

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MEETING AGENDA  
Monday, January 7, 2019 ~ 6:00 pm**

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

Members present: Don Jamison, John Roux, Emily Sheffield, Scott Sheppard, Kendra Williams

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

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

Guests present:

A. Call to Order Time: \_\_\_\_ pm

**NOTE: Superintendent calls meeting to order until a School Committee Chair is elected.**

B. Pledge of Allegiance

C. Adjustments

1. J. New Business, #1i and #1ii Organizational Meeting, Election of Officers
2. J. New Business, #2i Organizational Meeting, Appointments for Standing Committees (**Attachment J.2.**)

**Recommendation:** To hear the above noted items next

D. Approval of Minutes NONE

E. Public Comments

F. Communications NONE

G. Committee Reports

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

School Committee Meeting Agenda

January 7, 2019

H. Superintendent's Report

1. Student Representatives' Report
2. SJHS Challenge Day Update – Pam Lydon and students
3. Field Trip Announcements
  - i. SRTC – Automotive Technology (Couture) Universal Technical Institute Top Tech Challenge on 1/12/19 in Norwood, MA
  - ii. SRTC – Engineering (Sirois) FRC functions from 1/5/19 to end of year at various NE locations

I. Directors' Reports

1. Business Administrator Gwen Bedell
  - i. Grant information (Attachment I.1.i)
    1. Corning Foundation \$3,000
    2. EcoMaine \$980
    3. Full Plates Full Potential \$500
  - ii. Transportation RFP
  - iii. 2019/2020 Budget Calendar (Attachment I.1.iii)
2. Assistant Superintendent Steve Bussiere
3. Director of Curriculum Bernie Flynn
  - i. MEA test results (Attachment I.3.i.)

J. New Business

1. Organizational Meeting, Election of Officers – *to be heard out of order*
  - i. School Committee Chairperson  
**Recommendation:** Motion to nominate \_\_\_\_\_  
as School Committee Chair
  - ii. School Committee Vice-Chairperson  
**Recommendation:** Motion to nominate \_\_\_\_\_  
as School Committee Vice Chair
2. Organizational Meeting, Appointments for Standing Committees (Attachment J.2.) – *to be heard out of order*
  - i. The Chair appoints the following:
    1. Adult Education \_\_\_\_\_
    2. Curriculum \_\_\_\_\_
    3. Dropout Prevention \_\_\_\_\_
    4. Personnel \_\_\_\_\_
    5. Technical School \_\_\_\_\_
    6. Facilities, Grounds,  
Safety and CIP \_\_\_\_\_
    7. Policy \_\_\_\_\_
    8. Building Committee \_\_\_\_\_

School Committee Meeting Agenda

January 7, 2019

3. Sabbatical request for the 2019 2020 school year – SHS teacher Daniel Milliken

**Recommendation:** to approve Mr. Milliken’s one-year sabbatical request

4. William O. Emery Trust Grant Application – Lee Burnett

- i. Mr. Burnett and the City have asked SCAE to participate and sponsor a grant request for a mural on the Lower Mid Town Mall parking lot retaining wall (**Attachment J.4.i**)

**Recommendation:** to sponsor the William O. Emery Trust Grant Application as presented.

5. 2017/2018 Audit Report – Gwen Bedell

**Recommendation:** to accept the 2016/2017 Audit Report as presented.

K. Old Business

None

L. Resignations

1. Superintendent Nelson will announce the following appointments:

Linda Breton	Ed Tech II, Special Ed	CJL	Retiring, eff. 12/21/18
Jan Butler	Speech/language clinician	MCS	Retiring, eff. 8/31/18
Kathy Camire	Special Ed teacher	SJHS	Retiring, eff. 8/31/18
Amanda Richer	Softball Coach	SJHS	Resigned, eff. 12/3/18
John Shaw	Head Custodian	CJL	Retiring, eff. 1/11/19
Wayne Young	Delivery Driver	Foodservice	Retiring, eff. 1/11/19

School Committee Meeting Agenda

January 7, 2019

M. Staff Appointments

1. Superintendent Nelson will announce the following appointments:

Nelson Bernardo	2 <sup>nd</sup> Shift Custodian	SHS	Eff. 1/14/19	Replacement
Hannah Burgess	Ed Tech I, Special Ed	CJL	Eff. 12/1/18	Replacement
Kim DiPrisco	Administrative Assistant, year round	Special Education	Eff. 12/17/18	Replacement
Colleen McGuiggin	Title I – Grade 1	Title I After School Program	Eff. 1/14/19	Replacement
Nathan McLellan	Varsity Boys Lacrosse Coach	SHS	Eff. 3/1/19	New
Sarah Mills	Title I – Grade 1	Title I After School Program	Eff. 1/14/19	Replacement
Megan Nadeau	Title I – Grade 1	Title I After School Program	Eff. 1/14/19	Replacement
David Ramsay	P/T Math Instructor	SCAE	Eff. 11/30/18	New
Amy Simmons	Administrative Assistant, school year	SRTC	Eff. 1/2/19	Replacement
Kerri-Lyn Traves	P/T ELA Instructor	SCAE	Eff. 11/30/18	New

N. Staff Transfers

1. Superintendent Nelson will announce the following transfer:

Cindy Haney	From SRTC administrative assistant, school year	To SHS Guidance administrative assistant, year round	Eff. 1/1/19
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O. Staff Nominations

NONE

School Committee Meeting Agenda

January 7, 2019

P. Policies (Attachment P)

1. Second Reading – Policy JFCK – Student Use of Cell Phones and Electronic Devices  
**Recommendation: To adopt Policy JFCK as presented.**
2. Second Reading – Policy JFCK-R – Student Use of Cell Phones and Electronic Devices – Administrative Procedures  
**Recommendation: To adopt Policy JFCKK-R as presented.**
3. Second Reading – Policy GBEC – Drug Free Workplace  
**Recommendation: To adopt Policy GBEC as presented.**

Q. Items for Future Agenda(s)

None

R. Calendar Announcements

2. Upcoming School Committee meetings are as follows:

Monday, January 28, 2019	Regular Meeting	City Council Chambers	6:00 PM
Monday, February 4, 2019	Regular Meeting	City Council Chambers	6:00 PM
Monday, February 25, 2019	Regular Meeting	City Council Chambers	6:00 PM

S. Adjournment

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



CORNING  
FOUNDATION

November 16, 2018

Mr. Gwen R Bedell Gadbois  
CFO  
Sanford Public Schools  
917 Main Street, Suite 200  
Sanford, ME 04073

Dear Mr. Bedell Gadbois:

Corning Incorporated Foundation is pleased to make a grant of \$3,000.00 to Sanford Public Schools in support of the "Reduce, Reuse, Recycle" sustainability program in the Carl J. Lamb elementary school. Check No. 20807 in this amount is attached.

**Please complete the Foundation Acknowledgment Form and return it to the above address at your earliest convenience.**

While not at the level requested, be assured that this grant carries with it our recognition of the Sanford Public Schools and its important initiatives.

Your acknowledgement of this grant would be appreciated. All grant references should cite Corning Incorporated Foundation. For descriptive verbiage to use in press releases or to download the Foundation's logo go to <http://www.corningfoundation.org/how-we-give/support-for-non-profits/>. If convenient, please email an advance copy of any publicity to the Foundation at [Foundation1@corning.com](mailto:Foundation1@corning.com).

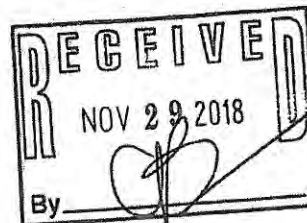
Your interest in the Foundation is appreciated. You have our every good wish for continuing success with your endeavors.

Sincerely,

Andrea H. Lynch  
President

Enclosures: Acknowledgement Form  
Check No. 20807

CC: Mr. Greg Hoff  
Ms. Maryanne Bear





Gwen Bedell

November 15, 2018

**Owner Communities**

- Bridgton
- Cape Elizabeth
- Casco
- Cumberland
- Falmouth
- Freeport
- Gorham
- Gray
- Harrison
- Hollis
- Limington
- Lyman
- North Yarmouth
- Portland
- Pownal
- Scarborough
- South Portland
- Waterboro
- Windham
- Yarmouth

**Associate Members**

- Baldwin
- Hiram
- Naples
- Parsonsfield
- Porter
- Saco
- Standish

**Contract Members**

- Appleton
- Andover
- Augusta
- Brownfield
- Camden
- Carmel
- Chebeague Island
- Chelsea
- Cornish
- Eliot
- Fayette
- Fryeburg
- Glenburn
- Greenland, NH
- Hope
- Jay
- Kittery
- Lamoine
- Liberty
- Limerick
- Lincolnton
- Livermore Falls
- Manchester
- Monmouth
- Newburgh
- Newington, NH
- North Haven
- Old Orchard Beach
- Otisfield
- Owl's Head
- Poland
- Readfield
- Rockland
- Rockport
- Sanford
- Shapleigh
- Somerville
- South Thomaston
- Stetson
- Swan's Island
- Thomaston
- Union
- Vinalhaven
- Washington
- Waterville

To our friends at Carl J. Lamb Elementary,

On behalf of ecomaine, I am thrilled to announce that our Outreach & Recycling Committee has agreed to award Carl J. Lamb Elementary with a portion of the 2018/2019 ecomaine School Recycling Grant Program funding. We are pleased to offer the following:

- \$630 for busing to ecomaine for a field trip, 40 bins total for your raffle and school program, \$50 for lanyards and badges **for a total of \$980**. ecomaine can help you with the trash audit for free!

Before accepting monies, understand that each of the following terms must be met:

- The school shall submit **two progress reports** to ecomaine for review at the midpoint (**by Feb. 28**) and near the completion of the school year (**by May 31**). Grant monies shall be disbursed 80% upon receipt of the signed Grant Use & Reporting Agreement and 20% upon receipt of midpoint and final reports.
- The school must apply all awarded grant monies substantially in accordance with specific program needs detailed in the school's initial application to ecomaine, unless otherwise specified by ecomaine; and
- The school shall use grant monies for the benefit of the school and not for the benefit of any individuals.

If you accept these terms, please sign and return the completed details below as soon as possible to Environmental Educator Katrina Venhuizen via email ([venhuizen@ecomaine.org](mailto:venhuizen@ecomaine.org)), mail or fax (207-773-8296). Upon receipt, we will submit for your initial 80% grant award to be sent.

We look forward to following your progress and results, and to working with you this year!

Best wishes,

**Matt**

Matt Grondin  
Communications Manager

**ecomaine Grant Use & Reporting Agreement**

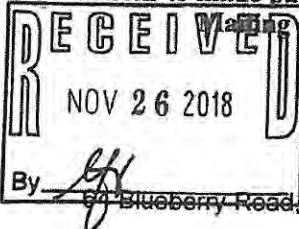
On behalf of Carl J. Lamb Elementary, I agree to accept the aforementioned grant monies from ecomaine, subject to the three conditions outlined above, to be used in accordance with the school's recycling and waste reduction program, as fully described in our initial application.

SEEN, AGREED AND ACCEPTED: Carl J. Lamb Elementary

By: \_\_\_\_\_ Printed name \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent/Principal/President

\_\_\_\_\_  
 Staff Leader for Project Printed name \_\_\_\_\_ Date \_\_\_\_\_

Checks to made payable to: \_\_\_\_\_



Mailing address: \_\_\_\_\_

Matthew Frank, Chairman. Kevin H. Roche, CEO/General Manager

64 Blueberry Road, Portland, Maine 04102. Tel: 207-773-1738. Fax: 207-773-8296. [www.ecomaine.org](http://www.ecomaine.org)  
Printed on 100% Post-Consumer Recycled Paper

# FW: Congratulations York County SFSP winner!

Holly Hartley

Mon 12/3/2018 9:08 AM

To: Linda Stone <LStone@sanford.org>;

Cc: Gwen Bedell <gbedell@sanford.org>; Matt Nelson <mnelson@sanford.org>;

Please see Anna's email below. I will be in contact with Anna for more details. Nice work, Linda!

Holly S. Hartley, SNS  
Sanford School Nutrition  
917 Main Street, Suite 200  
Sanford, Maine 04073  
608-8761

**From:** Anna Korsen [mailto:akorsen@fullplates.org]  
**Sent:** Monday, December 03, 2018 8:29 AM  
**To:** Holly Hartley  
**Subject:** Congratulations York County SFSP winner!

Good morning Holly,

I'm writing with exciting news! Due to your hard work and dedication this past summer, Sanford's Summer Food Service Program saw the biggest increase in meals served from Summer 2017 to Summer 2018 in York county! Full Plates Full Potential, a statewide nonprofit working to end child hunger by supporting federal nutrition programs like SFSP, wants to recognize your great work with a \$500 mini grant to support your efforts next summer. We'd love to share your story across the state, and to give you more details about receiving your award. Can we schedule a time to chat briefly over the phone in the next week or two? Let me know some times that would work for you.

Best,  
Anna

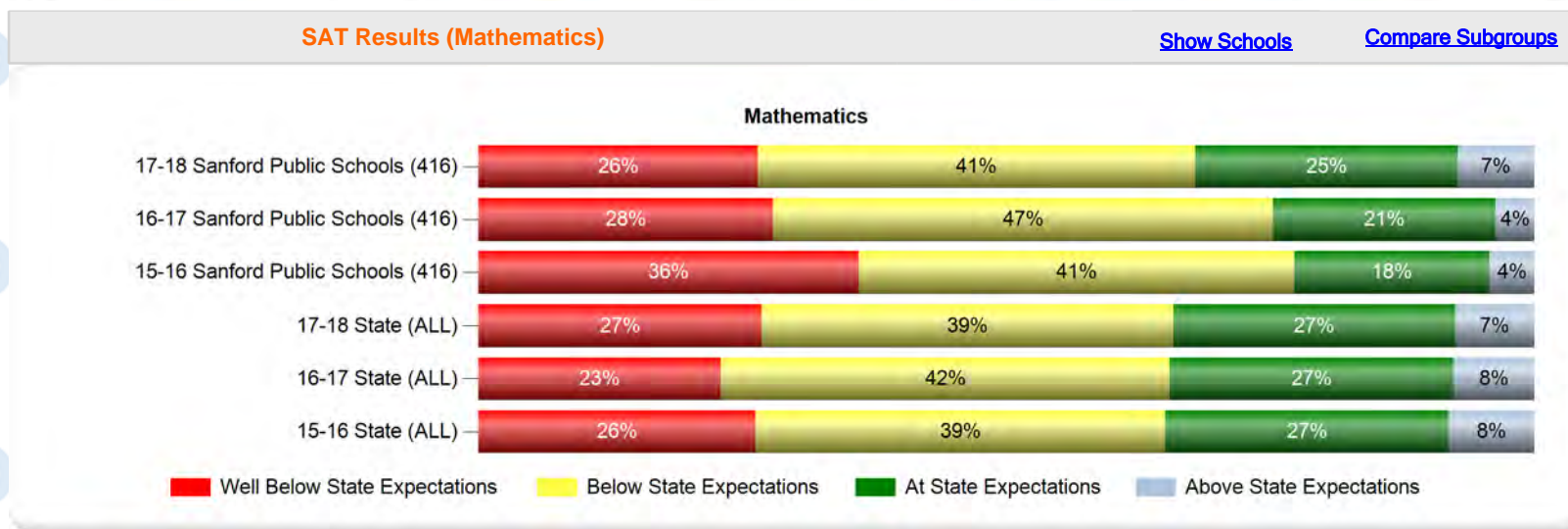
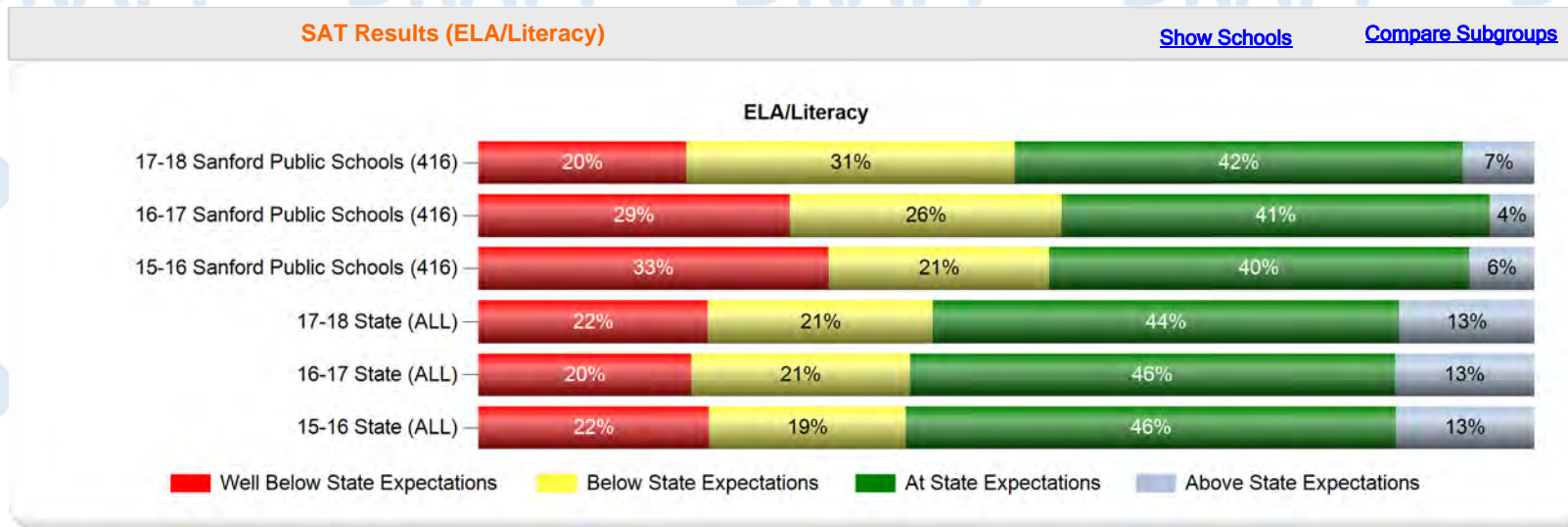
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*Anna Korsen*  
Program Director  
Full Plates Full Potential  
[akorsen@fullplates.org](mailto:akorsen@fullplates.org)  
(207) 653-6301



## FY 2019/2020 BUDGET CALENDAR SANFORD SCHOOL DEPARTMENT

Date & Time	Committee	Presentation
<b>Monday, January 28, 2019 @ 5pm</b>	School Committee Workshop Only	Workshop: Presentation of <u>Overall School Budget</u> by Function and Cost Center; <u>Articles 1-5</u> : Regular Instruction, Special Ed., Career & Tech. Ed., Other Instruction, Student & Staff Support
<b>Monday, February 4, 2019 @ 5pm</b>  <i>Regular Meeting to follow at 7 pm</i>	School Committee Workshop & Meeting	Workshop: <u>Articles 6-11</u> : System & School Administration, Transportation, Facilities, Debts, All Other; and <u>Adult Ed</u>  Meeting: As Usual
<b>Monday, February 11, 2019 @ 5pm</b>	School Committee Workshop Only	Workshop: <u>Review of Overall School Budget</u> ; <u>Discuss Potential Revisions</u>
<b>SCHOOL VACATION WEEK – NO WORKSHOP OR MEETING PLANNED</b> <i>[Wednesday, February 20, 2019 @ 5pm MAKE-UP/EXTRA WORKSHOP IF NECESSARY]</i>		
<b>Monday, February 25, 2019 @ 5 pm</b>  <i>Regular Meeting to follow at 7 pm</i>	School Committee Meeting	Workshop: <u>Finalize School Budget</u>  Meeting: As Usual
<b>Monday, March 4, 2019 @ 6pm</b>	School Committee Meeting	Meeting: School Committee <u>Approval of Budget</u> as a part of the Regular Meeting
<b>Thursday, March 7, 2019 @ 6pm</b>	Budget Committee	Presentation of the Overview of the City and School Budgets to the Budget Committee.
<b>Thursday, March 14, 2019 @ 6pm</b>	Budget Committee	Discussion of the Details of the School Budget to the Budget Committee.
<b>Thursday, March 21, 2019 @ 6pm</b>	Budget Committee	Discussion of the Details of the City Budget to the Budget Committee & Public Hearing on Both Budgets.
<b>Thursday, March 28, 2019 @ 6pm</b>	Budget Committee	Budget Committee Approval of the Overall City and School Budgets.
<b>Tuesday, April 2, 2019 @ 6pm</b>	Budget Committee to City Council	Budget Committee Presentation of Approved Overall City and School Budgets to City Council.
<b>Tuesday, May 14, 2019 @ 6pm</b>	City Council	Public Hearing on Budget Validation Referendum of City and School Budgets by Warrant Article.
<b>Tuesday, June 11, 2019 - All Day</b>	Budget Validation Referendum	School and City Budget Articles Presented to the Voters for Approval.

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](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/sat).

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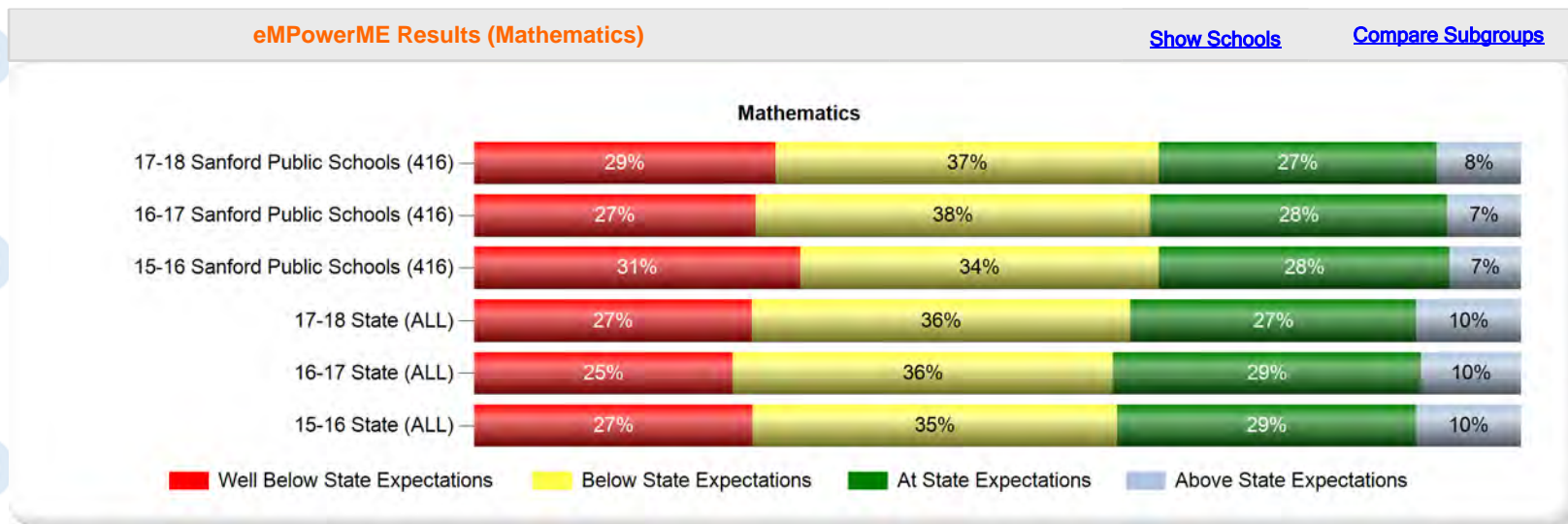
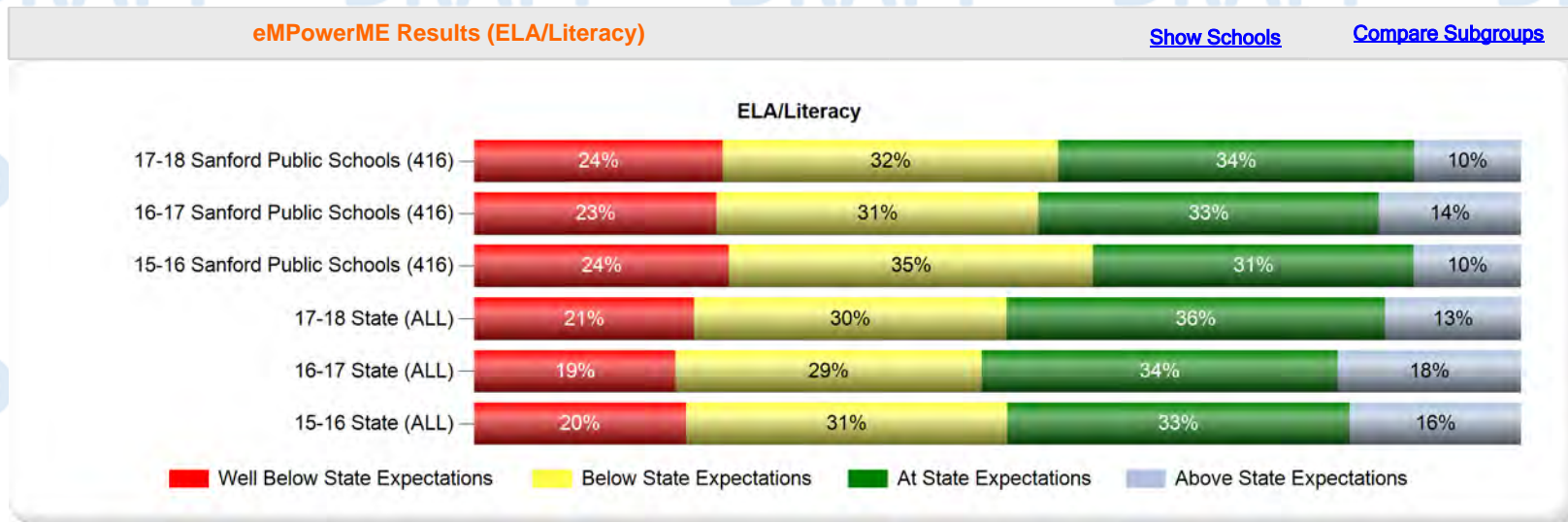
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eMPowerME is the ELA/Literacy and mathematics assessment taken by most of the students in grades 3-8. More information about this assessment can be found here: [https://www.maine.gov/doe/Testing\\_Accountability/MECAS/materials/empowerme](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/empower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

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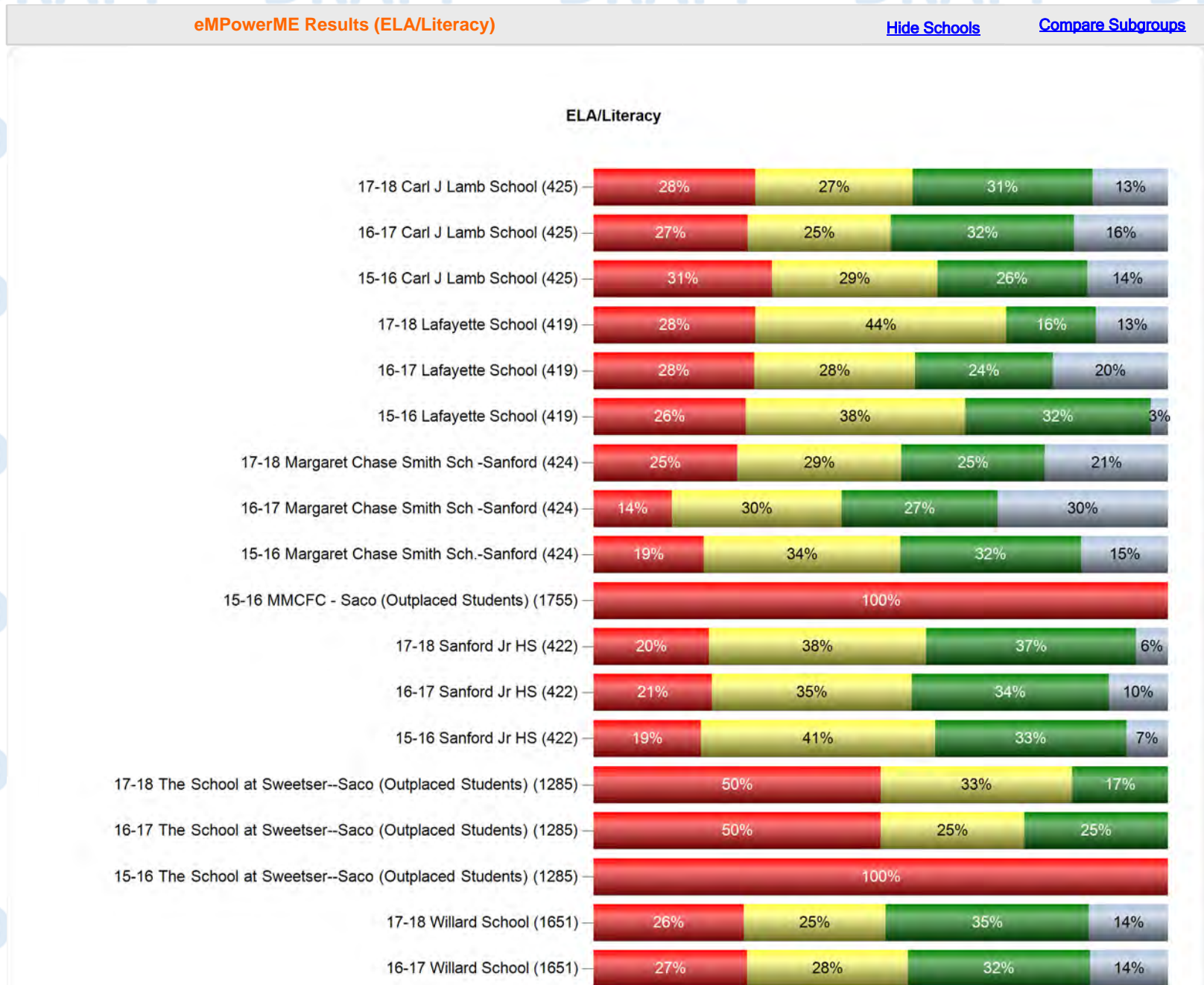
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Filters Applied: Assessment Code: eMPowerME Total: Total

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



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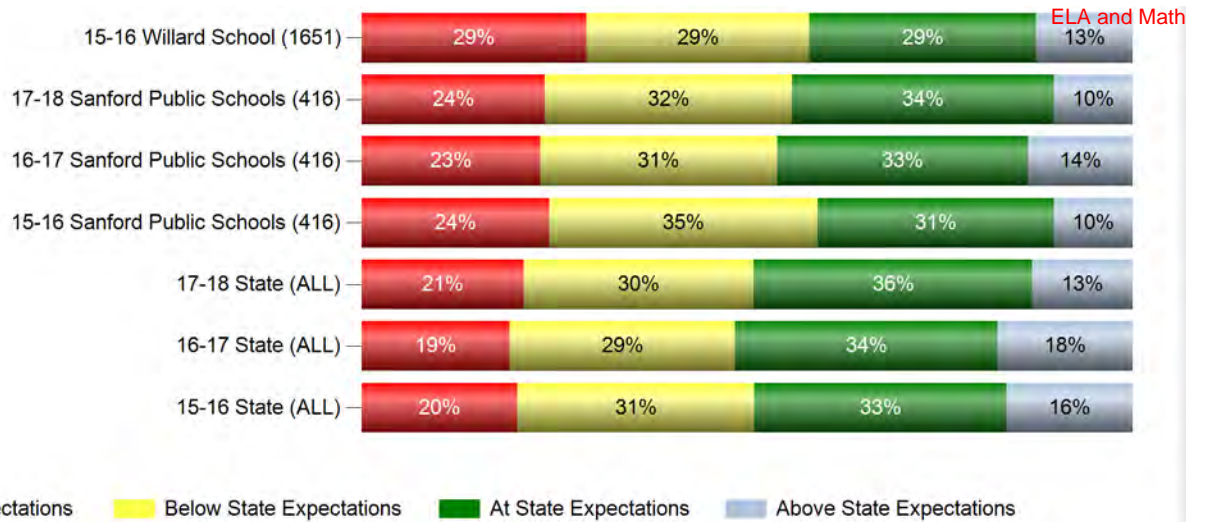
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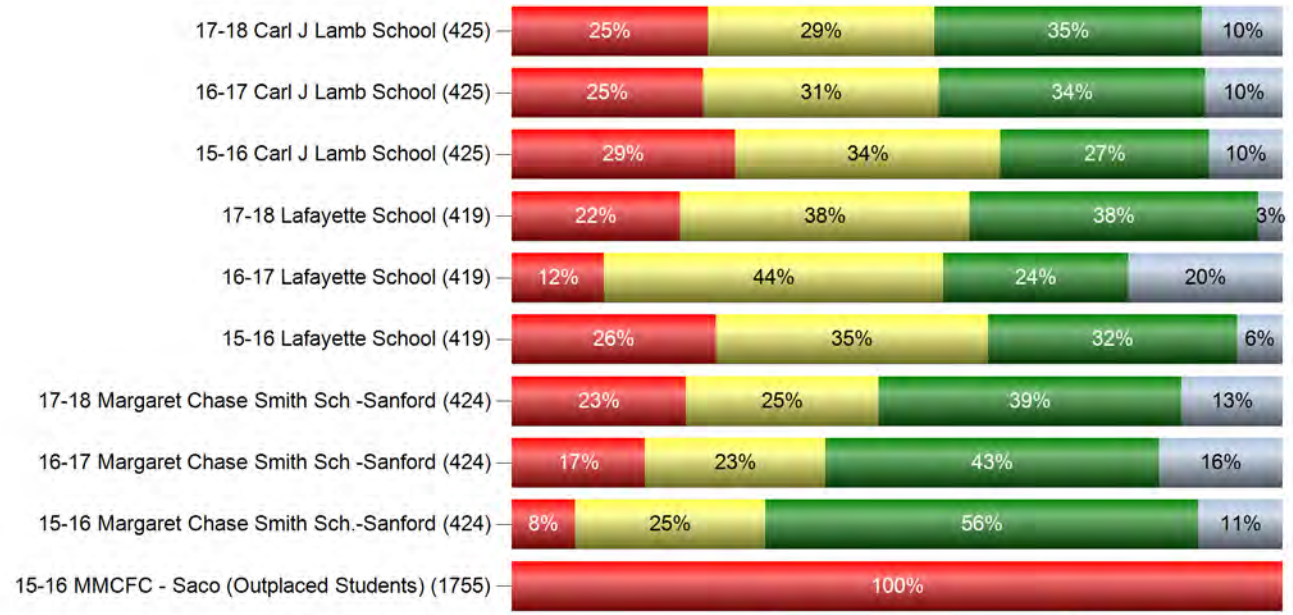


**eMPowerME Results (Mathematics)**

[Hide Schools](#)

[Compare Subgroups](#)

**Mathematics**



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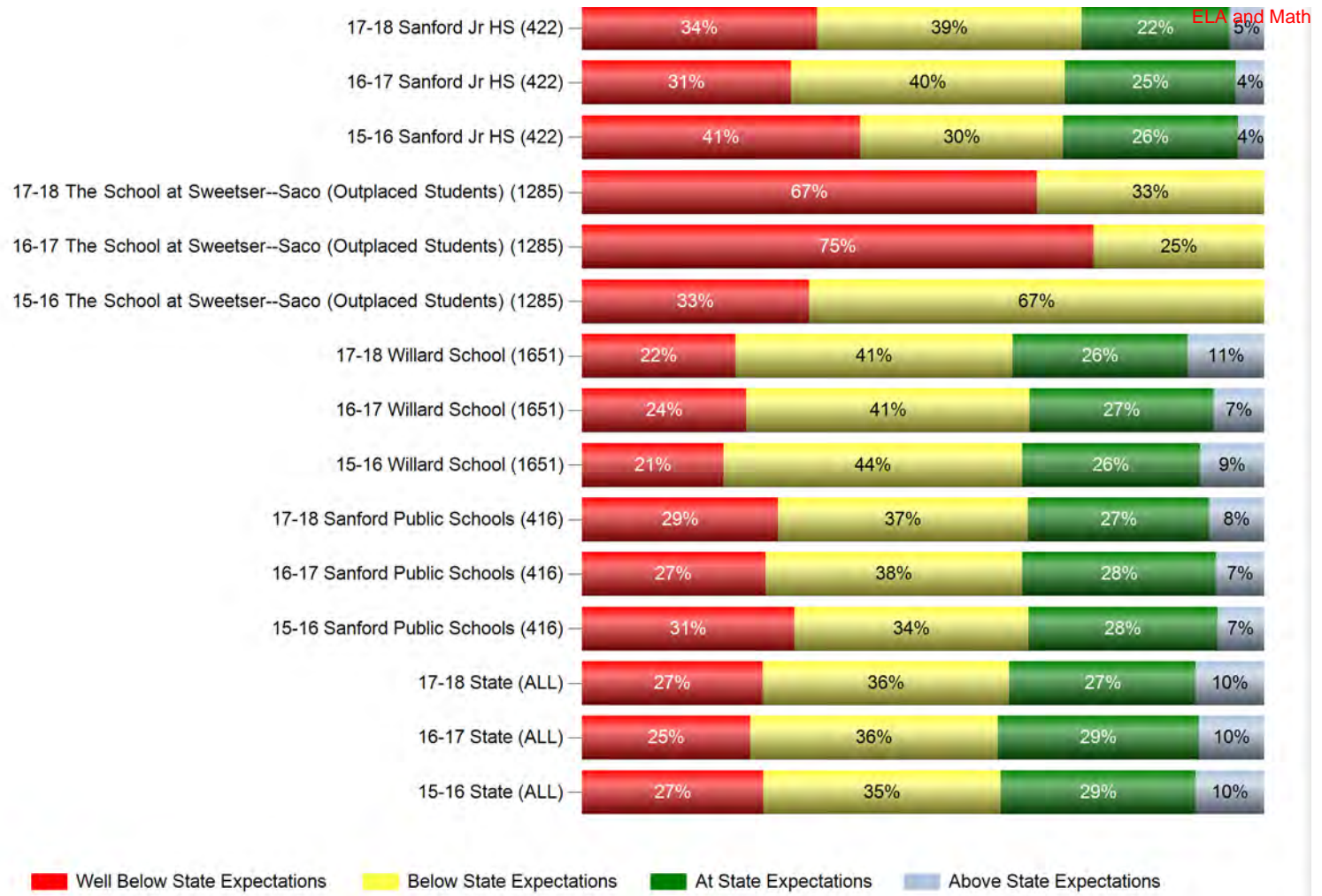
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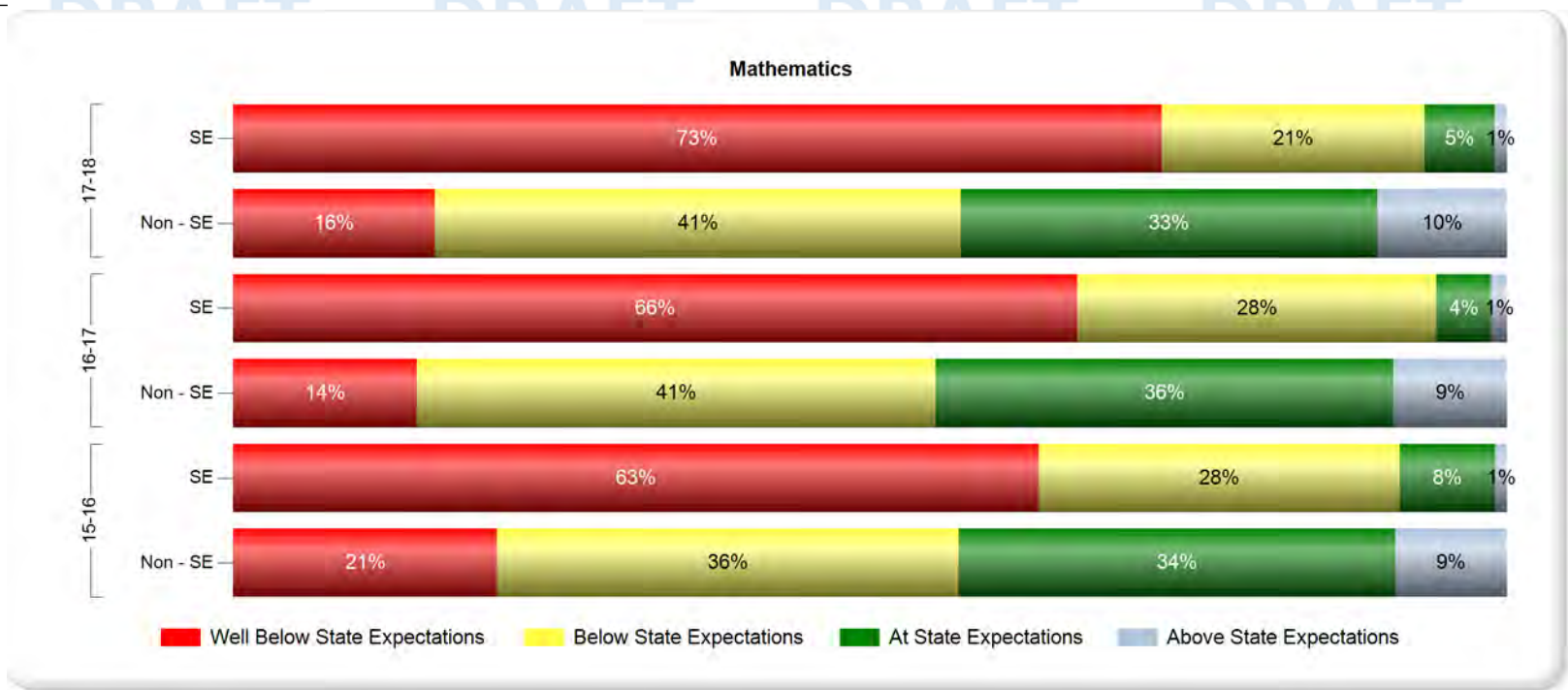
eMPowerME is the ELA/Literacy and mathematics assessment taken by most of the students in grades 3-8. More information about this assessment can be found here: [https://www.maine.gov/doe/Testing\\_Accountability/MECAS/materials/empowerme](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/empowerme).

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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)



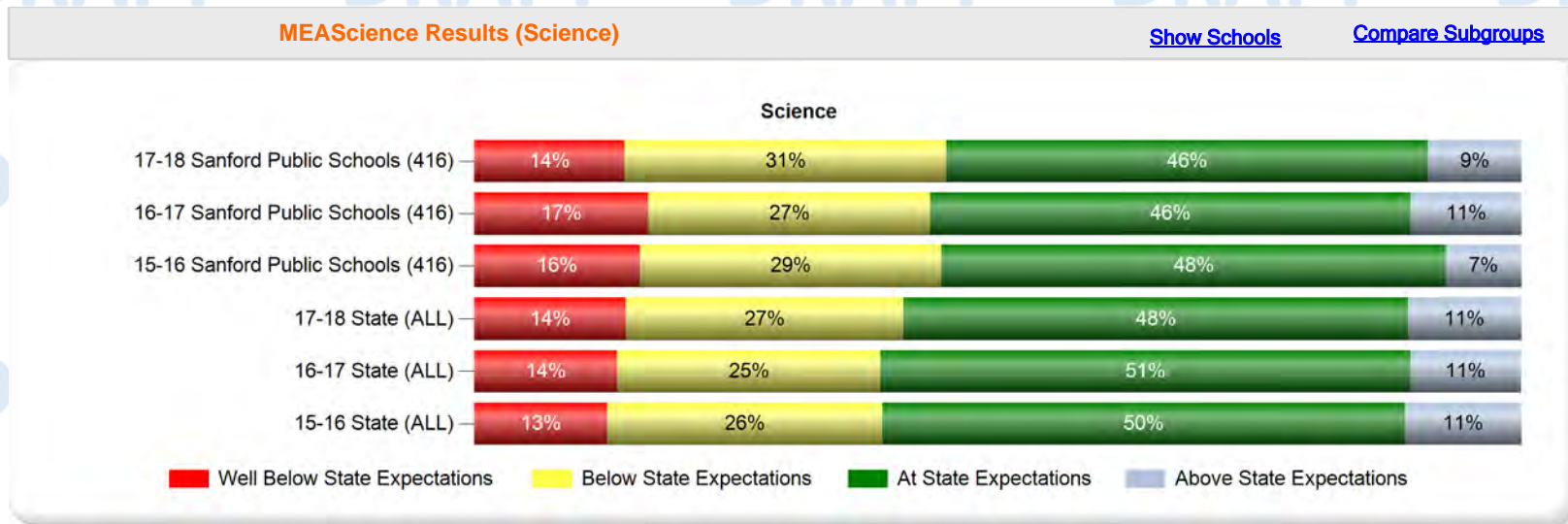
eMPowerME Results by Special Education (SE)

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.

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).

Science



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](https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/meascience).

Filters Applied: Assessment Code: MEAScience 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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**Attachment J.2. Appointments for Standing Committees**

2018 Standing Committee Appointments as recorded in the minutes for the January 8, 2018 organizational meeting:

2. Organizational Meeting, Appointments for Standing Committees

School Committee Chair John Roux made the following Standing committee appointments:

Adult Education	Jon Mapes
Curriculum	Kendra Williams, Emily Sheffield
Dropout Prevention	Kendra Williams, Emily Sheffield
Personnel	John Roux, Jon Mapes, alternate Scott Sheppard
Technical School	Jon Mapes, Scott Sheppard, alternate Kendra Williams
Facilities, Grounds, Safety & CIP	Jon Mapes, alternate John Roux
Policies	Kendra Williams
Building Construction Committee	Kendra Williams, Scott Sheppard



*William O. Emery Trust FBO the Inhabitants of the Town of Sanford*

The donor requested that grants be awarded to charitable organizations that are located or perform their charitable acts within the area of the Town of Sanford, Maine for the specific purpose of beautifying said Town.

If you are applying for a grant, please furnish us with the following facts about your organization:

- < Name and year of formation of organization
- < Names of members of your governing board
- < Names of members of executive committee
- < Accreditation by a national organization, and if so, name of organization
- < Number of board/executive committee meetings & average attendance
- < Summary of your organization's objectives and specific current work directed toward those objectives
- < Summary of sources of revenues/expenditures
- < Current financial statements, including balance sheet, whether or not prepared by a CPA
- < Copy of Internal Revenue Service determination letter (tax exempt status)

Please keep your request brief; not to exceed six pages.

Requests may be addressed to:

*Emery Trust FBO Town of Sanford  
Attn: Elizabeth Small  
c/o H.M. Payson & Co.  
P.O. Box 31  
Portland, ME 04112*



To: The Trustees of the William O. Emery Trust FBO the Inhabitants of the Town of Sanford

The applicant hereby gives assurance that:

1. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant;
2. Funds received under this application will be used in accordance with the request;
3. The filing of this request has been authorized by the Board of Directors of the applicant; and
4. The requesting organization is recognized by the IRS as a tax-exempt, nonprofit organization and is not a private foundation.

I, \_\_\_\_\_, do attest that the information contained in this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of authorized  
Representative of Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**William O. Emery Trust FBO the Inhabitants of the Town of Sanford  
Application Form**

I. GENERAL INFORMATION

- A. Organization Name: Sanford Community Adult Education
- B. Year Organized: 1912
- C. Address: 21 Bradeen St. Suite 201  
Springvale, ME 04083
- D. Telephone No: 207-490-5145.
- E. Fax No: 207-490-2478
- F. E-Mail: Alampert@sanford.org; Kfitzpatrick@sanford.org
- G. Contact Person & Title: Kristin Fitzpatrick, Coordinator of Arts Afire Studio
- H. Accreditation by national organization (if so, name of organization):  
State of Maine Dept. Of Education
- I. IRS No: 01-6000355

II. SPECIFIC INFORMATION (the following information can be given in an attachment if the space provided is insufficient)

- A. Funding requested from the William O. Emery Trust FBO the Inhabitants of the Town of Sanford:

\$7,008

- B. Description and purpose of request (why is this project needed/where will it be located):

Sanford Community Adult Education (SCAE) proposes to plan and coordinate with other community groups the painting of a mural on a 204-foot wall along Riverside Avenue. This is needed to restore a deteriorating concrete retaining wall and to beautify an area that is on the rebound. (More detail attached)

- C. Project goals and expected benefits:

To beautify a part of downtown that is on the rebound.  
To catalyze development efforts  
To enhance other improvement  
(More detail attached)

- D. Proposed budget (details should be appended):

See attachment

- E. Other sources of funds for the project (include source and amount):

Up to \$7,146 of in kind contributions of volunteer labor and materials.

- F. Please describe future maintenance plans (Note: projects requiring routine maintenance will NOT be assumed by the Trust):

SCAE and Project CommUnity plan necessary touchups as necessary for the next several years. The mural is not intended to be permanent. There is an understanding with Sanford City government that property upgrades at the Mid-town Mall in the future may require modifications to the wall. The city is free to make changes as necessary regardless of consequence to the mural.

### III. ENCLOSURES

Please enclose:

- A. A summary of your organization's objectives and specific current work directed toward those objectives;
- B. A copy of your organization's most recent Section 501 (c) IRS ruling;
- C. A copy of your organization's most recent financial statement or tax return;
- D. A list of your organization's officers and directors.



Submitted by Lee Burnett Grant Writer
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### **Purpose**

The mural project grew out of a happy coincidence. Kristin Fitzpatrick, the new director of Arts Afire Studio at Sanford Adult Ed has a professional background in community arts and has been actively exploring opportunities to engage groups in art projects for the past year. Project CommUnity, which has been active for the past two years organizing community service projects and free meals, was interested in a project that taps members' artistic backgrounds. And Sanford Trail Committee has been actively seeking allies and companion projects to a pedestrian-bike route through the downtown.

The deteriorating wall along Riverside Avenue became a focus of attention, leading to brainstorming and planning. The resulting concept is to paint a river theme background to provide a consistent look to the final artwork, then invite community groups to help fill in the design with depictions of important places in Sanford. The renderings will be done under the supervision of Project CommUnity and Kristin Fitzpatrick.

The sequence of steps is as follows: hire a mason to repair the cracks and spalling, paint a sealant base coat, paint a stylized rendering of the Mousam River with ample room for additional elements, invite community groups to suggest important places and events and then participate in artistic depiction. The entire project would be executed during a 3-4 week period in late spring.

Natasha Nolan provided the following artistic vision for the project:

Using the element of "water" as a jumping off point, the folks of Project CommUnity and Arts Afire studios have come up with a concept for a mural that bridges the Mousam River and the history of the city of Sanford. With a background that resembles an aerial view of the river, the mural strives to tell a story. Along the length of the 204' wall there will be several vignettes meant to represent a period of time in this geographic region of Maine.

The vignettes, in no particular order, are: Modern (community, small business, pride and love of Sanford), Industrial (mills, wealth, paper and textiles), Agriculture (farms, fishing, food and sustenance), Conservation (trail systems, biking, hiking, boating, bird watching) and Native (indigenous peoples, canoes, first settlements along this river).

The background will depict a waterway with land masses in it. Along the length of the wall there will be simple, readable imagery on the land masses that will tell the story of each of these vignettes. As a whole the aesthetic will be clear and cohesive whether being viewed quickly while driving by or more slowly on a walk through town.

Prominently integral to the mural will be the words "I Love Sanford" to evoke pride in the citizens of the town but also to let people who are exploring the trail system for the first time, perhaps from out of town, know where they are.

(See attached images to get an idea for the proposed aesthetic and concept. These

images are rough sketches waiting to be fleshed out but show the basic elements behind this exciting collaboration.)

## **Project goals and expected benefit**

### **To give individuals and organizations an opportunity to work together on a community betterment project**

Sanford affords many opportunities to get involved in civic groups, sports organizations and churches. But opportunities are far fewer for organizations and individuals to work together on a common project for community betterment. This project is specifically designed to give people a place to depict in a visual way important places in Sanford.

### **To restore a deteriorating concrete wall**

The Mid-town Mall (which opened in 1970) is showing signs of neglect. The concrete retaining wall along Riverside Avenue is becoming an eyesore with extensive cracking, crumbling and spalling. This project would repair those defects before the painting begins.

### **To continue momentum in a redeveloping part of Sanford's downtown**

The immediate vicinity of the wall has seen significant improvement in the past decade. That includes the historic renovation of Sanford Mill, the development of Gateway Park on the Mousam River riverfront, and the development of landscaping and a stairway at Mid-town Mall. This project would continue that momentum by eliminating an eyesore.

### **To give people a reason to slow down or stop in Sanford's downtown.**

Many people pass through Sanford's downtown, but few stop to shop or even look around. This mural would give people a reason to slow down and appreciate the downtown. It's to be located along a 1.3 mile route that the Sanford Trails Committee has proposed for traffic calming and safety improvements.



TASK OR MATERIAL	COST	IN-KIND / DONATION
masonry/wall repair	\$80 materials \$100 repair/labor	\$100 half of repair costs (labor)
cleaning wall: rented pressure washers, mild detergent, scrub brushes, etc.	\$140 (pressure washer + surface cleaner rental)	\$288 labor/cleaning (SCAE, ProjectCommUnity, various community groups)
paint: primer/acrylic gesso	\$148 (5 gallon bucket)	If purchased from Sherwin William this could be 50% off (~\$74 off) Paint application: \$216 labor (SCAE, ProjectCommUnity, various community groups)
paint: imagery	\$ 2,200 (23 colors, 1 gallon cans)	If purchased from Sherwin William this could be 50% off (~\$1,100 off) Paint application:\$5,460 labor (SCAE, ProjectCommUnity, various community groups)
paint: sealant, matte acrylic varnish (non-polyurethane based)	\$130 (5 gallon bucket)	If purchased from Sherwin William this could be 50% off (~\$65 off) Paint application: \$216 (labor)
<b>paint application tools:</b> brushes, rollers, roller extensions, imagery stencils, roller pads, tarpes, drop cloth, mixing/storage containers, buckets, rags, scrapers, renting: paint spray system for primer, goggles, respirators, etc.	\$600	Some items may be able to be purchased from Sherwin Williams at a discount? (~\$100 off)
mosaic pieces + application	\$0	\$300 donated mosaic pieces Mosaic application: \$2,000 (labor) (SCAE, ProjectCommUnity, various community groups)
thinset bonding mortar, Versabond: cement for mosaic pieces	\$60 (2, 50lbs bags of Versabond)	

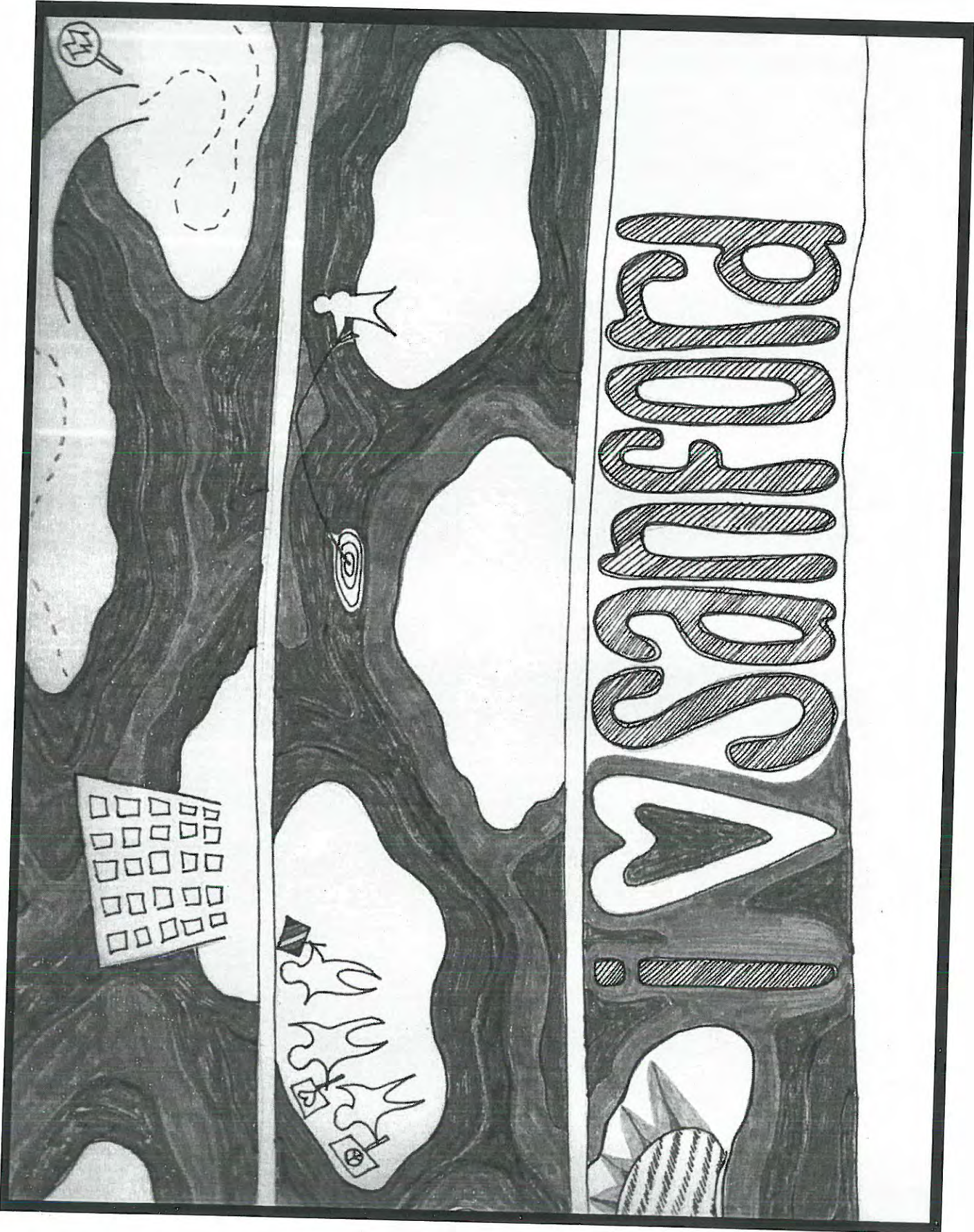
Project Coordination of community participants, execution, and art direction	\$1,250 Coordinator paid \$25 for 50 hours (bulk of hours worked just prior to, during, and for completion of project)	\$1,300 2 hrs a week of coordinating/planning for 6 months at \$25 an hour
Water, coffee, snacks, lunch for volunteers over a two week period	\$350	? Possible partial donation from Hannaford
Miscellaneous and Unanticipated Costs	\$450 (any remaining funds will go to mural maintenance)	
Pieces of slate for patio area	\$0	\$500 donated by Senior College artist Installation/labor:\$154
benches/outdoor furniture + metal sculptural elements in patio area	\$600 furniture \$300 sculpture materials Collaborate with Community Gardening Group + High School Tech Students	\$650 labor for creation of sculptural elements  ? Potential discount on benches
Hardy, low maintenance, perennials: planted in/around patio area	\$300 materials/plants Collaborate with Community Gardening Group	\$108 installation of plants + labor (Community Gardening Group, SCAE, ProjectCommUnity, various community group)
Continued maintenance of mural site	\$300 cleaning materials, paint touch-ups, etc.	\$1,900 maintenance labor annually (SCAE, ProjectCommUnity, various community groups)
	<b>\$7,008 cost</b>	<b>\$7146 donations/in-kind</b>

Note: paint costs are based on Nova Paints pricing (ideal for murals; acrylic based)



Photos of wall along Riverside Avenue showing cracked, chipped and spalling concrete









12/19/18

Emery Trust for the Beautification of Sanford Springvale  
c/o Elizabeth Small  
H.M. Payson & Co  
PO Box 31  
Portland, ME  
04112

Dear trustees,

The mural project proposed by Sanford Adult Education and Project CommUnity would be a beautiful addition to Sanford's downtown. The mission statement of Project CommUnity is "working to create an inclusive and connected community focused on social justice through education, art and service." This project meets every aspect of our mission. We would like to help make this project successful by contributing volunteer time to its execution. As a group not only do we have many hands available to work and a lot of excitement for this project but we also have three different members with degrees from art colleges; one degree in Art Education, one in Community Art Education and one in Illustration. With this combination of willingness, skill and knowledge we hope to bring a lot to the planning and execution of this mural.

This letter is our pledge of in-kind labor. We pledge 20 hours each by 12 volunteers for a total contribution of 240 hours. We are valuing the time at the rate of \$15/hour for a cash equivalent of \$3,600.

Please join us with your financial support for this project.

Sincerely,

Natasha Nolan

(member of Project CommUnity,

facebook.com/projectcommunitymaine)



December 17th, 2018

Emery Trust for the Beautification of Sanford Springvale  
c/o Elizabeth Small  
H.M. Payson & Co  
PO Box 31  
Portland, ME 04112

Dear Trustees,

The mural project proposed by Sanford Community Adult Education and Project CommUnity would be a beautiful addition to Sanford's downtown; inciting pride throughout the Sanford community. The mural project would be completed by several community groups; with all efforts and collaborations managed by a member of our Sanford Art Association: Kristin Fitzpatrick. We would like to help make this project successful by recommending Kristin as a qualified and creative strategist, whose coordination skills would make this project a success. Kristin currently coordinates the Arts Afire Studio within Sanford Community Adult Education and has participated in several public art projects.

This letter supports Kristin as the Coordinator for the proposed mural project. Should circumstances arise for the Sanford Art Association to assist in the production of this mural; we welcome that opportunity.

Please join us with your financial support for this project.

Sincerely,  
Mary Saltmarsh  
President, Sanford Art Association

Policy Updates  
**Executive Summary – January 7, 2019**

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The following policies will be presented for a **“Second Reading”**  
on January 7, 2019

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## **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.

## Policy Summaries

- 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.

### III. Policy GBEC: Drug Free Workplace

*It was recently discovered that this policy underwent its' first reading on December 5, 2016 but due to an oversight, it was not read for a second time as anticipated in January, 2017. The School Committee is respectfully requested to perform the second reading of this policy so that it may be adopted immediately. The following paragraph contains summarized information regarding Policy GBEC.*

This required policy was adopted in 1998 and has not been updated. The policy only requires the following minor revisions:

- Add “bath salts or other synthetic hallucinogen or” to the items that employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of.
- Add “bath salts,” to the items that depending on the circumstances, may constitute sufficient grounds for discipline, up to and including dismissal.
- Replace the word “termination” with “dismissal” in the following sentence: Appropriate personnel sanctions shall be taken against any employee who violates the terms of this school unit’s drug and alcohol policy up to and including termination.
- Change the wording in the Implementation section from “The Superintendent shall be responsible for the development and promulgation of appropriate regulations to implement this policy” to “The Superintendent shall be responsible for developing and administering appropriate procedures to implement this policy.”
- Delete the Review section: “The Superintendent is to oversee a biennial review of the policy and regulations to determine the programs’ effectiveness, to implement changes disciplinary sanctions are consistently enforced.”

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### Recommended Motions

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1. Motion to adopt **Policy JFCK: Student Use of Cell Phones and Electronic Devices**
2. Motion to adopt **Policy JFCK-R: Student Use of Cell Phones and Electronic Devices – Administrative Procedures**
3. Motion to adopt **Policy GBEC: Drug Free Workplace**

(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:**
  - a. Confiscation of the device ~~for the remainder~~ **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.**
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  
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Approved: 9/21/09

## **DRUG-FREE WORKPLACE**

The School committee recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the School Committee is also seriously concerned about the effects of alcohol and drug dependency upon employee's job performance and ability to serve as a role model for our students.

The School Committee believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the district expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through v of section 202 of the federal Controlled Substance Act (21 US 812); by regulation at 21 CFR, 1300.11 through 1300.15; and in 17-A MRSA, 1101). The above applies before, during and after school hours at school or in any other school system location, defined as follows:

“School system location” means in any school building or on any school premises; in any school owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school unit; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school unit business.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the school unit of a criminal or civil conviction for a drug violation occurring in the work place no later than five calendar days after such conviction. In turn, the Superintendent, within 10 calendar days of learning of such conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the unit receives grant funds.

Appropriate personnel sanctions shall be taken against any employee who violates the terms of this school unit's drug and alcohol policy up to and including termination.

#### Implementation

The Superintendent shall be responsible for the development and promulgation of appropriate regulations to implement this policy.

#### Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the school system.

#### Review

The Superintendent is to oversee a biennial review of the policy and regulations to determine the programs' effectiveness, to implement changes disciplinary sanctions are consistently enforced.

Legal Reference: 21 U.S.C. 512 (Controlled Substances Act)  
21 C.S.R. 1300.11.15  
Fed. P.L. 101-226  
17-A MRSA 1101

Cross Reference: JICH-Drug and Alcohol Use by Students

Adoption Date: March 2, 1998

Effective Date: March 2, 1998

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No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of "bath salts" or other synthetic hallucinogen or of any narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through v of section 202 of the federal Controlled Substance Act (21 US 812); by regulation at 21 CFR, 1300.11 through 1300.15; and in 17-A MRSA, 1101). The above applies before, during and after school hours at school or in any other school system location, defined as follows:

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