

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
MONDAY, APRIL 1, 2019 ~ 6:00 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

1. **Recommendation** to hear Item I.3.i. York County Regional Fine Arts presentation next.

D. Approval of Minutes

1. January 7, 2019 Regular Meeting at 6 pm (Attachment D.1.)
2. January 28, 2019 Budget Workshop at 5 pm (Attachment D.2.)
3. January 28, 2019 Regular Meeting at 7 pm (Attachment D.3.)
4. February 4, 2019 Budget Workshop at 5 pm (Attachment D.4.)
5. February 4, 2019 Regular Meeting at 7 pm (Attachment D.5.)
6. February 11, 2019 Budget Workshop at 5 pm (Attachment D.6.)
7. February 25, 2019 Budget Workshop at 5 pm (Attachment D.7.)
8. February 26, 2019 Executive Session at 3:30 pm (Attachment D.8.)
9. February 26, 2019 Executive Session at 4:00 pm (Attachment D.9.)
10. February 26, 2019 Executive Session at 4:30 pm (Attachment D.10.)
11. March 18, 2019 Executive Session at 3:45 pm (Attachment D.11.)
12. March 18, 2019 Executive session at 5:15 pm (Attachment D.12.)

Recommendation: To approve the minutes as presented.

E. Public Comments

F. Communications

1. Sanford Backpack Program Note of Appreciation (Attachment F.1.)

G. Committee Reports

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

Sanford School Committee Meeting Agenda

April 1, 2019

H. Superintendent's Report

1. Students Representatives' Reports
2. Field Trips
 - i. SRTC Electrical Wiring Program to Trade Show at Augusta Civic Center on April 3, 2019
3. Website application and social media

I. Directors' Reports

1. Business Administrator Gwen Bedell
2. Assistant Superintendent Steve Bussiere
3. Curriculum Director Bernie Flynn
 - i. York County Regional Fine Arts presentation – Lori Coleman
4. Director of Special Education Stacey Bissell
 - i. Special Education update

J. New Business

1. February, 2019 Financials – Gwen Bedell
 - i. Expenses as of February 28, 2019 (**Attachment J.1.i.**)
Recommendation: To approve the 2.28.19 Expenses as presented.
 - ii. Reconciliation as of February 28, 2019 (**Attachment J.1.ii.**)
Recommendation: To approve the 2.28.19 Reconciliation as presented.

K. Old Business **None**

L. Resignations **None**

M. Staff Appointments

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

William Vance	Ed Tech II – Special Education	CJL	Effective 3/14/19
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N. Staff Transfers

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

John Foss	Transferring from 2 nd shift custodian at Anderson Learning Center	Transferring to 2 nd shift custodian at SHS/SRTC	Effective 4.1.19
Nathan Rancourt	Transferring from 2 nd shift custodian at SHS/SRTC	Transferring to 3 rd shift custodian at SHS/SRTC	Effective 3/31/19
Shaun Rowe	Transferring from 2 nd shift custodian at SHS/SRTC	Transferring to 3 rd shift custodian at SHS/SRTC	Effective 3/31/19

O. Staff Nominations **None**

Sanford School Committee Meeting Agenda

April 1, 2019

P. Policies (Attachment P)

1. Second Reading – Policy IICA – Field Trips and Excursions
Recommendation: To adopt Policy IICA as presented.
2. Second Reading – Policy IICA-R – Field Trips and Excursions Administrative Procedures
Recommendation: To adopt Policy IICA-R as presented.

Q. Items for Future Agenda(s)

1. 2019/2020 School Calendar
2. Workshop for Moving Plan and Timeline
3. Workshop for Career Pathways

R. Calendar Announcements

Monday, April 22, 2019	Regular School Committee Meeting	City Council Chambers	6:00 pm
Monday, May 6, 2019	Regular School Committee Meeting	City Council Chambers	6:00 pm
Monday, May 20, 2019	Regular School Committee Meeting	City Council Chambers	6:00 pm

S. Adjournment

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

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

Note: Meeting was 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: 6:29 pm
Note: Superintendent Nelson called the meeting to order and ran the meeting until elections were held for 2019 School Committee Chair and Vice Chair.

B. Pledge of Allegiance Said

C. Adjustments Motion by Mr. Jamison: **To move items J.1.i. and J.1.ii. Election of Officers and item J.2.i. Appointments for Standing Committees forward to be heard next.**
Motion seconded by Mr. Roux. Motion carried 5 – 0.

J. **New Business*

1. Election of Officers –*heard out of order*

i. School Committee Chairperson

Motion by Mrs. Williams: **To nominate John Roux as School Committee Chairperson.**

Motion seconded by Mr. Jamison. Motion carried 5 – 0.

Motion by Mr. Sheppard: **To close nominations for School Committee Chairperson.**

Motion seconded by Ms. Sheffield. Motion carried 5 – 0.

ii. School Committee Vice-Chairperson

Motion by Ms. Sheffield: **To nominate Scott Sheppard as School Committee Vice Chairperson.**

Motion seconded by Mrs. Williams: Motion carried 5 – 0.

Motion by Mrs. Williams: **To close nominations for School Committee Vice Chairperson.**

Motion seconded by Ms. Sheffield. Motion carried 5 – 0.

School Committee Meeting Minutes

January 7, 2019

2. Appointments for Standing Committees – *heard out of order*
Mr. Roux appointed the following Standing Committee representatives:
 1. Adult Education: Don Jamison
 2. Curriculum: Kendra Williams, Emily Sheffield
 3. Dropout Prevention: Kendra Williams, Emily Sheffield
 4. Personnel: John Roux, Scott Sheppard; Don Jamison, alternate
 5. Technical Center: Emily Sheffield, Kendra Williams; Scott Sheppard, alternate
 6. Facilities, Grounds, Safety & CIP: Scott Sheppard; John Roux, alternate
 7. Policies: Kendra Williams
 8. Building Committee: Kendra Williams & City Council Appointee TBD

Motion by Mrs. Williams: **To move item J.5. 2017/2018 Audit Report forward to be heard next.**

Motion seconded by Ms. Sheffield. Motion carried 5 – 0.

Motion by Mr. Sheppard: **To move item H.2 SJHS Challenge Day Update forward to be heard after the Audit Report**

Motion seconded by Ms. Sheffield. Motion carried 5 – 0.

5. 2017/2018 Audit Report – Christian Smith, WIPLI/MACPAGE – *heard out of order*
Motion by Ms. Sheffield: **To accept the 2017/2018 Audit Report as presented.**
Motion seconded by Mr. Sheppard. Motion carried 5 – 0.

H.* Superintendent's Report

2. SJHS Challenge Day Updated – Principal Pam Lydon and students – *heard out of order*

D. Approval of Minutes None

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Construction Project
 1. New building: Certificates of Occupancy – all areas
 2. Old building: Demolition and abatement on track
 - ii. Elementary Construction Projects
 1. MCS – major excavation complete, foundation under way

School Committee Meeting Minutes

January 7, 2019

H. Superintendent's Report

1. Student Representatives' Reports
 - i. Harrielle Bernard
 - a. Revised exam schedule – Block 5
 - b. Completion of Green Wing – students are pleased with results
 - ii. Natalie St. Onge
 - a. Upcoming Vaping Presentation
 - iii. Emma Dubois
 - a. Christmas Concert – 1st performance in the new Performing Arts Center
2. SJHS Challenge Day Update – *heard out of order*
3. Field Trip Announcements
 - i. SRTC Engineering & Architectural Design Class to N.E. Architectural Expo in Boston on November 28, 2018
 - ii. SRTC SkillsUSA to Fall Leadership Conference in Bangor on December 6-7, 2018
4. Vaping presentation invitation
5. Spartan Invitational Wrestling Tournament

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 RFQ
 1. Bids will be opened 1/15/19
 - iii. Budget calendar ([Attachment I.1.iii](#))

J. *New Business

4. William O. Emery Trust Grant Application – Gwen Bedell, Lee Burnett and Allen Lampert ([Attachment J.4.i](#)) – *heard out of order*
Request for SCAE to participate and sponsor a grant request for a mural on the Lower Mid Town Mall parking lot retaining wall
Motion by Mrs. Williams: **To sponsor the William O. Emery Trust Grant Application as presented, with no carry on funding responsibilities on behalf of the Sanford School Department.**
Motion seconded by Mr. Sheppard. Motion carried 5 – 0.

I. Directors' Reports, continued

2. Assistant Superintendent Steve Bussiere
 - i. Evaluation system moving to an online system
 - ii. ELL annual assessments will occur from now until March 4, 2019
3. Director of Curriculum Bernie Flynn - none
 - a. MEA results ([Attachment I.3.i](#)) will be discussed at a later date

School Committee Meeting Minutes

January 7, 2019

J. New Business

1. Organizational Meeting, Election of Officers *heard out of order*
2. Organizational Meeting, Standing Committee Appointments *heard out of order*
3. Sabbatical request for the 2019 2020 school year – SHS teacher Daniel Milliken (**Added Attachment**)
After discussion, it was agreed that additional review of this request is necessary before a vote can be taken. This item will be placed on the next agenda.
4. William O. Emery Trust Grant Application *heard out of order*
5. 2017/2018 Audit Report *heard out of order*

K. Old Business

None

L. Resignations

1. Superintendent Nelson announced the following resignations:

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. 8/31/19
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

M. Staff Appointments

1. Superintendent Nelson announced the following appointments:

Nelson Bernardo	2 nd Shift Custodian	SHS	Eff. 1/14/19	Replacement
Hannah Burgess	Ed Tech I, Special Ed	CJL	Eff. 12/1/18	Replacement
Kim DiPrisco	Administrative Asst., 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 Asst., school year	SRTC	Eff. 1/2/19	Replacement
Kerri-Lyn Traves	P/T ELA Instructor	SCAE	Eff. 11/30/18	New

School Committee Meeting Minutes

January 7, 2019

N. Staff Transfers

1. Superintendent Nelson announced 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

P. Policies

(Attachment P.)

1. Second Reading – Policy JFCK - Student Use of Cell Phones & Electronic Devices
Motion by Mr. Sheppard: **To adopt Policy JFCK as presented.**
Motion seconded by Ms. Sheffield. Motion carried 5 – 0.
2. Second Reading – Policy JFCK-R - Student Use of Cell Phones & Electronic Device – Administrative Procedures
Motion by Mr. Sheppard: **To adopt Policy JFCK-R as presented, with the removal of “e.g.shoe bag” in last sentence of item #1.**
Motion seconded by Mrs. Williams. Motion carried 5 – 0.
3. Second Reading – Policy GBEC – Drug Free Workplace
Motion by Mr. Sheppard: **To adopt Policy GBEC as presented.**
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

Q. Items for Future Agenda(s)

1. Field Trip Policy
2. School Calendar

R. Calendar Announcements

Monday, January 28, 2019	Regular Meeting	7:00 PM	City Council Chambers
Monday, February 4, 2019	Regular Meeting	7:00 PM	City Council Chambers
Monday, February 25, 2019	Regular Meeting	7:00 PM	City Council Chambers

S. Adjournment

Mr. Jamison made a motion **to adjourn at 8:17 pm.**
Mr. Sheppard seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

 John Roux, School Committee Chair

 Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, January 28, 2019 ~ 5:00 pm**

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

Members present: Don Jamison, Emily Sheffield, Kendra Williams

Student reps present: None

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

A. Call to Order Time: 5:00 pm

B. Workshop Session Budget Workshop: Presentation of Overall School Budget by Function and Cost Center; Articles 1-5: Regular Instruction, Special Education, Career & Technical Education, Other Instruction, Student & Staff Support

C. Adjournment
Mr. Jamison made a motion **to adjourn at 7:00 pm.**
Mrs. Williams seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, January 28, 2019 ~ 7:00 pm**

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

Members present: Don Jamison, Emily Sheffield, Kendra Williams

Student Reps present: Emma Dubois

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

A. Call to Order Time: 7:09 pm

Note: Superintendent Nelson called the meeting to order and ran the meeting as School Committee Secretary in the absence of School Committee Chair John Roux and Vice Chair Scott Sheppard.

B. Pledge of Allegiance Said

C. Adjustments None

School Committee Meeting Minutes

January 28, 2019

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. November 5, 2018 Regular Meeting 6:00 PM (Attachment D.4.)
5. November 19, 2018 Workshop Session 5:30 PM (Attachment D.5.)
6. December 3, 2018 Regular Meeting 6:00 PM (Attachment D.6.)
7. December 19, 2018 Executive Session 3:45 PM (Attachment D.7.)
8. December 19, 2018 Executive Session 4:15 PM (Attachment D.8.)
9. January 7, 2019 Workshop Session 5:00 PM (Attachment D.9.)
10. January 9, 2019 Executive Session 3:30 PM (Attachment D.10.)
11. January 14, 2019 Executive Session 3:30 PM (Attachment D.11.)
12. January 14, 2019 Executive Session 4:30 PM (Attachment D.12.)

Motion by Mrs. Williams: **To table action on Items 1, 2 and 3 until 2.25.19**

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

Motion by Mrs. Williams: **To table action on Items 4, 5, 6, 7 and 8 until 2.4.19**

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

Motion by Mrs. Williams: **to approve Item 9 – Minutes for January 7, 2019 Workshop as presented.**

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

Motion by Mrs. Williams: **To table action on Item 10 until 2.4.19**

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

Motion by Mrs. Williams: **To table action on Item 11 until 2.25.19**

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

Motion by Mrs. Williams: **To approve Item 12 – Minutes for January 14, 2019 Executive Session at 4:30 pm.**

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

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Construction Project
 1. Full access to all areas; punch list items scheduled while school is not in session
 2. Temperature inconsistency being addressed
 3. Gym floor to be addressed after basketball season
 4. Used 1.5% of 5% contingency fund on project
 5. Students now occupying Wing D (Culinary Arts, Cosmetology Program, Horticulture)

School Committee Meeting Minutes

January 28, 2019

- ii. Elementary Construction Projects
 1. MCS: foundation work almost finished, steel to go up next week
 2. CMS: 60 workers daily, portion of contingency funds used for additional abatement
 3. Meeting biweekly for both projects
 4. Meeting routinely regarding temporary MCS closure scheduled for June 2019

H. Superintendent's Report

1. Student Representatives' Reports
 - i. Emma: Transition to 2nd semester
2. Field Trip Announcements
 - i. SRTC SkillsUSA State Officer Meeting in Bangor on January 10-11, 2019
 - ii. SRTC SkillsUSA Leadership Meeting in Bangor on February 7-18, 2019
 - iii. SRTC Automotive Competition in Norwood, MA on February 9, 2019
 - iv. SRTC SkillsUSA State Conference in Bangor on March 7-8, 2019
3. Vaping Presentation held January 10, 2019 in PAC; mini presentation may occur at an upcoming School Committee meeting
4. Budget meetings started tonight
5. Recent Winter Convocation for Maine School Superintendents; met new Commissioner Pender Makin

I. Directors' Reports

1. Business Administrator Gwen Bedell
Ms. Bedell introduced New Business Items J.1., J.2.i and J.2.ii *out of order*

J. *New Business

1. Transportation RFP – Gwen Bedell and Greg Stinson of Student Transportation of America (a.k.a. Ledgemere) ([Attachment J.4.i](#)) – *heard out of order*
Proposals were received from two vendors: First Student and Student Transportation of America.
Motion by Mr. Jamison: **To accept the bid received from Student Transportation of America a.k.a Ledgemere for the provision of bus services for a contract period of 7/1/19 to 6/30/22 with the option to extend the contract until 6/30/24.**
Motion seconded by Mrs. Williams. Motion carried 3 – 0.
2. Financials – Gwen Bedell
 - i. Expenses as of November 30, 2018 ([Attachment J.2.i](#))
Motion by Ms. Sheffield: **To approve the November, 2018 expenses as presented.**
Motion seconded by Mr. Jamison. Motion carried 3 – 0.
 - ii. Reconciliation as of November 30, 2018 ([Attachment J.2.ii](#))
Motion by Ms. Sheffield: **To approve the November, 2018 reconciliation as presented.**
Motion seconded by Mr. Jamison. Motion carried 3 – 0.

School Committee Meeting Minutes

January 28, 2019

I. Directors' Reports, continued

2. Assistant Superintendent Steve Bussiere
 - i. Student attendance
 - ii. Substitute shortage
 - iii. Reminder regarding website app and transportation app
3. Director of Curriculum Bernie Flynn
 - i. MEA results (Attachment I.3.i)
 - ii. Comparisons with local districts and State
 - iii. Steps for improvement

J. New Business

1. Transportation RFP – Gwen Bedell and Greg Stinson of Student Transportation of America (Attachment J.4.i) – *heard out of order*
2. Financials – Gwen Bedell – *heard out of order*

K. Old Business None

L. Resignations

1. Superintendent Nelson announced the following resignations:

Patricia Brunner	Title I Teacher	CJL	Retiring eff. 8/31/19
Bernadette Flynn	Curriculum Director	District	Retiring eff. 6/30/19
Eleanor Merrick	RTI Coordinator	District	Retiring eff. 8/31/19
Nancy Neubert	Music Teacher	SJHS	Retiring eff. 8/31/19
Jeryl Pritchett	Grade 4 Teacher	Willard	Retiring eff. 8/31/19

M. Staff Appointments

1. Superintendent Nelson announced the following appointments:

Kristine Penney	Ed Tech II, special ed	Willard	Eff. 1/16/19	replacement
Joanne Quade	Foodservice Driver	District	Eff. 1/7/19	replacement

N. Staff Transfers

1. Superintendent Nelson announced the following transfer:

Michael Deshaies	From 1 st shift custodian at SHS	To Head Custodian at CJL	Eff. 1/14/19
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School Committee Meeting Minutes

January 28, 2019

O. Staff Nominations

1. Superintendent Nelson nominated the following professional staff for (a) probationary contract(s):

Alaina Tomlinson	Science Teacher	SHS	Eff. 1/22/19	Replacement
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Motion by Mr. Jamison: **To approve the nomination as presented.**

Motion seconded by Mrs. Williams. Motion carried 3 – 0.

P. Policies

None

Q. Items for Future Agenda(s)

None

R. Calendar Announcements

Monday, February 4, 2019	Budget Workshop	Supt. Conference Room	5:00 pm
Monday, February 4, 2019	Regular Meeting	City Council Chambers	7:00 pm
Monday, February 11, 2019	Budget Workshop	Supt. Conference Room	5:00 pm
Monday, February 25, 2019	Budget Workshop	Supt. Conference Room	5:00 pm
Monday, February 25, 2019	Regular Meeting	City Council Chambers	7:00 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

Mr. Jamison made a motion **to adjourn at 8:21 pm.**

Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 4, 2019 ~ 5:00 pm**

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

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

Student reps present: None

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

A. Call to Order Time: 5:08 pm

B. Workshop Session Budget Workshop: Articles 6-11: System School Administration, Transportation, Facilities, Debts, All Other and Adult Education

C. Adjournment
Mr. Sheppard made a motion **to adjourn at 7:00 pm.**
Mrs. Williams seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

Scott Sheppard, School Committee Vice Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 4, 2019 ~ 7:00 pm**

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

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

Student Reps present: Emma Dubois, Harrielle Bernard

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

A. Call to Order Time: 7:11 pm

B. Pledge of Allegiance Said

C. Adjustments None

D. Approval of Minutes

1. November 5, 2018 Regular Meeting 6:00 PM (Attachment D.1.)
2. November 19, 2018 Workshop Session 5:30 PM (Attachment D.2.)
3. December 3, 2018 Regular Meeting 6:00 PM (Attachment D.3.)
4. December 19, 2018 Executive Session 3:45 PM (Attachment D.4.)
5. December 19, 2018 Executive Session 4:15 PM (Attachment D.5.)
6. January 9, 2019 Executive Session 3:30 PM (Attachment D.6.)

Motion by Mrs. Williams: **To approve Items 1, 2, 3 and 6 as presented.**

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

Motion by Mrs. Williams: **To table Items 4 and 5 until 2.25.19.**

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

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Construction Project
 1. Agora is finished; will use February vacation to address gym floor and heating issues

School Committee Meeting Minutes

February 4, 2019

ii. Elementary Construction Projects

1. Concrete work almost complete at MCS
2. Abatement work continuing at CMS
3. Mr. Nelson and Mrs. Wright (IT) will tour CMS next week
4. Mr. Nelson will work on updating website for current projects

H. Superintendent's Report

1. Student Representatives' Reports

i. Harrielle

1. Juniors recently had the opportunity to explore one year programs at SRTC during Spartan Time
2. This is Guidance Appreciation Week
3. SAT prep will be offered for Juniors on Fridays

ii. Emma

1. "Districts" for Band & Chorus held recently in York
2. Amazing experience for friends who participated

2. Field Trip Announcements – None

3. Mr. Nelson thanked the Sanford Backpack Program and congratulated them on the successful Chocolate Benefit which raised more the \$34k
4. Sanford administrators recently attended a DrummondWoodsum training on investigations and due process offered at a great value through the York County Superintendents Association
5. Successful Celebrating Partnerships event last Thursday in the SHS Agora
6. Lafayette Planning Meeting scheduled for February 12th; regarding Lafayette's closing in June 2020 and its effect on the neighborhood.

I. Directors' Reports

1. Business Administrator Gwen Bedell

- i. Reminder regarding public Budget Meetings scheduled for February 11th and February 25th
- ii. Ms. Bedell introduced New Business Items J.2.i and J.2.ii *out of order*

J. *New Business

2. Financials – Gwen Bedell

- i. Expenses as of December 31, 2018 ([Attachment J.2.i](#))

Motion by Ms. Sheffield: **To approve the December 31, 2018 expenses as presented.**

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

- ii. Reconciliation as of December 31, 2018 ([Attachment J.2.ii](#))

Motion by Ms. Sheffield: **To approve the December 31, 2018 Expenses and Reconciliation as presented.**

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

School Committee Meeting Minutes

February 4, 2019

I. Directors' Reports, continued

1. Assistant Superintendent Steve Bussiere
 - i. Boston Versus Bullies
 - a. 5 or 6-week anti bullying program using Boston athletes
 - b. Offered in all Sanford grades 4 & 5 during November and December
 - c. Sanford is the first district in Maine to pilot this program
 - d. Ties in to social-emotional learning
2. Director of Curriculum Bernie Flynn
 - i. New after school program at SJHS – STEAM Team
 - a. Title IV grant
 - b. Feeder system for technology opportunities at SHS/SRTC
 - ii. Additional professional development for AP and social emotional learning courses will be offered this summer

J. New Business

1. Sabbatical Request– Dan Milliken
Mr. Milliken provided information regarding his sabbatical request
Motion by Mr. Jamison: **To deny Mr. Milliken's sabbatical request as presented.**
Motion seconded by Mrs. Williams. Motion carried 4 – 0.
2. Financials – Gwen Bedell – *heard out of order*

K. Old Business None

L. Resignations

1. Superintendent Nelson announced the following resignation:

Robin Meehan	Grade 5	CJL	Eff. 8/31/19
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M. Staff Appointments None

N. Staff Transfers None

School Committee Meeting Minutes

February 4, 2019

O. Staff Nominations None

P. Policies None

Q. Items for Future Agenda(s)
 None

R. Calendar Announcements

Monday, February 11, 2019	Budget Workshop	Supt. Conference Room	5:00 pm
Monday, February 25, 2019	Budget Workshop	Supt. Conference Room	5:00 pm
Monday, February 25, 2019	Regular Meeting	City Council Chambers	7:00 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

Ms. Sheffield made a motion **to adjourn at 8:03 pm.**

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

Respectfully submitted,

Scott Sheppard, School Committee Vice Chair_____
Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 11, 2019 ~ 5:00 pm**

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

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

Student reps present: None

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

A. Call to Order Time: 5:05 pm

B. Workshop Session Budget Workshop: Review of Overall School budget

C. Adjournment
Mr. Sheppard made a motion **to adjourn at 7:05 pm.**
Mrs. Williams seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 25, 2019 ~ 5:00 pm**

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

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

Student reps present: Emma Dubois

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

A. Call to Order Time: 5:03 pm

B. Workshop Session Budget Workshop: Review of Overall School budget

C. Adjournment
Mr. Roux made a motion **to adjourn at 6:50 pm.**
Mrs. Williams seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Tuesday, February 26, 2019 ~ 3:30 pm**

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

Members present: John Roux, Scott Sheppard, Emily Sheffield

Staff present: Matt Nelson, Assistant Superintendent
Joseph Mastraccio, SJHS Assistant Principal
Chester (Skip) Sheldon, SJHS Resource Officer

Guests present: Student
Parents

A. Call to Order Time: 3:32 pm

B. Executive Session Student Matter

1. Motion by Mr. Sheppard: **To enter Executive Session to consider disciplinary action for a student at Sanford Junior High School pursuant to 1 MRSA § 405(6)(B) at 3:32 pm.**

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

2. Motion by Mr. Sheppard: **To exit Executive Session at 4:21 pm.**

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

Public Session:

3. Motion by Mr. Sheppard: **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 Department's JICIA Policy. The student's removal from school is necessary for the peace and usefulness of the school and as a result, the student will be expelled from Sanford Junior High School indefinitely; AND the School Committee will hold this expulsion in abeyance and allow the student to return and remain at Sanford Junior High School beginning Monday, March 4, 2019 as long as the student follows a re-entry plan which will be created on Friday, March 1, 2019 at 3:00 pm. 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 3 to 0.

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 4:25 pm.**

Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Tuesday, February 26, 2019 ~ 4:00 pm**

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

Members present: John Roux, Scott Sheppard, Emily Sheffield

Staff present: Matt Nelson, Superintendent
Aaron Tremblay, SHS Assistant Principal
Brent Coleman, Outreach Worker
Mike Gordon, SHS Resource Officer

Guests present: Student
Parent

A. Call to Order Time: 4:43 pm

B. Executive Session Student Matter

1. Motion by Mr. Sheppard: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 4:43 pm.**
Motion seconded by Ms. Sheffield. Motion carried 3 to 0.
2. Motion by Mr. Sheppard: **To exit Executive Session at 5:41 pm.**
Motion seconded by Ms. Sheffield. Motion carried 3 to 0.
Public Session:
3. Motion by Mr. Sheppard: **The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly and engaging in infractions of the Sanford School Department's JICIA Policy. The student's removal from school is necessary for the peace and usefulness of the school and as a result, the student will be expelled from Sanford High School indefinitely. The School Committee will modify this expulsion to allow the student limited access to SHS effective immediately to continue submitting schoolwork for credit and to meet with teachers as necessary. As an expelled student, the student will not be permitted to attend school-sponsored events or to be otherwise present on school property, including athletic fields. The student will be required to participate in the finalization of a re-entry plan and the School Committee agrees to place the student's modified expulsion in abeyance and allow the student full access to Sanford High School when the re-entry plan has been completed and the student's counselor affirms the student is ready to return to school and interact with all members of the school community in a positive manner; and any transgressions of the student's re-entry plan and/or school rules and policies may result in the immediate reinstatement of this expulsion. 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 3 to 0.

School Committee Meeting Minutes

date

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 5:46 pm.**
Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Tuesday, February 26, 2019 ~ 4:30 pm**

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

Members present: John Roux, Scott Sheppard, Emily Sheffield

Staff present: Matt Nelson, Assistant Superintendent
Aaron Tremblay, SHS Assistant Principal
Brent Coleman, Outreach Worker

Guests present: Student
Parent

A. Call to Order Time: 5:56 pm

B. Executive Session Student Matter

1. Motion by Mr. Sheppard: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 5:56 pm.**

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

2. Motion by Mr. Sheppard: **To exit Executive Session at 6:35 pm.**

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

Public Session:

3. Motion by Mr. Sheppard: **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 Department's JICH Policy and a subsequent 1st Time JICH Offender Plan. 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 Sanford High School indefinitely, with this expulsion modified to allow the student access only to the BRIDGE Program, if admitted. As an expelled student, the student will not be permitted to attend school-sponsored events or to be otherwise present on school property. The student will be required to participate in the creation of a re-entry plan to establish satisfactory evidence that the behavior that resulted in the expulsion will not likely recur; and the Superintendent will provide the student and parent with written notice of the School Committee's findings and conclusions.**

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

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 6:46 pm.**

Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

John Roux, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, March 18, 2019 ~ 3:45 pm**

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

Members present: Kendra Williams, Don Jamison, Emily Sheffield

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Aaron Tremblay, SHS Assistant Principal
Beth Lambert, SHS Assistant Principal
Brent Coleman, Outreach Worker
Mike Gordon, SHS Resource Officer

Guests present: Student
Parents

A. Call to Order Time: 3:58 pm

B. Executive Session Student Matter

1. Motion by Mrs. Williams: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 3:58 pm.**

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

2. Motion by Ms. Sheffield: **To exit Executive Session at 4:26 pm.**

Motion seconded by Mr. Jamison. Motion carried 3 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 the Sanford School Department's JICH Policy. As discipline, the student will complete a 10-day suspension pursuant to 20-A MRSA subsection §1001(9) and return to school after completing this 10-day suspension and participating in the creation of a 1st Time JICH Offender Plan. Should the student not successfully follow the 1st Time JICH Offender Plan, the student will be brought back to the School Committee for further consideration. In addition, the Superintendent will provide the student and parents with written notice of the School Committee's findings and conclusions.**

Motion seconded by Mr. Jamison. Motion carried 3 to 0.

C. Adjournment

Ms. Sheffield made a motion **to adjourn at 4:30 pm.**

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

Respectfully submitted,

Kendra Williams, Acting School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, March 18, 2019 ~ 5:15 pm**

Attachment D.12.

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

Members present: Kendra Williams, Don Jamison, Emily Sheffield

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Beth Lambert, SHS Assistant Principal
Aaron Tremblay, SHS Assistant Principal
Brent Coleman, SHS Outreach Worker
Mike Gordon, SHS SRO

Guests present: Student
Parent

A. Call to Order Time: 5:18 pm

B. Executive Session Student Matter

1. Motion by Mrs. Williams: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 5:18 pm.**

Motion seconded by Mr. Jamison. Motion carried 3 to 0.

2. Motion by Mr. Jamison: **To exit Executive Session at 6:06 pm.**

Motion seconded by Ms. Sheffield. Motion carried 3 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 Department's JICH Policy. The student's removal from school is necessary for the peace and usefulness of the school and as a result, the student will be expelled from Sanford High School indefinitely, with this expulsion modified to allow the student access only to the BRIDGE Program, if admitted. As an expelled student, the student will not be permitted to attend school-sponsored events or to be otherwise present on school property. The student will be required to participate in the creation of a re-entry plan to establish satisfactory evidence that the behavior that resulted in the expulsion will not likely recur; and the Superintendent will provide the student and parent with written notice of the School Committee's findings and conclusions.**

Motion seconded by Mr. Jamison. Motion carried 3 to 0.

C. Adjournment

Mr. Jamison made a motion **to adjourn at 6:17 pm.**

Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

Kendra Williams, Acting School Committee Chair

Matt Nelson, Superintendent



Thank you

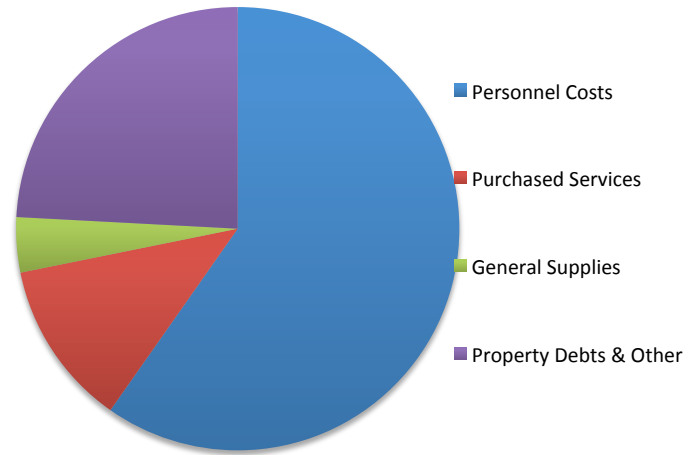
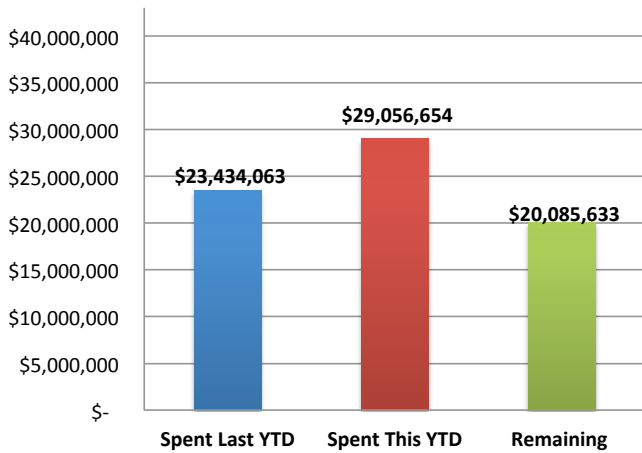
for your generous support to make the 2019 Chocolate Benefit Spectacular the best yet! With your help we raised \$34,000 to fight youth hunger in Sanford. We will send over 7,000 backpacks home with Sanford youth because of you.

We sincerely appreciate you being a table sponsor for our event. You truly made a difference!

Thanks again,
Sanford Backpack Program

SANFORD SCHOOL DEPARTMENT
 SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE
 For the Year-to-Date and Month Ending February 28, 2019

Account Group	Jul 17 - Feb 18 Actual	Jul 18 - Feb 19 Actual	2018/19 Revised Budget	Amount Remaining Revised Budget - Actual
51000 Personal Services - Sal/Wages&Stip.	\$ 11,919,527	\$ 12,391,355 43%	\$ 23,719,630 48%	\$ 11,328,275 48%
52000 Personal Services - Payroll Tax&Bene.	\$ 4,586,933	\$ 4,965,807 17%	\$ 9,446,340 19%	\$ 4,480,533 47%
<i>Subtotal - Personal Services</i>	\$ 16,506,460	\$ 17,357,162 60%	\$ 33,165,970 67%	\$ 15,808,808 48%
53000 Purchased Prof. & Tech. Services	\$ 1,224,665	\$ 1,346,364 5%	\$ 2,051,120 4%	\$ 704,757 34%
54000 Purchased Property Services	\$ 406,623	\$ 350,735 1%	\$ 592,599 1%	\$ 241,864 41%
55000 Other Purchased Services	\$ 1,495,039	\$ 1,814,442 6%	\$ 2,821,914 6%	\$ 1,007,472 36%
56000 General Supplies	\$ 851,073	\$ 1,167,590 4%	\$ 1,681,136 3%	\$ 513,545 31%
57000 Property Maint & Repair	\$ 235,466	\$ 148,493 1%	\$ 373,083 1%	\$ 224,589 60%
58000 Debt, Dues/Fees & Miscellaneous	\$ 2,714,736	\$ 6,871,868 24%	\$ 8,456,470 17%	\$ 1,584,603 19%
59000 Other & Rounding	\$ -	\$ 0%	\$ (5) 0%	\$ (5) 0%
Total	\$ 23,434,063	\$ 29,056,654 100%	\$ 49,142,287 100%	\$ 20,085,633 41%



Warrant Article Cost Center	Jul 17 - Feb 18 Actual	Jul 18 - Feb 19 Actual	2018/2019 Revised Budget	Amount Remaining
1. Regular Instruction	\$ 7,802,373	\$ 7,806,273 27%	\$ 15,799,056 32%	\$ 7,992,783 51%
2. Special Education	\$ 4,052,185	\$ 4,242,988 15%	\$ 8,206,816 17%	\$ 3,963,828 48%
3. Career / Technical Education	\$ 1,304,313	\$ 1,766,919 6%	\$ 2,969,621 6%	\$ 1,202,702 41%
4. Other Instruction	\$ 679,134	\$ 521,572 2%	\$ 943,570 2%	\$ 421,998 45%
5. Student & Staff Support	\$ 1,972,320	\$ 2,161,033 7%	\$ 3,937,412 8%	\$ 1,776,379 45%
6. System Administration	\$ 577,250	\$ 633,110 2%	\$ 976,331 2%	\$ 343,221 35%
7. School Administration	\$ 1,353,022	\$ 1,439,151 5%	\$ 2,173,605 4%	\$ 734,454 34%
8. Transportation & Buses	\$ 914,805	\$ 1,129,040 4%	\$ 1,942,784 4%	\$ 813,744 42%
9. Facilities Maintenance	\$ 2,331,835	\$ 2,749,876 9%	\$ 4,064,884 8%	\$ 1,315,007 32%
10. Debt Service	\$ 2,438,392	\$ 6,577,375 23%	\$ 8,095,134 16%	\$ 1,517,759 0%
11. All Other Expenditures & Rounding	\$ 8,435	\$ 29,317 0%	\$ 33,075 0%	\$ 3,758 0%
Subtotal	\$ 23,434,063	\$ 29,056,654 100%	\$ 49,142,287 100%	\$ 20,085,633 41%
Adult Education - Academic	\$ 437,277	\$ 378,671 51%	\$ 748,462	\$ 369,791 49%
Total	\$ 23,871,340	\$ 29,435,325 59%	\$ 49,890,749 100%	\$ 20,455,424 41%

RECONCILIATION OF ACCOUNTS
BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD
For the Year-to-Date and Month Ending February 28, 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	(23,724,046)	(23,724,046)	-	29,056,654	29,056,654	-	5,332,608	5,332,608	-
16-235	1500	Adult Education	(173,769)	(173,769)	-	378,671	378,671	-	204,901	204,901	-
Total			(23,897,815)	(23,897,815)	-	29,435,325	29,435,325	-	5,537,510	5,537,510	-
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)	-	169,858	169,858	-	39,203	39,203	-
2204	2011	MelMac	(38,000)	(38,000)	-	15,825	15,825	-	(22,175)	(22,175)	-
2206	2006	EcoMaine	(504)	(504)	-			-	(504)	(504)	-
2207	2215	Momentum	(27,444)	(27,444)	-	22,419	22,419	-	(5,024)	(5,024)	-
2209	2009	SRTC Genest Auto			-	4,289	4,289	-	4,289	4,289	-
2211	2014	William Oscar Emery	(6,208)	(6,208)	-			-	(6,208)	(6,208)	-
2217	2051	ING Heros JH			-	137	137	-	137	137	-
2218	2052	Local JH			-	702	702	-	702	702	-
2219	2069	Genest/SRTC Bldg	(8,250)	(8,250)	-	3,650	3,650	-	(4,600)	(4,600)	-
2224	2200	MDOE Srtc Equip	(100,000)	(100,000)	-			-	(100,000)	(100,000)	-
2228	2240	PAL Maine Arts Comr	(1,520)	(1,520)	-	500	500	-	(1,020)	(1,020)	-
2238	2215	College Transitions	(20,653)	(20,653)	-	25,037	25,037	-	4,384	4,384	-
2239	2300	Title 1A	(596,137)	(596,137)	-	646,326	646,326	-	50,189	50,189	-
2249	2460	MaineCare	(84,142)	(84,142)	-	84,228	84,228	-	86	86	-
2252	2470	Idea Local Entitlemt.	(640,060)	(640,060)	-	534,942	534,942	-	(105,118)	(105,118)	-
2253	2510	Early Child/PreSchl.	(22,283)	(22,283)	-	11,627	11,627	-	(10,656)	(10,656)	-
2255	2400	Title 4	(707)	(707)	-	11,649	11,649	-	10,942	10,942	-
2259	2670	Title 5	(1,338)	(1,338)	-	5,124	5,124	-	3,786	3,786	-
2262	2700	Title 2A	(124,308)	(124,308)	-	123,709	123,709	-	(599)	(599)	-
2268	2860	Carl Perkins	(94,353)	(94,353)	-	100,155	100,155	-	5,802	5,802	-
2269	2950	Aefla/Abe	(22,587)	(22,587)	-	22,587	22,587	-	-	-	-
2272	2012	Corning	(3,000)	(3,000)	-	49	49	-	(2,951)	(2,951)	-
2273	2013	HS Student iPads	(2,850)	(2,850)	-	5,302	5,302	-	2,452	2,452	-
2275	2232	Transtn Profic. Dipl.			-	1,000	1,000	-	1,000	1,000	-
2285	2007	Adult Ed Hub 9	(2,146)	(2,146)	-			-	(2,146)	(2,146)	-
2288	2081	SRTC/Intntl Film Fest	(3,000)	(3,000)	-	3,000	3,000	-	-	-	-
2289	2004	Crayola Grant			-	158	158	-	158	158	-
Total			(1,966,198)	(1,966,198)	-	1,794,820	1,794,820	-	(171,378)	(171,378)	-
CAPITAL IMPROVEMENT FUNDS											
4047	3015	HS Const Project	(189,022)	(189,022)	-	9,334,606	9,334,606	-	9,145,584	9,145,584	-
4054	3020	Elem Const Project	(44,589,454)	(44,489,454)	(100,000)	8,681,384	8,681,384	-	(35,908,070)	(35,808,070)	(100,000)
Total			(44,778,476)	(44,678,476)	(100,000)	18,015,990	18,015,990	-	(26,762,487)	(26,662,487)	(100,000)
ENTERPRISE FUNDS											
<i>*7/18 Deposit Recorded by City FYE18</i>											
5000	6000	School Café	(896,726)	(896,726)	-	981,107	981,107	-	84,381	84,381	-
5200	6150	Adult Ed Enrichment	(19,670)	(19,670)	-	53,994	53,994	-	34,324	34,324	-
Total			(916,396)	(916,396)	-	1,035,101	1,035,101	-	118,704	118,704	-
TRUST FUNDS											
7013	8015	Trust Funds	(47,858)	(47,858)	-	56,347	56,347	-	8,489	8,489	-
Total			(47,858)	(47,858)	-	56,347	56,347	-	8,489	8,489	-

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 – April 1, 2019

The following policies will be presented for a “**Second Reading**”
on April 1, 2019

I. Policy IICA: Field Trips and Excursions

This policy has not been updated since 2012. We reviewed the recommended policy from Maine School Management Association and other similar school policies in Maine.

The following language has been added to the policy:

- Any student who poses a risk to themselves or others may be excluded from participating in a field trip. Any exclusion requires the approval of the building administrator and superintendent or superintendent designee. Parents will be notified in advance of a decision.
- Students with disabilities will have equal access to field trips to the same extent as nondisabled peers, including specialized transportation.

Language has been added to the policy:

- Competition Trips;
- Other School-Sponsored Trips; and
- Non-School-Sponsored Travel

The following language has been eliminated from the policy:

The use of “Excursions” has been replaced with “Other student travel”

II. Policy IICA-R: Field Trips and Excursions Administrative Procedures

The following language has been changed for the procedures:

- Trip Request forms shall be completed by the teacher and given to their administrator at a minimum **2-4** weeks before departure.
- Trips over 100 miles one-way and/or overnight trips require approval by the Superintendent at a minimum **2-6** weeks in advance.
- Appropriate sleeping accommodations shall be made available to students on overnight trips. All chaperones need to be approved by the director/administrator. Chaperones must remain on site when students are involved in an overnight activity.

The following language has been added to the procedures:

- There will be no boating activities (e.g., kayaking, paddle boarding, non-powered sailing and canoeing) on a field trip unless supervised and controlled by an authorized organization (see last paragraph of the policy) or qualified Maine Guide with a current liability insurance policy with a minimum of \$1 million coverage per occurrence.
- There will be no swimming activities on a field trip unless supervised and controlled by an authorized organization (see last paragraph of this policy).
- Field trips that require boating transportation are allowed provided the boat is a commercial vessel licensed by the U.S. Coast Guard for the number of passengers to be transported with a current liability insurance policy with a minimum of \$ 1 million coverage per occurrence.
- Students on field trips to a beach without an authorized organization may go into the water up to one's knees provided that (a) all conditions in this policy are met; and (b) a lifeguard is on duty.
- Trips to water parks are allowed if the trip leader obtains and reviews information on the safety procedures employed by the water park and this information is shared with students and staff as part of the safety procedures and follows all other requirements of the policy.

Recommended Motions

1. Motion to adopt **Policy IICA – Field Trips and Excursions, as presented.**
2. Motion to adopt **Policy IICA-R – Field Trips and Excursions Administrative Procedures, as presented.**

Field Trips and Other Student Travel

The Sanford School Committee recognizes the importance of school-sponsored trips as a means of extending the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic activities, performances and competitions. In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture while providing opportunities for social-emotional growth and development.

Field Trips

Field trips are any trip organized and conducted by an employee of the Sanford School Department as an integral part of the school curriculum.

Teachers and principals will be expected to consider the following factors in selection of field trips:

- A. Relationship of the field trip activity to the adopted curriculum;
- B. Value of the specific learning activities to be experienced during the trip;
- C. Suitability of the field trip activity and distance traveled in terms of the age level;
- D. Mode and availability of transportation, with school bus transportation arranged not to disrupt the school bus schedules;
- E. Arrangements for meals (if applicable);
- F. Availability of appropriate funding for all necessary expenses.

Whenever possible, all students at a particular grade level will be given the opportunity to benefit from the same or similar field trip or excursion.

No student will be denied the opportunity to take part in a field trip due to lack of adequate funds. Student safety is at the forefront of any decision made related to student participation. Any student who poses a risk to themselves or others may be excluded from participating in a field trip. Any exclusion requires the approval of the building administrator and superintendent or superintendent designee. Parents will be notified in advance of a decision. Students unable to participate in a field trip for whatever reason shall be assured of an opportunity for a quality educational experience at school during the time of the trip.

Students with disabilities may not be discriminated against in consideration of field trip participation to the degree that a student with a disability participates in the curricular objectives directly connected to the field trip. Students with disabilities will have equal access to field trips to the same extent as nondisabled peers, including specialized transportation.

The building administrator must approve all field trips.

Any field trip that will require students to travel over 100 miles one way and/or remain away from home overnight must be submitted to the Superintendent for approval prior to arrangements being made by the staff member involved.

In addition, the School Committee requires that:

- A. Parents/guardians give written permission for field trip participation.

- B. In-district travel between schools on district transportation during the school day does not require a signed permission slip. However, parents must be notified of the trip in advance.
- C. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies; and
- D. Students participating in field trips conduct themselves in a manner consistent with School Committee policies and school rules.

Competition Trips

“Competition trip” means any trip related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams. The Superintendent must approve any competition trip that is outside of those scheduled for the year in advance. Approval may be contingent upon availability of funding through the school budget or other sources.

Other School-Sponsored Trips

Other school-sponsored trips are those that are organized and conducted by one or more employees of the Sanford School Department as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.

Participation in such trips is entirely voluntary. There shall be no extra credit awarded for participation and no loss of credit for not taking a trip.

Participation may be limited to students taking courses related to the purpose of the trip or to students who are affiliated with the student club or organization planning the trip.

The Superintendent must approve, in advance, any trips involving out-of state travel and/or over 100 miles and all overnight and foreign trips. Approval may be contingent upon availability of funding from the school budget and other sources, including student fundraising.

Staff or administrators seeking approval for school-sponsored trips must furnish the following information

- A. Objectives of the trip and anticipated outcomes;
- B. Specific experiences to be provided;
- C. Number and grade(s) of students;
- D. Criteria for student participation;
- E. Maximum number of students who may participate;
- F. Cost per student, including funds requested from Sanford and from individual students;

- G. Fundraising plans (if applicable);
- H. Transportation arrangements;
- I. Itinerary;
- J. Arrangements for meals and lodging;
- K. Arrangements for adult supervision/chaperons, with a minimum ratio of one adult chaperone to 7 students K-12 with exceptions considered by the superintendent;
- L. Plans for safety and emergencies;
- M. Plans for communicating information to parents and obtaining parental permission;
and
- N. Accountability for student conduct.

Adequate supervision must be provided to maintain discipline and safety and to respond to emergencies.

Students participating in field trips and other school-sponsored trips must conduct themselves in a manner consistent with Board policies and school rules. Students who violate Board policy or school rules will be subject to disciplinary consequences.

Non-School-Sponsored Travel

Travel organized by Sanford School Department employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip in compliance with this policy will be considered a non-school-sponsored trip.

All responsibility for non-school-sponsored trips lies with the individual(s) or group(s) organizing them. The Board accepts no responsibility for non-school-sponsored trips, and organizers should be aware that such trips or are not covered by the school unit's liability insurance.

To minimize the impact of these trips on the instructional program and operation of the schools, the Board strongly encourages organizers/sponsors to schedule non-school-sponsored trips during weekends and/or vacation periods. Staff members planning or participating in non-school-sponsored travel must notify the building principal of such plans. Student absences due to participation in non-school sponsored travel will be considered unexcused absences.

Instructional time may not be used to promote the trip or distribute materials. Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants and parents/chaperones may do so in accordance with the Board's facilities use policy. Individuals or groups wishing to distribute promotional materials may do so only in accordance with Board policy. Non-school-sponsored trips must not be represented as school functions or as related to, or an extension of, the District's school unit's instructional, co-curricular or extracurricular programs.

It is the responsibility of any staff engaging in such trips or activities to notify the parents of prospective and participating students that this is not a school activity, but an independent voluntary trip organized or lead by that teacher or staff member. To minimize any risk of misunderstanding, the following statement must be made in any informational meetings or materials promoting the trip:

“This trip is not approved or sponsored by the Sanford School Department. It has not been reviewed, approved or endorsed by authorized Sanford School Department administrators and it is not covered by any of Sanford School Department’s insurance policies.”

Cross Reference: IICA-R – Field Trip and Excursion Administrative Procedure
EEAD – Special Use of school Busses – Vehicles
EEBB – Use of Private Vehicles on School Business

Approved: June 17, 1996
Revised: March 23, 2009, March 5, 2012
Revised: First reading: March 18, 2019
Second reading: April 1, 2019

Field Trip and Excursion Administrative Other Student Travel Procedures

Teachers planning field trips must comply with the following requirements:

- A. All trips must be approved by the building administrator. Trip Request forms shall be completed by the teacher and given to their administrator at a minimum 2-4 weeks before departure.
- B. A minimum of one adult chaperone is required for groups of up to 7 students K-12 with exceptions considered and approved by the Superintendent. The ratio may vary depending on the nature of the trip.
- C. There will be no boating activities (e.g., kayaking, paddle boarding, non-powered sailing and canoeing) on a field trip unless supervised and controlled by an authorized organization (see last paragraph of the policy) or qualified Maine Guide with a current liability insurance policy with a minimum of \$1 million coverage per occurrence.
- D. There will be no swimming activities on a field trip unless supervised and controlled by an authorized organization (see last paragraph of this policy).
- E. Field trips that require a boating transportation are allowed provided that the boat is a commercial vessel licensed by the U.S. Coast Guard for the number of passengers to be transported with a current liability insurance policy with a minimum of \$ 1 million coverage per occurrence.
- F. Students on field trips without an authorized organization to a beach may go into the water up to one's knees provided that (a) all conditions in this policy are met; and (b) a lifeguard is on duty.
- G. Trips to water parks are allowed if the trip leader obtains and reviews information on the safety procedures employed by the water park and this information is shared with students and staff as part of the safety procedures and follows all other requirements of the policy.
- H. Provisions must be made to accommodate students with disabilities participating in field trips.
- I. Permission slips, signed by the parent/guardian, are necessary whenever the trip requires students to leave the school grounds. Verbal permission from parents/guardians over the telephone will not be accepted. In an emergency situation, permission may be accepted by e-mail, only when specifically requested by an administrator/administrator's representative after speaking with the parent/guardian.
- J. Students who do not attend a trip shall be given an alternative educational plan for that day.
- K. Trips over 100 miles one-way and/or overnight trips require approval by the Superintendent at least at a minimum 2-6 weeks in advance.
- L. Appropriate sleeping accommodations shall be made available to students on overnight trips. All chaperones need to be approved by the director/administrator. Chaperones must remain on site when students are involved in an overnight activity.
- M. Although private automobiles are an approved means of field trip transportation, they are not recommended and should not be the primary mode of transportation. If private automobiles are to be used for field trips:

- a. Parent/guardians must be informed that the students are traveling by private cars.
- b. The number of students cannot exceed the number of seatbelts provided.
- c. The driver of the private car must give to the building principal a completed form containing:
 - i. The make, age and condition of the car.
 - ii. The name of the agent carrying his/her insurance and the insurance coverage with minimum coverage of \$300,000.
 - iii. A copy of the Proof of Insurance card must also be provided.
 - iv. All drivers are required to sign a written statement verifying the above.
 - v. A maximum number of students that can safely be transported in the car.

- N. It is the responsibility of the parent to make the teacher/chaperone aware of any on-going medical problems a student might have and to supply emergency telephone numbers in the event of an emergency or illness.

- O. School policies regarding behavior shall be enforced on all trips.

Authorized organizations are approved by the superintendent of schools provided that the organization and individual adheres to best practices for water-based safety.

Cross Reference: IICA – Field Trips and Excursions

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