

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
MONDAY, DECEMBER 3, 2018, 6:00 PM**

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

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

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

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

A. Call to Order

(time)

B. Pledge of Allegiance

C. Adjustments NONE

D. Approval of Minutes

1. Executive Session, October 29, 2018, 5 pm **(Attachment D.1.)**
 2. Executive Session, November 13, 2018, 5 pm **(Attachment D.2.)**
- Recommendation: To approve the minutes as presented.**

E. Public Comments

F. Communications NONE

G. Committee Reports

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

H. Superintendent's Report

1. Students Representatives' Reports
2. Field Trip announcements
 - i. SRTC Engineering & Architectural Design Class to N.E. Architectural Expo in Boston on November 28, 2018
 - ii. SRTC SkillsUSA to Fall Leadership Conference in Bangor on December 6-7, 2018

Sanford School Committee Meeting Agenda

Monday, December 3, 2018

I. Directors' Reports

1. Business Administrator Gwen Bedell
2. Assistant Superintendent Matt Nelson
3. Curriculum Director Bernie Flynn
 - i. MEA test results (**Attachment I.3.i**)

J. New Business

1. SHS Peer Helpers Presentation – Natalie St. Onge, Beth Letourneau (**Attachment J.1**)
2. September, 2018 Financials – Gwen Bedell
 - i. General Fund Expenses 9.30.18 (**Attachment J.2.i**)
 - ii. Reconciliation of Accounts 9.30.18 (**Attachment J.2.ii**)

Recommendation: To approve the September 30, 2018 financials as presented.

3. October, 2018 Financials – Gwen Bedell
 - i. General Fund Expenses 10.31.18 (**Attachment J.3.i**)
 - ii. Reconciliation of Accounts 10.31.18 (**Attachment J.3.ii**)

Recommendation: To approve the October 31, 2018 financials as presented.

4. Amendments to MSMA Insurance Declarations of Trust and Indemnity Agreements – Gwen Bedell
 - i. MSMA Dental Insurance Declaration of Trust and Indemnity Agreement – (**Attachment J.4.i**)

Recommendation: To move that the “Vote to Authorize Amendments to MSMA Dental Insurance Declaration of Trust and Indemnity Agreement” be adopted in form presented to this meeting and that a copy of said vote be filed with the minutes of this meeting.

ii. MSMA Group Insurance Declaration of Trust and Indemnity (**Attachment J.4.ii**)
Recommendation: To move that the “Vote to Authorize Amendments to MSMA Group Insurance Declaration of Trust and Indemnity Agreement” be adopted in form presented to this meeting and that a copy of said vote be filed with the minutes of this meeting.

iii. MSMA Workers' Compensation Declaration of Trust and Indemnity (**Attachment J.4.iii**)
Recommendation: To move that the “Vote to Authorize Amendments to MSMA Workers' Compensation Insurance Declaration of Trust and Indemnity Agreement” be adopted in form presented to this meeting and that a copy of said vote be filed with the minutes of this meeting.

K. Old Business NONE

Sanford School Committee Meeting Agenda

Monday, December 3, 2018

L. Resignations

1. Assistant Superintendent Nelson will announce the following resignation(s).

Todd Bell	K Teacher	MCS	Retiring 8/31/18
Harry Spiliopoulos	Science Teacher	SHS	Retiring 1/18/19
Michael Ricker	Maintenance	District	Resigned 11/30/18
Kate Schothuis	Administrative Asst.	Sp. Education	Eff. 11/9/18

M. Staff Appointments

1. Assistant Superintendent Nelson will announce the following appointment(s).

Nichole Ivey	PT ELA Instructor	SCAE	Eff. 11/3/18
Zach Lemelin	Asst. Athletic Director	SHS	Eff. 11/1/18
Alexia Ortega	Administrative Asst.	Willard	Eff. 12/3/18
Anne L'Heureux	IT Data Specialist	Central Office.	Eff. 12/TBD/18
Ryan Martin	Head Boys Basketball Coach	SHS	
Jacob Mills	JV Boys Basketball Coach	SHS	
Ryan Camire	1 st Team Boys Basketball Coach	SHS	
Rossie Kearson	Head Girls Basketball Coach	SHS	
Tim Fecteau	JV Girls Basketball Coach	SHS	
Mark Boissonneault	7 th Grade Girls Basketball Coach	SJHS	
James Cantara	8 th Grade Girls Basketball Coach	SJHS	
Nate Mann	8 th Grade Boys Basketball Coach	SJHS	
Matt Ouellette	7 th Grade Boys Basketball Coach	SJHS	
Kendra O'Connell	Cheering Coach	SHS	
Brooke Berry	Cheering Coach	SJHS	
Shaina Morrow	Varsity Swim Coach	SHS	
Scott Keeney	Assistant Swim Coach	SHS	
Nate Smith	Head Wrestling Coach	SHS	
Paul Rivard	Assistant Wrestling Coach	SHS	
Paul Rivard	Head Wrestling Coach	SJHS	

Sanford School Committee Meeting Agenda

Monday, December 3, 2018

N. Staff Transfers

- Assistant Superintendent Nelson will announce the following transfer(s).

Jeanne Badger	From Foodservice at Central Kitchen	To Foodservice at SHS – temporary	Eff. 10/31/18
Briana Lafrance	From Foodservice sub	To Foodservice at Central Kitchen – temporary	Eff. 11/26/18
Mona Lamb	From Foodservice at Central Kitchen	To Foodservice Second Cook at Central Kitchen – temporary	Eff. 11/5/18
Joelle Landry	From Foodservice at Central Kitchen 3.75 hr/day	To Foodservice at Central Kitchen 5.0 hr/day – temporary	Eff. 11/26/18

O. Staff Nominations NONE

P. Policies (Attachment P.)

- First Reading – Policy JFCK – Student Use of Cell Phones and Electronic Devices
Recommendation: To accept the first reading of Policy JFCK as presented.
- First Reading – Policy JFCK-R – Student Use of Cell Phones and Electronic Devices – Administrative Procedures
Recommendation: To accept the first reading of Policy JFCKK-R as presented.

Q. Items for Future Agenda(s)

- Field Trip Policy

R. Calendar Announcements

Monday, January 7, 2019	Regular Meeting (including organization for 2019)	City Council Chambers	6:00 pm
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S. Adjournment

- Recommendation: To adjourn at _____.**

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, October 29, 2018 ~ 5:00 pm**

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

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

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Steve Bussiere, Assistant Superintendent
Troy Watts, SHS Assistant Principal

Call to Order Time: 5:05 pm

A. Executive Session Student Matter

1. Motion by Mr. Sheppard: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 5:05 pm.**

Motion seconded by Mrs. Williams. Motion carried 4 to 0.

2. Motion by Mr. Sheppard: **To exit Executive Session at 5:54 pm.**

Motion seconded by Mrs. Williams. Motion carried 4 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 Committee Policy JICIA. 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. A meeting will be set up with the student, guardian and school administration to outline the conditions for re-entry. The Assistant 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. Mapes. Motion carried 4 to 0.

B. Adjournment

Mr. Sheppard made a motion **to adjourn at 6:03 pm.**

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

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Assistant Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Tuesday, November 13, 2018 ~ 5:00 pm**

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

Members present: John Roux, Jonathan Mapes, Emily Sheffield

Staff present: Matt Nelson, Assistant Superintendent
Steve Bussiere, Assistant Superintendent
Troy Watts, SHS Assistant Principal
Mike Gordon, SHS School Resource Officer

Call to Order Time: 5:07 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 5:07 pm.**

Motion seconded by Ms. Sheffield. Motion carried 3 to 0.

2. Motion by Ms. Sheffield: **To exit Executive Session at 5:30 pm.**

Motion seconded by Mr. Mapes. 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 Committee Policy JICIA. 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. A meeting will be set up with the student, guardian and school administration to outline the conditions for re-entry. The Assistant 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 Ms. Sheffield. Motion carried 3 to 0.

B. Adjournment

Ms. Sheffield made a motion **to adjourn at 5:31 pm.**

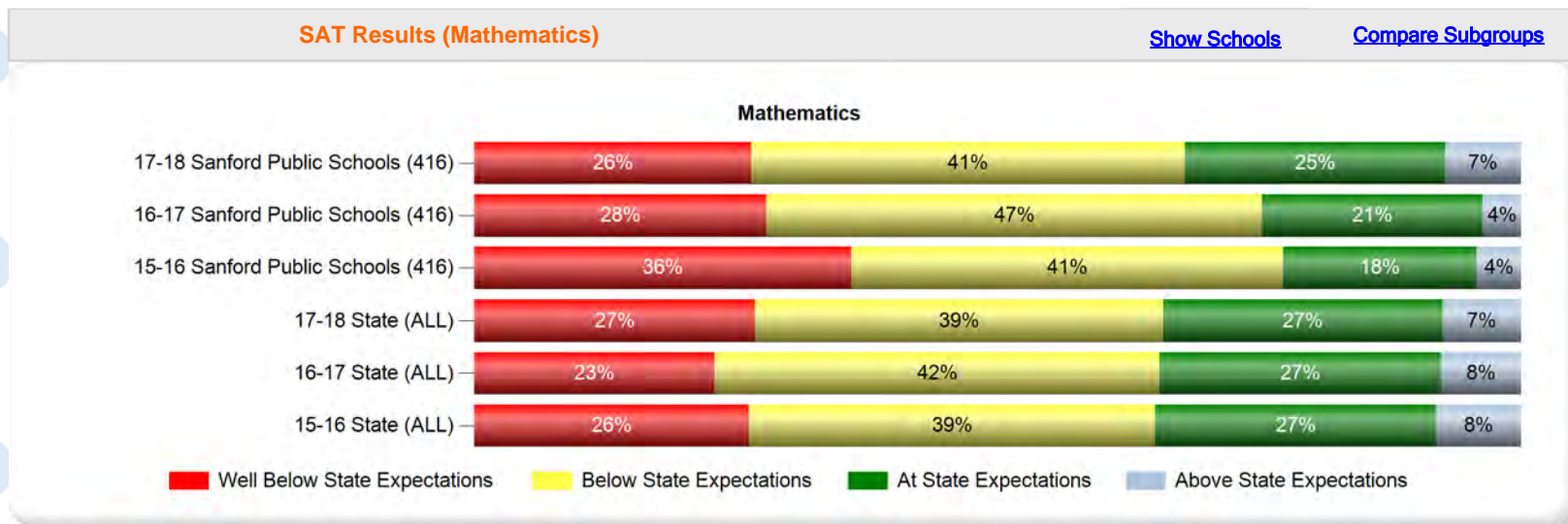
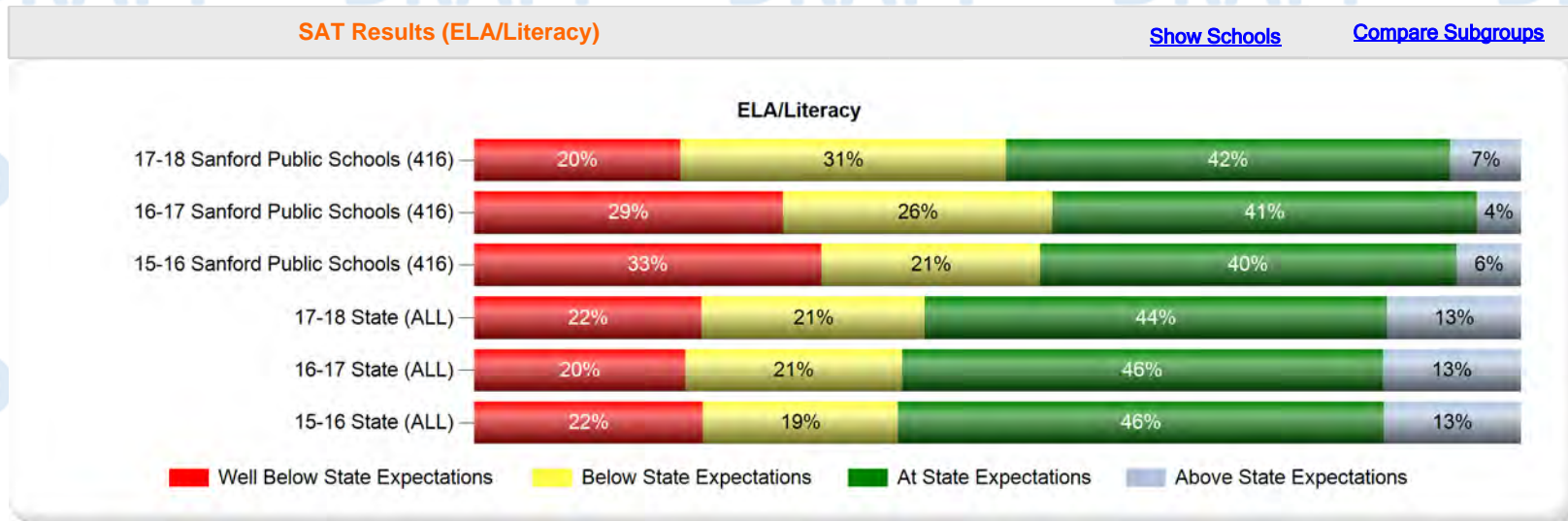
Mr. Mapes seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Assistant Superintendent

To drill into the performance data, simply click on any of the segments within the bar charts. The state numbers are for reference, and are not clickable. District users can click on district and school charts, school users can click on school charts. You can filter the data by selecting a filter group from the above parameters and selecting one of the filter group's values to view just that subset (i.e. Female or Male within the Gender filter group).



SAT is the ELA/Literacy and mathematics assessment taken by most students in the 3rd year of high school. More information about this assessment can be found here: https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/sat.

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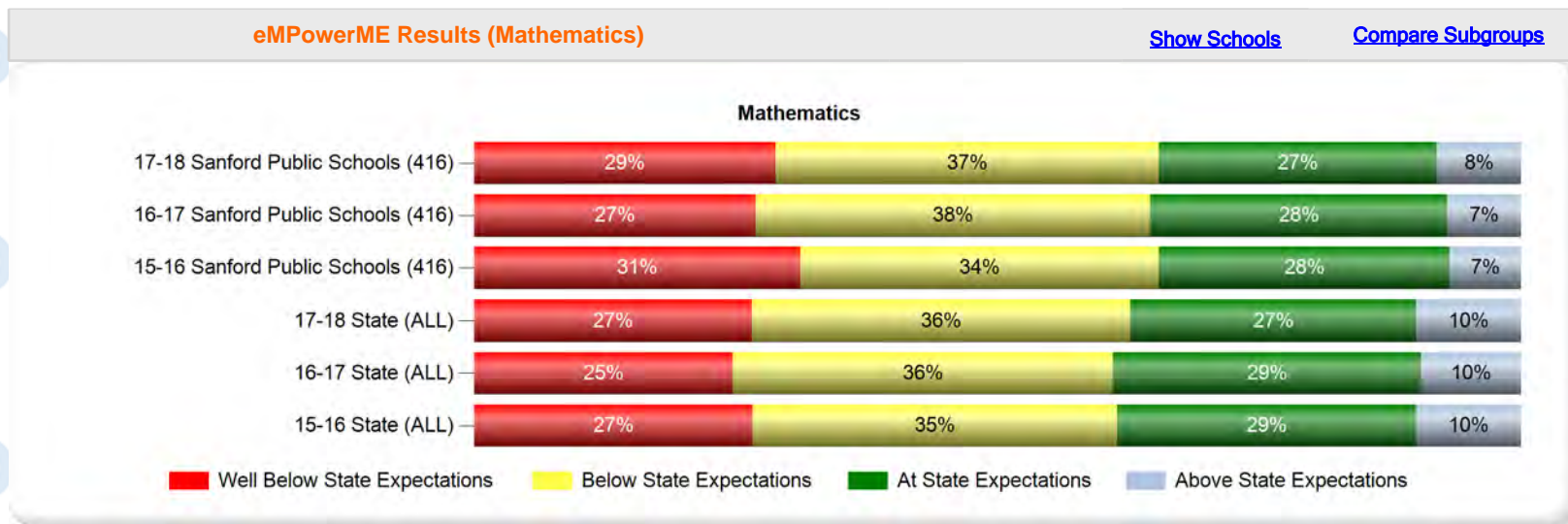
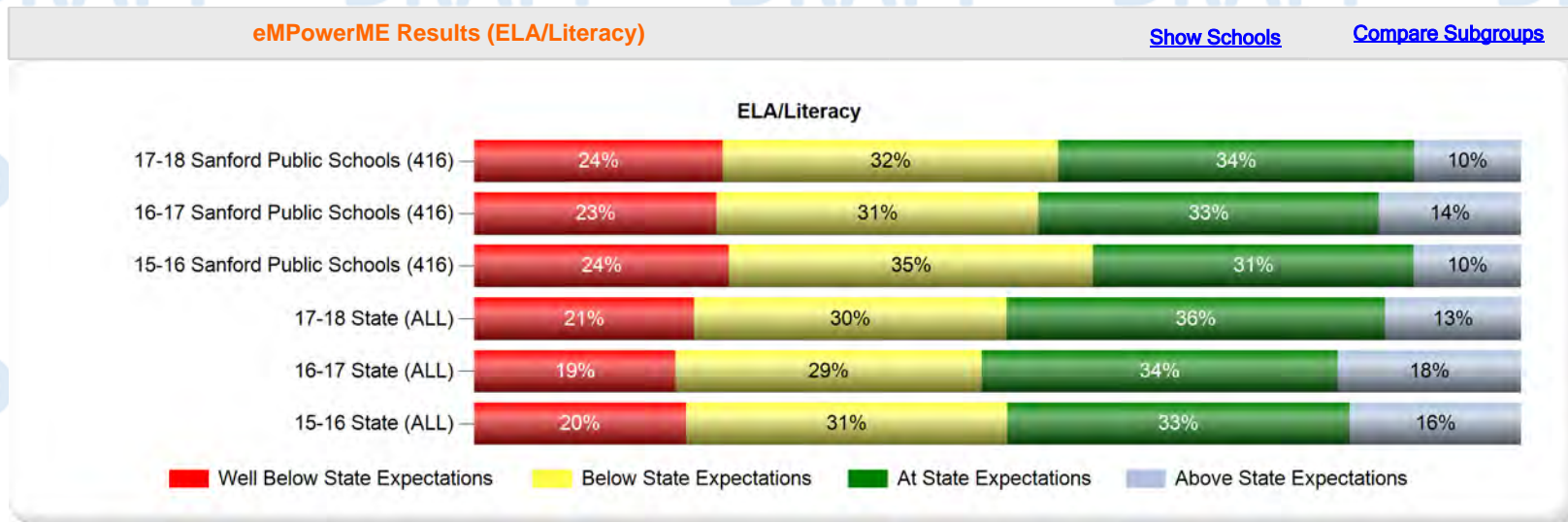
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eMPowerME is the ELA/Literacy and mathematics assessment taken by most of the students in grades 3-8. More information about this assessment can be found here: https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme.

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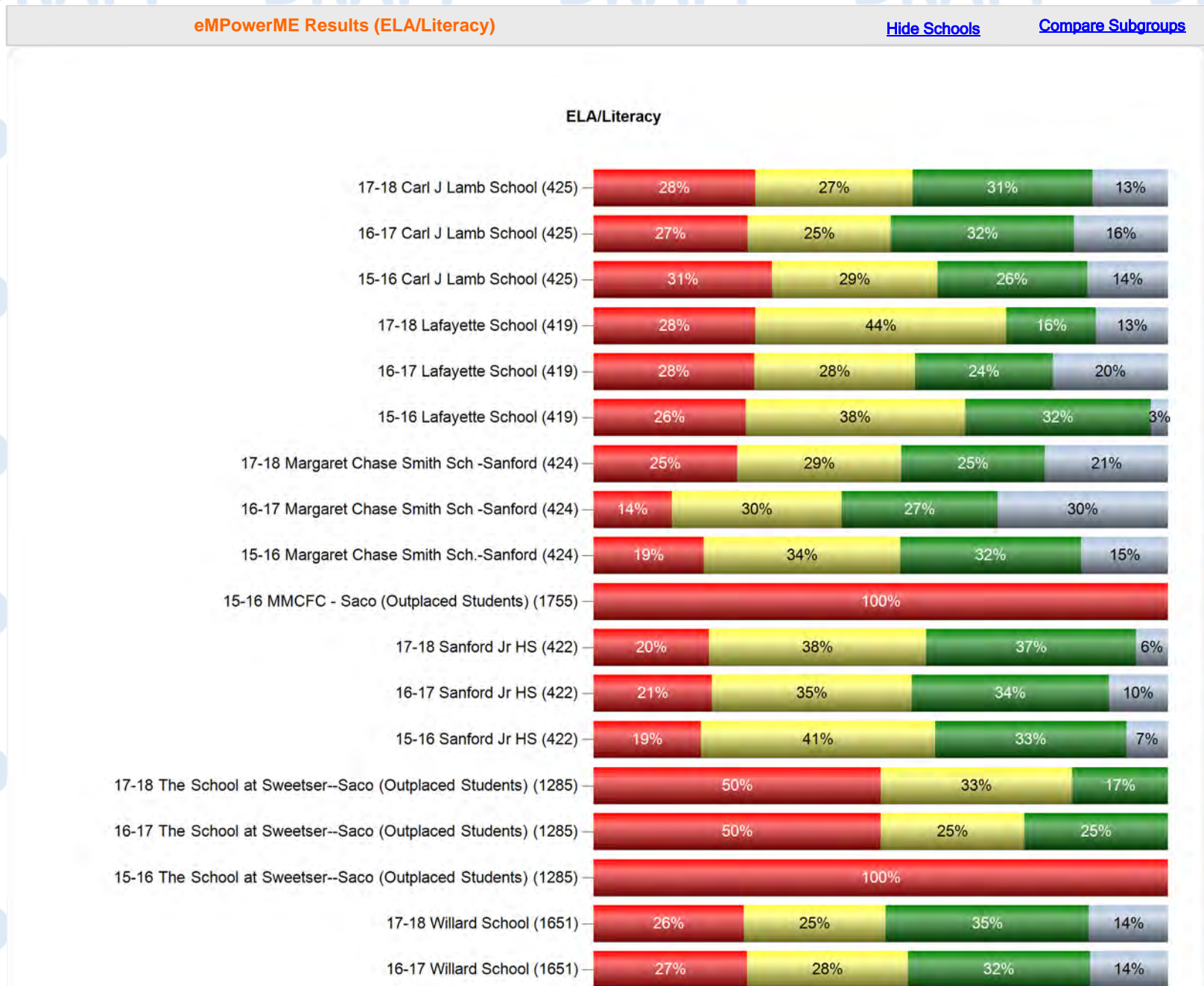
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Filters Applied: Assessment Code: eMPowerME Total: Total

This report contains confidential data. Data for public sharing may be located at: <https://lms.backpack.education/public/maine>

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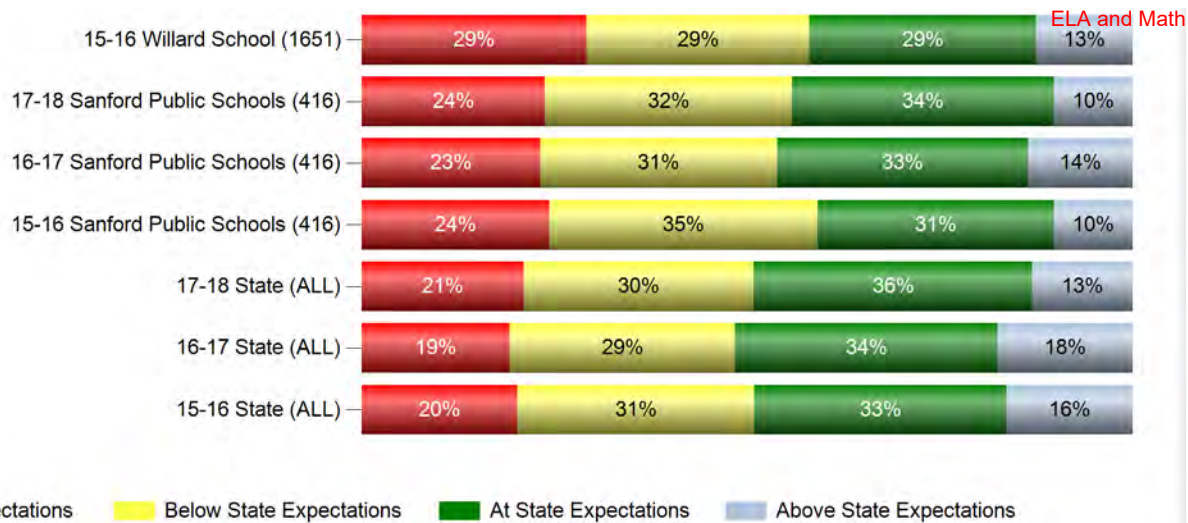
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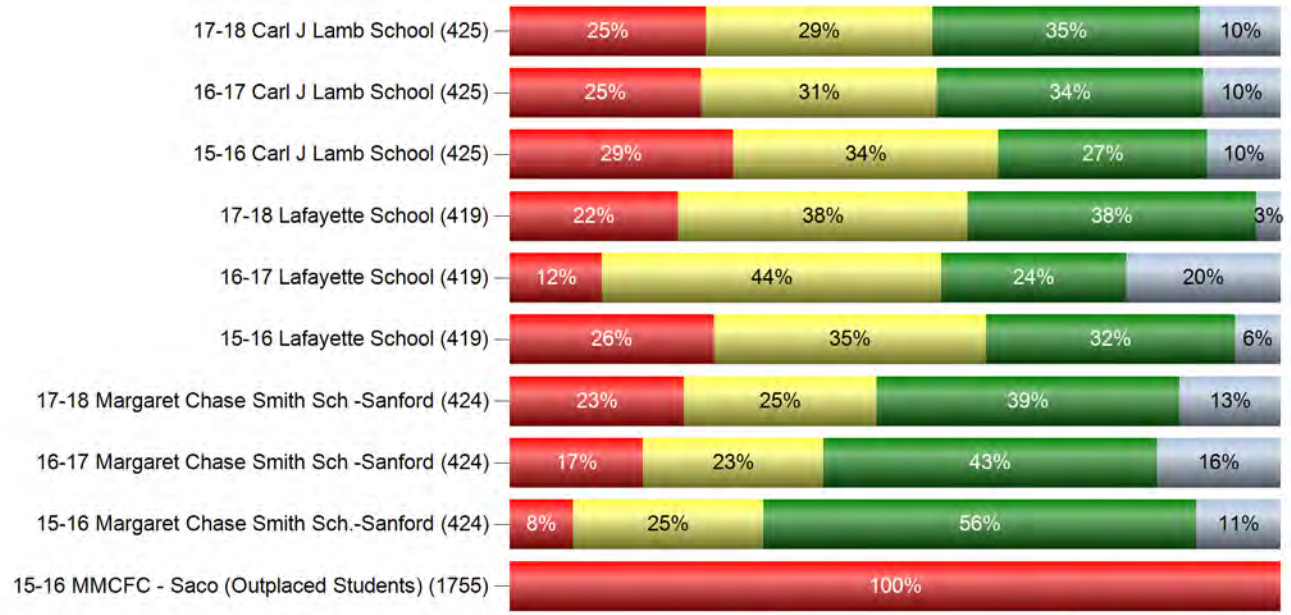


eMPowerME Results (Mathematics)

[Hide Schools](#)

[Compare Subgroups](#)

Mathematics

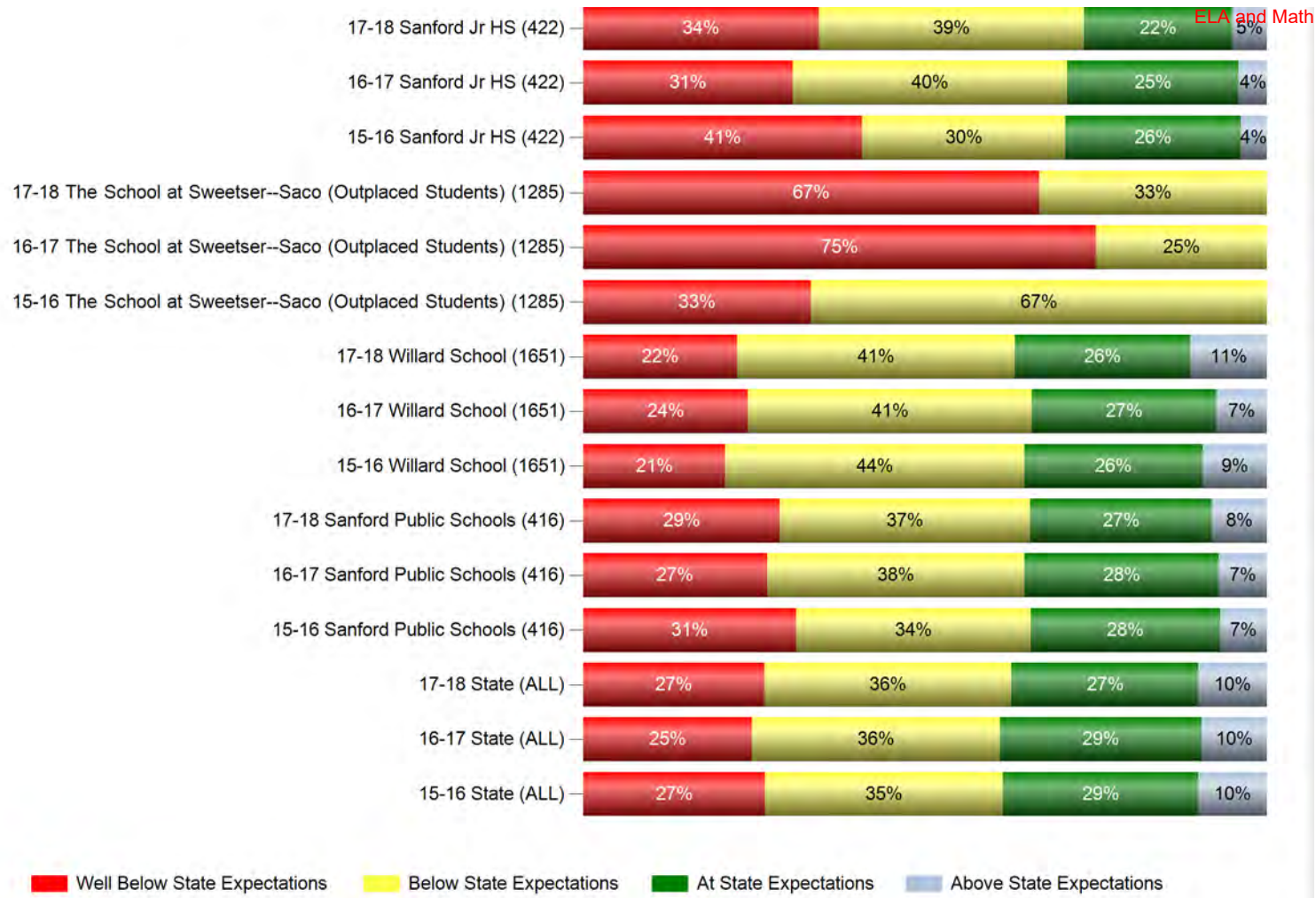


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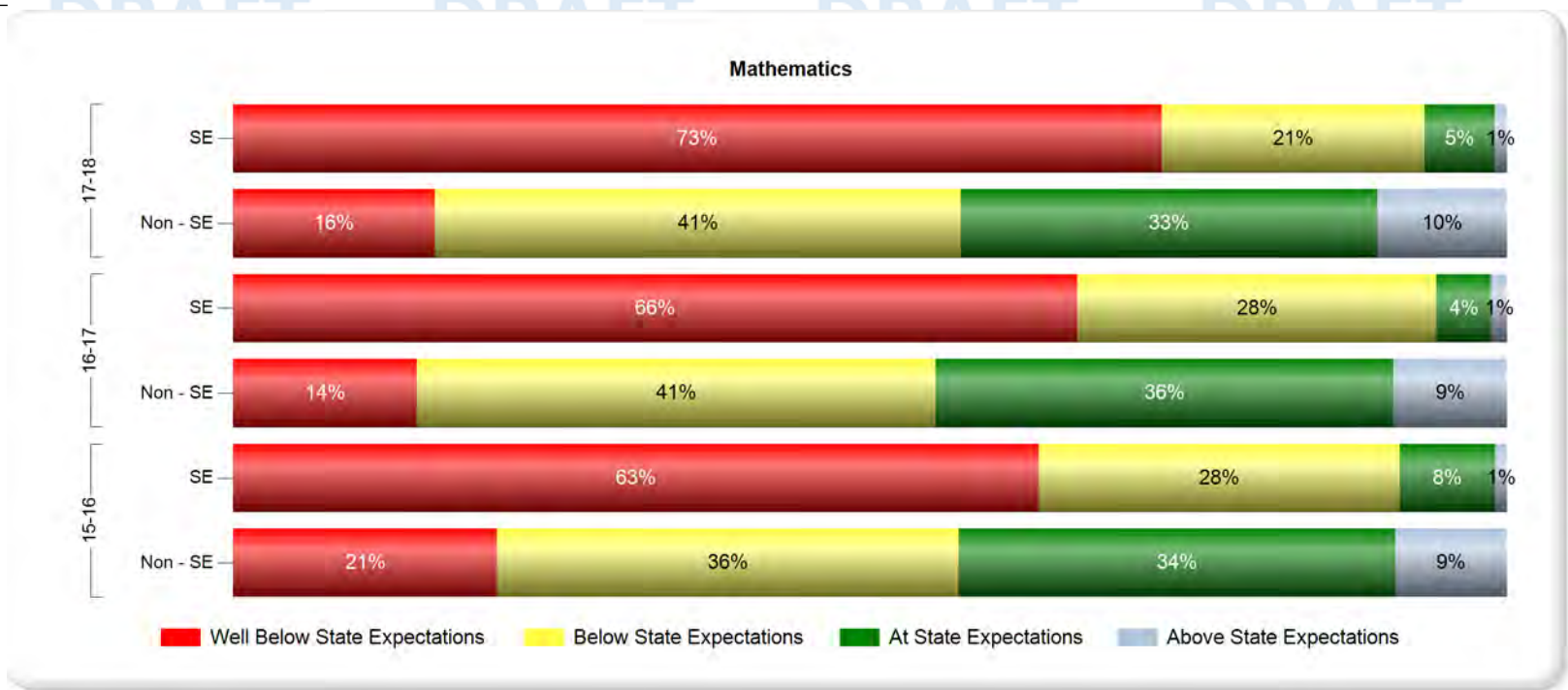


eMPowerME is the ELA/Literacy and mathematics assessment taken by most of the students in grades 3-8. More information about this assessment can be found here: https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme.

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eMPowerME Results Special Education (SE)



eMPowerME Results by Special Education (SE)

School Year	Subject	Special Education (SE)	School Name	Well Below State Expectations	Below State Expectations	At State Expectations	Above State Expectations
2017-2018	Mathematics	SE		72.9%	20.6%	5.5%	1.0%
		Non - SE		15.8%	41.3%	32.7%	10.2%
		Combined		28.8%	36.6%	26.5%	8.1%
2016-2017	Mathematics	SE		66.3%	28.2%	4.3%	1.2%
		Non - SE		14.4%	40.7%	35.9%	8.9%
		Combined		26.9%	37.7%	28.4%	7.1%
2015-2016	Mathematics	SE		63.3%	28.3%	7.5%	0.9%
		Non - SE		20.7%	36.2%	34.3%	8.8%
		Combined		31.1%	34.3%	27.7%	6.8%

eMPowerME Results Special Education (SE)



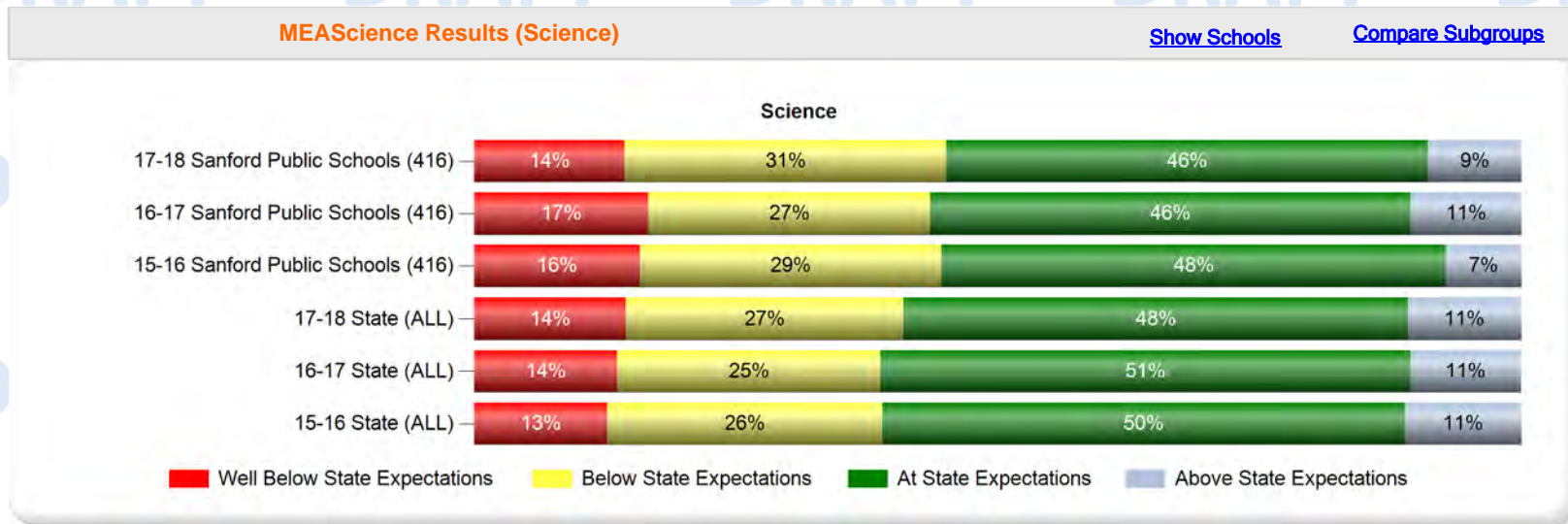
eMPowerME Results by Special Education (SE)

School Year	Subject	Special Education (SE)	School Name	Well Below State Expectations	Below State Expectations	At State Expectations	Above State Expectations
2017-2018	ELA/Literacy	SE		63.4 %	27.8 %	7.1 %	1.6 %
		Non - SE		12.2 %	33.3 %	41.8 %	12.7 %
		Combined		23.8 %	32.0 %	33.9 %	10.2 %
2016-2017	ELA/Literacy	SE		59.7 %	27.7 %	9.5 %	3.1 %
		Non - SE		11.6 %	31.7 %	39.8 %	16.9 %
		Combined		23.1 %	30.7 %	32.6 %	13.6 %
2015-2016	ELA/Literacy	SE		61.3 %	28.5 %	8.7 %	1.5 %
		Non - SE		12.3 %	36.8 %	37.8 %	13.1 %
		Combined		24.3 %	34.8 %	30.7 %	10.2 %

Attachment I.3.i.

Science

To drill into the performance data, simply click on any of the segments within the bar charts. The state numbers are for reference, and are not clickable. District users can click on district and school charts, school users can click on school charts. You can filter the data by selecting a filter group from the above parameters and selecting one of the filter group's values to view just that subset (i.e. Female or Male within the Gender filter group).



MEA Science is the science assessment taken by most of the students in grades 5 and 8 and in the 3rd year of high school. More information about this assessment can be found here: https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/meascience.

Filters Applied: Assessment Code: MEAScience Total: Total

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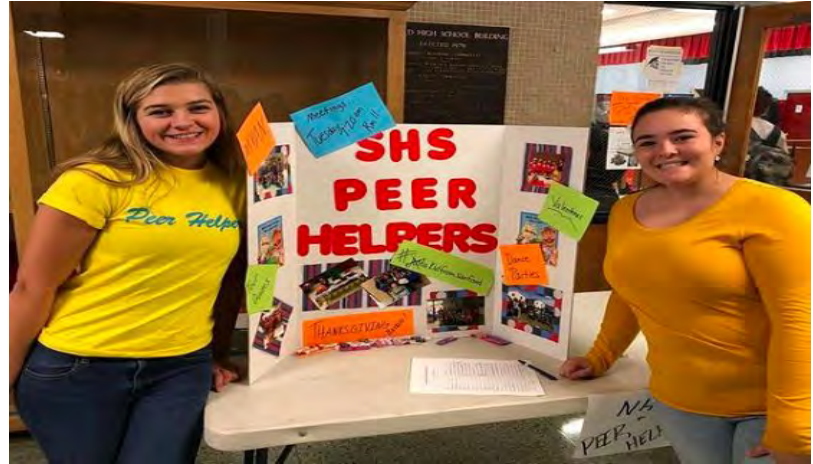
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Sanford High School Peer Helpers

School Board Presentation

Who are the Peer Helpers, and what is our purpose?

The Peer Helpers are a group of around 50 kids who meet once a week to come up with events and activities to make our school a better and more inclusive place! We include everyone who wants to join from freshmen to seniors!



Our School's Culture



Like in any school, stereotypes are very evident. The peer helpers work hard to break the stigma we see everyday! In our eyes everyone is equal, welcomed and encouraged to have fun, be involved, and especially be themselves!

Peer Helpers Organizational Process & Structure

How and why are we successful?

— — —

- Roles (Pres, VP, sec., treasurer)
- Positive and hardworking advisor
- Time and place of meetings
- Communication (Remind)
- Food
- Open enrollment
- Posters
- A trusted group



Events

- Bonfire (Student hangout event)
- Trick or Treating (Delivered candy in advisory)
- Thanksgiving Food Drive (Collecting for families)
- Dance Parties (Before school in main lobby)
- Candy Grams (Fundraiser for Valentine's Day)
- School Tours (For new students, visitors)
- Lunch Buddies (Make sure nobody sits alone)
- Easter Egg Hunt (Eggs were hidden in classrooms)
- Movie Night (Movie screening in cafeteria)
- Volleyball Tournament (Students and faculty)
- THIS IS US! (The Ultimate Welcome to School Party)
- #JustAKidFromSanford Social Media Challenge (T-Shirt Fundraiser/Spreading Communal Positivity)
- School Spirit Challenge (WGME Good Shepherd Food Drive/Pep Rally)
- FLASH MOB!!!!!!!!!!!!!! (Holiday Lunchtime Festiveness)

#THISISUS

- Peer helpers created This Is Us to make students of Sanford feel like they matter
- Climate Survey: 51% feel like they do not matter to the community, 20% have suicidal ideation.
- Students came to school welcomed by cheering crowds of teachers, parents, and peers
- Breakfast was provided for all students
- Four signs, for each class with every students name and adjective that a teacher chose to describe them



#JUSTAKIDFROMSANFORD

- To break the negative stigma around the word “just” when paired with “a kid from Sanford”
- This project was avid on social media from the hashtag above
- This also helped SHS contribute to the School Spirit Challenge by selling T Shirts, and raising money



SCHOOL SPIRIT CHALLENGE

In contribution to SHS competing in the WGME School Spirit Challenge Peer Helpers found significant success by:

- Selling T Shirts to students and community
- Hosting food drives at local grocery stores
- Giving away a pizza party to the class who brought in the most food
- Dancing and speaking in the pep rally



THANKSGIVING BASKETS AND FOOD DRIVE

- Every Thanksgiving the peer helpers host a food drive
- The basket goes to families within our community that can't afford to buy it for themselves through our backpack program
- We ask kids, teachers and local businesses for donations of Thanksgiving related items
- We collect the food, make the baskets and deliver them as well



DANCE PARTIES

- As a way to get the school excited for any upcoming events we're hosting--we have dance parties.
- They are typically held in the main lobby of our school.
- There's music that goes with the event, for example for our valentine's day candy grams we would play fun love music; like Whitney Houston, I wanna dance with somebody.
- We also try to dress up for our events so if it's Easter we have two of our peer helpers dance in bunny suits.

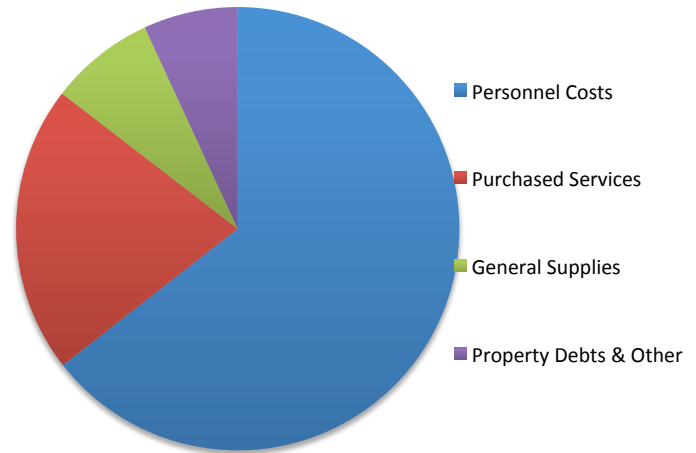
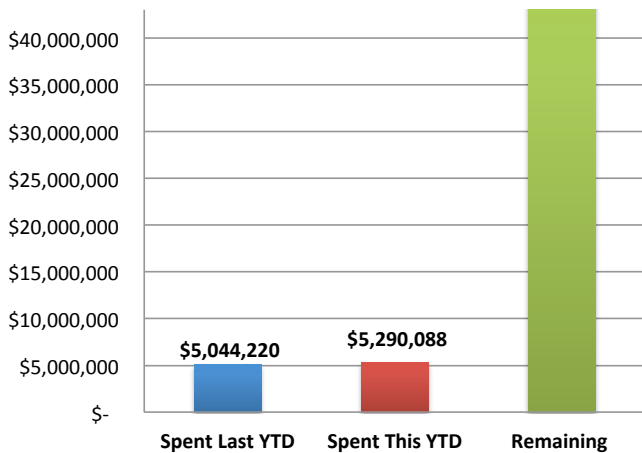


Let Your
Light Shine...

(Thank you for listening!)

SANFORD SCHOOL DEPARTMENT
SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE
For the Year-to-Date and Month Ending September 30, 2018

Account Group	Jul 17 - Sep 17 Actual	Jul 18 - Sep 18 Actual	2018/19 Revised Budget	Amount Remaining Revised Budget - Actual
51000 Personal Services - Sal/Wages&Stip.	\$ 2,330,093	\$ 2,348,521 44%	\$ 23,718,093 48%	\$ 21,369,573 90%
52000 Personal Services - Payroll Tax&Bene.	\$ 1,013,077	\$ 1,060,880 20%	\$ 9,444,140 19%	\$ 8,383,260 89%
<i>Subtotal - Personal Services</i>	\$ 3,343,170	\$ 3,409,401 64%	\$ 33,162,233 67%	\$ 29,752,832 90%
53000 Purchased Prof. & Tech. Services	\$ 321,544	\$ 550,892 10%	\$ 2,052,959 4%	\$ 1,502,067 73%
54000 Purchased Property Services	\$ 170,269	\$ 156,296 3%	\$ 627,405 1%	\$ 471,109 75%
55000 Other Purchased Services	\$ 233,575	\$ 403,037 8%	\$ 2,785,962 6%	\$ 2,382,926 86%
56000 General Supplies	\$ 336,065	\$ 406,604 8%	\$ 1,686,044 3%	\$ 1,279,441 76%
57000 Property Maint & Repair	\$ 161,308	\$ 106,241 2%	\$ 371,583 1%	\$ 265,341 71%
58000 Debt, Dues/Fees & Miscellaneous	\$ 478,289	\$ 257,618 5%	\$ 8,456,105 17%	\$ 8,198,487 97%
59000 Other & Rounding	\$ -	\$ - 0%	\$ (5) 0%	\$ (5) 0%
Total	\$ 5,044,220	\$ 5,290,088 100%	\$ 49,142,287 100%	\$ 43,852,198 89%



Warrant Article Cost Center	Jul 17 - Sep 17 Actual	Jul 18 - Sep 18 Actual	2018/2019 Revised Budget	Amount Remaining
1. Regular Instruction	\$ 1,376,111	\$ 1,207,916 23%	\$ 15,798,441 32%	\$ 14,590,525 92%
2. Special Education	\$ 705,032	\$ 745,866 14%	\$ 8,208,916 17%	\$ 7,463,050 91%
3. Career / Technical Education	\$ 300,156	\$ 417,022 8%	\$ 2,893,126 6%	\$ 2,476,104 86%
4. Other Instruction	\$ 123,052	\$ 269,477 5%	\$ 1,094,901 2%	\$ 825,424 75%
5. Student & Staff Support	\$ 641,185	\$ 777,777 15%	\$ 3,937,209 8%	\$ 3,159,433 80%
6. System Administration	\$ 232,554	\$ 246,334 5%	\$ 976,331 2%	\$ 729,997 75%
7. School Administration	\$ 461,174	\$ 507,533 10%	\$ 2,179,072 4%	\$ 1,671,539 77%
8. Transportation & Buses	\$ 49,367	\$ 194,979 4%	\$ 1,942,784 4%	\$ 1,747,805 90%
9. Facilities Maintenance	\$ 897,507	\$ 914,681 17%	\$ 3,983,299 8%	\$ 3,068,618 77%
10. Debt Service	\$ 258,082	\$ - 0%	\$ 8,095,134 16%	\$ 8,095,134 0%
11. All Other Expenditures & Rounding	\$ -	\$ 8,504 0%	\$ 33,075 0%	\$ 24,572 0%
Subtotal	\$ 5,044,220	\$ 5,290,088 100%	\$ 49,142,287 100%	\$ 43,852,198 89%
Adult Education	\$ 150,520	\$ 159,843 21%	\$ 748,462	\$ 588,619 79%
Total	\$ 5,194,740	\$ 5,449,932 11%	\$ 49,890,749 100%	\$ 44,440,817 89%

RECONCILIATION OF ACCOUNTS
BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD
For the Year-to-Date and Month Ending September 30, 2018

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
GENERAL FUND											
16-210	1000-1200	General Education	(6,537,809)	(6,537,809)	-	5,290,088	5,290,088	-	(1,247,721)	(1,247,721)	-
16-235	1500	Adult Education	(4,502)	(4,502)	-	159,843	159,843	-	155,341	155,341	-
Total			(6,542,311)	(6,542,311)	-	5,449,932	5,449,932	-	(1,092,380)	(1,092,380)	-
SPECIAL REVENUE FUNDS											
2202	2002	Erate	(6,827)	(6,827)	-			-	(6,827)	(6,827)	-
2203	2003	Tech Tuition	(129,655)	(129,655)	-	13,444	13,444	-	(116,211)	(116,211)	-
2204	2011	MelMac	(29,000)	(29,000)	-			-	(29,000)	(29,000)	-
2207	2215	Momentum	(6,007)	(6,007)	-	20,637	20,637	-	14,631	14,631	-
2219	2069	Genest/SRTC Bldg	(8,250)	(8,250)	-			-	(8,250)	(8,250)	-
2228	2240	Pal	(1,000)	(1,000)	-			-	(1,000)	(1,000)	-
2238	2215	College Transitions			-	5,625	5,625	-	5,625	5,625	-
2239	2300	Title 1A	(99,741)	(99,741)	-	179,768	179,768	-	80,027	80,027	-
2249	2460	MaineCare	(5,192)	(5,192)	-	13,092	13,092	-	7,900	7,900	-
2252	2470	Idea Local Entitlemt.			-	98,428	98,428	-	98,428	98,428	-
2253	2510	Early Child/PreSchl.	(6,274)	(6,274)	-	1,758	1,758	-	(4,516)	(4,516)	-
2262	2700	Title 2A	(7,119)	(7,119)	-	81,408	81,408	-	74,289	74,289	-
2268	2860	Carl Perkins	(22,438)	(22,438)	-	40,367	40,367	-	17,930	17,930	-
2269	2950	Aefla/Abe			-	10,080	10,080	-	10,080	10,080	-
2273	2013	HS Student iPads	(2,725)	(2,725)	-			-	(2,725)	(2,725)	-
2275	2232	Transtn Profic. Dipl.			-	400	400	-	400	400	-
2289	2004	Crayola Grant			-	29	29	-	29	29	-
Total			(324,227)	(324,227)	-	465,036	465,036	-	140,809	140,809	-
CAPITAL IMPROVEMENT FUNDS											
4047	3015	HS Const Project	(72,229)	(72,229)	-	5,459,417	5,459,417	-	5,387,188	5,387,188	-
4054	3020	Elem Const Project	(200,383)	(100,383)	(100,000)	90,577	90,577	-	(109,807)	(9,807)	(100,000)
Total			(272,612)	(172,612)	(100,000)	5,549,994	5,549,994	-	5,277,381	5,377,381	(100,000)
ENTERPRISE FUNDS											
<i>*7/18 Deposit Recorded by City FYE18</i>											
5000	6000	School Café	(107,212)	(107,212)	-	212,631	212,631	-	105,419	105,419	-
5200	6150	Adult Ed Enrichment	(1,926)	(1,926)	-	12,093	12,093	-	10,167	10,167	-
Total			(109,138)	(109,138)	-	224,724	224,724	-	115,587	115,587	-
TRUST FUNDS											
7013	8015	Trust Funds	(7,647)	(7,647)	-	3,150	3,150	-	(4,497)	(4,497)	-
Total			(7,647)	(7,647)	-	3,150	3,150	-	(4,497)	(4,497)	-

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

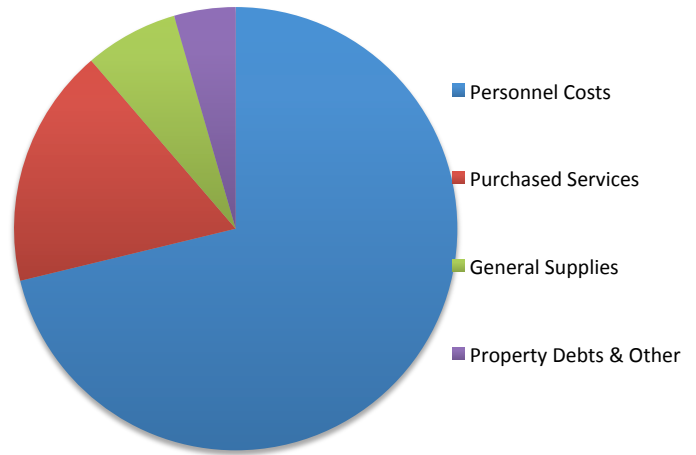
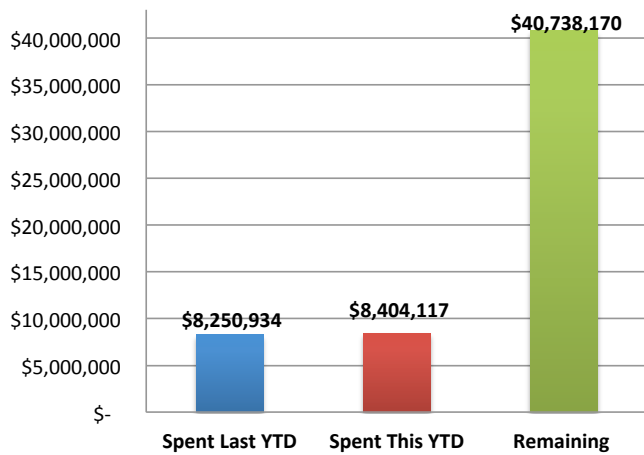
_____ Gwen R. Bedell Gadbois, Business Admin.

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 October 31, 2018

Account Group	Jul 17 - Oct 17 Actual	Jul 18 - Oct 18 Actual		2018/19 Revised Budget		Amount Remaining Revised Budget - Actual	
51000 Personal Services - Sal/Wages&Stip.	\$ 4,053,216	\$ 4,169,682	50%	\$ 23,718,093	48%	\$ 19,548,411	82%
52000 Personal Services - Payroll Tax&Bene.	\$ 1,687,832	\$ 1,815,854	22%	\$ 9,444,140	19%	\$ 7,628,285	81%
<i>Subtotal - Personal Services</i>	\$ 5,741,048	\$ 5,985,537	71%	\$ 33,162,233	67%	\$ 27,176,696	82%
53000 Purchased Prof. & Tech. Services	\$ 697,519	\$ 681,601	8%	\$ 2,052,959	4%	\$ 1,371,358	67%
54000 Purchased Property Services	\$ 193,444	\$ 192,185	2%	\$ 627,405	1%	\$ 435,220	69%
55000 Other Purchased Services	\$ 471,686	\$ 595,163	7%	\$ 2,785,962	6%	\$ 2,190,799	79%
56000 General Supplies	\$ 441,998	\$ 572,884	7%	\$ 1,684,444	3%	\$ 1,111,560	66%
57000 Property Maint & Repair	\$ 190,370	\$ 110,354	1%	\$ 373,183	1%	\$ 262,828	70%
58000 Debt, Dues/Fees & Miscellaneous	\$ 514,868	\$ 266,393	3%	\$ 8,456,105	17%	\$ 8,189,713	97%
59000 Other & Rounding	\$ -	\$ -	0%	\$ (5)	0%	\$ (5)	0%
Total	\$ 8,250,934	\$ 8,404,117	100%	\$ 49,142,287	100%	\$ 40,738,170	83%



Warrant Article Cost Center	Jul 17 - Oct 17 Actual	Jul 18 - Oct 18 Actual		2018/2019 Revised Budget		Amount Remaining	
1. Regular Instruction	\$ 2,580,605	\$ 2,435,465	29%	\$ 15,798,441	32%	\$ 13,362,976	85%
2. Special Education	\$ 1,302,397	\$ 1,382,606	16%	\$ 8,208,916	17%	\$ 6,826,309	83%
3. Career / Technical Education	\$ 572,397	\$ 642,550	8%	\$ 2,893,126	6%	\$ 2,250,576	78%
4. Other Instruction	\$ 358,824	\$ 338,871	4%	\$ 1,094,901	2%	\$ 756,030	69%
5. Student & Staff Support	\$ 902,742	\$ 1,045,639	12%	\$ 3,937,209	8%	\$ 2,891,571	73%
6. System Administration	\$ 300,460	\$ 318,031	4%	\$ 976,331	2%	\$ 658,299	67%
7. School Administration	\$ 621,505	\$ 681,118	8%	\$ 2,179,072	4%	\$ 1,497,954	69%
8. Transportation & Buses	\$ 225,698	\$ 337,085	4%	\$ 1,942,784	4%	\$ 1,605,699	83%
9. Facilities Maintenance	\$ 1,128,152	\$ 1,211,656	14%	\$ 3,983,299	8%	\$ 2,771,643	70%
10. Debt Service	\$ 258,082	\$ -	0%	\$ 8,095,134	16%	\$ 8,095,134	0%
11. All Other Expenditures & Rounding	\$ 72	\$ 11,097	0%	\$ 33,075	0%	\$ 21,979	0%
Subtotal	\$ 8,250,934	\$ 8,404,117	100%	\$ 49,142,287	100%	\$ 40,738,170	83%
Adult Education	\$ 203,052	\$ 201,493	27%	\$ 748,462		\$ 546,969	73%
Total	\$ 8,453,986	\$ 8,605,611	17%	\$ 49,890,749	100%	\$ 41,285,138	83%

RECONCILIATION OF ACCOUNTS
BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD
For the Year-to-Date and Month Ending October 31, 2018

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
GENERAL FUND											
	16-210	1000-1200 General Education	(8,739,913)	(8,739,913)	-	8,404,117	8,404,117	-	(335,796)	(335,796)	-
	16-235	1500 Adult Education	(8,905)	(8,905)	-	201,493	201,493	-	192,589	192,589	-
		Total	(8,748,817)	(8,748,817)	-	8,605,611	8,605,611	-	(143,207)	(143,207)	-
SPECIAL REVENUE FUNDS											
	2201	2001 Wellness Team	(500)	(500)	-			-	(500)	(500)	-
	2202	2002 Erate	(10,567)	(10,567)	-			-	(10,567)	(10,567)	-
	2203	2003 Tech Tuition	(129,655)	(129,655)	-	25,793	25,793	-	(103,862)	(103,862)	-
	2204	2011 MelMac	(29,000)	(29,000)	-			-	(29,000)	(29,000)	-
	2207	2215 Momentum	(6,007)	(6,007)	-	21,408	21,408	-	15,402	15,402	-
	2219	2069 Genest/SRTC Bldg	(8,250)	(8,250)	-			-	(8,250)	(8,250)	-
	2228	2240 Pal	(1,000)	(1,000)	-			-	(1,000)	(1,000)	-
	2238	2215 College Transitions	(4,391)	(4,391)	-	11,167	11,167	-	6,775	6,775	-
	2239	2300 Title 1A	(301,882)	(301,882)	-	260,053	260,053	-	(41,829)	(41,829)	-
	2249	2460 MaineCare	(17,332)	(17,332)	-	26,184	26,184	-	8,852	8,852	-
	2252	2470 Idea Local Entitlemt.	(55,491)	(55,491)	-	183,096	183,096	-	127,605	127,605	-
	2253	2510 Early Child/PreSchl.	(12,543)	(12,543)	-	3,527	3,527	-	(9,016)	(9,016)	-
	2262	2700 Title 2A	(29,070)	(29,070)	-	89,411	89,411	-	60,342	60,342	-
	2268	2860 Carl Perkins	(34,565)	(34,565)	-	53,219	53,219	-	18,654	18,654	-
	2269	2950 Aefla/Abe	(7,954)	(7,954)	-	10,752	10,752	-	2,798	2,798	-
	2273	2013 HS Student iPads	(2,750)	(2,750)	-	497	497	-	(2,253)	(2,253)	-
	2275	2232 Transtn Profic. Dipl.			-	650	650	-	650	650	-
	2288	2081 SRTC/Intntl Film Fest	(3,000)	(3,000)	-	3,000	3,000	-	-	-	-
	2289	2004 Crayola Grant			-	158	158	-	158	158	-
		Total	(653,957)	(653,957)	-	688,916	688,916	-	34,959	34,959	-
CAPITAL IMPROVEMENT FUNDS											
	4047	3015 HS Const Project	(96,364)	(96,364)	-	5,674,425	5,674,425	-	5,578,061	5,578,061	-
	4054	3020 Elem Const Project	(1,300,995)	(1,200,995)	(100,000)	1,153,713	1,153,713	-	(147,282)	(47,282)	(100,000)
		Total	(1,397,359)	(1,297,359)	(100,000)	6,828,138	6,828,138	-	5,430,779	5,530,779	(100,000)
ENTERPRISE FUNDS											
<i>*7/18 Deposit Recorded by City FYE18</i>											
	5000	6000 School Café	(287,913)	(287,913)	-	390,885	390,885	-	102,971	102,971	-
	5200	6150 Adult Ed Enrichment	(13,260)	(13,260)	-	19,694	19,694	-	6,434	6,434	-
		Total	(301,173)	(301,173)	-	410,579	410,579	-	109,405	109,405	-
TRUST FUNDS											
	7013	8015 Trust Funds	(12,015)	(12,015)	-	3,150	3,150	-	(8,865)	(8,865)	-
		Total	(12,015)	(12,015)	-	3,150	3,150	-	(8,865)	(8,865)	-

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

 Gwen R. Bedell Gadbois, Business Admin.

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

 Ronni L. Champlin, Finance Director

MEMBER RESOLUTION TO AMEND DECLARATION
OF TRUST AND INDEMNITY AGREEMENT

Motion: I _____ (School Committee Member) move that the Vote entitled, "Vote to Authorize Amendments to M.S.M.A. Dental Insurance Declaration of Trust and Indemnity Agreement" be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

**Vote to Authorize Amendments to M.S.M.A. Dental Insurance
Declaration of Trust and Indemnity Agreement**

Be it hereby voted as follows:

RESOLVED: That the Sanford School Department (the "District"), as a participant in the Maine School Management Association Dental Insurance Trust Fund (the "Fund"), hereby consents to certain amendments to the Fund's Declaration of Trust described in the attached document entitled Amendment of Declaration of Trust for Maine School Management Association Dental Insurance Trust Fund (the "Declaration of Trust Amendment");

RESOLVED: That the District, as a participant in the Fund hereby consents to certain proposed amendments to the Indemnity Agreement dated as of July 1, 1993 (the "Indemnity Agreement") under the Trust described in the attached document entitled First Amendment to Indemnity Agreement;

RESOLVED: That the District be, and it hereby is, authorized to execute and deliver the Declaration of Trust Amendment and the First Amendment to Indemnity Agreement, and any and all other documents and instruments as may be required from time to time to consummate the transactions contemplated by the Declaration of Trust Amendment and/or the First Amendment to Indemnity Agreement (collectively, the "Trust Documents"), and that the execution, acknowledgment and delivery of such Trust Documents in the name of and on behalf of the District is hereby approved in all respects; and

RESOLVED: That the Superintendent be, and hereby is, authorized to execute and deliver the Trust Documents and such other documents, certificates, agreements and instruments as may be reasonably required, and to perform such further and additional actions as may be necessary or convenient in order to effectuate the foregoing resolutions.

A true copy, attest:

John W. Roux, Chair
Sanford School Department

AMENDMENT OF
DECLARATION OF TRUST FOR MAINE
SCHOOL MANAGEMENT ASSOCIATION DENTAL INSURANCE TRUST FUND

WHEREAS, by virtue of an Indemnity Agreement dated 12/3/2018, the undersigned Member is a participant in and a party to the Declaration of Trust for the Maine School Management Association Dental Trust Fund dated July 1, 1993 (the "Trust"); and

WHEREAS, the Trustees of said Trust have given their unanimous consent to certain amendments to said Declaration of Trust as set forth hereunder; and

WHEREAS, the governing body of the undersigned participant has consented to said amendments and authorized the execution of this Consent to Amendment of Declaration of Trust;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained in said Trust and pursuant to the provisions of Article XI of said Trust, the undersigned participant and the Trustees hereby agree that said Trust is amended as follows:

1. Section 2.3 of the Trust is hereby amended by deleting the same in its entirety and substituting therefor the following:

"2.3 Member shall mean those entities which (1) are accepted as Members by the Trustees; (2) satisfy the requirements for eligibility contained in this Declaration of Trust and other operative documents relating to the program; and (3) are entities whose income is excluded from gross income under Section 115 of the Internal Revenue Code including, without limitation, (A) public school units and (B) the State of Maine or any political subdivision thereof within the meaning of said Section 115."

2. Section 5.7 of the Trust is hereby amended by deleting the same in its entirety and substituting therefor the following:

"5.7 Each Member agrees to pay into the Trust Assets pursuant to the Program not less than 25% in the initial year of operation (or such other amount as the Trustees may require from time to time) of the annual premium amount due hereunder not later than the initial day of the year of the Program for which coverage will be offered."

3. Section 6.2 of the Trust is hereby amended by deleting subsection (r) in its entirety and substituting therefor the following:

"(c) To make, execute and deliver as Trustees in respect of the Trust Assets any and all deeds, leases, mortgages, advances, contracts, waivers, releases, or other instruments (collectively, the "Documents") in writing necessary or proper in connection with the exercise and implementation of the foregoing powers, and to delegate in writing to the Fund Administrator the power to make, execute and deliver, on behalf of the Trustees and the Trust, any and all such Documents;"

4. Section 6.2 of the Trust is hereby further amended by adding the following as new subsection (v):

"(v) To delegate in writing powers or duties of the Trustees to or among any one or more of the Trustees or to the Fund Administrator;"

This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, but such counterparts together shall constitute one and the same instrument.

Dated: 12/3, 2018

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year above written.

[Business Mgr]
WITNESS

Dorothy H Spaulding
WITNESS

Michelle O'Rourke
WITNESS

Sally A. Horgan
WITNESS

Kim B. East
WITNESS

Judith Houghton
WITNESS

Sanford School Dept
Participant's name

By: [Superintendent]
Authorized Signatory for Participant

Amley A. Spaulding
Fund Trustee

Scott B. Edging
Fund Trustee

[Signature]
Fund Trustee

Wendell Westworth
Fund Trustee

Cheryl Kury
Fund Trustee

FIRST AMENDMENT TO INDEMNITY AGREEMENT

Reference is made to the Indemnity Agreement dated as of July 1, 1993 (the "Agreement") by and among the undersigned fund Trustees (collectively, the "Trustees") under a Declaration of Trust for the Maine School Management Association Dental Insurance Trust dated July 1, 1993 (the "Trust"), and the undersigned Member.

WITNESSETH

WHEREAS, pursuant to the Agreement, the undersigned elected to participate as a Member of the Trust; and

WHEREAS, the parties desire to amend the Agreement to modify the definition of "Member" and "fiscal year end" (the "Amendment");

NOW, THEREFORE, the parties hereto hereby agree, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and pursuant to the terms of the Agreement, to amend the Agreement as follows.

1. Article I, Section 4 of the Agreement is hereby amended by deleting the same in its entirety and substituting therefor the following:

"Member(s) shall mean those entities which (1) are accepted as Members by the Trustees; (2) satisfy the requirements for eligibility contained in the Declaration of Trust and this Indemnity Agreement; and (3) are entities whose income is excluded from gross income under Section 115 of the Internal Revenue Code including, without limitation, (A) public school units and (B) the State of Maine or any political subdivision thereof within the meaning of said Section 115."

2. Article V, Section 5 of the Agreement is hereby amended by deleting the first sentence thereof in its entirety and substituting therefor the following:

"The Dental Trust shall operate on a fiscal year of twelve (12) calendar months beginning and ending on such dates in each year as is determined by the Trustees. Execution of this Agreement by the Member, when approved and accepted in writing by the Trustees or their designee, shall constitute a continuing contract for each succeeding Program period unless canceled by the Trustees or unless the Member shall have withdrawn from the Dental Trust in accordance with the requirements set forth in this Agreement, the Declaration of Trust or applicable administrative regulations and bylaws."

Except to the extent expressly modified hereby, the terms and provisions of the Agreement shall remain in full force and effect and are hereby ratified and confirmed in all respects. This Amendment may be executed in any number of counterparts, each of which when

so executed and delivered shall be deemed an original, but such counterparts together shall constitute one and the same instrument. The signatory for the undersigned participant hereby certifies that he/she has been duly authorized by the participant to execute and deliver the Amendment and that when executed and delivered is or will be a valid and binding obligation of the participant enforceable against the participant.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, as of the 3 day of December, 2018

WITNESSES

Douglas H. Spaulding

Michelle O'Connell

Marta A. Hannon

Kim Bost

Judith Houghson

Shirley A. Spaulding
Fund Trustee

Shirley A. Spaulding
Print Name

Scott O. Eldridge
Fund Trustee

Scott Eldridge
Print Name

[Signature]
Fund Trustee

DANIEL WASPZYK
Print Name

[Signature]
Fund Trustee

Kelly M. Wentworth
Print Name

Orange King
Fund Trustee

CRAIG KING
Print Name

Sacred School Dept
[Participant's Name]

By: [Signature]

Its Superintendent
Duly Authorized

[Business Mgr.]

MEMBER RESOLUTION TO AMEND DECLARATION OF TRUST

Motion: I _____ (School Committee Member) move that the Vote entitled, "Vote to Authorize Amendments to M.S.M.A. Group Insurance Declaration of Trust" be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

Vote to Authorize Amendments to M.S.M.A. Group Insurance Declaration of Trust

Be it hereby voted as follows:

RESOLVED: That the Sanford School Department (the "District"), as a participant in the Maine School Management Association Group Insurance Trust Fund (the "Fund"), hereby consents to certain amendments to the Fund's Declaration of Trust described in the attached document entitled Amendment of Declaration of Trust for Maine School Management Association Group Insurance Trust Fund (the "Declaration of Trust Amendment");

RESOLVED: That the District be, and it hereby is, authorized to execute and deliver the Declaration of Trust Amendment, and any and all other documents and instruments as may be required from time to time to consummate the transactions contemplated by the Declaration of Trust Amendment, and that the execution, acknowledgment and delivery of the Declaration of Trust Amendment in the name of and on behalf of the District is hereby approved in all respects; and

RESOLVED: That the Superintendent be, and hereby is, authorized to execute and deliver the Declaration of Trust Amendment and such other documents, certificates, agreements and instruments as may be reasonably required, and to perform such further and additional actions as may be necessary or convenient in order to effectuate the foregoing resolutions.

A true copy, attest:

John W. Roux, Chair
Sanford School Committee

CERTIFICATE OF CHAIR OF THE SANFORD SCHOOL COMMITTEE
FOR THE SANFORD SCHOOL DEPARTMENT

The undersigned, being the Chair of the Sanford School Committee (the "District"), hereby certifies, in connection with the execution and delivery of a certain Amendment of Declaration of Trust for Maine School Management Association Group Insurance Trust Fund (the "Declaration of Trust Amendment") that the Board of School Directors of the District, at a meeting duly called and held on December 3, 2018, duly adopted the following votes, such votes being stated in the form of resolutions, as follows:

- RESOLVED: That the Sanford School Department (the "District"), as a participant in the Maine School Management Association Group Insurance Trust Fund (the "Fund"), hereby consents to certain amendments to the Fund's Declaration of Trust described in the attached document entitled Amendment of Declaration of Trust for Maine School Management Association Group Insurance Trust Fund (the "Declaration of Trust Amendment");
- RESOLVED: That the District be, and it hereby is, authorized to execute and deliver the Declaration of Trust Amendment, and any and all other documents and instruments as may be required from time to time to consummate the transactions contemplated by the Declaration of Trust Amendment, and that the execution, acknowledgment and delivery of the Declaration of Trust Amendment in the name of and on behalf of the District is hereby approved in all respects; and
- RESOLVED: That the Superintendent be, and hereby is, authorized to execute and deliver the Declaration of Trust Amendment and such other documents, certificates, agreements and instruments as may be reasonably required, and to perform such further and additional actions as may be necessary or convenient in order to effectuate the foregoing resolutions.

These votes, which were stated in the form of resolutions, were duly adopted by the Board of Directors of the District, have not been amended, modified or repealed since the date of their adoption, and remain in full force and effect on the date hereof. I am the duly elected, qualified and acting Chair of the District. The signatures that appear on the Trust Documents are the genuine signatures of the Superintendent, duly authorized by the District to execute and attest such document.

Date

John W. Roux, Chair
Sanford School Committee

AMENDMENT OF
DECLARATION OF TRUST FOR MAINE
SCHOOL MANAGEMENT ASSOCIATION GROUP INSURANCE TRUST FUND

WHEREAS, the undersigned Member is a participant in and a party to the Declaration of Trust for the Maine School Management Association Group Insurance Trust Fund dated March 8, 1982, and amended on April 15, 1982 (the "Trust"); and

WHEREAS, the Trustees of said Trust have given their unanimous consent to certain amendments to said Declaration of Trust as set forth hereunder and authorized the execution of this Amendment of Declaration of Trust; and

WHEREAS, the governing body of the undersigned participate has consented to said amendments and authorized the execution of this Amendment of Declaration of Trust;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained in said Trust and pursuant to the provisions of Article X of said Trust, the undersigned participant and the Trustees hereby agree that said Trust is amended as follows:

1. Section 1.02 of the Trust is hereby amended by deleting the same in its entirety and substituting therefor the following:

"1.02 "Participant" shall mean those entities which (1) are accepted as participants by the Trustees; (2) satisfy the requirements for eligibility contained in this Declaration of Trust and any other operative legal documents; and (3) are entities whose income is excluded from gross income under Section 115 of the Internal Revenue Code including, without limitation, (A) public school units and (B) the State of Maine or any political subdivision thereof within the meaning of said Section 115."

2. Article 1 of the Trust is hereby amended by adding the following as new Section 1.11:

"1.11 "The fiscal year means a period of twelve (12) calendar months beginning and ending on such dates in each year as is determined by the Trustees."

3. Section 4.1 of the Trust is hereby amended by deleting subsection (k) in its entirety and substituting therefor the following:

"(k) To make, execute and deliver as Trustees in respect of the Trust Assets any and all deeds, leases, mortgages, advances, contracts, waivers, releases, or other instruments (collectively, the "Documents") in writing

necessary or proper in connection with the exercise and implementation of the foregoing powers, and to delegate in writing to MSMA the power to make, execute and deliver, on behalf of the Trustees and the Trust, any and all such Documents;"

4. Section 4.1 of the Trust is hereby further amended by adding the following as new subsection (f):

"(f) To delegate in writing powers or duties of the Trustees to or among any one or more of the Trustees or to MSMA;"

5. Section 11.01 of the Trust is hereby amended by deleting the same in its entirety and substituting therefor the following:

"11.01. A member of MSBA or other school unit or entity engaged in the field of education, that meets the definition of a Participant listed in Article I, may participate in this trust by execution hereof or by execution of an adoption agreement, and upon its acceptance as a participant by the trustees (Amended 1/2014)."

This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, but such counterparts together shall constitute one and the same instrument.

Dated: 12/3, 2018

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year above written.

Sanford School Dept
Participant's name
By: [Superintendent]
Authorized Signatory for Participant

[Business Mngr.]
WITNESS

Doreen H Spaulding
WITNESS

Judith Houghson
WITNESS

Candice Abry
WITNESS

Dan Hens
WITNESS

Murley A. Spaulding
Fund Trustee

Greg King
Fund Trustee

Katherine Edheist
Fund Trustee

[Signature]
Fund Trustee

FIRST AMENDMENT TO MSMA
GROUP INSURANCE TRUST
FUND ADMINISTRATION AGREEMENT

Reference is made to the Trust Fund Administration Agreement dated as of _____, 1992 (the "Agreement") by and among the undersigned fund Trustees (collectively, the "Trustees") under a Declaration of Trust for the Maine School Management Association Group Insurance Trust Fund dated March 8, 1982, and amended on April 15, 1982 (the "Trust"), and Maine School Management Association, a Maine corporation organized pursuant to Chapter 81 of Title 13 of the Maine Revised Statutes Annotated ("MSMA").

WITNESSETH

WHEREAS, pursuant to the Agreement, MSMA provides certain trust administrative services for the Trustees and the Trust; and

WHEREAS, the parties desire to amend the Agreement to reflect accurately the statutory authority for the establishment of the Trust (the "Amendment");

NOW, THEREFORE, the parties hereto hereby agree, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and pursuant to the terms of the Agreement, to amend the Agreement as follows.

1. The first line of the second full paragraph of the Agreement is hereby amended by deleting in their entirety the words and numbers "Section 2.03(h)" and substituting therefor the following: "Section 4.01(h)."

Except to the extent expressly modified hereby, the terms and provisions of the Agreement shall remain in full force and effect and are hereby ratified and confirmed in all respects. This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, but such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as of the _____ day of _____, 2014.

[Remainder of Page Left Blank Intentionally]

WITNESS

Douglas H. Spaulding

Judith Houghton

Condie Olson

David Lewis

Shirley A. Spaulding
Fund Trustee

Shirley A. Spaulding
Print Name

Craig King
Fund Trustee

CRAIG KING
Print Name

Katherine E. Hunt
Fund Trustee

Katherine E. Hunt
Print Name

[Signature]
Fund Trustee

DANIEL J. KASPRZYK
Print Name

MAINE SCHOOL MANAGEMENT
ASSOCIATION

By: _____

Its _____

MEMBER RESOLUTION TO AMEND DECLARATION
OF TRUST AND INDEMNITY AGREEMENT

Motion: I _____ (School Committee Member) move that the Vote entitled, "Vote to Authorize Amendments to M.S.M.A. Workers' Compensation Insurance Declaration of Trust and Indemnity Agreement" be adopted in form presented to this meeting and that a copy of said Vote be filed with the minutes of this meeting.

**Vote to Authorize Amendments to M.S.M.A. Workers' Compensation
Insurance Declaration of Trust and Indemnity Agreement**

Be it hereby voted as follows:

RESOLVED: That the Sanford School Department (the "District"), as a participant in the Maine School Management Association Workers' Compensation Insurance Trust Fund (the "Fund"), hereby consents to certain amendments to the Fund's Declaration of Trust described in the attached document entitled Amendment of Declaration of Trust for Maine School Management Association Workers' Compensation Insurance Trust Fund (the "Declaration of Trust Amendment");

RESOLVED: That the District, as a participant in the Fund and a party to the Workers' Compensation Trust Fund Indemnity Agreement dated July 1, 1990 (the "Indemnity Agreement") hereby consents to certain proposed amendments to the Indemnity Agreement described in the attached document entitled Amendment of Indemnity Agreement for Maine School Management Association Workers' Compensation Insurance Trust Fund ("Indemnity Agreement Amendments");

RESOLVED: That the District be, and it hereby is, authorized to execute and deliver the Declaration of Trust Amendment and the Indemnity Agreement Amendments, and any and all other documents and instruments as may be required from time to time to consummate the transactions contemplated by the Declaration of Trust Amendment and/or the Indemnity Agreement Amendments (collectively, the "Trust Documents"), and that the execution, acknowledgment and delivery of such Trust Documents in the name of and on behalf of the District is hereby approved in all respects; and

RESOLVED: That the Superintendent be, and hereby is, authorized to execute and deliver the Trust Documents and such other documents, certificates, agreements and instruments as may be reasonably required, and to perform such further and additional actions as may be necessary or convenient in order to effectuate the foregoing resolutions.

A true copy, attest:

John W. Roux, Chair
Sanford School Committee

AMENDMENT OF
DECLARATION OF TRUST FOR MAINE
SCHOOL MANAGEMENT ASSOCIATION WORKERS' COMPENSATION INSURANCE
TRUST FUND

WHEREAS, the undersigned Member is a participant in and a party to the Declaration of Trust for the Maine School Management Association Workers' Compensation Insurance Trust Fund dated July 1, 1990 (the "Trust"); and

WHEREAS, the Trustees of said Trust have given their unanimous consent to certain amendments to said Declaration of Trust as set forth hereunder and authorized the execution of this Amendment of Declaration of Trust; and

WHEREAS, by his/her signature below, the signatory for the undersigned participant hereby certifies to the Trust that the governing body of the undersigned participant has consented to said amendments and authorized the execution of this Amendment of Declaration of Trust and that when executed and delivered is or will be a valid and binding obligation of the undersigned participant enforceable against the participant;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained in said Trust and pursuant to the provisions of Article XI of said Trust, the undersigned participant and the Trustees hereby agree that said Trust is amended as follows:

1. Section 2.1 of the Trust is hereby amended by deleting the words and numbers "39 M.R.S.A. § 1" in their entirety and to substitute therefor the words and numbers:

"39 M.R.S.A. §101"

2. Section 2.7 of the Trust is hereby amended by deleting the same in its entirety and substituting therefor the following:

"2.7 Member shall mean those entities which (1) are accepted as Members by the Trustees; (2) satisfy the requirements for eligibility contained in this Declaration of Trust; and (3) are entities whose income is excluded from gross income under Section 115 of the Internal Revenue Code including, without limitation, (A) public school units and (B) the State of Maine or any political subdivision thereof within the meaning of said Section 115."

3. Section 5.7 of the Trust is hereby amended by deleting the same in its entirety and substituting therefor the following:

“5.7 Each Member agrees to pay into the Trust Assets pursuant to the Program not less than 25% in the initial year of operation (or such other amount as the Trustees may require from time to time) of the annual premium amount due hereunder not later than the initial day of the year of the Program for which coverage will be offered.”

4. Section 6.2 of the Trust is hereby amended by deleting subsection (r) in its entirety and substituting therefor the following:

“(r) To make, execute and deliver as Trustees in respect of the Trust Assets any and all deeds, leases, mortgages, advances, contracts, waivers, releases, or other instruments (collectively, the “Documents”) in writing necessary or proper in connection with the exercise and implementation of the foregoing powers, and to delegate in writing to the Fund Administrator the power to make, execute and deliver, on behalf of the Trustees and the Trust, any and all such Documents;”

5. Section 6.2 of the Trust is hereby further amended by adding the following as new subsection (v):

“(v) To delegate in writing powers or duties of the Trustees to or among any one or more of the Trustees or to the Fund Administrator;”

This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, but such counterparts together shall constitute one and the same instrument.

Dated: 12/3, 2018

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year above written.

Sanford School Dept.
Participant's name

By: [Superintendent]
Authorized Signatory for Participant

[Signature]
Fund Trustee

[Signature]
Fund Trustee

[Business Mngt]
WITNESS

[Signature]
WITNESS

[Signature]
WITNESS

AMENDMENT OF
INDEMNITY AGREEMENT FOR MAINE
SCHOOL MANAGEMENT ASSOCIATION WORKERS' COMPENSATION INSURANCE
TRUST FUND

WHEREAS, the undersigned Member is a party to an Indemnity Agreement dated _____ (the "Agreement") with the trustees of Maine School Management Association Workers' Compensation Insurance Trust Fund (the "Trust");

WHEREAS, the Trustees of said Trust have given their unanimous consent to certain amendments to said Agreement as set forth hereunder and authorized the execution of this Amendment of Indemnity Agreement; and

WHEREAS, by his/her signature below, the signatory for the undersigned participant hereby certifies to the trustees that the governing body of the undersigned participant has consented to said amendments and authorized the execution of this Amendment of Indemnity Agreement and that when executed and delivered is or will be a valid and binding obligation of the undersigned participant enforceable against the participant;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained in said Agreement, the undersigned participant and the Trustees hereby agree that said Agreement is amended as follows:

1. Section 2.6 of the Agreement is hereby amended by deleting the same in its entirety and substituting therefor the following:

"(6) Member shall mean those entities which (1) are accepted as Members by the Trustees; (2) satisfy the requirements for eligibility contained in the Declaration of Trust; and (3) are entities whose income is excluded from gross income under Section 115 of the Internal Revenue Code including, without limitation, (A) public school units and (B) the State of Maine or any political subdivision thereof within the meaning of said Section 115."

2. Section 5.6 of the Agreement is hereby amended by deleting the first sentence in its entirety and substituting therefor the following:

"(6) The Compensation Fund operates on a fiscal year of twelve (12) calendar months beginning and ending on such dates in each year as is determined by the Trustees."

This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, but such counterparts together shall constitute one and the same instrument.

Dated: 12/3, 2018

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year above written.

Sanford School Dept
Participant's name

By: [Superintendent]
Authorized Signatory for Participant

[Business Mngpr]
WITNESS
[Signature]
WITNESS
[Signature]
WITNESS
[Signature]
WITNESS
[Signature]
WITNESS
[Signature]

[Signature]
Fund Trustee

[Signature]
Fund Trustee

[Signature]
Fund Trustee

[Signature]
Fund Trustee

[Signature]
Fund Trustee

[Signature]
Fund Trustee

[Signature]
Fund Trustee

Michelle DeLoach
witness

Wendy Douglas
witness

Policy Updates
Executive Summary – December 3, 2018

The following policies will be presented for a **“First Reading”**
on December 3, 2018

I. Policy JFCK: Student Use of Cell Phones and Electronic Devices

This policy has not been updated since 2009. We reviewed the recommended policy from Maine School Management Association and other similar policies from area York County schools. The School Committee held two workshops to discuss the policy on October 15, 2018 and October 29, 2018.

The following language has been added to the policy:

- **The Sanford School Committee recognizes that the use of personal communication devices by staff and students is a convenience that many families depend upon to keep in touch. Cellular phones and other electronic devices can play an important role in both student safety and learning.**
- **Devices may not be used in any manner that disrupts the educational process, is illegal or violates School Committee policies and/or school rules.**
- **Added “that students bring with them to school or school activities or use on school transportation.”** to what the Sanford School Department is not responsible for damage, loss or theft of such devices.
- **Added “and set out guidelines for courteous use of such devices within the school community”** to the Superintendent or designee will develop Administrative Procedures necessary to implement this policy

The following language has been eliminated from the policy:

- **Devices that may interrupt the teacher and other students are prohibited, unless for legitimate educational purposes expressly permitted or directly assigned by the classroom teacher.**

II. Policy JFCK: Student Use of Cell Phones and Electronic Devices – Administrative Procedures

The following language has been added to the policy or replaced existing language:

- Added “privately-owned” to electronic devices
- Listed the types of electronic devices to be included in the policy in the introduction so they didn’t have to be repeated throughout the policy and made sure to add “but are not limited to.”
- Students are prohibited from using privately-owned electronic devices at school or during school activities except when the teacher or building principal authorizes use for specific educational, health or safety purpose.
- Added “passing time” to appropriate times that devices may be used
- Electronic devices must be kept on “silent” or “vibrate” mode to avoid disrupting others and will be placed in a standard designated area, e.g. shoe bag, as determined by Superintendent and School Administration.

- K-4 students wishing to bring privately-owned devices to school will be required to have a signed release form from parent/guardian(s) in order to do so.
- The use of cameras, including camera phones or videorecorders, is strictly prohibited in locker rooms, bathrooms and other places where privacy is generally expected. In all other school locations, permission must be granted by a school employee before photographing, taking videos or recording another person. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social media / networking site or elsewhere.
- Students will be permitted to use electronic devices, except cameras, while riding school department transportation as long as the device(s) does not interfere with the safety and well being of others. If there is a violation of safety rules the device will be confiscated by the driver and given to the transportation coordinator. The device will be returned to the student's parent or guardian. The parent or guardian will come to the transportation office to receive the device.
- In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
- A building administrator may confiscate such devices for as long as necessary to complete their investigation. A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.
- **Students who violate School Committee policy, administrative procedure or school rules will be subject to disciplinary consequences which may include:**
 - Confiscation of the device **until the end** of the day.
 - **A conference with the student's parent/guardian**
 - Exclusion of the device from school for an extended period;
 - Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and student's **prior** disciplinary record.
 - **Referral to law enforcement.**
- The Sanford School Department is not responsible for damage, loss or theft of such devices that students bring with them to school or school activities or use on school transportation
- The Superintendent/designee may develop additional rules to implement this policy. The policy and rules will be communicated to students and parents through the student handbook and/or the student code of conduct.

The following language has been eliminated from the policy and replaced w/ other language:

- Students are prohibited from using Cell Phones or other electronic devices, as outlined above, at anytime during the school day unless these devices have been pre-approved by the school administration for use.

- The use of cameras, including camera phones or video recorders, is strictly prohibited in locker rooms, restrooms.

Recommended Motions

1. Motion to accept the first reading of **Policy JFCK: Student Use of Cell Phones and Electronic Devices**
2. Motion to accept the first reading of **Policy JFCK-R: Student Use of Cell Phones and Electronic Devices – Administrative Procedures**

(Proposed 12/3/18)

STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES

The Sanford School Committee recognizes that the use of personal communications devices by staff and students is a convenience that many families depend upon to keep in touch with each other. Cellular phones and other electronic devices can play an important role in both student safety and learning. The Sanford School Committee also believes that students learn best in schools free of unnecessary disruptions and that the school climate must remain conducive to learning. Devices may not be used in any manner that disrupts the educational process, is illegal or violates School Committee policies and/or school rules. Examples of such devices include, but are not limited to the following: cell phones, "smart phones," MP3 players, electronic games, cameras, laser pointers, digital messaging devices, tablets and other electronic devices with similar capabilities. The Sanford School Department is not responsible for damage, loss or theft of such devices that students bring with them to school or school activities or use on school transportation.

The Superintendent or designee will develop Administrative Procedures necessary to implement this policy and set out guidelines for courteous use of such devices within the school community.

Cross Reference: **JFCK-R** – Student Use of Cell Phones
and Electronic Devices Administrative Procedure

Approved: 9/21/09

DRAFT 10/30/18
STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES

The Sanford School Committee recognizes that the use of personal communications devices by staff and students is a convenience that many families depend upon to keep in touch with each other. Cellular phones and other electronic devices can play an important role in both student safety and learning. The Sanford School Committee also believes that students learn best in schools free of unnecessary disruptions and that the school climate must remain conducive to learning. ~~Devices that may interrupt the teacher and other students are prohibited, unless for legitimate educational purposes expressly permitted or directly assigned by the classroom teacher.~~ **Devices may not be used in any manner that disrupts the educational process, is illegal or violates School Committee policies and/or school rules.** Examples of such devices include, but are not limited to the following: cell phones, cameras, CD players, MP3 players, pagers, laser pointers, digital messaging devices, and other electronic devices with similar capabilities. The Sanford School Department is not responsible for damage, loss or theft of such devices **that students bring with them to school or school activities or use on school transportation..**

The Superintendent or designee will develop Administrative Procedures necessary to implement this policy **and set out guidelines for courteous use of such devices within the school community.**

Cross Reference: **JFCK-R** – Student Use of Cell Phones
and Electronic Devices Administrative Procedure

Approved: 9/21/09

STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES

The Sanford School Committee believes that students learn best in schools free of unnecessary disruptions and that the school climate must remain conducive to learning. Devices that may interrupt the teacher and other students are prohibited, unless for legitimate educational purposes expressly permitted or directly assigned by the classroom teacher. Examples of such devices include, but are not limited to the following: cell phones, cameras, CD players, MP3 players, pagers, laser pointers, digital messaging devices, and other electronic devices with similar capabilities. The Sanford School Department is not responsible for damage, loss or theft of such devices.

The Superintendent will develop Administrative Procedures and Rules necessary to implement this policy.

Cross Reference: **JFCK-R** – Student Use of Cell Phones
and Electronic Devices Administrative Procedure

Approved: 9/21/09

(Proposed 12/3/18)
STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES
ADMINISTRATIVE PROCEDURES

These procedures are established around student's use of cell phones and other privately-owned electronic devices. For the purpose of this policy and these procedures, electronic devices include, but are not limited to cell phones, "smart phones," MP3 players, electronic games, cameras, laser pointers, digital messaging devices, tablets and other electronic devices with similar capabilities.

1. Students are prohibited from using privately-owned electronic devices at school or during school activities except when the teacher or building principal authorizes use for specific educational, health or safety purpose. School administrators may designate appropriate times and places during which electronic devices may be used (e.g., during lunch periods, passing time, study halls or on school buses traveling to school activities). Electronic devices must be kept on "silent" or "vibrate" mode to avoid disrupting others and will be placed in a standard designated area, e.g. shoe bag, as determined by Superintendent and School Administration.
2. K-4 students wishing to bring privately-owned devices to school will be required to have a signed release form from parent/guardians in order to do so.
3. The use of cameras, including camera phones or videorecorders, is strictly prohibited in locker rooms, bathrooms and other places where privacy is generally expected. In all other school locations, permission must be granted by a school employee before photographing, taking videos or recording another person. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social media / networking site or elsewhere.
4. Students will be permitted to use electronic devices, except cameras, while riding school department transportation as long as the device(s) does not interfere with the safety and well being of others. If there is a violation of safety rules the device will be confiscated by the driver and given to the transportation coordinator. The device will be returned to the student's parent or guardian. The parent or guardian will come to the transportation office to receive the device.
5. Any use of electronic devices that violates any School Committee policy, administrative procedure or school rule is strictly prohibited. This includes, but is not limited to violations of the Student Code of Conduct, harassment, hazing, bullying, and cheating. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.
6. Students' privately-owned cell phones and electronic devices may be subject to search if there is reasonable suspicion that a student is violating School Committee policies, procedures or school rules, or engaging in other misconduct and that the

device may contain relevant evidence. A building administrator may confiscate such devices for as long as necessary to complete their investigation. A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.

7. Students who violate School Committee policy, administrative procedure or school rules will be subject to disciplinary consequences which may include:
 - a. Confiscation of the device until the end of the day.
 - b. A conference with the student's parent/guardian;
 - c. Exclusion of the device from school for an extended period;
 - d. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and student's prior disciplinary record.
 - e. Referral to law enforcement.

8. The Sanford School Department is not responsible for damage, loss or theft of such devices that students bring with them to school or school activities or use on school transportation

The Superintendent/designee may develop additional rules to implement this policy. The policy and rules will be communicated to students and parents through the student handbook and/or the student code of conduct.

Cross Reference: JFCK – Student Use of Cell Phones and Electronic Devices
 [JIC](#) – System Wide Student Code of Conduct
 [ACAA](#) – Harassment and Sexual Harassment of Students
 [ACAD](#) – Hazing
 [JICK](#) - Bullying

Approved: 9/21/09

DRAFT (10/30/18)
STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES
ADMINISTRATIVE PROCEDURES

These procedures are established around student's use of cell telephones and other **privately-owned** electronic devices. **For the purpose of this policy and these procedures, electronic devices include, but are not limited to** cell phones, "smart phones," iPods, MP3 players, ~~handheld computers/PDAs~~, electronic games, cameras, laser pointers, digital messaging devices, and other electronic devices with similar capabilities.

1. ~~Students are prohibited from using Cell Phones or other electronic devices, as outlined above, at anytime during the school day unless these devices have been pre-approved by the school administration for use.~~ **Students are prohibited from using privately-owned electronic devices at school or during school activities except when the teacher or building principal authorizes use for specific educational, health or safety purpose.** School administrators may designate appropriate times and places during which electronic devices such as MP3 players and other listening devices may be used (e.g., during lunch periods, **passing time**, study halls or on school buses traveling to school activities). **Electronic devices must be kept on "silent" or "vibrate" mode to avoid disrupting others and will be placed in a standard designated area, e.g. shoe bag, as determined by Superintendent and School Administration.**
2. **K-4 students wishing to bring privately-owned devices to school will be required to have a signed release form from parent/guardians in order to do so.**
3. **The use of cameras, including camera phones or videorecorders, is strictly prohibited in locker rooms, bathrooms and other places where privacy is generally expected. In all other school locations, permission must be granted by a school employee before photographing, taking videos or recording another person. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social media / networking site or elsewhere.**
4. **Students will be permitted to use electronic devices, except cameras, while riding school department transportation as long as the device(s) does not interfere with the safety and well being of others. If there is a violation of safety rules the device will be confiscated by the driver and given to the transportation coordinator. The device will be returned to the student's parent or guardian. The parent or guardian will come to the transportation office to receive the device.**
5. **Any use of cellular telephones and other electronic devices that violates any School Committee policy, administrative procedure or school rule is strictly prohibited. This includes, but is not limited to violations of the Student Code of Conduct, harassment, hazing, bullying, and cheating. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.**

6. Students' privately-owned cell phones and electronic devices may be subject to search if there is reasonable suspicion that a student is violating School Committee policies, procedures or school rules, or engaging in other misconduct and that the device may contain relevant evidence. **A building administrator may confiscate such devices for as long as necessary to complete their investigation. A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.**
- ~~7. The use of cameras, including camera phones or video recorders, is strictly prohibited in locker rooms, restrooms.~~
8. ~~Students violating these rules will be subject to discipline, which may include, but not limited to:~~ **Students who violate School Committee policy, administrative procedure or school rules will be subject to disciplinary consequences which may include:**
- ~~Confiscation of the device for the remainder~~ **until the end** of the day.
 - A conference with the student's parent/guardian**
 - Exclusion of the device from school for an extended period;
 - Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and student's **prior** disciplinary record.
 - Referral to law enforcement.**
9. ~~The Sanford School Department will not be liable for any damage, lost, stolen, or broken cellular phones or other electronic devices.~~ **The Sanford School Department is not responsible for damage, loss or theft of such devices that students bring with them to school or school activities or use on school transportation**

The Superintendent/designee may develop additional rules to implement this policy. The policy and rules will be communicated to students and parents through the student handbook and/or the student code of conduct.

Cross Reference: JFCK – Student Use of Cell Phones and Electronic Devices
[JIC](#) – System Wide Student Code of Conduct
[ACAA](#) – Harassment and Sexual Harassment of Students
[ACAD](#) – Hazing
[JICK](#) - Bullying

Approved: 9/21/09

STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES ADMINISTRATIVE PROCEDURES

These procedures are established around student's use of cellular telephones and other electronic devices including, but not limited to CD players, cameras, MP3 players, pagers, laser pointers, digital messaging devices, and other electronic devices with similar capabilities.

1. Students are prohibited from using Cell Phones or other electronic devices, as outlined above, at anytime during the school day unless these devices have been pre-approved by the school administration for use.
2. Any use of cellular telephones and other electronic devices that violates any School Committee policy, administrative procedure or school rule is strictly prohibited. This includes, but is not limited to violations of the Student Code of Conduct, harassment, hazing, bullying, and cheating.
3. Cell Phones and Electronic devices may be subject to search if there is reasonable suspicion that a student is violating School Committee policies, procedures or school rules, or engaging in other misconduct.
4. The use of cameras, including camera phones or video recorders, is strictly prohibited in locker rooms, restrooms.
5. School administration may assign appropriate times and places that electronic devices such as MP3 players and other listening devices may be used during the school day.
6. Students violating these rules will be subject to discipline, which may include, but not limited to:
 - a. Confiscation of the device for the remainder of the day.
 - b. Exclusion of the device from school for an extended period;
 - c. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and student's disciplinary record.
7. The Sanford School Department will not be liable for any lost, stolen, or broken cellular phones or other electronic devices.

Cross Reference: JFCK – Student Use of Cell Phones and Electronic Devices
[JIC](#) – System Wide Student Code of Conduct
[ACAA](#) – Harassment and Sexual Harassment of Students
[ACAD](#) – Hazing
[JICK](#) - Bullying

Approved: 9/21/09