

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
REGULAR MEETING AGENDA  
MONDAY, MAY 6, 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  
Bernie Flynn, Curriculum Director

**A. Call to Order**

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

**B. Pledge of Allegiance**

**C. Adjustments**

1. **Recommendation:** To move Item I.3 – Directors’ Reports, Curriculum Director Bernie Flynn, Literacy Coaches presentation forward, to be heard next.  
**Recommendation:** To approve the adjustment as presented.

**D. Approval of Minutes** **None**

**E. Public Comments**

**F. Communications**

1. Maine School Boards Association Letter of Appreciation dated April 9, 2019 (**Attachment F.1.**)

**G. Committee Reports**

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

**H. Superintendent’s Report**

1. Students Representatives’ Reports
2. Field Trip Announcements
  - i. SRTC Digital Design class to New England Institute of Technology in East Greenwich, RI on May 24, 2019

**Sanford School Committee Meeting Agenda**

**May 6, 2019**

---

**I. Directors' Reports**

- 1. Business Administrator Gwen Bedell
- 2. Assistant Superintendent Steve Bussiere
- 3. Curriculum Director Bernie Flynn
  - i. Literacy Coaches presentation

**J. New Business                      None**

**K. Old Business                      None**

**L. Resignations**

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

Paul Dugas	Collision Repair Instructor	SRTC	Eff. 8/31/19
Joshua Champagne	Band Director	SHS	Eff. 8/31/19
Christopher Titone	Science Teacher	SHS	Eff. 8/31/19
Rebecca Pope	Science Teacher	SHS	Eff. 8/31/19
Arlyn Boulard	Grade 2 Teacher	Willard	Eff. 8/31/19

**M. Staff Appointments              None**

**N. Staff Transfers                      None**

**O. Staff Nominations**

- 1. Superintendent Nelson will nominate the following professional staff for first year probationary contract(s):

Name
Flayhan, Tyler – SJHS Health/PE teacher

**Recommendation:** to approve the nomination(s) as presented.

## Sanford School Committee Meeting Agenda

May 6, 2019

2. Superintendent Nelson will nominate the following professional staff for second year probationary contract(s):

Name
Barry, Ellen
Brickett, Kyleann
Brown, Jennifer
Carter, Janet
Curtis, Kristan
Dompkouski, Susanne
Dunlap, Amos
Eaton, Brittany
Emerson-Holm, Diane
Foley, Kelly
Greene Lamb, Amy
Gouin, Ethan
Hartley, Amanda
Humphrey, Amy (.6 FTE)
Jeney, Christopher
Laroche, Amy
McLellan, Nathan
Morton, Lindsey
O'Connor, Kristen
Ogden, Ashley
Orchard, Samantha
Perreault, Katie
Politano, Amy
Roy, Michelle
Santamore, Paul
Sinnott, Susan
Slobeda, Ashley
Strait, Katie
Suratt, Christen
Thomson, Devyn
Tomlinson, Alaina
Webber, Theresa
Welch, Alex
Wyman, Ashley

**Recommendation:** to approve the nomination(s) as presented.

## Sanford School Committee Meeting Agenda

May 6, 2019

3. Superintendent Nelson will nominate the following professional staff for third year probationary contract(s):

Name
Adams, Samantha
Arsenault, Elizabeth
Agreste, Ellie
Benjamin, Donna (.5 FTE)
Benham, Erik
Boivin, Tricia
Breton, Nicole
Camire, Ryan
*Clement, Joshua (pending Latin certification)
Denault (Canario), Allyson
Ethridge, William
Garabedian, Devon
Hilt, Samantha
Hudson, Haleigh
Johnson, Michelle
Kizer, Molly
Lewin-Grover, Rachel
Paye, David
Pyle, Stanley
Quarles, Sally
Quarto, Nicole
Roy, Amanda
Roy, Michelle
Russell, "Jed"
Sawyer, Kayla
Test, Rebecca
Toothaker, Deb

**Recommendation:** to approve the nomination(s) as presented.

## Sanford School Committee Meeting Agenda

May 6, 2019

4. Superintendent Nelson will nominate the following professional staff for first year continuing contract(s):

Name
Brunelle, Kaitlin
Cole, Andrea
Dionne Fabrizio, Mary Louise
Dow, Dale
Enman, Jeffrey
Foley, Matthew
Giberti, Leanne
Greene, Luba
Hally, Kathy
Harmon, James II
Hartford, Adam
Hastings, Heather
Lamoreau, Lauren
Levesque, Miranda
Levy, Michelle
Malone, Gail
Quartararo, Colleen
Schoepp, Carla
Signore, Lynn

**Recommendation:** to approve the nomination(s) as presented.

## Sanford School Committee Meeting Agenda

May 6, 2019

5. Superintendent Nelson will nominate the following professional staff for administrative contracts:

Name	Assignment
Bissell, Stacey	Special Ed Director
Baron, Sherri	Carl J. Lamb School Principal
Davis, Kathy	*Willard School Assistant Principal (pending administrative certification)
Delaney, Tammy	Assistant Special Ed Director
Flynn, Bernadette	Curriculum Director
Inman, Susan	Willard School Principal
Lambert, Beth	Sanford High School Assistant Principal
Lampert, Allen	Sanford Community Adult Education Director
Leet, Patricia	Carl J. Lamb School Assistant Principal
Lydon, Pam	Sanford Junior High School Principal
Mastraccio, Joe	Sanford Junior High School Assistant Principal
Petermann, Matt	Sanford High School Principal
Potter, Chuck	TBD
Redmond, Michael	Sanford Regional Technical Center Asst. Director
Remick, Sharon	*Lafayette School Principal .5 (pending administrative certification)
Salls, Gordon	Athletic Director
Sargent, Kathy	Sanford Regional Technical Center Director
Tremblay, Aaron	Sanford High School Assistant Principal
Watts, Troy	Sanford High School Assistant Principal

**Recommendation:** to approve the nomination(s) as presented.

**P. Policies (Attachment P)**

- Second Reading – Policy ADC – Tobacco Use and Prevention  
**Recommendation:** To adopt Policy ADC as presented.
- Second Reading – Policy ADC-R – Tobacco Use and Possession Administrative Procedures  
**Recommendation:** To adopt Policy ADC-R as presented.

**Q. Items for Future Agenda(s)      None**

**R. Calendar Announcements**

Monday, May 20, 2019	Regular Meeting	6:00 pm	City Council Chambers
Monday, June 3, 2019	Regular Meeting	6:00 pm	City Council Chambers
Monday, June 17, 2019	Regular Meeting	6:00 pm	City Council Chambers

**S. Adjournment**

- Recommendation:** To adjourn at \_\_\_\_\_.



April 9, 2019

Sanford  
RECEIVED

APR 16 2019

MW 4/19/19

School Department

**OFFICERS**

**PRESIDENT**

Kim Bedard  
Kittery

**PRESIDENT-ELECT**

Susan Hawes  
Bangor

**VICE PRESIDENT**

Lawrence Greenlaw  
Deer Isle-Stonington CSD

**IMMEDIATE PAST PRESIDENT**

Maureen King  
RSU 21

**EXECUTIVE DIRECTOR**

Steven W. Bailey

**MAINE COUNCIL OF SCHOOL BOARD ATTORNEYS**

Elek Miller, Esq., Chair

Matt Nelson, Superintendent  
Sanford School Department  
917 Main Street, Suite 200  
Sanford, ME 04073

Dear Superintendent Nelson and Board Member Jamison,

Thank you for hosting Mr. Bailey, Lester Harmon, and me back on March 13. I enjoyed visiting your beautiful new school (combined high school and career and tech center) and talking with you, staff, and students about successes and challenges you face.

The Sanford Legacy Foundation which has raised over one million dollars is a great bridge to the community. Allowing subtle advertising on certain room plaques has allowed for more opportunities for students.

We discussed the calendar and the difference between the number of snow days in Sanford and the snow days in a sending school on the coast. It is difficult to be consistent with schedules with the winter weather as inconsistent as it has been.

I was impressed with your facilities and your plans for the future. Having the only state "triple play" I know of, gives you three state funded projects which will leave you with a new combined high school and tech center, a renovated middle school (from the previous high school tech center) and a renovated combined elementary school (which eliminates an elementary school established in 1939).

The high school students we met with had very positive things to say about their experiences, loving Spartan Time, and were full of constructive energy requesting longer lunches - which is something we all would like.

Having a secure entrance for your community is a welcoming treat. Locals will be welcomed into the school to have lunch prepared and served by students, the option to buy locally grown flowers, and a place to have their hair cut and styled and nails polished by students. What a great village concept.

Our lunch which was prepared by students was enjoyed by all.

Thank you for your time. Please pass on my thanks to your board and staff as well as my appreciation for all the work they put into supporting the students. Your

current work with construction projects will support students and staff for years to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Bedard". The signature is written in a cursive style with a small dot above the first letter of the first name.

Kim Bedard, President  
Maine School Boards Association



Policy Updates  
**Executive Summary – May 6, 2019**

---

The following policies will be presented for a “**Second Reading**”  
on May 6, 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.

---

### **Recommended Motions**

---

1. Motion to adopt **Policy ADC: Tobacco Use and Possession as presented.**
2. Motion to adopt **Procedure ADC-R: Tobacco Use and Possession – Administrative Procedures as presented.**

### **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, First Reading  
May 6, 2019, Second Reading

---

## **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. 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 or his/her designee.

#### A. Student Violations

The Superintendent or his/her designee shall develop age-appropriate disciplinary guidelines for students violating this policy/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, First Reading  
                              May 6, 2019, Second Reading