

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
REGULAR MEETING AGENDA  
Monday, April 22, 2019 ~ 6:00 pm**

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

**A. Call to Order**

\_\_\_\_\_ (time)

**B. Pledge of Allegiance**

**C. Adjustments** **None**

**D. Approval of Minutes**

1. October 29, 2018 Workshop Session, 6 pm (Attachment D.1.)
2. February 28, 2019 Budget Workshop, 3 pm (Attachment D.2.)
3. March 4, 2019 Legacy Foundation Workshop, 5:30 pm (Attachment D.3.)
4. March 18, 2019 Executive Session, 4:30 pm (Attachment D.4.)
5. April 1, 2019 Executive Session, 4:30 pm (Attachment D.5.)
6. April 1, 2019 Executive Session, 5:15 pm (Attachment D.6.)

**Recommendation: To approve the minutes as presented.**

**E. Public Comments**

**F. Communications** **None**

**G. Committee Reports**

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

**H. Superintendent's Report**

1. Students Representatives' Reports
2. K-4 Math Coach Presentation – Jenna Daniels
3. Career Expo Day Presentation – Matt Petermann and Samantha Brink
4. Field Trip Announcements
  - i. SJHS JMG Urban Adventure in Portland on April 26-27, 2019
5. "Little Shop of Horrors" and District Art Show held recently at Sanford High School
6. Strategies for a Stronger Sanford 2019 High Five Awards Ceremony
7. Southern Maine Regional Service Center Update

# Sanford School Committee Meeting Agenda

April 22, 2019

## I. Directors' Reports

1. Business Administrator Gwen Bedell
2. Assistant Superintendent Steve Bussiere
3. Curriculum Director Bernie Flynn – no report

## J. New Business

1. 2019/2020 School Calendar ([Attachment J.1.](#))

**Recommendation: To approve 2019/2020 school calendar as presented.**

2. March, 2019 Financials – Gwen Bedell

- i. Expenses as of March 31, 2019 ([Attachment J.2.i.](#))

**Recommendation: To approve the 3.31.19 Expenses as presented.**

- ii. Reconciliation as of March 31, 2019 ([Attachment J.2.ii](#))

**Recommendation: To approve the 3.31.19 Reconciliation as presented.**

3. John Deere Equipment Bid – Gwen Bedell ([Attachment J.3.](#))

**Recommendation: To accept a bid in the amount of \$101,444.64 from North Country Tractor, Inc. for John Deere equipment as presented.**

## K. Old Business

1. Revised 2019/2020 School Budget – Gwen Bedell ([Attachment K.1.](#))

**Recommendation: To approve revised 2019/2020 School Department budget in the amount of \$53,971,557.00.**

## L. Resignations

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

Nicole Clark	ELA teacher	SHS	Eff. 4/22/19
Lien Fajardo	Accounts Payable Specialist	Central Office	Eff. 5/3/19
Tim Fecteau	JV Girls Basketball Coach	SHS Athletics	Eff. Immediately
Kristine Penney	Special Education Ed Tech II	Willard	Eff. 3/29/19
John Verzosa	Social Studies teacher	SHS	Eff. 8/31/19

**M. Staff Appointments          None**

**N. Staff Transfers                None**

**O. Staff Nominations            None**

**Sanford School Committee Meeting Agenda**

**April 22, 2019**

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**P. Policies (Attachment P.)**

1. First Reading – Policy ADC – Tobacco Use and Possession  
**Recommendation: To accept the first reading of Policy ADC as presented.**
2. First Reading – Policy ADC-R – Tobacco Use and Possession Administrative Procedures  
**Recommendation: To accept the first reading of Policy ADC-R as presented.**

**Q. Items for Future Agenda(s)**

1. Workshop for Moving Plan and Timeline
2. Workshop for Career Pathways

**R. Calendar Announcements**

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, October 29, 2018 ~ 6:00 pm**

Note: Meeting was held in Sanford High School, 100 Alumni Boulevard, Sanford

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

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

Staff present: David Theoharides, Superintendent  
Matt Nelson, Assistant Superintendent  
Steve Bussiere, Assistant Superintendent  
Bernie Flynn, Curriculum Director  
Holly Hartley, Foodservice Director

A. Call to Order Time: 6:00 pm

B. Workshop Session

1. Student Cell Phone Use
2. Foodservice Practices

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 7:52 pm.**  
Mrs. Williams seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

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John Roux, School Committee Chair

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David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Thursday, February 28, 2019 ~ 3:00 pm**

Note: Meeting was held in Superintendent's Conference Room, 2<sup>nd</sup> 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  
Pam Lydon, SJHS Principal  
Allen Lampert, SCAE Director

A. Call to Order Time: 3:06 pm

B. Workshop Session 2019/2020 Budget Workshop

C. Adjournment  
Mr. Sheppard made a motion **to adjourn at 5:36 pm.**  
Mrs. Williams seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

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John Roux, School Committee Chair

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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, March 4, 2019 ~ 5:30 pm**

Note: Meeting was held in Superintendent's Conference Room, 2<sup>nd</sup> 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: 5:30 pm

B. Workshop Session Legacy Foundation and naming Rights at SHS/SRTC

C. Adjournment  
Mr. Sheppard made a motion **to adjourn at 5:58 pm.**  
Mrs. Williams seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

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John Roux, School Committee Chair

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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, March 18, 2019 ~ 4:30 pm**

Note: Meeting was held in Superintendent's Conference Room, 2<sup>nd</sup> 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: 4:37 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 4:38 pm.**  
Motion seconded by Mr. Jamison. Motion carried 3 to 0.
2. Motion by Mr. Jamison: **To exit Executive Session at 5:05 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 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 1<sup>st</sup> Time JICH Offender Plan. Should the student not successfully follow the 1<sup>st</sup> 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 Ms. Sheffield. Motion carried 3 to 0.

C. Adjournment

Ms. Sheffield made a motion **to adjourn at 5:08 pm.**  
Mr. Jamison seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

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Kendra Williams, Acting School Committee Chair

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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, April 1, 2019 ~ 4:30 pm**

Attachment D.5.

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

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

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

Guests present: Student  
Parent

A. Call to Order Time: 4:35 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 4:36 pm.**

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

2. Motion by Mrs. Williams: **To exit Executive Session at 5:10 pm.**

Motion seconded by Mr. Jamison. 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 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. Upon successful completion of the re-entry plan, the student may request a re-entry hearing with the School Committee to return to Sanford High School. 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 4 to 0.

C. Adjournment

Mrs. Williams made a motion **to adjourn at 5:17 pm.**

Ms. Sheffield seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

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Scott Sheppard, Acting School Committee Chair

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Matt Nelson, Superintendent



**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, April 1, 2019 ~ 5:15 pm**

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

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

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

Guests present: Student, parent, case worker

A. Call to Order Time: 5:20 pm

B. Executive Session Student Matter

1. Motion by Mr. Sheppard: **To enter Executive Session to consider the re-admission of a student to Maine public schools pursuant to 1 MRSA § 405(6)(B) at 5:22 pm.**

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

2. Motion by Ms. Sheffield: **To exit Executive Session at 5:49 pm.**

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

**Public Session:**

3. Motion by Mrs. Williams: **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 after setting up a meeting with school administrators to map out strategies for successful re-entry. 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

Mr. Sheppard made a motion **to adjourn at 5:53 pm.**

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

Respectfully submitted,

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Scott Sheppard, Acting School Committee Chair

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Matt Nelson, Superintendent

# SANFORD SCHOOL DEPARTMENT 2019-2020 CALENDAR

# DRAFT

JULY				
M	T	W	TH	F
1	2	3	H	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

0 Student                      0 Tchr

JANUARY				
M	T	W	TH	F
		H	2	3
6	7	8	9	10
13	14	15	16	17
H	21	22	23	24
27	28	29	30	31

21 Student                      21 Tchr

AUGUST				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

0 Student                      2 Tchr

FEBRUARY				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
H	18	19	20	21
24	25	26	27	28

15 Student                      15 Tchr

SEPTEMBER				
M	T	W	TH	F
H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20 Student                      20 Tchr

MARCH				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

22 Student                      22 Tchr

OCTOBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
H	15	16	17	18
21	22	23	24	25
28	29	30	31	

21 Student                      22 Tchr

APRIL				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
H	21	22	23	24
27	28	29	30	

17 Student                      17 Tchr

NOVEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
H	12	13	14	15
18	19	20	21	22
25	26	27	H	H

17 Student                      17 Tchr

MAY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20 Student                      20 Tchr

DECEMBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	H	26	27
30	31			

15 Student                      15 Tchr

JUNE				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

7 Student                      7 Tchr

Aug. 27	New Teacher Orientation
Aug. 28-29	Teacher & Ed Tech In-service Days
Sept. 2	Labor Day
Sept. 3	First Student Day Gr. 1-12 & SRTC
Sept. 5	First day of Kindergarten
Sept. 9	First day of Pre-Kindergarten
Oct. 11	K-12 Teacher Workshop Day - SRTC Conference
Oct. 14	Columbus Day

Nov 1	End 1st Qtr. (7-12)
Nov 11	Veteran's Day (celebrated)
Nov 27-29	Thanksgiving and Break

Dec 6	End of 1st Trimester (K-6)
Dec 23-Jan 1	Christmas, New Years and Break

Jan 20	Martin Luther King Jr. Day
Jan 24	End 2nd Qtr. & 1st Semester (7-12)

Feb 17-21	President's Day and Break
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Mar 13	End of 2nd Trimester (K-6)
April 3	End 3rd Qtr. (7-12)

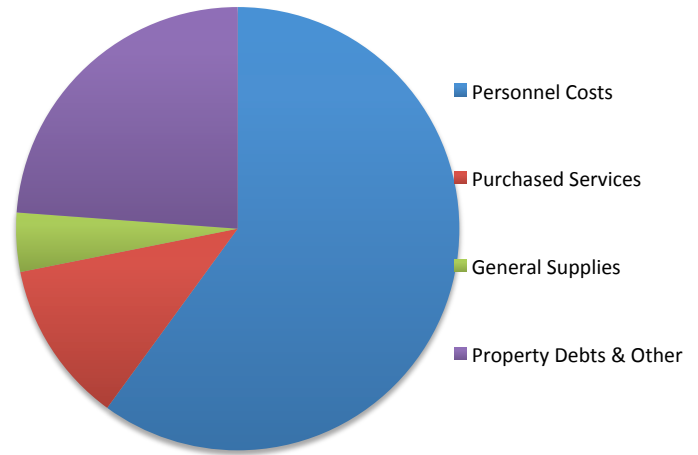
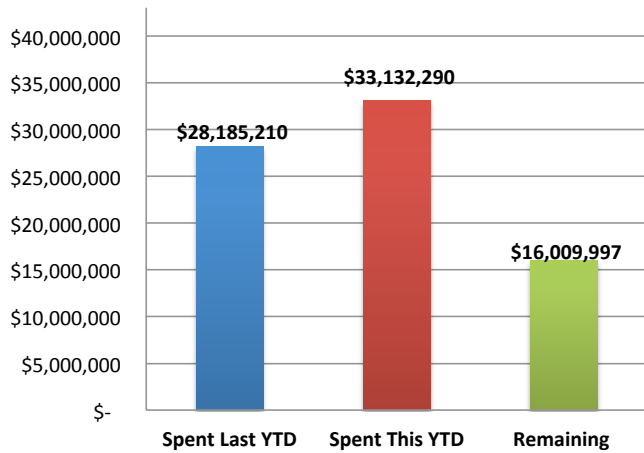
April 20-24	Patriot's Day and Spring Break
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May 25	Memorial Day - legal holiday
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June 3	Sanford Community Adult Ed Graduation
June 9	Last day if no snow days - Early Release Day
June 10	Sanford High School Graduation (tentative)
June 10-15	Storm Days as Needed

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

Account Group	Jul 17 - Mar 18 Actual	Jul 18 - Mar 19 Actual	2018/19 Revised Budget	Amount Remaining Revised Budget - Actual
51000 Personal Services - Sal/Wages&Stip.	\$ 13,615,321	\$ 14,139,607 43%	\$ 23,719,630 48%	\$ 9,580,023 40%
52000 Personal Services - Payroll Tax&Bene.	\$ 5,304,928	\$ 5,745,443 17%	\$ 9,446,340 19%	\$ 3,700,896 39%
<i>Subtotal - Personal Services</i>	\$ 18,920,249	\$ 19,885,051 60%	\$ 33,165,970 67%	\$ 13,280,919 40%
53000 Purchased Prof. & Tech. Services	\$ 1,372,155	\$ 1,489,426 4%	\$ 2,054,120 4%	\$ 564,694 27%
54000 Purchased Property Services	\$ 469,443	\$ 391,116 1%	\$ 592,599 1%	\$ 201,482 34%
55000 Other Purchased Services	\$ 1,883,453	\$ 2,045,402 6%	\$ 2,820,914 6%	\$ 775,512 27%
56000 General Supplies	\$ 973,866	\$ 1,425,160 4%	\$ 1,680,136 3%	\$ 254,975 15%
57000 Property Maint & Repair	\$ 270,042	\$ 158,043 0%	\$ 372,083 1%	\$ 214,040 58%
58000 Debt, Dues/Fees & Miscellaneous	\$ 4,296,003	\$ 7,738,091 23%	\$ 8,456,470 17%	\$ 718,379 8%
59000 Other & Rounding	\$ -	\$ - 0%	\$ (5) 0%	\$ (5) 0%
<b>Total</b>	<b>\$ 28,185,210</b>	<b>\$ 33,132,290 100%</b>	<b>\$ 49,142,287 100%</b>	<b>\$ 16,009,997 33%</b>



Warrant Article Cost Center	Jul 17 - Mar 18 Actual	Jul 18 - Mar 19 Actual	2018/2019 Revised Budget	Amount Remaining
1. Regular Instruction	\$ 9,060,522	\$ 9,026,901 27%	\$ 15,799,056 32%	\$ 6,772,155 43%
2. Special Education	\$ 4,657,368	\$ 4,871,293 15%	\$ 8,206,816 17%	\$ 3,335,523 41%
3. Career / Technical Education	\$ 1,489,380	\$ 2,027,817 6%	\$ 2,969,621 6%	\$ 941,803 32%
4. Other Instruction	\$ 709,054	\$ 548,267 2%	\$ 943,570 2%	\$ 395,302 42%
5. Student & Staff Support	\$ 2,214,644	\$ 2,418,114 7%	\$ 3,937,412 8%	\$ 1,519,298 39%
6. System Administration	\$ 636,522	\$ 694,158 2%	\$ 976,331 2%	\$ 282,173 29%
7. School Administration	\$ 1,509,586	\$ 1,608,463 5%	\$ 2,173,605 4%	\$ 565,142 26%
8. Transportation & Buses	\$ 1,198,681	\$ 1,310,141 4%	\$ 1,942,784 4%	\$ 632,643 33%
9. Facilities Maintenance	\$ 2,702,180	\$ 3,168,290 10%	\$ 4,064,884 8%	\$ 896,594 22%
10. Debt Service	\$ 3,994,813	\$ 7,426,925 22%	\$ 8,095,134 16%	\$ 668,209 0%
11. All Other Expenditures & Rounding	\$ 12,461	\$ 31,920 0%	\$ 33,075 0%	\$ 1,156 0%
<b>Subtotal</b>	<b>\$ 28,185,210</b>	<b>\$ 33,132,290 100%</b>	<b>\$ 49,142,287 100%</b>	<b>\$ 16,009,997 33%</b>
Adult Education - Academic	\$ 493,150	\$ 424,004 57%	\$ 748,462	\$ 324,458 43%
<b>Total</b>	<b>\$ 28,678,360</b>	<b>\$ 33,556,294 67%</b>	<b>\$ 49,890,749 100%</b>	<b>\$ 16,334,455 33%</b>

**RECONCILIATION OF ACCOUNTS**  
**BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD**  
*For the Year-to-Date and Month Ending March 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
<b>GENERAL FUND</b>											
16-210	1000-1200	General Education	(26,785,737)	(26,785,737)	-	33,132,290	33,132,290	-	6,346,553	6,346,553	-
16-235	1500	Adult Education	(176,138)	(176,138)	-	424,004	424,004	-	247,865	247,865	-
<b>Total</b>			<b>(26,961,875)</b>	<b>(26,961,875)</b>	<b>-</b>	<b>33,556,294</b>	<b>33,556,294</b>	<b>-</b>	<b>6,594,419</b>	<b>6,594,419</b>	<b>-</b>
<b>SPECIAL REVENUE FUNDS</b>											
2201	2001	Wellness Team	(500)	(500)	-	108	108	-	(392)	(392)	-
2202	2002	Erate	(35,555)	(35,555)	-	2,547	2,547	-	(33,008)	(33,008)	-
2203	2003	Tech Tuition	(130,655)	(130,655)	-	207,842	207,842	-	77,187	77,187	-
2204	2011	MelMac	(38,000)	(38,000)	-	19,045	19,045	-	(18,955)	(18,955)	-
2205	2005	Lucy Emery	(1,280)	(1,280)	-	-	-	-	(1,280)	(1,280)	-
2206	2006	EcoMaine	(504)	(504)	-	-	-	-	(504)	(504)	-
2207	2215	Momentum	(27,444)	(27,444)	-	22,835	22,835	-	(4,609)	(4,609)	-
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)	-	2,254	2,254	-	(97,746)	(97,746)	-
2228	2240	PAL Maine Arts Comr	(1,520)	(1,520)	-	500	500	-	(1,020)	(1,020)	-
2238	2215	College Transitions	(20,653)	(20,653)	-	28,872	28,872	-	8,219	8,219	-
2239	2300	Title 1A	(768,440)	(768,440)	-	729,705	729,705	-	(38,735)	(38,735)	-
2249	2460	MaineCare	(103,427)	(103,427)	-	97,342	97,342	-	(6,085)	(6,085)	-
2252	2470	Idea Local Entitlemt.	(640,060)	(640,060)	-	611,245	611,245	-	(28,815)	(28,815)	-
2253	2510	Early Child/PreSchl.	(24,182)	(24,182)	-	13,405	13,405	-	(10,777)	(10,777)	-
2255	2400	Title 4	(11,649)	(11,649)	-	12,732	12,732	-	1,082	1,082	-
2259	2670	Title 5	(1,338)	(1,338)	-	59,777	59,777	-	58,440	58,440	-
2262	2700	Title 2A	(127,481)	(127,481)	-	130,258	130,258	-	2,777	2,777	-
2268	2860	Carl Perkins	(94,353)	(94,353)	-	113,184	113,184	-	18,831	18,831	-
2269	2950	Aefla/Abe	(22,587)	(22,587)	-	26,723	26,723	-	4,135	4,135	-
2272	2012	Corning	(3,000)	(3,000)	-	49	49	-	(2,951)	(2,951)	-
2273	2013	HS Student iPads	(2,850)	(2,850)	-	7,509	7,509	-	4,659	4,659	-
2275	2232	Transtn Profic. Dipl.	-	-	-	1,300	1,300	-	1,300	1,300	-
2282	2870	Perkins Alignment	-	-	-	437	437	-	437	437	-
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	-
<b>Total</b>			<b>(2,175,081)</b>	<b>(2,175,081)</b>	<b>-</b>	<b>2,099,603</b>	<b>2,099,603</b>	<b>-</b>	<b>(75,478)</b>	<b>(75,478)</b>	<b>-</b>
<b>CAPITAL IMPROVEMENT FUNDS</b>											
4047	3015	HS Const Project	(210,858)	(210,858)	-	11,585,046	11,585,046	-	11,374,188	11,374,188	-
4054	3020	Elem Const Project	(44,663,456)	(44,563,456)	(100,000)	11,317,067	11,317,067	-	(33,346,390)	(33,246,390)	(100,000)
<b>Total</b>			<b>(44,874,314)</b>	<b>(44,774,314)</b>	<b>(100,000)</b>	<b>22,902,113</b>	<b>22,902,113</b>	<b>-</b>	<b>(21,972,201)</b>	<b>(21,872,201)</b>	<b>(100,000)</b>
<b>ENTERPRISE FUNDS</b>											
<i>*7/18 Deposit Recorded by City FYE18</i>											
5000	6000	School Café	(1,027,546)	(1,027,546)	-	1,116,701	1,116,701	-	89,155	89,155	-
5200	6150	Adult Ed Enrichment	(28,995)	(28,995)	-	64,699	64,699	-	35,704	35,704	-
<b>Total</b>			<b>(1,056,541)</b>	<b>(1,056,541)</b>	<b>-</b>	<b>1,181,401</b>	<b>1,181,401</b>	<b>-</b>	<b>124,859</b>	<b>124,859</b>	<b>-</b>
<b>TRUST FUNDS</b>											
7013	8015	Trust Funds	(70,017)	(69,857)	(160.25)	70,662	70,662	-	645	805	(160)
<b>Total</b>			<b>(70,017)</b>	<b>(69,857)</b>	<b>(160)</b>	<b>70,662</b>	<b>70,662</b>	<b>-</b>	<b>645</b>	<b>805</b>	<b>(160)</b>

Date: \_\_\_\_\_ For the School by: \_\_\_\_\_  
 Matthew Nelson, Superintendent

Gwen R. Bedell Gadbois, Business Admin.

Date: \_\_\_\_\_ For the City by: \_\_\_\_\_

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

Fund			Year to Date <b>Revenues</b>			Year to Date <b>Expenses</b>			Year to Date <b>Net (Rev - Exp)</b>		
City	Schl	Name	School	City	Variance	School	City	Variance	School	City	Variance
Steven R. Buck, City Manager						Ronni L. Champlin, Finance Director					



**North Country Tractor, Inc.**  
8 Shaw's Ridge Rd  
Sanford, ME 03275  
207-324-5646  
www.northcountrytractor.com

04-08-2019

Gwen Bedell Gadbois  
Business Administrator  
Sanford School Dept  
Sanford Me 04073

Thank you for the opportunity to quote Sanford School on their equipment needs. We have included the quote for the 1600, 4066 and the Superior Tech Spreader. Each has an exception to the specs which I have listed below and will attach to the proposal form.

(1)

The 1600 comes with a factory warranty of 24 months or 2000 hours. An extended warranty up to 48 months is available. I did not add the cost of the plans to the sales price as there are multiple options. I have attached the plan program so that you can decide what plan is best for you.

(2)

The 4066 comes with a 24 month/2000 hour full warranty and 72 month/2000 hour drive train coverage. There are also extended coverage plans available to choose from. (see attached list)

(3)

The Superior Tech sander has a 6 month warranty and because of its use it does not have extended warranty plans.

(4)

The 1600 would need to be ordered and as of today 04-08-2019 factory delivery would be late April.

The 4066 we would locate and get one for the school as soon as possible.

If you have any questions, please feel free to contact me.

Sincerely

A handwritten signature in blue ink, appearing to read "Steve Ford".

Steve Ford



Quote Summary

Prepared For:  
Sanford School Department  
52 Sanford High Blvd  
Sanford, ME 04073  
Business: 207-324-5722

Prepared By:  
Steve Ford  
North Country Tractor, Inc.  
8 Shaw's Ridge Road  
Sanford, ME 04073  
Phone: 207-324-5646  
stevef@northcountrytractor.com

Quote Id: 19276267  
Created On: 02 April 2019  
Last Modified On: 09 April 2019  
Expiration Date: 24 April 2019

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 1600 Turbo Series III Commercial Wide Area Mower with 4-Post ROPS Canopy	\$ 67,100.28	\$ 51,790.03 X	1 =	\$ 51,790.03
JOHN DEERE 4066R Compact Utility Tractor (52 PTO hp)	\$ 54,344.00	\$ 45,954.61 X	1 =	\$ 45,954.61
SUPERIOR TECH Ip53522	\$ 3,800.00	\$ 3,800.00 X	1 =	\$ 3,800.00
<b>Equipment Total</b>				<b>\$ 101,544.64</b>

Quote Summary	
Equipment Total	\$ 101,544.64
SubTotal	\$ 101,544.64
Est. Service Agreement Tax	\$ 0.00
Total	\$ 101,544.64
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 101,544.64</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Finance Options

Valid through April 24, 2019  
Created On April 02, 2019

## New JOHN DEERE 1600 Turbo Series III Commercial Wide Area Mower with 4-Post ROPS Canopy

### Additional Items Included in Quote

New JOHN DEERE 4066R Compact Utility Tractor (52 PTO hp)

New SUPERIOR TECH Ip53522

Selling Price	<b>\$ 101,544.64</b>
Add'l Advanced Payment	---
Trade-Ins	---
Net Selling Price	<b>\$ 101,544.64</b>

Physical Damage Insurance	---
PowerGard	---
Filing / Origination Fees	---

Total Lease Amount	<b>\$ 101,544.64</b>
Purchase Option	---

### Lease Offer

Term in Months	<b>60</b>
Rate	<b>4.25%</b>
Annual Hrs	<b>500</b>
Cost/Hour	<b>\$ 45.00</b>

# \$ 1,874.93

## Monthly

Quote does not include sales tax. Quote may or may not include property tax. Insurance, warranty, and fees quoted with this offer are included in the Cost/Hour calculation.

Subject to approval by John Deere Financial. Taxes, freight, setup, and delivery charges, and optional charges for other services, could increase lease payment. Lease payments are in advance and may vary based upon the end of lease term purchase option price. Not available for Consumer use. See your John Deere Dealer for complete details and other financing options. Available only at participating dealers.



# Sanford School Department

917 Main Street, Suite 200, Sanford, Maine 04073  
Tel: 207-324-2810 Fax: 207-324-5742  
www.sanford.org

## RFQ Proposal Form

**RFQ Project: JOHN DEERE Equipment**

To: Gwen Bedell Gadbois, CPA, CFE  
Business Administrator  
Sanford School Department  
917 Main Street, Suite 200  
Sanford, Maine 04073

1. In compliance with the RFQ Invitation, Notification, Contact Information, Instructions/Conditions and Product/Services Specifications dated April 5, 2019 the undersigned proposes and agrees as follows:

To furnish the goods or services outlined in the attached Product/Services Specifications for the sum of \$ 101544.60 for the period \_\_\_\_\_ through \_\_\_\_\_.

2. It is understood that this quoted price may not be withdrawn for a period of thirty (30) days from the date proposals are opened.

3. It is understood that all persons interested in the bid set forth herein as principals are named herein and no other person who is not mentioned herein has any interest in this proposal or the contract to be entered into. This proposal must be made without connection to any other person, company or party entering a bid and it is in all respects fair and in good faith, without collusion or fraud.

4. By signing this page, it is understood that the person, company or party represented has examined all of the RFQ documents regarding this quote and is duly informed regarding all terms and conditions included.

5. The names and addresses of all persons interested in this bid as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. The undersigned has been in business as NorthCountry Tractor for 50 years, during which time there have been no complaints regarding failure to complete work or default on an awarded contract.

F.K.A Shaw's Ridge Equip


See  
\* EXCEPTIONS: 1-2-3-4

# Sanford School Department

917 Main Street, Suite 200, Sanford, Maine 04073  
Tel: 207-324-2810 Fax: 207-324-5742  
www.sanford.org

7. Signature information:

Dated this 8 day of March, 2019

By:  MANAGER

(Signature and title)

Steven Ford

(Printed name and title)

NorthCountry Tractor

(Name of entity)

8 Shaw's Ridge Rd

(Address of entity)

Sanford Me 04073

(Phone and email contact information)

**Steven Ford**  
**Stevef@northcountrytractor.com**  
**207-459-7743 Direct Line**



**North Country Tractor, Inc.**

8 Shaw's Ridge Rd  
Sanford, ME 03275  
207-324-5646  
www.northcountrytractor.com

**Exceptions:**

04-08-2019

Thank you for the opportunity to quote Sanford School on their equipment needs. We have included the quote for the 1600, 4066 and the Superior Tech Spreader. Each has an exception to the specs which I have listed below and will attach to the proposal form.

(1)

The 1600 comes with a factory warranty of 24 months or 2000 hours. An extended warranty up to 48 months is available. I did not add the cost of the plans to the sales price as there are multiple options. I have attached the plan program so that you can decide what plan is best for you.

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(4)

The 1600 would need to be ordered and as of today 04-08-2019 factory delivery would be late April.

The 4066 we would locate and get one for the school as soon as possible.



JOHN DEERE  
CONFIDENTIAL

Pricing Page

**Commercial Mower**

Quoted in US Dollars

Effective Date: 08 Apr 2019

**Model: 1600 TURBO SERIES III New (Plan A) - Comprehensive  
New - Grace Period: Under 120 days & 100 hours**

Plan Term	Dealer Reference Number	Deductible	Protection Fee
30 Months / 750 Hours	00K366	\$ 0	\$ 458
30 Months / 1250 Hours	00K695	\$ 0	\$ 869
36 Months / 1000 Hours	00K841	\$ 0	\$ 1051
36 Months / 1500 Hours	01K353	\$ 0	\$ 1691
36 Months / 2000 Hours	02K231	\$ 0	\$ 2789
36 Months / 2500 Hours	03K256	\$ 0	\$ 4070
42 Months / 1000 Hours	01K024	\$ 0	\$ 1280
42 Months / 1750 Hours	02K122	\$ 0	\$ 2653
48 Months / 1200 Hours	01K427	\$ 0	\$ 1784
48 Months / 2250 Hours	03K658	\$ 0	\$ 4573

**JOHN DEERE**  
**CONFIDENTIAL**

## Pricing Page

**Tractor**  
 Quoted in US Dollars  
 Effective Date: 08 Apr 2019

**Model: 4066R New (Plan A) - Comprehensive**  
**New - Grace Period: Under 12 months & 1000 hours**

Plan Term	Dealer Reference Number	Deductible	Protection Fee
36 Months / 1500 Hours	00K440	\$ 100	\$ 550
36 Months / 2000 Hours	00K515	\$ 100	\$ 644
36 Months / 2500 Hours	00K598	\$ 100	\$ 748
36 Months / 3000 Hours	00K670	\$ 100	\$ 838
36 Months / 3500 Hours	00K822	\$ 100	\$ 1028
36 Months / 4000 Hours	00K992	\$ 100	\$ 1240
36 Months / 4500 Hours	01K078	\$ 100	\$ 1348
36 Months / 5000 Hours	01K152	\$ 100	\$ 1440
36 Months / 6000 Hours	01K307	\$ 100	\$ 1634
36 Months / 7500 Hours	01K778	\$ 100	\$ 2223
48 Months / 1500 Hours	00K638	\$ 100	\$ 798
48 Months / 2000 Hours	00K707	\$ 100	\$ 884
48 Months / 2500 Hours	00K847	\$ 100	\$ 1059
48 Months / 3000 Hours	00K892	\$ 100	\$ 1115
48 Months / 3500 Hours	00K968	\$ 100	\$ 1210
48 Months / 4000 Hours	01K026	\$ 100	\$ 1283
48 Months / 4500 Hours	01K172	\$ 100	\$ 1465
48 Months / 5000 Hours	01K373	\$ 100	\$ 1716
48 Months / 6000 Hours	02K056	\$ 100	\$ 2570
48 Months / 7500 Hours	02K632	\$ 100	\$ 3290
60 Months / 1500 Hours	00K957	\$ 100	\$ 1196
60 Months / 2000 Hours	01K018	\$ 100	\$ 1273
60 Months / 2500 Hours	01K124	\$ 100	\$ 1405
60 Months / 3000 Hours	01K190	\$ 100	\$ 1488
60 Months / 3500 Hours	01K301	\$ 100	\$ 1626
60 Months / 4000 Hours	01K339	\$ 100	\$ 1674
60 Months / 4500 Hours	01K421	\$ 100	\$ 1776
60 Months / 5000 Hours	01K503	\$ 100	\$ 1879
72 Months / 1500 Hours	01K283	\$ 100	\$ 1604

NOTICE OF AMOUNTS ADOPTED AT CITY COUNCIL MEETING  
FOR VOTERS AT SCHOOL BUDGET VALIDATION REFERENDUM

TO: Susan H. Cote, City Clerk of the City of Sanford, State of Maine

Pursuant to 20-A.M.R.S.A. ss 1486(2) and 2307 this Notice is to be displayed at all Polling Places for the school budget validation referendum to be held on June 11, 2019, to assist the voters in voting on whether to ratify the school budget approved at the April 2, 2019 City Council Meeting.

Cost Center Summary Budget Category	Amount Recommended by School Committee on 4/22/19	Amount Approved at the City Council Meeting on 4/2/19
<b>FY 2020</b>		
Regular Instruction	\$15,582,489	\$15,582,489
Special Education	8,307,100	8,307,100
Career & Technical Education	3,428,470	3,428,470
Other Instruction	947,818	947,818
Student & Staff Support	3,926,215	3,926,215
System Administration	906,917	906,917
School Administration	2,391,502	2,391,502
Transportation & Buses	1,987,432	1,987,432
Facilities Maintenance	4,291,909	4,291,909
Debt Service	11,514,405	11,514,405
All Other Expenditures	44,721	44,721
<b>Summary of Total Authorized Expenditures</b>	<b>\$53,328,978</b>	<b>\$53,328,978</b>
Adult Education	642,579	642,579
<b>Total Education Budget</b>	<b>\$53,971,557</b>	<b>\$53,971,557</b>

A majority of the School Committee, by:

\_\_\_\_\_  
John W. Roux, Chair.

\_\_\_\_\_  
Scott Sheppard, Vice-Chair.

\_\_\_\_\_  
Kendra Williams

\_\_\_\_\_  
Emily Sheffield

\_\_\_\_\_  
Donald Jamison

Completed and countersigned by: \_\_\_\_\_

Matthew Nelson

Superintendent of Schools

Date

A true copy of the Notice, attest: \_\_\_\_\_

Susan H. Cote, City Clerk, City of Sanford, Maine

Policy Updates  
**Executive Summary – April 22, 2019**

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The following policies will be presented for a **“First Reading”**  
on April 22, 2019

---

### **I. Policy ADC: Tobacco Use and Possession**

This policy has not been updated since 2015. We reviewed the recommended policy from Maine School Management Association and other similar policies from area York County schools.

The following language has been added to the policy:

- The policy applies to the use of all tobacco products, including but not limited to cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and all other electronic nicotine delivery systems.
- Students and employees are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.

### **II. Policy ADC-R: Tobacco Use and Possession – Administrative Procedures**

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

- The policy applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and all other electronic nicotine delivery systems.
- Students are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.
- Employees are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.
- The Superintendent shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure ~~which shall be attached to this administrative procedure~~. Strategies may include confiscating tobacco materials and paraphernalia, notifying parent/guardian, suspension, providing tobacco education and referral to tobacco treatment.
- Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products, including electronic cigarettes.
- Tobacco-free signs will be posted in visible areas at facility entrances and throughout the school property, including athletic facilities.
- **Tobacco Treatment Support:** Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco Helpline (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

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### **Recommended Motions**

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1. Motion to accept the first reading of **Policy ADC: Tobacco Use and Possession**
2. Motion to accept the first reading of **Policy ADC-R: Tobacco Use and Possession – Administrative Procedures**

### **Tobacco Use and Possession**

In order to promote the health and safety of students, staff and visitors and in compliance with applicable state and federal laws, the School Committee prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons. **The policy applies to the use of all tobacco products, including but not limited to cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and all other electronic nicotine delivery systems.**

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities, and on school grounds and buses during school sponsored events and at all other times.

**Students and employees are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.**

Employees and all other persons are also strictly prohibited, under law and School Committee policy, from selling, distributing or in any way dispensing tobacco products to students.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3)  
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)  
20 USC 6081-6084 (Pro-Children Act of 1994)

Cross Reference: JICA – Student Dress  
JL – Student Wellness  
KF – Community Use of School Facilities  
KHB – Advertising in the Schools

Adopted: November 2, 2015

Revised: May 11, 2015

**Revised: April 22, 2019**



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## Tobacco Use and Possession Administrative Procedure

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to the School Committee's "Tobacco Use and Possession" policy. ~~It also applies to electronic cigarettes and other devices designed to deliver nicotine through inhalation or "vaping," or used to simulate smoking.~~ The policy applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and all other electronic nicotine delivery systems.

### I. Prohibited Conduct

#### A. Students

The use, possession, sale, dispensing or distribution of tobacco products by all students is prohibited in school buildings and facilities, during school sponsored events, on school grounds and buses, and at all other times. ~~Students are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.~~

#### B. Employees and All Other Persons

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities and on school buses during school sponsored events and at all other times on school grounds. ~~Employees are prohibited from wearing clothing or gear that includes tobacco brands, including e-cigarette or electronic nicotine delivery system brands.~~

### II. Enforcement

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

#### A. Student Violations

The Superintendent shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure ~~which shall be attached to this administrative procedure.~~ Strategies may include confiscating tobacco materials and paraphernalia, notifying parent/guardian, suspension, providing tobacco education and referral to tobacco treatment.

#### B. Student Referral to Law Enforcement Agency

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case by case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products, ~~including electronic cigarettes.~~

C. Other Persons in Violation

All other persons violating this policy, e.g. employees or visitors, shall be immediately directed to cease violative behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

III. Notices

The School Committee's policy ADC and corresponding disciplinary actions for infractions of this policy shall be included in employee and student handbooks. Parents/guardians shall also be sent notification in writing of the Committee's tobacco policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

Tobacco-free signs will be posted in visible areas at facility entrances and throughout the school property, including athletic facilities.

**Tobacco Treatment Support:**

Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco Helpline (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

Legal Reference: 22 MRSA §§ 1578(B)  
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)  
20 USC 6081-6084 (Pro-Children Act of 1994)

Adopted: November 2, 2015  
Revised: April 22, 2019