

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

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

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

Student Reps present: Emma Dubois, Harrielle Bernard, Natalie St. Onge

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. July 10, 2017 Workshop ([Attachment D.1.](#))
2. September 11, 2017 Regular Meeting ([Attachment D.2.](#))
3. September 18, 2017 Executive Session ([Attachment D.3.](#))
4. September 18, 2017 Regular Meeting ([Attachment D.4.](#))
5. October 2, 2017 Executive Session, 5:15 ([Attachment D.5.](#))
6. October 2, 2017 Executive Session, 6:00 ([Attachment D.6.](#))
7. October 16, 2017 Executive Session ([Attachment D.7.](#))
8. October 16, 2017 Regular Meeting ([Attachment D.8.](#))
9. October 23, 2017 Workshop ([Attachment D.9.](#))

Recommendation: to approve the minutes as presented

E. Public Comments

F. Communications

1. Maine DOE Special Ed Performance Commendation dated 10.27.17  
([Added Attachment F.1.](#))

G. Committee Reports

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

## School Committee Meeting Agenda

November 6, 2017

### H. Superintendent's Report

1. Student Representatives' Reports
2. Field Trip Announcements
  - i. SHS Gay Straight Alliance to State LGBTQ Conference on October 20, 2017 in Orono
  - ii. SHS Film Club to MYAN Conference on November 1-2, 2017 in Bangor
  - iii. Alternative School Leadership students to MYAN Conference on November 1-2, 2017 in Bangor
  - iv. SHS Olympia Leaders to Olympia Snowe Leadership Institute Fall Forum on November 16, 2017 in Bangor
  - v. SHS Key Club students to Key Club Annual Convention on April 6-8, 208 in Springfield, MA

### I. Directors' Reports

1. Business Administrator Gwen Bedell – No report
2. Assistant Superintendent Matt Nelson – No report
3. Director of Curriculum Bernie Flynn – No report

### J. New Business

1. August, 2017 Financials – Gwen Bedell
  - i. August 31, 2017 expenses (**Attachment J.1.i**)  
**Recommendation:** to accept the 8/31/17 expenses as presented.
  - ii. August 31, 2017 reconciliation (**Attachment J.1.ii**)  
**Recommendation:** to accept the 8/31/17 reconciliation as presented.
2. September, 2017 Financials – Gwen Bedell
  - i. September 30, 2017 expenses (**Attachment J.2.i**)  
**Recommendation:** to accept the 9/30/17 expenses as presented.
  - ii. September 30, 2017 reconciliation (**Attachment J.2.ii**)  
**Recommendation:** to accept the 9/30/17 reconciliation as presented.
3. Bids – Gwen Bedell
  - i. Boiler – Carl J. Lamb School  
**Recommendation:** to accept the bid from \_\_\_\_\_ in the amount of \$\_\_\_\_\_ to replace the boiler at Carl J. Lamb School.
4. Southern Maine Regional Service Center – Superintendent

**Recommendation:** That the Sanford School Committee authorize the submission on behalf of the Sanford School Department of a Part I preliminary application to the Maine Department of Education for the Southern Maine Regional Service Center substantially in the form presented to this meeting with such changes as may be recommended by counsel.

School Committee Meeting Agenda

November 6, 2017

K. Old Business

1. Approval of Changes to the Proficiency Based Diploma Implementation Plan presented to the School Committee at a workshop on October 23rd.  
(Added Attachment K.1.)  
**Recommendation:** to adopt the Proficiency Based Diploma Implementation Plan as presented.

L. Resignations

1. Superintendent Theoharides will announce the following resignations:

Bruce Wooding	Computer & Network Systems Instructor	SRTC	Eff. 11/3/17
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M. Staff Appointments

1. Superintendent Theoharides will announce the following appointments:

Britney Bolduc	Coordinator	After School Program	Eff. 10/23/17
Michelle Levy	Grade Level Leader	Grade 2	Eff. 10/1/17
Ryan Martin	SHS Coach	Boys Basketball	17/18 Winter
Jacob Mills	SHS Coach	JV Boys Basketball	17/18 Winter
Ryan Camire	SHS Coach	Freshmen Boys Basketball	17/18 Winter
Rossie Kearson	SHS Coach	Girls Basketball	17/18 Winter
Robert Rothwell	SHS Coach	JV Girls Basketball	17/18 Winter
Heather Lopes	SJHS Coach	7 <sup>th</sup> Grade Girls Basketball	17/18 Winter
James Cantara	SJHS Coach	8 <sup>th</sup> Grade Girls Basketball	17/18 Winter
Nate Mann	SJHS Coach	8 <sup>th</sup> Grade Boys Basketball	17/18 Winter
Zach Lemelin	SJHS Coach	7 <sup>th</sup> Grade Boys Basketball	17/18 Winter
Kendra O'Connell	SHS Coach	Cheerleading	17/18 Winter
Amanda Richer	SJHS Coach	Cheerleading	17/18 Winter
Scott Keeney	SHS Coach	Swimming	17/18 Winter
Harry Spiliopoulos	SHS Asst. Coach	Swimming	17/18 Winter
Brent Coleman	SHS Coach	Wrestling	17/18 Winter
Paul Rivard	SHS Asst. Coach	Wrestling	17/18 Winter
Paul Rivard	SJHS Coach	Wrestling	17/18 Winter

N. Staff Transfers                      None

O. Staff Nominations                    None

P. Policies                                    None

Q. Items for Future Agenda(s)  
None

School Committee Meeting Agenda

November 6, 2017

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, November 20, 2017	Regular Meeting	City Council Chambers	6:00 pm
Monday, December 4, 2017	Regular Meeting	City Council Chambers	6:00 pm
Monday, December 18, 2017	Regular Meeting	City Council Chambers	6:00 pm

S. Adjournment

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

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, July 10, 2017 ~ 6:00 pm**

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

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

Student reps present: None

Staff present: David Theoharides, Superintendent  
Matt Nelson, Assistant Superintendent  
Bernie Flynn, Curriculum Director  
Matt Petermann, SHS Principal  
Sherri Baron – Teacher Leader

Guests present: 52 attendees (*see sign in sheet*)

A. Call to Order Time: 6:05 pm

B. Workshop Session Workshop – Proficiency Based Learning and Diploma

C. Adjournment  
Mrs. Williams made a motion **to adjourn at 7:55 pm.**  
Mr. Sheppard seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

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John Roux, School Committee Chair

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David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, September 11, 2017 ~ 6:30 pm**

Note: Meeting was held in City Council Chambers, 3<sup>rd</sup> 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: Emily Sheffield

A. Call to Order Time: 6:40 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes None

E. Public Comments None

F. Communications

1. Adult Education Maine College Transitions continuation grant  
(Attachment F.1.)
2. Adult Education Family Literacy Act grant notification (Attachment F.2.)

G. Committee Reports

1. Construction Update
  - i. SHS/SRTC Construction Project
    1. The new Sanford High School and Regional Technical Center is scheduled to be completed by fall 2018. The building structure and roof are all in place, and now the focus is on building the interior walls. I am awed as I walked the new hallways look at the new gymnasiums and the performing arts center - what a wonderful facility this will be for our students and community. The athletic fields are being completed - we have even had to start mowing the grass in the outfields! Thanks to the efforts of our students and WSSR-TV, we have wonderful video coverage of the project that you can see at this [link](#).

## School Committee Meeting Minutes

September 11, 2017

- ii. Elementary Construction Projects
  - 1. We have been meeting regularly with Harriman Architects as we enter the Design Development phase of the project. They are finalizing both site and building plans for MCS, JH and SHS. Project completion is for summer 2020.
- iii. Performing Arts Committee update
  - 1. Hiring Process – PAC Manager
    - a. Thank you to Chairperson Lorraine Masure
- iv. Legacy Committee update
  - 1. Campaign kick-off meeting was held 9/7/17
  - 2. Allen Lampert is chairing this committee

## H. Superintendent's Report

- 1. Student Representatives' Reports – no reports
- 2. School Committee meetings are televised on WSSR-TV and are now also live streamed at: <http://townhallstreams.com/towns/sanfordme>
- 3. Upcoming school activities were announced (see Added Attachment)
- 4. School opening notes
  - i. New Teacher Orientation was held August 30, 2017
  - ii. Staff Meeting Kick Off was held August 31, 2017
    - 1. Wellness Fair organized by Business Office
  - iii. I am happy to report that we had a wonderful first week of school. It's great to have the students back... they make our schools come alive! As we start the school year we are always a bit nervous that all the schedules, class lists and bus routes will work and that we won't encounter any "bumps" or challenges. Thankfully, we were able to make any needed adjustments and meet any challenges. Thanks go to all our wonderful staff members who worked hard to ensure our schools were ready, safe, clean and inspiring for our students. There were many great activities going on last week as we welcomed back our students and spent time getting to know them, and helped them feel comfortable back at school.
  - iv. Goals for 2017/2018
    - 1. This year our teachers will be focusing on three main goals as we work toward making our schools the best they can be.
      - Goal 1 - Implementing proficiency based learning into all of our classrooms K-12. We hope to provide clear expectations for each content area and grade level on what students need to know and be able to do, and provide ways to share this information with parents.
      - Goal 2 - Providing teachers with professional development opportunities. We will continue to use student achievement to guide us as we implement the new teacher and administrator evaluation system.

## School Committee Meeting Minutes

September 11, 2017

- Goal 3 - Ensuring that all students succeed. We will ensure that teachers have resources and strategies to help students succeed and excel in classes. In addition, our teachers will be fully implementing new reading, writing and math programs in grades K-8.
5. YMCA Donation of Weight Lifting Equipment – Thank you to Dennis Porell
  6. Weekly Sanford Schools Newsletter – available on line

## I. Directors' Reports

1. Business Administrator Gwen Bedell
  - i. Negotiation update – six union contracts
  - ii. Insurance update - changeover to HRA with Harvard Pilgrim for majority of employees
  - iii. Maintenance update
    1. BRIDGE program moved to Anderson Learning Center
    2. Pre-K program opened in Portable 24 at SHS
    3. Summer maintenance – all buildings
  - iv. Food Service update – successful summer meal program
  - v. Technology update – purchase of Chromebooks
  - vi. Disposal of Equipment – per Policy DN
2. Assistant Superintendent Matt Nelson
  - i. Student Representative interviews will be held on Monday, 9/18/17 at 5:00 pm
  - ii. Transportation update – currently working with Ledgemere to monitor bussing. Thank you to drivers
  - iii. Pre-K
    1. Pre-K has started in Portable 24 at SHS and is serving 30 students in two sessions
    2. Partnership with Early Childhood Education CTE Program also located in Portable 24
    3. Pre-K Open House was held last week
    4. Also working with York County Community Action and HeadStart for full day Pre-K on Emery Street
  - iv. Frontline software for substitute calling has been implemented.
    1. Thank you to Mary Rancourt for coordinating sub placements for 21 years.
    2. Subs still needed; interested parties are directed to our website for more information



## School Committee Meeting Minutes

September 11, 2017

3. Director of Curriculum Bernie Flynn
  - i. Announcements:
    1. Sheri Baron, new Teacher Leader
    2. Erik Benham, new GT Teacher
  - ii. Summer Professional Development
    1. Freshmen Academy – preparing for 9<sup>th</sup> grade class and Proficiency Based Diploma
    2. K-12 Mathematics Program implementation & training
    3. Lucy Calkins Reading & Writing K-8 implementation & training
    4. RTI – Response to Intervention on classroom behavior
    5. Environmental science – photography at Birch island
    6. Technology training offered to all teachers
    7. Gifted/Talented training
  - iii. District Design – team meeting on 10/12/17
  - iv. ERD – First 2017/2018 Early Release Day will occur this Wednesday

## J. New Business

1. RFQ – Foodservice convection oven  
Mr. Sheppard moved **to accept the bid from C. Caprara Food Service Equipment in the amount of \$8,348.00**  
Mr. Miscio seconded the motion. Motion carried 5 – 0.
2. RFQ – Cleaning supplies  
Mr. Sheppard moved **to accept the bid from Central Paper for cleaning supplies for the 2017/2018 school year.**  
Mr. Miscio seconded the motion. Motion carried 5 – 0.
3. Sanford Federation of Teachers Ed Tech contract for 2017/2018, 2018/2019 and 2019/2020  
Mrs. Williams moved **to accept the contract as presented**  
Mr. Miscio seconded the motion. Motion carried 5 – 0.
4. Sanford Federation of Teachers Administrative Assistants contract for 2017/2018, 2018/2019 and 2019/2020  
Mr. Miscio moved **to table action on the contract pending completion of negotiations.**  
Mr. Sheppard seconded the motion. Motion carried 5 – 0.

## K. Old Business

None

## L. Resignations

1. Superintendent Theoharides announced the following resignations:

Gail Bourque	SJHS Special Ed	Ed Tech III	Eff. 8/31/17
Anne Garnsey	SJHS	Nurse	Eff. 8/31/17
Scott House	MCS Special Ed	Ed Tech II	Eff. 8/31/17
Ashley McKenna	SCAE	Instructor	Eff. 5/25/17
Valerie Sherman	MCS	Foodservice	Eff. 6/30/17

## School Committee Meeting Minutes

September 11, 2017

## M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Jennifer Bernazzani	Ed Tech I	SJHS Special Ed	Replacement
Julia Boben	Ed Tech II	Willard Special Ed	New
Carla Kelly	Ed Tech II	Pre-K	New
Debbie Little	Ed Tech II	CJL Special Ed	New
Cyndi Magill	Ed Tech I	CJL Special Ed	Replacement
Samantha Montgomery	Ed Tech I	SJHS Special Ed	Replacement
Christopher O'Neil	Ed Tech II	SJHS Special Ed	Replacement
Tara Omoigiade	Ed Tech II	CJL Special Ed	New
Michelle Roy	Ed Tech III	SJHS Special Ed	Replacement
Jennifer Shaw	Ed Tech II	CJL Special Ed	Replacement
Lisa Silva	Ed Tech III	SHS Special Ed	Replacement
Stephanie Simpson	Ed Tech II	MCS Special Ed	Replacement
Robin Tucker Gahm	Ed Tech III	SHS Special Ed	Replacement
Brenda Pilkington	Foodservice	SHS	Replacement
Jose Rodriguez	Instructor	SCAE	Replacement

Superintendent Theoharides announced the following athletic and co-curricular appointments:

<b>Athletic Stipend Position</b>	<b>Coach</b>
HS Head Football	Mike Fallon
HS Assistant Football	Keith Noel
HS Assistant Football	Richard Wilkins
HS Assistant Football	Mark Boissonneault
Freshman Football	Mike Kane
Asst. Freshman Football	Bruce Lapham
HS Cross Country	Laken Kerrigan
HS Golf	Rossie Kearson
HS Head Field Hockey	Diana Walker
HS Assistant/JV Field Hockey	Nancy Neubert
HS First Team Field Hockey	Open
HS - Boys Head Soccer	Tim Fecteau
HS - Boys Asst/JV Soccer	Scott Keeney
HS First Team Boys Soccer	Open
HS - Girls Head Soccer	Sam Gallagher/Global Premier Soccer
HS - Girls Asst/JV Soccer	Open
HS First Team Girls Soccer	Open
Fall HS Cheerleading	Kendra O'Connell
7th Grade Head Field Hockey	Erin Fraser
8th Grade Head Field Hockey	Judy Martin
7th & 8th Gr. Cross Country	Diana Allen

## School Committee Meeting Minutes

September 11, 2017

7th Gr. Girls Soccer	Nathan Mann
8th Gr. Girls Soccer	Open
7th Gr. Boys Soccer	Open
8th Gr. Boys Soccer	Patrick Voter
JH ATHLETIC LIASION	Keith Noel
<b>SHS Co-Curricular Position</b>	<b>Appointee</b>
Mock Trial	Darrell Works
Youth in Government	Paul Auger
Art Club	Meghan Dietsch
Freshmen Class Advisor	Melinda Williams
Freshmen Class Advisor	Ann Hall
Freshmen Class Advisor	Cyndi Pattershall
Sophomore Class Advisor	Rossie Kearson
Sophomore Class Advisor	Mark Boissonneault
Junior Class Advisor	Lauren Levesque
Junior Class Advisor	Scott Keeney
Senior Class Advisor	Laurie Works
Senior Class Advisor	Stephanie Boissonneault
Future Educators of America	Kelly Tibbetts
Future Educators of America	Kristie Baker
Dramatics - 2 play	Nicole Clark
French Club - Semester 2	Jennifer Hunter
Math Team	Adam Soule
Band Director	Joshua Champagne
Jazz Band	Joshua Champagne
Marching Band Director	Joshua Champagne
Assistant March Band Director	Yovana Karakitukova
Auxiliary Advisor	Heather Hastings
Marching Band Percussion	Scott Eugley
Pep Band	Joshua Champagne
Chorus	Jane Kirton
Musical Director	Jane Kirton
NHS	Sandra Thompson
NHS	Laurie Works
Pep Club	Shannon Farnsworth
Student Council	Liz White
Student Council	Heather English
Peer Helpers	Beth Letourneau
Yearbook Advisor	Kelly Tibbetts
Yearbook Business Manager	Anne L'Heureux
Environmental Club	Beth Marass

## School Committee Meeting Minutes

September 11, 2017

Anime	Kathryn Peppe
Health & Wellness	Kevin Way
504 Coordinator	Trey Pariseau
Early Hall Monitor	Lisa Arsenault
School Treasurer	Adam Soule
Spartan Time Supervisor	Sandra Thompson
Spartan Time Supervisor	Barbara Perry
Personal Learning Plan Asst.	Sarah Preston
Personal Learning Plan Asst.	Lauren Levesque
<b>SHS Department Chairs</b>	<b>Appointee</b>
ELA	Kelly Tibbetts
ELA	Elizabeth White
Health/PE	Diana Walker
Math	Mark Camire
Modern/Classical Languages	Clarice Kralovec
Science/Technology	Beth Marass
Social Studies	Barbara Perry
Family/Consumer Science	April Morrison
Family/Consumer Science	Maggie Warner
Visual/Performing Arts	April Morrison
Visual/Performing Arts	Maggie Warner
Guidance	Demetria Mckaig
Special Education	Alex Munro
Alternative High School	Karen McGehee
<b>SJHS Department Chairs</b>	<b>Appointee</b>
Allied Arts	Carol Baker-Roux
Allied Arts	Nathan Mann

## N. Staff Transfers

## 1. Superintendent Theoharides announced the following transfers:

Judy Belanger	From SHS temporary Kitchen Manager	To MCS Kitchen Manager	Eff. 8/28/17
Steve Brown	From 2 <sup>nd</sup> Shift Custodian at SJHS	To head Custodian at MCS	Eff. 8/28/17
Chelsea Graffam	From Central Kitchen Personnel	To Central Kitchen Second Cook	Eff. 8/28/17
Brooke Lederer	From MCS Special Education Ed Tech II	To MCS Grade 1 Literacy Ed Tech II	Eff. 8/31/17
Pauline Provencher	From Foodservice substitute	To temporary SHS Kitchen Mgr.	Eff. 8/28/17
Ashley Wakefield	From Central Kitchen Second Cook	To Central Kitchen First Cook	Eff. 8/17/17

## School Committee Meeting Minutes

September 11, 2017

## O. Staff Nominations

1. It was announced that per School Committee vote on June 19, 2017 allowing the Superintendent to offer contracts to teachers to fill vacancies during the summer of 2017, contracts have been extended to the candidates listed below:

Tricia Boivin	MCS	Grade 2 Teacher (one year)	Eff. 9/1/17
Andrea Cole	District	Technology Integration Specialist	Eff. 9/7/17
David Paye	SHS	Social Studies Teacher	Eff. 9/1/17
Kayla Sawyer	SJHS	ELA Teacher (one year)	Eff. 9/1/17
John Verzosa	SHS	ELA Teacher	Eff. 9/1/17

## P. Policies

1. Second Reading – JJIAA – Private School Students Access to Public School Co-curricular, Interscholastic and Extracurricular Activities
  - a. Discussed
    - i. Added from first reading “a maximum of two players who are Sanford residents...”
    - ii. Noted Mr. Miscio’s request to revisit this policy after a year and re-assess
    - iii. Noted that this is applicable only to junior high teams or activities which hold tryouts and if the (sending) private school does not have that sport or activity
    - iv. Noted that the policy does not differentiate between SJHS and SHS – should it include both? Clarification from MPA necessary.

Mr. Miscio made a motion **to table the second readings of policies JJIAA – Private School Students Access to Public School Co-curricular, Interscholastic and Extracurricular Activities, JJIAA E2, JJIAA E3 and JJIAA E4.**

Mrs. Williams seconded the motion. Motion carried 5 – 0.

2. Second Reading – EFB-R - Free and Reduced Price Food Services Procedures

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

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

7. Second Reading – IKF – Graduation Requirements

Mr. Miscio made a motion **to adopt policy IKF, amended 8/15/17, as presented.**

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

## School Committee Meeting Minutes

September 11, 2017

## Q. Items for Future Agenda(s)

1. School Committee Annual Goal Setting pursuant to Policy ADA
2. Accreditation correspondence
3. Student Representative interviews

## R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, 9/18/17	Executive Session (interviews)	5:15 pm	Supt. Conference Room
Monday, 9/18/17	Regular School Committee mtg.	6:00 pm	City Council Chambers
Monday, 10/2/17	Regular School Committee mtg.	6:00 pm	City Council Chambers
Monday, 10/16/17	Regular School Committee mtg.	6:00 pm	City Council Chambers

## S. Adjournment

Mr. Sheppard made a motion **to adjourn at 8:30 pm.**  
Mrs. Williams seconded the motion. Motion carried 5 – 0.

Respectfully submitted,

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 John Roux, School Committee Chair

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 David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, September 18, 2017 ~ 5:00 pm**

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

Members present: John Roux, Scott Sheppard, Kendra Williams

Staff present: David Theoharides, Superintendent  
Matt Nelson, Assistant Superintendent

Guests present: 3 Students

A. Call to Order Time: 5:05 pm

B. Executive Session Personnel

1. Motion by Mr. Sheppard **to enter Executive Session to interview candidates for the position of Sanford School Committee Student Representative pursuant to 1 MRSA § 405(6)(A) at 5:10 pm.**  
Motion seconded by Mrs. Williams. Motion carried 3 to 0.
2. Motion by Mr. Sheppard **to exit Executive Session at 5:58 pm.**  
Motion seconded by Mrs. Williams. Motion carried 3 to 0.

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 6:00 pm.**  
Mrs. Williams seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

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John Roux, School Committee Chair

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David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, September 18, 2017 ~ 6:00 pm**

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

A. Call to Order Time: 6:05 pm

B. Pledge of Allegiance Said

C. Adjustments

1. Mr. Sheppard made a motion **to move Items D (Approval of Minutes), J (New Business) and P (Policies) to be heard next.**  
Mrs. Williams seconded the motion. Motion carried 3 – 0.

D. Approval of Minutes

1. Tuesday, August 15, 2017 Workshop, 5:30 pm ([Attachment D.1.](#))
2. Tuesday, August 15, 2017 Summer Meeting, 6:30 pm ([Attachment D.2.](#))  
Mrs. Williams made a motion **to adopt the minutes as presented.**  
Mr. Sheppard seconded the motion. Motion carried 3 – 0.

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

1. Student Representatives  
Mrs. Williams made a motion **to appoint Emma Dubois, Harrielle Bernard and Natalie St. Onge to the position of Sanford School Committee Student Representatives.**  
Mr. Sheppard seconded the motion. Motion carried 3 – 0.
2. State Water Testing Results ([Attachment J.3.](#))



## School Committee Meeting Minutes

September 18, 2017

P. Policies (*addressed out of order*)

1. Second Reading – JJIAA – Private School Student Access to Public School Co-curricular, Interscholastic and Extracurricular Activities ([Attachment P.1.](#))

Adoption of this policy was tabled on September 11, 2017, pending clarification. Based on input from the Maine Principals Association, Item G regarding MDOE requirements for eligibility for students in grades 9-12 was added.

Mr. Sheppard made a motion **to adopt Policy JJIAA as amended.**

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

## E. Public Comments           None

## F. Communications

1. August 15, 2017 NEASC correspondence ([Attachment F.1.](#))
  - i. Summary of recommendations from NEASC report was discussed. These recommendations will be used in the School Committee's 2017/2018 Goal Setting meeting (date TBD).

## G. Committee Reports

1. Construction Update
  - i. SHS/SRTC Construction Project
    1. Last football game at Cobb Stadium will occur October 20, 2017 with special recognition that night
  - ii. Elementary Construction Projects

## H. Superintendent's Report

1. Student Representatives' Reports – no reports
2. Maine State School Board Conference Reminder – October 26-27, 2017
3. PAC – Performing Arts Committee report
4. Legacy Foundation report
5. Upcoming activities ([Attachment H.4.](#))

## I. Directors' Reports

1. Business Administrator Gwen Bedell
  - i. Annual audit currently underway
  - ii. State water tests results discussed
2. Assistant Superintendent Matt Nelson
  - i. Pre-K still has openings for the afternoon session
  - ii. Interviews for new substitute teachers is ongoing
    1. There is a need for custodial subs
  - iii. Flu shots will be offered to students in mid-October
  - iv. Safe-Stop app (free) bus locator software is available for parents

## School Committee Meeting Minutes

September 18, 2017

3. Director of Curriculum Bernie Flynn
  - i. ERD – Early Release Day activities
    1. Literacy coaches met with elementary teachers
    2. Teachers for grades 6-8 met to discuss work plan to implement scoring criteria in science, social studies and math
    3. Teachers for grades 9-12 met to review components of guidelines for Proficiency Based Learning
  - ii. Implementation of Lucy Calkins reading and writing program
  - iii. Effective teacher training started this week for new teachers

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

K. Old Business                      None

L. Resignations                      None

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

SJHS ELA Dept. Head	Sue Coveney
SJHS Social Studies Dept. Head	Anders Larson
SJHS Science Dept. Head	James Cantara
SJHS Math Dept. Head	Rachel White
SJHS Special Ed Dept. Head	Kathy Camire
SJHS Math Club	Samantha Hilt, Meghan Look
SJHS Jazz Band	Carol Baker-Roux
SJHS Bike Club	Sue Roeder-Knight
SJHS Yearbook	Rachel White
SJHS Student Council	Jessica Allen, Erin Barry
SJHS Art Club	Ann MacEachern
SJHS Drama Club	Adam Bellefeuille
SJHS Mechanical Advantage	Sara Nason
SJHS Intramurals	Keith Noel, Nate Mann
SHS Freshmen Boys Soccer	Jacob Pelletier
SHS Girls JV Soccer	Dave Eldridge
SJHS 8 <sup>th</sup> Grade Girls Soccer	Nate Mann
SJHS 7 <sup>th</sup> Grade Boys Soccer	Patrick Voter
SHS Asst. Marching Band Director	Heather Hastings (amended)
SHS Color Guard	Yovana Karakitukova

N. Staff Transfers                      None

O. Staff Nominations                      None

## School Committee Meeting Minutes

September 18, 2017

P. Policies (*addressed out of order*)

Q. Items for Future Agenda(s)

1. School Committee Goal Setting for 2017/2018

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, 10/2/17	6:00 pm	City Council Chambers
Monday, 10/16/17	6:00 pm	City Council Chambers

S. Adjournment

Mr. Sheppard made a motion **to adjourn at 6:20 pm.**

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

Note: Mr. Sheppard left at 6:20 pm; the meeting continued in workshop format with Mr. Roux and Mrs. Williams remaining until 7:08 pm

Respectfully submitted,

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

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

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, October 2, 2017 ~ 5:15 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  
Stacey Bissell, Special Education Director  
Troy Watts, SHS Assistant Principal

Guests present: Student  
Lisa Smith  
Fred Smith

Call to Order Time: 5:22 pm

A. Executive Session Student Matter

1. Motion by Mr. Roux: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 5:22 pm.**  
Motion seconded by Mrs. Williams. Motion carried 3 to 0.
2. Motion by Mr. Miscio: **To exit Executive Session at 5:55 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 the Sanford School Department's JICIA policy. 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 indefinitely, with services. The Superintendent of Schools will provide the student and the student's guardian written notice of the Sanford School Committee's findings and conclusions.**  
Motion seconded by Mr. Miscio. Motion carried 3 to 0.

B. Adjournment

Mr. Roux made a motion **to adjourn at 5:55 pm.**  
Mr. Miscio seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

---

John Roux, School Committee Chair

---

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, October 2, 2017 ~ 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: Emma Dubois, Harrielle Bernard, Natalie St. Onge

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

Guests present: Jen Davie  
Ella Davie  
Emily Sheffield  
Jennifer Dudley

A. Call to Order Time: 6:29 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes

1. September 11, 2017 Executive Session, 5:15 pm (Attachment D.1.)
2. September 11, 2017 Executive Session, 6:00 pm (Attachment D.2.)

Mr. Miscio made a motion **to adopt the minutes as presented.**  
Mrs. Williams seconded the motion. Motion carried 3 to 0.

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Update
  - i. SHS/SRTC Construction Project
    1. On Friday provided site tours for about 30 Alumni as part of homecoming. Have also provided tours to SHS/SRTC staff last week and again next week.
    2. Tomorrow providing site tour to area real estate agents
    3. On Wednesday HS/SRTC staff will have an opportunity to see several classroom furniture options from multiple vendors as part of an FF&E Expo at SHS Gym at 12:30.
    4. GC has hired additional masons and project is getting back on schedule with anticipated completion in August 2018.

## School Committee Meeting Minutes

October 2, 2017

5. Athletic Stadium lighting for night games has been installed. Artificial turf field and stadium bleacher seating scheduled to be installed in October
6. Commemorative Booklet being prepared for "Last Game at Cobb Stadium" on October 20th
- ii. Elementary Construction Projects
  1. Superintendent, Architect, Administrators and Facility Manager met recently to review SHS and SJHS renovation plans. Meeting scheduled for 10/3/17 to review final MCS plans before going to State for review.

## H. Superintendent's Report

1. Student Representatives' Reports
  - i. Welcome new representatives!
  - ii. Homecoming activities
  - iii. Mrs. Williams requested a presentation regarding Peer Helpers
2. Field Trips
  - i. SJHS JMG Leadership Education Conference 10/16-10/17/17 in Rome, Maine
  - ii. SHS Boys Soccer Team to New England Revolution on 10/15/17 at Gillette Stadium (MA)
  - iii. SJHS JMG MYAN Leadership Summit on 11/1-11/2/17 in Bangor, Maine

## I. Directors' Reports

1. Business Administrator Gwen Bedell
  - i. Wellness Fair scheduled for October 6, 2017
    1. Screenings, flu shots, wellness activities
  - ii. Waban intern working with Business Department
  - iii. Opening for Business Office Associate (apply via Schoolspring)
2. Assistant Superintendent Matt Nelson
  - i. School nurses
    1. Deb Toothaker appointed as the new nurse at SJHS
    2. Thank you to Anne Garnsey for her work as the SJHS nurse and with the Backpack Program
  - ii. Flu shot schedule posted in weekly newsletter
  - iii. Safety Committee Meeting update
    1. Fire Safety Week October 10-20, 2017
  - iv. Bus Driver Appreciation Week October 16-20, 2017
    1. Bus Evacuation Drills
3. Director of Curriculum Bernie Flynn
  - i. Proficiency Based Learning update
    1. Grades 6-8 PBL Workshop at SJHS on 11/14/17
    2. Freshmen teachers will be working as a cohort on 10/6/17
    3. District Design Team meeting scheduled for 10/12/17
      - a. Discussed how parents were recommended
    4. Mr. Miscio encouraged parents, students and staff to communicate with any questions or concerns

## School Committee Meeting Minutes

October 2, 2017

5. Mrs. Williams discussed the parent meeting held last week and recommended such meetings to be recorded and/or televised
6. MEA result overview (see added Attachment I.3.i.6.)
7. October 6, 2017 Teacher Workshop Day – Behavior and School Climate

J. New Business                      None

K. Old Business

1. Proposed Schedule D Amendments to Teachers Contract  
Mr. Sheppard made a motion **to table Proposed Schedule D Amendments to Teachers Contract.**  
Mrs. Williams seconded the motion. Motion carried 3 to 0.

L. Resignations

1. Superintendent Theoharides announced the following resignations:

Jacqueline Belanger	Literacy Ed Tech II	Lafayette	Eff. 9/29/17
Sarah Reed-Bragdon	Childcare Attendant	SCAE	Eff. 9/14/17

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Tim Fecteau	SRTC	Skills USA Co-Advisor	Eff. 9/1/17
Joe Bolduc	SRTC	Skills USA Co-Advisor	Eff. 9/1/17
Susan Williams	SRTC	NTHS Advisor	Eff. 9/1/17
Katie Hoagland	SRTC	FFA Advisor	Eff. 9/1/17
Brent Sirois	SRTC	Robotics Advisor	Eff. 9/1/17
Edward Addison III	SJHS	2 <sup>nd</sup> Shift Custodian	Eff. 9/18/17
Jeremy Basile	SJHS	2 <sup>nd</sup> Shift Custodian	Eff. 9/18/17

N. Staff Transfers                      None

O. Staff Nominations

1. Superintendent Theoharides nominated the following professional staff:

Debbie Toothaker	SJHS	School Nurse	Eff. 9/21/17	Replacement
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Mr. Miscio made a motion **to accept the nomination as presented.**  
Mrs. Williams seconded the motion. Motion carried 3 – 0.

School Committee Meeting Minutes

October 2, 2017

P. Policies                                      None

Q. Items for Future Agenda(s)

1. School Committee Goal Setting

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, October 16, 2017	Regular Meeting	6:00 pm	City Council Chambers
Monday, November 6, 2017	Regular Meeting	6:00 pm	City Council Chambers
Monday, November 20, 2017	Regular Meeting	6:00 pm	City Council Chambers

S. Adjournment

Mr. Miscio made a motion to adjourn at 7:56 pm.  
Mrs. Williams seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

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John Roux, School Committee Chair

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David Theoharides, Superintendent



**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, October 16, 2017 ~ 5:30 pm**

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

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

Staff present: David Theoharides, Superintendent  
Matt Nelson, Assistant Superintendent

Guests present: None

A. Call to Order Time: 5:30 pm

B. Executive Session Personnel

1. Motion by Mr. Sheppard: **To enter Executive Session to discuss a personnel issue pursuant to 1 MRSA § 405(6)(A) at 5:30 pm.**  
Motion seconded by Mr. Mapes. Motion carried 4 to 0.
2. Motion by Mr. Sheppard: **To exit Executive Session at 6:25 pm.**  
Motion seconded by Mr. Mapes. Motion carried 4 to 0.

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 6:25 pm.**  
Mrs. Williams seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

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John Roux, School Committee Chair

---

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, October 16, 2017 ~ 6:00 pm**

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

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

Student Reps present: Emma Dubois, Harrielle Bernard, Natalie St. Onge

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

Guests present: Jeffrey Perry  
Lance Hoenig  
Diane Hoenig  
Jacob Favolise  
Becky Tanguay  
Donna Johnson  
Emily Sheffield  
Jen Davie  
Sarah Ouellette

A. Call to Order Time: 6:30 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes None

E. Public Comments

1. School Committee Chair John Roux reviewed rules for public comments
2. Lance Hoenig read a letter from an anonymous teacher regarding Proficiency Based Learning
3. Diane Hoenig read her own letter addressed to the School Committee regarding calculation method for Proficiency Based Learning
4. Jacob Favolise, student, spoke about Proficiency Based Learning
5. Becky Tanguay, parent, spoke about Proficiency Based Diploma
6. Donna Johnson, parent, spoke about Proficiency Based Diploma
7. Jen Davie, parent, asked if additional people could be on the Design Committee

F. Communications None

## School Committee Meeting Minutes

October 16, 2017

## G. Committee Reports

1. Construction Update
    - i. SHS/SRTC Construction Project
      1. Presentation by Red & White Boosters on proposed concession stand (Jeff Perry's Added Attachment H.1.)
        - a. Boosters supported athletic programs up to \$40K per year. Last year, the program contributed to equipment funding, overnight trips for state championships, equipment for students unable to afford it, and field hockey goals. The program will support the purchase of track & field equipment this year.
- Motion by Mrs. William **to approve the concession stand project as presented.**  
 Motion was seconded by Mr. Sheppard. Motion carried 4 – 0.
2. John Roux and Jon Mapes spoke about their recent tour of the project.
- ii. Elementary Construction Projects
    1. This project is in Design Development phase and will go to bid in late spring.

## H. Superintendent's Report

1. Student Representatives' Reports
  - i. Fire Prevention Week last week; SHS had a drill with blocked exits
  - ii. PSAT's took place last week
  - iii. Fall sports season is ending; Field Hockey went to the playoffs at Thornton Academy.
2. Field Trips announced
  - i. GT to UNH Performing Arts Day on 10/6/17
  - ii. JMG Leadership Conference in Rome, ME on 10/19-10/20/17
  - iii. SHS Peer Helpers Maine Youth Action Network (MYAN) Conference in Bangor on 11/1-11/2/17
3. Last "Home" high school football game will be held on Friday, October 20, 2017. Commemorative pamphlets will be distributed.
4. Superintendent and School Committee Members spoke about Public Comments surrounding Proficiency Based Learning.

## I. Directors' Reports

1. Business Administrator Gwen Bedell
  - i. RFP – oil fired boiler at CJL School
  - ii. RFQ – Theatre bid
  - iii. Report on Wellness Fair held 10/6/17
2. Assistant Superintendent Matt Nelson
  - i. Fire Safety Week update
  - ii. Bus Drivers Appreciation Week
  - iii. Flu shots will be available at schools this week
  - iv. Drug Free Communities Task Force update
  - v. District Wellness Committee met today; seeking students for committee.

## School Committee Meeting Minutes

October 16, 2017

3. Director of Curriculum Bernie Flynn – no report

J. New Business None

K. Old Business None

L. Resignations

1. Superintendent Theoharides announced the following resignations:

Edward Addison	Custodian	SJHS – 2 <sup>nd</sup> shift	Eff. 9/21/17
Crystal King	Administrative Asst.	Special Ed	Eff. 9/25/17
Nicole Santamore	Ed Tech II	Willard	Eff. 10/13/17
Jennifer Shaw	Ed Tech II	CJL	Eff. 9/26/17

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Stephanie Paterson	Temp. Kitchen Personnel	SHS	Eff. 10/2/17	Replacement
Kelsey Lizotte-Johnson	Grade 1 Literacy Ed Tech II	Lafayette	Eff. 10/23/17	Replacement

N. Staff Transfers None

O. Staff Nominations

1. Superintendent Theoharides nominated the following professional staff:

Brooke Dunphey	School Psychologist	Elementary	Eff. 10/11/17	New position
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Mrs. Williams made a motion **to accept the nomination as presented.**

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

P. Policies None

Q. Items for Future Agenda(s)  
None

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, November 6, 2017	Goal Setting Workshop	6:00 pm	Supt. Conference Room
Monday, November 20, 2017	Regular School Committee Meeting	6:00 pm	City Council Chambers

S. Adjournment

Mrs. Williams made a motion **to adjourn at 7:54 pm.**

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

School Committee Meeting Minutes

October 16, 2017

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Respectfully submitted,

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

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

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

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

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

Student reps present: None

Staff present: David Theoharides, Superintendent  
Matt Nelson, Assistant Superintendent  
Bernie Flynn, Curriculum Director  
Gwen Bedell, Business Administrator  
Matt Petermann, SHS Principal  
Beth Letourneau, SHS Guidance Counselor  
Nicole Civiello, Teacher  
Anne L'Heureux, Guidance Admin. Assistant  
Beth Lambert, SHS Assistant Principal  
Rachel White, Teacher

Guests present: Jen Davie  
Kristie Morgan  
Sarah Ouellette  
Diane Hoenig  
Lance Hoenig  
Emily Sheffield  
Rory White

A. Call to Order Time: 6:12 pm

B. Workshop Session Workshop – Proficiency Based Learning and Diploma (Added Attachment B)

C. Adjournment  
Mr. Miscio made a motion **to adjourn at 6:35 pm.**  
Mr. Sheppard seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

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John Roux, School Committee Chair

---

David Theoharides, Superintendent



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

PAUL R. LEPAGE  
GOVERNOR

ROBERT G. HASSON, JR., Ed.D.  
COMMISSIONER

October 27, 2017

Sent via email.

**RE: Sanford Public Schools**

Dear Superintendent Theoharides,

The Maine Department of Education (Maine DOE), Office of Special Services would like to commend you and your staff for the high level of performance demonstrated in your data and records. Based upon a review of data from the 2016-2017 school year, Maine DOE has determined that your local educational agency (LEA) has received the designation of Meets Requirements in implementing the requirements of the Individuals with Disabilities Education Act (IDEA).

IDEA, Section 616, requires all states to make determinations on the performance of each LEA with regard to various indicators. Attached is a performance report developed by Maine DOE to assess the factors used in the determination of LEA compliance. Four sets of factors were considered: (1) performance on compliance indicators in the State Performance Plan, (2) compliance on required data-reporting timelines, (3) results of a fiscal audit (if applicable), and (4) adherence to regulatory requirements. Data for the measures were compiled from EF-S-05 (child count and personnel) data, local entitlement application records, and program review files.

Please review the performance report for your LEA as these elements will continue to be important factors in monitoring LEA performance. No further action is required at this time. If you have questions about the data presented in the attached report, please contact Shawn Collier ([shawn.collier@maine.gov](mailto:shawn.collier@maine.gov)) to discuss the details of your performance data.

Sincerely,

A handwritten signature in cursive script that reads "Janice E. Breton".

Janice E. Breton  
Director, Special Services

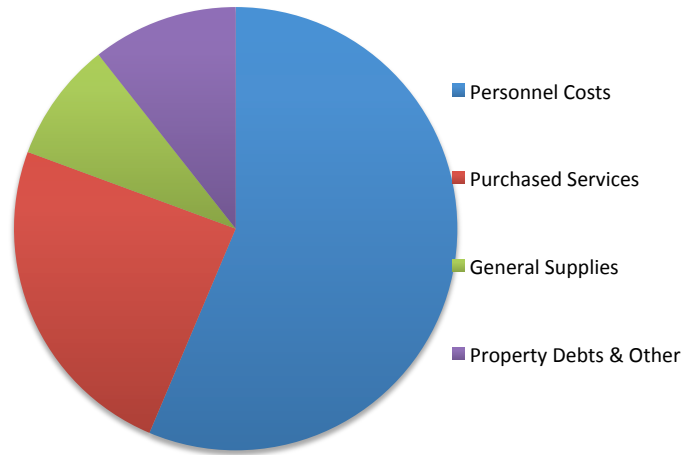
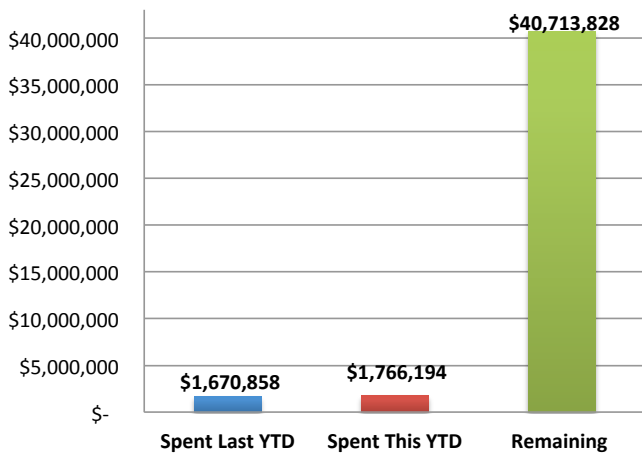
c: Stacey Bissell, Special Education Director

Enclosures (2)

SC:sb

**SANFORD SCHOOL DEPARTMENT**  
 SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE  
 For the Year-to-Date and Month Ending August 31, 2017

Account Group	Jul 16 -Aug 16 Actual	Jul 17 - Aug 17 Actual	2017/2018 Revised Budget	Amount Remaining Revised Budget - Actual
51000 Personal Services - Sal/Wages&Stip.	\$ 684,833	\$ 669,669 38%	\$ 22,399,943 53%	\$ 21,730,274 97%
52000 Personal Services - Payroll Tax&Bene.	\$ 233,604	\$ 325,779 18%	\$ 8,651,770 20%	\$ 8,325,991 96%
<i>Subtotal - Personal Services</i>	\$ 918,437	\$ 995,448 56%	\$ 31,051,713 73%	\$ 30,056,265 97%
53000 Purchased Prof. & Tech. Services	\$ 294,239	\$ 165,865 9%	\$ 2,035,693 5%	\$ 1,869,828 92%
54000 Purchased Property Services	\$ 120,279	\$ 111,914 6%	\$ 608,086 1%	\$ 496,172 82%
55000 Other Purchased Services	\$ 153,639	\$ 150,781 9%	\$ 2,577,341 6%	\$ 2,426,560 94%
56000 General Supplies	\$ 132,662	\$ 154,588 9%	\$ 1,485,343 3%	\$ 1,330,754 90%
57000 Property Maint & Repair	\$ 34,042	\$ 146,625 8%	\$ 377,382 1%	\$ 230,757 61%
58000 Debt, Dues/Fees & Miscellaneous	\$ 17,561	\$ 40,973 2%	\$ 4,344,466 10%	\$ 4,303,493 99%
59000 Other & Rounding	\$ -	\$ - 0%	\$ (1) 0%	\$ (1) 0%
<b>Total</b>	<b>\$ 1,670,858</b>	<b>\$ 1,766,194 100%</b>	<b>\$ 42,480,022 100%</b>	<b>\$ 40,713,828 96%</b>



Warrant Article Cost Center	Jul 16 -Aug 16 Actual	Jul 17 - Aug 17 Actual	2016/2017 Revised Budget	Amount Remaining
1. Regular Instruction	\$ 105,390	\$ 171,895 10%	\$ 15,270,805 36%	\$ 15,098,910 99%
2. Special Education	\$ 130,353	\$ 123,616 7%	\$ 7,832,188 18%	\$ 7,708,572 98%
3. Career / Technical Education	\$ 74,555	\$ 112,105 6%	\$ 2,367,241 6%	\$ 2,255,136 95%
4. Other Instruction	\$ 187,821	\$ 75,006 4%	\$ 1,030,057 2%	\$ 955,051 93%
5. Student & Staff Support	\$ 176,709	\$ 350,908 20%	\$ 3,456,150 8%	\$ 3,105,242 90%
6. System Administration	\$ 143,471	\$ 166,783 9%	\$ 865,957 2%	\$ 699,174 81%
7. School Administration	\$ 308,320	\$ 304,416 17%	\$ 2,063,010 5%	\$ 1,758,594 85%
8. Transportation & Buses	\$ 45,788	\$ 36,202 2%	\$ 1,740,607 4%	\$ 1,704,405 98%
9. Facilities Maintenance	\$ 498,450	\$ 425,261 24%	\$ 3,834,194 9%	\$ 3,408,933 89%
10. Debt Service	\$ -	\$ - 0%	\$ 3,994,813 9%	\$ 3,994,813 0%
11. All Other Expenditures & Rounding	\$ -	\$ - 0%	\$ 24,999 0%	\$ 24,999 0%
<b>Subtotal</b>	<b>\$ 1,670,858</b>	<b>\$ 1,766,194 100%</b>	<b>\$ 42,480,022 100%</b>	<b>\$ 40,713,828 96%</b>
Adult Education	\$ 93,289	\$ 95,555 11%	\$ 846,544	\$ 750,989 89%
<b>Total</b>	<b>\$ 1,764,147</b>	<b>\$ 1,861,749 4%</b>	<b>\$ 43,326,566 100%</b>	<b>\$ 41,464,817 96%</b>



**RECONCILIATION OF ACCOUNTS**  
**BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD**  
*For the Year-to-Date and Month Ending August 31, 2017*

Fund			Year to Date Revenues			Year to Date Expenses			Year to Date Net (Rev - Exp)		
City	Schl	Name	School	City	Variance	School	City	Variance	School	City	Variance
<b>GENERAL FUND</b>											
	000	G00-12 Education	(3,920,156)	(3,920,156)	-	1,766,194	1,766,194	-	(2,153,962)	(2,153,962)	-
	600	G 1500 Adult Education	(17,542)	(17,542)	-	95,555	95,555	-	78,013	78,013	-
		<b>Total</b>	<b>(3,937,698)</b>	<b>(3,937,698)</b>	<b>-</b>	<b>1,861,749</b>	<b>1,861,749</b>	<b>-</b>	<b>(2,075,949)</b>	<b>(2,075,949)</b>	<b>-</b>
<b>SPECIAL REVENUE FUNDS</b>											
	2202	2002 Erate			-	292,900	292,900	-	292,900	292,900	-
	2203	2003 Tech Tuition	(118,638)	(118,638)	-			-	(118,638)	(118,638)	-
	2207	2238 Momentum			-	8,669	8,669	-	8,669	8,669	-
	2209	2009 SRTC Genest Auto	(5,000)	(5,000)	-			-	(5,000)	(5,000)	-
	2210	2030 Kids Club			-	27	27	-	27	27	-
	2228	2240 Pal			-	289	289	-	289	289	-
	2238	2215 College Transitions			-	1,784	1,784	-	1,784	1,784	-
	2239	2300 Title 1A	(89,318)	(89,318)	-	71,230	71,230	-	(18,088)	(18,088)	-
	2249	2460 MaineCare	(1,986)	(1,986)	-	(6)	(6)	-	(1,991)	(1,991)	-
	2252	2470 Idea Local Entitlemt.	(51,705)	(51,705)	-	1,843	1,843	-	(49,862)	(49,862)	-
	2253	2510 Early Child/PreSchl.	(1,703)	(1,703)	-	(11)	(11)	-	(1,715)	(1,715)	-
	2262	2700 Title 2A	(783)	(783)	-	59,468	59,468	-	58,685	58,685	-
	2268	2860 Carl Perkins	(17,530)	(17,530)	-	10,607	10,607	-	(6,923)	(6,923)	-
	2269	2950 Aefla/Abe			-	7,278	7,278	-	7,278	7,278	-
	2273	2013 HS Student iPads	(50)	(50)	-			-	(50)	(50)	-
	2275	2232 Transtn Profic. Dipl.			-	497	497	-	497	497	-
		<b>Total</b>	<b>(286,714)</b>	<b>(286,714)</b>	<b>-</b>	<b>454,576</b>	<b>454,576</b>	<b>-</b>	<b>167,863</b>	<b>167,863</b>	<b>-</b>
<b>CAPITAL IMPROVEMENT FUNDS</b>											
	4047	3015 HS Const Project	(114,554)	(114,554)	-	-	-	-	(114,554)	(114,554)	-
	4054	3020 Elem Const Project	-	-	-	318,523	318,523	-	318,523	318,523	-
		<b>Total</b>	<b>(114,554)</b>	<b>(114,554)</b>	<b>-</b>	<b>318,523</b>	<b>318,523</b>	<b>-</b>	<b>203,969</b>	<b>203,969</b>	<b>-</b>
<b>ENTERPRISE FUNDS</b>											
	5000	6000 School Café	(7,151)	(7,151)	-	109,124	109,124	-	101,973	101,973	-
		<b>Total</b>	<b>(7,151)</b>	<b>(7,151)</b>	<b>-</b>	<b>109,124</b>	<b>109,124</b>	<b>-</b>	<b>101,973</b>	<b>101,973</b>	<b>-</b>
<b>TRUST FUNDS</b>											
	7013	8015 Trust Funds	(3,500)	(3,500)	-	3,125	3,125	-	(375)	(375)	-
		<b>Total</b>	<b>(3,500)</b>	<b>(3,500)</b>	<b>-</b>	<b>3,125</b>	<b>3,125</b>	<b>-</b>	<b>(375)</b>	<b>(375)</b>	<b>-</b>

Date: \_\_\_\_\_ For the School by: David Theoharides, Superintendent

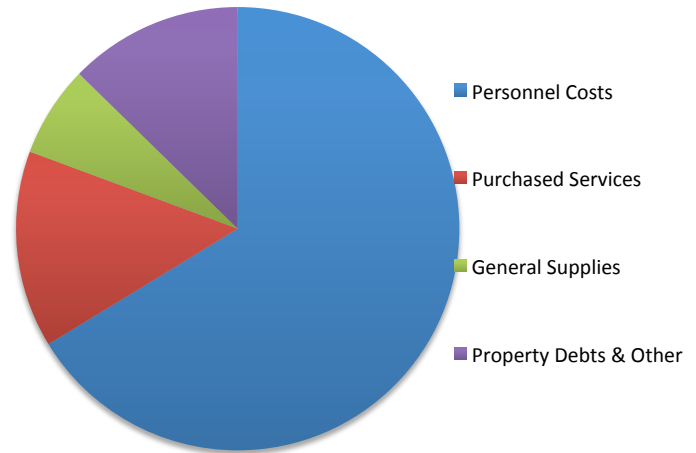
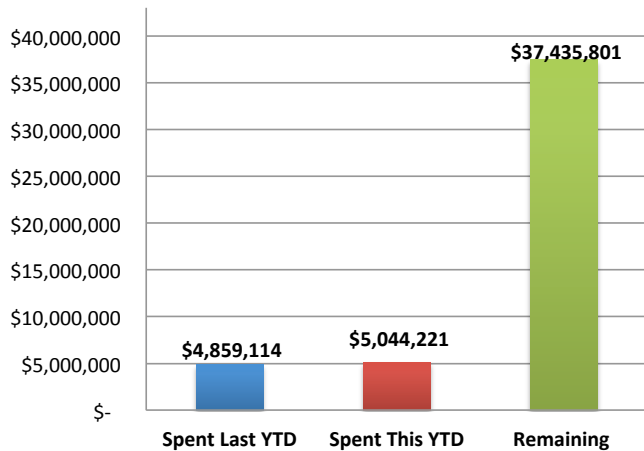
Gwen R. Bedell, Business Administrator

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

Ronni L. Champlin, Finance Director

**SANFORD SCHOOL DEPARTMENT**  
SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE  
For the Year-to-Date and Month Ending September 30, 2017

Account Group	Jul 16 - Sep 16 Actual	Jul 17 - Sep 17 Actual	2017/2018 Revised Budget	Amount Remaining Revised Budget - Actual
51000 Personal Services - Sal/Wages&Stip.	\$ 2,267,096	\$ 2,330,093 46%	\$ 22,399,943 53%	\$ 20,069,850 90%
52000 Personal Services - Payroll Tax&Bene.	\$ 881,841	\$ 1,013,077 20%	\$ 8,651,770 20%	\$ 7,638,693 88%
<i>Subtotal - Personal Services</i>	\$ 3,148,937	\$ 3,343,170 66%	\$ 31,051,713 73%	\$ 27,708,543 89%
53000 Purchased Prof. & Tech. Services	\$ 505,057	\$ 321,019 6%	\$ 2,035,373 5%	\$ 1,714,355 84%
54000 Purchased Property Services	\$ 200,006	\$ 170,269 3%	\$ 608,086 1%	\$ 437,817 72%
55000 Other Purchased Services	\$ 205,717	\$ 233,575 5%	\$ 2,577,341 6%	\$ 2,343,765 91%
56000 General Supplies	\$ 276,920	\$ 336,590 7%	\$ 1,485,663 3%	\$ 1,149,073 77%
57000 Property Maint & Repair	\$ 180,715	\$ 161,308 3%	\$ 377,382 1%	\$ 216,074 57%
58000 Debt, Dues/Fees & Miscellaneous	\$ 341,762	\$ 478,289 9%	\$ 4,344,466 10%	\$ 3,866,176 89%
59000 Other & Rounding	\$ -	\$ 1 0%	\$ (1) 0%	\$ (2) 0%
<b>Total</b>	<b>\$ 4,859,114</b>	<b>\$ 5,044,221 100%</b>	<b>\$ 42,480,022 100%</b>	<b>\$ 37,435,801 88%</b>



Warrant Article Cost Center	Jul 16 - Sep 16 Actual	Jul 17 - Sep 17 Actual	2017/2018 Revised Budget	Amount Remaining
1. Regular Instruction	\$ 1,279,517	\$ 1,376,111 27%	\$ 15,270,805 36%	\$ 13,894,694 91%
2. Special Education	\$ 662,731	\$ 705,032 14%	\$ 7,832,188 18%	\$ 7,127,157 91%
3. Career / Technical Education	\$ 221,685	\$ 300,156 6%	\$ 2,367,241 6%	\$ 2,067,085 87%
4. Other Instruction	\$ 251,474	\$ 123,052 2%	\$ 1,030,057 2%	\$ 907,005 88%
5. Student & Staff Support	\$ 542,116	\$ 641,185 13%	\$ 3,456,150 8%	\$ 2,814,965 81%
6. System Administration	\$ 208,344	\$ 232,554 5%	\$ 865,957 2%	\$ 633,404 73%
7. School Administration	\$ 453,360	\$ 461,174 9%	\$ 2,063,010 5%	\$ 1,601,836 78%
8. Transportation & Buses	\$ 63,052	\$ 49,367 1%	\$ 1,740,607 4%	\$ 1,691,240 97%
9. Facilities Maintenance	\$ 1,176,835	\$ 897,507 18%	\$ 3,834,194 9%	\$ 2,936,686 77%
10. Debt Service	\$ -	\$ 258,082 5%	\$ 3,994,813 9%	\$ 3,736,731 0%
11. All Other Expenditures & Rounding	\$ -	\$ 1 0%	\$ 24,999 0%	\$ 24,999 0%
<b>Subtotal</b>	<b>\$ 4,859,114</b>	<b>\$ 5,044,221 100%</b>	<b>\$ 42,480,022 100%</b>	<b>\$ 37,435,801 88%</b>
Adult Education	\$ 155,034	\$ 151,823 18%	\$ 846,544	\$ 694,721 82%
<b>Total</b>	<b>\$ 5,014,148</b>	<b>\$ 5,196,044 12%</b>	<b>\$ 43,326,566 100%</b>	<b>\$ 38,130,522 88%</b>

**RECONCILIATION OF ACCOUNTS**  
 BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD  
 For the Year-to-Date and Month Ending September 30, 2017

Fund			Year to Date Revenues			Year to Date Expenses			Year to Date Net (Rev - Exp)		
City	Schl	Name	School	City	Variance	School	City	Variance	School	City	Variance
<b>GENERAL FUND</b>											
	000	GI00-12 Education	(5,934,476)	(5,934,476)	-	5,044,221	5,044,221	(0)	(890,255)	(890,255)	(0)
	600	G 1500 Adult Education	(23,166)	(23,166)	-	151,823	151,823	-	128,657	128,657	-
		<b>Total</b>	<b>(5,957,642)</b>	<b>(5,957,642)</b>	<b>-</b>	<b>5,196,044</b>	<b>5,196,044</b>	<b>(0)</b>	<b>(761,598)</b>	<b>(761,598)</b>	<b>(0)</b>
<b>SPECIAL REVENUE FUNDS</b>											
	2202	2002 Erate			-	292,900	292,900	-	292,900	292,900	-
	2203	2003 Tech Tuition	(126,211)	(126,211)	-	21,382	21,382	-	(104,829)	(104,829)	-
	2207	2238 Momentum	(8,669)	(8,669)	-	12,537	12,537	-	3,868	3,868	-
	2209	2009 SRTC Genest Auto	(5,000)	(5,000)	-			-	(5,000)	(5,000)	-
	2210	2030 Kids Club			-	27	27	-	27	27	-
	2219	2069 Genest/SRTC Bldg			-	112	112	-	112	112	-
	2223	2110 Barr			-			-	-	-	-
	2220	2080 CJL Local			-			-	-	-	-
	2224	2200 MDOE Srtc Equip			-			-	-	-	-
	2228	2240 Pal	(1,500)	(1,500)	-	289	289	-	(1,211)	(1,211)	-
	2238	2215 College Transitions	(1,784)	(1,784)	-	2,833	2,833	-	1,048	1,048	-
	2239	2300 Title 1A	(184,350)	(184,350)	-	145,566	145,566	-	(38,784)	(38,784)	-
	2249	2460 MaineCare	(3,108)	(3,108)	-	12,304	12,304	-	9,197	9,197	-
	2252	2470 Idea Local Entitlemt.	(97,172)	(97,172)	-	73,078	73,078	-	(24,093)	(24,093)	-
	2253	2510 Early Child/PreSchl.	(3,362)	(3,362)	-	1,722	1,722	-	(1,640)	(1,640)	-
	2262	2700 Title 2A	(59,468)	(59,468)	-	127,219	127,219	-	67,751	67,751	-
	2268	2860 Carl Perkins	(17,530)	(17,530)	-	22,532	22,532	-	5,002	5,002	-
	2269	2950 Aefla/Abe	(7,278)	(7,278)	-	12,561	12,561	-	5,283	5,283	-
	2273	2013 HS Student iPads	(1,653)	(1,653)	-			-	(1,653)	(1,653)	-
	2275	2232 Transtn Profic. Dipl.			-	1,960	1,960	-	1,960	1,960	-
		<b>Total</b>	<b>(517,085)</b>	<b>(517,085)</b>	<b>-</b>	<b>727,024</b>	<b>727,024</b>	<b>-</b>	<b>209,939</b>	<b>209,939</b>	<b>-</b>
<b>CAPITAL IMPROVEMENT FUNDS</b>											
	4047	3015 HS Const Project	(147,907)	(147,907)	-	7,659,097	7,659,097	-	7,511,190	7,511,190	-
	4054	3020 Elem Const Project	-	-	-	556,980	556,980	-	556,980	556,980	-
		<b>Total</b>	<b>(147,907)</b>	<b>(147,907)</b>	<b>-</b>	<b>8,216,077</b>	<b>8,216,077</b>	<b>-</b>	<b>8,068,170</b>	<b>8,068,170</b>	<b>-</b>
<b>ENTERPRISE FUNDS</b>											
	5000	6000 School Café	(119,485)	(119,485)	-	212,323	212,323	-	92,838	92,838	-
		<b>Total</b>	<b>(119,485)</b>	<b>(119,485)</b>	<b>-</b>	<b>212,323</b>	<b>212,323</b>	<b>-</b>	<b>92,838</b>	<b>92,838</b>	<b>-</b>
<b>TRUST FUNDS</b>											
	7013	8015 Trust Funds	(6,909)	(6,909)	-	4,779	4,779	-	(2,130)	(2,130)	-
		<b>Total</b>	<b>(6,909)</b>	<b>(6,909)</b>	<b>-</b>	<b>4,779</b>	<b>4,779</b>	<b>-</b>	<b>(2,130)</b>	<b>(2,130)</b>	<b>-</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

October 23, 2017: The following proposed modifications to the Proficiency Based Diploma Implementation Plan are a result of specific suggestions and comments from faculty, parents, students, design team, administration, and school committee. The goals of the modifications are to simplify the grading system to allow easier understanding, develop rules around retaking of assessments and the inclusion of formative assessments, and ensure that all assessments will be designed on a 0-100 scale.

### **Modifications to the Proficiency Based Diploma Implementation Guidelines**

1. **Summative Assessment Retakes** – Students who do not achieve a score of at least 77 (which indicates they have demonstrated proficiency) on a summative assessment may retake an assessment multiple times until they achieve a score of at least 77. A score of 77 will replace the original lower non-proficient score for that assessment. Note: On retakes the maximum score that will be recorded will be 77.
2. **Formative Assessments** - Quizzes, homework and other practice work will be scored on a 0 to 100 scale and have a weight of 15% in the grade book. Formative assessments will count on both the quarter grade average and the summative average for each standard.
3. **Habits of Work** - Student attitude, interaction and responsibility are important attributes that need to be scored separately from assessments. Until a system of reporting these attributes can be developed, Habits of Work will not be recorded in the teachers’ grade book or reported on the portal.
4. **Summative Assessments** – All summative assessments will:
  - a. allow students the opportunity to score a maximum of 100. Assessments will be designed to allow a student to demonstrate proficiency (score of at least 77) and provide an opportunity for the student to demonstrate exceeding proficiency (scores greater than 89).
  - b. have a weight of 85% in the grade book
  - c. use the “SHS Numeric 100-0” grading scale
  - d. no longer use the proficiency grading scale of 1-4, but instead all assessments will be based on the following score ranges to determine proficiency.
    - 89-100 = Exceeds Proficiency
    - 77-88 = Proficient
    - 64-76 = Partially Proficient
    - 0-63 = Does Not Meet Proficiency
5. **Grade Book** – Teachers will need to enter two identical scores of 0-100 for every summative assessment: one for the quarter grade and one for the specific standard or standards being assessed. This will allow the student and parent to track the student’s progress on achieving proficiency on each standard while also keeping the numeric score for the quarter grade.
6. **Quarter Grade** – The average of both summative and formative assessments for all graduation standards in a course will be combined and averaged to determine the in-progress and the quarter grade.
7. **Parent/Student Portal** – The Infinite Campus portal will allow students and parents to track the scores for each assignment or assessment, and allow them to monitor progress on each graduation standard and the combined average for the quarter grade.