SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
Monday, September 16, 2019 ~ 6:00 pm

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

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

Student Reps present: Harrielle Bernard, Natalie St. Onge

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Gwen Bedell, Business Administrator
Bernie Flynn, Curriculum Director
Matt Petermann, SHS Principal
Kathy Sargent, SRTC Director
Pamela Lydon, SJHS Principal
Sharon Remick, Lafayette Principal
Sherri Barron, CJL Principal
Susan Inman, Willard Principal

A. Call to Order  ____________  
(time)

B. Pledge of Allegiance

C. Adjustments  None

D. Approval of Minutes

1. July 30, 2019, Workshop, 4:30 pm (Attachment D.1.)
   Recommendation: To approve the minutes as presented.

E. Public Comments

F. Communications

G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
   ii. Elementary Construction Projects
H. Superintendent’s Report
   2. Opening of School Reports:
      i. Matt Petermann – SHS
      ii. Kathy Sargent – SRTC
      iii. Pamela Lydon – SJHS
      iv. Sharon Remick – Lafayette
      v. Sherri Barron – CJL
      vi. Susan Inman – Willard
   3. Field Trip Announcements
      i. SHS JMG to Leadership Education Conference in Rome, ME on October 16-17, 2019

I. Directors’ Reports
   1. Business Administrator Gwen Bedell
   2. Assistant Superintendent Steve Bussiere
   3. Curriculum Director Bernie Flynn
      i. Testing Updates

J. New Business
   1. Pay Rates for Substitutes (Attachment J.1.)
      Recommendation: To approve the substitute pay rates as presented.

K. Old Business
   None

L. Resignations
   None

M. Staff Appointments
   None

N. Staff Transfers
   None

O. Staff Nominations
   None

P. Policies (Attachment P)
   1. First Reading – Policy JLFA – Child Sexual Abuse Prevention and Response
      Recommendation: To accept the first reading of Policy JLFA as presented.

   2. First Reading – Policy JLF – Reporting Child Abuse and Neglect
      Recommendation: To accept the first reading of Policy JLF as presented.

   3. First Reading – Policy ECB-E1 – Pest Management Notification
      Recommendation: To accept the first reading of Policy ECB-E1 as presented.
Q. Items for Future Agenda(s)
   1. Workshop for Sanford Community Adult Education

R. Calendar Announcements
   1.  
      | Date                  | Type            | Time   | Location                      |
      |-----------------------|-----------------|--------|-------------------------------|
      | Monday, October 7, 2019 | Regular Meeting | 6:00 pm | City Council Chambers         |
      | Monday, October 21, 2019 | Regular Meeting | 6:00 pm | City Council Chambers         |

S. Adjournment
   1. **Recommendation**: To adjourn at ______.
SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Tuesday, July 30, 2019 ~ 4:30 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 joined via phone

Student reps present: None

Staff present: Matt Nelson, Superintendent  
Gwen Bedell, Business Administrator  
Chuck Potter, Grade 8 Principal  
Pamela Lydon, SJHS Principal  
Ayn Hanselmann, Building Committee Member  
Maura Herlihy, Building Committee Member  
Steve Buck, City Administrator/Building Committee Member

A. Call to Order  
Time: 4:32 pm

B. Workshop Session

1. Construction Update
2. Potential School Bond

Mr. Sheppard made a motion to request that Sanford City Council pursue a bond valued up to $10 million to complete renovations at the Converted Middle School, the Converted Elementary School and Carl J. Lamb Elementary School.  
Ms. Sheffield seconded the motion. Motion carried 4 - 0.

C. Adjournment

Mr. Roux made a motion to adjourn at 6:32 pm.  
Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

________________________________________  
John Roux, School Committee Chair

________________________________________  
Matt Nelson, Superintendent
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<th>Education level</th>
<th>Teacher Daily*</th>
<th>Ed Tech Daily*</th>
<th>Long Term Teacher Daily* (20+ consecutive work days)</th>
<th>Long Term Ed Tech Daily*</th>
<th>Nurse Daily* rate LPN/RN</th>
<th>Custodian Hourly rate</th>
<th>Foodservice Hourly rate</th>
<th>Admin. Assistant Hourly rate</th>
<th>ADDED 7/1/19 Maintenance/ Groundskeeper</th>
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<td>75.00 Proposed $80.00</td>
<td>166.77 (80% BA-0)</td>
<td>75.00 Proposed $80.00</td>
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<td>12.00</td>
<td>12.00</td>
<td>ADDED 7/1/19 $14/hr no exp $16/hr if exp</td>
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<td>No active teaching certificate with a 4 year degree – BS, BA, MA</td>
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<td>187.61 (90% BA-0)</td>
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<td>12.00</td>
<td>12.00</td>
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<td>12.00</td>
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<tr>
<td>Retired teacher</td>
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<td>75.00 Proposed $80.00</td>
<td>208.46 (100% BA-0)</td>
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<td>12.00</td>
<td>12.00</td>
<td>ADDED 7/1/19 $14/hr no exp $16/hr if exp</td>
</tr>
</tbody>
</table>

* Daily Rate is subject to ½ day proration as applicable
I.  Policy JLFA:  Child Sexual Abuse Prevention and Response (NEW)

Maine law Public Law 2015, Ch. 292 (LD 1180), An Act To Require Education in Public Preschool Programs and Elementary Schools Regarding Child Sexual Abuse, requires school districts in Maine to implement a policy on child sexual abuse prevention education and response. The law (20-A MRSA §254, sub-§18) states that all school administrative units (SAUs) that operate schools with grades pre-K through grade 5 shall adopt a written local policy for child sexual abuse prevention education. The policy must include the following:

- Child sexual abuse response and reporting procedures;
- Child sexual abuse awareness training and prevention education for school personnel;
- Age-appropriate child sexual abuse prevention education for students;
- School response and reporting procedures for child sexual abuse; and
- Resources a victim of child sexual abuse or nonoffending caregivers of a victim of child sexual abuse may access for services and support.

We reviewed the recommended policy from Maine School Management Association and the model policy from the Maine Department of Education and draft a proposed policy.

II.  Policy JLF:  Reporting Child Abuse and Neglect (REVISION)

This policy was last updated on June 18, 2012. We reviewed Maine School Association’s recommended policy to update our current policy.

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

I.A.  Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements, if the child is at least seven six years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year, by a person responsible for the child.”
The law provides that a report must be made immediately to DHHS when the person suspected is a “person responsible for the child,” or to the District Attorney when the person suspected is not a person responsible for the child.

III. D. If requested by the relevant agency, the form will be forwarded to DHHS and/or the District Attorney, and shall be retained by the Sanford School Department for ten years, as specified in the Maine Archives Rules.

V.A. If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable school committee policies, collective bargaining contracts, and federal and state laws.

VIII. Training

Any school unit employee who is required to make a report shall, at least once every four years, complete mandated training approved by DHHS.

III. Policy ECB-E1: Pest Management Notification (REVISION)

Sanford School Department’s Pest Management in School Facilities and On School Grounds policy ECB was updated on November 21, 2016. However, Sanford School Department’s Pest Management Notification policy ECB-E1 was last updated on September 23, 2003.

We reviewed the recommended policy from Maine School Management Association and policy ECB to update our current policy.

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

**Notification**

When school is in session, the school department shall provide notification of each application not exempted by rule, whether inside a school building or on school grounds, to all school staff and parents/guardians of students. Such notices shall state, at a minimum:

- The trade name and EPA registration number of the pesticide to be applied;
- The approximate date and time of the application;
- The location of the application;
- The reasons for the application; and
- The name and phone number of person to who further inquiry regarding the application may be made.

Notices must be provided at least five days prior to the planned application. In addition, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.
When school is not in session, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

In accordance with the Maine Board of Pesticides Rule Chapter 27, school is considered to be in session during the school year including weekends. School is not considered to be in session during any vacation of at least one week.

The IPM Coordinator for the Sanford School Department is Ty Pombriant who may be contacted at 324-5722. This IPM policy and Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Public Schools is available for inspection and copying at every school.

When required by law, parents/guardians and school staff will be notified at least five days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulation to pose little or no risk of exposure to students or staff.

A copy of the school department’s IPM Pest Management policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine’s “Pesticides in Schools” regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control “Standards for Pesticide Applications and Public Notification in Schools”) by contacting our IPM Coordinator Paul Grant at (207) 324-5722.

**Recommended Motions**

1. Motion to accept the first reading of **Policy JLFA: Child Sexual Abuse Prevention and Response**
2. Motion to accept the first reading of **Policy JLF: Reporting Child Abuse and Neglect**
3. Motion to accept the first reading of **Policy ECB-E1: Pest Management Notification**
CHILD SEXUAL ABUSE PREVENTION AND RESPONSE

The Sanford School Department recognizes that Maine law requires every school unit with a Pre-K through 5th grade program to adopt a policy for child sexual abuse prevention education and response. The Sanford School Department adopts this policy to promote the well-being of students, provide a supportive learning environment and comply with the law.

For the purpose of this policy, “child sexual abuse” means any sexual engagement either through “hand on” or “hands off” activities between an adult and a child. Sexual engagement between children can also be sexual abuse when there is a significant age difference between the children involved or if the children are very different in development, size, or other power differential.

I. Reporting Child Sexual Abuse

A. Any employee of the school unit who has reason to suspect that a child has been sexually abused is to immediately notify the building principal or designated agent.

1. In addition to notifying the building principal/designated agent, the employee may also make a report directly to the Department of Health and Human Services (DHHS).

2. School volunteers who have reason to suspect that a child has been sexually abused may report their suspicions directly to DHHS.

3. Neither an employee, volunteer or building principal/designated agent should attempt to further question or interview the child nor otherwise undertake an investigation.

B. Administrators’ reporting and confirmation duties shall be the same as provided in Section III of the Sanford School Department’s policy JLF, Reporting Child Abuse and Neglect.
II. Child Sexual Abuse Awareness and Prevention Education for School Personnel

All school personnel shall be required to complete a minimum of one hour of training in child sexual abuse awareness and prevention every four years. New employees must complete training within six months of hire.

Training must be “evidence-informed” (i.e., based on research and best practices) and delivered by a qualified instructor (i.e., a person with appropriate knowledge, skills, and experience or training in child sexual abuse awareness and prevention). The trainer may be an employee or volunteer with an agency/organization specializing in sexual assault and/or child sexual abuse or an employee of the school unit (e.g., school social worker, guidance counselor, school nurse, health educator) who has received appropriate training from such an agency/organization.

The goals of the training for school personnel are:

- Increased awareness of developmentally appropriate and inappropriate sexual behaviors in children;
- Increased ability to recognize indicators of child sexual abuse;
- Enhanced ability to respond effectively when a student or student’s friend or peer discloses sexual activity or the staff member suspects child sexual abuse has occurred; and
- Awareness of local resources available to students, parents, schools, and community members, and how these resources may be accessed.

Training should also address confidentiality/disclosure concerns (beyond the mandated reporting).

III. Child Sexual Abuse Prevention Education in the Pre-K through 5th Grade Curriculum

The school unit will provide child sexual abuse prevention programming to its Pre-K through grade 5 students. Such instruction will be aligned with the health education standards of Maine’s system of Learning Results for this grade span, and incorporated into the written school health education curriculum.
Programming of appropriate scope and sequence will be delivered by qualified instructors, who may be from a local or regional agency/organization with experience and expertise in sexual assault and child sexual abuse or by a school unit employee deemed competent by the Superintendent/designee to deliver such instruction. If the instructor is a school unit employee, the Sanford School Department anticipates that this will be a person with the knowledge, skills, sensitivity and “comfort level” necessary to deliver the curriculum in the classroom setting, i.e., school nurse, school social worker, guidance counselor, or teacher with experience in health education. Any instructor who is a school employee is expected to take full advantage of the evidence-informed educational resources available on websites hosted by the DOE and/or MECASA. Any instructor who is a school employee should be familiar with the local community-based agencies/organizations that provide assistance or services to children and families that are experiencing or have experienced sexual assault or child sexual abuse.

It is the intent that the curriculum, as delivered in the classroom, will:

- Include age-appropriate education regarding physical and personal boundaries; including biologically accurate body terminology;

- Help children identify unsafe or uncomfortable situations including a range of feelings, touches, or violations of physical boundaries;

- Help children identify safe adults with whom they can talk about unsafe or uncomfortable situations; and

- Help children identify and develop skills to support a friend who may be experiencing safe or uncomfortable situations.

Legal Reference: 20-A MRSA §§ 254(18), 4502(5-C)
22 MRSA §4011-A
20-A MRSA §§ 5051-A(1)(C); 5051-A(2)(C)
20 USC § 1232g, Family Educational Rights and Privacy Act

Cross Reference: JLF – Reporting Suspected Child Abuse and Neglect
JLF-E – Suspected Child Abuse/Neglect Report Form

First Reading: September 16, 2019
Reporting Child Abuse and Neglect

The Sanford School Department recognizes that child abuse and neglect is harmful to the well-being and education of the students. To that end, the School Committee outlines the following responsibilities of all district employees.

I. Definitions:

A. Child abuse or neglect. Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements, if the child is at least seven six years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year, by a person responsible for the child.”

B. Person responsible for the child. A “person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility, which, as part of its function, provides for the care of the child. It includes the child’s parent, guardian or other custodian.

II. Employees’ Duty to Report

Any employee of the District who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building principal who shall process the report as provided in Section III of this policy. In addition to notifying the building principal, the employee may also make a report directly to the Department of Health and Human Services (DHHS) or the District Attorney when the employee believes a direct report will better protect the child in question.

III. Administrators’ Duties

A. The principal will verbally inform the Superintendent/designee of the child abuse and neglect referral. If it is determined that there is a duty to make a report to DHHS or the District Attorney, the Principal/designees shall make the appropriate report(s), as provided in section B.

B. The law provides that a report must be made immediately to DHHS when the person suspected is a “person responsible for the child,” or to the District Attorney when the person suspected is not a person responsible for the child. However, because the legal definition of "person responsible for the child" is vague, the Principal/designees shall report all cases of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the Principal/designee shall also make a report to the District Attorney.

C. The Principal/designees shall retain a record of all verbal and written reports made to DHHS, the District Attorney, or other outside agencies as well as all actions taken by the school unit.
D. If requested by the relevant agency, the form will be forwarded to DHHS and/or the District Attorney, and shall be retained by the Sanford School Department for ten years, as specified in the Maine Archives Rules.

IV. Reporting Procedures

The verbal report shall include the following information, if known:

A. The name and address of the child and the persons responsible for his/her care or custody;

B. The child’s age and sex;

C. The nature and extent of the alleged abuse or neglect, including description of injuries and any explanation given for them;

D. A description of alleged sexual abuse or exploitation, if any;

E. Family composition and evidence of prior abuse or neglect of the child or his/her siblings;

F. The source of the report, the person making the report, his/her occupation and where he/she can be contacted;

G. Any actions taken by school staff, including any photographs taken or other materials collected; and

H. Any other information the person making the report believes may be helpful.

Upon DHHS’ request for a written report, the Principal/designees shall complete the Suspected Child Abuse/Neglect Report and mail a copy to DHHS. Proper documentation shall be maintained in accordance with Section III. C.

V. Internal Investigations and Discipline of Students

A. If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable school committee policies, collective bargaining contracts, and federal and state laws.

B. If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Principal/designees shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.

VI. Interviews of Child and School Personnel

Upon Department of Human Services (DHHS) request, DHHS personnel shall be permitted to meet with and interview a child who is named in a report of suspected child abuse and neglect when the child is present at the school. The interviewer shall provide written
certification that he/she is an authorized representative of the DHHS and that, in DHHS judgment, the interview is necessary to carry out that Department’s duties under Maine law.

The DHHS caseworker shall discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child’s teacher or guidance counselor or the school’s nurse, social worker or principal, as the caseworker determines is necessary for the provision of any needed emotional support to the child prior to and following the interview.

School officials may not place any other conditions on the DHHS’s ability to conduct the interview, including but not limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; or requiring notice to or consent from a parent or guardian.

School officials shall provide an appropriate, quiet and private place for the interview to occur.

That DHHS intends to interview the child is confidential information and may not be disclosed to any person except those school officials, including an attorney for the school, who need the information to comply with Maine law pertaining to child abuse and neglect investigations.

School personnel who assist DHHS in making a child available for an interview are regarded as participating in a child protection investigation or proceeding for the purpose of immunity from liability.

VII. Confidentiality of Information and Records

All records, reports and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Board policies and applicable law.

The School Department is permitted to release a child’s school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals under federal law.

VIII. Training

Any school unit employee who is required to make a report shall, at least once every four years, complete mandated training approved by DHHS.

IX. Good Faith Immunity from Liability

Any person who in good faith reports or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

Legal Reference: 22 MRSA § 4011-A, 4021
20 USC § 1232g, Family Educational Rights and Privacy Act

Cross Reference:
ACAA – Harassment and Sexual Harassment of Students
JLF-E – Suspected Child Abuse/Neglect Report Form
JRA – Student Records

Adopted: June 18, 2012

Revised, First Reading: September 16, 2019
PEST MANAGEMENT NOTIFICATION

The Sanford School Department uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Pesticides

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

Notification

When school is in session, the school department shall provide notification of each application not exempted by rule, whether inside a school building or on school grounds, to all school staff and parents/guardians of students. Such notices shall state, at a minimum:

- The trade name and EPA registration number of the pesticide to be applied;
- The approximate date and time of the application;
- The location of the application;
- The reasons for the application; and
- The name and phone number of person to whom further inquiry regarding the application may be made.

Notices must be provided at least five days prior to the planned application. In addition, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

When school is not in session, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

In accordance with the Maine Board of Pesticides Rule Chapter 27, school is considered to be in session during the school year including weekends. School is not considered to be in session during any vacation of at least one week.

The IPM Coordinator for the Sanford School Department is Ty Pombriant who may be contacted at 324-5722. This IPM policy and Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Public Schools is available for inspection and copying at every school.
When required by law, parents/guardians and school staff will be notified at least five days in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulation to pose little or no risk of exposure to students or staff.

A copy of the school department’s IM? Pest Management policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine’s “Pesticides in Schools” regulation (Chapter 27 of the Department of Agriculture Board of Pesticidies Control “Standards for Pesticide Applications and Public Notification in Schools”) by contacting our IPM Coordinator Paul Grant at (207) 324-5722.

Adoption date: September 22, 2003
Effective date: September 22, 2003
Revision, First Reading: September 16, 2019