

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MEETING AGENDA  
Monday, October 3, 2016 ~ 6:00 pm**

Note: Meeting will be held in City Council Chambers, 3<sup>rd</sup> 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 None

D. Approval of Minutes

1. September 26, 2016 Executive Session, 5:30 pm (**Attachment D.1.**)
2. September 26, 2016 Regular Meeting 6:00 pm (**Attachment D.2.**)

**Recommendation:** to accept the minutes as presented.

E. Public Comments

F. Communications None

G. Committee Reports

1. Construction Updates

H. Superintendent's Report

1. Student Representatives' Reports
2. Field Trips
  - i. SJHS JMG Leadership Conference in Rome, ME on October 18<sup>th</sup> and 19<sup>th</sup>, 2016

School Committee Meeting Agenda

October 3, 2016

I. Directors' Reports

1. Business Administrator Gwen Bedell
2. Assistant Superintendent Matt Nelson
  - i. Safety Committee Update
  - ii. Safety Drills (Lockdowns / Fire Drills / Evacuations)
  - iii. Bus Safety Week
  - iv. Substitutes
3. Director of Curriculum Bernie Flynn

J. New Business

1. August 2016 Financials – Gwen Bedell
  - i. August 31, 2016, 2016 expenses (**Attachment J.2.i**)  
**Recommendation:** to accept the 8/31/16 expenses as presented.
  - ii. August 31, 2016 reconciliation (**Attachment J.2.ii**)  
**Recommendation:** to accept the 8/31/16 reconciliation as presented.
2. Sabbatical request – Jennifer Hunter, SHS

K. Old Business

1. New Class Rank Proposal for Sanford High School (*tabled on 9/26/16; missing 2 School Committee members*)

L. Resignations

1. Superintendent Theoharides will announce the following resignations:

Brent Coleman	Asst. Wrestling Coach	SHS	Eff. 9/20/16
Samantha Hamlyn	Ed Tech III	CJL	Eff. 10/7/16

M. Staff Appointments      None

N. Staff Transfers          None

O. Staff Nominations        None

P. Policies

(Attachment P.)

1. First Reading – KK – Naming Rights  
**Recommendation:** to accept the first reading of policy KK
2. Deletion – KH – Public Gifts to the Schools  
**Recommendation:** to delete policy KH as presented.

Q. Items for Future Agenda(s)

1. Performing Arts Group Presentation – tentative date 10/17/16
2. Technology Plan – tentative date 12/5/16

School Committee Meeting Agenda

October 3, 2016

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, October 17, 2016	Regular Meeting	6:00 pm	City Council Chambers
Monday, November 7, 2016	Regular Meeting	6:00 pm	City Council Chambers
Monday, November 21, 2016	Regular Meeting	6:00 pm	City Council Chambers

S. Adjournment

Recommendation: to adjourn at \_\_\_\_ pm.

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, September 26, 2016 ~ 5:30 pm**

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

Members present: John Roux, Thomas Miscio, Kendra Williams

Staff present: David Theoharides, Superintendent  
Matt Nelson, Assistant Superintendent  
Brent Coleman, Outreach Worker

Guests present: Student  
Shelly Tibbetts

A. Call to Order Time: 5:35 pm

B. Executive Session Student Matter

1. Motion by Mr. Miscio: **To enter Executive Session to consider the re-admission of a student to Sanford High School pursuant to 1 MRSA § 405(6)(B) at 5:35 pm.**  
Motion seconded by Mrs. Williams. Motion carried 3 to 0.
2. Motion by Mr. Miscio: **To exit Executive Session at 5:52 pm.**  
Motion seconded by Mrs. Williams. Motion carried 3 to 0.  
**Public Session:**
3. Motion by Mr. Roux: **The School Committee has discussed the information presented regarding the student's request and found it to be credible and the behavior that resulted in the student being expelled will not likely recur. Based on that information, the Sanford School Committee readmits the student to Sanford High School. The student will meet with school administrators to map out a timeline and strategies for the student's successful re-entry pursuant to Title 20-A M.R.S.A., Section 1001. In addition the superintendent will provide the student and parents/guardians with a written notice of the School Committee's findings and conclusions.**  
Motion seconded by Mrs. Williams. Motion carried 3 to 0.

C. Adjournment

Mr. Roux made a motion **to adjourn at 5:54 pm.**  
Mrs. Williams seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

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John Roux, School Committee Vice Chair

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David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, September 26, 2016 ~ 6:00 pm**

Note: Meeting was held in City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex

Members present: John Roux, 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  
Stacey Bissell, Special Education Director  
Julie Williams, Library Media Specialist – Willard  
Sheila English, Library Media Specialist – SJHS  
Jen Raymond, Library Media Specialist – SHS  
Karen Miliano, Library Media Specialist - CJL

Guests present:

A. Call to Order Time: 6:08 pm

B. Pledge of Allegiance Said

C. Adjustments

1. In light of the absence of two School Committee Members (Mapes, Sheppard) Mr. Miscio made a motion **to table Old Business item “New Class Rank Proposal for SHS” until the October 3, 2016 meeting.** Mrs. Williams seconded the motion. Motion carried 3 – 0.
2. Mr. Miscio made a motion **to move Directors Report item “Presentation by Sanford schools’ library media specialists” to follow Public Comments.** Mrs. Williams seconded the motion. Motion carried 3 – 0.

D. Approval of Minutes

1. September 12, 2016, Regular Meeting, 6 pm (**Attachment D.1.**) Mrs. Williams made a motion **to approve the minutes as presented.** Mr. Miscio seconded the motion. Motion carried 3 – 0.

E. Public Comments None

F. Communications None

\*I. Directors’ Reports (**addressed out of order**)

3. Director of Curriculum Bernie Flynn
  - a. Presentation by Sanford schools’ Library Media Specialists

## School Committee Meeting Minutes

September 26, 2016

## G. Committee Reports

1. Construction Update
  - i. High School Project
    1. Mayor Cote visited the site last week
    2. Block walls are being constructed in auditorium and gym with block provided by local Genest Concrete
    3. Construction Administration meeting today, 9/26/16
      - a. Approved invoices for approximately \$2.7 million; all invoices approved by architect, DOE and BGS.
      - b. Construction is on schedule; steel will arrive week of 10/10/16
      - c. Easements have been completed for Mayflower Drive for gas, electric, cable and water
      - d. Radon mitigation layer is currently being installed
      - e. Performing Arts Sub-Committee has been meeting regularly regarding facility management. They will be visiting Gorham later this week.
      - f. Videos available on website
  - ii. Elementary Project
    1. Successful public information meeting held on 9/1/16
    2. Architect has been meeting with staff at MCS and SJHS to refine plans
    3. Anticipate a Straw Poll vote in November, 2016

## H. Superintendent's Report

1. Student Representatives' Reports
  - i. Summer noted homecoming activities planned in October
  - ii. School Committee questioned student reps regarding plans after high school and what they hoped to gain from their time as student representatives
2. Field trips announced
  - i. SRTC FFA to Indianapolis, Indiana from 10/18 – 10/23/16
  - ii. SHS Boys Soccer Team to USM on 10/2/16
3. Maine School Board Association Conference is scheduled for 10/27/16 and 10/28/16

## School Committee Meeting Minutes

September 26, 2016

## I. Directors' Reports

1. Business Administrator Gwen Bedell
  - i. Donation of \$1250 to SRTC on behalf of Clarence Hartley to be used to support SRTC students in need of specialized clothing or equipment
  - ii. Donation of \$1200 to Legacy Foundation on behalf of SHS Class of 2016
  - iii. Special Ed transportation – staff consolidating transportation needs to reduce expenses
2. Assistant Superintendent Matt Nelson
  - i. Attendance Protocols and Forms ([Attachment I.2.i.](#))
    1. Discussed impact of chronic absenteeism
    2. Parents of students with previous chronic absenteeism are contacted at the beginning of the school year to collaborate on strategies to improve attendance
3. Director of Curriculum Bernie Flynn (***addressed out of order***)
4. Director of Special Education Stacey Bissell
  - i. Math Worlds Program data ([Attachment I.4.i](#))
    1. Progress in students' conceptual knowledge
      - Student conceptual understanding increased by an overall mean of 27.8%
      - The median percent increase in scores was 11.5%
      - The average ( mean ) improvement in scores by grade were
        - Grade 1 145.2%
        - Grade 2 39.2%
        - Grade 3 20.7%
        - Grade 4 2.5%
        - Grade 5 28.3%
        - Grade 6 8.1%
        - Grade 7 -2.5%
        - Grade 8 -3.5%
      - From 2014-15 to 2015-16, 63% of the students increased their raw scores.

J. New Business                      None

K. Old Business                      ***Tabled, see Item C. Adjustments***

1. New Class Rank Proposed for Sanford High School

## L. Resignations

1. Superintendent Theoharides announced the following resignations:

Lynn Gnade	Foodservice District Manager	District	Eff. 10/19/16
Patricia Fougere	Childcare worker	SCAE	Eff. 10/10/16

## School Committee Meeting Minutes

September 26, 2016

## M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Tiffani Bourque	KIDS Club	Activities/Homework	Eff. 9/20/16
Hannah Burgess	KIDS Club	Activities/Homework	Eff. 9/20/16
Leah D'Amour	KIDS Club	Activities/Homework	Eff. 9/20/16
Jamie Folsom	KIDS Club	Activities/Homework	Eff. 9/20/16
Madalynn Gagne	KIDS Club	Student	Eff. 9/20/16
Connie Hand	KIDS Club	Activities/Homework	Eff. 9/20/16
Corinne Lawrance	KIDS Club	Student	Eff. 9/20/16
Ryan Legere	KIDS Club	Activities/Homework	Eff. 9/20/16
Rebecca Levasseur	KIDS Club	Activities/Homework	Eff. 9/20/16
Rebecka Morton	KIDS Club	Activities/Homework	Eff. 9/20/16
Tiffani Noel	KIDS Club	Activities/Homework	Eff. 9/20/16
Kristen O'Connor	KIDS Club	Activities/Homework	Eff. 9/20/16
Vicki Payeur	KIDS Club	Activities/Homework	Eff. 9/20/16
Rebecca Perez	KIDS Club	Activities/Homework	Eff. 9/20/16
Tori Poisson	KIDS Club	Activities/Homework	Eff. 9/20/16
Wanda Richard	KIDS Club	Activities/Homework	Eff. 9/20/16
Jed Russell	KIDS Club	Activities/Homework	Eff. 9/20/16
Joyce Scally	KIDS Club	Activities/Homework	Eff. 9/20/16
Janelle Schulkind	KIDS Club	Activities/Homework	Eff. 9/20/16
Lisa Silva	KIDS Club	Activities/Homework	Eff. 9/20/16
Kathy Spencer	KIDS Club	Activities/Homework	Eff. 9/20/16
Michelle Sprague	KIDS Club	Activities/Homework	Eff. 9/20/16
Kathy Toth	KIDS Club	Activities/Homework	Eff. 9/20/16
Lisa Tu	KIDS Club	Activities/Homework	Eff. 9/20/16
Spencer Wilkinson	KIDS Club	Activities/Homework	Eff. 9/20/16
Odyssey Willow	KIDS Club	Student	Eff. 9/20/16

2. Superintendent Theoharides announced the following stipend appointments:

Brent Coleman	Coach, Varsity Wrestling	SHS
Rossie Kearson	Coach, Varsity Boys Tennis	SHS
Rachel White	Yearbook Co-Advisor	SJHS
Sue Bedell	Yearbook Co-Advisor	SJHS
Jessica Allen	Student Council Co-Advisor	SJHS
Erin Barry	Student Council Co-Advisor	SJHS
Adam Bellefeuille	Drama Club Advisor	SJHS
Sara Nason	STEM Advisor	SJHS
Ann MacEachern	Art Club Advisor	SJHS
Rachel White	Math Club Co-Advisor	SJHS
Sue Bedell	Math Club Co-Advisor	SJHS
Carol Baker Roux	Jazz Band Director	SJHS
Carol Baker Roux	Band Director	SJHS
Nancy Neubert	Chorus Director	SJHS
Anders Larson	Social Studies Dept. Head	SJHS
Carla Mueller	Math Dept. Head	SJHS
Sue Coveney	ELA Dept. Head	SJHS
James Cantara	Science Dept. Head	SJHS
Kathy Camire	Special Education Dept. Head	SJHS
Judy Martin	Allied Arts Dept. Head	SJHS



## School Committee Meeting Minutes

September 26, 2016

## N. Staff Transfers

1. Superintendent Theoharides announced the following transfers:

Pat Brunner	From Title I teacher at MCS and CJL Schools	To Title I teacher at CJL School	Eff. 9/7/16
Kim Conway	From Title I teacher at Lafayette & Willard	To Title I teacher at Lafayette	Eff. 9/7/16
Barbara Dumont	From Ed Tech III at MCS Library	To Ed Tech II at SJHS Special Ed	Eff. 10/11/16

## O. Staff Nominations

1. Superintendent Theoharides nominated the following professional staff:

Kathy Hally	3/5 FTE as a Title I teacher	St. Thomas and CJL Schools	Eff. TBD
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Mrs. Williams made a motion **to accept the nomination as presented.**  
Mr. Miscio seconded the motion. Motion carried 3 – 0.

## P. Policies

1. Executive Summary for 9.26.16 (**Attachment P.**)
  - i. A Maine Dept. of Education review of our bullying policies stated that the policies were in compliance but we needed to develop forms on how bullying incidents are tracked and monitored.
2. First Reading – JICK Revision – Bullying and Cyberbullying Prevention in Schools  
Mr. Miscio made a motion **to accept the first reading of revised Policy JICK as presented.**  
Mrs. Williams seconded the motion. Motion carried 3 - 0.
3. First Reading – JICK – R revision – Bullying and Cyberbullying Prevention Administrative Procedure  
Mr. Miscio made a motion **to accept the first reading of revised policy JICK –R as presented.**  
Mrs. Williams seconded the motion. Motion carried 3 – 0
4. Recommended Procedure Forms – JICK-E1, JICK-E2 and JICK-E3
  - i. These forms will be placed on the forms section of our website and cross-referenced with a link on the policies.

## Q. Items for Future Agenda(s)

1. Naming Rights Policy – tentative date 10/3/16
2. Performing Arts Group Presentation – tentative date 10/17/16
3. Technology Plan – tentative date 12/5/16

## School Committee Meeting Minutes

September 26, 2016

## R. Calendar Announcements

## 1. Upcoming School Committee meetings are as follows:

Monday, October 3, 2016	Regular Meeting	6:00 pm	City Council Chambers
Monday, October 17, 2016	Regular Meeting	6:00 pm	City Council Chambers

## S. Adjournment

Mr. Miscio made a motion to adjourn at 7:42 pm.

Mrs. Williams seconded the motion. Motion carried 3 - 0.

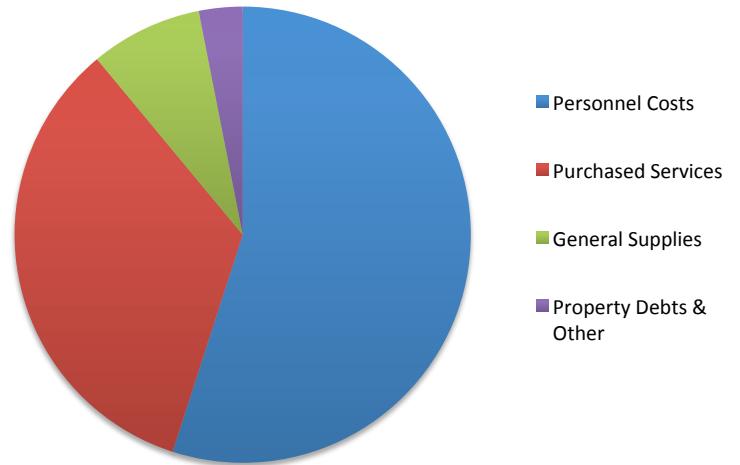
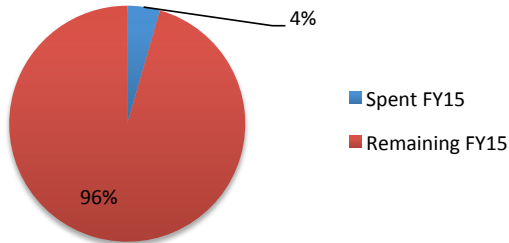
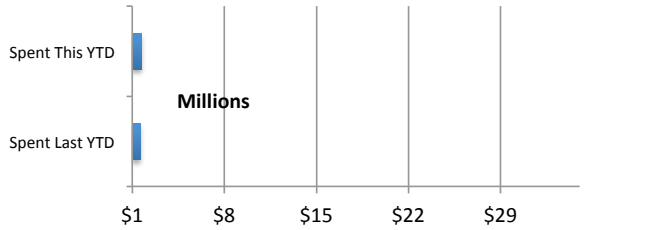
Respectfully submitted,

\_\_\_\_\_  
John Roux, School Committee Vice Chair

\_\_\_\_\_  
David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT**  
 SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE  
 For the Year-to-Date and Month Ending August 31, 2016

Account Group	Jul 15 - Aug 15 Actual	Jul 16 - Aug 16 Actual	2016/2017 Revised Budget	Amount Remaining Revised Budget - Actual
51000 Personal Services - Sal/Wages&Stip.	\$ 760,587	\$ 684,832 41%	\$ 22,034,923 59%	\$ 21,350,091 97%
52000 Personal Services - Payroll Tax&Bene.	\$ 52,048	\$ 233,604 14%	\$ 7,968,460 21%	\$ 7,734,857 97%
<i>Subtotal - Personal Services</i>	\$ 812,634	\$ 918,436 55%	\$ 30,003,384 81%	\$ 29,084,948 97%
53000 Purchased Prof. & Tech. Services	\$ 226,975	\$ 294,239 18%	\$ 1,802,085 5%	\$ 1,507,846 84%
54000 Purchased Property Services	\$ 161,375	\$ 120,279 7%	\$ 652,529 2%	\$ 532,250 82%
55000 Other Purchased Services	\$ 157,088	\$ 153,639 9%	\$ 2,529,454 7%	\$ 2,375,816 94%
56000 General Supplies	\$ 159,412	\$ 132,662 8%	\$ 1,501,359 4%	\$ 1,368,697 91%
57000 Property Maint & Repair	\$ 53,359	\$ 34,042 2%	\$ 337,228 1%	\$ 303,186 90%
58000 Debt, Dues/Fees & Miscellaneous	\$ 19,501	\$ 17,561 1%	\$ 429,278 1%	\$ 411,717 96%
59000 Other & Rounding	\$ -	\$ - 0%	\$ 5 0%	\$ 5 0%
<b>Total</b>	<b>\$ 1,590,344</b>	<b>\$ 1,670,858 100%</b>	<b>\$ 37,255,321 100%</b>	<b>\$ 35,584,463 96%</b>



Warrant Article Cost Center	Jul 15 - Aug 15 Actual	Jul 16 - Aug 16 Actual	2016/2017 Revised Budget	Amount Remaining
1. Regular Instruction	\$ (10,792)	\$ 105,390 6%	\$ 15,120,258 41%	\$ 15,014,868 99%
2. Special Education	\$ 91,123	\$ 130,353 8%	\$ 7,259,075 19%	\$ 7,128,722 98%
3. Career / Technical Education	\$ 45,772	\$ 74,555 4%	\$ 1,939,075 5%	\$ 1,864,520 96%
4. Other Instruction	\$ 208,435	\$ 187,821 11%	\$ 959,267 3%	\$ 771,445 80%
5. Student & Staff Support	\$ 203,393	\$ 176,709 11%	\$ 3,244,009 9%	\$ 3,067,300 95%
6. System Administration	\$ 164,489	\$ 143,471 9%	\$ 807,325 2%	\$ 663,854 82%
7. School Administration	\$ 316,471	\$ 308,320 18%	\$ 2,041,274 5%	\$ 1,732,954 85%
8. Transportation & Buses	\$ 49,095	\$ 45,788 3%	\$ 1,695,061 5%	\$ 1,649,273 97%
9. Facilities Maintenance	\$ 522,357	\$ 498,450 30%	\$ 4,189,973 11%	\$ 3,691,523 88%
10. Debt Service	\$ -	\$ - 0%	\$ - 0%	\$ - 0%
11. All Other Expenditures & Rounding	\$ -	\$ - 0%	\$ 5 0%	\$ 5 0%
<b>Subtotal</b>	<b>\$ 1,590,344</b>	<b>\$ 1,670,858 100%</b>	<b>\$ 37,255,321 100%</b>	<b>\$ 35,584,463 96%</b>
Adult Education	\$ 121,839	\$ 93,289 11%	\$ 869,609	\$ 776,320 89%
<b>Total</b>	<b>\$ 1,712,183</b>	<b>\$ 1,764,147 5%</b>	<b>\$ 38,124,930 100%</b>	<b>\$ 36,360,783 95%</b>

**RECONCILIATION OF ACCOUNTS**  
**BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD**  
*For the Year-to-Date and Month Ending August 31, 2016*

Attachment J.2.ii.

Fund			Year to Date Revenues			Year to Date Expenses			Year to Date Net (Rev - Exp)		
City No.	School	Name	School	City	Variance	School	City	Variance	School	City	Variance
<b>GENERAL FUND</b>											
		1000 GF 1000-1200 Education	(3,643,899)	(3,643,899)	0	1,670,858	1,670,858	0	(1,973,041)	(1,973,041)	0
	1500	Adult Education	(9,471)	(9,471)	0	93,289	93,289	0	83,818	83,818	0
		<b>Total</b>	<b>(3,653,370)</b>	<b>(3,653,370)</b>	<b>0</b>	<b>1,764,147</b>	<b>1,764,147</b>	<b>0</b>	<b>(1,889,223)</b>	<b>(1,889,223)</b>	<b>0</b>
<b>SPECIAL REVENUE FUNDS</b>											
		2201 SR 2001 Wellness Team	-	-	0	-	-	0	-	-	0
		2202 SR 2002 Erate	-	-	0	-	-	0	-	-	0
		2203 SR 2003 Tech Tuition	(123,764)	(123,764)	0	-	-	0	(123,764)	(123,764)	0
		2205 SR 2005 Lucy Emery Fund	-	-	0	-	-	0	-	-	0
		2206 SR 2006 EcoMaine	-	-	0	-	-	0	-	-	0
		2210 SR 2030 Kids Club	(4,598)	(4,598)	0	2,084	2,084	0	(2,514)	(2,514)	0
		2216 SR 2050 Capco JR	-	-	0	-	-	0	-	-	0
		2218 SR 2052 Local JH	-	-	0	-	-	0	-	-	0
		2224 SR 2200 MDOE Srtc Equip	-	-	0	-	-	0	-	-	0
		2228 SR 2240 Pal	(1,000)	(1,000)	0	-	-	0	(1,000)	(1,000)	0
		2238 SR 2215 College Transitions	-	-	0	4,729	4,729	0	4,729	4,729	0
		2239 SR 2300 Title 1A	-	-	0	57,554	57,554	0	57,554	57,554	0
		2249 SR 2460 MaineCare	-	-	0	2,854	2,854	0	2,854	2,854	0
		2252 SR 2470 Idea Local Entitlemt.	-	-	0	3,808	3,808	0	3,808	3,808	0
		2253 SR 2510 Early Child/PreSchl.	-	-	0	1,200	1,200	0	1,200	1,200	0
		2258 SR 2630 21st Century	-	-	0	27,674	27,674	0	27,674	27,674	0
		2262 SR 2700 Title 2A	-	-	0	86,596	86,596	0	86,596	86,596	0
		2266 SR 2070 Nellie Mae	-	-	0	(459)	(459)	0	(459)	(459)	0
		2268 SR 2860 Carl Perkins	-	-	0	15,779	15,779	0	15,779	15,779	0
		2269 SR 2950 Aefla/Abe	-	-	0	4,994	4,994	0	4,994	4,994	0
		2271 SR 2011 HI Prem Passthru	-	-	0	-	-	0	-	-	0
		2272 SR 2012 Corning	-	-	0	-	-	0	-	-	0
		2273 SR 2013 HS Student iPads	(234)	(234)	0	-	-	0	(234)	(234)	0
		2274 SR 2032 Walmart Foundation	-	-	0	-	-	0	-	-	0
		2275 SR 2232 Transtn Profic. Dipl.	-	-	0	2,729	2,729	0	2,729	2,729	0
		2277 SR 2015 Genest/AVX	-	-	0	-	-	0	-	-	0
		2280 SR 2210 Faa Dept of Agricult.	-	-	0	-	-	0	-	-	0
		2283 SR 2457 Pre-School Expansion	(33,496)	(33,496)	0	(3)	(3)	0	(33,499)	(33,499)	0
		2284 SR 2233 PEPG	-	-	0	-	-	0	-	-	0
		2285 SR 2007 John T. Gorman KC	-	-	0	2,532	2,532	0	2,532	2,532	0
		2286 SR 2010 Student Assist. Team	-	-	0	-	-	0	-	-	0
		<b>Total</b>	<b>(163,092)</b>	<b>(163,092)</b>	<b>0</b>	<b>212,073</b>	<b>212,073</b>	<b>0</b>	<b>48,981</b>	<b>48,980</b>	<b>0</b>
<b>CAPITAL IMPROVEMENT FUNDS</b>											
		4047 CIP 3015 HS Const Project	(3,501,449)	(3,501,449)	0	3,907,779	3,907,779	0	406,330	406,330	0
		4054 CIP 3020 Elem Const Project	-	-	0	26,996	26,996	0	26,996	26,996	0
		4050 CIP 4020 Capital Improv. Bond	-	-	0	-	-	0	-	-	0
		<b>Total</b>	<b>(3,501,449)</b>	<b>(3,501,449)</b>	<b>0</b>	<b>3,934,775</b>	<b>3,934,775</b>	<b>0</b>	<b>433,327</b>	<b>433,327</b>	<b>0</b>
<b>ENTERPRISE FUNDS</b>											
		5000 EN 6000 School Café	(55,256)	(55,256)	0	98,157	98,157	0	42,901	42,901	0
		<b>Total</b>	<b>(55,256)</b>	<b>(55,256)</b>	<b>0</b>	<b>98,157</b>	<b>98,157</b>	<b>0</b>	<b>42,901</b>	<b>42,901</b>	<b>0</b>

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

Policy Updates  
**Executive Summary – October 3, 2016**

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The following policies will be presented on October 3, 2016

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### **1. Policy KK – Naming Rights (First Reading)**

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights in relation to Sanford School Department facilities. The granting of Naming Rights must always be consistent with the School Department's vision and mission. The Sanford School Committee has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name a school department facility. The Superintendent, School Committee, or School Committee Subcommittee (if constituted) may submit proposed naming rights to be implemented as approved by resolution of the School Committee. Naming rights shall not be established except by an affirmative vote of the School Committee.

The School Committee will decide the monetary valuation of each Naming Right after receiving a recommendation from the Superintendent or his/her designee, who may take advice from such persons, a sub-committee or other professionals as needed. Each case should take into account market comparisons for Naming Rights, for which professional advice may be sought.

The factors to be considered by the Sanford School Department include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the School Department's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the School Department's ability/discretion to terminate the arrangement / agreement;
- The extent to which the naming opportunity imposes any obligation on the School Department, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the School Department;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest; and
- The extent to which the naming opportunity affects the appearance of School Department property or disrupts the operation of the School Department.

There are two circumstances in which "Naming Rights" may be granted:

1. "Naming Rights in Consideration" is in consideration of financial contributions, sponsorship or other commercial transactions
2. "Naming Rights in Recognition" is in recognition of any significant contributions to the School Department that it wishes to honor.

Items for which Naming Rights may be awarded: Physical spaces including, but not limited to,

Auditoriums/Theaters	Gymnasiums
Gardens/Walks/District-owned streets and ways	Libraries
Athletic Fields/Facilities	Concessions/Locker Rooms
Classrooms	Large Group Instruction Rooms ("LGI")
Laboratories	Hallways

The School Committee shall not grant a Naming Right without the consent of the named party or the named party's representative, to the extent possible.

All charitable contributions will be documented and recognized in accordance with IRS Publication 1771.

Monetary valuations may be assigned to Naming Rights possibilities on a case-by-case basis to aid with making decisions about granting Naming Rights.

Revenue from naming rights or sponsorships may be used for the following:

- Activities designed to support student achievement and/or school-approved student activities
- To assist in the maintenance of existing district educational and athletic programs and facilities
- To assist in the development and funding of new educational and athletic programs and facilities
- To provide scholarship for students participating in athletic, academic and activity programs who demonstrate merit or financial need.

The duration of Naming Rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the School Committee, unless otherwise established in the contract with the donor and approved by the School Committee and the donor.

The physical display of the Naming Rights shall also be decided or negotiated on a case-by case basis. The School Committee shall determine and/or approve the naming title and all design considerations such as colors, shapes, and sizes along with the location of any and all signage or fixtures to be displayed in and/or on school facilities and/or equipment. Costs associated with materials and other operational expenses to create and maintain donor recognition systems, signage, or plaques will be paid from the gift from donors.

Upon approval, this policy will be cross-referenced with Policy KCD: Public Gifts / Donations to the Schools.

### **Policy KH: Public Gifts to the Schools (Deletion)**

In 2014, this policy was revised and recoded to policy KCD: Public Gifts / Donations to the Schools. We no longer need policy KH: Public Gifts to the Schools since it has been replaced by policy KCD.

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### **Recommended Motions**

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1. Motion to accept the first reading of **Policy KK – Naming Rights**
2. Motion to delete **Policy KH – Public Gifts to the Schools**

## **Naming Rights**

The Sanford School Committee recognizes its responsibility as a provider of public education to protect the welfare of students and maintain the integrity of the learning environment. Sanford School Department facilities are a source of pride for our community. They are a tangible reflection of the commitment of the citizenry to the education of our children.

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights in relation to Sanford School Department facilities. The School Department's objective is that educational values not be compromised when schools and individuals or business/organizations work together, and participation has a clear educational advantage for students.

The granting of Naming Rights must always be consistent with the School Department's vision and mission. The long-term effects of the Naming Rights must be considered. Donations should never influence curriculum or instruction at the Sanford School Department, should never be seen as an endorsement of a product or service, nor should School Department employees feel pressure to present viewpoints or beliefs as a result of a donation, gift or advertisement.

No commercial activity as defined or allowed by this policy shall be associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons; contain vulgar or offensive, obscene, or sexually explicit language; advocate the violation of law or School Department policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; or be associated with any company or individual whose actions are otherwise in violation of law.

The Sanford School Committee has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name a school department facility. The factors to be considered by the District include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the School Department's discretion or its ability to pursue other opportunities;

- The duration of the arrangement or agreement and the School Department’s ability/discretion to terminate the arrangement / agreement;
- The extent to which the naming opportunity imposes any obligation on the School Department, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the School Department;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest; and
- The extent to which the naming opportunity affects the appearance of School Department property or disrupts the operation of the School Department.

There are two circumstances in which “Naming Rights” may be granted listed below. In each case, it is anticipated that a specific written agreement about the nature of the naming right would be entered between the parties or their representatives, such agreement to incorporate the provisions of this policy where appropriate. The terms of this policy are subject to compliance with any specific written agreement entered between or on behalf of the parties.

1. **Naming Rights in Consideration**

“**Naming Rights in Consideration**” is in consideration of financial contributions, sponsorship or other commercial transactions. Naming Rights may be granted by the School Committee in consideration of contributions made to the Sanford School Department. “Naming Right in Consideration” may be granted in return for provision to the School Department of an appropriate financial contribution or sponsorship, including provision or supply of equipment, materials, land or services. The School Department may or may not partner with other community organizations to raise funds.

2. **Naming Rights in Recognition**

“**Naming Rights in Recognition**” is in recognition of any significant contributions to the School Department that it wishes to honor. These



contributions can be financial or other gifts from donors, or meritorious service, and is at the discretion of the School Committee in concurrence with the party or their representatives. Naming Rights may be granted at the sole discretion of the School Committee in recognition of persons or entities it wishes to honor.

One of the following three criteria must be fulfilled in order for the granting of **“Naming Rights in Recognition”** to be considered:

- a. Recognition of outstanding service to the School Department or outstanding service to the Sanford community.
- b. Recognition of the achievements of distinguished alumni.
- c. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights.

The School Department may solicit suitable donations from the advocates of such recognition, particularly if the request comes from other than a family member.

**Granting Naming Rights**

Each granting of Naming Rights shall be governed by an agreement and/or all applicable School Committee policies. Any and all entitlements and attributions granted in conjunction with naming rights, including but not limited to signage, must be approved by the School Committee prior to installation in or on school department property. Any permanent or nonpermanent fixtures shall become the sole property of the Sanford School Department,

**Items for which Naming Rights may be awarded: Physical Spaces Including, But Not Limited To,**

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|---|--------------|
| Auditoriums/Theaters                          | Gymnasiums   |
| Gardens/Walks/District-owned streets and ways | Libraries    |
| Athletic Fields/Facilities                    | Classrooms   |
| Concessions/Locker Rooms                      | Hallways     |
| Large Group Instruction Rooms (“LGI”)         | Laboratories |

For a school department facility to be named after a person, that person shall be of exemplary moral character; have made an outstanding contribution to education, humanity or community; or have displayed outstanding leadership; or be a person

of historical significance. It shall be the responsibility and right of the School Committee to determine whether the person meets these criteria. The School Committee reserves the right to revoke the name should it subsequently discover information about the individual that would lead to the individual not meeting the requirements set forth herein.

School department facilities may be named after major contributors to the School Department. The School Committee will evaluate the financial value of naming rights based on a review of the market for naming rights. If named after a company, group and/or product must, as determined by the School Committee, have and maintain an exemplary record and positive public and nonpartisan image. The School Committee reserves the right to revoke the name should it discover information about the company, group and/or product that would lead to the individual entity not meeting the requirements set forth herein.

### **Consent**

The School Committee shall not grant a Naming Right without the consent of the named party or the named party's representative, to the extent possible. The School Committee reserves the right, in all cases, to refuse to name a particular facility/piece of property.

### **Documentation of Gift**

All charitable contributions will be documented and recognized in accordance with IRS Publication 1771.

### **Monetary Valuation of Naming Rights**

Monetary valuations may be assigned to Naming Rights possibilities on a case-by-case basis to aid with making decisions about granting Naming Rights.

Revenue from naming rights or sponsorships may be used for the following:

- Activities designed to support student achievement and/or school-approved student activities
- To assist in the maintenance of existing district educational and athletic programs and facilities
- To assist in the development and funding of new educational and athletic programs and facilities
- To provide scholarship for students participating in athletic, academic and activity programs who demonstrate merit or financial need.

### **Duration of Naming Rights**

The duration of Naming Rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the School Committee, unless otherwise established in the contract with the donor and approved by the School Committee and the donor. The duration of naming rights shall be proportionate to the value of a donation, endowment or other significant contributions to a school.

### **Physical Display of Naming Rights**

The physical display of the Naming Rights shall be decided or negotiated on a case-by case basis. In the case of buildings, the physical display of the Naming Rights will take into account the identification of the School Department and comply with all applicable laws and regulations including, but not limited to, zoning requirements. The School Committee shall determine and/or approve the naming title and all design considerations such as colors, shapes, and sizes along with the location of any and all signage or fixtures to be displayed in and/or on school facilities and/or equipment. Costs associated with materials and other operational expenses to create and maintain donor recognition systems, signage, or plaques will be paid from the gift from donors.

### **Transferability**

In this heading “parties” includes the legal representatives of the parties.

#### **Of Named Party**

Naming Rights may only be transferred to any other Named Party by mutual agreement between all the named parties.

#### **Assignment**

“Naming Rights in Consideration” may be assigned by mutual agreement between all parties. Assigned is defined as “to exchange one naming right for another.” For example – when a company changes its name the naming right may be changed to reflect the new name. “Naming Rights in Recognition” may not be assigned. The School Committee may, as it deems necessary, require the company to provide compensation for the costs of any such change. If the company refuses to or does not provide compensation for such costs, the School Committee reserves the right to remove the name

due to the fact that it no longer represents the company who received the naming rights.

**Renewability**

Naming Rights may be renewed by mutual agreement between all the parties.

**Limit of Naming Rights**

**On the part of the District**

The School Department’s right to use the name and other brand elements of the Named Party shall only be permitted by express agreement with the Named Party.

**On the part of the Named Party**

The Named Party after whom a building or part of a building is named shall have no right to use or control the use of that building or part of the building. Use will ordinarily be determined consistent with the School Committee’s facility use policy KF. The use of that building or part of the building may, however, be the subject of negotiated agreement in the specific contract between the parties. The School Committee will not agree to any condition in a contract that could unnecessarily limit progress towards the School Department’s mission and purpose, statutory obligations, or the local authority of the Sanford School Committee.

In turn, the Named Party shall bear no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any limits should be included in any Naming Rights agreement.

**Early Termination of Naming Rights**

In the event of this policy and any specific contract entered into being breached, the parties may terminate a Naming Rights agreement in advance of the scheduled date, under the following conditions:

**Termination by the District**

The School Committee reserves the right, in accordance with the terms of the applicable contract, to terminate Naming Rights without refund of consideration at any time, should it feel it is necessary to do so to avoid the School Department being brought in to disrepute based on any action by a

private individual or corporate entity that is deemed by the School Committee to be inappropriate and/or in conflict with the School Department's values. Naming rights shall not be terminated except by an affirmative vote of the School Committee.

**Termination by the Named Party**

The Named Party may without refund of consideration, in accordance with the terms of the applicable contract, terminate its acceptance of the Naming Rights prior to the scheduled termination date, in the event that the School Department directly brings the Named Party into disrepute.

**Process to Establish Naming Rights:**

The Superintendent, School Committee, or School Committee Subcommittee (if constituted) may submit proposed naming rights to be implemented as approved by resolution of the School Committee. Naming rights shall not be established except by an affirmative vote of the School Committee.

The School Committee will decide the monetary valuation of each Naming Right after receiving a recommendation from the Superintendent or his/her designee, who may take advice from such persons, a sub-committee or other professionals as needed. Each case should take into account market comparisons for Naming Rights, for which professional advice may be sought.

Cross-reference: KCD – Public Gifts / Donations to the Schools

Adoption date:

Effective date:

File: KH  
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PUBLIC GIFTS TO THE SCHOOLS

The Superintendent is authorized to accept gifts to particular schools or the district in behalf of the School Committee and to report such acceptance to the School Committee. The School Committee shall officially acknowledge the gifts and thank the donors.

In instances where the Superintendent doubts the appropriateness or usefulness of a proffered gift, he/she shall refer the offer to the School Committee, which shall make a decision on the matter. These shall include all instances in which the gifts to schools are being offered by commercial organizations for what appear to be enhancement of their own public image.

Adoption date: March 21, 1994

Effective date: March 21, 1994