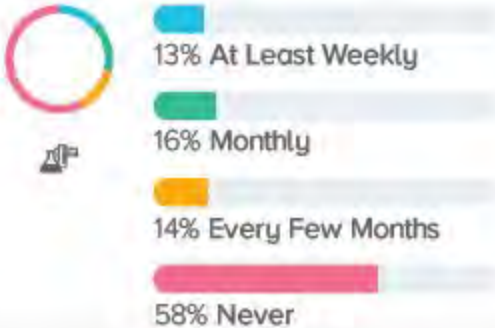rtant in job markets across the United States. Sanford educators have the profound task of staying current in the technology practices and vision that will enable our children to be successful, creative, problem solvers for tomorrow's world.

The data below shows that teachers are interested and willing to learn more about the use of technology in the classroom. However, with 25% reporting a neutral position on learning about the new technologies, we learn that we have work to do. We will work to determine the root of the "neutral" responses to this question.

 "Do teachers want to learn more about technology use in the classroom".

In planning additional technology professional development, we will determine:

1. What is the most meaningful professional development that can be offered by grade level?
2. How can we help teachers connect technology to their instruction more effectively?
3. How do we reach the 25% of respondents who are neutral?

MLTI REPORT: LEADERSHIP FOR CHANGE

👍 Teachers believe the school encourages technology use for teaching and learning
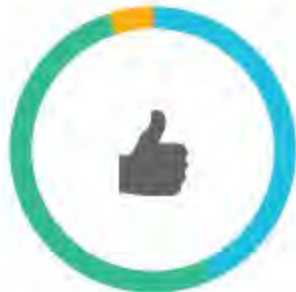
43% Strongly Agree

52% Agree

5% Are Neutral

0% Disagree

0% Strongly Disagree

Teachers want to learn more about effective technology use for teaching and learning

27% Strongly Agree

41% Agree

25% Are Neutral

5% Disagree

2% Strongly Disagree

Image #3

MLTI REPORT: LEADERSHIP FOR CHANGE

👍 Students believe the school encourages technology use for teaching and learning

26% Strongly Agree

39% Agree

28% Are Neutral

5% Disagree

2% Strongly Disagree

Students believe technology use in class can enhance learning

33% Strongly Agree

26% Agree

26% Are Neutral

10% Disagree

6% Strongly Disagree
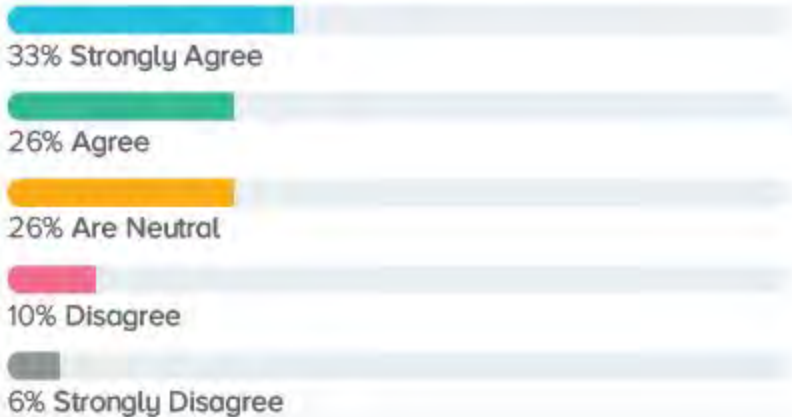
Image #4

Implications

The results of data collected regarding technology leadership shows some discrepancies that must be addressed. Students and teachers both report that the school leadership supports and encourages the use of technology. Teachers report that they see the value of using technology, but there is still a missing piece: higher order thinking and processing within the lessons taught. How can Sanford assist teachers in moving toward the goal as stated in our vision?

Interventions and Next Steps	Person/Position Responsible	Timeline
Continue technology discussions before and after observations	Building administrator	Ongoing
Identify leadership needs based on teacher perceptions	Building administrator, technology integrator, technology director	Ongoing
Identify teachers who can be technology leaders in their buildings	Building administrator	Ongoing

Section IV, Part C: Professional Learning

Results of the Data

In reviewing the results of the Clarity survey with the technology integrator and other teacher groups, the common issue is always *TIME*. Teachers need more individual time to practice skills they learn in the trainings. Having this time will enable teachers to feel confident in disseminating curricula via technology. One of the major complaints/concerns is not having this practice time.. To be able to do this, our educators need to continue to enhance their skills through training and *to be given time to practice their skills*. The data indicates that the leadership has indeed embraced the importance of good planning for technology use in the classroom. (This time could be spent with a Co-Teacher, Tech Integrator, or alone, but it is important to have this time for improvement of skills and dissemination confidence.)

Interventions and Next Steps	Person/Position Responsible	Timeline
Introduce the TPACK model for lesson planning strategies	Technology integrator Curriculum Director GLLs	PD winter 16/17 Collaborative lessons with Tech Integrator ongoing
Review SAMR with teachers for lesson planning strategies	Technology integrator and Curriculum Director GLLs	Ongoing yearly, Topic Tuesdays
Provide practice time	School leadership	Onging
Train Teachers in use of social media/project based lessons	Tech Integrator	2016-2017
Additional training in Digital Citizenship	Tech integrator, Media Specialists, GLLs, community professionals	Yearly
Hire additional technology integrators	Curriculum coordinator/ Technology coordinator	2017/2018 2018/2019

Learning-Focused Access Objective: *All learners—both adults and children—have access to the devices, connectivity, apps, programs, and services they need, as they need them, and with minimum barriers to their learning (From Clarity Spring 2016)*

Survey data shows that Sanford is well poised to provide the technology instruction and integration necessary to move instruction forward toward our vision. Students in grades 4-12 enjoy an environment of 1:1 technology in their classes. Network speeds are sufficient for online work by all students and teachers. Daily communication and reporting opportunities are available with very consistent "up time" of school networks. Teachers report that school filters are not presenting barriers to their instruction although students report that "school rules" interfere with their technology use.

MLTI REPORT: LEARNING-FOCUSED ACCESS

Student-reported membership in student groups that provide technology support at school

Students believe the following obstacles prevent their use of technology at school

9% "I Don't Have The Necessary Skills."

11% "My Classes Don't Require The Use Of Technology."

24% "School Technology Isn't Good Enough."

58% "School Rules Limit My Technology Use."

31% "My School Has Different Computers Or Software Than I'm Used To."

0% Beginning

MLTI REPORT: LEARNING-FOCUSED ACCESS

⚠ Teachers report that school filters prevent access to websites needed for classes

6% Never

38% Rarely

38% Less Than Half Of The Time

15% More Than Half Of The Time

2% All Of The Time

✘ Teachers report that the quality of support for hardware repair is

14% Excellent

33% Above Average

37% Average

9% Below Average

1% Poor

6% None
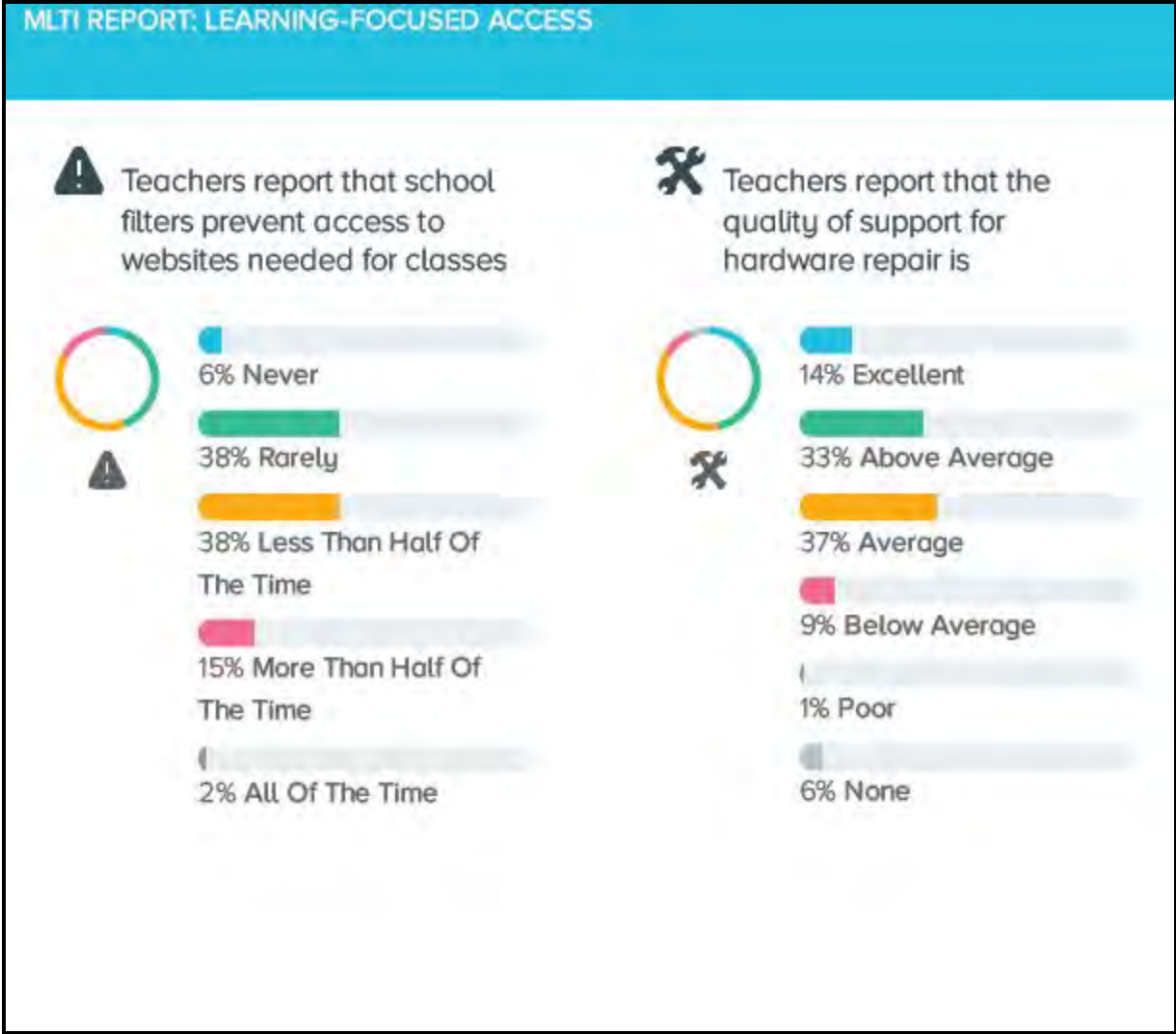
Implications:

Interventions and Next Steps	Person/Position Responsible	Timeline
Collect more data by department re: student responses to "school rules"	Technology director/MLTI tech leads	Fall 2016 and winter 2017 (Clarity)
Maintain current level of access and network speeds at district	Technology support team	Ongoing

Improve wireless networks at K-6 schools	Technology support team and (Tech Director and erate)	Winter 2017

Section V: Responsible Use:

Sanford School Department follows the Commonsensemedia.org curriculum. The entire K-adult curriculum can be found at www.commonsensemedia.org.

Media specialists meet with all students in grades K-8 and cover the appropriate content for each grade level. Technology Integrator incorporates Digital Citizenship in lessons and encourages teachers to do the same. Teachers in grade 9 cover the curriculum for students in grade 9 during their freshman orientation. Students in grades 10-12 receive instruction from the same curriculum in health classes as well as the social sciences. Media specialists in all schools cover the curriculum at each grade level.

Parents are encouraged to review many of the parent resources available at a variety of websites including the following:

www.commonsensemedia.org

www.edutopia.org

www.pbs.org

www.netsmartz.org/Parents

https://edshelf.com

http://ikeepsafe.org/parents

These resources are available on the sanford website (www.sanford.org) under the technology department link. In addition, the resources are available as a handout during the annual parent meetings for students in grades 6-12.

Section VI: Certifications:

By signing below, the superintendent is acknowledging the following:

• The district has completed one Technology Access Survey per school in the district

• The information submitted in the Technology Access Survey is accurate

• The Learning Technology Plan has been approved by the SAU's school committee

• The district is committing to work the plan (recognizing that plans do evolve over time)

16

Sanford School Department #   1148   Superintendent Email: dtheoharides@sanford.org

_____   _____

       Superintendent Signature   Date:

Appendix A_1

Technological
Pedagogical Content
Knowledge
(TPACK)

Technological
Pedagogical
Knowledge
(TPK)

Technological
Knowledge
(TK)

Technological
Content
Knowledge
(TCK)

Pedagogical
Knowledge
(PK)

Content
Knowledge
(CK)

Pedagogical
Content
Knowledge
(PCK)

Contexts
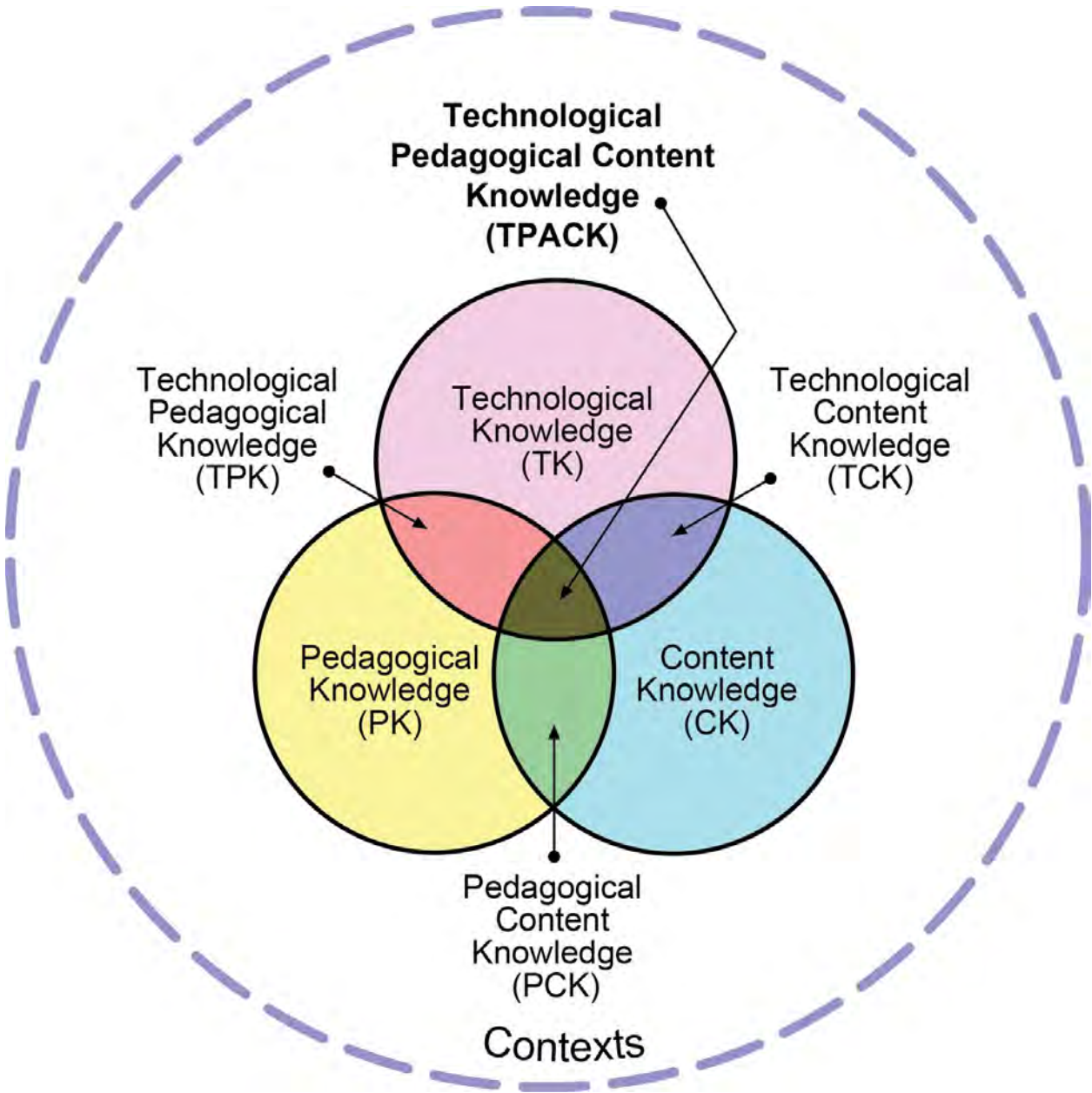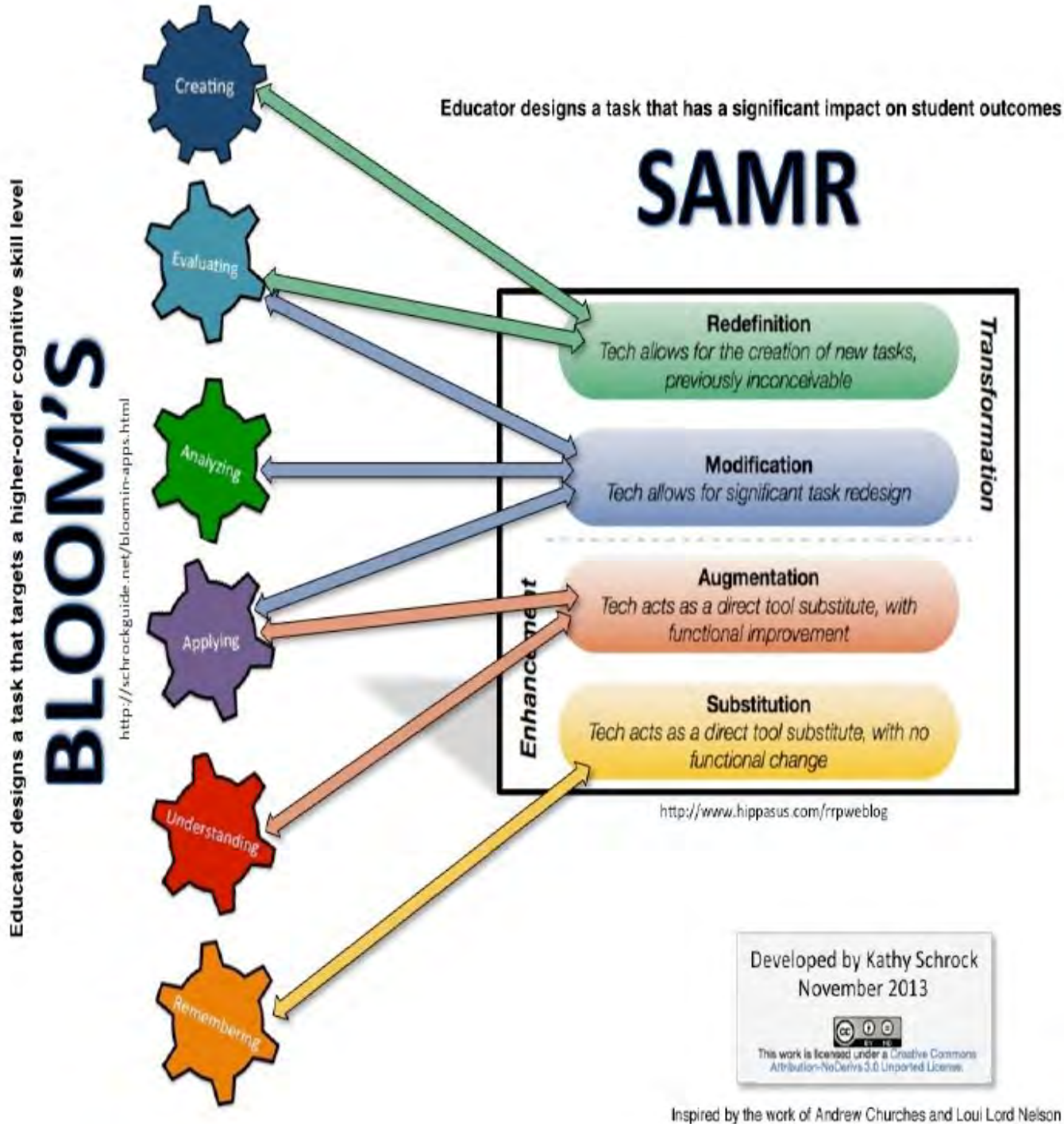
Appendix A_2

What equipment is available to teachers 2016/2017?

Resources by school:

School	Grade	Devices	Projectors	Document Cameras	New Budget/Notes (Pending)
MCS	K-3	5 iPads/room	1 per room	5 total	Adding 3 iPads K-3
CJL	K-1 2-3	iPads iPads	1:1 2:1	8 total	iPads from MLTI Literacy Project
	4 & 5	1:1 Macbooks	1 per room		Replacing Amanda Cole's proj 16/17
	6	1:1 chromebooks	1 per room		
Lafayette	K-3	5 iPads/room	1 per room	3 total	Adding 3 iPads/room
SJHS	7&8	1:1 macbook	1 per room	Math Dept	Replacing Erin Barry projector 16/17
	6	1:1 Chromebooks	1 per room	1:8	
SHS	9-12	1:1 iPads	1 per room	0	
Willard	4 - 5	1:1 Macbooks	1 per room	6 total	Adding SCastle
	1-3	5 iPads /room	1 per room		Adding 3 per room

** additional white macbooks are available to grade 3 classes
*CJL, MCS and Lafayette have a PC lab of windows laptops- these will be phased out in 17/18

Literacy project: Impact on other schools
1. Recover 45 iPads from K-1
2. Recover 20 from grade 2
3. Recover 20 from grade 3

Current deployment of document cameras:

CJL	BRUNELLE	KINDERGARTEN
CJL	GUILLEMETTE	FIRST
CJL	BARON	SECOND
CJL	SULLIVAN	SECOND
CJL	MOULTON	THIRD
CJL	ALLAIRE	THIRD
CJL	GREENE	FIFTH
CJL	COTE	FIRST
LAFAYETTE	CROWLEY	THIRD
LAFAYETTE	LEVY	SECOND
LAFAYETTE	SMITH	SECOND
MCS	MORRISON	FIRST
MCS	ARNOLD	SECOND
MCS	MCGUIGGIN	SECOND
MCS	PERRIN	THIRD
WILLARD	NADEAU	THIRD
WILLARD	HALLISEY	FIFTH
WILLARD	SCLAFANI	FOURTH
WILLARD	SILVA	FOURTH
WILLARD	DANIELS	FIFTH
WILLARD	DONAHOE	ALL
MCS	DESCHAMBAULT	FIRST
SJHS	Math Dept	All
SHS	None	

** Budget items: 2017/18

School	Grade	Devices	Projectors	Document Cameras	Notes
MCS	K-3		Replace 2	Add	
CJL	5	chromebooks	Replace 2	Add	
Willard	5	chromebooks		Add	
SJHS	6		Replace 1	add	
SHS	9-12		Add 2		
Lafayette	K-3				
SHS Guidance	9-12	Office computers (2)			
CJL Office		Office computers (2)			
CJL	K-6	Printer/copier			Replace lab printer

** Will add white macbooks to grade 3 and 4 next year for spares and "extras" as this is probably the last year they will be usable

Other items of note:

1. Willard School, Carl Lamb School and Margaret Chase Smith will have a wireless upgrade THIS YEAR. (Scheduled Dec. break and February break)

With the new organization of schools the wireless at Willard could be moved to MCS to accommodate the expansion there when it is done.

Lafayette wireless will be available to expand MCS location if needed.

Long range planning:

- SHS will continue to use iPads for the remainder of this year and for 17/18
- 18/19 iPads (1000 of them) COULD move to K-6 and SHS will have new equipment for all 4 grades (ideal but not approved in the technology capital plan because it would mean buying new equipment for SHS fall '18.)
- 19/20 - replace all K-6 teacher macs
    - Move used teacher macs to classrooms to replace defunct iPad2s
    - Evaluate condition of grade 5 and 6 chromebooks (they have estimated life span of 3 years @ $98.00 per year)

Apps classified by SAMR Model

Redefinition
Tech allows for the creation of new tasks, previously inconceivable

iMovie • Book Creator • ShowMe • Screen Chomp • Toontastic • Edu-creations • Voicethread • Sock Puppets • Puppet Pals • Nearpod

Modification
Tech allows for significant task redesign

Flipboard • Skitch • Comic Strip • Chrome • Photosync • Dual Browser • Keynote • QR Code Reader • Dragon Dictation • Pdf Expert

Augmentation
Tech acts as a direct substitute, with some functional improvement

Pages • Google Search • Haiku Deck • Wikinodes • Grammer Jammers • The Elements • Virtual Histories • Qwiki • Articles • Draw on Screen

Substitution
Tech acts as a direct substitute, with no functional improvement

Pages • iBooks • Symbaloo • Popplet • Simplemind • Collage Creator • Bamboo Paper • Jumbo Calculator • The Holy Bible • Dictionary

SANFORD SCHOOL DEPARTMENT
SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE
For the Year-to-Date and Month Ending November 30, 2016

Attachment J.4.i.

Account Group	Jul 15 - Nov 15 Actual	Jul 16 - Nov 16 Actual		2016/2017 Revised Budget		Amount Remaining Revised Budget - Actual	
51000 Personal Services - Sal/Wages&Stip.	$ 5,530,143	$ 5,584,820	52%	$ 21,681,098	58%	$ 16,096,278	74%
52000 Personal Services - Payroll Tax&Bene.	$ 1,686,602	$ 2,161,148	20%	$ 7,951,960	21%	$ 5,790,812	73%
Subtotal - Personal Services	$ 7,216,745	$ 7,745,968	72%	$ 29,633,058	80%	$ 21,887,090	74%
53000 Purchased Prof. & Tech. Services	$ 668,608	$ 870,222	8%	$ 2,171,910	6%	$ 1,301,688	60%
54000 Purchased Property Services	$ 367,158	$ 281,532	3%	$ 637,208	2%	$ 355,676	56%
55000 Other Purchased Services	$ 697,617	$ 800,906	7%	$ 2,529,078	7%	$ 1,728,172	68%
56000 General Supplies	$ 599,741	$ 503,693	5%	$ 1,501,415	4%	$ 997,722	66%
57000 Property Maint & Repair	$ 109,544	$ 196,333	2%	$ 338,166	1%	$ 141,833	42%
58000 Debt, Dues/Fees & Miscellaneous	$ 337,721	$ 353,423	3%	$ 444,480	1%	$ 91,057	20%
59000 Other & *Rounding*	$ -	$ -	0%	$ -	0%	$ -	0%
Total	$ 9,997,134	$ 10,752,077	100%	$ 37,255,316	100%	$ 26,503,238	71%
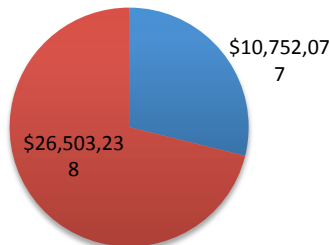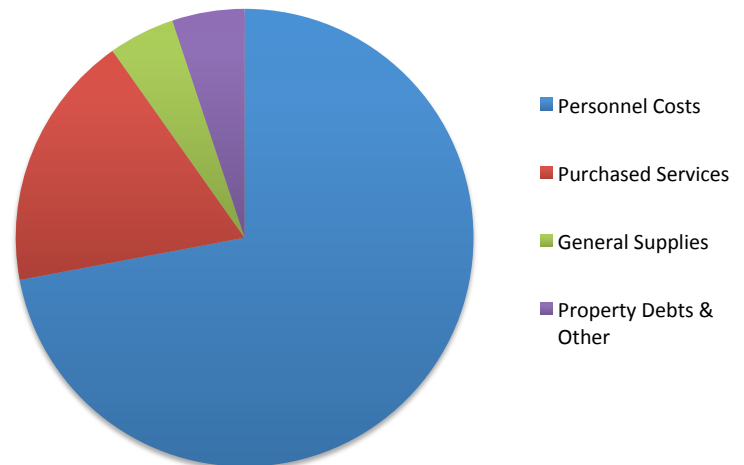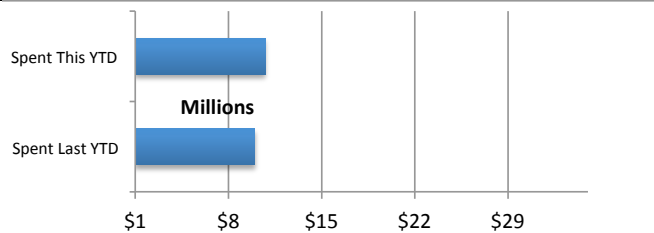
Warrant Article Cost Center	Jul 15 - Nov 15 Actual	Jul 16 - Nov 16 Actual		2016/2017 Revised Budget		Amount Remaining	
1. Regular Instruction	$ 3,328,394	$ 3,532,385	33%	$ 15,120,228	41%	$ 11,587,844	77%
2. Special Education	$ 1,619,912	$ 1,846,051	17%	$ 7,259,105	19%	$ 5,413,054	75%
3. Career / Technical Education	$ 492,607	$ 624,700	6%	$ 1,954,275	5%	$ 1,329,575	68%
4. Other Instruction	$ 410,610	$ 422,039	4%	$ 960,267	3%	$ 538,227	56%
5. Student & Staff Support	$ 886,382	$ 986,256	9%	$ 3,244,009	9%	$ 2,257,753	70%
6. System Administration	$ 344,254	$ 334,595	3%	$ 807,325	2%	$ 472,729	59%
7. School Administration	$ 780,195	$ 756,975	7%	$ 2,040,274	5%	$ 1,283,299	63%
8. Transportation & Buses	$ 411,782	$ 542,226	5%	$ 1,695,061	5%	$ 1,152,835	68%
9. Facilities Maintenance	$ 1,722,781	$ 1,706,370	16%	$ 4,174,773	11%	$ 2,468,403	59%
10. Debt Service	$ -	$ -	0%	$ -	0%	$ -	0%
11. All Other Expenditures & *Rounding*	$ 216	$ 482	0%	$ -	0%	$ (482)	0%
Subtotal	$ 9,997,134	$ 10,752,078	100%	$ 37,255,316	100%	$ 26,503,238	71%
Adult Education	$ 335,883	$ 272,710	31%	$ 869,609		$ 596,899	69%
Total	$ 10,333,017	$ 11,024,788	29%	$ 38,124,925	100%	$ 27,100,137	71%

RECONCILATION OF ACCOUNTS

BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD

For the Year-to-Date and Month Ending November 30, 2016

Attachment J.4.ii

City No.	School	Name	Year to Date **Revenues** School	City	Variance	Year to Date **Expenses** School	City	Variance	Year to Date **Net (Rev - Exp)** School	City	Variance
GENERAL FUND											
1000 GF	1000-1200	Education	(9,435,351)	(9,435,351)	0	10,752,077	10,752,077	0	1,316,726	1,316,726	0
1600 GF	1500	Adult Education	(193,920)	(193,920)	0	272,710	272,710	0	78,790	78,790	0
		Total	**(9,629,271)**	**(9,629,271)**	**0**	**11,024,787**	**11,024,787**	**0**	**1,395,516**	**1,395,516**	**0**
SPECIAL REVENUE FUNDS											
2201 SR	2001	Wellness Team	-	-	0	60	60	0	60	60	0
2202 SR	2002	Erate	(74,166)	(74,166)	0	69,742	69,742	0	(4,424)	(4,424)	0
2203 SR	2003	Tech Tuition	(123,764)	(123,764)	0	13,442	13,442	0	(110,322)	(110,322)	0
2206 SR	2006	EcoMaine	-	-	0	188	188	0	188	188	0
2210 SR	2030	Kids Club	(10,868)	(10,868)	0	634	634	0	(10,233)	(10,234)	0
2213 SR	2041	MCS Local	(700)	(700)	0	-	-	0	(700)	(700)	0
2214 SR	2042	Hartley SRTC	(1,250)	(1,250)	0	62	62	0	(1,188)	(1,188)	0
2217 SR	2051	ING Heros JH	(2,000)	(2,000)	0	-	-	0	(2,000)	(2,000)	0
2220 SR	2080	CJL Local	(14,125)	(14,125)	0	14,125	14,125	0	-	-	0
2228 SR	2240	Pal	(1,000)	(1,000)	0	-	-	0	(1,000)	(1,000)	0
2238 SR	2215	College Transition	-	-	0	14,926	14,926	0	14,926	14,926	0
2239 SR	2300	Title 1A	(320,635)	(320,635)	0	265,976	265,976	0	(54,658)	(54,658)	0
2249 SR	2460	MaineCare	(14,725)	(14,725)	0	44,045	44,045	0	29,320	29,320	0
2252 SR	2470	Idea Local Entitler	(133,381)	(133,381)	0	223,271	223,271	0	89,890	89,890	0
2253 SR	2510	Early Child/PreSch	(7,530)	(7,530)	0	6,295	6,295	0	(1,235)	(1,235)	0
2258 SR	2630	21st Century	(35,289)	(35,289)	0	54,533	54,533	0	19,245	19,245	0
2262 SR	2700	Title 2A	(105,224)	(105,224)	0	182,863	182,863	0	77,639	77,639	0
2266 SR	2070	Nellie Mae	-	-	0	(459)	(459)	0	(459)	(459)	0
2268 SR	2860	Carl Perkins	(55,569)	(55,569)	0	58,673	58,673	0	3,104	3,104	0
2269 SR	2950	Aefla/Abe	(10,965)	(10,965)	0	13,316	13,316	0	2,350	2,350	0
2272 SR	2012	Corning	-	-	0	276	276	0	276	276	0
2273 SR	2013	HS Student iPads	(20,178)	(20,178)	0	14,360	14,360	0	(5,818)	(5,818)	0
2275 SR	2232	Transtn Profic. Dip	(36,342)	(36,342)	0	15,364	15,364	0	(20,979)	(20,979)	0
2280 SR	2210	Faa Dept of Agricu	(1,253)	(1,253)	0	-	-	0	(1,253)	(1,253)	0
2283 SR	2457	Pre-School Expans	(47,024)	(47,024)	0	(3)	(3)	0	(47,027)	(47,027)	0
2285 SR	2007	John T. Gorman K	-	-	0	11,559	11,559	0	11,559	11,559	0
2287 SR	2209	Natl Brd Certificat	-	-	0	1,900	1,900	0	1,900	1,900	0
		Total	**(1,015,988)**	**(1,015,988)**	**0**	**1,005,150**	**1,005,150**	**0**	**(10,838)**	**(10,838)**	**0**
CAPITAL IMPROVEMENT FUNDS											
4047 CIP	3015	HS Const Project	(13,154,815)	(13,154,814)	-1	13,717,947	13,717,947	0	563,131	563,132	-1
4054 CIP	3020	Elem Const Projec	-	-	0	37,334	37,334	0	37,334	37,334	0
4050 CIP	4020	Capital Improv. Bc	-	-	0	5,798	5,798	0	5,798	5,798	0
		Total	**(13,154,815)**	**(13,154,814)**	**-1**	**13,761,079**	**13,761,079**	**0**	**606,264**	**606,265**	**-1**
ENTERPRISE FUNDS											
5000 EN	6000	School Café	(443,202)	(443,202)	0	555,304	555,304	0	112,102	112,102	0
		Total	**(443,202)**	**(443,202)**	**0**	**555,304**	**555,304**	**0**	**112,102**	**112,102**	**0**

Date: _____   For the School by: _____   _____
                                                David Theoharides, Superintendent   Gwen R. Bedell, Business Administrator

Date: _____   For the City by: _____   _____
                                                Steven R. Buck, City Manager   Ronni L. Champlin, Finance Director