

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING AGENDA
Monday, February 27, 2017 ~ ****7:30 pm****
(Time approximate following 5:00 pm Budget Workshop)****

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

Members present: John Roux, Scott Sheppard, Jon Mapes, Thomas Miscio, 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. January 23, 2017 Regular Meeting, 6 pm (Attachment D.1)
2. January 30, 2017 Budget Workshop, 5 pm (Attachment D.2)
3. February 6, 2017 Executive Session, 5 pm (Attachment D.3.)
4. February 6, 2017 Budget Workshop, 5:30 pm (Attachment D.4.)
5. February 16, 2017 Budget Workshop, 5 pm (Attachment D.5.)

Recommendation: to adopt the minutes as presented.

E. Public Comments

F. Communications

1. School Revolving Renovation Fund Projects #1285 and 1286 (Attachment F.1.)
2. Digital Learning Technology Plan (Attachment F.2.)

G. Committee Reports

1. Construction Update
 - i. SHS/SRTC Project
 - ii. Elementary Projects
 1. Update by Harriman Associates

School Committee Meeting Agenda

February 27, 2017

H. Superintendent's Report

1. Student Representatives' Reports
2. Field trips
 - i. SHS Key Club Conference in Springfield, MA on March 31, April 1-2, 2017
 - ii. SJHS Behavior Incentive Program to Boston Museum of Science on April 13, 2017
 - iii. SRTC SkillsUSA Conference in Bangor on March 2-3, 2017
 - iv. SJHS SkillsUSA Conference in Bangor on March 2-3, 2017
 - v. SHS State Wrestling Meet in Rockport on February 17-18, 2017

I. Directors' Reports

1. Business Administrator Gwen Bedell
2. Assistant Superintendent Matt Nelson
3. Director of Curriculum Bernie Flynn

J. New Business

1. 2017/2018 School Calendar (**Attachment J.2.**)
Recommendation: to adopt the 2017/2018 calendar as presented.

K. Old Business

1. Elementary School Projects
Recommendation: to approve the Educational Specifications as presented.

L. Resignations

1. Superintendent Theoharides will announce the following resignations:

Shay Ahlquist	H.R. Specialist	District	June 30, 2017
Deborah Doiron	Ed Tech III	CJL School	Retiring – end of school year
George Pouravelis	Science Teacher	SHS	Retiring – end of school year
Doug Roberts	Assistant Principal	SHS	Retiring – end of school year
Joyce St. Pierre	Art Teacher	Elementary Schools	Retiring – end of school year
Mary Rancourt	Stipend position: Sub caller	District	Eff. 6/30/17
Barbara McCall, MD	School Physician	District	Eff. 6/30/17

School Committee Meeting Agenda

February 27, 2017

M. Staff Appointments

1. Superintendent Theoharides will announce the following appointments:

Mona Lamb	Foodservice	SHS	Eff. 2/13/17
Ashley Wakefield	Foodservice	Central Kitchen	Eff. 1/30/17
Samantha Moccia (student)	KIDS Club	CJL	Eff. 3/1/17
Tia Trynor	KIDS Club	Willard	Eff. 2/8/17
Nate Smith	Coach, Asst. Boys Track	SHS	Eff. March 2017
Seth Sprague	KIDS Club	MCS	Eff. 2/8/17

N. Staff Transfers

1. Superintendent Theoharides will announce the following transfers:

Starr Cote	From Foodservice at CJL for 2.25 hours/day	To Foodservice at CJL for 3.25 hours/day	Eff. 1/9/17
Marie Cashin	From Special Ed Ed Tech II at SJHS	To Special Ed Ed Tech II at Willard	Eff. 1/23/17
Leah Marks	From SHS Outreach Counselor	To MCS Outreach Counselor	Eff. 1/25/17

O. Staff Nominations None

P. Policies None

Q. Items for Future Agenda(s)

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Thursday, March 2, 2017	City Budget Committee Meeting	6:00 pm	City Council Chambers
Monday, March 6, 2017	Regular Meeting	6:00 pm	City Council Chambers
Thursday, March 9, 2017	City Budget Committee Meeting	6:00 pm	City Council Chambers
Thursday, March 16, 2017	City Budget Committee Meeting	6:00 pm	City Council Chambers
Monday, March 20, 2017	Regular Meeting	6:00 pm	City Council Chambers
Thursday, March 23, 2017	City Budget Committee Meeting	6:00 pm	City Council Chambers
Thursday, March 30, 2017	City Budget Committee Meeting	6:00 pm	City Council Chambers

S. Adjournment

Recommendation: to adjourn at ____ pm.

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, January 23, 2017 ~ 6:00 pm**

Note: Meeting was moved to Superintendent's Conference Room; camera man to televise from City Council Chambers was not present so meeting was not televised.

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

Student Reps present: Cole A. Jones

Staff present: David Theoharides, Superintendent
Gwen Bedell, Business Administrator
Bernie Flynn, Curriculum Director

Guests present: Don Jamison

A. Call to Order Time: 6:07 pm

B. Pledge of Allegiance Waived

C. Adjustments *Note venue change from City Council Chambers to Superintendent's Conference Room; camera man was not present so meeting was not televised.*

D. Approval of Minutes

1. January 9, 2017 Executive Session, 5:15 pm (Attachment D.1.)
2. January 9, 2017 Executive Session, 6:00 pm (Attachment D.2.)
3. January 9, 2017 Regular Meeting, 6:30 pm (Attachment D.3.)

Mr. Sheppard made a motion **to approve the minutes as presented.**
Mr. Miscio seconded the motion. Motion carried 4 – 0.

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Update
 - i. SHS/SRTC Project
 1. Legacy Committee Update – Don Jamison
 - Goal and history of committee
 - Non-funded equipment
 - Donor packet
 - Naming rights
 2. Performing Arts Committee Update
 - Auditorium Manager
 - Policies
 - ii. Elementary Projects
 1. Overview of plan and timeline (Added Attachment G.1.ii.1)
 2. Site Plan approval from State Board of Education on 1/11/17

School Committee Meeting Minutes

January 23, 2017

H. Superintendent's Report

1. Student Representatives' Reports
 - i. Finals finished; new semester just started
 - ii. Winter Carnival – February 3, 2017
2. Field trips
 - i. SHS – All State Music Festival in Orono, ME on May 18-20, 2017
 - ii. SHS – All Eastern Music Festival in Atlantic City on April 5-8, 2017
3. Sanford Teacher of the Year ([Attachment H.3.](#))
 - i. Congratulations to Josh Champagne, Sanford's Teacher of the Year
 1. Other nominees include Troy Hathaway, Angie Labbe and Sue Lizotte
4. White Paper Report on Maine's Public Schools ([Attachment H.4.](#))
5. 2017/2018 School Calendar update – SRTC Regional calendar requirements

I. Directors' Reports

1. Business Administrator Gwen Bedell
 - i. Presented monthly financial report
2. Assistant Superintendent Matt Nelson – no report
3. Director of Curriculum Bernie Flynn
 - i. Early Release Day working on Proficiency Based Diploma starting with the Class of 2021
 - ii. Freshmen Teachers' Academy will be held this summer to prepare for new diploma
 - iii. Met with Acton Curriculum Director to coordinate graduation requirements
 - iv. Professional Development – using teachers to provide instruction to their colleagues
 - v. SHS Program of Studies is being revamped

J. New Business

1. December 2016 Financials – Gwen Bedell
 - i. December 31, 2016 expenses presented ([Attachment J.1.i](#))
Mr. Mapes made a motion **to accept the expenses as presented.**
Mr. Sheppard seconded the motion. Motion carried 4 – 0.
 - ii. December 31, 2016 reconciliation presented ([Attachment J.1.ii](#))
Mr. Mapes made a motion **to accept the reconciliation as presented.**
Mr. Sheppard seconded the motion. Motion carried 4 – 0.

K. Old Business

None

School Committee Meeting Minutes

January 23, 2017

L. Resignations

1. Superintendent Theoharides announced the following resignations:

Merrrell (Butch) Clarke	Science	SRTC	Retiring 6/30/17
Joanna Duncan	Coach, JV Soccer	SHS	Eff. 11/27/16
Corey Leach	Coach, 8 th Grade Baseball	SJHS	Eff. 1/13/17
Pete LeVasseur	Coach, JV Girls Soccer	SHS	Eff. 11/12/16
Nate Mann	Coach, 7 th Grade Baseball	SJHS	Eff. 1/10/17
Tori Poisson	KIDS Club	CJL	Eff. 12/19/16
Valerie Sherman	Foodservice	MCS	Eff. 1/31/17
Becky Turgeon	Ed Tech, special ed	SJHS	Eff. 8/31/17

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Erin Campbell	KIDS Club	Replacement	1/9/17
Patricia Paradis	Math Club	Replacement	1/5/17

N. Staff Transfers None

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 30, 2017	Workshop: Budget	Supt. Conference Room	5:00 pm
Monday, February 6, 2017	Workshop: Budget	Supt. Conference Room	5:00 pm
Monday, February 6, 2017	Regular Meeting	City Council Chambers	7:30 pm
Monday, February 13, 2017	Workshop: Budget	Supt. Conference Room	5:00 pm
Monday, February 27, 2017	Workshop: Budget	Supt. Conference Room	5:00 pm
Monday, February 27, 2017	Regular Meeting	City Council Chambers	7:30 pm

School Committee Meeting Minutes

January 23, 2017

S. Adjournment

Mr. Sheppard made a motion **to adjourn at 7:37 pm.**
Mr. Miscio 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, January 30, 2017 ~ 5:00 pm**

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

- Members present: John Roux, Scott Sheppard (left at 7:00 pm), Jonathan Mapes, Thomas Miscio, Kendra Williams
- Student Reps present: None
- Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Bernie Flynn, Curriculum Director
Gwen Bedell, Business Administrator
Stacey Bissell, Special Education Director
- Guests present: Don Jamison
- A. Call to Order Time: 5:10 pm
- B. Workshop Session 1. Budget Workshop: Presentation of Overall School Budget by Function and Cost Center; Articles 1 – 3: Regular, Special and Vocational Education
- C. Adjournment Mr. Miscio made a motion **to adjourn at 7:45 pm.**
Mr. Mapes seconded the motion. Motion carried 4 – 0.

Respectfully submitted,

John Roux, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 6, 2017 ~ 5:00 pm**

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

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

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Gwen Bedell, Business Administrator

Guests present: None

A. Call to Order Time: 5:09 pm

B. Executive Session Personnel

1. Motion by Mr. Miscio: **To enter Executive Session to consider labor contract negotiations with the Sanford Federation of Teachers pursuant to 1 MRSA § 405(6)(D) at 5:10 pm.**

Motion seconded by Mr. Sheppard. Motion carried 5 to 0.

C. Adjournment

Mr. Sheppard made a motion to adjourn at 6:10 pm.
Mr. Miscio seconded the motion. Motion carried 5 – 0.

Respectfully submitted,

John Roux, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 6, 2017 ~ 5:30 pm**

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

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

Student Reps present: None

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Bernie Flynn, Curriculum Director
Gwen Bedell, Business Administrator
Joan Wright, Technology Director

Guests present: Don Jamison
Crystal Martell

A. Call to Order Time: 6:12 pm

B. Workshop Session 1. Budget Workshop: Articles 4-7: Extra and Co-Curricular, Student and Staff Support Services, System and School Administration

C. Adjournment
Mr. Sheppard made a motion **to adjourn at 8:04 pm.**
Mr. Miscio seconded the motion. Motion carried 5 – 0.

Respectfully submitted,

John Roux, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Thursday, February 16, 2017 ~ 5:00 pm**

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

Members present: John Roux, Scott Sheppard, Jonathan Mapes

Student Reps present: None

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Gwen Bedell, Business Administrator

Guests present: None

A. Call to Order Time: 5:10 pm

B. Workshop Session 1. Budget Workshop: Articles 8-11: Transportation, Maintenance including CIP, Debts and All Other, and Adult Education

C. Adjournment
Mr. Roux made a motion **to adjourn at 7:25 pm.**
Mr. Mapes seconded the motion. Motion carried 3 – 0.

Respectfully submitted,

John Roux, School Committee Chair

David Theoharides, Superintendent



PAUL R. LEPAGE
GOVERNOR

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



ROBERT G. HASSON, JR
ACTING COMMISSIONER

January 31, 2017

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

RE: Eligibility Certificates – SRRF Projects #1285 and 1286

Dear Superintendent Theoharides:

I am pleased to inform you that your School Revolving Renovation Fund applications for Projects #1285 and 1286 have been approved for funding for the amounts listed on the attached eligibility certificates.

The loan process for your projects must be initiated within 30 days. Please contact Toni Reed, Program Loan Officer, Maine Municipal Bond Bank at 622-9386 for assistance.

Awardees must comply with all applicable statutory and rule requirements for public improvement projects. Please see the attached post award guidance. You may contact Valerie Chiang, School Construction Coordinator, at 624-6693 for technical assistance.

Please note that failure to comply with SRRF program requirements and all applicable statutes and rules may result in revocation of your SRRF eligibility certificates and cancellation of your SRRF award.

I wish you good luck as you complete your projects. If you have any questions regarding the School Revolving Renovation Fund please contact Ann Pinnette at 624-6885 or ann.pinnette@maine.gov.

Sincerely,

Robert G. Hasson, Jr., Ed.D.
Acting Commissioner

Enclosures: SRRF Eligibility Certificates
SRRF Post Award Information

cc: Toni Reed, Maine Municipal Bond Bank



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

FEB 16 2017

PAUL R. LEPAGE
GOVERNOR

ROBERT G. HASSON, JR
ACTING COMMISSIONER

This letter is to certify that the Digital Learning Technology Plan for Sanford has been approved through June 30, 2020.

In accepting this plan, the Maine Department of Education certifies the school administrative unit has met the requirements for educational technology planning. The Maine technology planning guidelines include:

- To support educators and educational leaders in thinking more about the learning, to take a pedagogical view of educator and student needs, why and how they will use technology.
- To encourage the broad involvement of district leadership teams, especially team members responsible for curriculum and instruction, in consultation with educators, the tech leads, and Technology Committees.
- To "invite" educators and educational leaders to join a structured transition from a primary hardware and infrastructure focus towards a focus on learning through offering tools, approaches, and frameworks that make technology integration easier, more helpful and doable. Toward this end, the Maine Department of Education seeks to pivot from "driving" and "pushing" to an approach that is more "inviting" and "pulling."
- The "use of technology for student learning and efficient school administrative unit operations" for the Comprehensive Education Plan as described in Chapter 125 Basic Approval Standards: Public Schools and School Administrative Units. (Chapter 125, Section 9.03, Item C, and Policy Code IJND),

Sincerely

Sean Malone

Sean Malone
Technology Plan Approver
Digital Learning Specialist
Learning Through Technology Team

**SANFORD SCHOOL DEPARTMENT
2017-2018 CALENDAR**

Attachment J.1.
PROPOSED
2/21/17

JULY				
M	T	W	TH	F
				30
3	H	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

0 Student 0 Tchr

JANUARY				
M	T	W	TH	F
H	2	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26
29	30	31		

21 Student 21 Tchr

AUGUST				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

0 Student 1 Tchr

FEBRUARY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
H	20	21	22	23
26	27	28		

15 Student 15 Tchr

SEPTEMBER				
M	T	W	TH	F
				NS
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19 Student 19 Tchr

MARCH				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22 Student 22 Tchr

OCTOBER				
M	T	W	TH	F
2	3	4	5	WS
H	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20 Student 21 Tchr

APRIL				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27
30				

15 Student 15 Tchr

NOVEMBER				
M	T	W	TH	F
		1	2	3
6	7	8	9	H
13	14	15	16	17
20	21	22	H	H
27	28	29	30	

18 Student 18 Tchr

MAY				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
H	29	30	31	

22 Student 22 Tchr

DECEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
H	26	27	28	29

15 Student 15 Tchr

JUNE				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

8 Student 8 Tchr

Aug 30	New Teacher Orientation
Aug 31	Teacher & Ed Tech In-service Day
Sep 4	Labor Day
Sep 5	First Student Day Gr. 1-12 &SRTC
Sep 7	First day of Kindergarten
Oct 6	K-12 Teacher Workshop Day - SRTC Conference
Oct 9	Columbus Day

Nov 3	End 1st Qtr. (7-12)
Nov 10	Veteran's Day (celebrated)
Nov 22-24	Thanksgiving and Break

Dec 1	End of 1st Trimester (K-6)
Dec 22-Jan 1	Christmas, New Years and Break

Jan 15	Martin Luther King Jr. Day
Jan 19	End 2nd Qtr. & 1st Semester (7-12)

Feb 19-23	President's Day and Break
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Mar 9	End of 2nd Trimester (K-6)
Mar 30	End 3rd Qtr. (7-12)

Apr 13-20	Patriot's Day and Spring Break
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May 28	Memorial Day - legal holiday
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June 1	Sanford High School Graduation
June 6	Sanford Community Adult Ed Graduation
June 12	Last day if no snow days
June 13-18	Storm Days as Needed

175 Student Days
178.5 Teacher Days (incl. 1.5 conferences, 1 TWD)
35 ERD (Early Release Days - 1 HOUR EARLY)
4 Storm days

***NOTE: ERD Dismissal Times**
 ELEMENTARY DISMISSAL - 2:00
 SJHS/ SHS DISMISSAL - 1:00
 SRTC - DISMISSAL - 1:20