

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING AGENDA
Monday, November 7, 2016 ~ 6:00 pm**

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

Guests present:

A. Call to Order Time: ____ pm

B. Pledge of Allegiance

C. Adjustments

D. Approval of Minutes

1. October 17, 2016, Regular Meeting, 6:00 pm (**Attachment D.1.**)
Recommendation: to approve the minutes as presented

E. Public Comments

F. Communications

1. Voya Unsung Heroes Grant Award (**Attachment F.1.**)

G. Committee Reports

1. Construction Update
 - i. SHS/SRTC Construction Project
 1. Certificate of Final Funding Approval for School Construction (**Attachment G.1.i.1.**)
 - ii. Elementary Construction Projects
 1. Presentation by **Dan Cecil** of Harriman

School Committee Meeting Agenda

November 7, 2016

H. Superintendent's Report

1. Student Representatives' Reports
2. Report on MSSA Conference
3. Field Trips
 - i. Willard School Grade 5 students to Boston Museum of Science on 11/9/16

I. Directors' Reports

1. Business Administrator Gwen Bedell
2. Assistant Superintendent Matt Nelson
3. Director of Curriculum Bernie Flynn
 - i. Professional Development Update

J. New Business

1. Audit Report
Recommendation: to accept the audit report as presented.

K. Old Business

1. Class Rank Update

L. Resignations

1. Superintendent Theoharides will announce the following resignations:

Edie Davis Quinn	Ed Tech II Literacy	MCS	Eff. 11/4/16
Lisa Carpenter	Ed Tech II Technology	SJHS	Eff. 11/25/16

School Committee Meeting Agenda

November 7, 2016

M. Staff Appointments

1. Superintendent Theoharides will announce the following appointments:

Jennifer Cote	Ed Tech I, Special Education	SHS	Eff. 10/31/16
Lien Fajardo	Accounts Payable Specialist	Central Office	Eff. 10/31/16
Katie Hoagland	FFA Advisor	SRTC	Eff. Fall, 2016
Susan Williams	National Technology Honor Society	SRTC	Eff. Fall, 2016
Joe Bolduc	Skills USA Advisor	SRTC	Eff. Fall, 2016
Tim Fecteau	Skills USA Advisor	SRTC	Eff. Fall, 2016
Scott Keeney	Varsity Swim Coach	SHS	Eff. 11/1/16
Harry Spiliopoulos	Asst. Varsity Swim Coach	SHS	Eff. 11/1/16
Amanda Richer	Head Cheerleading Coach	SJHS	Eff. 11/1/16
Kendra O'Connell	Head Cheerleading Coach	SHS	Eff. 11/1/16
Nate Mann	7 th Grade Boys Basketball Coach	SJHS	Eff. 11/1/16
James Cantara	8 th Grade Girls Basketball Coach	SJHS	Eff. 11/1/16
Kristy Parent	Head Girls Basketball Coach	SHS	Eff. 11/1/16
Jacob Mills	JV Boys Basketball Coach	SHS	Eff. 11/1/16
Paul Nolette	Head Boys Basketball Coach	SHS	Eff. 11/1/16
Paul Rivard	Head Wrestling Coach	SJHS	Eff. 11/1/16
Paul Rivard	Asst. Varsity Wrestling Coach	SHS	Eff. 11/1/16
Thomas Ledue	JV Girls Basketball Coach	SHS	Eff. 11/1/16
Heather Lopes	7 th Grade Girls Basketball Coach	SJHS	Eff. 11/7/16
Kevin Way	Intramural/Weight Room	SHS	Eff. Fall, 2016
Brent Coleman	Intramural/Weight Room	SHS	Eff. Fall, 2016
Jed Russell	Intramural/Weight Room	SHS	Eff. Fall, 2016
Zachary Lemelin	8 th Grade Boys Basketball Coach	SJHS	Eff. 11/1/16
Valerie Sherman	Interim Kitchen Manager	MCS	Eff. 10/11/16
Lisa Arsenault Miller	Math Club teacher	Title I	Eff. 10/17/16
Ellen Pattee	Math Club teacher	Title I	Eff. 11/21/16
Celeste Bemis	Math Club teacher	Title I	Eff. 10/17/16
Amy Williams Costa	Math Club teacher	Title I	Eff. 10/17/16
Julie Williams	Math Club teacher	Title I	Eff. 1/9/17
Sarah Shelley	Math Club teacher	Title I	Eff. 10/17/16
Bridget Farrell	Math Club teacher	Title I	Eff. 10/17/16
Beth Currier	Math Club teacher	Title I	Eff. 10/17/16
Karly Davis Moulton	Math Club teacher	Title I	Eff. 10/17/16
Danielle Perrin	Math Club teacher	Title I	Eff. 10/17/16
Pete Levasseur	PLCSS Co-Chair	District	Fall 2016
Barb Noone	PLCSS Co-Chair	District	Fall 2016
Chris Aronson	PLCSS Ed Tech Teacher Rep	District	Fall 2016
Kendra Brown	PLCSS Member	SHS	Fall 2016
Nick Ericson	PLCSS Member	SHS	Fall 2016
Erin Fraser	PLCSS Member	SJHS	Fall 2016
Karen Birch	PLCSS Member	SJHS	Fall 2016
Barb Noone	PLCSS Member	Willard	Fall 2016
Pete Levasseur	PLCSS Member	Willard	Fall 2016
Kathryn McCall	PLCSS Member	CJL	Fall 2016
Angie Labbe	PLCSS Member	CJL	Fall 2016
Kristin Daly	PLCSS Member	MCS	Fall 2016
Dawna Werner	PLCSS Member	MCS	Fall 2016

School Committee Meeting Agenda

November 7, 2016

N. Staff Transfers

1. Superintendent Theoharides will announce the following transfers:

Michael Deshaies	Temporary transfer from SHS 1 st Shift Custodian	Temporarily transferred to SJHS Head Custodian	Eff. 10/18/16
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O. Staff Nominations

1. Superintendent Theoharides will nominate the following professional staff for first year probationary contract(s):

Carla Schoepp	Library Media Specialist	MCS	Effective 10/20/16	Replacement
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Recommendation: to approve the nomination(s) as presented.

P. Policies

(Attachment P.)

1. First Reading – ECB – Pest Management in School Facilities
Recommendation: to accept the first reading of revised policy ECB as presented.
2. First Reading – ECB-E1 – Pest Management Notification
Recommendation: to delete ECB-E1 as presented.
3. First Reading – ECB-E2 – Universal Notice Option
Recommendation: to delete ECB-E2 as presented.
4. First Reading – ECB-E3 – Notice of Planned Pesticide Application
Recommendation: to accept the first reading of revised policy ECB-E3 as presented.

Q. Items for Future Agenda(s)

1. Class Rank – November 21, 2016
2. Technology Plan – December 5, 2016
3. Joint Meeting with Acton School Department

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, November 21, 2016	Regular Meeting	6:00 pm	City Council Chambers
Thursday, December 1, 2016	Joint Meeting with Acton School Department	6:00 pm	Superintendent's Conference Room
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

Recommendation: to adjourn at ____ pm.

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

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

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

Student Reps present: Summer Korpaczewski
Cole A. Jones

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

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

Call to Order Time: 6:04 pm

A. Pledge of Allegiance Said

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

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

D. Public Comments None

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

School Committee Meeting Minutes

October 17, 2016

F. Committee Reports

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

School Committee Meeting Minutes

October 17, 2016

G. Superintendent's Report

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

School Committee Meeting Minutes

October 17, 2016

H. Directors' Reports

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

I. New Business

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

J. Old Business

None

K. Resignations

1. Superintendent Theoharides announced the following resignations:

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

School Committee Meeting Minutes

October 17, 2016

L. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

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

M. Staff Transfers

1. Superintendent Theoharides announced the following transfers:

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

N. Staff Nominations

None

O. Policies

(Attachment P)

1. Second Reading – KK – Naming Rights

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

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

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

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

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

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

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

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

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

School Committee Meeting Minutes

October 17, 2016

P. Items for Future Agenda(s)

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

Q. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

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

R. Adjournment

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

Respectfully submitted,

 Jonathan Mapes, School Committee Chair

 David Theoharides, Superintendent

Scholarship America®
**Scholarship
Management
Services®**

One Scholarship Way, Saint Peter, MN 56082
507-931-1682 (phone) • 507-931-9168 (fax)
scholarshipmanagement.org

AWARD CHECK MEMORANDUM

DATE: August 31, 2016
TO: Sherri Baron
FROM: Lynette Idso, Program Manager
Scholarship Management Services
PROGRAM: Voya Unsung Heroes™ Awards Program

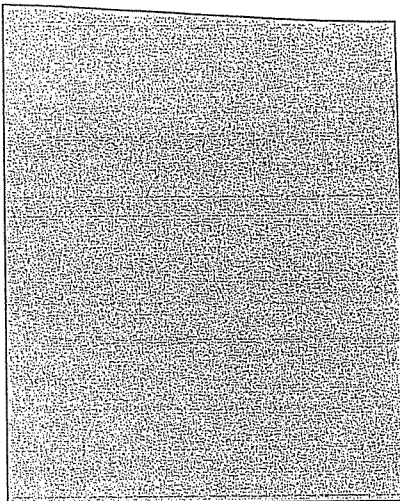
Scholarship Management Services has processed award payments; a check for your 2016 award is enclosed. The enclosed check must be endorsed by you and your school and **is not valid after 90 days**. Funds should be deposited into a school account; check with your school's Business Office for any district requests regarding fund disbursement.

According to program guidelines, you must use your award to further support the project within your school or school system **as described on your application**.

Please notify Scholarship Management Services immediately if you have any questions about your award. Refer to the Voya Unsung Heroes Awards Program whenever you call or write.

If your project is selected for one of the top three awards, you will be notified by a representative of Voya Financial® directly. For information about the other 2016 award recipients and their winning projects, visit the Voya Unsung Heroes website at www.unsungheroes.com. Announcements about the top three award winners will also be added to the website in the fall.

Best wishes for your continued success!





STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

Attachment G.1.i.1.

PAUL R. LEPAGE
GOVERNOR

WILLIAM H. BEARDSLEY
DEPUTY COMMISSIONER

October 7, 2016



David Theoharides
Superintendent of Schools
Sanford School Department
917 Main Street, Suite 200
Sanford, ME 04073

RE: Certificate of Final Funding Approval for School Construction

Dear Superintendent Theoharides:

Congratulations on receiving Final Funding Approval for the New Sanford High School and Regional Technical Center construction project. A copy of the *Certificate of Final Funding Approval for School Construction* is attached along with a copy of the *Final Funding Approval Budget*.

As a reminder, approved budget amounts are only estimates until the project has been completed and line item amounts have been finalized.

If you have any questions, please contact me at 624-6883 or scott.brown@maine.gov.

Sincerely,

Scott Brown
Director of School Facilities

Enclosures: 2

cc: Joanne Allen, Director of Finance and Operations
Paula Gravelle, School Finance Coordinator
Denise Towers, Fiscal Compliance Consultant
Toni Reed, Program Officer, MMBB

Policy Updates
Executive Summary – November 7, 2016

The following policies will be presented for a **“First Reading”**
on November 7, 2016

1. Policy ECB: Pest Management in School Facilities and on School Grounds

This policy was adopted in 2003 and has not been updated to reflect changes. This policy needs to follow all requirements set forth in Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools.

The following language is being deleted from the current policy:

- “For the purpose of this policy, “pests” are populations of living organisms (animal, plants or microorganisms) that interfere with the use of school facilities and grounds. “Pesticide” is defined as any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pests and any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.
- Section B: Identification of Specific Pest Thresholds
Routine inspection and accurate identification of pests are needed to recognize potential problems and determine when action should be taken.

Action thresholds for specific sites will be determined on a case by case basis by the IPM Coordinator in consultation with the Building Principal and/or Superintendent, and, if necessary, with the advice of a professional pest control expert.

As pest management objectives will differ from site to site (e.g.: maintaining healthy turf and specific playing surfaces on athletic fields, carpenter ant control in buildings, or maintenance or ornamental plants), differences should be considered before setting an action threshold.

- Section D: Selection, Use and Storage of Pesticides
Pesticides should be used only when needed. Non-chemical pest management methods will be implemented whenever possible to provide the desired control. The choice of using a pesticide will be based on a review of other available options (sanitation, exclusion, mechanical means, trapping, biological control) and a determination that these options have not worked or are not feasible. When it has been determined that a pesticide must be used to achieve pest management goals, the least hazardous effective pesticide should be selected. Application should be conducted in a manner that, to the extent practicable using currently available technology, minimizes human risk.

Decisions concerning the particular pesticide to be used and the timing of pesticide application should take into consideration the use of the buildings or grounds to be treated.

Pesticide purchases should be limited to the amount expected to be used for a specific application or during the year. Pesticides will be stored and disposed of in accordance with label directions and state and federal regulations. Pesticides must be stored in an appropriate, secured location not accessible to students or unauthorized personnel.

- Section E: Notification of Students, Staff and Parents of Use of Pesticides was updated and eliminated the section that stated “A notice will be provided to staff, students and parents within the first two weeks of the school year briefly explaining the Sanford School Department’s IPM / pesticide use policy, including provisions for notification to parents and staff of specific planned pesticide application in school buildings or on school grounds.”

2. Policy: ECB-E1: Pest Management Notification

Due to a change in Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools this is no longer necessary.

3. Policy: ECB-E2: Notification Template – Universal Notice Option

Due to a change in Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools this is no longer necessary.

4. Policy: ECB-E3: Notice of Planned Pesticide Application

This policy is being updated to reflect Ty Pombriant as the IPM Coordinator replacing Paul Grant.

Recommended Motions

1. Motion to accept the first reading of **Policy ECB – Pest Management in School Facilities and on School Grounds**
2. Motion to delete **Policy ECB:E1 – Pest Management Notification**
3. Motion to delete **Policy ECB-E2: Notification Template – Universal Notice Option**
4. Motion to accept the first reading of **Policy ECB-E3 – Notice of Planned Pesticide Application.**

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The School Committee recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may raise concerns among parents, students and staff. It is therefore the policy of the Sanford School Department to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy shall be kept in every school and made available upon request to staff, parents, students and the public.

IPM is a systematic approach to pest management that combines a variety of methods for managing pests, including monitoring; improved horticultural, sanitation and food storage practices; pest exclusion and removal; biological control; and pesticides.

The Objective of the Sanford School Department's IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

The Superintendent and/or designee shall develop and implement a Pest Management Plan consistent with the following IPM principles and procedures:

A. Appointment of an IPM Coordinator

The Superintendent/designee will appoint an IPM Coordinator for the Sanford School Department. The IPM Coordinator will be the primary contact for pest control matters, and will act as the lead person in implementing the school department's IPM policy.

The IPM Coordinator will consult with the building principal and/or Superintendent before a decision is made to do a pesticide application for which notice is required and before providing notification of the planned application.

The IPM coordinator's responsibilities may include:

1. Recording and monitoring data and pest sightings by school staff and students required by rule;
2. Coordinating pest monitoring and pesticide applications.
3. Recording and ensuring that maintenance and sanitation recommendations are carried out where feasible;
4. Ensuring that any pesticide use is done according to Sanford School Department's Pest Management Plan and Chapter 27 Me. Dept. of Agriculture Board of Pesticides Control Rules ("Standards for Pesticide Applications and Public notification in Schools");

5. Making the school department's pest management policy available in every school building;
6. Having available for parents and staff a copy of the Maine regulation pertaining to pesticide applications in schools (Chapter 27 Me. Dept. of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Maine Schools") and a record of prior pesticide applications and information about the pesticides used.
7. Initiating and coordinating notification of parents and staff of pesticide applications as required by rule according to Sanford School Department's notification procedure and posting notification signs as appropriate; and
8. Recording all pesticides used by either a professional applicator or school staff and maintaining other pest control data.

B. Pesticide Applicators

Any person who applies pesticides in school buildings or on school grounds, including school personnel, must possess a Maine pesticide applicator's license and should be trained in the principles and practices of IPM. All pesticide use must be approved by the Sanford School Department IPM Coordinator. Applicators must follow state regulations and label precautions and must comply with the IPM policy and pest management plan.

C. Notification of Pesticide Application

When school is in session, the school department shall provide notification of each application not exempted by rule, whether inside a school building or on school grounds, to all school staff and parents/guardians of students. Such notices shall state, at a minimum:

- The trade name and EPA registration number of the pesticide to be applied;
- The approximate date and time of the application;
- The location of the application;
- The reasons for the application; and
- The name and phone number of person to whom further inquiry regarding the application may be made.

Notices must be provided at least five days prior to the planned application. In addition, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

When school is not in session, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

In accordance with the Maine Board of Pesticides Rule Chapter 27, school is considered to be in session during the school year including weekends. School is not considered to be in session during any vacation of at least one week.

The IPM Coordinator for the Sanford School Department is Ty Pombriant who may be contacted at 324-5722. This IPM policy and Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Public Schools is available for inspection and copying at every school.

D. Recordkeeping

When a pesticide has been used, records pertinent to the application, including labels and material safety data sheets will be maintained at a designated central location for two years following application. Records are to be completed on the day the pesticide is applied. Pest surveillance records should be maintained to verify the need for pesticide treatments.

Legal Reference: 7 MRSA ss 601-625
 22 MRSA ss 1471-A-1471-X
 Ch. 27 Me. Dept. of Agriculture Board of Pesticides Control Rules
(Standards for Pesticide Applications and Public Notification in
 Schools)

Cross Reference: EBAA- Chemical Hazards

Original Adoption date: September 22, 2003

Effective date: September 22, 2003

Revised:

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The School Committee recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may raise concerns among parents, students and staff. It is therefore the policy of the Sanford School Department to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy shall be kept in every school and made available upon request to staff, parents, students and the public.

IPM is a systematic approach to pest management that combines a variety of methods for managing pests, including monitoring; improved horticultural, sanitation and food storage practices; pest exclusion and removal; biological control; and pesticides.

For the purpose of this policy, “pests” are populations of living organisms (animal, plants or microorganisms) that interfere with use of school facilities and grounds. “Pesticide” is defined as any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pests and any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.

The Objective of the Sanford School Department’s IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

The Superintendent and/or designee shall develop and implement a Pest Management Plan consistent with the following IPM principles and procedures:

A. Appointment of an IPM Coordinator

The Superintendent/designee will appoint an IPM Coordinator for the Sanford School Department. The IPM Coordinator will be the primary contact for pest control matters, and will be responsible for overseeing the implementation of the IPM plan, including making pest control decisions.

The IPM Coordinator will consult with the building principal and/or Superintendent before a decision is made to do a pesticide application for which notice is required and before providing notification of the planned application.

The IPM coordinator’s responsibilities may include:

1. Recording and monitoring data and pest sightings by school staff and students;
2. Coordinating pest management with pest control contractors;

3. Recording and ensuring that maintenance and sanitation recommendations are carried out where feasible;
4. Ensuring that any pesticide use is done according to Sanford School Department's Pest Management Plan and Chapter 27 Me. Dept. of Agriculture Board of Pesticides Control Rules ("Standards for Pesticide Applications and Public notification in Schools");
5. Making the school system's pest management policy available in every school building;
6. Having available for parents and staff a copy of the Maine regulation pertaining to pesticide applications in schools (Chapter 27 Me. Dept. of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Maine Schools") and a record of prior pesticide applications and information about the pesticides used.
7. Initiating and coordinating notification of parents and staff of pesticide applications according to Sanford School Department's notification procedure and posting notification signs as appropriate; and
8. Recording all pesticides used by either a professional applicator or school staff and maintaining other pest control data.

B. Identification of Specific Pest Thresholds

Routine inspection and accurate identification of pests are needed to recognize potential problems and determine when action should be taken

Action thresholds for specific sites will be determined on a case by case basis by the IPM Coordinator in consultation with the building principal and/or Superintendent, and, if necessary, with the advice of a professional pest control expert.

As pest management objectives will differ from site to site (e.g.: maintaining healthy turf and specific playing surfaces on athletic field, carpenter ant control in buildings, or maintenance of ornamental plants), differences should be considered before setting an action threshold.

C. Pesticide Applicators

Any person who applies pesticides in school buildings or on school grounds, including school personnel, must possess a Maine pesticide applicator's license and should be trained in the principles and practices of IPM. All pesticide use must be approved by the Sanford School Department IPM Coordinator. Applicators must follow state regulations and label precautions and must comply with the IM policy and pest management plan.

D. Selection, Use and Storage of Pesticides

Pesticides should be used only when needed. Non-chemical pest management methods will be implemented whenever possible to provide the desired control. The choice of using a pesticide will be based on a review of other available options (sanitation, exclusion, mechanical means, trapping, biological control) and a determination that these options have not worked or are not feasible. When it has been determined that a pesticide must be used to achieve pest management goals, the least hazardous effective pesticide should be selected. Application should be conducted in a manner that, to the extent practicable using currently available technology, minimizes human risk.

Decisions concerning the particular pesticide to be used and the timing of pesticide application should take into consideration the use of the buildings or grounds to be treated.

Pesticide purchases should be limited to the amount expected to be used for a specific application or during the year. Pesticides will be stored and disposed of in accordance with label directions and state and federal regulations. Pesticides must be stored in appropriate, secured location not accessible to students or unauthorized personnel.

E. Notification of Students, Staff and Parents of Use o Pesticides

A notice will be provided to staff, students and parents within the first two weeks of the school year briefly explaining Sanford School Department's IPM/pesticide use policy, including provisions for notification to parents and staff of specific planed pesticide application in school buildings or on school grounds.

When required by regulations, the school will notify staff, students and parents/guardians at least five days in advance of planned pesticide treatments in the school or on school grounds, including playgrounds and playing fields.

When required by regulations, signs will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 following the application in accordance with applicable Maine Board of Pesticides Control regulations.

F. Recordkeeping

When a pesticide has been used, records pertinent to the application, including labels and material safety data sheets will be maintained at a designated central location for two years following application. Records are to be completed on the day the pesticide is applied. Pest surveillance records should be maintained to verify the need for pesticide treatments.

Legal Reference: 7 MRSA ss 601-625
22 MRSA ss 1471-A-1471-X
Ch. 27 Me. Dept. of Agriculture Board of Pesticides Control Rules
(Standards for Pesticide Applications and Public Notification in
Schools)

Cross Reference: EBAA- Chemical Hazards

Adoption date: September 22, 2003

Effective date: September 22, 2003

SANFORD SCHOOL DEPARTMENT

NOTICE OF PLANNED PESTICIDE APPLICATION

The following notice is provided in compliance with State regulations establishing standards for pesticide application and notification in schools.

(Product Name), EPA registration number (_____), containing **(chemical name)** will be applied by **(name of pest control company or licensed applicator)** to **(area in building or on school property where pesticide will be applied)** during **(approximate time of day and date of application)** for the purpose of controlling **(type of pest)**.

For additional information regarding this application, you may contact Ty Pombriant at (207)324-5722.

This application is consistent with Sanford School Department's Integrated Pest Management (IPM) program. The objective of the IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

NOTE: The regulation requires that the notice contain, at minimum, the following information:

- a. Trade name and EPA registration number of the pesticide to be applied,
- b. Approximate date and time of the application;
- c. Location of the application;
- d. Reasons for the application; and
- e. Name and phone number of the person to whom further inquiry regarding the application may be made.

Legal Reference: Ch. 27 ss 4, Department of Agriculture Board of Pesticides Control Rule (Standards for Pesticide Applications and Public Notification in Schools)

Adoption date: September 22, 2003

Effective date: September 22, 2003

SANFORD SCHOOL DEPARTMENT

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(Product Name), EPA registration number (_____), containing **(chemical name)** will be applied by **(name of pest control company or licensed applicator)** to **(area in building or on school property where pesticide will be applied)** during **(approximate time of day and date of application)** for the purpose of controlling **(type of pest)**.

For additional information regarding this application, you may contact Paul Grant at (207)324-5722.

This application is consistent with Sanford School Department's Integrated Pest Management (IPM) program. The objective of the IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

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Adoption date: September 22, 2003

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SANFORD SCHOOL DEPARTMENT

PEST MANAEMENT NOTIFICATION

The Sanford School Department uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings an on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Pesticides

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

Notification

When required by law, parents/guardians and school staff will be notified at least five days I advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulation to pose little or no risk of exposure to students or staff.

A copy of the school department's IM? Pest Management policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine's "Pesticides in Schools" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Schools") by contacting our IPM Coordinator Paul Grant at (207) 324-5722.

Adoption date: September 22, 2003

Effective date: September 22, 2003

SANFORD SCHOOL DEPARTMENT

NOTIFICATION TEMPLATE
Universal Notice Option

I am writing about three subjects that can affect children's health in school: pests, pesticides and your right to know.

Pest Control

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and as a last resort, pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator Paul Grant at (207) 324-5722.

If you have any questions, please contact Paul Grant. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at (207) 287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm

Sincerely,