

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING AGENDA
Monday, June 19, 2017 ~ 6:00 pm**

Note: Meeting will be held in City Council Chambers, 3rd 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
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. Monday, March 20, 2017 Regular Meeting, 6:00 pm (Attachment D.1.)
2. Monday, April 24, 2017 Regular Meeting, 6:00 pm (Attachment D.2.)
3. Monday, May 1, 2017 Regular Meeting, 6:00 pm (Attachment D.3.)

Recommendation: to approve the minutes as presented

E. Public Comments

F. Communications

G. Committee Reports

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

H. Superintendent's Report

I. Directors' Reports

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

School Committee Meeting Agenda

June 19, 2017

J. New Business

1. Summer Nominations – Superintendent Theoharides

Recommendation: to allow the Superintendent to offer teaching contracts during June, July and August of 2017 for unfilled positions for the 2017 – 2018 school year.

2. Bids – Gwen Bedell

- i. Asbestos abatement – SHS

Recommendation: to accept the bid from _____ in the amount of \$_____ to perform asbestos abatement at SHS this summer.

- ii. Asbestos abatement – SJHS

Recommendation: to accept the bid from _____ in the amount of \$_____ to perform asbestos abatement at SJHS this summer.

K. Old Business

None

L. Resignations

1. Superintendent Theoharides will announce the following resignations:

Matthew McKeown	Social Studies teacher	SHS	Eff. 8/31/17
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M. Staff Appointments

1. Superintendent Theoharides will announce the following appointments:

Shena Bellerose	Title I Summer School	Teacher	Eff. 7/10/17
Bridget Farrell	Title I Summer School	Teacher	Eff. 7/10/17
Jamie Folsom	Title I Summer School	Teacher	Eff. 7/10/17
Karen Kantolak	Title I Summer School	Teacher	Eff. 7/10/17
Angie Labbe	Title I Summer School	Teacher	Eff. 7/10/17
Nicole McAllister	Title I Summer School	Teacher	Eff. 7/10/17
Melissa Michaud	Title I Summer School	Teacher	Eff. 7/10/17
Kim Oakes	Title I Summer School	Teacher	Eff. 7/10/17
Richard Ouellette	Title I Summer School	Teacher	Eff. 7/10/17
Diana Pettis	Title I Summer School	Teacher	Eff. 7/10/17
Marie Sclafani	Title I Summer School	Teacher	Eff. 7/10/17
Jason Stone	Title I Summer School	Teacher	Eff. 7/10/17
Laura Cashell	Title I Summer School	Ed Tech	Eff. 7/10/17
Donna Hodgdon	Title I Summer School	Ed Tech	Eff. 7/10/17
Scott House	Title I Summer School	Ed Tech	Eff. 7/10/17
Karla L'Heureux	Title I Summer School	Ed Tech	Eff. 7/10/17
Tara Omoigiade	Title I Summer School	Ed Tech	Eff. 7/10/17
Margo Raymond	Title I Summer School	Ed Tech	Eff. 7/10/17

N. Staff Transfers

None

School Committee Meeting Agenda

June 19, 2017

O. Staff Nominations

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

Sally Warner	ELA Teacher	SHS	Eff. 9/1/17	replacement
Rachel Grover	Art Teacher	Elementary	Eff. 9/1/17	replacement

Recommendation: to approve the nomination(s) as presented.

P. Policies None

Q. Items for Future Agenda(s)
 None

R. Calendar Announcements

NOTE: School Committee meetings will be held on an as-needed basis throughout the summer. Regular meetings will begin again on September 11, 2017.

S. Adjournment

Recommendation: to adjourn at ____ pm.

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, March 20, 2017 ~ 6:00 pm**

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

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

Student Reps present: Cole A. Jones

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Gwen Bedell, Business Administrator
Bernie Flynn, Curriculum Director
Marianne Sylvain, SHS Principal
Tracy Gibson, Alternative School Teacher
Beth Lambert, Curriculum Assistant
Martin McKeon, SHS Teacher

Guests present: Bryce Lambert
Sean Cogswell
Patty Cogswell
Connor Cogswell

A. Call to Order Time: 6:10 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes

1. February 27, 2017 Budget Workshop, 5 pm (Attachment D.1.)
2. February 27, 2017 Regular Meeting, 7:30 pm (Attachment D.2.)
3. March 6, 2017 Executive Session, 5:30 pm (Attachment D.3.)

Mr. Miscio made a motion **to approve the minutes as presented.**
Mrs. Williams seconded the motion. Motion carried 5 – 0.

E. Public Comments

1. Sean Cogswell spoke in favor of starting a high school lacrosse team.

F. Communications

1. School Nutrition Program Audit affirmation dated 2.27.17 (Attachment F.1.)
2. Letter of thanks from Acton School Department dated 2.28.17 (Attachment F.2.)

School Committee Meeting Minutes

March 20, 2017

G. Committee Reports

1. Construction Update
 - i. SHS/SRTC Construction Project
 - ii. Elementary Construction Projects
 1. Reviewed dates
 - a. 3/21/17 Presentation to City Council
 - b. 4/28/17 Presentation to State School Board Sub Committee
 - c. 5/3/17 Straw Poll for Concept Approval
 - d. 5/10/17 State School Board Final Concept Approval
 - e. 6/13/17 Referendum Vote

H. Superintendent's Report

1. Student Representatives' Reports – Cole A. Jones
 - i. Noted 2017 graduation date changed to 6/14/17
 - ii. Noted pre-engineering trip to MA to compete in First Robotics competition
2. Calendar Update (**Added Attachment H.2.**)
 - i. Last day of school in 2016/2017 will be 6/21/17
 - ii. 2017 Graduation has been moved to 6/14/17
 - iii. 2018 Graduation tentatively scheduled for 6/8/18

Mrs. Williams made a motion **to amend the 2017/2018 calendar with the tentative graduation date of 6/8/18**

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

3. Field Trips announced
 - i. SHS Wrestling Championship in Providence, RI on March 3-4, 2017
 - ii. SHS Girls Basketball celebration in Boston on March 15, 2017
 - iii. SRTC Building Trades Conference in Providence, RI on March 24, 2017
 - iv. SHS Peer Helpers MYAN Conference in Bangor on March 28-30, 2017
 - v. SHS Varsity Baseball pre-season trip in East Granby, CT on March 31-April 1, 2017

I. Directors' Reports

1. Business Administrator Gwen Bedell – no report

School Committee Meeting Minutes

March 20, 2017

2. Assistant Superintendent Matt Nelson
 - i. Met with Ledgemere regarding student management training
 - ii. Annual ESL testing took place in January
 - iii. Process initiated for new School Committee Student Representatives
 - iv. Upcoming policies: Animals in Schools, Proficiency Based Learning
 - v. Immunization update
 - vi. Gathering Grounds Coffee House for SJHS students after school through Stronger Sanford Coalition
 - vii. Attendance/truancy update including meeting with Assistant DA to establish protocol
 - viii. ERD time used for comprehensive guidance program and proficiency based learning for school counselors
 - ix. Still advertising for substitutes

3. Director of Curriculum Bernie Flynn
 - i. Photo of G/T student's art work and options available for students with identified talents
 - ii. "Walk throughs" performed in multiple classrooms to gauge progression of new curriculum
 - iii. MEA testing is underway
 - iv. Finalizing graduation requirements for Class of 2021
 - v. Updating current Program of Studies

J. New Business

1. Financials – Gwen Bedell
 - i. January 31, 2017 Expenses ([Attachment J.1.i](#))
 - ii. January 31, 2017 Reconciliation ([Attachment J.1.ii](#))
 - iii. February 28, 2017 Expenses ([Attachment J.1.iii](#))
 - iv. February 28, 2017 Reconciliation ([Attachment J.1.iv](#))

Mr. Miscio made a motion **to approve the monthly reconciliation and expense reports for January and February 2017 as presented.**
Mr. Sheppard seconded the motion. Motion carried 5 – 0.

2. SHS NEASC Accreditation Review – Marianne Sylvain, Tracy Gibson ([Added Attachment J.2.](#))
 - i. Meetings have been scheduled for the first week of April, 2017.
 - ii. NEASC Team has provided questions in advance
 - iii. Closing remarks scheduled for 2:30 pm on Wednesday, April 5, 2017 in the SHS cafeteria.

K. Old Business

None

School Committee Meeting Minutes

March 20, 2017

L. Resignations

1. Superintendent Theoharides announced the following resignations:

Karen Brine	Ed Tech I – Grade 1 Literacy	CJL	Retiring eff. 8/31/17
Ashley Burton	Ed Tech II – special education	CJL	Eff. 2.17.17
Martin McKeon	Social Studies teacher	SHS	Retiring eff. 6.30.17

It was noted that Mr. McKeon is retiring per MePERS but will be rehired as a probationary teacher effective 9/1/17.

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments and reappointments:

Varsity Baseball	Mark Boissonneault
JV Baseball	Shane O'Connell
Varsity Softball	Mike Bailey
JV Softball	Kendra Brown
Boys Track, Head Coach	Kevin Way
Boys Track, Asst. Coach	Nate Smith
Girls Track, Head Coach	Steve Walker
Girls Track, Asst. Coach	Nicholas Ericson
Boys Tennis	Rossie Kearson
Girls Tennis	Lisa Velandry
Lacrosse	Diana Walker
JV Lacrosse	Jennifer Burgess
8 th Grade Baseball	Jason Lamontagne
7 th Grade Baseball	Open
8 th Grade Softball	Jennifer Theriault
7 th Grade Softball	Amanda Phinney
SJHS Boys Track	James Cantara
SJHS Girls Track	Diana Allen

Valerie Sherman	Foodservice – MCS Kitchen Manager	Ms. Sherman rescinded her January 2017 resignation.
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N. Staff Transfers

None

O. Staff Nominations

1. Superintendent Theoharides nominated the following professional staff:

Martin McKeon	History teacher	SHS	Eff. 9/1/17
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Mr. Sheppard made a motion **to accept the nomination as presented.**
Mr. Miscio seconded the motion. Motion carried 5 – 0.

School Committee Meeting Minutes

March 20, 2017

P. Policies None

Q. Items for Future Agenda(s)

- 1. Performing Arts Advisory Committee with job description, requested by Mrs. Williams

R. Calendar Announcements

- 1. Upcoming School Committee meetings are as follows:

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
Monday, April 3, 2017	Regular Meeting	6:00 pm	City Council Chambers
Monday, April 24, 2017	Regular Meeting	6:00 pm	City Council Chambers

S. Adjournment

Mr. Sheppard made a motion **to adjourn at 7:38 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, April 24, 2017 ~ 6:00 pm**

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

Members present: John Roux, Scott Sheppard, Jonathan 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
Beth Marass, SHS Teacher
Lauren Levesque, SHS Teacher

Guests present: Katie Gould
Jordan Soeur
Ethan Mathieu
Dasia Souliere
Katherine Camire
Mark King – DEP
Brooke Camire
Julia Long
Emma Ouelette
Sarah Nickerson
Cherylan Camire
Laurel Long
Scott Long

A. Call to Order Time: 6:05 pm

B. Pledge of Allegiance Said

C. Adjustments

Mr. Miscio made a motion to add Elementary Construction Budget Presentation under Committee Reports and to add two items under “Old Business” concerning the Elementary Schools Construction Project – Project Budget and Percentage for Art.

(Added Attachment “Addendum”)

Mr. Mapes seconded the motion. Motion carried 5 - 0.

School Committee Meeting Minutes

April 24, 2017

D. Approval of Minutes

1. March 20, 2017 Executive Session, 5:00 pm (Attachment D.1.)
 2. April 3, 2017 Executive Session, 5:30 pm (Attachment D.2.)
 3. April 4, 2017 Executive Session, 5:00 pm (Attachment D.3.)
 4. April 10, 2017 Executive Session, 5:30 pm (Attachment D.4.)
- Mr. Sheppard made a motion **to approve 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 Construction Project
 1. Presentation
 2. 4/21/17 Weekly Field Report (Added Attachment G.1.i.1)
 - ii. Elementary Construction
 1. Reminder: Straw Poll on May 3, 2017 at 6:00 pm in SHS Cafeteria

H. Superintendent's Report

1. Student Representatives' Reports
2. Field Trip Announcements
 - i. SHS – Job Corps in Bangor, ME on April 12, 2017
 - ii. SRTC – SkillsUSA Conference in Louisville, KY from June 18-25, 2017
 - iii. SRTC – Digital Design college visit to New England Institute of Technology in RI on May 3, 2017
3. Superintendent's updates
 - i. LD 1016 (Attachment H.3.)
 - ii. Joint Workshop with Acton on May 24, 2017
 - iii. Pre-K Program
 - iv. BRIDGE relocation

I. Directors' Reports

1. Business Administrator Gwen Bedell - excused
2. Assistant Superintendent Matt Nelson
 - i. Discussed procedure for new School Committee Student Representatives for 2017/2018 school year.
 - ii. Drug Free Communities Task Force update – Group is developing educational components around law changes surrounding marijuana use and impact on students
3. Director of Curriculum Bernie Flynn - excused

School Committee Meeting Minutes

April 24, 2017

J. New Business

1. Presentation: SHS Environmental Club Composting Project Proposal by Beth Marass and student Katie Gould (**Attachment J.1.**)
2. Proposal: 2018 SHS prom venue by Advisor Lauren Levesque
Mr. Mapes made a motion **to allow the Class of 2018 to hold their prom at Dune Grass.**
Mr. Miscio seconded the motion. Motion carried 5 – 0.
3. Presentation: SRTC Building Trades Program –Joe Doiron
This presentation was indefinitely postponed.

K. Old Business

1. Approval of Elementary Schools Construction Budget
Mr. Miscio made a motion **to approve the Elementary Construction Projects budget of \$42,999,125 which will be totally funded by the State of Maine Department of Education with no local cost.**
Mr. Sheppard seconded the motion. Motion carried 5 – 0.
2. Percentage for Art Requirement for Elementary Schools Construction Project
Mr. Sheppard made a motion **to waive the Maine Arts Commission “percentage for art” requirement for the Elementary Construction Projects budget.**
Mr. Mapes seconded the motion. Motion carried 5 – 0.

L. Resignations

1. Superintendent Theoharides announced the following resignations:

Shay Ahlquist	H.R. Generalist	District	Eff. 4/7/17
Althea Frenette-Chretien	Nurse	SHS	Eff. 8/31/17
Richard Landry	Custodian	MCS	Retiring 8/31/17
Kristy Parent	Coach, Varsity Girls Basketball	SHS	Eff. 2/16/17
Marianne Sylvain	Principal	SHS	Retiring 6/30/17

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Sarah Flickinger	KIDS Club	CJL	Eff. 3/29/17
Kayla Nelson	KIDS Club	Willard	Eff. 4/3/17
Ashley Walker	Ed Tech II, Special Education	CJL	Eff. 4/24/17
Pauline Provencher	FoodService – Temporary First Cook	Central Kitchen	Eff. 4/24/17

School Committee Meeting Minutes

April 24, 2017

N. Staff Transfers

1. Superintendent Theoharides announced the following transfers:

Ashley Wakefield	From Central Kitchen Personnel (5 hours/day)	To Central Kitchen Second Cook (6.5 hours/day)	Eff. 4/24/17
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O. Staff Nominations

1. Superintendent Theoharides nominated the following professional staff:

Matthew Petermann	Principal	SHS	Eff. 7/1/17
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Mr. Sheppard made a motion **to accept the nomination as presented.**
Mr. Miscio seconded the motion. Motion carried 5 – 0.

P. Policies

(Attachment P.)

1. First Reading – IMGA – Service Animals in Schools
Mr. Miscio made a motion **to accept the first reading of policy IMGA as presented.**

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

2. First Reading – IMG – Animals in Schools
Mr. Mapes made a motion **to accept the first reading of policy IMG as presented.**

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

3. First Reading – IKE – Promotion, Retention and Acceleration of Students
Mr. Miscio made a motion **to accept the first reading of policy IKE as presented.**

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

Q. Items for Future Agenda(s)

1. Executive Sessions/Student Matters scheduled for Monday, 5/1/17 at 5:00 and 5:30 pm

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, May 1, 2017	Regular Meeting	6:00 pm	City Council Chambers
Wednesday, May 3, 2017	Straw Poll for Elementary Projects	6:00 pm	SHS Cafeteria
Monday, May 15, 2017	Regular Meeting	6:00 pm	City Council Chambers
Wednesday, May 24, 2017	Joint Workshop with Acton School Committee	6:00 pm	Acton Elementary School

School Committee Meeting Minutes

April 24, 2017

S. Adjournment

Mr. Miscio made a motion **to adjourn at 8:20 pm.**
Mr. Sheppard 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, May 1, 2017 ~ 6:00 pm**

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

Members present: John Roux, Scott Sheppard, Kendra Williams

Student Reps present: None

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

Guests present: None

A. Call to Order Time: 6:32 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes None

E. Public Comments None

F. Communications None

G. Committee Reports None

H. Superintendent's Report

1. Student Representatives' Reports
 - i. Prom this weekend
 - ii. AP testing conducted today
2. Comments: Chairman Roux and School Committee Members commended and thanked teachers on Teacher Appreciation Week.

I. Directors' Reports

1. Business Administrator Gwen Bedell – no report

School Committee Meeting Minutes

May 1, 2017

2. Assistant Superintendent Matt Nelson
 - i. School Committee Student Representative Search – application deadline is May 5, 2017
 - ii. Safety Committee monthly meeting
 1. MSMA noted Works Comp experience rating is 11% lower but mod rate is 1.23
 2. Committee is working on ways to mitigate “slips, trips and falls” across the district
 - iii. Screen Free Week
 - iv. Maine Care information and enrollment campaign by state
 - v. Discussed work on District Goal #3 – Response to Intervention and review of student behavior. Survey of staff was recently conducted.
3. Director of Curriculum Bernie Flynn
 - i. Proficiency Based Steering Committee will be presenting information to the School Committee in at workshop on May 15, 2017.
 - ii. Communication to parents of freshmen will occur in June
 - iii. MEA testing currently underway in grades 3-
 1. Grades 5, 8 and 11 are currently taking science assessment
 2. Grades 3-8 will be taking on-line writing assessment next week

J. New Business

1. Financials – Gwen Bedell
 - i. March 31, 2017 Expenses ([Attachment J.1.i.](#))
Mr. Sheppard made a motion **to accept the 3/31/17 Expenses as presented.**
Mrs. Williams seconded the motion. Motion carried 3 – 0.
 - ii. March 31, 2017 Reconciliation ([Attachment J.1.ii](#))
Mr. Sheppard made a motion **to accept the 3/31/17 Reconciliation as presented.**
Mrs. Williams seconded the motion. Motion carried 3 – 0.
2. School Budget Referendum – Gwen Bedell ([Attachment J.2.](#))
Mr. Sheppard made a motion **to approve the Referendum Language as presented.**
Mrs. Williams seconded the motion. Motion carried 3 – 0.

K. Old Business None

L. Resignations None

M. Staff Appointments None

N. Staff Transfers None

School Committee Meeting Minutes

May 1, 2017

O. Staff Nominations None

P. Policies None

Q. Items for Future Agenda(s)
None

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Wednesday, May 3, 2017	Straw Poll for Elementary Projects	6:00 pm	SHS Cafeteria
Monday, May 15, 2017	Regular Meeting	6:00 pm	City Council Chambers
Wednesday, May 24, 2017	Joint Workshop with Acton School Committee	6:00 pm	Acton Elementary School

S. Adjournment

Mr. Sheppard made a motion **to adjourn at 7:18 pm.**
Mrs. Williams seconded the motion. Motion carried 3 – 0.

Respectfully submitted,

 John Roux, School Committee Chair

 David Theoharides, Superintendent