

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING AGENDA
Monday, November 21, 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. November 7, 2016 Workshop 5:30 pm (Attachment D.1.)
2. November 7, 2016 Regular Meeting 6:00 pm (Attachment D.2.)
3. November 14, 2016 Executive Session 5:00 pm (Attachment D.3.)

Recommendation: to adopt the minutes as presented.

E. Public Comments

F. Communications None

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Project
 1. Base paving of access road and parking areas
 2. Steel being erected in Arts wing, Performing Arts Center and Gym/Locker rooms
 3. Natural gas line, electric and water lines have been installed from utility room to Mayflower for connection
 4. Entrance on Main Street has been created – telephone will be removed
 - ii. Elementary Projects
 1. Straw Poll – Tuesday, 11/29/16 at 7:00 pm at SJHS

School Committee Meeting Agenda

November 21, 2016

H. Superintendent's Report

1. Student Representatives' Reports
2. Snow Day information

I. Directors' Reports

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

J. New Business

1. October 2016 Financials – Gwen Bedell
 - i. October 31, 2016 expenses (**Attachment J.2.i**)
Recommendation: to accept the 10/31/16 expenses as presented.
 - ii. October 31, 2016 reconciliation (**Attachment J.2.ii**)
Recommendation: to accept the 10/31/16 reconciliation as presented.

K. Old Business

1. Class Rank Proposal - Update

L. Resignations

None

M. Staff Appointments

1. Superintendent Theoharides will announced the following appointment(s):

Scott Folsom	KIDS Club	Willard School	Eff. 11/14/16
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N. Staff Transfers

None

O. Staff Nominations

None

P. Policies

(Attachment P.)

1. Second Reading – ECB – Pest Management in School Facilities
Recommendation: to adopt revised policy ECB as presented.
2. Second Reading – ECB-E3 – Notice of Planned Pesticide Application
Recommendation: to a revised policy ECB-E3 as presented.

Q. Items for Future Agenda(s)

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

School Committee Meeting Agenda

November 21, 2016

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, November 28, 2016	Executive Session	5:30 pm (tentative)	Superintendent's Conference Room
Thursday, December 1, 2016	Joint Meeting with Acton School Department	6:00 pm	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, November 7, 2016 ~ 5:30 pm**

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

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

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

Guests present: Christian Smith, MacPage

A. Call to Order Time: 5:30 pm

B. Workshop Session Audit Report

C. Adjournment

Mr. Mapes made a motion to adjourn at 6:10 pm.
Mr. Miscio seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

Jonathan Mapes, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
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MINUTES
Monday, November 7, 2016 ~ 6:00 pm**

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

Members present: Jon Mapes, 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
Kristin Daly, Teacher

Guests present: Christian Smith, Macpage
Dan Cecil, Harriman
Lisa Sawin, Harriman
Heidi Gardner, Harriman

A. Call to Order Time: 6:12 pm

B. Pledge of Allegiance Said

C. Adjustments

1. Mr. Miscio made a motion **to move Item J.1. Audit Report forward, to be heard following Public Comments.**
Mr. Sheppard seconded the motion. Motion carried 4 – 0.

D. Approval of Minutes

1. October 17, 2016 Regular Meeting, 6:00 pm (**Attachment D.1.**)
Mr. Sheppard made a motion **to approve the minutes as presented.**
Mrs. Williams seconded the motion. Motion carried 4 – 0.

E. Public Comments None

*J New Business (**addressed out of order**)

1. Audit Report
Christian Smith of MacPage gave a report on the annual school audit. It was noted that there have been significant improvements in financial operations. There were no significant deficiencies or material weaknesses. The School Department posted a positive fund balance for the 2cond year, offsetting a negative balance that had been carried for several years.
Mr. Miscio made a motion **to accept the audit report as presented.**
Mrs. Williams seconded the motion. Motion carried 4 – 0.

School Committee Meeting Minutes

November 7, 2016

F. Communications

1. Voya Unsung Heroes Grant Award for Lafayette School (Attachment F.1.)

G. Committee Reports

1. Construction Update
 - i. Elementary Construction Projects
 1. Presentation by Dan Cecil of Harriman
(Added Attachment G.1.i.1)
 - ii. SHS/SRTC Construction Project
 1. Project update
 - a. Project report on website
 - b. Steel erection began last week in the Arts & Communication wing
 - c. Gas line being installed from boiler room to Mayflower Drive
 - d. Entrance construction on Main Street
 - e. Base paving of roads will begin next week
 2. Certificate of Final Funding approve for School Construction (Attachment G.1.ii.2)

H. Superintendent's Report

1. Student Representatives' Reports
 - i. Students reported on the seminars they attended at recent MSMA Conference.
2. Superintendent reported on recent Maine School Board Association Conference
3. Field Trips
 - i. Willard School Grade 5 students to Boston Museum of Science on 11/9/16
4. Congratulations to SHS Spartan Football team and coaches on an excellent (6-3) season. Sanford played first place ranked Bonney Eagle last Friday; final score is not indicative of how well the students actually played. Coach Fallon was quoted in the Portland Press Herald, stating "Our kids came out and played their tails off. We wanted to make it a football game and we did that for three quarters".
5. "Soldier Coming Home" publication regarding 1st Lieutenant Ralph L. Hanson acknowledged. This was published through the efforts of the Fallen Veterans Project headed by Joe Doiron and has involved students at all grade levels in Sanford, including several programs at SRTC.

School Committee Meeting Minutes

November 7, 2016

I. Directors' Reports

1. Business Administrator Gwen Bedell
 - i. Acknowledgement of Conversion Products donation of materials to the SRTC Building Trades Program (Added attachment I.1.i)
 - ii. School Budgets are being developed
 - iii. Substitute pay adjustment proposal

Short term substitutes:

Educational Background	Half Day	Full Day
HS Diploma or Assoc. Degree	\$30.00	\$60.00
Bachelor's Degree	\$35.00	\$70.00
Certified Current or Retired Teacher*	\$37.50	\$75.00

Long term substitutes:

HS Diploma or Assoc. Degree	Per diem rate based upon 80% of Teacher's Scale, Step 0, BA Level
Bachelor's Degree	Per diem rate based upon 90% of Teacher's Scale, Step 0, BA Level
Certified Current or Retired Teacher*	Per diem rate based upon 100% of Teacher's Scale, Step 0, BA Level

* A copy of your Teacher Certification must be filed with Central Office.

Mrs. Williams made a motion **to adopt the substitute pay rates as proposed.**

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

- iv. Bleacher Repairs at Cobb Stadium
A quote of \$39K has been received to repair and bring the bleachers up to code. Work will be done in the spring before graduation.

2. Assistant Superintendent Matt Nelson
 - i. Snow Day information on website (Added attachment I.2.i.)
 - ii. Recent meeting with the City regarding snow removal
 - iii. Sanford Youth Summit at SCAE on 11/8/16
 - iv. Early Release Day – YMCA is now providing activities for SJHS students waiting for afternoon sports
 - v. Day One treatment services will be expanding to SHS
3. Director of Curriculum Bernie Flynn
 - i. Professional development update (Added attachment I.3.i.)

J. New Business

1. Audit Report (**addressed out of order**)

School Committee Meeting Minutes

November 7, 2016

K. Old Business

1. Class Rank update

- i. School Committee members Scott Sheppard and Tom Miscio provided an update on proposed class rank revisions discussed by the Sub-Committee
- ii. Proposed levels and descriptors were discussed (**Added Attachment K.1.ii**)

Sanford High School Course Descriptors

General (G) - A curriculum that allows students to acquire basic proficiency in all content areas and 21st Century Skills. These courses are designed to educate the student to become diploma ready.

College/Career Prep (CCP) - A curriculum that allows students to acquire proficiency in all content areas and 21st Century Skills. These courses will prepare students for either college or career.

Honors (H) - A curriculum that allows students to acquire proficiency in all content areas and 21st Century Skills. The pace of these course offerings, along with in depth examination of text, provides students with a deeper level of understanding of topics. Participation in honors classes offers opportunities for students to exceed standards.

Advanced Placement (AP) – Advanced Placement courses are college level courses designed by the College Board. The curriculum is based on rigorous in-depth study of complex text and an accelerated pace of instruction.

- iii. Weighting proposals have been discussed and are being evaluated to see the impact of different values. Recommendation to increase original proposal weightings. Will continue to run models of various weight values with previous year's classes to see how new values impact order.
- iv. Department chairs have reviewed and validated current levels of courses
- v. CTE Director has recommended that CTE courses count as CP level and that dual enrollment CTE courses count as Honors level.
- vi. World Language teachers have recommended that all levels of foreign language count as CP level.
- vii. PE teachers requested that PE be categorized as Basic level and health as CP level.
- viii. The question surrounding when to implement is still under discussion.

School Committee Meeting Minutes

November 7, 2016

L. Resignations

1. Superintendent Theoharides announced 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

M. Staff Appointments

1. Superintendent Theoharides announced 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

School Committee Meeting Minutes

November 7, 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

N. Staff Transfers

1. Superintendent Theoharides announced 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 nominated the following professional staff:

Carla Schoepp	Library Media Specialist	MCS	Effective 10/20/16	Replacement
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Mrs. Williams made a motion **to accept the nomination as presented.**

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

P. Policies

(Attachment P)

1. First Reading – ECB – Pest Management in School Facilities

Mr. Miscio made a motion **to accept the first reading of revised policy ECB as presented.**

Mrs. Williams seconded the motion. Motion carried 4 - 0.

2. First Reading – ECB-E1 – Pest Management Notification

Mr. Miscio made a motion **to delete policy ECB-E1 as presented.**

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

3. First Reading – ECB-E2 – Universal Notice Option

Mr. Miscio made a motion **to delete policy ECB-E2 as presented.**

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

4. First Reading – ECB-E3 – Notice of Planned Pesticide Application

Mr. Miscio made a motion **to accept the first reading of revised policy ECB-E3 as presented.**

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

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 – December 1, 2016

School Committee Meeting Minutes

November 7, 2016

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

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Monday, December 5, 2016	Regular Meeting	6:00 pm	City Council Chambers
Monday, December 19, 2016	Regular Meeting	6:00 pm	City Council Chambers

S. Adjournment

Mr. Sheppard made a motion **to adjourn at 8:28 pm.**
Mrs. Williams seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

Jonathan Mapes, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, November 14, 2016 ~ 5:00 pm**

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

Members present: John Roux, Scott Sheppard, Kendra Williams

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Pam Lydon, SJHS Principal
Megan Walsh, Outreach Worker

Guests present: Student
Kristen Walker

A. Call to Order Time: 5:33 pm

B. Executive Session Student Matter

1. Motion by Mr. Sheppard: **To enter Executive Session to consider disciplinary action for a student at Sanford Junior High School pursuant to 1 MRSA § 405(6)(B) at 5:33 pm.**
Motion seconded by Mrs. Williams. Motion carried 3 to 0.
2. Motion by Mr. Sheppard: **To exit Executive Session at 6:24 pm.**
Motion seconded by Mrs. Williams. Motion carried 3 to 0.
Public Session:
3. Motion by Mr. Roux: **The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly and engaging in infractions of Sanford School Department Policy JICH. The student's removal from school is necessary for the peace and usefulness of the school and as a result the student will be expelled from school until January 9, 2017. The expulsion will be set aside and the student will be allowed to attend Sanford Junior High School as long as the student follows the terms and conditions established by Principal Pam Lydon. If the student fails to follow the probationary terms and conditions established by Principal Lydon, the student will be immediately removed and expelled from Sanford Junior High School. The Superintendent of Schools will provide the student and the student's parents written notice of the Sanford School Committee's findings and conclusions.**
Motion seconded by Mrs. Williams. Motion carried 3 to 0.

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 6:34 pm.**
Mrs. Williams seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

John Roux, School Committee Vice Chair

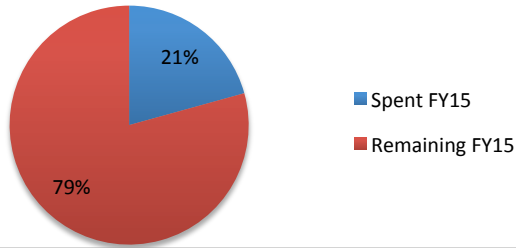
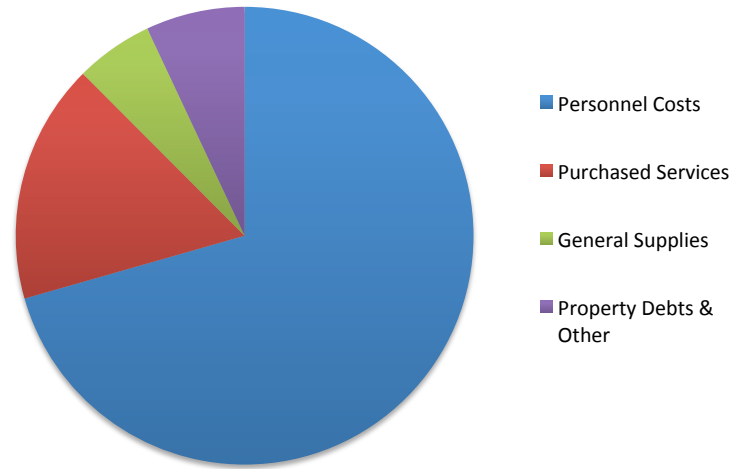
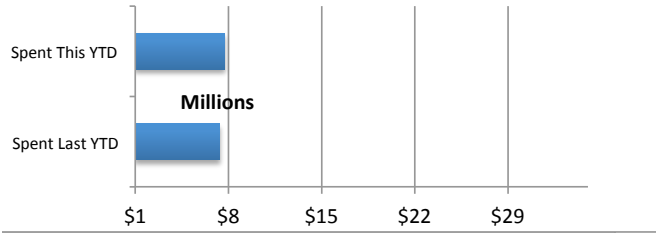
Matt Nelson, Assistant Superintendent

SANFORD SCHOOL DEPARTMENT

Attachment J.2.i.

SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE
For the Year-to-Date and Month Ending October 31, 2016

Account Group	Jul 15 - Oct 15 Actual	Jul 16 - Oct 16 Actual		2016/2017 Revised Budget		Amount Remaining Revised Budget - Actual	
51000 Personal Services - Sal/Wages&Stip.	\$ 3,916,549	\$ 3,916,491	51%	\$ 21,706,957	58%	\$ 17,790,466	82%
52000 Personal Services - Payroll Tax&Bene.	\$ 1,145,446	\$ 1,526,516	20%	\$ 7,951,960	21%	\$ 6,425,444	81%
<i>Subtotal - Personal Services</i>	\$ 5,061,995	\$ 5,443,008	71%	\$ 29,658,917	80%	\$ 24,215,910	82%
53000 Purchased Prof. & Tech. Services	\$ 567,787	\$ 641,390	8%	\$ 2,146,551	6%	\$ 1,505,161	70%
54000 Purchased Property Services	\$ 324,658	\$ 236,792	3%	\$ 652,529	2%	\$ 415,736	64%
55000 Other Purchased Services	\$ 477,844	\$ 428,251	6%	\$ 2,529,454	7%	\$ 2,101,203	83%
56000 General Supplies	\$ 500,020	\$ 424,396	6%	\$ 1,501,357	4%	\$ 1,076,962	72%
57000 Property Maint & Repair	\$ 101,249	\$ 191,919	2%	\$ 337,228	1%	\$ 145,308	43%
58000 Debt, Dues/Fees & Miscellaneous	\$ 327,500	\$ 346,896	4%	\$ 429,280	1%	\$ 82,383	19%
59000 Other & Rounding	\$ -	\$ -	0%	\$ 5	0%	\$ 5	0%
Total	\$ 7,361,054	\$ 7,712,652	100%	\$ 37,255,321	100%	\$ 29,542,669	79%



Warrant Article Cost Center	Jul 15 - Oct 15 Actual	Jul 16 - Oct 16 Actual		2016/2017 Revised Budget		Amount Remaining	
1. Regular Instruction	\$ 2,244,980	\$ 2,418,864	31%	\$ 15,120,228	41%	\$ 12,701,364	84%
2. Special Education	\$ 1,111,593	\$ 1,239,700	16%	\$ 7,259,105	19%	\$ 6,019,404	83%
3. Career / Technical Education	\$ 350,066	\$ 404,093	5%	\$ 1,939,075	5%	\$ 1,534,982	79%
4. Other Instruction	\$ 332,522	\$ 335,634	4%	\$ 959,267	3%	\$ 623,633	65%
5. Student & Staff Support	\$ 689,984	\$ 775,668	10%	\$ 3,244,009	9%	\$ 2,468,341	76%
6. System Administration	\$ 290,412	\$ 279,289	4%	\$ 807,325	2%	\$ 528,035	65%
7. School Administration	\$ 624,572	\$ 605,299	8%	\$ 2,041,274	5%	\$ 1,435,975	70%
8. Transportation & Buses	\$ 241,050	\$ 232,883	3%	\$ 1,695,061	5%	\$ 1,462,178	86%
9. Facilities Maintenance	\$ 1,475,875	\$ 1,421,222	18%	\$ 4,189,973	11%	\$ 2,768,751	66%
10. Debt Service	\$ -	\$ -	0%	\$ -	0%	\$ -	0%
11. All Other Expenditures & Rounding	\$ -	\$ -	0%	\$ 5	0%	\$ 5	0%
Subtotal	\$ 7,361,054	\$ 7,712,652	100%	\$ 37,255,321	100%	\$ 29,542,669	79%
Adult Education	\$ 269,982	\$ 219,143	25%	\$ 869,609		\$ 650,466	75%
Total	\$ 7,631,036	\$ 7,931,795	21%	\$ 38,124,930	100%	\$ 30,193,135	79%

RECONCILIATION OF ACCOUNTS
BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD
For the Year-to-Date and Month Ending October 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
GENERAL FUND											
		1000 GF 1000-120(Education	(7,586,674)	(7,586,674)	0	7,712,652	7,712,652	0	125,978	125,978	0
	1600 GF 1500	Adult Education	(193,920)	(193,920)	0	219,143	219,143	0	25,223	25,223	0
		Total	(7,780,595)	(7,780,595)	0	7,931,795	7,931,795	0	151,200	151,200	0
SPECIAL REVENUE FUNDS											
	2201 SR	2001 Wellness Team			0	60	60	0	60	60	0
	2202 SR	2002 Erate	(74,166)	(74,166)	0	69,742	69,742	0	(4,424)	(4,424)	0
	2203 SR	2003 Tech Tuition	(123,764)	(123,764)	0	8,436	8,436	0	(115,328)	(115,328)	0
	2206 SR	2006 EcoMaine			0			0	-	-	0
	2210 SR	2030 Kids Club	(7,278)	(7,278)	0	233	233	0	(7,045)	(7,045)	0
	2213 SR	2041 MCS Local	(700)	(700)	0			0	(700)	(700)	0
	2214 SR	2042 Hartley SRTC	(1,250)	(1,250)	0			0	(1,250)	(1,250)	0
	2216 SR	2050 Capco JR			0			0	-	-	0
	2217 SR	2051 ING Heros JH	(2,000)	(2,000)	0			0	(2,000)	(2,000)	0
	2218 SR	2052 Local JH			0			0	-	-	0
	2220 SR	2080 CJL Local	(14,125)	(14,125)	0	14,125	14,125	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	12,076	12,076	0	12,076	12,076	0
	2239 SR	2300 Title 1A	(320,635)	(320,635)	0	195,206	195,206	0	(125,428)	(125,428)	0
	2249 SR	2460 MaineCare	(14,725)	(14,725)	0	28,371	28,371	0	13,645	13,645	0
	2252 SR	2470 Idea Local Entitler	(133,381)	(133,381)	0	155,650	155,650	0	22,270	22,270	0
	2253 SR	2510 Early Child/PreSch	(7,530)	(7,530)	0	4,597	4,597	0	(2,934)	(2,934)	0
	2258 SR	2630 21st Century	(35,289)	(35,289)	0	35,289	35,289	0	-	-	0
	2262 SR	2700 Title 2A	(105,224)	(105,224)	0	168,298	168,298	0	63,074	63,074	0
	2266 SR	2070 Nellie Mae	(459)	(459)	0			0	(459)	(459)	0
	2268 SR	2860 Carl Perkins	(55,569)	(55,569)	0	51,036	51,036	0	(4,533)	(4,533)	0
	2269 SR	2950 Aefla/Abe	(10,965)	(10,965)	0	10,918	10,918	0	(47)	(47)	0
	2271 SR	2011 HI Prem Passthru			0			0	-	-	0
	2272 SR	2012 Corning			0	72	72	0	72	72	0
	2273 SR	2013 HS Student iPads	(1,826)	(1,826)	0	14,360	14,360	0	12,534	12,534	0
	2287 SR	2209 Natl Brd Certification			0	1,900	1,900	0	1,900	1,900	0
	2275 SR	2232 Transtn Profic. Dip	(36,342)	(36,342)	0	12,720	12,720	0	(23,622)	(23,622)	0
	2277 SR	2015 Genest/AVX			0			0	-	-	0
	2280 SR	2210 Faa Dept of Agricu	(1,253)	(1,253)	0			0	(1,253)	(1,253)	0
	2283 SR	2457 Pre-School Expans	(47,024)	(47,024)	0	(3)	(3)	0	(47,027)	(47,027)	0
	2284 SR	2233 PEPG			0			0	-	-	0
	2285 SR	2007 John T. Gorman KC			0	11,003	11,003	0	11,003	11,003	0
	2286 SR	2010 Student Assist. Team			0			0	-	-	0
		Total	(994,505)	(994,505)	0	794,089	794,089	0	(200,417)	(200,417)	0
CAPITAL IMPROVEMENT FUNDS											
	4047 CIP	3015 HS Const Project	(11,404,232)	(11,404,232)	0	11,128,594	11,128,594	0	(275,638)	(275,638)	0
	4054 CIP	3020 Elem Const Project	-	-	0	37,334	37,334	0	37,334	37,334	0
	4050 CIP	4020 Capital Improv. Bc	-	-	0	4,598	4,598	0	4,598	4,598	0
		Total	(11,404,232)	(11,404,232)	0	11,170,526	11,170,526	0	(233,706)	(233,706)	0
ENTERPRISE FUNDS											
	5000 EN	6000 School Café	(271,037)	(271,037)	0	402,704	402,704	0	131,667	131,667	0
		Total	(271,037)	(271,037)	0	402,704	402,704	0	131,667	131,667	0

Date: _____ For the School by: _____
 David Theoharides, Superintendent

_____ Gwen R. Bedell, Business Administrator

Date: _____ For the City by: _____
 Steven R. Buck, City Manager

_____ Ronni L. Champlin, Finance Director

Policy Updates
Executive Summary – November 21, 2016

The following policies will be presented for a **“Second Reading”**
on November 21, 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-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 adopt revised Policy **ECB – Pest Management in School Facilities and on School Grounds** as presented.
2. Motion to adopt revised **Policy ECB-E3 – Notice of Planned Pesticide Application** as presented.

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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