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 None

E. Public Comments

F. Communications None

G. Committee Reports
   1. Construction Updates
      i. SHS/SRTC Construction Project
      ii. Elementary Construction Projects
   2. Performing Arts Committee (PAC) – Emily Sheffield
   3. WSSR Advisory Committee – Kendra Williams

H. Superintendent’s Report
   1. Student Representative Reports
   2. Coronavirus Planning
   3. Field Trip Announcements
      i. SRTC SkillsUSA to State Robotics Contest in Waterville, ME on March 18, 2020
      ii. SHS JMG to Career Development Conference in Augusta, ME on March 30-31, 2020
      iii. SHS Chorus to All State Music Festival in Orono, ME on May 13-16, 2020

I. Directors’ Reports
   1. Business Administrator – no report
   2. Assistant Superintendent Steve Bussiere
   3. Curriculum Director – no report
J. New Business

1. Legacy Naming Rights – Matt Nelson
   i. Naming Rights – Kirchner Family – Life Skills Suite at SHS/SRTC

   **Recommendation:** To approve the Kirchner Family’s request for lifetime naming rights for the Life Skills Suite at SHS/SRTC for the sum of $5,000.00.

2. 2020/2021 Elementary school zones/school placements – Steve Bussiere

K. Old Business None

L. Resignations

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glidden, Elisabeth</td>
<td>Special Ed Teacher</td>
<td>SJHS</td>
<td>Rescinded 8/31/20</td>
</tr>
<tr>
<td>Plumpton, Dorothy</td>
<td>Grade 1 Teacher</td>
<td>Lafayette</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Tracy, Sherryl</td>
<td>3/5 Nurse</td>
<td>CJL</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Wilkins, Richard</td>
<td>Assistant Varsity Football Coach</td>
<td>SHS</td>
<td>Eff. 12/31/19</td>
</tr>
</tbody>
</table>

M. Staff Appointments

1. Superintendent Nelson will announce the following spring coaching appointments:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varsity Baseball</td>
<td>Shane O'Connell</td>
</tr>
<tr>
<td>JV Baseball</td>
<td>Ryan Camire</td>
</tr>
<tr>
<td>Freshmen Baseball</td>
<td>Nate Mann</td>
</tr>
<tr>
<td>Varsity Softball</td>
<td>Lindsey Tibbetts</td>
</tr>
<tr>
<td>JV Softball</td>
<td>Open</td>
</tr>
<tr>
<td>Boys Track - Head</td>
<td>Kevin Way</td>
</tr>
<tr>
<td>Boys Track - Assistant</td>
<td>Nate Smith</td>
</tr>
<tr>
<td>Girls Track - Head</td>
<td>Steve Walker</td>
</tr>
<tr>
<td>Girls Track - Assistant</td>
<td>Nicholas Ericson</td>
</tr>
<tr>
<td>Boys Tennis</td>
<td>Rossie Kearson</td>
</tr>
<tr>
<td>Girls Tennis</td>
<td>Lisa Velandry</td>
</tr>
<tr>
<td>Girls Lacrosse</td>
<td>Diana Walker</td>
</tr>
<tr>
<td>Girls JV Lacrosse</td>
<td>Ellie Arsenault</td>
</tr>
<tr>
<td>Boys Lacrosse</td>
<td>Nate McLellan</td>
</tr>
<tr>
<td>Boys JV Lacrosse</td>
<td>Open</td>
</tr>
<tr>
<td>8th Grade Baseball</td>
<td>Jason Lamontagne</td>
</tr>
<tr>
<td>7th Grade Baseball</td>
<td>Open</td>
</tr>
<tr>
<td>8th Grade Softball</td>
<td>Open</td>
</tr>
<tr>
<td>7th Grade Softball</td>
<td>Open</td>
</tr>
<tr>
<td>JH Boys Track</td>
<td>Open</td>
</tr>
<tr>
<td>JH Girls Track</td>
<td>Diana Allen</td>
</tr>
</tbody>
</table>
2. Superintendent Nelson will announce the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Effective Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Laurent, Renee</td>
<td>Title I Math Ed Tech III for K</td>
<td>CJL</td>
<td>Eff. TBD</td>
<td>New</td>
</tr>
<tr>
<td>Welch, Robert</td>
<td>Asst. Director of Facilities</td>
<td>District</td>
<td>Eff. 3/16/20</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

N. Staff Transfers

1. Superintendent Nelson will announce the following transfer(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>School</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsay Morton</td>
<td>3</td>
<td>CJL</td>
<td>Eff. 9/1/19</td>
</tr>
<tr>
<td>To CJL Kindergarten teacher</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

O. Staff Nominations

None

P. Policies  (Attachment P)

1. First reading – Policy KBF – Title I District Level Parent Involvement Policy

Recommendation: to accept the first reading of Policy KBF as presented

2. Second reading – Policy JLCEA – Managing Students with Allergies


Recommendation: To adopt Policy JLCEA and Procedure JLCEA-R as presented

Q. Items for Future Agenda(s)

1. School Committee Workshop re after school meals and snacks – Date TBD

R. Calendar Announcements

1. Thursday, March 19, 2020: Budget Committee 6:00 pm City Council Chambers

2. Thursday, March 26, 2020: Budget Committee 6:00 pm City Council Chambers

3. Monday, April 6, 2020: School Committee 6:00 pm City Council Chambers

4. Monday, April 27, 2020: School Committee 6:00 pm City Council Chambers

S. Adjournment

1. Recommendation: To adjourn at ____.
Summary: Policy Updates
March 16, 2020

The following policy will be presented for a First Reading:

I. Title IA District-Level Parent Involvement Policy KBF

As part of our ESEA/Title I review process, we are required to review our District-Level Parent Involvement Policy annually. The last update to the policy occurred in 2012 when we indicated that the review would occur at the end of the year with a district wide meeting at Goodall Library. In order to increase parent involvement and participation, we have since moved the review of the policy to June meetings in each school that has Title programming. The updates to the policy include this change as well as language changes for clarity.

The following policy and procedure will be presented for Second Readings.

II. Policy JLCEA: Managing Students with Allergies
III. Procedure JLCEA-R: Managing Students with Allergies

Policy JLCEA and Procedure JLCEA-R were last updated on February 4, 2013. The updated policy and procedure expands our allergy policy from a single focus on food allergies to include all allergies that pose a significant threat to the health of some students in the school setting.

The major recommended procedure changes include the change from requiring an Individual Health Emergency Plan for students with severe allergies to now be covered under section 504 as required by law.

Recommended Motions

1. Motion to accept the first reading of Policy KBF Title IA District-Level Parent Involvement as presented.
2. Motion to adopt Policy JLCEA: Managing Students with Allergies as presented.
3. Motion to adopt Policy JLCEA-R: Managing Students with Allergies – Procedures as presented.
Title I District-Level Parent Involvement Policy

The Sanford School Committee endorses the parent involvement goals of Title I and encourages the regular participation by parents/guardians in all aspects of the school system’s District’s Title I programs. For the purpose of this policy, “parents/guardians” includes all other family members involved in supervising the child’s schooling.

I. District-Level Parent Involvement Policy

In compliance with Federal law, the Sanford School Department has developed this written policy to distribute to parents of children participating in the school system’s Title I programs. Annually, parents/guardians will have the opportunity to participate in the evaluation of the content and effectiveness of this parent involvement policy, and to use the findings of the evaluations to design strategies for more effective parent involvement and suggest policy revisions to the policy.

II. School-Level Parent Involvement Plan and Home School Compact

As required by law, each school in the Sanford School Department that receives Title I funds shall develop a School-Level Parent Involvement Plan, including a “Home School Compact” outlining the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement in meeting state standards. The School-Level Plan and Home School Compact will be distributed to all parents/guardians of children participating in the District’s Title I programs. In addition, the Home School Compact will be displayed as a large poster at each of the schools for everyone to see. The schools included are: Carl J. Lamb School, Emerson School, Lafayette School, Margaret Chase Smith School, and Willard School.

The School-Level Parent Involvement Plans and Home School Compacts shall:

A. Describe Sanford’s responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment to assist students in each Title I program in meeting the State’s academic achievement standards.

B. Indicate the ways in which parents will be responsible for supporting their children’s learning, such as monitoring school attendance, homework completion, supervising television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their children’s education and use of extra-curricular time.

C. Address the importance of parent-teacher communication on an ongoing basis with, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

III. Parent Involvement Meetings

The Title I school personnel shall convene an annual meeting, to which all parents/guardians of eligible children shall be invited, to inform them about the school’s participation in Title I, and to involve them in the planning, review, and improvement of the school’s Title I programs and the parent involvement policy. This meeting is held annually in June at the Goodall Memorial Library. in each Title IA school.

In addition to the annual required meeting, another meeting shall be held at an alternate time of the day and/or evening as convenient to parents/guardians of students participating in Title I programs. Each fall the participating schools hold an introductory meeting for all parents/guardians of eligible students and provide parents with:

A. Information the schools provide under Title I;
B. A description and explanation of the curriculum at each school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;

C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

D. The opportunity to submit comments to the Office of the Superintendent or his/her designee should the parent/guardian be dissatisfied with the Title I program.

Title I funding, if sufficient, may be used to facilitate parent/guardian attendance at meetings through the payment of transportation and childcare costs.

IV. Parent Relations

Parents/guardians of children identified for participation in a Title I program shall receive from the building principal and Title I staff an explanation of the reasons supporting their child’s selection, a set of objectives to be addressed, and a description of services to be provided. Parents will receive regular reports on their child’s progress and be provided opportunities to meet with the classroom and Title I teachers. Parents will also receive training, materials, and suggestions as to regarding how they can assist in the education of their children at home after school hours.

V. Delegation of Responsibility

The Superintendent/designee shall be responsible for ensuring that Sanford’s Title I plan, programs, and parent involvement policies comply with applicable law and regulations, and for developing administrative procedures, as needed, to implement this policy.


Adoption date: June 20, 2005

Effective date: June 20, 2005

Revision date: May 7, 2012
March, 2020
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, and that 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
Effective date: February 4, 2013