

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
Monday, February 25, 2019 at 7:00 pm**

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

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

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

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

A. Call to Order

(time)

B. Pledge of Allegiance

C. Adjustments **None**

D. Approval of Minutes

1. September 10, 2018 Regular Meeting 6:00 PM (Attachment D.1.)
2. September 24, 2018 Executive Session 5:00 PM (Attachment D.2.)
3. September 24, 2018 Workshop Session 5:30 PM (Attachment D.3.)
4. September 24, 2018 Regular Meeting 6:00 PM (Attachment D.4.)
5. December 19, 2018 Executive Session 3:45 (Attachment D.5.)
6. December 19, 2018 Executive Session 4:15 (Attachment D.6.)
7. January 14, 2019 Executive Session 3:30 PM (Attachment D.7.)

Recommendation: To approve the minutes as presented.

E. Public Comments

F. Communications

1. MELMAC Education Foundation Grant Award (Attachment F.1.)

G. Committee Reports

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

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H. Superintendent's Report

1. Students Representatives' Reports
2. Field Trip Announcements
3. SHS Civil Rights Team Presentation – Heidi Whitney

I. Directors' Reports

1. Business Administrator Gwen Bedell
2. Assistant Superintendent Steve Bussiere
3. Curriculum Director Bernie Flynn
 - i. SJHS STEAM update

J. New Business

1. January, 2019 Financials – Gwen Bedell
 - i. Expenses as of January 31, 2019 (Attachment J.1.i.)
Recommendation: To approve the 1.31.19 Expenses as presented.
 - ii. Reconciliation as of January 31, 2019 (Attachment J.1.ii)
Recommendation: To approve the 1.31.19 Reconciliation as presented.

K. Old Business

L. Resignations None

M. Staff Appointments

1. Superintendent Nelson will announce the following appointments:

Amy Politano	Coach, 7 th grade softball	SJHS	April, 2019	Replacement
Scott Sheppard	Coach, 8 th grade softball	SJHS	April, 2019	Replacement

N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Tiffani Bourque	From CJL Sp Ed ed tech I	To CJL Sp Ed ed tech II	Eff. 2/11/19
Mona Lamb	From 5 hr/day kitchen personnel at Central Kitchen	To 5 hr/day kitchen personnel at SHS	Eff. 2/4/19
Joelle Landry	From temporary 5 hr/day kitchen personnel at Central Kitchen	To permanent 5 hr/day kitchen personnel at Central Kitchen	Eff. 2/11/19
Michael Pepin	From 2 nd shift custodian at SHS/SRTC	To 1 st shift custodian at SHS/SRTC	Eff. 2/4/19

O. Staff Nominations None

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P. Policies (Attachment P)

1. First reading – Policy **JLCB**, Immunization of Students
Recommendation: To accept the first reading of Policy JLCB as presented.
2. First reading – Policy **JLCA**, Physical Examination of Students
Recommendation: To accept the first reading of Policy JLCA as presented.
3. First reading – Policy **JLCC**, Communicable/Infectious Diseases
Recommendation: To accept the first reading of Policy JLCC as presented.
4. First reading – Policy **JJIF**, Management of Concussions and Other Head Injuries
Recommendation: To accept the first reading of Policy JJIF as presented.

Q. Items for Future Agenda(s)

1. Vaping presentation
2. 2019/2020 School Calendar

R. Calendar Announcements

Tuesday, February 26, 2019	Executive Session	Supt. Conference Room	3:30 pm
Tuesday, February 26, 2019	Executive Session	Supt. Conference Room	4:00 pm
Tuesday, February 26, 2019	Executive Session	Supt. Conference Room	4:30 pm
Thursday, February 28, 2019	Workshop	SRTC	3:00 pm
Monday, March 4, 2019	Regular Meeting	City Council Chambers	6:00 pm
Thursday, March 7, 2019	Overview of City and School budgets presented to Budget Committee	City Council Chambers	6:00 pm
Thursday, March 14, 2019	School budget discussed by Budget Committee	City Council Chambers	6:00 pm
Thursday, March 21, 2019	City budget discussed by Budget Committee AND public hearing	City Council Chambers	6:00 pm
Thursday, March 28, 2019	Approval of City AND School budgets by Budget Committee	City Council Chambers	6:00 pm

S. Adjournment

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

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, September 10, 2018 ~ 6:00 pm**

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

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

Student Reps present: Emma Dubois

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

A. Call to Order Time: 6:10 pm

B. Pledge of Allegiance Said

C. Adjustments Motion by Mrs. Williams: **To add Item F.1. SJHS Challenge Day Presentation by Amy Sevigny and Ayn Hanselman under Section F. Communications.**
Motion seconded by Ms. Sheffield. Motion carried 4 – 0.

D. Approval of Minutes

1. August 13, 2018 Executive Session, 5 pm (Attachment D.1.)
2. August 13, 2018 Summer Meeting, 6 pm (Attachment D.2.)

Motion by Mr. Mapes: **To approve the minutes as presented.**
Motion seconded by Ms. Sheffield. Motion carried 4 – 0.

E. Public Comments

1. Brenda Sanborn spoke about music at a field hockey game that was inappropriate and too loud. The Superintendent will investigate.

F. Communications

1. **(Added)** SJHS Challenge Day Presentation by Amy Sevigny and Ayn Hanselman
Proposal to bring the program to grades 7, 8 and 9
(www.challengeday.org)
2. Summer Food Service Program Administrative Review (Attachment F.1.)
3. Food Service Equipment Assistance Grant (Attachment F.2.)
4. Certificate of Final Funding (Attachment F.3.)

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Construction Project
 1. Move in timeline update
 - ii. Elementary Construction Projects
 1. MCS parking lot update

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H. Superintendent's Report

1. Opening Day review – enrollments:

SCHOOL/PROGRAM	Grade	Enrollment @ 9/10/17	Enrollment @ 9/10/18	Difference Plus/Minus
SRTC + Emery Street	PRE-K	54	64	10
CARL J. LAMB	K	76	91	
	1	79	84	
	2	99	74	
	3	92	98	
	4	73	85	
	5	68	71	
	6	39	0	
Totals		526	503	-23
LAFAYETTE	K	31	36	
	1	29	32	
	2	37	31	
	3	33	31	
Totals		130	130	0
MCS	K	106	103	
	1	72	60	
	2	77	76	
	3	86	73	
Totals		341	312	-29
WILLARD	1	37	34	
	2	37	42	
	3	51	44	
	4	156	165	
	5	151	156	
Totals		432	441	9
SJHS	6	176	235	
	7	239	219	
	8	252	244	
Totals		667	698	31
SHS	9	253	274	
	10	255	256	
	11	239	263	
	12	249	233	
Totals		996	1026	30

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SRTC	9	0	1	
	10	4	3	
	11	264	289	
	12	199	224	
Totals		467	517	50
TOTAL ALL SCHOOLS		3613	3691	78

2. **(Added)** Notes:
 - i. Alumni Field, first games, dedication, bathrooms
 - ii. New website and app
3. Student rep report
4. Proficiency Based Learning and Diploma
 - i. Update on surveys and input from SHS Principal
5. Field trips
 - i. Landscaping/Horticulture/FFA to Big E in Springfield, MA for competition on September 14-16, 2018

I. Directors' Reports

1. Business Administrator Gwen Bedell
 - i. Announced grant from State for food service
2. Assistant Superintendent Matt Nelson
 - i. Pre-K at SHS began today; Headstart Pre-K begins Thursday
 - ii. Transportation update noting staff shortage at Ledgemere
 - iii. Substitute teacher interviews
 - iv. School safety – fire and lockdown drills at all schools
 - v. Safety training on-line for all staff
3. Director of Curriculum Bernie Flynn
 - i. First ERD this Wednesday; schedule established for all schools for the entire year
 - ii. Social Emotional Learning – focus of 10/5/18 Workshop
 - iii. New science textbooks at SHS

J. New Business

1. RFQ for Bread Contract – Gwen Bedell Gadbois
Revisiting June 2018 Bread Bid Award
Motion by Mrs. Williams: **To cancel the Lepage Bakeries Bread Bid and accept the Fantini Bakery Bread Bid as proposed**
Motion seconded by Mr. Mapes. Motion carried 4 – 0.
2. Prom 2019 Location – Matt Petermann
Motion by Mr. Mapes: **To approve Spring Hill in South Berwick as the venue for the SHS Prom on May 18, 2019.**
Motion seconded by Mrs. Williams. Motion carried 4 – 0.

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3. Amendment to the 2018/2019 and 2019/2020 Ed Tech Collective Bargaining Agreement Wage Scale – Gwen Bedell Gadbois
Motion by Ms. Sheffield: **To approve the 2018/2019 and 2019/2020 revised wage scales as presented to accommodate changes in minimum wage laws.**

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

K. Old Business

1. 2018/019 School Committee Meeting Schedule Revision (**Attachment K.1.**)

January 2019 meeting dates amended to accommodate Martin Luther King Day holiday

Motion by Ms. Sheffield: **To approve the revised 2018/2019 School Committee Meeting Schedule as presented.**

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

L. Resignations

1. Superintendent Theoharides announced the following resignations:

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

M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

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 announced 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

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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 announced the following transfers:

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

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 Jeney	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 nominated the following professional staff for an administrative contract:

Sherri Baron	Principal	Carl J. Lamb School	Eff. TBD	Replacement
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Motion by Mr. Mapes: **To approve the nomination as presented.**

Motion seconded by Ms. Sheffield. Motion carried 4 – 0.

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, September 24, 2018 ~ 5:00 pm**

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

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

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

Call to Order Time: 5:05 pm

A. Executive Session Labor Contract Discussion

1. Motion by Mr. Mapes: **To enter Executive Session to discuss Schedule D of the Sanford Federation of Teachers Contract pursuant to 1 MRSA § 405(6)(D) at 5:05 pm.**
Motion seconded by Mrs. Williams. Motion carried 4 to 0.
2. Motion by Mr. Mapes: **To exit Executive Session at 5:28 pm.**
Motion seconded by Mrs. Williams. Motion carried 4 to 0.

B. Adjournment

Mr. Mapes made a motion **to adjourn at 5:28 pm.**
Mrs. Williams seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

John Roux, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, September 24, 2018 ~ 5:30 pm**

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

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

Student reps present: None

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

A. Call to Order Time: 5:37 pm

B. Workshop Session

1. 2019 Project Graduation

C. Adjournment

Mr. Mapes made a motion **to adjourn at 6:04 pm.**
Mrs. Williams seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

John Roux, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, September 24, 2018 ~ 6:00 pm**

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

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

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

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

A. Call to Order Time: 6:16 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes None

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Construction Project
 1. October 9, 2018 target start date
 2. Staff/student orientation
 3. Key plan
 - ii. Elementary Construction Projects

H. Superintendent's Report

1. Student rep reports
 - i. School Spirit Week
2. Field trips
 - i. SHS JMG to Leadership Conference in Rome, ME on October 16-17, 2018
 - ii. SRTC Engineering to Mainely Spirit Robotics Event at Messalonskee High School on September 22, 2018

I. Directors' Reports

1. Business Administrator Gwen Bedell
 - i. Audit is under way this week
 - ii. Revisions to Schedule D

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2. Assistant Superintendent Matt Nelson
 - i. Attended Regionalization Meeting with local districts last week
 - ii. Attended ESL Workshop last week
3. Director of Curriculum Bernie Flynn
 - i. Understanding Social Emotional Learning – focus of 10/5/18 Workshop
 - ii. Boston vs. Bullies

J. New Business

1. Revision to Schedule D of Teachers' Contract – Gwen Bedell Gadbois
(Added Attachment J.1.)
Motion by Mr. Mapes: **To approve the revised Schedule D of the Teachers' Contract as presented**
Motion seconded by Mrs. Williams. Motion carried 4 – 0.
2. SHS Spanish Club Trip to Puerto Rico – Jen Hunter (Added Attachment J.2.)
Motion by Ms. Sheffield: **To approve the SHS Spanish Club's Summer 2019 trip proposal as presented.**
Motion seconded by Mrs. Williams. Motion carried 4 – 0.

K. Old Business

1. Proficiency Based Learning and High School Graduation Requirements – Matt Petermann (Added Attachment K.1.)
Motion by Mrs. Williams: **To approve the Proficiency Based Learning and High School Graduation Requirements as presented.**
Motion seconded by Mr. Mapes. Motion carried 4 – 0.

L. Resignations

1. Superintendent Theoharides announced the following resignations:

Sherri Baron	Curriculum Teacher Leader	District	Eff. 9/10/18
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M. Staff Appointments

1. Superintendent Theoharides announced the following appointments:

Kaylynn Bell	Ed Tech II, Special Ed	CJL	Eff. TBD
Hazel Levasseur	Long Term Sub – Grade 3	Willard	Eff. 9.4.18
Paige Wormwood	Ed Tech II, Special Ed	SJHS	Eff. TBD

2. Superintendent Theoharides announced the following stipend positions:

Melissa Michaud	Grade Level Leader – K	District
Sara Deschambault	Grade Level Leader – 1	District
Michelle Levy	Grade Level Leader – 2	District
Kristin Daly	Grade Level Leader – 3	District
Kimberly LaPointe	Grade Level Leader – 4	District
Luba Green	Grade Level Leader – 5	District
Alexia Foster	JV Volleyball Coach	SHS
Samantha Orchard	Art Club Advisor	SJHS
Jane Kirton, Nancy Neubert	Chorus Advisors	SJHS

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Rachel White	Yearbook Advisor	SJHS
Adam Bellefeuille	Drama Club Advisor	SJHS
Jess Allen	Student Council Advisor	SJHS
Meghan Look, Samantha Hilt	Math Club Advisors	SJHS
Carol Baker roux	Band Director	SJHS
Carol Baker Roux	Jazz Band Director	SJHS
Sara Nason	Mechanical Advantage Club Advisor	SJHS
Sue Roeder Knight	Bike Club Advisor	SJHS
Karen Birch, Erin Fraser	PLCSS Chair	SJHS
Rachel White	Math Dept. Chair	SJHS
Erin Barry	Social Studies Dept. Chair	SJHS
James Cantara	Science Dept. Chair	SJHS
Sue Coveney	ELA Dept. Chair	SJHS
Amanda Roy	Health/PE Dept. Chair	SJHS
Carol Baker Roux	Fine Arts Dept. Chair	SJHS
Kathy Camire	Special Ed Dept. Chair	SJHS
Nate Mann	Jr. High Athletic Liaison	SJHS
Pam Cote, Karen Birch	PLP Coordinators	SJHS
Erin Fraser	BE Mentor	SJHS
Angel Camire	BE Mentor	SJHS
Rachel White	BE Mentor	SJHS
Ashlee Sweeney	BE Mentor	SJHS
Karen Birch	BE Mentor	SJHS
Sara Nason	BE Mentor	SJHS
Heidi Butler	BE Mentor	SJHS
Greg Holland	BE Mentor	SJHS
Katie Hoagland	FFA Advisor	SRTC
Brent Sirois	Robotics Advisor	SRTC
Susan Williams	NTHS Advisor	SRTC
Joe Bolduc, Tim Fecteau	Skills USA Advisors	SRTC
Meghan Dietsch	Art Club Advisor	SHS
Melinda Williams, Ann Hall	Freshmen Class Advisors	SHS
Cyndi Pattershall, Jed Russell	Sophomore Class Advisors	SHS
Rossie Kearson, Mark Boissonneault	Junior Class Advisors	SHS
Stephanie Boissonneault, Nate Smith	Senior Class Advisors	SHS
Kelly Tibbetts, Kristie Baker	Future Educators of America Advisors	SHS
Nicole Clark	Drama Club Director	SHS
Jennifer Hunter	French Club Advisor	SHS
Adam Soule	Math Club Advisor	SHS
Josh Champagne	Band Director	SHS
Josh Champagne	Jazz Band Director	SHS
Josh Champagne	Marching Band Director	SHS

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Yovana Karakitukova	Colorguard Instructor	SHS
Heather Hastings	Asst. Marching Band Director	SHS
Scott Eugley	Marching Band Percussion Director	SHS
Josh Champagne	Pep Band Director	SHS
Josh Champagne	Winter DrumLink Director	SHS
Yovana Karakitukova	Winter Guard Instructor	SHS
Jane Kirton	Chorus Director	SHS
Jane Kirton	Musical Director	SHS
Sandra Thompson, Laurie works	National Honor Society Advisors	SHS
Shannon Farnsworth	Pep Club Advisor	SHS
Elizabeth White, Heather English	Student Council Advisors	SHS
Beth Letourneau	Peer Helpers Advisor	SHS
Kelly Tibbetts	Distaff Advisor	SHS
Anne L'Heureux	Distaff Business Manager	SHS
Beth Marass, Valerie West	Environmental Club Advisors	SHS
Heidi Whitney, Josh Verzosa, Rebecca Laber-Smith	Civil Rights Club Advisors	SHS
Sandra Thompson	GSTA Advisor	SHS
Kathryn Peppe	Anime Club	SHS
Lisa Arsenault, Kerrie White	Early Hall Monitors	SHS
Adam Soule	School Treasurer	SHS
Sarah Preston, Sally Quarles	Personal Learning Plan Coordinators	SHS
Kelly Tibbetts, Elizabeth White	ELA Dept. Chairs	SHS
Diana Walker	Health & PE Dept. Chair	SHS
Mark Camire	Math Dept. Chair	SHS
Clarice Kralovec	Modern/Classical Languages Dept. Chair	SHS
Valerie West, Steve Walker	Science & Technology Dept. Chairs	SHS
Barbara Perry	Social Studies Dept. Chair	SHS
April Morrison, Maggie Warner	Family & Consumer Science Dept. Chairs	SHS
April Morrison, Maggie Warner	Visual & Performing Arts Dept. Chairs	SHS
Beth Letourneau	Guidance Dept. Chair	SHS
Alex Munro	Special Education Dept. Chair	SHS
Karen Webb	Alternative High School Dept. Chair	SHS

School Committee Meeting Minutes

September 24, 2018

N. Staff Transfers None

O. Staff Nominations None

P. Policies None

Q. Items for Future Agenda(s)

1. Workshop - Cell Phone Use by Students – October
2. Field Trip Policy – water/swimming

R. Calendar Announcements

Motion by Mrs. Williams: **To cancel the Sanford School Committee Regular Meeting scheduled for October 1, 2018.**

Motion seconded by Ms. Sheffield. Motion carried 4 – 0.

Monday, October 15, 2018	Regular Meeting	6:00 pm	City Council Chambers
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S. Adjournment

Ms. Sheffield made a motion **to adjourn at 7:52 pm.**

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

Respectfully submitted,

John Roux, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Wednesday, December 19, 2018 ~ 3:45 pm**

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

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

Staff present: Matt Nelson, Assistant Superintendent
Steve Bussiere, Assistant Superintendent
Aaron Tremblay, SHS Assistant Principal

Call to Order Time: 3:53 pm

A. Executive Session Student Matter

1. Motion by Mr. Roux: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 3:53 pm.**

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

2. Motion by Mr. Mapes: **To exit Executive Session at 4:28 pm.**

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

Public Session:

3. Motion by Mrs. Williams: **The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly, and engaging in infractions of Sanford School Committee Policy JICIA. The student's removal from school is necessary for the peace and usefulness of the school and as a result the student will be expelled from school indefinitely. A meeting will be set up with the student, guardian and school administration to outline the conditions for re-entry. The Assistant Superintendent of Schools will provide the student and the student's guardian written notice of the Sanford School Committee's findings and conclusions.**

Motion seconded by Mr. Mapes. Motion carried 4 to 0.

B. Adjournment

Ms. Sheffield made a motion **to adjourn at 4:33 pm.**

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

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Assistant Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Wednesday, December 19, 2018 ~ 4:15 pm**

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

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

Staff present: Matt Nelson, Assistant Superintendent
Steve Bussiere, Assistant Superintendent
Troy Watts, SHS Assistant Principal
Brent Coleman, Outreach Worker

Guests present: Student

A. Call to Order Time: 4:48 pm

B. Executive Session Student Matter

1. Motion by Mr. Mapes: **To enter Executive Session to consider the re-admission of a student to Maine public schools pursuant to 1 MRSA § 405(6)(B) at 4:48 pm.**

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

2. Motion by Mr. Mapes: **To exit Executive Session at 5:10 pm.**

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

Public Session:

3. Motion by Mr. Mapes: **The School Committee has discussed the information presented regarding the student's request and found it to be insufficient to re-admit the student. Based on that information, the student will not be readmitted to Sanford High School. 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 Ms. Sheffield. Motion carried 4 to 0.

C. Adjournment

Ms. Sheffield made a motion **to adjourn at 5:12 pm.**

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

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Assistant Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, January 14, 2019 ~ 3:30 pm**

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

Members present: John Roux, Scott Sheppard, Don Jamison

Staff present: Matt Nelson, Assistant Superintendent
Steve Bussiere, Assistant Superintendent
Troy Watts, SHS Assistant Principal
Brent Coleman, Outreach Worker

Guests present: Student
Student's parents

A. Call to Order Time: 3:42 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 3:42 pm.**
Motion seconded by Mr. Jamison. Motion carried 3 to 0.
2. Motion by Mr. Sheppard: **To exit Executive Session at 4:14 pm.**
Motion seconded by Mr. Jamison. Motion carried 3 to 0.
Public Session:
3. Motion by Mr. Jamison: **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 student will be readmitted to Sanford High School on January 28, 2019 (projected first day of second semester) with the following conditions: regular check-ins with Outreach Worker, counseling, restricted to no personal electronic devices while in school and subject to random searches related to electronic devices. 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. Sheppard. Motion carried 2 to 1.

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 4:22 pm.**
Mr. Jamison seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Superintendent

MELMAC
EDUCATION FOUNDATION

188 Whitten Road
Augusta, Maine 04330
(207) 622-3066 • Toll Free 866-622-3066 • Fax (207) 622-3053
info@melmacfoundation.org

January 18, 2019

Kathy Sargent
Sanford Regional Technical Center
52 Sanford High Blvd.
Sanford, ME 04073

Dear Kathy:

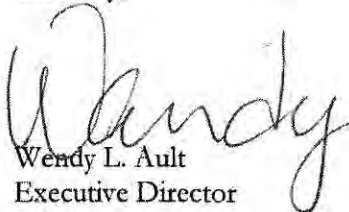
Enclosed please find a check in the amount of **\$9,000.00** which is the second payment of the **Best Practices Grant** under the **Boosting Readiness For College and Career CTE Pathways Initiative** for the 2018/2019 school year. For your records, the total award for this grant in the 2018/2019 school year is **\$18,000.00**. You were sent a check in the amount of **\$9,000.00** in September 2018.

Please remember that these are multi-year grants and that there is no guarantee that subsequent grant awards will be made by MELMAC to the grantee if the grantee does not meet all of the requirements of this grant. I appreciate the time that you and John Marcigliano dedicate during College Access Team Meetings to review grant expenditures and the current balance, as discrepancies or deficiencies in budget reporting may cause a delay in, or cancellation of, future disbursements. We are confident that you will continue to be successful in achieving our shared commitment to increasing the number of Maine high school students who, upon graduation, immediately enroll in post-secondary study.

As a **CTE Pathways Initiative Grant** recipient, I want to remind you that a team from Sanford Regional Technical Center is expected to attend MELMAC U at the Samoset Resort in Rockport from **Tuesday, March 26, 2019 to Thursday, March 28, 2019**. Please mark your calendar and look for additional information via e-mail in the weeks to come.

As always, it is a pleasure to work with you. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

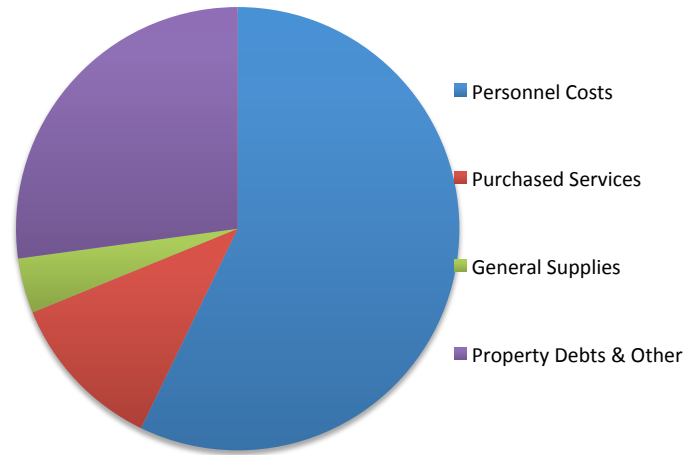
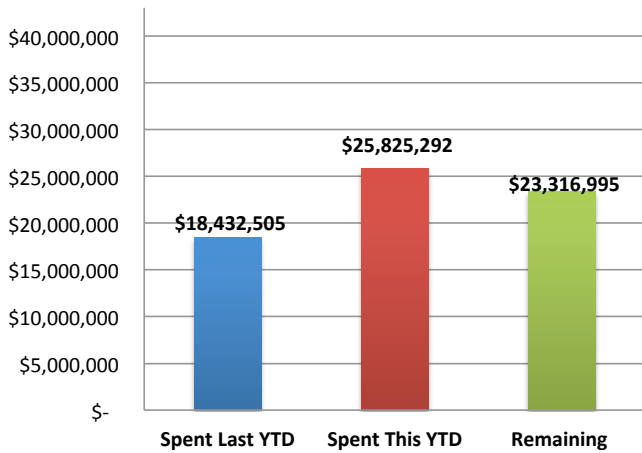

Wendy L. Ault
Executive Director

Enc: check

Cc: John Marcigliano

SANFORD SCHOOL DEPARTMENT
 SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE
 For the Year-to-Date and Month Ending January 31, 2019

Account Group	Jul 17 - Jan 18 Actual	Jul 18 - Jan 19 Actual	2018/19 Revised Budget	Amount Remaining Revised Budget - Actual
51000 Personal Services - Sal/Wages&Stip.	\$ 10,160,349	\$ 10,569,658 41%	\$ 23,719,630 48%	\$ 13,149,973 55%
52000 Personal Services - Payroll Tax&Bene.	\$ 3,863,852	\$ 4,198,299 16%	\$ 9,446,340 19%	\$ 5,248,040 56%
<i>Subtotal - Personal Services</i>	\$ 14,024,201	\$ 14,767,957 57%	\$ 33,165,970 67%	\$ 18,398,013 55%
53000 Purchased Prof. & Tech. Services	\$ 1,126,008	\$ 1,186,216 5%	\$ 2,051,120 4%	\$ 864,905 42%
54000 Purchased Property Services	\$ 371,496	\$ 302,305 1%	\$ 592,749 1%	\$ 290,443 49%
55000 Other Purchased Services	\$ 1,426,054	\$ 1,519,667 6%	\$ 2,821,795 6%	\$ 1,302,128 46%
56000 General Supplies	\$ 726,980	\$ 1,036,874 4%	\$ 1,681,105 3%	\$ 644,230 38%
57000 Property Maint & Repair	\$ 226,443	\$ 145,704 1%	\$ 373,083 1%	\$ 227,379 61%
58000 Debt, Dues/Fees & Miscellaneous	\$ 531,323	\$ 6,866,569 27%	\$ 8,456,470 17%	\$ 1,589,902 19%
59000 Other & Rounding	\$ -	\$ 0%	\$ (5) 0%	\$ (5) 0%
Total	\$ 18,432,505	\$ 25,825,292 100%	\$ 49,142,287 100%	\$ 23,316,995 47%



Warrant Article Cost Center	Jul 17 - Jan 18 Actual	Jul 18 - Jan 19 Actual	2018/2019 Revised Budget	Amount Remaining
1. Regular Instruction	\$ 6,603,136	\$ 6,574,711 25%	\$ 15,799,056 32%	\$ 9,224,345 58%
2. Special Education	\$ 3,470,416	\$ 3,633,885 14%	\$ 8,206,816 17%	\$ 4,572,931 56%
3. Career / Technical Education	\$ 1,131,789	\$ 1,524,366 6%	\$ 2,969,621 6%	\$ 1,445,254 49%
4. Other Instruction	\$ 610,375	\$ 452,332 2%	\$ 943,570 2%	\$ 491,237 52%
5. Student & Staff Support	\$ 1,710,743	\$ 1,924,350 7%	\$ 3,937,412 8%	\$ 2,013,062 51%
6. System Administration	\$ 530,311	\$ 574,981 2%	\$ 976,331 2%	\$ 401,349 41%
7. School Administration	\$ 1,190,407	\$ 1,269,920 5%	\$ 2,173,605 4%	\$ 903,685 42%
8. Transportation & Buses	\$ 877,180	\$ 877,661 3%	\$ 1,942,784 4%	\$ 1,065,123 55%
9. Facilities Maintenance	\$ 2,044,230	\$ 2,393,050 9%	\$ 4,064,884 8%	\$ 1,671,834 41%
10. Debt Service	\$ 258,082	\$ 6,577,375 25%	\$ 8,095,134 16%	\$ 1,517,759 0%
11. All Other Expenditures & Rounding	\$ 5,838	\$ 22,661 0%	\$ 33,075 0%	\$ 10,415 0%
Subtotal	\$ 18,432,505	\$ 25,825,292 100%	\$ 49,142,287 100%	\$ 23,316,995 47%
Adult Education	\$ 380,955	\$ 335,664 45%	\$ 748,462	\$ 412,798 55%
Total	\$ 18,813,460	\$ 26,160,956 52%	\$ 49,890,749 100%	\$ 23,729,793 48%

RECONCILIATION OF ACCOUNTS
BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD
For the Year-to-Date and Month Ending January 31, 2019

Fund			Year to Date Revenues			Year to Date Expenses			Year to Date Net (Rev - Exp)		
City	Schl	Name	School	City	Variance	School	City	Variance	School	City	Variance
GENERAL FUND											
16-210	1000-1200	General Education	(21,578,057)	(21,578,057)	-	25,825,292	25,825,292	-	4,247,234	4,247,234	-
16-235	1500	Adult Education	(172,300)	(172,300)	-	335,664	335,664	-	163,364	163,364	-
Total			(21,750,357)	(21,750,357)	-	26,160,956	26,160,956	-	4,410,599	4,410,599	-
SPECIAL REVENUE FUNDS											
2201	2001	Wellness Team	(500)	(500)	-			-	(500)	(500)	-
2202	2002	Erate	(35,555)	(35,555)	-	2,547	2,547	-	(33,008)	(33,008)	-
2203	2003	Tech Tuition	(130,655)	(130,655)	-	169,268	169,268	-	38,613	38,613	-
2204	2011	MelMac	(29,000)	(29,000)	-	5,494	5,494	-	(23,506)	(23,506)	-
2206	2006	EcoMaine	(504)	(504)	-			-	(504)	(504)	-
2207	2215	Momentum	(27,444)	(27,444)	-	22,094	22,094	-	(5,350)	(5,350)	-
2209	2009	SRTC Genest Auto			-	4,289	4,289	-	4,289	4,289	-
2218	2052	Local JH			-	636	636	-	636	636	-
2219	2069	Genest/SRTC Bldg	(8,250)	(8,250)	-	3,650	3,650	-	(4,600)	(4,600)	-
2228	2240	PAL Maine Arts Comr	(1,520)	(1,520)	-	500	500	-	(1,020)	(1,020)	-
2238	2215	College Transitions	(20,653)	(20,653)	-	22,477	22,477	-	1,825	1,825	-
2239	2300	Title 1A	(500,498)	(500,498)	-	555,761	555,761	-	55,264	55,264	-
2249	2460	MaineCare	(66,262)	(66,262)	-	71,087	71,087	-	4,825	4,825	-
2252	2470	Idea Local Entitlemt.	(476,125)	(476,125)	-	451,213	451,213	-	(24,913)	(24,913)	-
2253	2510	Early Child/PreSchl.	(20,505)	(20,505)	-	9,728	9,728	-	(10,777)	(10,777)	-
2255	2400	Title 4			-	707	707	-	707	707	-
2259	2670	Title 5	(1,338)	(1,338)	-	2,742	2,742	-	1,405	1,405	-
2262	2700	Title 2A	(91,183)	(91,183)	-	115,659	115,659	-	24,476	24,476	-
2268	2860	Carl Perkins	(77,615)	(77,615)	-	90,119	90,119	-	12,504	12,504	-
2269	2950	Aefla/Abe	(18,647)	(18,647)	-	20,433	20,433	-	1,786	1,786	-
2272	2012	Corning	(3,000)	(3,000)	-	49	49	-	(2,951)	(2,951)	-
2273	2013	HS Student iPads	(2,800)	(2,800)	-	2,278	2,278	-	(522)	(522)	-
2275	2232	Transtn Profic. Dipl.			-	1,000	1,000	-	1,000	1,000	-
2288	2081	SRTC/Intntl Film Fest	(3,000)	(3,000)	-	3,000	3,000	-	-	-	-
2289	2004	Crayola Grant			-	158	158	-	158	158	-
Total			(1,515,053)	(1,515,053)	-	1,554,889	1,554,889	-	39,836	39,836	-
CAPITAL IMPROVEMENT FUNDS											
4047	3015	HS Const Project	(167,984)	(167,984)	-	8,916,338	8,916,338	-	8,748,354	8,748,354	-
4054	3020	Elem Const Project	(44,520,897)	(44,420,897)	(100,000)	8,064,933	8,064,933	-	(36,455,964)	(36,355,964)	(100,000)
Total			(44,688,880)	(44,588,880)	(100,000)	16,981,271	16,981,271	-	(27,707,609)	(27,607,609)	(100,000)
ENTERPRISE FUNDS											
<i>*7/18 Deposit Recorded by City FYE18</i>											
5000	6000	School Café	(744,044)	(744,044)	-	846,154	846,154	-	102,111	102,111	-
5200	6150	Adult Ed Enrichment	(16,655)	(16,655)	-	48,774	48,774	-	32,119	32,119	-
Total			(760,698)	(760,698)	-	894,929	894,929	-	134,230	134,230	-
TRUST FUNDS											
7013	8015	Trust Funds	(44,394)	(44,394)	-	51,052	51,052	-	6,658	6,658	-
Total			(44,394)	(44,394)	-	51,052	51,052	-	6,658	6,658	-

Date: _____ For the School by: _____
 Matthew Nelson, Superintendent

 Gwen R. Bedell Gadbois, Business Admin.

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

 Ronni L. Champlin, Finance Director

Policy Updates
Executive Summary – February 25, 2019

The following policies will be presented for a **“First Reading”**
 On February 25, 2019

I. Policy JLCB IMMUNIZATION OF STUDENTS

Policy JLCB was last updated on January 22, 2007. The nurses and central office administrators reviewed the recommended policy from Maine School Management Association and the current Maine immunization requirements of school age children. The Maine Department of Health and Human Services and Department of Education have revised the Maine School Immunization Requirements. The changes further align Maine’s immunization rules with current national recommendations to better protect the health of all Maine people.

Effective 2017-2018 School Year

All students entering, advancing, or transferring into seventh (7th) grade are now required to receive one dose of Tdap (tetanus, diphtheria, and pertussis) vaccine before attendance is allowed. This requirement is for 7th grade students only; grades 8-12 are not included in this rule change.

Effective 2018-2019 School Year

The Maine Department of Health and Human Services and Department of Education revised the Maine School Immunization Requirements rule to include meningococcal meningitis disease.

- One dose of meningococcal vaccine MCV4 (serogroups A, C, W, and Y) is required for all students entering 7th grade.
- Two doses of meningococcal vaccine MCV4 are required for students entering 12th grade, with a minimum interval of 8 weeks between dose one and dose two. If the first dose of meningococcal vaccine was administered on or after the 16th birthday, a second dose is not required.

The following changes have been made to the policy to reflect the rule changes:

- **Added Students entering 7th and 12th grade will also need to show proof of meningococcal vaccine MCV4.**
- Wording has been changed to included transfer student timeline.

“The parent provides the school with a written assurance that the child will be immunized by private effort within ninety days of enrolling (officially registering) in school or first attendance in school classes, whichever date is the earliest. The granting of this 90-day period is a one-time provision. **A child**

transferring from one school to another within the state may not be granted a second 90 day period, however, a period of 21 calendar days may be granted to allow for the transfer of health records from one school to another; or”

- Added in section B. “...**each year**” for exemptions for medical reasons
- Added in Section C. “...**each year**” for exemptions for religious or philosophical beliefs

II. Policy JLCA PHYSICAL EXAMINATION OF STUDENTS

Policy JLCA was last revised on February 7, 2011. The nurses and central office administrators reviewed the recommended policy from Maine School Management Association.

The policy only requires minor revisions:

Section A. Physical Examinations and Screenings

- Physicals: change the wording from “offered to students in grades 3 & 6” to **“other students recommended by the school nurse.”**
- Change “questionnaire” to **“Record”**

Section B. Participation in Athletics

- Adding **“It is the parent/guardians responsibility to notify the school nurse of any medical conditions that are identified between physicals or during the school year, in order to best meet the student’s health needs.”**
- Adding **“The determination of need for a medical note will be at the clinical discretion of the nurse.”**

Section C. Parental Consent

- Eliminating wording around a physical examination, as parents need to give permission in order for a physical to occur.

~~Parents/guardians and eligible students (students 18 years of age or older) shall be notified annually and have the opportunity to opt the student out of any non-emergency, invasive*, physical examination or screening that is:~~

- ~~1. Required as a condition of attendance;~~
- ~~2. Administered by the school and scheduled by the school in advance;~~
~~and~~
- ~~3. Not necessary to protect the immediate health and safety of the student, or of other students.~~

~~*For the purpose of this policy, “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing or vision or scoliosis.~~

III. Policy JLCC COMMUNICABLE/INFECTIOUS DISEASES

Policy JLCC was last updated on March 19, 2007. The nurses and central office administrators reviewed the recommended policy from Maine School Management Association and the Center for Disease Control.

The policy only requires minor revisions:

- Added wording around the notification of the CDC as required by law and Department of Education Rule.
- Added **“exclusion recommendations by the CDC shall be observed”**
- Added **“In general, students will be sent home by the school nurse in cases of 100.4 fever or higher, vomiting, diarrhea, or suspicion of other possibly contagious conditions at school nurse discretion.”**
- Changed “the primary care physician” to **“a licensed medical provider”**
- Added a reference to *Guidelines to Control the Transmission of Communicable Diseases in School Settings* from the *Maine DOE School Health Manual*.

IV. Policy JJIF MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES

Policy JJIF was adopted on October 15, 2012. The nurses and central office administrators reviewed the recommended policy from Maine School Management Association.

The policy only requires minor revisions:

- Added **“The student and his/her parent/legal guardian must sign a statement acknowledging that they have received and read this information before the student will be allowed to participate in any school sponsored athletic activity.”**
- Added clarification to what activities students who have sustained a concussion will be prohibited from until medical clearance has been given. **“...in school-sponsored athletic activities, including physical education classes,”**

Recommended Motions

1. Motion to accept the first reading of **Policy JLCB IMMUNIZATION OF STUDENTS**
2. Motion to accept the first reading of **Policy JLCA PHYSICAL EXAMINATION OF STUDENTS**
3. Motion to accept the first reading of **Policy JLCC COMMUNICABLE/INFECTIOUS DISEASES**
4. Motion to accept the first reading of **Policy JJIF MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES**

Sanford School Department

NEPN/NSBA Code: JLCB

IMMUNIZATION OF STUDENTS- SANFORD

All students who enroll in the school unit schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox). **Students entering 7th and 12th grade will also need to show proof of meningococcal vaccine MCV4.**

Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

- A. ~~The parents/guardian provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or~~

The parent provides the school with a written assurance that the child will be immunized by private effort within ninety days of enrolling (officially registering) in school or first attendance in school classes, whichever date is the earliest.

The granting of this 90-day period is a one-time provision. A child transferring from one school to another within the state may not be granted a second 90-day period, however, a period of 21 calendar days may be granted to allow for the transfer of health records from one school to another; or

- B. The parents/guardian provide a physician's written statement **each year** that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
- C. The parents/guardian state in writing **each year** that immunization is contrary to their sincere religious or philosophical beliefs.

The Superintendent shall exclude from school any non-immunized student when there is a clear danger to the health of others as provided by law.

The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

Legal Reference: 20-A MRSA 6352-6359

Chapter 126 (Me. Dept. of Ed. Rules)

Cross Reference: JLCC - Communicable/Infectious Diseases
JRA - Student Educational Records

Adopted:

Revised:

PHYSICAL EXAMINATIONS OF STUDENTS - SANFORD

The School Committee is aware of the relationship between student health and success in school. Recognizing that parents/guardians bear the major responsibility for attending to the health needs of their children and that the school system has an interest in the well-being of its students, the School Committee adopts the following policy.

A. Physical Examinations and Screenings

Parents/guardians shall be required to have their children physically examined prior to entering school and encouraged to have examinations on a schedule recommended by their health care provider. Dental examinations shall also be encouraged.

Vision and hearing screenings will be conducted as required by Maine law. Parents will be notified of any suspected health problems identified through screening. School staff are encouraged to be alert to the general well-being of students and should refer any concerns to the building principal and/or school nurse.

~~Optional physical exams will be offered at grades K, 3, 6 and for other students as recommended by the school nurse. An Annual Student Health questionnaire will be sent home at the beginning of each year.~~

Physical exams will be offered to Kindergarten students who have not had an entrance physical, and other students as recommended by the school nurse. Sports Physicals for students in grades 6-12 who are participating in interscholastic sports will be offered annually. An Annual Student Health questionnaire Record will be sent home at the beginning of each academic year.

B. Participation in Athletics

Students who wish to participate in middle school or high school interscholastic athletics are required to have a physical exam and medical approval before doing so. The physical exam must have been given within two years prior to participation. Thereafter, students participating in athletics must have a physical exam every two years. A student will not be allowed to participate in practice or competition without the required physical exam and medical approval.

Between required physical exams for athletics, the Annual Health questionnaire is to identify any illness, injury, or surgery that might affect participation in sports. The school nurse will review the returned questionnaires. It is the parent/guardian responsibility to notify the school nurse of any medical conditions that are identified between physicals or during the school year, in order to best meet the student's health needs.

In the event of severe medical injury or illness, the student will not be allowed to participate in sports without a note from the student's doctor. **The determination of need for a medical note will be at the clinical direction of the school nurse.**

C. Parental Consent

Parent/guardian consent shall be required for physical examinations if given by the school physician or under the auspices of the school.

~~Parents/guardians and eligible students (students 18 years of age or older) shall be notified annually and have the opportunity to opt the student out of any non-emergency, invasive*, physical examination or screening that is:~~

- ~~1. Required as a condition of attendance;~~
- ~~2. Administered by the school and scheduled by the school in advance; and~~
- ~~3. Not necessary to protect the immediate health and safety of the student, or of other students.~~

~~*For the purpose of this policy, "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing or vision or scoliosis.~~

Legal Reference: 20-A M. R. S. A. §§ 6402-A, 6451-6453; 20 U. S. C. § 1232h(c)

Cross Reference: JLCB- Immunization of Students

Adopted: December 21, 1993

Revised:

COMMUNICABLE/INFECTIOUS DISEASES-SANFORD

~~Teachers~~ **School Staff** shall be alert to signs of illness and communicable disease and refer students who show such symptoms to the school nurse.

In the case of a confirmed case of a communicable disease, the school nurse shall notify building administration and the CDC as required by law and Department of Education Rule. All students ~~Exclusion recommendations by the CDC shall be observed. Students excluded based on regulations established by Maine Center for Disease Control and/or State law are not allowed to attend school and school activities~~ **All students under quarantine shall be excluded from school and school activities.** ~~Quarantine regulations established by the Bureau of Health. The school nurse shall be responsible for notifying the local health department of all students having a communicable disease as required by law and Department of Education rule. The building Principal shall be notified of all communicable disease cases and contacts in the school.~~

Students who have other types of communicable disease **concerns** ~~shall be excluded from school as prescribed by law, or shall observe other protective procedures~~ **shall be excluded,** according to recommendations issued by the school physician.

In general, students will be sent home by the school nurse in cases of 100.5 fever, vomiting, diarrhea, or suspicion of other possibly contagious conditions at school nurses discretion.

Students returning to school after having had a reportable communicable or infectious disease should be symptom free for 24 hours unless ~~the primary care physician~~ **a licensed medical provider** provides written documentation approving school attendance before the symptoms have abated.

Legal reference: 5 MRSA § 19201 et seq
20-A MRSA §§ 1001 (11) (A), 6301
22 MRSA §§ 801, 802, 806, 823, 824

Notes: Add reference chart :Guidelines to Control the Transmission of Communicable Diseases in School Settings from DOE School Health Manual (Verbiage shall refer to most recent update)

Adopted: March 19, 2007
Revised:

Management of Concussions and Other Head Injuries - Sanford

The School Committee recognizes that concussions and other head injuries are potentially serious and may result in significant brain damage and/or death if not recognized and managed properly. The School Committee adopts this policy to promote the safety of students participating in school-sponsored extracurricular athletic activities, including but not limited to interscholastic sports.

By June 30 of each year, the Athletic Director will identify the school-sponsored athletic activities that pose a risk of concussion or other head injury. A list of these activities will be distributed to school administrators and coaches.

All coaches, including volunteer coaches, must undergo training in the identification and management of concussive and other head injuries prior to assuming their coaching responsibilities. The training must be consistent with such protocols as may be identified or developed by the Maine Department of Education (DOE) and include instruction in the use of such forms as the DOE may develop or require.

Coaches shall be required to undergo refresher training every two years or when protocols and/or forms have been revised.

STUDENT AND PARENT INFORMATION

Annually, at the beginning of each school year, students and parents of students who will be participating in school-sponsored athletic activities will be provided information regarding:

- A. The risk of concussion and other head injuries and dangers associated with continuing to participate when a concussion or other head injury is suspected;
- B. The signs and symptoms of concussion and other head injuries; and
- C. The school unit's protocols for: removal from the activity when a student is suspected of having sustained a concussion or other head injury, evaluation, and return to participation in the activity ("return to play").

The student and his/her parent/legal guardian must sign a statement acknowledging that they have received and read this information before the student will be allowed to participate in any school sponsored athletic activity.

MANAGEMENT OF CONCUSSIVE AND OTHER HEAD INJURIES

It is the responsibility of the coach of the activity to act in accordance with this policy when the coach recognizes that a student may be exhibiting signs, symptoms and behaviors associated with a concussion or other head injury.

Any student suspected to having sustained a concussion or other head injury during a school-sponsored athletic activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately. The student and his/her parent(s) will be informed of the need for an evaluation for brain injury before the student will be allowed to return to the activity.

No student will be permitted to return to the activity or to participate in any other school-sponsored athletic activity on the day of the suspected concussion.

Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from further participation **in school-sponsored athletic activities, including physical education classes**, until he/she has been evaluated and received written medical clearance to do so from a licensed, physician, physician's assistant, or certified athletic trainer who is trained in the management of concussions.

Coaches and other school personnel shall comply with the student's health care provider's recommendations in regard to gradual return to participation. No student will be permitted to return to full participation (competition) until cleared to do so. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.

If at any time during the return to play program signs or symptoms of a concussion are observed, the student must be removed from the activity and referred to his/her health care provider for re-evaluation.

COGNITIVE CONSIDERATIONS

School personnel should be alert to cognitive and academic issues that may be experienced by students who have suffered a concussion or other head injury, including but not limited to difficulty with concentration, organization, long-and-short term memory and sensitivity to bright lights and sounds and accommodate a gradual return to full participation in in academic activities as appropriate, based on the recommendations of the student's health care provider and appropriate designated school personnel (e.g., 504 Coordinator).

CONCUSSION MANAGEMENT TEAM

The Superintendent will appoint a concussion management team including a school administrator to be responsible, under the administrative supervision of the Superintendent, to make recommendations related to implementation of this policy. The concussion management team will include the Athletic Director and school nurse and may include one or more principals or assistant principals, the school physician and such other school personnel or consultants as the Superintendent deems appropriate.

Adoption date: October 15, 2012

Effective date: October 15, 2012

Revised:

School Nurse Responsibility in Concussion Management

Assessment:

- Review symptoms from Acute Concussion Evaluation (ACE) Care Plan and fill out appropriately.
- Assess pupils, vision tracking and gait.
- Refer to Athletic Trainer (athletes) and/or PCP (non-athletes) as appropriate.

Accommodations:

- Follow Return to School and Return to Sports protocol on ACE Care Plan.
- Expect symptom “aggravation” - headaches when reading the board or computer work.
- Screen time as tolerated. (Suggested 20 min work time/5 min break)
- Student should be free to go to the nurse for rest. If the nurse’s office is not an option for rest the library should be sufficient.
- Treatment for headache with acetaminophen or ibuprofen is appropriate.
- Light physical activity as tolerated at any point in healing.
- Encourage re-engagement - this is key to concussion recovery.
- School Nurse will inform teachers and guidance of accommodations and treatment as appropriate.

Follow Up:

- Intermittent communication with Athletic Trainer and parent/guardian during concussion management and treatment.

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