SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
REGULAR MEETING AGENDA  
Monday, November 18, 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

B. Pledge of Allegiance

C. Adjustments None

D. Approval of Minutes
   1. August 19, 2019 Summer Meeting, 6:00 pm (Attachment D.1.)
   2. September 9, 2019 Workshop Session, 5:30 pm (Attachment D.2)
   3. September 9, 2019 Executive Session, 6:00 pm (Attachment D.3)
   4. September 9, 2019 Regular Meeting, 6:30 pm (Attachment D.4.)
   5. September 16, 2019 Regular Meeting, 6:00 pm (Attachment D.5)
   6. October 1, 2019 Executive Session, 5:00 pm (Attachment D.6)
   7. October 1, 2019 Workshop Session, 5:15 pm (Attachment D.7)
   8. October 7, 2019 Workshop Session, 5:30 pm (Attachment D.8)
   9. October 10, 2019 Executive Session, 12:00 pm (Attachment D.9)
  10. November 4, 2019 Executive Session, 4:40 pm (Attachment D.10)
  11. November 4, 2019 Executive Session, 5:15 pm (Attachment D.11)
  12. November 4, 2019 Executive Session, 6:00 pm (Attachment D.12)

Recommendation: To accept the minutes as presented.

E. Public Comments

F. Communications None

G. Committee Reports
   1. Construction Updates
      i. SHS/SRTC Construction Project
      ii. Elementary Construction Projects
H. Superintendent’s Report
   1. Student Representative Reports
   2. Field Trip Announcements
      i. SJHS JMG Maine Youth Action Network Leadership Summit on 11/6/19 and 11/7/19 in Bangor

I. Directors’ Reports
   1. Sanford Performing Arts Director Brett Williams
      i. 2019/2020 Season
   2. Business Administrator Gwen Bedell
   3. Assistant Superintendent Steve Bussiere
      i. Ed Tech Authorization Committee updates
   4. Curriculum Director Bernie Flynn
      i. Health curriculum changes

J. New Business
   None

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>Anderson, Jessica</td>
<td>Ed Tech II, special education</td>
<td>Willard School</td>
<td>Eff. 11/19/19</td>
</tr>
<tr>
<td>Cheche, Karen</td>
<td>PT Administrative Assistant - evening</td>
<td>SCAE</td>
<td>Eff. 11/14/19</td>
</tr>
<tr>
<td>Hersom, Christine</td>
<td>FT Administrative Assistant</td>
<td>SCAE</td>
<td>Eff. 12/20/19</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>Location</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheche, Karen</td>
<td>Foodservice Personnel</td>
<td>Central Kitchen</td>
<td>Eff. 11/18/19</td>
</tr>
<tr>
<td>Greene, Luba</td>
<td>Department Head</td>
<td>Grade 5</td>
<td>Eff. 11/1/19</td>
</tr>
<tr>
<td>Hammerle, Heidi</td>
<td>Assistant Swim Coach</td>
<td>SHS</td>
<td>Eff. 11/18/19</td>
</tr>
<tr>
<td>Rimmer, Tish</td>
<td>Arts Afire Coordinator</td>
<td>SCAE</td>
<td>Eff. 11/5/19</td>
</tr>
<tr>
<td>Winchell, Sasha</td>
<td>Ed Tech I, special education</td>
<td>SJHS</td>
<td>Eff. 10/22/19</td>
</tr>
</tbody>
</table>

N. Staff Transfers
   None
O. Staff Nominations

1. Superintendent Nelson will nominate the following professional staff for an administrative contract:

<table>
<thead>
<tr>
<th>Kristin Daly</th>
<th>Interim Assistant Principal</th>
<th>Willard School</th>
<th>Effective Date: To be determined</th>
<th>Replacement</th>
</tr>
</thead>
</table>

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

P. Policies  
(Attachment P)

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

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

Q. Items for Future Agenda(s)

R. Calendar Announcements

1. 

<table>
<thead>
<tr>
<th>Monday, November 25, 2019</th>
<th>Workshop Meeting</th>
<th>5:00 pm</th>
<th>Supt. Conference Room</th>
</tr>
</thead>
<tbody>
<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 ______.
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, August 19, 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: None

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Gwen Bedell, Business Administrator

A. Call to Order
   Time: 6:12 pm

B. Pledge of Allegiance
   Said

C. Adjustments
   None

D. Approval of Minutes
   1. February 25, 2019, Regular Meeting, 7 pm (Attachment D.1.)
   2. March 4, 2019, Regular Meeting, 6 pm (Attachment D.2.)
   3. March 18, 2019, Regular Meeting, 6 pm (Attachment D.3.)
   4. March 28, 2019, Executive Session, 4:30 pm (Attachment D.4.)
   5. April 1, 2019, Regular Meeting, 6 pm (Attachment D.5.)
   6. April 9, 2019, Executive Session, 4:45 pm (Attachment D.6.)
   7. April 22, 2019, Executive Session, 4:45 pm (Attachment D.7.)
   8. April 22, 2019, Executive Session, 5:15 pm (Attachment D.8.)
   9. April 22, 2019, Regular Meeting, 6 pm (Attachment D.9.)
  10. April 29, 2019, Workshop Session, 4:30 pm (Attachment D.10.)
  11. May 2, 2019, Workshop Session, 5 pm (Attachment D.11.)
  12. May 6, 2019, Workshop Session, 5 pm (Attachment D.12.)
  13. May 6, 2019, Regular Meeting, 6 pm (Attachment D.13.)
  14. May 13, 2019, Executive Session, 5:30 pm (Attachment D.14.)
  15. May 20, 2019, Workshop Session, 5:45 pm (Attachment D.15.)
  16. May 20, 2019, Regular Meeting, 6:30 pm (Attachment D.16.)
  17. June 3, 2019, Regular Meeting, 6 pm (Attachment D.17.)
  18. June 17, 2019, Executive Session, 5:15 pm (Attachment D.18.)
  19. June 17, 2019, Executive session, 6 pm (Attachment D.19.)
  20. June 17, 2019, Regular Meeting, 6:45 pm (Attachment D.20)

Motion by Mr. Sheppard: To approve the minutes as presented.
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

E. Public Comments
   1. Mr. Roux commented on the new patio at the high school stadium and thanked the Genest family for donating materials, the Sevigny family for donating labor and SHS football players for their assistance.
School Committee Meeting Minutes

August 19, 2019

F. Communications

The following communications were shared by Superintendent Nelson:

1. City of Sanford Beth Della Valle letter dated 6.27.19 (Attachment F.1.)
2. Thank you note from Emma Dubois (Attachment F.2.)
3. MELMAC Awards (Attachment F.3.)

G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
      1. Work continues on punch list items. Work will continue as school begins; the district will seek liquidated damages
   ii. Elementary Construction Projects
      1. MCS project: contractor has taken over the site; work has begun on the existing building.
      2. CMS – Converted Middle School: cleaning and abatement continues. Structure Tone and subcontractors have started construction again. Mediation for clean-up costs will occur in October; an insurance claim has been filed. Moving date has been changed to December at the earliest.

H. Superintendent’s Report

1. A-Team Retreat last week
   i. 3 Pillars
   ii. Restorative Discipline Approach
2. Peter DeWitt Professional Development Opportunity
   i. Friday, August 9, 2019 at SHS
   ii. 120 York County administrators attended
3. Sad news: passing of SHS foreign language teacher Clarice Kralovec

I. Directors’ Reports

1. Business Administrator Gwen Bedell
   i. 2019/2020 School Meal Prices
      1. Breakfast, grades K-12 $1.00; $0 free/reduced
      2. Lunch, grades K-8 $2.75; $0 free/reduced
      3. Lunch, grades 9-12 $3.00; $0 free/reduced
      4. Adult breakfast $1.40
      5. Adult lunch $4.25
   ii. Vendor Fair – August 28, 2019
   iii. Summer moving: thank you to custodians
   iv. New hires and transitions
   v. Maine DOE Data Matters Conference
   vi. Administrative Assistants training
   vii. Finalizing year end expenses
   viii. Bond Hearing on Tuesday
   ix. Legacy Meeting on Wednesday
2. Assistant Superintendent Steve Bussiere
   i. Pre-K update
   ii. Transportation update
      1. Bus routes finalized
      2. Parents notified via mail
      3. Route information is available on our website
      4. Safestop (free) app for tracking busses

3. Curriculum Director Bernie Flynn – no report

J. New Business

1. Fee Schedule for Sanford Performing Arts Center – Matt Nelson (Attachment J.1.)
   (Announcement only)

2. School Bond Referendum – Matt Nelson (Attachment J.2.)
   Motion by Mr. Sheppard: To approve the issuance of general obligation securities in an aggregate maximum principal amount of $9,999,533; specifically, general obligation bonds for renovations at the Converted Middle School, Converted Elementary School and Carl J. Lamb School in the amount of $8,605,246, as well as an application for School Revolving Renovation Loans for the Converted Elementary School and Converted Middle School in the amount of $1,394,287.
   Motion seconded by Mr. Jamison. Motion carried 5 – 0.

3. Administrators Contract – Gwen Bedell
   Superintendent Nelson explained the need for an additional administrator at SJHS due to enrollment.
   Motion by Mr. Sheppard: 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 School-Year Administrator position, effective September 1, 2019.
   Motion seconded by Mr. Jamison. Motion carried 5 – 0.

4. May, 2019 Financials – Gwen Bedell
   i. Expenses as of May 31, 2019 (Attachment J.4.i)
   ii. Reconciliation as of May 31, 2019 (Attachment J.4.ii)
   Motion by Mr. Sheppard: To approve the 5.31.19 Expenses and Reconciliation as presented
   Motion seconded by Mr. Jamison. Motion carried 5 – 0.

K. Old Business
   None
L. Resignations

1. Superintendent Nelson announced the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>District</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna</td>
<td>Benjamin</td>
<td>District</td>
<td>School Psychologist</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Jennifer</td>
<td>Bernazzani</td>
<td>SJHS</td>
<td>Ed Tech I, Special Ed</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Melissa</td>
<td>Blier</td>
<td>MCS</td>
<td>Ed Tech II</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Linda</td>
<td>Bolduc</td>
<td>Foodservice</td>
<td>CJL Kitchen Personnel</td>
<td>Eff. 6/19/19</td>
</tr>
<tr>
<td>Jane</td>
<td>Bougie</td>
<td>CJL</td>
<td>Kitchen Manager</td>
<td>Eff. 7/31/19</td>
</tr>
<tr>
<td>Maria</td>
<td>Cote</td>
<td>CJL</td>
<td>Grade 2 teacher</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>James</td>
<td>Dumont</td>
<td>SHS Bridge</td>
<td>Ed Tech III</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Haleigh</td>
<td>Hudson</td>
<td>CJL</td>
<td>Grade 4 teacher</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Jen</td>
<td>Hunter</td>
<td>SHS</td>
<td>Spanish teacher</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Clarice</td>
<td>Kralovec</td>
<td>SHS</td>
<td>French teacher</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Amy</td>
<td>LaRoche</td>
<td>Willard</td>
<td>Grade 5 teacher</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Beth</td>
<td>Lavigne</td>
<td>CJL</td>
<td>Ed Tech II, Sp Ed</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Nicole</td>
<td>McAllister</td>
<td>Willard</td>
<td>Grade 4 teacher</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Melissa</td>
<td>Michaud</td>
<td>CJL</td>
<td>Grade 3 Teacher</td>
<td>Eff. TBD</td>
</tr>
<tr>
<td>Bridget</td>
<td>Morton</td>
<td>Willard</td>
<td>Grade 4 teacher</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Ashley</td>
<td>Ogden</td>
<td>SJHS</td>
<td>Special Ed teacher</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Tara</td>
<td>Omoigiade</td>
<td>CHK</td>
<td>Ed tech II special ed</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Gail</td>
<td>Roux</td>
<td>Foodservice</td>
<td>CJL Kitchen Personnel</td>
<td>Eff. 6/19/19</td>
</tr>
<tr>
<td>Rebecca</td>
<td>Test</td>
<td>SRTC</td>
<td>Computer/Network teacher</td>
<td>Eff. 8/31/19</td>
</tr>
<tr>
<td>Laurie</td>
<td>Turmel</td>
<td>SJHS</td>
<td>School Year Administrative Asst.</td>
<td>Eff. 7/31/19</td>
</tr>
<tr>
<td>Darrell</td>
<td>Works</td>
<td>SHS</td>
<td>School Year Administrative Asst.</td>
<td>Eff. 8/2/19</td>
</tr>
</tbody>
</table>
M. Staff Appointments

1. Superintendent Nelson announced the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Position</th>
<th>Eff. Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Boissonneault</td>
<td>Athletics</td>
<td>JV Girls Basketball Coach</td>
<td>November, 2019</td>
<td>Replacement</td>
</tr>
<tr>
<td>Nate McLellan</td>
<td>Athletics</td>
<td>Asst. Varsity Football Coach</td>
<td>8/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Beth Huri</td>
<td>CJL</td>
<td>Special Education Ed Tech II</td>
<td>9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Andrew Auger</td>
<td>PAC</td>
<td>Theater Technician</td>
<td>7/1/19</td>
<td>New</td>
</tr>
<tr>
<td>Jonathan Vitale</td>
<td>PAC</td>
<td>Theater Technician</td>
<td>7/1/19</td>
<td>New</td>
</tr>
<tr>
<td>Paige Wilson</td>
<td>PAC</td>
<td>Theater Technician</td>
<td>7/1/19</td>
<td>New</td>
</tr>
<tr>
<td>Kevin Dumas</td>
<td>SJHS</td>
<td>Special Education Ed Tech II</td>
<td>9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Barb Dumont</td>
<td>Sp Ed ESY</td>
<td>Ed Tech</td>
<td>7/9/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Shannon Hebler</td>
<td>Sp Ed ESY</td>
<td>Ed Tech</td>
<td>7/9/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Susan Lincoln</td>
<td>Sp Ed ESY</td>
<td>Sub</td>
<td>7/9/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Jeanne Mace</td>
<td>Sp Ed ESY</td>
<td>Sub</td>
<td>7/9/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Janis Reed</td>
<td>Sp Ed ESY</td>
<td>Ed Tech</td>
<td>7/9/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Sierra Stillberger</td>
<td>Sp Ed ESY</td>
<td>Ed Tech</td>
<td>7/9/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Gwynne Tounge</td>
<td>Sp Ed ESY</td>
<td>Sub</td>
<td>7/9/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Vicky Treadwell</td>
<td>Sp Ed ESY</td>
<td>Ed Tech</td>
<td>7/9/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Kim Watson</td>
<td>Sp Ed ESY</td>
<td>Ed Tech</td>
<td>7/9/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Linda Harvie</td>
<td>Title I Summer School</td>
<td>Ed Tech</td>
<td>7/8/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Jodi Lyles</td>
<td>Title I Summer School</td>
<td>Ed Tech</td>
<td>7/8/19</td>
<td>Annual</td>
</tr>
<tr>
<td>Ashley Lavalley</td>
<td>SHS Athletics</td>
<td>JV Volleyball Coach</td>
<td>8/19/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Jessica Rice</td>
<td>SHS Student Success Ctr.</td>
<td>Ed Tech III</td>
<td>8/28/19</td>
<td>New</td>
</tr>
</tbody>
</table>
2. Superintendent Nelson announced the following fall coaching appointments:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS Head Football</td>
<td>Mike Fallon</td>
</tr>
<tr>
<td>HS Assistant Football</td>
<td>Zach Lemelin</td>
</tr>
<tr>
<td>HS Assistant Football</td>
<td>Richard Wilkins</td>
</tr>
<tr>
<td>HS Assistant Football</td>
<td>Nate McLellan</td>
</tr>
<tr>
<td>Freshman Football</td>
<td>Mark Boissonneault</td>
</tr>
<tr>
<td>Asst. Freshman Football</td>
<td>Bruce Lapham</td>
</tr>
<tr>
<td>HS Cross Country</td>
<td>Laken Kerrigan</td>
</tr>
<tr>
<td>HS Golf</td>
<td>Rossie Kearson</td>
</tr>
<tr>
<td>HS Head Field Hockey</td>
<td>Diana Walker</td>
</tr>
<tr>
<td>HS Assistant/JV Field Hockey</td>
<td>Nancy Neubert</td>
</tr>
<tr>
<td>HS First Team Field Hockey</td>
<td>Open</td>
</tr>
<tr>
<td>HS - Boys Head Soccer</td>
<td>Tim Fecteau</td>
</tr>
<tr>
<td>HS - Boys Asst/JV Soccer</td>
<td>Patrick Voter</td>
</tr>
<tr>
<td>HS First Team Boys Soccer</td>
<td>Open</td>
</tr>
<tr>
<td>HS - Girls Head Soccer</td>
<td>Ellie Agresté</td>
</tr>
<tr>
<td>HS - Girls Asst/JV Soccer</td>
<td>Kelly Foley</td>
</tr>
<tr>
<td>HS First Team Girls Soccer</td>
<td>Open</td>
</tr>
<tr>
<td>Fall HS Cheerleading</td>
<td>Kendra O'Connell</td>
</tr>
<tr>
<td>Head Girls Volleyball</td>
<td>Gerard Hill</td>
</tr>
<tr>
<td>JV Girls Volleyball</td>
<td>Ashley LaValley</td>
</tr>
<tr>
<td>7th Grade Head Field Hockey</td>
<td>Erin Fraser</td>
</tr>
<tr>
<td>8th Grade Head Field Hockey</td>
<td>Judy Martin</td>
</tr>
<tr>
<td>7th &amp; 8th Gr. Cross Country</td>
<td>Diana Allen</td>
</tr>
<tr>
<td>7th Gr. Girls Soccer</td>
<td>Nathan Mann</td>
</tr>
<tr>
<td>8th Gr. Girls Soccer</td>
<td>Dave McCall</td>
</tr>
<tr>
<td>7th Gr. Boys Soccer</td>
<td>Ryan Camire</td>
</tr>
<tr>
<td>8th Gr. Boys Soccer</td>
<td>Josh Allen</td>
</tr>
<tr>
<td>JH Athletic Liaison</td>
<td>Nathan Mann</td>
</tr>
</tbody>
</table>
## N. Staff Transfers

1. Superintendent Nelson announced the following transfers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Old Position</th>
<th>New Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorraine</td>
<td>From SJHS 3.75/hr kitchen personnel</td>
<td>To Central 5.0/hr kitchen personnel</td>
</tr>
<tr>
<td>Steven</td>
<td>From MCS Head Custodian</td>
<td>To Lafayette Head Custodian</td>
</tr>
<tr>
<td>Traci</td>
<td>From SHS Bridge special ed teacher</td>
<td>To SHS special ed teacher</td>
</tr>
<tr>
<td>Jeff</td>
<td>From Willard Special Ed Teacher</td>
<td>To SHS IEP Coordinator</td>
</tr>
<tr>
<td>Tyler</td>
<td>From Health/PE Teacher at SJHS</td>
<td>To Health/PE Teacher at SHS</td>
</tr>
<tr>
<td>Anne</td>
<td>From BRIDGE Ed Tech II</td>
<td>To BRIDGE Ed Tech III</td>
</tr>
<tr>
<td>Daniel</td>
<td>From SHS/SRTC 2nd shift custodian</td>
<td>To SJHS 2nd shift custodian</td>
</tr>
<tr>
<td>Debra</td>
<td>From C JL Kitchen Personnel 3.5/hr/day</td>
<td>To C JL Kitchen Personnel 6.5/hr/day</td>
</tr>
<tr>
<td>Eleanor</td>
<td>From RTI Coordinator</td>
<td>To RTI/Title I Coordinator</td>
</tr>
<tr>
<td>Kim</td>
<td>From C JL Resource Room teacher</td>
<td>To C JL/Lafayette Math Interventionist</td>
</tr>
<tr>
<td>John</td>
<td>From MCS Custodian</td>
<td>To SHS/SRTC 2nd shift custodian</td>
</tr>
<tr>
<td>Diane</td>
<td>From 3.25 hr. Kitchen Personnel at SJHS/District</td>
<td>To 3.75 hr. Kitchen Personnel at SJHS/District</td>
</tr>
<tr>
<td>Chelsea</td>
<td>From Central temporary kitchen personnel</td>
<td>To Central/C JL 5.0/hr kitchen personnel</td>
</tr>
<tr>
<td>Jane</td>
<td>From MCS Custodian</td>
<td>To SHS/SRTC 2nd shift custodian</td>
</tr>
<tr>
<td>Angie</td>
<td>From C JL Grade 3 Teacher</td>
<td>To Willard Math Interventionist</td>
</tr>
<tr>
<td>Ashley</td>
<td>From Central Kitchen 1st Cook</td>
<td>To Central Kitchen, Kitchen Manager</td>
</tr>
</tbody>
</table>
O. Staff Nominations

1. Superintendent Nelson announced the following new professional staff who have been issued probationary contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Grade/Position</th>
<th>School</th>
<th>Grade/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh Allen</td>
<td>SJHS</td>
<td>Grade 5 Replacement</td>
<td>SJHS</td>
<td>Grade 5 Replacement</td>
</tr>
<tr>
<td>Emily Belanger</td>
<td>Willard</td>
<td>Grade 4 Teacher Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Brown</td>
<td>SRTC</td>
<td>Automotive Collision Repair Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Megan Brown</td>
<td>Willard</td>
<td>Grade 4 Teacher Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daniel Fernandez-Phelps</td>
<td>Willard</td>
<td>Grade 4 Teacher Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fredric Gluck</td>
<td>SRTC</td>
<td>Computer &amp; Network Systems Instructor Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spencer Hodge-MacKenzie</td>
<td>SHS</td>
<td>Social Studies Teacher Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jaime Humber</td>
<td>CJL</td>
<td>Resource Room Teacher Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tara Omoigiade</td>
<td>CJL</td>
<td>Grade 2 Teacher Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cindy Phinney</td>
<td>SJHS</td>
<td>Special Ed Teacher Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justin Pietruch</td>
<td>SJHS</td>
<td>Music Teacher Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Richard</td>
<td>SRTC</td>
<td>Career Exploratory Instructor New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephanie Simpson</td>
<td>Willard</td>
<td>Grade 3 Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meaghan Stewart</td>
<td>Willard</td>
<td>Music Teacher Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robin Tucker-Gahm</td>
<td>Gr. 8</td>
<td>Special Ed Teacher, 1 year, half time New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kimberlee Watson</td>
<td>SHS</td>
<td>ELA Teacher Replacement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Superintendent Nelson nominated the following professional staff for an administrative contract:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Bailey</td>
<td>SJHS</td>
<td>Assistant Principal Eff. 9/1/19</td>
</tr>
</tbody>
</table>

Motion by Mr. Sheppard: **To approve the nomination as presented.**
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

P. Policies

None

Q. Items for Future Agenda(s)

1. 2019/2020 Substitute Pay Rates
2. Lee Burnett Trail Committee presentation

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 27, 2019</td>
<td>New Teacher Orientation</td>
<td>SHS Agora</td>
</tr>
<tr>
<td>Wednesday, August 28, 2019</td>
<td>First Teacher Day</td>
<td>PAC</td>
</tr>
<tr>
<td>Monday, September 9, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm City Council Chambers</td>
</tr>
<tr>
<td>Monday, September 16, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm City Council Chambers</td>
</tr>
<tr>
<td>Monday, October 7, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm City Council Chambers</td>
</tr>
<tr>
<td>Monday, October 21, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm City Council Chambers</td>
</tr>
</tbody>
</table>
S. Adjournment

Motion by Mr. Sheppard: **To adjourn at 7:23 pm.**
Motion seconded by Mr. Jamison. Motion carried 5 - 0.

Respectfully submitted,

______________________________  ______________________________
John Roux, School Committee Chair  Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, September 9, 2019 – 5:30 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

Student reps present: None

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Gwen Bedell, Business Administrator

A. Call to Order  
Time: 5:35 pm

B. Workshop Session

1. Substitute Pay Scale

C. Adjournment

Mr. Roux made a motion to adjourn at 6:15 pm.  
Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

John Roux, School Committee Chair  
Matt Nelson, Superintendent
Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex.

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

Staff present: Matt Nelson, Superintendent

A. Call to Order Time: 6:21 pm

B. Executive Session Evaluation of Superintendent

1. Motion by Mr. Sheppard: To enter Executive Session to consider the evaluation of the Superintendent of Schools pursuant to 1 MRSA § 405(6)(A) at 6:21 pm. Motion seconded by Mrs. Williams. Motion carried 5 to 0.

2. Motion by Mr. Sheppard: To exit Executive Session at 6:40 pm. Motion seconded by Mrs. Williams. Motion carried 5 to 0.

C. Adjournment

Mr. Sheppard made a motion to adjourn at 6:40 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, September 9, 2019 ~ 6:30 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: Harrielle Bernard, Natalie St. Onge

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bernie Flynn, Curriculum Director
Gwen Bedell, Business Administrator
Chuck Potter, Grade 8 Principal

A. Call to Order 

Time: 6:47 pm

B. Pledge of Allegiance 

Said

C. Adjustments 

1. Addendum to add Item O.2. Nomination (Added Attachment “Addendum”) 
Motion by Mr. Sheppard: To add Item O.2. to Staff Nominations as presented. 
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

D. Approval of Minutes 

1. August 19, 2019 Executive Session at 5:00 pm (Attachment D.1.) 
Motion by Mr. Sheppard: To approve the minutes as presented. 
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

E. Public Comments 

None

F. Communications 

1. Superintendent Nelson announced correspondence from Augusta regarding the Summer Food Service Program Compliance Review dated 8.20.19 (Attachment F.1.)

G. Committee Reports 

1. Construction Updates 

i. SHS/SRTC Construction Project 

1. Contractor has completed 468 punch list items; many items remain.

2. Legal counsel engaged regarding retainage/completion of project.

ii. Elementary Construction Projects 

1. MCS project – submittals and RFIs are in good order; project is 11 days behind schedule due to the requirement of an additional column and beam.

2. CMS – Converted Middle School 

a. Abatement continues 

b. Permanent power restored to part of the project 

c. Progress/remobilization slower than expected 

d. Projected completion moved out to December
School Committee Meeting Minutes
September 9, 2019

H. Superintendent’s Report

1. Opening of School report – District – Matt Nelson
   i. Recognition of custodians at luncheon on 8/26/19
   iii. Vendor Fair at first Staff Day – 8/28/19
   iv. District wide welcome at first Staff Day – 8/28/19
   v. First Days of School – K-12 – positive energy

2. Opening of School – Grade 8 – Chuck Potter
   i. Transition has gone well with 9 homerooms and approximately
      230 students in 2 learning communities
   ii. High school has made everyone feel welcome
   iii. School clubs will be offered through SHS (due to schedule, etc.)
   iv. Special surprise event for Grade 8 by PTA coming up
   v. Athletics transportation has been arranged for Grade 8
   vi. Grade 8 band and chorus occurring at SHS

3. Field trip announcements – Matt Nelson
   i. SRTC Engineering students attending off-season Robotics
      Competition on 9/28/19 at Messalonskee High School

4. Enrollment update – Matt Nelson
   i. See Added Attachments

5. Student report – Harrielle Bernard
   i. Excited to have 8th graders at Peer Helpers meetings
   ii. SHS sports have started

6. Student report – Natalie St. Onge
   i. Convocation Assembly
   ii. Homecoming is coming up

I. Directors’ Reports

1. Business Administrator Gwen Bedell
   i. Annual audit to occur next week
   ii. Vendor Fair – excellent representation from vendors

2. Assistant Superintendent Steve Bussiere
   i. Annual Staff Safety trainings including Suicide Awareness and
      Child Sexual Abuse Prevention
   ii. Transportation: working through kinks.
      1. Walking distances are .5 miles for grades K-4, 1 mile for
         grade 5-7 and 1.5 miles for grades 8-12
      2. No transfers this year
      3. Safestop – bus app is working
   iii. Student representatives
       Board direction: open this up to sophomores and juniors

3. Curriculum Director Bernie Flynn – no report

J. New Business

1. Sanford Trails Master Plan – Lee Burnett and Al Pollard (Attachment J.1.)

K. Old Business

None
L. Resignations

1. Superintendent Nelson announced the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Effective Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael</td>
<td>PE/Health Teacher</td>
<td>SHS</td>
<td>Eff. 8/20/19</td>
<td></td>
</tr>
<tr>
<td>Nicole</td>
<td>School Counselor</td>
<td>Willard/CJL</td>
<td>Eff. 9/1/19</td>
<td></td>
</tr>
</tbody>
</table>

M. Staff Appointments

1. Superintendent Nelson announced the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Effective Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa</td>
<td>Ed Tech II, Special Ed</td>
<td>Willard</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Mary</td>
<td>Ed Tech I, Special Ed</td>
<td>CJL</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Kim</td>
<td>ELA Department Co-Chair</td>
<td>SJHS</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Jessica</td>
<td>Ed Tech II, Special Ed</td>
<td>Willard</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Pam</td>
<td>ELA Department Co-Chair</td>
<td>SJHS</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Sarah</td>
<td>Ed Tech I, Special Ed</td>
<td>SJHS</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Victoria</td>
<td>Ed Tech II, Special Ed</td>
<td>CJL</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Pete</td>
<td>Long term sub (teacher)</td>
<td>SJHS</td>
<td>Eff. 8/29/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Pauline</td>
<td>Kitchen Personnel</td>
<td>Central Kitchen</td>
<td>Eff. 8/1/19</td>
<td>New</td>
</tr>
<tr>
<td>Marsha</td>
<td>School Year Administrative Assistant</td>
<td>SJHS</td>
<td>Eff. 8/15/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Wendy</td>
<td>Ed Tech II, Kindergarten Literacy</td>
<td>CJL</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Kayla</td>
<td>Student Council Advisor</td>
<td>SJHS</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Sierra</td>
<td>Ed Tech II</td>
<td>BRIDGE</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Heather</td>
<td>Long term sub (ed tech)</td>
<td>SJHS</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
<tr>
<td>Deidre</td>
<td>Ed Tech II, Special Ed</td>
<td>SJHS</td>
<td>Eff. 9/1/19</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

N. Staff Transfers

1. Superintendent Nelson announced the following transfers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua</td>
<td>From 8th grade boys soccer coach</td>
<td>To 7th grade boys soccer coach</td>
<td></td>
</tr>
<tr>
<td>Judy</td>
<td>From MCS Kitchen Manager</td>
<td>To CJL Kitchen Manager</td>
<td></td>
</tr>
<tr>
<td>Ryan</td>
<td>From 7th grade boys soccer coach</td>
<td>To 8th grade boys soccer coach</td>
<td></td>
</tr>
<tr>
<td>Carrie</td>
<td>From MCS School Year Administrative Assistant</td>
<td>To SHS School Year Administrative Assistant</td>
<td></td>
</tr>
<tr>
<td>Shawnda</td>
<td>From Willard School Nurse</td>
<td>To SJHS School Nurse</td>
<td></td>
</tr>
<tr>
<td>Cyndi</td>
<td>From CJL Ed Tech I special education</td>
<td>To SJHS Ed Tech I special education</td>
<td></td>
</tr>
<tr>
<td>Nathan</td>
<td>From 7th grade girls soccer coach</td>
<td>To 8th grade girls soccer coach</td>
<td></td>
</tr>
<tr>
<td>David</td>
<td>From 8th grade girls soccer coach</td>
<td>To 7th grade girls soccer coach</td>
<td></td>
</tr>
<tr>
<td>Angela</td>
<td>From 5/hour day Central Kitchen - kitchen personnel</td>
<td>To 6.5/hour day Central Kitchen - kitchen personnel</td>
<td></td>
</tr>
<tr>
<td>Deb</td>
<td>From SJHS School Nurse</td>
<td>To Willard School Nurse</td>
<td></td>
</tr>
</tbody>
</table>
O. Staff Nominations
  1. Per School Committee vote on June 17, 2019 allowing the Superintendent to offer contracts to teachers to fill vacancies during the summer of 2019, contracts have been extended to the candidates listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Belanger</td>
<td>CJL</td>
<td>Grade 3 teacher</td>
<td></td>
</tr>
<tr>
<td>Kathleen Maier Lemon</td>
<td>Willard</td>
<td>Special Ed teacher</td>
<td>replacement</td>
</tr>
<tr>
<td>Gwynne Tounge</td>
<td>CJL</td>
<td>Kindergarten teacher</td>
<td></td>
</tr>
</tbody>
</table>

2. Per Addendum, Superintendent Nelson nominated the following professional staff for a probationary contract:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurie Keene</td>
<td>CJL &amp; Willard</td>
<td>Guidance Counselor</td>
</tr>
</tbody>
</table>

Motion by Mr. Sheppard: **To approve the nomination as presented.**
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

P. Policies
None

Q. Items for Future Agenda(s)
  1. SCAE Workshop

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 16, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Monday, October 7, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Monday, October 21, 2019</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
</tbody>
</table>

S. Adjournment

Motion by Mr. Sheppard: **To adjourn at 7:59 pm.**
Motion seconded by Mr. Jamison. Motion carried 5 - 0.

Respectfully submitted,

John Roux, School Committee Chair
Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, September 16, 2019 – 6:00 pm

Note: Meeting was held in City Council Chambers, 3rd Floor, City Hall Annex
Note: Broadcaster was delayed; coverage began at 6:28 pm. Some items were addressed out of order.

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
Bernie Flynn, Curriculum Director
Gwen Bedell, Business Administrator
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: 6:17 pm
B. Pledge of Allegiance  Said
C. Adjustments  None
D. Approval of Minutes
   1. July 30, 2019 Workshop at 4:30 pm (Attachment D.1.)
      Motion by Mr. Sheppard: To approve the minutes as presented.
      Motion seconded by Mr. Jamison. Motion carried 5 – 0.

Student Representative Reports
   1. Harrielle Bernard, Natalie St. Onge
      i. Getting ready for school spirit – Homecoming
      ii. Boys soccer game this Thursday
      iii. Senior Superlatives
      iv. Senior Dance

*P. Policies  (Attachment P)
Motion by Mr. Sheppard: To approve the First Readings of Policy JLFA – Child Sexual Abuse Prevention and Response, Policy JLF – Reporting Child Abuse and neglect and Policy ECB-E1 – Pest Management Notification.
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

E. Public Comments  None
F. Communications  None
School Committee Meeting Minutes

September 16, 2019

G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
      1. Ongoing issues with punch list; no completion dates available from Hutter
      2. December 1st deadline for Hutter to complete before engaging legal counsel
   ii. Elementary Construction Projects
      1. CMS
         a. Possible clearance next week for all cleaning and abatement work
         b. Site probably will not be available until February
      2. MCS
         a. School Committee/CBC Tour scheduled for September 24, 2019 at 4 pm
         b. 70+ people on site
         c. 3 weeks’ behind
         d. Keying meeting coming up

H. Superintendent’s Report

1. Opening of School report – SJHS – Pamela Lydon
   i. Reconfiguration – added Grade 5, moved Grade 8 to SHS
   ii. Addition of new Assistant Principal Mike Bailey
   iii. Smooth transition working with SHS administrators
   iv. Focus on math & literacy – addition of 30-minute guided literacy
   v. Climate and culture
   vi. Grade 8 sports – working well
   vii. PTA instrumental at SJHS

2. Opening of School – SHS – Matt Petermann
   i. Successful Teacher Workshop Days – grateful for two days
   ii. Minimal impact adding grade 8 students
   iii. 2nd annual Convocation with Martin McKeon provided a positive start to school year on 9/9/19
   iv. Focus on Social Emotional Learning (SEL), restorative practices, common assessments, Career Pathways and “circles”

3. Opening of School – SRTC – Kathy Sargent
   i. Record enrollment: 583
   ii. Added Career Exploratory Program
   iii. Three new instructors
   iv. Comprehensive School Review
      1. Similar to NEASC
      2. Occurs every six years
      3. Covers 7 areas
      4. On-site visit November 12-15, 2019
   v. Other areas of focus: Career Pathways with SHS, Restorative Practices and Habits of Work
   vi. Electives
   vii. Open House 9/19/19 at 6:00 pm
   viii. Timeline for retail programs: Landscaping started last Friday; Culinary Arts and Cosmetology expected to start 2nd semester
   ix. Pathways: SHS focus on relevance and LBD learning by design; SRTC focus on standards for sending schools
4. Opening of School – CJL – Sherri Baron  
   i. 200 kindergarten students are settling in  
   ii. Facility looks great thanks to custodial staff and Curtis Lake Church volunteers  
   iii. Kindergarten Meet & Greet was a success  
   iv. Successful Grades 1-3 Open House  
   v. Buddy system implemented for staff – 50% are new to the building  
   vi. No bus transfers this year has been extremely helpful  
   vii. Focus on climate & culture and professional development

5. Opening of School – Lafayette – Sharon Remick  
   i. Noted that all 3 elementary principals are working together  
   ii. Opening enrollment: 146, grades K-3  
   iii. Math Interventionist, Outreach Worker plus intern  
   iv. No early recess – students go right to breakfast or class which is working well  
   v. Looking forward to professional development: math, restorative justice  
   vi. Terrific Kids Program will continue this year  
   vii. Exciting but sad last year for Lafayette school  
   viii. Open House followed by Fall Festival scheduled for 10/4/19  
   ix. Lafayette Neighborhood Initiative “kids feel loved”

6. Opening of School – Willard – Susan Inman  
   i. Willard is now home to 531 students in grades 1 – 4  
   ii. 65 staff, with ¾ of the staff either new to the district or new to the building  
   iii. Morning meetings and restorative practice circles  
   iv. Like Lafayette and CJL, students go right to breakfast or class

7. Enrollment update – Matt Nelson  
   i. 236 transferred in, 128 transferred out = net gain of 108  
   ii. Impact of an additional 95 students after deducting “no shows”

8. York County Superintendents Association – Matt Nelson  
   i. Met last Thursday – will continue to offer training opportunities to administrators in participating districts  
   ii. Tentative meeting scheduled with Legislators on 10/17/19

   i. Presentation scheduled during 9/25/19 Early Release Day with John Jenkins

10. Field trips announced – Matt Nelson  
   i. SHS JMG to Leadership Education Conference in Rome, ME on October 16-17, 2019

I. Directors’ Reports

1. Business Administrator Gwen Bedell - no report

2. Assistant Superintendent Steve Bussiere  
   i. Attendance Matters!  
      1. Count Me In Program at elementary schools  
   ii. Safety drills  
      1. Evacuations and lock downs
iii. Substitutes for our schools – still needed!
iv. Recent DrummondWoodsum Conference regarding recent school related legislation
v. Need to review pertinent policies

3. Curriculum Director Bernie Flynn
   i. MEA scores from last spring should be available soon
   ii. NWEA testing schedule has been pushed back; this will give teachers more time to build relationships
   iii. EveryDay Math assessment has been removed from this year’s testing
   iv. NWEA testing will occur in January and May of 2020
   v. Empower/MEA will occur in March and April of 2020
   vi. SATs will occur in April, 2020

J. New Business
   1. Pay Rates for Substitutes (Attachment J.1.)
      Motion by Mrs. Williams: To approve the substitute pay rates as presented.
      Motion seconded by Mr. Sheppard. Motion carried 5 – 0.

K. Old Business None
L. Resignations None
M. Staff Appointments None
N. Staff Transfers None
O. Staff Nominations None
P. Policies Addressed out of order
Q. Items for Future Agenda(s)
   1. SCAE Workshop
   2. Pathways

R. Calendar Announcements
   
   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
   Motion by Mr. Sheppard: To adjourn at 7:33 pm.
   Motion seconded by Mr. Jamison. Motion carried 5 - 0.

Respectfully submitted,

John Roux, School Committee Chair                                    Matt Nelson, Superintendent
Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex.

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

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Gwen Bedell, Business Administrator

A. Call to Order Time: 5:04 pm

B. Executive Session Compensation of Officials/Appointees/Employees

1. Motion by Mrs. Williams: To enter Executive Session to consider compensation of officials/appointees/employees pursuant to 1 MRSA § 405(6)(A) at 5:04 pm.
   Motion seconded by Ms. Sheffield. Motion carried 4 to 0.

2. Motion by Mrs. Williams: To exit Executive Session at 6:00 pm.
   Motion seconded by Mr. Jamison. Motion carried 4 to 0.

C. Adjournment

Mrs. Williams made a motion to adjourn at 6:00 pm.
Mr. Jamison seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

______________________________  _________________________
John Roux, School Committee Chair        Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Tuesday, October 1, 2019 ~ 5:15 pm

Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex

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

Student reps present: None

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Gwen Bedell, Business Administrator

A. Call to Order
   Time: 6:01 pm

B. Workshop Session
   1. Sanford Community Adult Education Program

C. Adjournment
   Mr. Roux made a motion to adjourn at 6:48 pm.
   Ms. Sheffield seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

John Roux, School Committee Chair
Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, October 7, 2019 ~ 5:30 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
Student reps present: None
Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Gwen Bedell, Business Administrator
Guests present: Blaine Boudreau, Partners Bank
Michelle Sheppard, Partners Bank

A. Call to Order
Time: 5:30 pm

B. Workshop Session

1. Legacy Foundation and Naming Rights at SHS/SRTC

C. Adjournment

Mr. Roux made a motion to adjourn at 6:30 pm.
Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

John Roux, School Committee Chair
Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Thursday, October 10, 2019 ~ 12:00 pm

Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex.

Members present: John Roux (by phone), Scott Sheppard, Kendra Williams, Don Jamison, Emily Sheffield

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent

A. Call to Order

Time: 12:00 pm

B. Executive Session

Personnel Issue

1. Motion by Mrs. Williams: To enter Executive Session to investigate complaints against a person or persons pursuant to 1 MRSA § 405(6)(A) at 12:00 pm.
Motion seconded by Ms. Sheffield. Motion carried 5 to 0.

2. Motion by Mrs. Williams: To exit Executive Session at 12:50 pm.
Motion seconded by Mr. Jamison. Motion carried 5 to 0.

C. Adjournment

Mrs. Williams made a motion to adjourn at 12:50 pm.
Mr. Jamison 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, November 4, 2019 ~ 4:40 pm

Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex.

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

Staff present: None

A. Call to Order
   Time: 4:40 pm

B. Executive Session
   Evaluation of Superintendent

   1. Motion by Mr. Sheppard: To enter Executive Session to consider the evaluation of the Superintendent of Schools pursuant to 1 MRSA § 405(6)(A) at 4:40 pm.
      Motion seconded by Mr. Jamison. Motion carried 5 to 0.

   2. Motion by Mrs. Williams: To exit Executive Session at 5:15 pm.
      Motion seconded by Ms. Sheffield. Motion carried 5 to 0.

C. Adjournment

   Mr. Sheppard made a motion to adjourn at 5:15 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, November 4, 2019 ~ 5:15 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

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Matt Petermann, SHS Principal
Brent Coleman, Outreach Worker
Mike Gordon and Joe Jourdain, SROs

Guests present: Student, guardian

A. Call to Order
Time: 5:24 pm

B. Executive Session

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 5:24 pm.**
   Motion seconded by Mrs. Williams. Motion carried 5 to 0.

2. Motion by Mr. Sheppard: **To exit Executive Session at 6:23 pm.**
   Motion seconded by Mrs. Williams. Motion carried 5 to 0.

**Public Session:**

3. Motion by Mr. Roux: 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 suspended from Sanford High School for 19 days pursuant to 20-A MRSA subsection §1001(9) and will be permitted to return to Sanford High School on November 18, 2019 following a meeting with the school principal or designee. The student will be required to participate in a First Time JICIA Offender Plan meeting on Thursday, November 7, 2019 at 9:00 am; should the student violate the conditions of this plan, the student may be required to return to the School Committee for additional disciplinary action. The Superintendent will provide the student and guardian with written notice of the School Committee’s findings and conclusions.
   Motion seconded by Mr. Sheppard. Motion carried 5 to 0.

C. Adjournment

Mr. Sheppard made a motion **to adjourn at 6:26 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, November 4, 2019 ~ 6:00 pm

Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex.

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

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent

A. Call to Order
Time: 6:31 pm

B. Executive Session
Contract Matter

1. Motion by Mr. Roux: To enter Executive Session to consider labor contract negotiations pursuant to 1 MRSA § 405(6)(D) at 6:31 pm. Motion seconded by Mrs. Williams. Motion carried 5 to 0.

2. Motion by Mr. Sheppard: To exit Executive Session at 6:39 pm. Motion seconded by Mrs. Williams. Motion carried 5 to 0.

C. Adjournment
Mr. Sheppard made a motion to adjourn at 6:39 pm. Mrs. Williams seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

______________________________________________________________
John Roux, School Committee Chair

______________________________________________________________
Matt Nelson, Superintendent
Policy Updates
Executive Summary – November 18, 2019

The following policies will be presented for a “First Reading” on November 18, 2019

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

Our tobacco use policies were updated last spring. L.D. 152, Chapter 61 effective September 19, 2019 expanded the prohibition on tobacco use on school property to include “carrying or having in one’s possession” all tobacco and vape products by anyone at school or on school property. The updated policies reflect the addition of “possession” references as applicable.

Recommended Motions

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

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

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

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

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

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

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

Adopted: November 2, 2015
Revised: May 11, 2015
Revised: April 22, 2019, First Reading
Adopted: May 6, 2019, Second Reading
Revised: November 18, 2019, First Reading
Tobacco Use and Possession Administrative Procedure

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to the School Committee’s “Tobacco Use and Possession” policy. The policy applies to the smoking, use or possession of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and all other electronic nicotine delivery systems.

I. Prohibited Conduct

A. Students

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

B. Employees and All Other Persons

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

II. Enforcement

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

A. Student Violations

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

B. Student Referral to Law Enforcement Agency

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

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

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

III. Notices

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

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

**Tobacco Treatment Support:**

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

**Legal Reference:**

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

**Adopted:** November 2, 2015

**Revised:** April 22, 2019, First Reading

**Adopted:** May 6, 2019, Second Reading

**Revised:** November 18 2019, First Reading