

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
MONDAY, MAY 20, 2019 ~ 6:30 PM
Please note time change**

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
Bernie Flynn, Curriculum Director

A. Call to Order

_____ (time)

B. Pledge of Allegiance

C. Adjustments

D. Approval of Minutes (tabled on April 1, 2019)

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 **None**

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Construction Project
 - ii. Elementary Construction Projects
 1. Moving Plan - update and options

H. Superintendent's Report

Sanford School Committee Meeting Agenda

May 20, 2019

1. Students Representatives' Reports
2. Field Trip Announcements
 - i. SHS US Government & Politics Class to Maine State House with Senator Woodsome and Representative Mastraccio on May TBD-21st/23rd/30th, 2019
 - ii. SHS Chorus to All State Honors Festival in Orono on May 15-18, 2019
 - iii. Lori Coleman's students to Olympia Snow Women's Leadership Institute Program at Bates College on May 30, 2019

I. Directors' Reports

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

J. New Business

1. SVPP-School Violence Prevention Program Grant Proposal – Joan Wright
(Attachment J.1.)
Recommendation: To approve the proposal for a SVPP grant as presented.
2. Summer Foodservice Program Update – Holly Hartley

K. Old Business None

L. Resignations

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

Mary Gannaway	Music Teacher	District	Eff. 8/31/19
Michael Kane	Freshmen Football Coach	SHS	immediately
Jeffrey Lane	Custodian	Lafayette	Eff. 8/?/19

Sanford School Committee Meeting Agenda

May 20, 2019

M. Staff Appointments

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

Matthew Foley	ESY Director	Special Ed.	Summer
Kristin Daly	ESY teacher	Special Ed.	Summer
Ann Pelchat-Savoie	ESY teacher	Special Ed.	Summer
Christen Suratt	ESY teacher	Special Ed.	Summer
Amy Williams	ESY teacher	Special Ed.	Summer
Jennifer Bernazzani	ESY Ed Tech	Special Ed	Summer
Amy Beyea	ESY Ed Tech	Special Ed	Summer
Melissa Blier	ESY Ed Tech	Special Ed	Summer
Erin Campbell	ESY Ed Tech	Special Ed	Summer
Patricia Hammerle	ESY Ed Tech	Special Ed	Summer
Cynthia Magill	ESY Ed Tech	Special Ed	Summer
Jeffrey Magill	ESY Ed Tech	Special Ed	Summer
Gerard Hill	Volleyball Coach	SHS	August, 2019

N. Staff Transfers **None**

O. Staff Nominations **None**

P. Policies **(Attachment P)**

1. First Reading – Policy JLCD – Administration of Medication to Students
Recommendation: To accept the first reading of Policy JLCD as presented.
2. First Reading – Policy JLCDA – Administering Medical Marijuana in Schools
Recommendation: To accept the first reading Policy JLCDA as presented.

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

R. Calendar Announcements

Tuesday, May 21, 2019	Public Hearing on City and School Budgets	6:00 pm	City Council Chambers
Monday, June 3, 2019	Regular Meeting	6:00 pm	City Council Chambers
Tuesday, June 11, 2019	Budget Validation Referendum	All day	Sanford Polls
Monday, June 17, 2019	Regular Meeting	6:00 pm	City Council Chambers

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**

Attachment D.12.

Monday, March 18, 2019 ~ 5:15 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
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

Sanford School Committee
May 20, 2019 Meeting
Agenda Attachment

Summary for the SVPP grant application by the Sanford School Department

The SVPP (School Violence Prevention Program) is a grant offered by the Office of Community Oriented Policing Services (COPS) within the United States Department of Justice. There is a cap of \$500,000 to any project/recipient, and if granted funds, the School Department would be expected to contribute 25% of the project.

This grant is a competitive award designed to provide funding to improve security at schools and on school grounds. The objective of the grant is to coordinate with local law enforcement in the planning and implementation of deterrent measures as well as in the acquisition of technology for emergency notification procedures. Outlined below are the four (4) areas of planning and implementation that will be addressed in the body of the grant application.

1.School Safety Planning Efforts (*Coordination with local law enforcement*)

Sanford School Department is a district of nearly 4,000 students. The objective for this grant is to complete a campus wide system that will allow the City of Sanford to support security efforts in all buildings and grounds. The school district is connected with a very robust WAN infrastructure (20 Gb point to point and 10Gb between closets). Grant funds will be used to connect all sites over the WAN for improved visibility for the police department including mobile connections to the primary mobile response units.

Sanford's CMS (Consolidated Middle School) is a building that will house students in grades 5 through 8 and is currently being renovated. Enrollment for these 4 grades is currently 928. When the building was last occupied, the district school resource officer and the police department identified numerous areas where the ability to monitor activities in and around the school and grounds was severely limited due to low quality analog cameras and insufficient camera coverage. School administrators, the technology department, the district's Safety Committee and the City Police Department, found resources to be insufficient to monitor and report many emergency situations in a timely manner. To identify the areas of greatest need, threat assessments (inside and out) will be completed by our School Resource Officers (2) in consultation with the Safety Committee chair. The CPTED (Crime Prevention through Environmental Design) review will also be completed to assess the exterior campus design for protection or vulnerabilities in such areas as the portable classrooms, area trails, pathways, nooks and crannies around the buildings, etc.

2. Funding Request and Integration

The upgrade and expansion of the video camera coverage for the CMS will fill the gaps in areas that have no camera coverage at this time. In addition, the outdated analog cameras will be replaced with IP cameras in order to provide the police department with access to images inside the building when it is not occupied before approaching an unknown situation.

Additional funds will be used to create a secure foyer in the central office where students go for meetings and to access documents and other resources. The foyer will provide a second level of security to insure that visitors are not able to access student or staff areas without checking in. The security system will be connected to the district and the local police as well in order to provide a second layer of protection.

Flat panel displays will be provided to the SROs and administrative areas in all schools to provide a constant view of the schools and grounds. The footage will be stored for review if necessary. The displays will provide various camera angles and will provide the SROs with redundancy should an officer be called away from his/her building. (By utilizing our WAN connectivity, any SRO and police department can view camera footage for any and all locations.) Schools with single camera coverage will be included in the project in order to provide all entrances with the same security.

3. Management and Implementation Plan

As soon as practical:

- Installation of upgraded cameras at CMS (work with subcontractor)
- Upgraded cameras at remote locations as needed (all schools and Central Office)
- Installation of video displays for admin and SROs
- Secure foyer at Central Office (installed by school personnel)
- Secure foyer and camera at Adult Education entrances (which also serves High School students)
- Police department personnel monitor the design and equipment installation to ensure coverage
- Door lock/releases upgraded
- Software installation for remote access
- Setup software for intrusion detection/notification when school is not occupied

4. Sustainability Plan

- Equipment/building design will be reevaluated each year through the budget planning process.
- Yearly threat assessments and CPTED (Crime Prevention through Environmental Design)
- Equipment/building design/door locks/displays/cameras and NVR servers will be evaluated in order to maintain all equipment within the 5 year budget plan for technology and building level budgets.
- Training opportunities will be sought for school personnel (possibly provided by City of Sanford Police Dept) to properly utilize the software and cameras.

Equipment/software we would purchase:

- 45+ indoor cameras for the CMS with security monitoring agreement
- 15+ outdoor cameras for CMS
- Updated cameras for other schools that are currently occupied, but equipment is outdated
- 32+ cameras for the Converted Elementary School (upgrades) that will utilize the NVR located at CMS
- Software licenses that will provide security alerts and user access
- Implementation of apps for monitoring with mobile devices
- Social Media monitoring software

**Our SROs (Skip and Mike) will complete the assessments outlined above before the grant is submitted in order to have current data available for the grant narrative re: the needs at each location.

Policy Updates
Executive Summary – May 20, 2019

The following policy will be presented for a **“First Reading”**
On May 22, 2019

I. Policy JLCD: Administration of Medication to Students

This policy has not been updated since March of 2007. 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:

- For the purpose of this policy, “medication” does not include medical marijuana (See Policy JLCDA.)
- If the student who is self-administering requires use of an emergency medication, the nurse will evaluate the student and the medication administration and its effects will be documented.

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

- Epinephrine pen (~~EpiPen~~) has been replaced with **auto injectors**

II. Policy JLCDA: ADMINISTERING MEDICAL MARIJUANA IN SCHOOLS

This policy is a new policy to outline the use of medical marijuana in Sanford Schools. We reviewed the recommended policy from Maine School Management Association, recommendations from our attorneys at Drummond & Woodsum and other similar policies from area York County schools.

The Maine Medical Use of Marijuana Act governs administration of medical marijuana in schools in Maine. The Department of Administration and Financial Services (“DAFS”) is the regulatory agency charged with implementing the Maine Medical Use of Marijuana Act. The Maine Medical Use of Marijuana Program, located within DAFS, is charged with the Administrative duties associated with implementation, such as issuance of registration cards.

In order to facilitate administration of medical marijuana with a minimum interruption of instructional time for the student and with a minimum of disruption of routine school operations, the policy outlines procedures that must be followed for the administration of medical marijuana to students at school.

See Attached Policy JLCDA: Administering Medical Marijuana in Schools

Recommended Motions

1. Motion to accept the first reading of **Policy JLCD: Administration of Medication to Students**
2. Motion to accept the first reading of **Policy JLCDA: Administering Medical Marijuana in Schools**

ADMINISTRATION OF MEDICATION TO STUDENTS

Although the School Committee discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition it may be necessary for a student to have medication administered to him/her while at school. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens auto injectors. The School Committee encourages collaboration between parents/guardians and the schools in these efforts. The School Committee disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

I. DEFINITIONS

“Administration” means the provision of prescribed medication to a student according to the orders of a health care provider.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider. For the purpose of this policy, “medication” does not include medical marijuana (See Policy JLCDA.)

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

1. The student’s name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify

the parent, the student's health care provider and the school administrator, as appropriate, (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements. Medications cannot be sent to school with the student.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse, principal and/or designated school official shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse, principal or designated school official shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive appropriate training before being authorized to do so.

H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or ~~PET~~ IEP, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable,

the DOE's "Policy for Medication Administration on School Trips" will be followed.

I. Student Self-Administration of Asthma Inhalers and Epinephrine Pens **auto injectors**

Students with allergies, asthma or diabetes may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) **auto injectors**, or asthma inhaler or diabetic medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen, asthma inhaler or diabetic medication if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen **auto injector**, asthma inhaler or diabetic medication.
2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen **auto injector**, asthma inhaler or diabetic medication.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen **auto injector**, asthma inhaler or diabetic medication taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen, asthma inhaler or diabetic medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen **auto injector**, asthma inhaler or diabetic medication may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

If the student who is self-administering requires use of an emergency medication, the nurse will evaluate the student and the medication administration and its effects will be documented.

J. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

K. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)
Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule)
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Adopted: September 13, 1999

Revised: ~~March 19, 2007~~

Revised:

Proposed Policy: JLCDA

ADMINISTERING MEDICAL MARIJUANA IN SCHOOLS

The Sanford School Committee recognizes that there may be some students in the Sanford School District who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it.

The Maine Medical Use of Marijuana Act governs administration of medical marijuana in schools in Maine. The Department of Administration and Financial Services (“DAFS”) is the regulatory agency charged with implementing the Maine Medical Use of Marijuana Act. The Maine Medical Use of Marijuana Program, located within DAFS, is charged with the Administrative duties associated with implementation, such as issuance of registration cards.

In order to facilitate administration of medical marijuana with a minimum interruption of instructional time for the student and with a minimum of disruption of routine school operations, the following procedures must be followed for the administration of medical marijuana to students at school.

- A. The student’s parent/legal guardian/legal custodian shall obtain a copy of the Sanford School Department’s Request to Administer Medical Marijuana in School Form and School Committee Policy JLCD from the school nurse;
- B. The parent/legal guardian/legal custodian and the student’s authorized medical provider (physician, certified nurse practitioner or physician assistant) shall complete and sign the Request Form, and attach a copy of the student’s current written certification for the use of medical marijuana. The original certification must be shown to the school employee processing the request. The school will retain a copy;
- C. The parent/legal guardian/legal custodian must designate the caregiver who will administer medical marijuana to the student in school (including for students over the age of 18). The designated caregiver must be registered with the Maine Medical Marijuana Program. The original registry identification card and caregiver designation form must be shown to the school employee processing the request. The school will retain copies;
- D. If the designated caregiver is not a parent/legal guardian/legal custodian of the student, the designated caregiver must also submit verification that

- he/she is authorized by the State to administer marijuana to the student on school grounds;
- E. Arrangements will be made between the school administration and the designated caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to school operations and the student's educational program, and that will not impact other students or employees. The designated caregiver must comply with all School Committee policies and school rules while on school premises to administer medical marijuana to a student;
 - F. Medical marijuana must be brought to school by the caregiver, and may not be held, possessed or administered by anyone other than the caregiver. The student may only possess the medical marijuana during the actual administration process;
 - G. Medical marijuana administered in school must be in nonsmokeable form (vaporizers are not permitted);
 - H. Only the primary caregiver may administer medical marijuana – it cannot be done by, or delegated, to a school employee or any other person that the primary caregiver;
 - I. The designated caregiver must check-in at the school office upon arrival for the administration of medical marijuana. Medical marijuana may only be administered in a private, designated area and must be observed by a school designee. Medical marijuana will not be administered in the school nurse's office;
 - J. The designated caregiver must checkout at the school office following administration of the medical marijuana and transport any remaining medical marijuana with him/her off school premises.

A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.

Cross Reference:

Legal Reference: Maine 2015 P.L. Ch. 369

First Reading: May 20, 2019

JLCD - Administration of Medication to Students
JLCDA-E - Administering Medical Marijuana in Schools Form

SANFORD SCHOOL DEPARTMENT

**PARENT/MEDICAL PROVIDER REQUEST TO ADMINISTER
MEDICAL MARIJUANA AT SCHOOL**

Student's Name: _____

School: _____ Grade: _____ Teacher: _____

A. To be completed by Provider: Physician, Certified Nurse Practitioner or Physician Assistant

Reason for use of medical marijuana: _____

The medical marijuana must be administered during school hours: Yes No

If yes, time to be administered: _____

Restrictions (including any restrictions on school activities for safety reasons) and/or important side effects: None anticipated

Yes. If yes, please describe in detail: _____

Date of student's certification for medical marijuana use: _____

Date to be discontinued: _____

Any other necessary instructions or information: _____

NOTE: THE SCHOOL NURSE MAY CONTACT YOU IF THERE ARE FURTHER QUESTIONS CONCERNING THIS REQUEST.

Provider's Signature: _____ Date: _____

Printed Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Note: Any changes to the information above shall require a new request/permission form.

B. To be completed by Parent/Legal Guardian/Legal Custodian:

Form of medical marijuana to be administered: _____

Note: Medical marijuana may only be administered at school in nonsmokeable form (vaporizers are not permitted).

Dosage (amount): _____

I understand and agree that if the school nurse has questions regarding the provider’s order, that the nurse may contact the child’s provider and obtain additional information about the medication. I consent to the provider releasing that information.

I have read Board Policy JLCD – Administering Medication to Students and understand that I must comply with all the requirements concerning the administration of medical marijuana.

The following caregiver has been designated to administer marijuana to the student. This caregiver has obtained the required registry identification card. If the designated caregiver is not a parent/legal guardian/legal custodian, he/she has submitted verification from the State that he/she is authorized to administer marijuana to a student on school grounds.

Name of Designated Caregiver: _____

Relationship to Student: _____

Signature of Parent/Legal Guardian/Legal Custodian

Date: _____

Note: copies of the following MUST be attached to this form:

1. Current written certification for the use of medical marijuana by the student
2. The state caregiver designation form
3. The designated caregiver’s registry identification card
4. If the designated caregiver is not a parent/legal guardian/legal custodian of the student, documentation that the caregiver is authorized by the state to administer marijuana to a student on school grounds

C. To be completed by School:

Date received: _____ By whom: _____

Date reviewed: _____ Reviewed by: _____

Notes: _____