SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
REGULAR MEETING AGENDA  
Monday, February 24, 2020 ~ 7:00 pm

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

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

Student Reps present: Harrielle Bernard, Natalie St. Onge, Juliana Levesque

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

A. Call to Order  
B. Pledge of Allegiance  
C. Adjustments  None  
D. Approval of Minutes  
1. January 23, 2020, Executive Session, 6:00 pm (Attachment D.1.)  
2. February 3, 2020, Executive Session, 4:30 pm (Attachment D.2.)  
3. February 4, 2020, Executive Session, 4:00 pm (Attachment D.3.)  
4. February 4, 2020, Executive Session, 5:00 pm (Attachment D.4.)  
5. February 11, 2020, Executive Session, 4:00 pm (Attachment D.5.)  
6. January 27, 2020, Budget Workshop, 5:00 pm (Attachment D.6.)  
7. January 27, 2020, Regular Meeting, 7:00 pm (Attachment D.7.)  
   Recommendation: To approve the minutes as presented

E. Public Comments

F. Communications  None

G. Committee Reports  
1. Construction Updates  
   i. SHS/SRTC Construction Project  
   ii. Elementary Construction Projects

H. Superintendent’s Report  
1. Student Representative Reports  
2. Field Trip Announcements  
   i. SHS Key Club – April 3-5, 2020 – SHS Key Club Conference in Springfield, MA  
   ii. Grade 8 JMG – May 1-2, 2020 – Urban Adventure in Portland, ME

3. Teacher of the Year Nominations  
   i. Kayla Sawyer – SJHS ELA  
   ii. Deborah Smith – CJL Kindergarten
I. Directors’ Reports

1. Business Administrator – no report

2. Assistant Superintendent Steve Bussiere

3. Curriculum Update – no report

J. New Business

1. December 2019 Financials (Attachment J.1.)
   i. Expenses as of December 31, 2019
   ii. Reconciliation as of December 31, 2019

   **Recommendation:** To approve the Expenses and Reconciliation for December 2019 as presented.

2. WSSR-TV Advisory Committee

   **Recommendation:** To approve the formation of a WSSR-TV Advisory Committee as a standing sub-committee of the Sanford School Department/Sanford School Committee.

3. SHS/SRTC 2020-2021 Schedule/Block 5 Presentation – M. Petermann/K. Sargent

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>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker-Roux, Carol</td>
<td>Band teacher</td>
<td>SJHS</td>
<td>Retiring 8/31/20</td>
</tr>
<tr>
<td>Cote, Emily</td>
<td>Ed tech I – special ed</td>
<td>C JL</td>
<td>Eff. 2/14/20</td>
</tr>
<tr>
<td>Foss, John</td>
<td>Custodian</td>
<td>SHS</td>
<td>Eff. 6/30/20</td>
</tr>
<tr>
<td>Sevigny, Tom</td>
<td>Baseball coach</td>
<td>SJHS</td>
<td>Eff. 6/2019</td>
</tr>
<tr>
<td>Tibbetts, Lindsay</td>
<td>JV softball coach</td>
<td>SHS</td>
<td>Eff. 6/2019</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>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hedden, Robison “Gus”</td>
<td>30 hour/week custodian</td>
<td>SCAE/BRIDGE</td>
<td>Eff. TBD</td>
</tr>
<tr>
<td>Leonard, Nicole</td>
<td>Long Term Sub – PE</td>
<td>SHS</td>
<td>Eff. 2/3/20</td>
</tr>
<tr>
<td>Tibbetts, Lindsay</td>
<td>Varsity Softball coach</td>
<td>SHS</td>
<td>Eff. 3/1/20</td>
</tr>
</tbody>
</table>

N. Staff Transfers

   None
O. Staff Nominations
   1. Superintendent Nelson will nominate the following professional staff for a probationary teaching contract:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School Year</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Durack</td>
<td>Landscaping &amp; Horticulture Instructor</td>
<td>SRTC 2/24/20</td>
<td></td>
</tr>
</tbody>
</table>

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

   2. Superintendent Nelson will nominate the following professional staff for a three year employment agreement:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School Year</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Fournier</td>
<td>Business Manager</td>
<td>District 3/23/20</td>
<td></td>
</tr>
</tbody>
</table>

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

P. Policies (Attachment P.)
   1. Second reading – Policy ACAA – Harassment and Sexual Harassment of Students
   2. Second reading – Procedure ACAA-R – Harassment and Sexual Harassment of Students Complaint Procedures

   **Recommendation:** to adopt Policy ACAA and Procedure ACAA-R as presented

   3. First reading – Policy JLCEA – Managing Students with Allergies
   4. First reading – Procedure JLCEA-R – Managing Students with Allergies Procedures

   **Recommendation:** To accept the first readings of Policy JLCEA and Procedure JLCEA-R

Q. Items for Future Agenda(s)

R. Calendar Announcements
   1.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 2, 2020</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday, March 5, 2020</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday, March 12, 2020</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Monday, March 16, 2020</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday, March 19, 2020</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday, March 26, 2020</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
</tbody>
</table>

S. Adjournment
   1. **Recommendation:** To adjourn at _____.
Note: Meeting was held in Superintendent’s Conference Room, 2nd Floor, City Hall Annex.

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Aaron Tremblay, SHS Assistant Principal
Brent Coleman, Outreach Worker

Guests present: None

A. Call to Order
Time: 6:12 pm

B. Executive Session
Student Matter

1. Motion by Mr. Roux: To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 6:12 pm.
   Motion seconded by Ms. Sheffield. Motion carried 4 to 0.

2. Motion by Mr. Roux: To exit Executive Session at 6:22 pm.
   Motion seconded by Ms. Sheffield. Motion carried 4 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 JIC and JICH Policies. The student’s removal from school is necessary for the peace and usefulness of the school and as a result, the student will be expelled from Sanford High School indefinitely. As an expelled student, the student will not be permitted to attend school-sponsored events or to be otherwise present on school property. To establish satisfactory evidence that the behavior that resulted in the expulsion will not likely recur, a re-entry plan meeting will be held in the Superintendent’s Office. Upon successful completion of the re-entry plan, the student may request a re-entry hearing with the School Committee to return to Sanford High School. The Superintendent will provide the student and mother with written notice of the School Committee’s findings and conclusions.
   Motion seconded by Ms. Sheffield. Motion carried 4 to 0.

C. Adjournment

Mr. Roux made a motion to adjourn at 6:23 pm.
Ms. Sheffield seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 3, 2020 ~ 4:30 pm

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

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

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Troy Watts, SHS Assistant Principal
Brent Coleman, Outreach Worker

Guests present: Student, parents

A. Call to Order
Time: 4:39 pm

B. Executive Session
Student Matter

1. Motion by Mr. Jamison: To enter Executive Session to consider the re-admission of a student to Maine public schools pursuant to 1 MRSA § 405(6)(B) at 4:39 pm.
Motion seconded by Mrs. Williams. Motion carried 5 to 0.

2. Motion by Mr. Jamison: To exit Executive Session at 4:56 pm.
Motion seconded by Mr. Roux. Motion carried 5 to 0.

Public Session:

3. Motion by Mr. Jamison: The School Committee has discussed the information presented regarding the student’s request and found it to be credible and the behavior that resulted in the student being expelled will not likely recur. Based on that information, the student will be readmitted to Sanford High School after meeting with appropriate SHS administration and SHS Outreach Worker Brent Coleman to map out strategies for successful re-entry. In addition, the Superintendent will provide the student and parents with a written notice of the School Committee’s findings and conclusions.
Motion seconded by Mr. Roux. Motion carried 5 to 0.

C. Adjournment

Mr. Roux made a motion to adjourn at 4:57 pm.
Mr. Mapes seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

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

MemBERS present: Don Jamison, John Roux, Emily Sheffield

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Aaron Tremblay, SHS Assistant Principal
Brent Coleman, Outreach Worker

Guests present: Student, parents

A. Call to Order Time: 4:07 pm

B. Executive Session Student Matter

1. Motion by Mr. Jamison: **To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 4:07 pm.**
   Motion seconded by Mr. Roux. Motion carried 3 to 0.

2. Motion by Mr. Roux: **To exit Executive Session at 4:49 pm.**
   Motion seconded by Ms. Sheffield. Motion carried 3 to 0.

**Public Session:**

3. Motion by Mr. Jamison: **The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly and engaging in infractions of Sanford School Department’s JICIA Policy. The student’s removal from school is necessary for the peace and usefulness of the school and as a result, the student will be expelled from Sanford High School indefinitely, with services. As an expelled student, the student will not be permitted to attend school-sponsored events or to be otherwise present on school property. To establish satisfactory evidence that the behavior that resulted in the expulsion will not likely recur, a re-entry plan meeting will be held in the Superintendent’s Office. Upon successful completion of the re-entry plan, the student may request a re-entry hearing with the School Committee to return to Sanford High School. The Superintendent will provide the student and parents with written notice of the School Committee’s findings and conclusions.**
   Motion seconded by Mr. Roux. Motion carried 3 to 0.

C. Adjournment

Mr. Roux made a motion **to adjourn at 4:53 pm.**
Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Tuesday, February 4, 2020 ~ 5:00 pm

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

Members present: Don Jamison, John Roux, Emily Sheffield

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Joe Mastracco, SJHS Assistant Principal  
Mike Bailey, SJHS Assistant Principal  
Brent Coleman, Outreach Worker

Guests present: Student, parent, attorney

A. Call to Order  
Time: 5:23 pm

B. Executive Session  
Student Matter

1. Motion by Mr. Jamison: To enter Executive Session to consider disciplinary action for a student at Sanford Junior High School pursuant to 1 MRSA § 405(6)(B) at 5:23 pm. 
Motion seconded by Mr. Roux. Motion carried 3 to 0.

2. Motion by Mr. Jamison: To exit Executive Session at 6:00 pm. 
Motion seconded by Ms. Sheffield. Motion carried 3 to 0.

Public Session:

3. Motion by Mr. Jamison: The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly and engaging in infractions of Sanford School Department’s JICIA Policy. The student’s removal from school is necessary for the peace and usefulness of the school and as a result, the student will be expelled from Sanford Junior High School indefinitely. As an expelled student, the student will not be permitted to attend school-sponsored events or to be otherwise present on school property. To establish satisfactory evidence that the behavior that resulted in the expulsion will not likely recur, a re-entry plan meeting will be held in the Superintendent’s Office. Upon successful completion of the re-entry plan, the student may request a re-entry hearing with the School Committee to return to Sanford Junior High School. The Superintendent will provide the student and parents with written notice of the School Committee’s findings and conclusions. 
Motion seconded by Mr. Roux. Motion carried 3 to 0.

C. Adjournment

Mr. Roux made a motion to adjourn at 6:02 pm.
Ms. Sheffield seconded the motion. Motion carried 3 - 0.

Respectfully submitted,

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

Members present: Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Aaron Tremblay, SHS Assistant Principal
Brent Coleman, SHS Outreach Worker

Guests present: Student
Parent

A. Call to Order Time: 4:04 pm

B. Executive Session Student Matter

1. Motion by Ms. Sheffield: To enter Executive Session to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA § 405(6)(B) at 4:04 pm. Motion seconded by Mrs. Williams. Motion carried 4 to 0.

2. Motion by Mr. Roux: To exit Executive Session at 4:55 pm. Motion seconded by Ms. Sheffield. Motion carried 4 to 0.

Public Session:

3. Motion by Mr. Mapes: The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly and engaging in infractions of Sanford School Department’s JICH Policy. The student’s removal from school is necessary for the peace and usefulness of the school and as a result, the student will be expelled from Sanford High School indefinitely, with this expulsion modified to allow the student access only to the BRIDGE Program, if admitted. As an expelled student, the student will not be permitted to attend school-sponsored events or to be otherwise present on school property. The student will be required to participate in the creation of a re-entry plan to establish satisfactory evidence that the behavior that resulted in the expulsion will not likely recur; and the Superintendent will provide the student and parent with written notice of the School Committee’s findings and conclusions. Motion seconded by Mr. Roux. Motion carried 4 to 0.

C. Adjournment

Mr. Roux made a motion to adjourn at 5:04 pm. Ms. Sheffield seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

Jonathan Mapes, School Committee Vice Chair                     Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, January 27, 2020~ 5:00 pm

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

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

Student reps present:  None

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

Guests present:  Ayn Hanselmann

A.  Call to Order  Time:  5:02 pm

B.  Workshop Session

1.  Budget Workshop:  Presentation of Overall School Budget by Function and Cost Center and Presentation of Requests for New Positions

C.  Adjournment  Mr. Jamison made a motion to adjourn at 6:54 pm.
Ms. Sheffield seconded the motion.  Motion carried 4 - 0.

Respectfully submitted,

_____________________________  _________________________
Don Jamison, Chair  Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, January 27, 2020 ~ 7:00 pm

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

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

Student Reps present: Natalie St. Onge, Juliana Levesque

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

A. Call to Order Time:  7:02 pm

B. Pledge of Allegiance Said

C. Adjustments

1. Motion by Mr. Jamison: To postpone Item J. New Business, Item 1. Sabbatical Request by Diana Allen until the February 3, 2020 meeting (due to illness).
   Motion seconded by Mrs. Williams. Motion carried 4 – 0.

D. Approval of Minutes

1. November 18, 2019 Workshop at 4:30 pm (Attachment D.1.)
2. November 25, 2019 Workshop at 5:00 pm (Attachment D.2.)
3. December 2, 2019 Executive Session at 4:30 pm (Attachment D.3.)
4. December 16, 2019 Executive Session at 4:30 pm (Attachment D.4.)
5. December 16, 2019 Executive Session at 5:00 pm (Attachment D.5.)
6. December 16, 2019 Regular Meeting at 6:00 pm (Attachment D.6.)
7. December 18, 2019 Workshop at 4:00 pm (Attachment D.7.)
8. January 6, 2020 Executive Session at 5:00 pm (Attachment D.8.)
9. January 6, 2020 Workshop at 5:30 pm (Attachment D.9.)
10. January 6, 2020 Regular Meeting at 6:30 pm (Attachment D.10.)
   Motion by Mr. Roux: To accept the minutes as presented.
   Motion seconded by Ms. Sheffield. Motion carried 4-0.

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Updates
   i. SHS/SRTC held 1/23/20 for outstanding punch list items and closeout dates
      a. Meeting on 1/29/20 with Sanford Fire Marshal Patrick Cotter regarding Certificate of Occupancy
      b. Work scheduled for 2/18/20 to address locker room floor drainage
      c. Work scheduled for 4/20/20 to address entrance siding
      d. Working ongoing to correct field drainage issues
e. Investigation ongoing regarding water in dust collector system
f. Investigation ongoing regarding roof leak in cafeteria
g. Siemens will be implementing changes to several roof top units to keep units from tripping
h. Retainage at 150% of the value of the work remaining

ii. Elementary Construction Projects
   1. MCS
      a. MCS is still on schedule to open in the fall
      b. Addition should be ready for furniture in April vacation; no occupancy permit but teachers will be able to tour
      c. Up to date scheduling will be available after meeting next week
   2. CMS
      a. Progress continues in the following areas: ceiling tiles, bathroom and wall tiles, drywall patching, firestopping, lighting, casework, ductwork new footing work in kitchen
      b. Hydro blasting appears to be effective removing mop n glo in preparation for flooring
      c. No “official” delay since flooring is the last item to be installed
      d. Conference call scheduled for 2/5/20 regarding silica dust cleaning dispute (Attorneys, School Dept., Architect and Dept. of Education)

iii. Other Committee Reports
   1. Adult Ed – Mrs. Williams
      a. Kudos to new Director Nichole Ivey who is using her community connections to increase enrollment. Nichole brings a lot of energy and enthusiasm to SCAE and understands the needs of the community.
      b. Ms. Ivey has been invited to speak at an upcoming School Committee meeting.
   2. SRTC – Mrs. Williams and Mr. Nelson
      a. 2020/2021 School Calendar
      b. Future programming
      c. Summer Camp for students grades 6-8
      d. Increased enrollment
      e. Approval of Capital Budget
Superintendent’s Report

1. Student Representative Reports
   a. Natalie: exams ending, new semester beginning
   b. Juliana: Civil Rights Team events, Key Club events, recent auditions for Spring play

2. Field Trip Announcement
   a. SRTC Skills USA students to State Conference in Bangor on March 19-20, 2020

3. Budget
   a. Prep with Gwen Bedell; 1st budget workshop was held prior to this meeting. Next budget workshop will be held 2/3/20.
   b. Mill rate for education will be 8.18 (down from 8.28) which should benefit our subsidy
   c. System Administration will be included in our budget
   d. Regional Service Center money will be $97 per student
   e. Ed 279 info should be available this week

4. Business Manager interviews scheduled this week
5. Peter DeWitt webinar rescheduled due to snow
6. Teacher negotiations are progressing

7. SHS’s new Unified Basketball Team games “Awesome”

8. Productive Leadership Team meeting was held 1/15/20 re budget and future facility use

9. SHS/SRTC hosted Southwestern Maine Activities Association cheerleading competition on 1/25/20; Sanford cheerleaders came in 2nd.

10. Sanford Back Pack Program’s successful chocolate fundraiser

I. Directors’ Reports

1. Business Administrator Gwen Bedell – no report

2. Assistant Superintendent Steve Bussiere
   ii. ESSA – Every Student Succeeds Act of 2015
   iii. 2018/2019 data now available for all Maine schools on DOE website
   iv. Sanford is addressing attendance using “Count Me In” program, attendance officers and the new SHS Support & Transition room
   v. ELA and 4 year graduation rate data encouraging
   vi. Math data – struggling
   vii. Difficulty engaging males

3. Curriculum Director Bernie Flynn – no report
New Business

1. Sabbatical Request – Diana Allen, SJHS Teacher – postponed to February 3, 2020 during Item C. Adjustments

2. Legacy Naming Rights
   Motion by Mr. Roux: To approve H. A. Mapes, Inc. request for ten year naming rights for the Band Room at SHS/SRTC for the sum of $10,000.00.
   Motion seconded by Ms. Sheffield. Motion carried 4 – 0.

K. Old Business

None

L. Resignations

1. Superintendent Nelson announced the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dionne-Fabrizio, Mary Lou</td>
<td>Special Education Teacher</td>
<td>CJL</td>
<td>Retiring effective 8/31/20</td>
</tr>
<tr>
<td>Gaudette, Taylor</td>
<td>Special Education Ed Tech I</td>
<td>CJL</td>
<td>Resigning effective 1/24/20</td>
</tr>
<tr>
<td>Glidden, Elisabeth</td>
<td>Special Education Teacher</td>
<td>SJHS</td>
<td>Retiring effective 8/31/20</td>
</tr>
<tr>
<td>Hoagland, Katherine</td>
<td>Landscaping &amp; Horticulture Instructor</td>
<td>SRTC</td>
<td>Eff. 1/24/20</td>
</tr>
<tr>
<td>Hodgdon, Donna</td>
<td>Special Education Ed Tech III</td>
<td>SJHS</td>
<td>Retiring effective 8/31/20</td>
</tr>
<tr>
<td>Holland, Greg</td>
<td>Special Education Teacher</td>
<td>SJHS</td>
<td>Retiring effective 8/31/20</td>
</tr>
<tr>
<td>Larsen, Conor</td>
<td>Assistant Facilities Director</td>
<td>District</td>
<td>Eff. 2/21/20</td>
</tr>
<tr>
<td>Legros, Fred</td>
<td>Custodian, 2nd shift</td>
<td>SJHS</td>
<td>Eff. 1/31/20</td>
</tr>
<tr>
<td>Morin, Jeanne</td>
<td>Special Education Ed Tech I</td>
<td>CJL</td>
<td>Retiring effective 8/31/20</td>
</tr>
<tr>
<td>Owen, Valerie</td>
<td>Technology Technician</td>
<td>SHS</td>
<td>Retiring effective 8/31/20</td>
</tr>
<tr>
<td>Politano, Amy</td>
<td>Coach, 7th Grade Softball</td>
<td>Athletics</td>
<td>Eff. June, 2019</td>
</tr>
<tr>
<td>Sanborn, Brock</td>
<td>Coach, JH Boys Track &amp; Field</td>
<td>Athletics</td>
<td>Eff. June, 2019</td>
</tr>
<tr>
<td>Sargeant, Lucy-Grace</td>
<td>Art Teacher</td>
<td>SHS</td>
<td>Retiring effective 8/31/20</td>
</tr>
<tr>
<td>Williams, Susan</td>
<td>Career Planning Coordinator</td>
<td>SRTC</td>
<td>Retiring effective 8/31/20</td>
</tr>
</tbody>
</table>
M. Staff Appointments

1. Superintendent Nelson announced the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>District</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregoire, Kim</td>
<td>Special Education Administration Assistant</td>
<td>District</td>
<td>1/14/20</td>
</tr>
<tr>
<td>Echavarri, Katharine</td>
<td>Long term sub – Science</td>
<td>SJHS</td>
<td>Effective 3/13/20</td>
</tr>
</tbody>
</table>

N. Staff Transfers

1. Superintendent Nelson announced the following transfers:

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Temporary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pepin, Michael</td>
<td>SHS Custodian 1st shift</td>
<td>SHS Head Custodian</td>
<td>January 13 – 24, 2020</td>
</tr>
<tr>
<td>House, Scott</td>
<td>From Title I Math Ed Tech III at Willard</td>
<td>To Title I Math Ed Tech III at Willard and Lafayette</td>
<td>Eff. 1/9/20</td>
</tr>
</tbody>
</table>

O. Staff Nominations

None

P. Policies

1. First reading – Policy ACAA – Student Discrimination and Harassment/Sexual
2. First reading – Policy ACAA-R – Student Discrimination and Harassment/Sexual Harassment Administrative Procedures

Motion by Mr. Jamison: **To accept the first readings of Policies ACAA and ACAA-R as presented.**

Motion seconded by Mr. Roux. Motion carried 4 – 0.

Q. Items for Future Agenda(s)

1. LD 577 Workshop
2. SHS/SRTC Schedule and Block 5 Workshop
3. WSSR-TV

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 3, 2020</td>
<td>Executive Session</td>
<td>4:30 pm</td>
<td>Superintendent’s Conference Room</td>
</tr>
<tr>
<td>Monday, February 3, 2020</td>
<td>Budget Workshop</td>
<td>5:00 pm</td>
<td>Superintendent’s Conference Room</td>
</tr>
<tr>
<td>Monday, February 3, 2020</td>
<td>Regular Meeting</td>
<td>7:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Monday, February 24, 2020</td>
<td>Budget Workshop</td>
<td>5:00 pm</td>
<td>Superintendent’s Conference Room</td>
</tr>
<tr>
<td>Monday, February 24, 2020</td>
<td>Regular Meeting</td>
<td>7:00 pm</td>
<td>City Council Chambers</td>
</tr>
</tbody>
</table>
S. Adjournment

Motion by Mr. Roux: **To adjourn at 7:55 pm.**
Motion seconded by Ms. Sheffield. Motion carried 4 - 0.

Respectfully submitted,

_________________________    ________________________________
Don Jamison, School Committee Chair   Matt Nelson, Superintendent
To: Superintendent Matt Nelson & Sanford School Committee

From: Gwen Bedell Gadbois, CPA, CFE; Interim B.A.

Date: Sunday, February 16, 2020

Regarding: December 2019 Expense Report and Reconciliation

Dear Superintendent Nelson, the Sanford School Committee and Members of the Public:

Attached hereto please find the Reconciliation of Accounts as of December 31, 2019 reflecting all activity for the 6-months fiscal-year-to-date. Highlights from this report include:

- General Education and Adult Ed Revenues of $22.4-Million and $25.8-Million in Expenses, for a Net Expense of $3.4-Million.
- There are approximately 22 Special Revenue accounts with activity in the current fiscal year (July – December 2019), with combined revenues of $637-Thousand and combined expenses of $1.25-Million, for a Net Expense of $612-Thousand.
- In the Capital Improvement Fund section, you will see our two school construction projects (HS/SRTC and the Elementary/MS) have combined revenues of $359-Thousand and combined expenses of $13.4-Million, for Net Expenses of $13.1-Million.
- We currently have three Enterprise accounts; School Nutrition, Adult Ed Enrichment and the Performing Arts Center. Those three accounts have generated revenues of $915-Thousand and expenses of $804-Thousand, for Net Revenues of $112-Thousand.
- Finally, in Trust Funds, we have $18 Thousand in revenue and approximately $9,600 in expenses, for Net Revenues of $8,400.

On the second page, for the General Fund – General Education Expense Details by function and warrant article, you can see:

- For Salaries and Benefits, we have spent $12.6-Million, an increase of about $400-Thousand over the prior year. Because the vast majority of our staff are paid on a September to August basis, this expense amount more closely represents 4.25 months of salaries and benefits. So the 63% or $21.2-Million remaining should be sufficient to cover salaries and benefits earned (and expensed) as of June 30th, but will not be paid until the next fiscal year.
- You will see that the 53000-57000 group which includes Purchased Professional & Technical Services ($1-Million), Property Services ($212-Thousand), Other Purchased Services ($1.1-Million), Supplies/Energy ($793-Thousand) and Property Maintenance ($154-Thousand) in totality are coming in about $100-Thousand lower than the prior year.
- Debts, Dues/Fees & Miscellaneous are coming in at $9.65-Million and reflects both the state’s share of the HS/SRTC and Elementary/MS projects as well as our local share of the HS/SRTC project. Last year at this time, we did not have a Elementary bond payment.
• The biggest increase we see from an Article Expense Reporting perspective is in Article 10 ($9.4-Million) again because of the Elementary school construction project. Recall though that the state’s portion of the Elementary and HS construction projects flow through EPS as revenue and then washes out. In May, we will see the interest-only payments on the school constructions post in the revenue and expense section which will clear out the balance currently remaining $2.1-Million.

• Articles 1-4, which are classified as “Direct Instruction” contribute $10.3-Million, while Articles 5-7 (Student/Staff Support as well as School and System Admin) contribute another $3.1-Million.

• Article 8, Transportation, contributes $771-Thousand, while Article 9, Facilities including CIP, contributes another $1.9-Million.

• Finally, we have Article 11 (All Other) contributing $23,500 and Adult Ed Academic Only with $221-Thousand. This yields the combined General Fund Expense amount of $25,792,718 Year-to-Date.
### SANFORD SCHOOL DEPARTMENT
### SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE
### For the Year-to-Date and Month Ending December 31, 2019

**Attachment J.1.**

#### Account Group

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Jul 18 - Dec 18 Prior Yr Actual</th>
<th>Jul 19 - Dec 19 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining Revised Budget - Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>51000 Personal Services - Sal/Wages&amp;Stip.</td>
<td>$8,805,609</td>
<td>$8,944,207</td>
<td>$23,926,231</td>
<td>$14,982,024</td>
</tr>
<tr>
<td>52000 Personal Services - Payroll Tax&amp;Bene.</td>
<td>$3,424,684</td>
<td>$3,665,163</td>
<td>$9,878,510</td>
<td>$6,213,347</td>
</tr>
<tr>
<td><strong>Subtotal - Personal Services</strong></td>
<td>$12,230,293</td>
<td>$12,609,370</td>
<td>$33,804,741</td>
<td>$21,195,371</td>
</tr>
<tr>
<td>53000 Purchased Prof. &amp; Tech. Services</td>
<td>$1,019,352</td>
<td>$1,029,330</td>
<td>$2,162,698</td>
<td>$1,133,368</td>
</tr>
<tr>
<td>54000 Purchased Property Services</td>
<td>$258,366</td>
<td>$212,229</td>
<td>$496,276</td>
<td>$284,047</td>
</tr>
<tr>
<td>55000 Other Purchased Services</td>
<td>$1,150,996</td>
<td>$1,127,973</td>
<td>$2,625,217</td>
<td>$1,497,245</td>
</tr>
<tr>
<td>56000 General Supplies</td>
<td>$852,893</td>
<td>$793,386</td>
<td>$1,986,831</td>
<td>$1,193,445</td>
</tr>
<tr>
<td>57000 Property Maint &amp; Repair</td>
<td>$135,150</td>
<td>$154,371</td>
<td>$397,577</td>
<td>$243,206</td>
</tr>
<tr>
<td>58000 Debt, Dues/Fees &amp; Miscellaneous</td>
<td>$6,861,291</td>
<td>$9,645,069</td>
<td>$11,855,638</td>
<td>$2,210,569</td>
</tr>
<tr>
<td>59000 Other &amp; Rounding</td>
<td>$-</td>
<td>0%</td>
<td>$-</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Total** | **$22,508,342** | **$25,571,727** | **$53,328,978** | **$27,757,251** | 52% |

#### Warrant Article

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Jul 18 - Dec 18 Prior Yr Actual</th>
<th>Jul 19 - Dec 19 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regular Instruction</td>
<td>$5,363,365</td>
<td>$5,525,209</td>
<td>$15,574,854</td>
<td>$10,049,645</td>
</tr>
<tr>
<td>2. Special Education</td>
<td>$2,924,037</td>
<td>$2,971,404</td>
<td>$8,307,100</td>
<td>$5,335,696</td>
</tr>
<tr>
<td>3. Career / Technical Education</td>
<td>$1,211,765</td>
<td>$1,434,199</td>
<td>$3,428,470</td>
<td>$1,994,270</td>
</tr>
<tr>
<td>4. Other Instruction</td>
<td>$569,961</td>
<td>$415,734</td>
<td>$950,763</td>
<td>$535,029</td>
</tr>
<tr>
<td>5. Student &amp; Staff Support</td>
<td>$1,662,973</td>
<td>$1,508,734</td>
<td>$3,930,615</td>
<td>$2,421,881</td>
</tr>
<tr>
<td>6. System Administration</td>
<td>$514,152</td>
<td>$467,779</td>
<td>$906,917</td>
<td>$439,138</td>
</tr>
<tr>
<td>7. School Administration</td>
<td>$1,086,592</td>
<td>$1,152,927</td>
<td>$2,391,792</td>
<td>$1,238,865</td>
</tr>
<tr>
<td>8. Transportation &amp; Buses</td>
<td>$698,657</td>
<td>$770,506</td>
<td>$1,987,432</td>
<td>$1,216,926</td>
</tr>
<tr>
<td>9. Facilities Maintenance</td>
<td>$1,879,820</td>
<td>$1,924,151</td>
<td>$4,291,909</td>
<td>$2,367,759</td>
</tr>
<tr>
<td>10. Debt Service</td>
<td>$6,577,375</td>
<td>$9,377,579</td>
<td>$11,514,405</td>
<td>$2,136,826</td>
</tr>
<tr>
<td>11. All Other Expenditures &amp; Rounding</td>
<td>$19,647</td>
<td>$23,505</td>
<td>$44,721</td>
<td>$21,216</td>
</tr>
</tbody>
</table>

**Subtotal** | **$22,508,342** | **$25,571,727** | **$53,328,978** | **$27,757,251** | 52% |

**Rounding** | **$19,647** | **$23,505** | **$44,721** | **$21,216** | 0% |

**Total** | **$22,804,645** | **$25,792,718** | **$53,971,557** | **$28,178,839** | 52% |
## RECONCILIATION OF ACCOUNTS
### BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD
#### For the Year-to-Date and Month Ending December 31, 2019

<table>
<thead>
<tr>
<th>Fund</th>
<th>Year to Date Revenues</th>
<th>Year to Date Expenses</th>
<th>Year to Date Net (Rev - Exp)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-210 1000-1200 General Education</td>
<td>(22,234,542)</td>
<td>25,571,727</td>
<td>3,337,186</td>
</tr>
<tr>
<td>16-235 1500 Adult Education</td>
<td>(169,383)</td>
<td>220,990</td>
<td>51,607</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(22,403,925)</td>
<td>25,792,718</td>
<td>3,388,793</td>
</tr>
<tr>
<td><strong>SPECIAL REVENUE FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2201 2001 Wellness Team</td>
<td>(500)</td>
<td>(500)</td>
<td>(500)</td>
</tr>
<tr>
<td>2204 2011 MeMac</td>
<td>(29,000)</td>
<td>8,322</td>
<td>(20,678)</td>
</tr>
<tr>
<td>2207 2238 Momentum</td>
<td>(5,387)</td>
<td>5,532</td>
<td>146</td>
</tr>
<tr>
<td>2217 2051 ING Heroes JH</td>
<td></td>
<td>115</td>
<td>115</td>
</tr>
<tr>
<td>2218 2052 Local JH</td>
<td>(3,500)</td>
<td>602</td>
<td>(2,880)</td>
</tr>
<tr>
<td>2224 2200 MDOE Grant SRTC</td>
<td>-</td>
<td>1,312</td>
<td>1,312</td>
</tr>
<tr>
<td>2238 2215 College Transitions</td>
<td>-</td>
<td>22,109</td>
<td>22,109</td>
</tr>
<tr>
<td>2239 2300 Title 1A</td>
<td>(114,984)</td>
<td>507,050</td>
<td>392,066</td>
</tr>
<tr>
<td>2249 2460 MaineCare</td>
<td>(53,923)</td>
<td>61,267</td>
<td>7,344</td>
</tr>
<tr>
<td>2252 2470 Idea Local Entitlement</td>
<td></td>
<td>410,930</td>
<td>410,930</td>
</tr>
<tr>
<td>2253 2510 Early Child/Preschool</td>
<td>(3,601)</td>
<td>11,640</td>
<td>8,039</td>
</tr>
<tr>
<td>2255 2400 Title 4</td>
<td>(2,977)</td>
<td>11,686</td>
<td>8,710</td>
</tr>
<tr>
<td>2259 2670 Title S</td>
<td>-</td>
<td>23,167</td>
<td>23,167</td>
</tr>
<tr>
<td>2262 2700 Title 2A</td>
<td>(12,511)</td>
<td>69,507</td>
<td>56,996</td>
</tr>
<tr>
<td>2268 2860 Carl Perkins</td>
<td>(63,926)</td>
<td>85,672</td>
<td>21,746</td>
</tr>
<tr>
<td>2269 2950 Aefia/Abe</td>
<td>(1,400)</td>
<td>12,957</td>
<td>11,557</td>
</tr>
<tr>
<td>2272 2012 Corning</td>
<td>-</td>
<td>1,060</td>
<td>1,060</td>
</tr>
<tr>
<td>2273 2013 SHS Student iPads</td>
<td>(2,775)</td>
<td>11,951</td>
<td>9,176</td>
</tr>
<tr>
<td>2290 2237 MLTI Block Grant</td>
<td>(24,000)</td>
<td>(24,000)</td>
<td>(24,000)</td>
</tr>
<tr>
<td>2275 2232 Transtn Profic. Dipl.</td>
<td>-</td>
<td>2,269</td>
<td>2,269</td>
</tr>
<tr>
<td>2292 2910 RUS Distance Learn</td>
<td>(316,461)</td>
<td>-</td>
<td>(316,461)</td>
</tr>
<tr>
<td>2287 2209 Natl Board Scholars</td>
<td>(1,900)</td>
<td>1,900</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(636,846)</td>
<td>1,249,068</td>
<td>612,222</td>
</tr>
<tr>
<td><strong>CAPITAL IMPROVEMENT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4047 3015 HS Const Project</td>
<td>(55,538)</td>
<td>4,365,121</td>
<td>4,309,583</td>
</tr>
<tr>
<td>4054 3020 Elem Const Project</td>
<td>(303,689)</td>
<td>9,053,179</td>
<td>8,749,490</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(359,227)</td>
<td>13,418,300</td>
<td>13,059,073</td>
</tr>
<tr>
<td><strong>ENTERPRISE FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 6000 School Café</td>
<td>(686,976)</td>
<td>746,843</td>
<td>59,867</td>
</tr>
<tr>
<td>5200 6150 Adult Ed Enrichment</td>
<td>(21,847)</td>
<td>26,640</td>
<td>4,792</td>
</tr>
<tr>
<td>5201 6200 Performing Arts Ctr</td>
<td>(206,583)</td>
<td>30,317</td>
<td>(176,266)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(915,406)</td>
<td>803,799</td>
<td>(111,607)</td>
</tr>
<tr>
<td><strong>TRUST FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7013 8015 Trust Funds</td>
<td>(18,004)</td>
<td>9,600</td>
<td>(8,404)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(18,004)</td>
<td>9,600</td>
<td>(8,404)</td>
</tr>
</tbody>
</table>

Date: For the School by: Matthew Nelson, Superintendent

Date: For the City by: Steven R. Buck, City Manager

Gwen R. Bedell Gadbois, Business Admin.

Ronni L. Champlin, Finance Director
Policy Updates
Executive Summary – February 24, 2020

The following policy will be presented for a “First Reading” on February 24, 2020

I. Policy JLCEA: Managing Students with Allergies
II. Procedures JLCEA-R: Managing Students with Allergies Procedures

Policy JLCEA and Procedure JLCEA-R were last updated on February 4, 2013. Proposed revisions to the attached policy and procedure would expand our focus from food allergies to all allergies.

The biggest recommended procedural change would be switching from the Individual Health Emergency Plan model previously required to coverage under section 504 as required by law.

Recommended Motions

1. Motion to accept the first reading of Policy JLCEA: Managing Students with Allergies
2. Motion to accept the first reading of Policy JLCEA-R: Student Discrimination and Harassment Complaint Procedures
Policy Updates  
Executive Summary – February 24, 2020

The following policy will be presented for a “Second Reading” on February 24, 2020.

III. Policy ACCA: Student Discrimination and Harassment
IV. Procedures ACCA-R: Student Discrimination and Harassment Complaint Procedures

Our legal team at DrummondWoodsum reviewed our student discrimination and harassment policy and complaint procedures recently and recommended changes to our existing policy and procedures.

Policy ACAA was last updated on July 27, 2007 and Procedure ACCA-R was last updated on May 3, 1999. The updated policy and procedure address the need for grievance procedures to cover a wide range of discrimination claims including sexual orientation and gender identity (not just sexual harassment), including disability discrimination. The recommended procedural changes to ACCA-R will include definitions relating to the policy and a more detailed explanation of how to report, handle and investigate a complaint.

Our policy also needed updated cross-references for new policies since 1998 including our Hazing Policy – ACAD, Student Use of Cellular Telephones and Other Electronic Devices Policy - JFCK and our Bullying Policy - JICK.

Recommended Motions

1. Motion to adopt Policy ACCA: Student Discrimination and Harassment as presented
2. Motion to adopt Policy ACCA-R: Student Discrimination and Harassment Complaint Procedures as presented
STUDENT DISCRIMINATION
AND
HARASSMENT/SEXUAL HARASSMENT

Harassment of students because of race, color, sex, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Sanford School Committee policy and may constitute illegal discrimination under state and federal laws.

Harassment
Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Sanford School Committee Policy JICIA – Weapons, Violence, School Safety and Bomb Threats.

Sexual Harassment
Sexual Harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of other students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with Student Harassment Complaint Procedure (File: ACAA-R). School employees, school volunteers, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.
Legal Reference: Title IX of the Education Amendments of 1972
(20 U.S.C. §1681, et Seq.)
Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000 (d))
5 M.R.S.A. 4602
5 M.R.S.A. §4681 et Seq.

Cross References: File: ACAA-R – Student Discrimination and Harassment/Sexual Harassment Complaint Procedures

File: AC – Nondiscrimination/Equal Opportunity and Affirmative Action

File: JICIA – Weapons, Violence, and School Safety

Adoption Date: August 19, 2002
Updated Cross Reference: July 27, 2007

SANFORD SCHOOL DEPARTMENT
STUDENT DISCRIMINATION

AND

HARASSMENT/SEXUAL HARASSMENT

Harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Sanford School Committee policy and may constitute illegal discrimination under state and federal laws. The term “sexual orientation” under state law means a person’s “actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.” The term “gender identity” under state law means “the gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, regardless of the individual’s assigned sex at birth.”

Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Sanford School Committee Policy JICIA – Weapons, Violence and School Safety and JICK - Bullying.

Sexual Harassment

Sexual Harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of other students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with Student Harassment Complaint Procedure (File: ACAA-R). School employees, school volunteers, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.
Legal Reference:
- Americans with Disabilities Act (42 USC §12101 et seq., as amended; 28 CFR § 35.107)
- Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 CFR § 104.7)
- Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et Seq.; 34 CFR § 106.8)
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000 (d))
- Maine Human Rights Act, 5 MRSA § 4551 et seq.
- 20-A MRSA § 6553
- MHR/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4
- 5-M.R.S.A. 4602
- 5-M.R.S.A. §4681 et Seq.

Cross References:
- File: ACAA-R – Student Discrimination and Harassment/Sexual Harassment Complaint Procedures
- File: AC – Nondiscrimination/Equal Opportunity and Affirmative Action
- File: ACAD-Hazing
- File: JFCK – Student Use of Cellular Telephones and Other Electronic Devices
- File: JICK - Bullying

Adoption Date: August 19, 2002
Updated Cross Reference: July 27, 2007
Revision, 1st reading: January 27, 2020

SANFORD SCHOOL DEPARTMENT
Sexual Harassment
Student Complaint Process

In the event that a student wishes to submit a complaint of sexual harassment by an employee or another student of either gender, he/she may use the following internal grievance procedure, or may report the grievance to the Maine Human Rights Commission State House Station 51, Augusta, Maine 04333 (624-6050) or pursue a Title IX civil action.

A. The Superintendent or his/her designee shall appoint a complaint manager of each gender in every school.* Thus, students shall have access to a complaint manager of the same sex during the school day and at other times as arranged by appointment. Students may also report an allegation of sexual harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation.

*(One manager of each gender for all students enrolled at Emerson, Edison, Lafayette, and Lincoln Schools.)

B. Confidentiality, both of the complainant and of the accused, will be respected consistent with the school unit’s legal obligations to investigate allegations and to discipline perpetrators when misconduct has occurred.

C. Within 24 hours of receiving the student’s complaint, the complaint manager shall notify the complaining student’s parent(s)/guardian(s) and the principal, who shall inform the Superintendent. The Parent(s)/guardian(s) shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student’s allegations. This interview shall take place within five school days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student’s advocate.

D. The complaint manager shall impress upon all persons present the confidential nature of the complaint process.

E. Following the interview, the student will be asked to sign a written statement describing the alleged sexual harassment. Copies will be given to the student, the principal, the Superintendent and one copy will be kept in the complaint manager’s file.
F. The complaint manager will keep the complainant and his/her parent(s)/guardian(s) informed about the progress of the investigation.

G. If the complaint manager finds a substantiated charge of sexual harassment by another student, the offending student, the offending student shall be subject to disciplinary action.

H. If a substantiated charge of sexual harassment by an employee is found, the result of the investigation will be sent to the Superintendent for consideration of appropriate disciplinary action.

I. The complaint manager shall fully document the investigation of every complaint of sexual harassment even if inconclusive. Such documentation will include a summary of the allegations, a description of the investigation and any recommendations made by the complaint manager.

No reprisals or retaliation by students or employees resulting from the good-faith reporting of charges of sexual harassment will be tolerated.

If a student is not satisfied with the results of the investigation as performed according to this procedure, appeal may be made to the Superintendent.

Adoption date: May 3, 1999

Effective date: May 3, 1999

SANFORD SCHOOL DEPARTMENT
STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

The Sanford School Committee has adopted this procedure in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC - Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA - Harassment and Sexual Harassment of Students.

Definitions

For purposes of this procedure:

A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin, or disability.

B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin, or disability. “Discrimination” may include treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class. Discrimination on the basis of sex shall include acts of “sexual violence,” which refers to acts of physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. “Harassment” may include oral, written, graphic, electronic or physical conduct relating to an individual’s actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit the individual’s ability to participate in the school unit’s programs or activities by creating a hostile, intimidating or offensive educational environment. The term “sexual orientation” under state law means a person’s “actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.” The term “gender identity” under state law means “the gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, regardless of the individual’s assigned sex at birth.”

C. Complaints of bullying not involving the protected classes described above may be pursued under Board Policy JICK – Bullying.
How to Make a Complaint

A. Any individual who believes that a student has been discriminated against or harassed should report their concern promptly to a school administrator and utilize this complaint procedure. Written reports are preferred, but not required. Individuals, who are unsure if discrimination or harassment has occurred, or who need assistance in preparing a written complaint, are encouraged to discuss the situation with a school administrator.

B. School staff shall report possible incidents of discrimination or harassment of students to a school administrator. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.

C. Students and others will not be retaliated against for making a Complaint or participating in an investigation. Retaliation is illegal under state and federal nondiscrimination laws and any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

D. Students are encouraged to utilize the school unit’s Complaint Procedure. However, students are hereby notified that they also have the right to report Complaints to the police, the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491 (telephone: 617-289-0111).

Complaint Handling and Investigation

A. School administration shall respect the confidentiality of the complainant and the Individual(s) against whom the Complaint is filed to the extent possible, consistent with The Sanford School Department’s legal obligations, including the necessity to investigate allegations of discrimination and/or harassment, to take appropriate disciplinary action, and to ensure the safety of the school community.

B. School administration shall promptly inform the Superintendent and the person(s) who is the subject of the Complaint that a Complaint has been received.

C. School administration may pursue a prompt and equitable informal resolution of the Complaint with the agreement of the parties involved. Any party to the Complaint may decide to end an informal resolution process and pursue the formal process at any point. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the parties and the school unit in light of the particular circumstances and applicable policies and laws.
D. A school administrator will investigate the Complaint unless the Superintendent designates another person to investigate it on his/her behalf. A person who is not subject to that supervisor’s authority shall investigate any Complaint about an employee, who holds a supervisory position. Any Complaint about the Superintendent should be submitted to the chairperson of the school board, who should consult with legal counsel concerning the handling and investigation of the Complaint.

1. The person who is the subject of the Complaint will be provided with an opportunity to be heard as part of the investigation. The Complainant shall not be required to attend meetings with the subject of the Complaint, but may choose to do so as part of the resolution process.

2. The Complainant and the subject of the Complaint may suggest witnesses and/or submit materials they believe are relevant to the Complaint.

3. If the Complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.

4. School administrators shall keep a written record of the investigation process.

5. School administrators may take interim remedial measures to facilitate the Complainant’s access to school programs and activities, and reduce the risk of further discrimination or harassment, while the investigation is pending. Examples of interim measures include, but are not limited to, ordering no contact between individuals, changing schedules or classes, etc.

6. School administrators shall use a preponderance of the evidence standard (i.e. more likely than not) when evaluating the evidence and shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

7. The investigation shall be completed within 21 calendar days of receiving the Complaint, if practicable.

8. If the school administrator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

   A. Determine what remedial action, if any, is needed to end the discrimination or harassment, remedy its effects and prevent recurrence; and

   B. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any.
9. Within five business days, inform the Complainant and the subject of the Complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

10. After the conclusion of the investigation, the complainant or the subject of the Complaint may seek an appeal of the findings solely on the basis of either (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome. Appeals must be submitted in writing to the Superintendent within 14 calendar days of receiving notice of the outcome of the investigation. Upon receipt of a valid appeal, the Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent’s decision on the appeal shall be provided in writing to the parties within 21 calendar days, if practicable. The Superintendent’s decision shall be final.

Legal Reference: Americans with Disabilities Act (42 USC §12101 et seq., as amended; 28 CFR § 35.107)
Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 CFR § 104.7)
Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.; 34 CFR §106.8)
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
20 USC § 1232g; 34 CFR Part 99
Maine Human Rights Act 5 MRSA § 4551 et seq.
MHRC/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4
20-A MRSA §§ 6001 et seq.
20-A MRSA § 6554

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA - Harassment and Sexual Harassment of Students
Managing Students with Food Allergies

The Sanford School Department recognizes that food allergies can pose a significant threat to the health of some students. It is the policy of the Sanford School Department to work with students, parents, staff, and medical personnel to minimize risks and provide a safe educational environment for food-allergic students for severe allergic reactions at school.

As an educational institution, it is the responsibility of the Sanford School Department to increase awareness of all students, including:

1. their needs;
2. the dangers they face;
3. preventative measures to be taken;
4. signs of allergic reactions; and
5. medical response should a student have an allergic reaction.

The schools will also solicit voluntary cooperation from parents, students and staff toward avoiding food-allergic students coming in contact or proximity with foods which cause their particular allergic reactions in school or at school activities. Bans on particular foods, by classroom or whole school, will not be enacted.

School-level guidelines will provide details for the implementation of this policy. These guidelines will be reviewed on an annual basis.

The Sanford School Committee directs the Superintendent or designee, building administrators and school nurses to develop and implement appropriate procedures to address student allergies. It is understood that these procedures may vary from school to school, since middle and high school students can be expected to take more responsibility for managing their allergies than students in the elementary grades.

Cross Reference: JLCEA-R – Students with Food Allergies Regulations

Adoption date: February 4, 2013
Effective date: February 4, 2013
Revised date: March 2020
MANAGING STUDENTS WITH SEVERE ALLERGIES

The Sanford School Department recognizes that allergies can pose a significant threat to the health of students. It is the policy of the Committee to work with students, staff, parents, and the physicians to minimize the risks and provide a safe educational environment for severely allergic students.

FAMILY’S PARENT/GUARDIAN’S RESPONSIBILITY

Parents with students with allergies are responsible:

1. Notify the School of the child’s allergies **annually using the Annual Health Record**.

2. Provide written medical documentation from the student’s physician **annually** describing the student’s allergy, avoidance measures, typical symptoms, and describing appropriate actions and/or application of medications in an emergency situation. This is referred to as the **Emergency Allergy Action Plan**.

3. Work with the school team to develop a **504/Emergency Allergy Action Plan** that accommodates the child’s needs throughout the school including in the classroom, in the cafeteria, **during field trips**, in the after - school - sponsored activities, and on the school bus.

4. Provide the school nurse with properly labeled medications and replace medications after use or upon expiration. **It is the parent’s responsibility to be aware of the expiration date of their student’s emergency medications**.

5. Educate the child in self-management of their allergy including:
   - Safe and unsafe foods
   - Strategies for avoiding exposure to a **potentially unsafe environment or food**
   - Symptoms of allergic reactions
   - How and when to tell an adult they may be having an allergy-related **reaction**.
   - How to read food labels (as age appropriate)

6. Review policies/procedures with the school staff, the child’s physician, and the child (if age appropriate) after a reaction has occurred.

7. Provide emergency contact information and physician contact information to the school.

School's Responsibility

1. School personnel shall comply with all state and federal laws that may be applicable to a student with allergies, including the ADA, IDEA, Section 504, FERPA, and any district policies that apply.
2. **Students with allergies** shall be included in school activities to the fullest extent possible. **Students with allergies** will not be excluded from school activities or discriminated against solely based on the existence of their allergy. If a student does not have the necessary emergency medication for a field trip, administration will be consulted.

3. School personnel shall comply with all federal/state/district laws and regulations regarding the privacy of and/or sharing of medical information about the student.

4. The Sanford School Department will not tolerate threats or harassment against an allergic child. Such threats, harassment, or other discriminatory activity will be taken seriously, and will be investigated promptly.

5. For each food-allergic student, the school will identify a core team consisting of, but not limited to, the school nurse, teacher(s), principal, school food service and nutrition director, and counselor (if available) to work with parents and the student (age appropriate) to establish an Individual Health Plan and/or Emergency Plan. Changes to the Plan(s) to promote food allergy management should be made with core team participation.

6. The Sanford School Department will ensure that staff who interact with the student on a regular basis have received training and understand food allergies, are able to recognize symptoms of an allergic reaction, have been trained in emergency procedures, and are familiar with the specific medical procedures applicable to that individual student in the event of an allergic reaction. In addition, The Sanford School Department will work with other school staff, as appropriate, to eliminate the use of food allergies in the allergic student’s meals, educational tools, educational tools, arts and crafts projects, or incentives.

7. The school nurse is responsible for ensuring that student medications are appropriately stored. if an emergency kit emergency medication is available, that contains In accordance with policy the parent/guardian must provide a physician’s standing order stating that the student is to receive epinephrine, or other medications, as appropriate. To the extent permitted by Maine law, medications may be kept in an accessible secure location central to designated school personnel. In some cases, students may be allowed to carry their own epinephrine, if age appropriate, after approval from the student’s physician/clinic, parent and school nurse, and if allowed by state or local regulations.

8. Pursuant with policy, certain other designated school personnel are shall be properly trained to administer medications in accordance with the laws governing the administration of emergency medications. A staff member, who is properly trained to administer medications, shall be available during the school day. The Sanford School Department has developed procedures to deal with emergency situations that may occur at school.

9. The school shall practice implementing a Food Allergy Emergency Plan before an allergic reaction occurs to ensure the efficiency/effectiveness of the Plan.
10. In the event that an allergic reaction does occur at school, a review of the emergency response and the student’s emergency plan will be conducted with the core team members, parent/guardians, student (age appropriate), and physician after a reaction has occurred. Any modifications deemed appropriate may be made to the student’s plan.

11. All students, including those with food allergies, are eligible to participate in school lunch and other meal programs. As part of a student’s Individual Health Plan, the school will make reasonable accommodations to the student’s needs. This may include the preparation of special meals meeting the student’s dietary requirements and may also include the designation of certain areas of the cafeteria as “allergy free” zone for student use. Depending on the age and needs of the child, the child’s plan will address a means by which cafeteria staff can identify specific students and their needs at the point of receiving food in the cafeteria.

12. As appropriate, custodial staff will be educated concerning the need for cleaning and the type of cleaning solutions appropriate for use. It may be necessary for tables and desks and cafeteria tables to which the student has access, to be washed.

13. The school will coordinate with the bus company to assure that school bus driver training includes training on allergic reactions, symptom awareness and proper response in the event of an allergic reaction. School department buses will be equipped with communication devices for use in case of emergency. Drivers will receive training on the proper use of such equipment.

14. The Sanford School Department and the bus company will enforce a “no eating” policy on school buses with exceptions made only to accommodate students having special needs under federal or similar laws or school district policy. All such special needs exceptions to the “no eating” policy must be approved in advance by the school principal.

15. A student’s Individual Health Plan/Emergency 504/Allergy Action Plan will include any measure necessary steps to protect the student at school sponsored events, including field trips. Appropriate strategies for managing the allergy on such trips/events will be a part of the student’s 504/Allergy Action Plan. The school staff member(s) overseeing a school event/trip are responsible to ensure all appropriate measures have been taken for each food-allergic student with allergies participating, as outlined in the student’s plan. In addition, arrangements for access to necessary medications during the trip/event will be made. The responsible staff member will also be responsible for familiarizing him/herself with the student’s specific needs and any emergency procedures.

**Student’s Responsibilities**

Students with food allergies and others, as appropriate based on age, are responsible to:
1. Not trade foods with others.

2. Not eat anything with unknown ingredients or known to contain any allergen.

3. Be proactive in the care and management of their food allergies and reactions based on their developmental level.

4. Notify an adult immediately if they eat something they believe may contain the food to which they are allergic or if they begin to develop symptoms that are related to their allergy.

Cross Reference: JLCEA- Managing Students with Severe Allergies
JLCD - Administering Medications to Students in School

Adoption date: February 4, 2013
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