SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
Monday, November 4, 2019 ~ 6:30 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

A. Call to Order 
   ____________
   (time)

B. Pledge of Allegiance

C. Adjustments  None

D. Approval of Minutes  None

E. Public Comments

F. Communications  None

G. Committee Reports
   1. Construction Updates
      i. SHS/SRTC Construction Project
      ii. Elementary Construction Projects
H. Superintendent’s Report
   1. Student Representative Reports
   2. Field Trip Announcements
      i. SRTC Building Trades to EMCC on November 18, 2019
      ii. SRTC Engineering to MIT on November 6, 2019
      iii. SHS 17 students to MYAN Student Leadership Conference in Bangor on November 6-7, 2019
      iv. SHS 8 students to York County Regional Fine Arts in Biddeford on 10 Tuesdays between 10/29/19 and 3/10/20
      v. SHS 15 students to Olympia Snowe Women’s Leadership Institute in Bangor on November 19, 2019
   3. VOTE tomorrow!

I. Directors’ Reports
   1. Business Administrator Gwen Bedell
      i. Legacy – Open House & Donor Recognition on November 20, 2019
   2. Assistant Superintendent Steve Bussiere
      i. Enrollment update
      ii. Transportation
   3. Curriculum Director Bernie Flynn

J. New Business
   1. Administrators Contract – Gwen Bedell
      Recommendation: To approve an addendum to the Agreement between the Sanford School Committee and the Sanford School Administrators Association, July 1, 2018 – June 30, 2021, for the purposes of expressing the salary and benefits associated with the Adult Education Director position, effective ____________.
   2. Legacy Naming Rights – Gwen Bedell
      Physical display of Naming Rights for Partners Bank
      Recommendation: ________________________________
   3. COPS Grant – Matt Nelson (Attachment J.3.)
      Community Oriented Policing Services
      Recommendation: To accept the award of a grant in the amount of $216,221.00 to improve security at schools and on school grounds.

K. Old Business
   None
L. Resignations
1. Superintendent Nelson will announce the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Blier</td>
<td>Ed Tech II, special education</td>
<td>Willard School</td>
<td>11/1/19</td>
</tr>
</tbody>
</table>

M. Staff Appointments
1. Superintendent Nelson will announce the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Shift Details</th>
<th>School</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bright, Janet</td>
<td>2.5 hr/day Foodservice at CJL</td>
<td>Breakfast</td>
<td>CJL</td>
<td>10/21/10</td>
</tr>
<tr>
<td>Kizer, Molly</td>
<td>Civil Rights Team</td>
<td>Co-Advisor</td>
<td>CJL</td>
<td></td>
</tr>
<tr>
<td>Hodge-Mackenzie, Spencer</td>
<td>Civil Rights Team</td>
<td>Co-Advisor</td>
<td>CJL</td>
<td></td>
</tr>
<tr>
<td>Watson, Kimberlee</td>
<td>Civil Rights Team</td>
<td>Co-Advisor</td>
<td>CJL</td>
<td></td>
</tr>
<tr>
<td>House, Scott</td>
<td>Title I Math Ed Tech III</td>
<td>New, one year</td>
<td>11/4/19</td>
<td></td>
</tr>
</tbody>
</table>

2. Superintendent Nelson will announce the following winter coaching appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mills, Jacob</td>
<td>Head Boys Basketball</td>
<td>SHS</td>
<td></td>
</tr>
<tr>
<td>Allen, Joshua</td>
<td>JV Boys Basketball</td>
<td>SHS</td>
<td></td>
</tr>
<tr>
<td>Camire, Ryan</td>
<td>First Team Boys Basketball</td>
<td>SHS</td>
<td></td>
</tr>
<tr>
<td>Kearson, Rossie</td>
<td>Head Girls Basketball</td>
<td>SHS</td>
<td></td>
</tr>
<tr>
<td>Boissonneault, Mark</td>
<td>JV Girls Basketball</td>
<td>SHS</td>
<td></td>
</tr>
<tr>
<td>Lovejoy, Jamie</td>
<td>7th Grade Girls Basketball</td>
<td>SJHS</td>
<td></td>
</tr>
<tr>
<td>Cantara, James</td>
<td>8th Grade Girls Basketball</td>
<td>SJHS</td>
<td></td>
</tr>
<tr>
<td>Mann, Nate</td>
<td>8th Grade Boys Basketball</td>
<td>SJHS</td>
<td></td>
</tr>
<tr>
<td>Ouellette, Matt</td>
<td>7th Grade Boys Basketball</td>
<td>SJHS</td>
<td></td>
</tr>
<tr>
<td>O’Connell, Kendra</td>
<td>Head Cheerleading</td>
<td>SHS</td>
<td></td>
</tr>
<tr>
<td>Berry, Brooke</td>
<td>JH Cheerleading</td>
<td>SJHS</td>
<td></td>
</tr>
<tr>
<td>Morrow, Aaron</td>
<td>Varsity Swimming</td>
<td>SHS</td>
<td></td>
</tr>
<tr>
<td>Smith, Nate</td>
<td>Head Wrestling</td>
<td>SHS</td>
<td></td>
</tr>
<tr>
<td>Rivard, Paul</td>
<td>Assistant Wrestling</td>
<td>SHS</td>
<td></td>
</tr>
<tr>
<td>Foley, Matt</td>
<td>Head Wrestling</td>
<td>SJHS</td>
<td></td>
</tr>
</tbody>
</table>

N. Staff Transfers
1. Superintendent Nelson will announce the following transfers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Position</th>
<th>New Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starr Cote</td>
<td>From 3.25 hr/day Foodservice at CJL</td>
<td>To 5.0 hr/day Foodservice at CJL</td>
<td>10/21/19</td>
</tr>
</tbody>
</table>

O. Staff Nominations
None

P. Policies (Attachment P)
1. Second Reading – Policy JFB – Student Representation to the School Committee
   Recommendation: To adopt Policy JFB as presented.

2. First Reading – Policy JLCCB – Lice Policy
   Recommendation: To delete Policy JLCCB as presented.
Q. Items for Future Agenda(s)

R. Calendar Announcements

1. 

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 5, 2019</td>
<td>Election Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday, November 18, 2019</td>
<td>Workshop Meeting</td>
<td>5:00 pm</td>
<td>Supt. Conference Room</td>
</tr>
<tr>
<td>Monday, November 18, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Monday, November 25, 2019</td>
<td>Workshop Meeting</td>
<td>5:00 pm</td>
<td>Supt. Conference Room</td>
</tr>
<tr>
<td>Monday, December 2, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Monday, December 16, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
</tbody>
</table>

S. Adjournment

1. **Recommendation**: To adjourn at ______.
October 3, 2019

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

Re: COPS Office School Violence Prevention Program (SVPP) Award # 2019SVWX0058
DRI#: ME037ZZ

Dear Superintendent Nelson:

Congratulations on your agency's award for $216,221.00 in federal funds over a two-year award period under the 2019 COPS Office School Violence Prevention Program (SVPP). Your agency may use SVPP award funds to improve security at schools and on school grounds within your jurisdiction through evidence-based school safety programs. You will receive a subsequent email in the coming weeks that will contain additional details, to include a list of approved budget items and instructions on how to accept this award.

Once again, congratulations on your 2019 COPS Office SVPP award. If you have any questions about your award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 800-421-6770.
Sincerely,

Phil Keith
Director

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POL
I. Policy JFB: Student Representation to the School Committee

This policy has not been updated since 2012. The School Committee held a workshop to discuss the policy on October 7, 2019.

The change in the policy allows for greater flexibility on the part of the School Committee and allows a student who is appointed to the board to continue until the end of their senior year. The current policy appoints a student in their sophomore or junior year to one a one-year term beginning in January and ending the following December.

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

- The School Committee encourages student representation to the Committee as follows: having one or more student representatives to the Committee beginning in January of a student’s sophomore or junior year and expiring in June of the student’s senior year.

II. Policy JLCCB: Lice Policy

Sanford school nurses recently reviewed the district’s Lice Policy - JLCB. After consulting with the Maine CDC and surrounding districts, we are recommending that the Lice Policy be deleted and a separate set of guidelines implemented so that the nurses’ response to lice will be similar to how they currently handle whooping cough, scabies, Hand Foot & Mouth Disease, etc.

The guidelines (attached) outline the steps school nurses will take to manage head lice in the school setting; this has been designed to reduce the incidence of infestations, alleviate social stigma and caregiver strain, and avoid negatively impacting students’ education. Under these guidelines, school nurses will be able to provide leadership within the school community and effectively manage head lice based on current CDC recommendations.

Recommended Motions

1. Motion to adopt Policy JFB: Student Representation on the School Committee as presented.
2. Motion to delete Policy JLCCB: Lice Policy
Student Representation to the School Committee

The School Committee values student opinion when establishing policies, particularly those in the area of student privileges and other areas of student sensitivity. In keeping with this philosophy, the School Committee believes that one or more student representatives to the Committee could provide positive and beneficial input.

Therefore, the School Committee encourages student representation to the Committee as follows: having one or more student representatives to the Committee beginning in January of a student’s sophomore or junior year and expiring in June of the student’s senior year.

Students in good standing who are interested in serving in this position as defined above should complete an application for the position. The School Committee will interview candidates and select and appoint one or more to serve as liaisons between the student body and the Committee.

The Student Representative will be permitted to enter into all discussions of the School Committee at regular and special meetings, but will have no vote. The Student Representative may not attend executive sessions held at any time, or in any way try to influence the outcome of those meetings.

Adoption date: January 23, 1989
Effective date: January 23, 1989
Revision date: February 27, 2012 – Replacing policy ABC; December 2, 2013

Revision date: October 21, 2019 First Reading
Student Representation to the School Committee

The School Committee values student opinion when establishing policies, particularly those in the area of student privileges and other areas of student sensitivity. In keeping with this thinking, the School Committee believes that a student representative to the Committee could provide positive and beneficial input.

Therefore, the School Committee encourages student representation to the Committee as follows: having one or more student representatives to the Committee for a period of one (1) year, which term is meant to begin in January of that student’s sophomore year and to expire at the end of December of the student’s junior year. Student representation is also encouraged by having one or more students on the committee in January of their junior year and to expire in December of their senior year.

Students in good standing who are interested in serving in this position for a one-year period as defined above should complete an application for the position. The School Committee will interview candidates and select and appoint one to serve as liaison between the students and the Committee.

The Student Representative will be permitted to enter into all discussions of the School Committee at regular and special meetings, but will have no vote. The Student Representative may not attend executive sessions held at any time, or in any way try to influence the outcome of those meetings.

Adoption date: January 23, 1989
Effective date: January 23, 1989
Revision date: February 27, 2012 – Replacing policy ABC; December 2, 2013
In accordance with research based, best practice guidance from the Centers for Disease Control, the American Academy of Pediatrics, the Harvard School of Public Health, and the National Association of School Nurses regarding head lice infestations in school children, the following guidelines will direct our response to suspected or known head lice/pediculosis:

1. Children who are symptomatic (scratching persistently) will be referred to the school nurse.

2. The nurse will evaluate the case and take appropriate action, maintaining confidentiality for the child.

3. If a child is found to have live lice, the parent guardian will be contacted and educated regarding the need for treatment. After treatment, the child must be brought to school by an adult and re-checked by the school nurse (or designated person) to assess the effectiveness of the home treatment and will then communicate with the parent about status and ongoing care.

4. If the school nurse is not present, the student will remain in class and the school nurse will evaluate the student at the next available visit.

5. In the case of difficult cases, the school nurse will develop a plan with the student, the student’s family, and other staff members as appropriate (including our school pediatrician), with a goal of limiting loss of class time.

Additional guidelines:

1. In general, mass screenings will not be performed.

2. In general, routine classroom head-checks will not be performed, but checks of rooms may be performed at discretion of the school nurse or recommendation of the school principal.

3. Staff should discourage students from sharing hats, combs, and hair accessories, or from having head-to-head contact at any time during the school day.

4. Staff should not have head-to-head contact with students.

5. In general, when head lice have been detected, students in the younger grades will be scrutinized more closely since they may quickly forget safety practices.

Questions and concerns should be directed to your school nurse or school principal.

Sources:
American Academy of Pediatrics
Center for Disease Control
Harvard School of Public Health
Maine Department of Education School Health Advisory Committee
National Association of School Nurses
Lice Policy

In accordance with research based, best practice guidance from the Centers for Disease Control, the American Academy of Pediatrics, the Harvard School of Public Health, and the National Association of School Nurses regarding head lice infestations in school children, the following guidelines will direct our response to suspected or known head lice/pediculosis:

1. Children who are symptomatic (scratching persistently) will be referred to the school nurse.

2. The nurse will evaluate the case and take appropriate action, maintaining confidentiality for the child.

3. If a child is found to have live lice, they will be sent home for appropriate treatment. After treatment, the child must be brought to school by an adult and re-checked by the school nurse (or designated person) to ensure no live lice are still present. If live lice are found, they will again be sent home for treatment until no live lice are present.

4. If the school nurse is not present, the student will remain in class and the school nurse will evaluate the student at the next available visit.

5. In the case of difficult cases, the school nurse will develop a plan with the student, the student’s family, and other staff members as appropriate (including our school pediatrician), with a goal of limiting loss of class time.

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Questions and concerns should be directed to your school nurse or school principal.

Sources:
American Academy of Pediatrics
Center for Disease Control
Harvard School of Public Health
Maine Department of Education School Health Advisory Committee
National Association of School Nurses

Approved: September 8, 2004, January 9, 2012
Revised: November 17, 2008, December 19, 2011