

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
Monday, September 10, 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 Elect
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. 5 PM Executive Session, 8/13/18 (Attachment D.1.)
2. 6 PM Summer Meeting, 8/13/18 (Attachment D.2.)

Recommendation: To approve the minutes as presented.

E. Public Comments

F. Communications

1. Summer Food Service Program Administrative Review (Attachment F.1.)
2. Food Service Equipment Assistance Grant (Attachment F.2.)
3. Certificate of Final Funding (Attachment F.3.)

G. Committee Reports

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

Sanford School Committee Meeting Agenda

September 10, 2018

H. Superintendent's Report

1. School Opening Review
2. Students Representatives' Reports
3. Field Trips
 - i. Landscaping/Horticulture/FFA to Big E in Springfield, MA for competition from September 14 – September 16, 2018

I. Directors' Reports

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

J. New Business

1. RFQ for Bread Contract – Gwen Bedell
Revisiting June 2018 Bread Bid Award
Recommendation: To cancel the Lepage Bakeries Bread Bid and accept the Fantini Bakery Bread Bid as proposed.
2. Prom 2019 Location – Matt Petermann
Recommendation: To approve Spring Hill in South Berwick as the venue for the SHS Prom on May 18, 2019.
3. Amendment to the 2018/2019 and 2019/2020 Ed Tech Collective Bargaining Agreement Wage Scales – Gwen Bedell (Attachment J.3.)
Recommendation: to approve the 2018/2019 and 2019/2020 revised wage scales as presented.

K. Old Business

1. 2018/2019 School Committee Meeting Schedule Revision (Attachment K.1.)
January 2019 meeting dates amended to accommodate Martin Luther King Day holiday
Recommendation: To approve the revised 2018/2019 School Committee Meeting Schedule as presented.

L. Resignations

1. Superintendent Theoharides will announce the following resignation(s).

Paula Ayers	Ed Tech II Special Ed	CJL	Eff. 8/31/18
Scott Keeney	Varsity Swim Coach	SHS	Eff. 8/31/18
Zach Lemelin	7 th Grade Boys Basketball	SJHS	Eff. 8/31/18
Heather Levasseur	7 th Grade Girls Basketball	SJHS	Eff. 8/31/18
Brianne Ryan	Ed Tech I Special Ed	SJHS	Eff. 8/31/18
Stephanie Simpson	Ed Tech II special Ed	MCS	Eff. 9/14/18

Sanford School Committee Meeting Agenda

September 10, 2018

M. Staff Appointments

1. Superintendent Theoharides will announce the following appointment(s).

Jessica Anderson	Ed Tech II, Special Ed	MCS	new position
Jordan Godin	Ed Tech II, Special Ed	Willard	replacement
Heidi Hammerle	Ed Tech II, Special Ed	SHS	replacement
Anne Lantagne	Ed Tech II, Special Ed	SHS (Bridge)	replacement
Kathleen Lemon	Ed Tech II, Special Ed	Willard	replacement
Daniel May	Custodian, 2 nd shift	SHS	new position
Shaun Rowe	Custodian, 2 nd shift	SHS	new position
Ronald St. Jean	Custodian, 2 nd shift	SHS	new position
Christine Tovey	Ed Tech II, Special Ed	SJHS	replacement
Clarence Turner III	Custodian, 2 nd shift	SHS	new position

2. Superintendent Theoharides will announce the following fall coaching appointments.

Mike Fallon	SHS	Head Football Coach
Zach Lemelin	SHS	Assistant Football Coach
Richard Wilkins	SHS	Assistant Football Coach
Mark Boissonneault	SHS	Assistant Football Coach
Mike Kane	SHS	Freshman Football Coach
Bruce Lapham	SHS	Asst. Freshman Football Coach
Laken Kerrigan	SHS	Cross Country Coach
Rossie Kearson	SHS	Golf Coach
Diana Walker	SHS	Head Field Hockey Coach
Nancy Neubert	SHS	Asst/JV Field Hockey Coach
Tim Fecteau	SHS	Head Boys Soccer Coach
Patrick Voter	SHS	Asst/JV Boys Soccer Coach
Ellie Arsenault	SHS	Head Girls Soccer Coach
Kelly Foley	SHS	Asst/JV Girls Soccer Coach
Kendra O'Connell	SHS	Cheerleading Coach (Fall)
Lindsay Callahan	SHS	Head Girls Volleyball Coach
Erin Fraser	SJHS	7 th Grade Head Field Hockey Coach
Judy Martin	SJHS	8 th Grade Head Field Hockey Coach
Diana Allen	SJHS	7 th & 8 th Grade Cross Country Coach
Nate Mann	SJHS	7 th Grade Girls Soccer Coach
Dave McCall	SJHS	8 th Grade Girls Soccer Coach
Ryan Camire	SJHS	7 th Grade Boys Soccer Coach
Josh Allen	SJHS	8 th Grade Boys Soccer Coach
Nate Mann	SJHS	Athletic Liaison

N. Staff Transfers

1. Superintendent Theoharides will announce the following transfer(s).

Amy Beyea	From SHS Nurses Office Ed Tech I	To SHS Medical Administrative Assistant	Effective 9/1/18
Jennifer Daniels	From Willard Grade 5 Teacher	To District K-4 Math Coach	Eff: TBD
Neisha McGuckin	From Ed Tech II Special Ed Resource Room at CJL	To Ed Tech II Special Ed Resource Room at SJHS	Effective 9/1/18

Sanford School Committee Meeting Agenda

September 10, 2018

O. Staff Nominations

1. Per School Committee vote on June 4, 2018 allowing the Superintendent to offer contracts to teachers to fill vacancies during the summer of 2018, contracts have been extended to the candidates listed below

Josh Allen	Grade 5 (long term sub)	CJL	replacement
Kristan Curtis	Grade 4	Willard	replacement
Christopher Jenev	Science	SHS (Alt School)	replacement
Amy Laroche	Grade 5	Willard	replacement
Kristen O'Connor	Kindergarten	CJL	replacement
Katie Perreault	Special Education	SJHS	Replacement
Susan Sinnott	Kindergarten, special ed	CJL	new
Katie Strait	Science	SJHS	replacement

2. Superintendent Theoharides will nominate the following professional staff for an administrative contract:

Sherri Baron	Principal	Carl J. Lamb School	Eff. TBD	Replacement
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Recommendation: To approve the nomination as presented.

P. Policies None

Q. Items for Future Agenda(s)

1. Cell phone use in classrooms (October)

R. Calendar Announcements

Monday, September 24, 2018	Regular Meeting	6:00 pm	City Council Chambers
Monday, October 1, 2018	Regular Meeting	6:00 pm	City Council Chambers
Monday, October 15, 2018	Regular Meeting	6:00 pm	City Council Chambers

S. Adjournment

1. **Recommendation:** To adjourn at _____.

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, August 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, Scott Sheppard, Emily Sheffield, Kendra Williams

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Matt Petermann, SHS Principal
Troy Watts, SHS Assistant Principal
Brent Coleman, Outreach Worker

Guests present: Student
Parents
JCCO Officer

A. Call to Order Time: 5:07 pm

B. Executive Session Student Matter

1. Motion by Mr. Sheppard: **To enter Executive Session to consider the re-admission of a student to Maine public schools pursuant to 1 MRSA § 405(6)(B) at 5:07 pm.**
Motion seconded by Mrs. Williams. Motion carried 5 to 0.
2. Motion by Mr. Sheppard: **To exit Executive Session at 5:58 pm.**
Motion seconded by Mrs. Williams. Motion carried 5 to 0.
Public Session:
3. Motion by Mr. Sheppard: **The School Committee has discussed the information presented regarding the student's request and found it to be credible and the behavior that resulted in the student being expelled will not likely recur. Based on that information, The Sanford School Committee readmits the student to Sanford High School under the following conditions: Student must meet with Outreach Worker Brent Coleman twice per week and follow all recommendations; student must attend school regularly and on time; student must follow all school rules and not incur any behavioral problems; student must remain in good academic standing and student will be subject to hallway and pass restrictions levied by SHS administrators. In addition, the superintendent will provide the student and parents with a written notice of the School Committee's findings and conclusions.**
Motion seconded by Mr. Mapes. Motion carried 4 to 1.

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 6:01 pm.**
Mrs. Williams seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

John Roux, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, August 13, 2018 ~ 6:00 pm**

Note: Meeting was 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: None

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Gwen Bedell, Business Administrator
Bernie Flynn, Curriculum Director
Sherri Baron, Teacher Leader
Beth Letourneau, SHS Guidance Director

A. Call to Order Time: 6:15 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes

1. Workshop, April 2, 2018, 6 pm (Attachment D.1.)
2. Regular Meeting, April 2, 2018, 7 pm (Attachment D.2.)
3. Workshop, April 23, 2018, 5:15 pm (Attachment D.3.)
4. Regular Meeting, April 23, 2018, 6 pm (Attachment D.4.)
5. Workshop, May 7, 2018, 6 pm (Attachment D.5.)
6. Regular Meeting, May 7, 2018, 7:15 pm (Attachment D.6.)
7. Regular Meeting, May 21, 2018, 6 pm (Attachment D.7.)
8. Regular Meeting, June 4, 2018, 7 pm (Attachment D.8.)
9. Regular Meeting, June 18, 2018, 6 pm (Attachment D.9.)

Motion by Mr. Sheppard: **To approve the minutes as presented.**
Motion seconded by Mr. Mapes. Motion carried 5 – 0.

E. Public Comments None

F. Communications None

School Committee Meeting Minutes

August 13, 2018

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Construction Project
 1. Proposed timeline update
 2. First game scheduled for 8/31/18
 - ii. Elementary Construction Projects
 1. Project scope adjusted to meet state budget of \$42,999
 2. Meeting for Building Committee in next two weeks with Harriman
 3. MCS construction under way
 4. SHS renovation to begin in October

H. Superintendent's Report

1. Student Representatives' Reports – none
2. Thank you to Sanford Fire Department for their help cleaning up at SJHS after a sprinkler head malfunctioned on Sunday

I. Directors' Reports

1. Business Administrator Gwen Bedell
 - i. Purchase orders for new equipment at SHS/SRTC
2. Assistant Superintendent Matt Nelson
 - i. Carl J. Lamb School Principal Search
3. Director of Curriculum Bernie Flynn
 - i. Comprehensive Needs Assessment

J. New Business

1. Substitute Pay Rates
 - i. Due to mandatory minimum wage increases, our substitute rates will need to increase to meet the law ([Attachment J.1.](#))
Motion by Mr. Sheppard: To approve new substitute pay rates effective 9/1/18 as proposed.
 Motion seconded by Mr. Mapes. Motion carried 5 – 0.
2. 2018/2019 School Committee Meeting Schedule ([Attachment J.2.](#))
Motion by Mr. Sheppard: To adopt the bid the 2018/2019 School Committee Meeting Schedule as proposed but move the 9/17/18 meeting to 9/24/18 to allow time for Proficiency Based Learning feedback.
 Motion seconded by Mrs. Williams. Motion carried 5 – 0.

K. Old Business

1. Discussion regarding changes in Maine Dept. of Education Proficiency Based Diploma requirements
Motion by Mr. Sheppard: To table this discussion until 9/24/18.
 Motion seconded by Mrs. Williams. Motion carried 5 – 0.

School Committee Meeting Minutes

August 13, 2018

L. Resignations

1. Superintendent Theoharides announced the following resignations:

Marie Cashin	Ed Tech II	Willard	Eff. 8/31/18
Kaileigh Drake	Grade 1 Teacher	Willard	Eff. 8/31/18
Sam Gallagher	Varsity Girls Soccer Coach	SHS	Eff. Nov. 2017
Tracy Gibson	Social Studies Teacher	SHS – Alt School	Eff. 8/31/18
Jessica Golden	Science Teacher	SJHS	Eff. 8/31/18
Jessica Halfacre	Ed Tech II	Willard	Eff. 8/31/18
Tracie Hallissey	Grade 5 Teacher	Willard	Eff. 8/31/18
Anders Larson	Social Studies Dept. Chair	SJHS	Eff. 8/31/18
Nate Mann	Health/PE Dept. Chair	SJHS	Eff. 8/31/18
Michael O’Neil	Ed Tech II	Willard	Eff. 8/31/18
Samantha Trostle	Grade 5 Teacher	Willard	Eff. 8/31/18
Karen Utgard	Health Occ Teacher	SRTC	Eff. 8/31/18

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Steve Bussiere	Assistant Superintendent	District	Eff. TBD	Replacement
Tyler Coleman	Ed Tech III	SJHS	Eff. 8/29/18	Replacement
Samantha Farley	Ed Tech III	SJHS	Eff. 8/29/18	Replacement
Tyler Flayhan	Long term sub – PE/Health Teacher	SJHS	Eff. 9/5/18	Replacement
Conor Larsen	Assistant Facilities Director	District	Eff. TBD	New
Angela Mitchell	Kitchen Personnel	Central Kitchen	Eff. 8/27/18	Replacement
Alexia Ortega	Ed Tech II	Willard	Eff. 8/29/18	Replacement
Madeline Penney	Ed Tech I	SJHS	Eff. 8/29/18	Replacement

School Committee Meeting Minutes

August 13, 2018

2. Superintendent Theoharides announced the following Extended School Year Program appointments:

Kristen Daly	Teacher
Suzanne Gagnon	Teacher
Ann Hall	Teacher
Tammy Hilton	Teacher
Lisa Miller	Teacher
Ashley Ogden	Teacher
Jed Russell	Teacher
Amy Williams	Teacher
Lisa Bernier	Ed Tech I
Amy Beyea	Ed Tech I
Hannah Burgess	Ed Tech I
Cynthia Magill	Ed Tech I
Jeffrey Magill	Ed Tech I
Madeline Penney	Ed Tech I
Tiffani Bourque	Ed Tech II
Erin Campbell	Ed Tech II
Rebecka Davis	Ed Tech II
Deanna Faunce	Ed Tech II
Vickey Treadwell	Ed Tech II
Brody Ford	Ed Tech III
Stephanie Monahan	Ed Tech III
Kelly Presby	Ed Tech III
Lisa Silva	Ed Tech III
Meaghan Stewart	Ed Tech III

School Committee Meeting Minutes

August 13, 2018

N. Staff Transfers

1. Superintendent Theoharides announced the following transfers:

Heidi Butler	From SJHS Special Ed Teacher	To IEP Coordinator at SHS	Eff. 9/1/18
Michael Fallon	From SHS Social Studies Teacher	To SHS Attendance Coordinator/Social Studies Teacher	Eff. 9/1/18
Jane Maltese	From Central Kitchen Personnel 5/hours/day	To Central Kitchen Personnel 6.5/hours/day	Eff. 6/20/18
Megan Nadeau	From Willard Grade 4 Teacher	To Willard Grade 1 Teacher	Eff. 9/1/18
Anthony Papa	From SHS 2 nd shift custodian	To SJHS 2 nd shift custodian	Eff. 6/25/18
Robert Rothwell	From CJL ELL Teacher	To CJL Title I Literacy Teacher	Eff. 9/1/18
Brianne Ryan	From SJHS Ed Tech I	To SHS Ed Tech I	Eff. 9/1/18
Marie Sclafani	From Willard Grade 4 Teacher	To District Title I Literacy Coach	Eff. 9/1/18
Robin Tucker Gahm	From SHS Ed Tech III	To Willard Ed Tech III	Eff. 9/1/18
Roland Vermette	From SHS 2 nd shift custodian	To SJHS 2 nd shift custodian	Eff. 6/25/18

School Committee Meeting Minutes

August 13, 2018

O. Staff Nominations

1. Per School Committee vote on June 4, 2018 allowing the Superintendent to offer contracts to teachers to fill vacancies during the summer of 2018, contracts have been extended to the candidates listed below:

Ellen Barry	Health Occupations Instructor	SRTC	9/1/18	Replacement
Tricia Boivin	Grade 4 Teacher	Willard	9/1/18	Replacement
KyleAnn Brickett	Social Studies Teacher	SHS – Alt School	9/1/18	Replacement
Janet Carter	Grade 6 Science Teacher	SJHS	9/1/18	Replacement
Theresa Daigle	K-12 ELL Teacher	District	9/1/18	Replacement
Susanne Dompkowski	Library Specialist	Willard	9/1/18	Replacement
Paul Dugas	Automotive Collision Repair Instructor	SRTC	9/1/18	New
Amos Dunlap	ELA Teacher	SHS	9/1/18	Replacement
Brittany Eaton	Cosmetology Instructor	SRTC	9/1/18	New
Diane Emerson-Holm	Health Occs Teacher	SRTC	9/1/18	Replacement
Kelly Foley	ELA Teacher	SHS	9/1/18	Replacement
Ethan Gouin	Grade 5 Teacher	Willard	9/1/18	Replacement
Amy Humphrey	School Nurse	Lafayette	9/1/18	Replacement
Amy Lamb	Special Ed Teacher	CJL	9/1/18	Replacement
Lindsey Morton	Grade 3 Teacher	CJL	9/1/18	Replacement
Kristen O'Connor	Kindergarten Teacher	CJL	9/1/18	Replacement
Rebecca Pope	Science Teacher	SHS	9/1/18	Replacement
Paul Santamore	Guidance Counselor	SHS	9/1/18	Replacement
Christen Suratt	Special Ed Teacher	MCS	9/1/18	Replacement
Alisha Sleboda	Grade 6 ELA/Social Studies	SJHS	9/1/18	Replacement
Devyn Thomson	Kindergarten Teacher	Lafayette	9/1/18	Replacement
Christopher Titone	Science Teacher	SHS	9/1/18	Replacement
Alex Welch	PE Teacher	Willard	9/1/18	Replacement
Ashley Wyman	Grade 5 Teacher	Willard	9/1/18	Replacement

P. Policies None

Q. Items for Future Agenda(s)

1. Cell phone use in classrooms (October)

School Committee Meeting Minutes

August 13, 2018

R. Calendar Announcements

S. Adjournment

Ms. Sheffield made a motion **to adjourn at 7:12 pm.**
Mrs. Williams seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

John Roux, School Committee Chair

David Theoharides, Superintendent



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

Attachment F.1.
8-5-18
Copy - Communicat.
SC.

PAUL R. LEPAGE
GOVERNOR

Report of SFSP Administrative Review
Date Reviewed: July 25, 2018

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

I. PURPOSE OF REVIEW:

The Summer Food Service Program Administrative Review consists of two parts, an on-site review and claim validation review. An on-site review of the Sanford Public Schools Summer Food Service Program was conducted by Michele Bisbee and Adriane Ackroyd on July 25, 2018. Lunch service was observed. Our examination was completed in accordance with 7 CFR Part 225.7 of the Federal Register and Maine Department of Education Child Nutrition policies and procedures.

II. SPONSOR: Sanford Public Schools

III. SITE(S) REVIEWED: Sanford-Springvale YMCA

Findings:

None

Observations:

Upon review, it was discovered that one of the sites was listed as enrolled. This is an open site and it was corrected within the system while we were on site for the review.

Corrective Action Required:

None

SUMMARY:

Holly Hartley does a great job running her program. The paperwork is very well organized and her sites are well managed. Her staff are very skilled and efficient, being able to produce the food and get it out of one central kitchen in a timely manner for seven sites.

EXIT CONFERENCE: At the completion of the onsite Administrative Review, existing observations were discussed with Holly Hartley, Food Service Director.

The second portion of the review will consist of verification of the claim for reimbursement and corresponding documentation once the claim has been filed. The on-site portion of the review is completed. The review will be closed upon completion of the claim review.

If you have any questions, please do not hesitate to contact Michele Bisbee at 624-6708 or michele.bisbee@maine.gov.

Thank you for your participation in the Summer Food Service Program and continuing to provide nutritious meals to Maine children.

Prepared by: Michele Bisbee, Child Nutrition Consultant

Sincerely,

Joanne Allen
Director of School Finance & Operations

JA/MLB/sjs

cc: Holly Hartley

sanford
RECEIVED
AUG - 6 2018
School Department



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

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

PAUL R. LEPAGE
GOVERNOR

August 20, 2018

Sanford Public Schools
917 Main St, Suite 200
Sanford ME 04073

Dear Superintendent Theoharides:

The application for Food Service Equipment has been reviewed. We are pleased to inform you that Carl J Lamb School has been approved for the following: Cres Cor Heating Cabinet, item number H-137-SUA-12D.

will be reimbursed \$4788.85 or cost for the approved item, whichever is lower.

Enclosed is an approved copy of your Food Service Equipment Assistance Application. Kindly place this in your files. If it becomes necessary to make any changes in items specified on the approved application, submit a letter or call requesting approval before the change is made. Only approved items can be reimbursed.

In order to activate payment, the following steps must be carried out:

- 1. Notify the Department of Education, Child Nutrition Services office if you accept the grant, within ten days of the date on this letter.**
- 2. Sign and return the enclosed Food Service Equipment Assistance Agreement.**
- 3. Complete and return the enclosed claim form when the equipment is received and operational at your site.**
- 4. Attach a copy of the paid bill, invoice or other evidence of purchase to support the claim for equipment reimbursement.**

Please purchase the approved equipment as soon as possible. We encourage purchases and installation from Maine suppliers when available. All claims must be submitted for payment prior to November 2, 2018. If there will be difficulty in complying with this, please contact me at (207) 624-6875 or e-mail: walter.beesley@maine.gov prior to the deadline.

Sincerely,

A handwritten signature in cursive script that reads "Walter Beesley".

Walter Beesley
Child Nutrition Coordinator

WB/MB/pn



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

PAUL R. LEPAGE
GOVERNOR

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

August 20, 2018

Sanford Public Schools
917 Main St, Suite 200
Sanford ME 04073

Dear Superintendent Theoharides:

The application for Food Service Equipment has been reviewed. We are pleased to inform you that Margaret Chase Smith School has been approved for the following: Cres Cor Heating Cabinet, item number H-137-SUA-12D.

will be reimbursed \$4788.85 or cost for the approved item, whichever is lower.

Enclosed is an approved copy of your Food Service Equipment Assistance Application. Kindly place this in your files. If it becomes necessary to make any changes in items specified on the approved application, submit a letter or call requesting approval before the change is made. Only approved items can be reimbursed.

In order to activate payment, the following steps must be carried out:

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- 2. Sign and return the enclosed Food Service Equipment Assistance Agreement.**
- 3. Complete and return the enclosed claim form when the equipment is received and operational at your site.**
- 4. Attach a copy of the paid bill, invoice or other evidence of purchase to support the claim for equipment reimbursement.**

Please purchase the approved equipment as soon as possible. We encourage purchases and installation from Maine suppliers when available. All claims must be submitted for payment prior to November 2, 2018. If there will be difficulty in complying with this, please contact me at (207) 624-6875 or e-mail: walter.beesley@maine.gov prior to the deadline.

Sincerely,

A handwritten signature in cursive script that reads "Walter Beesley".

Walter Beesley
Child Nutrition Coordinator

WB/MB/pn

**MAINE DEPARTMENT OF EDUCATION
FOOD SERVICE EQUIPMENT ASSISTANCE
INFORMATION SHEET**

- Cost must be \$1,000.00 or greater (One Thousand Dollars and No Cents) per piece
- Priority must be given to schools exceeding 50% or more free and reduced eligibility
- Funding requests may include installation and transportation
- Funding is intended only for lunch program equipment. However, other Child Nutrition programs can benefit from it.
- The school is ineligible if the school received Federal equipment assistance funds previously.

- **To apply for equipment assistance the SAU must return by close of business July 26, 2018:**
 - At least two (prefer three) written price quotes for the same make/model of equipment
 - Completed application form
 - Supplements to application form

-
- **Scoring will include:**
 - Number of students at least 50% eligible for free and reduced. 40%
 - Improve quality of lunch meals. 15%
 - Improve safety of the NSLP. 15%
 - Improve overall energy efficiency 10%
 - Optimal use of other Federal grants & programs 5%
 - Ability to meet reporting obligations 5%
 - Maximize scoring by including as many categories as possible

-
- **To receive the money after approval, the SAU must return by deadline date: November 2, 2018**
 - Signed agreement
 - Completed equipment assistance claim form
 - Paid invoice(s) for the approved equipment

-
- Total amount available is \$85,710 (Eighty Five Thousand Seven Hundred and Ten Dollars)
 - Applications will be scored based on criteria indicated above
 - Scores will include agency representation and local representation
 - Awarded districts will be notified on 7/25/18. The State Agency must receive the claim and contract by deadline date 11/02/18, no exceptions

Web address to stay current and find materials

<http://www.state.me.us/education/sfs/equip.html>



Attachment F.2 Quotation


07/02/2018

To:
Sanford School Lunch
Holly Hartley

Project:
Carl J. Lamb School - Crescor
Cabinet

From:
C. Caprara Food Service Equip.
Lisa Ouellette
PO Box 140
Winthrop, ME 04364-0140
(207)395-2405
(207)395-5667 (Contact)

Project: 22840

Item	Qty	Description	Sell	Sell Total
1	1 ea	MOBILE HEATED CABINET Cres Cor Model No. H-137-SUA-12D Cabinet, Mobile Heated, insulated, top-mount heater assembly, recessed push/pull handles, magnetic latch, (12) sets chrome plated wire universal angle slides for 12" x 20" thru 18" x 26" pans on 4-1/2" centers, adjustable 1-1/2" centers, reversible dutch doors, (4) heavy duty 5" swivel casters (2) braked, anti-microbial latches, stainless steel construction, NSF, cCSAus, ENERGY STAR® 	\$4,478.00	\$4,478.00
	1 ea	Standard Warranty: 1 yr labor with 3 yr parts warranty		
	1 ea	120v/60/1-ph, 1500 w, 12.0 amp, 10 ft power cord, NEMA 5-15P, standard		
	1 ea	Right-hand door swing, standard		
			Freight:	\$325.00
			ITEM TOTAL:	\$4,803.00
2		NOTE: SHIPPING FROM THE FACTORY HAS BEEN ESTIMATED AND WILL BE BILLED CORRECTLY AT TIME OF INVOICING		
			Total	\$4,803.00

INSULATED STAINLESS STEEL HOT CABINET MODEL H-137-SUA-12D

FEATURES AND BENEFITS:

- Fully insulated hot cabinet keeps prepared foods at serving temperatures.
- Powerful, yet efficient, 1500 Watt heating system maintains the right temperature to properly hold products. Heats up to 200°F (93°C).
- Standard solid state electronic control with large, clear, easy-to-read and operate LED digital display to ensure holding at precise food temperature.
- Internal frame in body maintains structural rigidity.
- Stainless steel construction throughout for ease of cleaning. One piece extended base protects cabinet body.
- Smooth interior coved corners prevent food particle/grease buildup.
- Safety-conscious anti-microbial latches protect against spreading germs.
- Field reversible insulated Dutch doors prevent temperature loss. Silicone door gaskets for proper seal.
- Standard with right hand hinging; left hand hinging available upon request.
- High temperature ceramic magnetic latches for "easy open"; twist-lock catch secures door during transport.
- Recessed push/pull handles on both sides prevent damage to walls; allows easy maneuvering.
- Twelve sets of chrome plated wire universal angles accommodate a large variety of pan sizes on adjustable 1-1/2" centers.
- Heavy duty 5" swivel casters, two with brakes. Provides mobility when fully loaded.



H-137-SUA-12D



Standard solid state electronic control with large, clear, easy-to-read and operate LED digital display to ensure holding at precise food temperature

ACCESSORIES and OPTIONS (Available at extra cost):

- Tempered Glass Door Windows
- Key Lock Handles
- Lock Hasp
- Extra Universal Angles
- Change from standard chrome plated wire angles to angles designed for transporting
- Corner Bumpers
- Perimeter Bumper
- Rear Push Handle
- Bail Handles
- Various Caster Options
- Removable Cord Set
- 208 or 240 Volt Service
- Upgrade to 2000 Watts Power Unit
- HACCP Documentation (Built-in USB port)

See page B-20 for accessory details.





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

August 24, 2018



David Theoharides
Superintendent of Schools
Sanford Public Schools
917 Main St. Suite 200
Sanford, ME 04073

RE: Certificate of Final Funding Approval for School Construction

Dear Superintendent Theoharides:

Congratulations on receiving Final Funding Approval for the PreK-8 School construction projects. A copy of the *Certificate of Final Funding Approval for School Construction* is attached along with a copy of the *Final Funding Approval Budget*.

As a reminder, approved budget amounts are only estimates until the project has been completed and line item amounts have been finalized.

If you have any questions, please contact me at 624-6883 or scott.brown@maine.gov.

Sincerely,

A handwritten signature in blue ink that reads "Scott E. Brown".

Scott Brown
Director of School Facilities

Enclosures: 2

cc: Joanne Allen, Director of Finance and Operations
Paula Gravelle, School Finance Coordinator
Denise Towers, Fiscal Compliance Coordinator
Toni Reed, Program Officer, MMBB



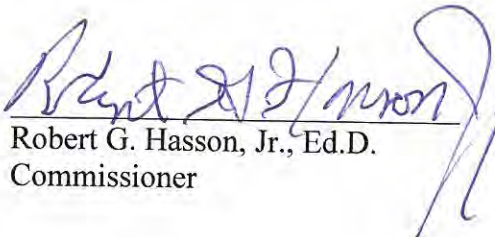
CERTIFICATE OF FINAL FUNDING APPROVAL FOR SCHOOL CONSTRUCTION

This Certificate of Final Funding Approval for School Construction is issued to Sanford for the PreK-8 Elementary School construction projects subject to rules of the State Board of Education governing school construction.

1. Sanford is eligible for construction aid for the proposed project pursuant to Title 20-A M.R.S., Chapter 609;
2. The total approved cost for this project will not exceed \$42,999,125;
3. The total bonded amount for this project will not exceed \$42,999,125;
4. An amount not to exceed \$42,999,125 will be included in subsidized debt service;
5. The local only share of the budget will not exceed \$0;
6. The amount of other funding including gifts and grants will not exceed \$0;
7. Bonding for this project will be for a period of 20 years;
8. The bond sale date for this project is Fall 2018; and
9. The state share percentage of operating costs for the City of Sanford, as defined in 20-A M.R.S. Section 15672(31), for the 2016-2017 school year was 65.74%.

The sale of bonds may be secured through the Maine Municipal Bond Bank or other banking institution equipped to sell bonds. Sale of these bonds must be in accordance with all applicable statutes and regulations.

Dated this 24th day of August 2018


 Robert G. Hasson, Jr., Ed.D.
 Commissioner

State of Maine
Department of Education
Office of School Facilities



Major Capital School Construction
Project Budget

Sanford School Department

Grades PreK-8 Elementary Construction Projects

Margaret Chase Smith School Expansion, PreK - 4, 517 students

Converted Elementary School, PreK - 4, 513 students

Converted Middle School, 5 - 8, 1,002 students

Harriman

Final Funding Approval

August 24, 2018

	State/Local	Local Only & Other Funding	Total
A CONSTRUCTION			
1 Construction Estimate	\$36,924,389	\$0	\$36,924,389
Subtotal	\$36,924,389	\$0	\$36,924,389
B ADMINISTRATIVE COSTS & RESERVES			
2 Land Purchase and Related Costs	\$0	\$0	\$0
3 Moveable Equipment	\$822,763	\$0	\$822,763
4 Advertising and Legal	\$82,709	\$0	\$82,709
5 Percent for Art	\$0	\$0	\$0
6 Project Reserves	\$85,932	\$0	\$85,932
7 Project Contingency	\$1,378,829	\$0	\$1,378,829
Subtotal	\$2,370,233	\$0	\$2,370,233
C FEES AND SERVICES			
8 Architect / Engineer Basic Services	\$2,838,775	\$0	\$2,838,775
9 Architect / Engineer Additional Services	\$91,050	\$0	\$91,050
10 Architect / Engineer Reimbursables	\$33,250	\$0	\$33,250
11 Site Selection	\$42,146	\$0	\$42,146
12 Permitting & Approvals	\$85,872	\$0	\$85,872
13 Survey and Soils	\$40,529	\$0	\$40,529
14 Construction Testing	\$150,500	\$0	\$150,500
15 Project Coordination	\$83,200	\$0	\$83,200
16 Clerk of the Works	\$216,320	\$0	\$216,320
17 Commissioning	\$119,361	\$0	\$119,361
18 Other Professional Services	\$3,500	\$0	\$3,500
Subtotal	\$3,704,503	\$0	\$3,704,503
D TOTAL PROJECT COST	\$42,999,125	\$0	\$42,999,125
E OTHER FUNDING SOURCES	\$0	\$0	\$0
F MAXIMUM BOND AMOUNTS	\$42,999,125	\$0	\$42,999,125
G SBE DESIGN & FUNDING APPROVAL 4/11/18	\$42,999,125	\$0	\$42,999,125
H PROJECT COST REDUCTIONS	\$0	\$0	\$0

CONTRACT BETWEEN THE
SANFORD SCHOOL COMMITTEE
AND THE
SANFORD FEDERATION OF TEACHERS -
ED. TECH. UNIT

September 1, 2017 – August 31, 2020

Amended 8.31.18 - Schedules A2 and A3

SCHEDULE A2 – WAGE SCALE AMENDED 8.31.18

2018/2019 School Year – 2.25% Increase over 17/18

Years Experience	Step *	Ed Tech I	ET I Longevity	Ed Tech II	ET II Longevity	Ed Tech III	ET III Longevity
0	0	\$11.00	\$11.00	\$12.64	\$12.64	\$15.12	\$15.12
1	1	\$11.32	\$11.32	\$13.31	\$13.31	\$15.66	\$15.66
2	2	\$11.87	\$11.87	\$14.00	\$14.00	\$16.17	\$16.17
3	3	\$12.42	\$12.42	\$14.68	\$14.68	\$16.70	\$16.70
4	4	\$12.95	\$12.95	\$15.34	\$15.34	\$17.22	\$17.22
5	5	\$13.51	\$13.51	\$16.04	\$16.04	\$17.75	\$17.75
6	6	\$14.08	\$14.08	\$16.72	\$16.72	\$18.27	\$18.27
7	7	\$14.62	\$14.62	\$17.40	\$17.40	\$18.78	\$18.78
8	8	\$14.62	\$14.62	\$17.40	\$17.40	\$18.78	\$18.78
9	9	\$14.62	\$14.62	\$17.40	\$17.40	\$18.78	\$18.78
10	10	\$14.76	\$15.93	\$17.51	\$18.68	\$18.92	\$20.09
11	11	\$14.76	\$15.93	\$17.51	\$18.68	\$18.92	\$20.09
12	12	\$14.76	\$15.93	\$17.51	\$18.68	\$18.92	\$20.09
13	13	\$14.76	\$15.93	\$17.51	\$18.68	\$18.92	\$20.09
14	14	\$14.76	\$15.93	\$17.51	\$18.68	\$18.92	\$20.09
15	15	\$14.92	\$17.76	\$17.70	\$20.54	\$19.09	\$21.94

NOTES

* Step scale previously started on Step 1 = 0 Years Experience. Steps have been realigned to Years of Experience.

** After ten (10) years of continuous full-time service to the Sanford School Department in an Ed Tech or Teacher role, the Ed Tech shall receive an annual longevity increase of \$1,400, which converts to an extra \$1.17 per hour as reflected in the Longevity columns for steps 10-14.

*** After fifteen (15) years of continuous full-time service to the Sanford School Department in an Ed Tech or Teacher role, the Ed Tech shall receive an annual longevity increase of \$3,400 (\$2,000 plus \$1,400 awarded for 10-14 years of service), which converts to an extra \$2.84 per hour as reflected in the Longevity columns for step 15 (and up).

SCHEDULE A3 – WAGE SCALE AMENDED 8.31.18

2019/2020 School Year – 2.25% Increase over 18/19

Years Experience	Step *	Ed Tech I	ET I Longevity	Ed Tech II	ET II Longevity	Ed Tech III	ET III Longevity
0	0	\$12.00	\$12.00	\$12.92	\$12.92	\$15.46	\$15.46
1	1	\$12.00	\$12.00	\$13.61	\$13.61	\$16.01	\$16.01
2	2	\$12.14	\$12.14	\$14.32	\$14.32	\$16.54	\$16.54
3	3	\$12.70	\$12.70	\$15.01	\$15.01	\$17.07	\$17.07
4	4	\$13.25	\$13.25	\$15.69	\$15.69	\$17.61	\$17.61
5	5	\$13.81	\$13.81	\$16.40	\$16.40	\$18.15	\$18.15
6	6	\$14.39	\$14.39	\$17.09	\$17.09	\$18.68	\$18.68
7	7	\$14.95	\$14.95	\$17.79	\$17.79	\$19.20	\$19.20
8	8	\$14.95	\$14.95	\$17.79	\$17.79	\$19.20	\$19.20
9	9	\$14.95	\$14.95	\$17.79	\$17.79	\$19.20	\$19.20
10	10	\$15.09	\$16.26	\$17.91	\$19.08	\$19.34	\$20.51
11	11	\$15.09	\$16.26	\$17.91	\$19.08	\$19.34	\$20.51
12	12	\$15.09	\$16.26	\$17.91	\$19.08	\$19.34	\$20.51
13	13	\$15.09	\$16.26	\$17.91	\$19.08	\$19.34	\$20.51
14	14	\$15.09	\$16.26	\$17.91	\$19.08	\$19.34	\$20.51
15	15	\$15.26	\$18.10	\$18.10	\$20.94	\$19.52	\$22.37

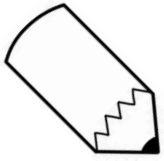
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Attachment K.1.



Unless noted **, Sanford School Committee meetings will be held September through June on the 1st and 3rd Mondays of each month starting at 6:00 pm in City Council Chambers (3rd Floor, City Hall Annex).

Monday, September 10, 2018**
Monday, September 24, 2018**
Monday, October 1, 2018
Monday, October 15, 2018
Monday, November 5, 2018
Monday, November 19, 2018
Monday, December 3, 2018
Monday, December 17, 2018
Monday, January 7, 2019**
Monday, January 28, 2019**
Monday, February 4, 2019
Monday, February 25, 2019**
Monday, March 4, 2019
Monday, March 18, 2019
Monday, April 1, 2019
Monday, April 22, 2019**
Monday, May 6, 2019
Monday, May 20, 2019
Monday, June 3, 2019
Monday, June 17, 2019