Note:  This is a VIRTUAL meeting, with members attending via Zoom Video Conferencing.  If you are interested in joining this video conference, please call (207 608 8701) or email (ldudgeon@sanford.org) prior to 4:00 pm Monday.

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 Update

I. Directors’ Reports
   1. Business Administrator – no report
   2. Assistant Superintendent Steve Bussiere
      i. Update – COVID19 Free Meal Program
   3. Curriculum Director – no report
J. New Business

1. Distance Learning Plan – Matt Nelson  
   **Recommendation**: To approve the Distance Learning Plan as presented

2. Financials – Matt Nelson, Cheryl Fournier  
   a. Expenses and Reconciliation for January, 2020 – Nelson *(Attachment J.2.a)*  
      **Recommendation**: To accept the January 31, 2020 Expenses and Reconciliation as presented.
   b. Expenses and Reconciliation for February, 2020 – Fournier *(Attachment J.2.b)*  
      **Recommendation**: To accept the February 29, 2020 Expenses and Reconciliation as presented.

K. Old Business  
None

L. Resignations  
None

M. Staff Appointments

1. Superintendent Nelson will announce the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>District</th>
<th>Eff. Date</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray, Scot</td>
<td>Maintenance Worker</td>
<td>District</td>
<td>4/6/20</td>
<td></td>
</tr>
<tr>
<td>Minotti, Shawn</td>
<td>Maintenance Worker</td>
<td>District</td>
<td>4/6/20</td>
<td>Replacement</td>
</tr>
<tr>
<td>Robitaille, Scott</td>
<td>7th Grade Baseball Coach</td>
<td>SJHS</td>
<td>4/6/20</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

N. Staff Transfers  
None

O. Staff Nominations  
None

P. Policies *(Attachment P)*

1. Second reading – Policy KBF – Title I District Level Parent Involvement Policy  
   **Recommendation**: to adopt Policy KBF as presented

2. First reading – Policy ACAB – Harassment and Sexual Harassment of School Employees  
   **Recommendation**: to accept the first reading of Policy ACAB as presented.

3. First reading – Policy ACAB-R – Employee Discrimination and Harassment Complaint Procedure  
   **Recommendation**: to accept the first reading of Policy ACAB-R as presented.

   **Recommendation**: to accept the first reading of Policy AC as presented.

5. First reading – Policy AC-R – Affirmative Action Plan  
   **Recommendation**: to accept the first reading of Policy AC-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.  
<table>
<thead>
<tr>
<th>Date</th>
<th>Committee</th>
<th>Time</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 27, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
<tr>
<td>Monday, May 4, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
<tr>
<td>Monday, May 18, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
</tbody>
</table>

S. Adjournment
   1. **Recommendation:** To adjourn at ______.
Dear Superintendent Nelson, the Sanford School Committee and Members of the Public:

Attached hereto please find the Reconciliation of Accounts as of January 31, 2020 reflecting all activity for the 7-months fiscal-year-to-date. Highlights from this report include:

- General Education and Adult Ed Revenues of $24.8-Million and $29.2-Million in Expenses, for a Net Expense of $4.4-Million.
- There are approximately 22 Special Revenue accounts with activity in the current fiscal year (July – January), with combined revenues of $1.2-Million and combined expenses of $1.5-Million, for a Net Expense of $367-Thousand.
- In the Capital Improvement Fund section, you will see our two school construction projects (SHS/SRTC and the Elementary/MS) have combined revenues of $402-Thousand and combined expenses of $14.7-Million, for Net Expenses of $14.2-Million.
- We currently have three Enterprise accounts; School Nutrition, Adult Ed Enrichment and the Performing Arts Center. Those three accounts have generated revenues of $1.1-Million and expenses of $959-Thousand, for Net Revenues of $94-Thousand.
- Finally, in Trust Funds, we have $56-Thousand in revenue and approximately $60-Thousand in expenses, for Net Expenses of $3,600.

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

- For Salaries and Benefits, we have spent $15.2-Million, an increase of about $450-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 5.25 months of salaries and benefits. So, the 55% or $18.6-Million remaining should be sufficient to cover salaries and benefits earned and expensed as of June 30th, though some is not paid until the next fiscal year.
- You will see that the 53000-57000 group which includes Purchased Professional & Technical Services ($1.3-Million), Property Services ($253-Thousand), Other Purchased Services ($1.4-Million), Supplies/Energy ($980-Thousand) and Property Maintenance ($223-Thousand), in totality, are coming in about even with the prior year.
- Debts, Dues/Fees & Miscellaneous are coming in at $9.6-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 an Elementary bond payment, thus why this year’s expense is about $3-Million higher.
- 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 $12.5-Million, while Articles 5-7 (Student/Staff Support as well as School and System Admin) contribute another $3.7-Million.
- Article 8, Transportation, contributes $976-Thousand, while Article 9, Facilities including CIP, contributes another $2.3-Million.
- Finally, we have Article 11 (All Other) contributing $27-Thousand and Adult Ed Academic Only with $269-Thousand. This yields the combined General Fund Expense amount of $29,195,335 Year-to-Date, which is 54% of the budget. We are in good shape with 46% of the budget remaining for the ensuing five-months from February through June.
# Reconciliation of Accounts

Between Sanford School Department & the City of Sanford

For the Year-to-Date and Month Ending January 31, 2020

<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></td>
<td>School</td>
<td>City</td>
<td>Variance</td>
</tr>
<tr>
<td><strong>GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-210 1000-1200 General Education</td>
<td>(24,660,500)</td>
<td>(24,660,500)</td>
<td>-</td>
</tr>
<tr>
<td>16-235 1500 Adult Education</td>
<td>(173,244)</td>
<td>(173,244)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(24,833,744)</td>
<td>(24,833,744)</td>
<td>-</td>
</tr>
</tbody>
</table>

| **SPECIAL REVENUE FUNDS** | | | | | | | | |
| 2201 2001 Wellness Team | (500) | (500) | - | - | - | - | (500) | (500) | - |
| 2204 2013 MellMac | (29,000) | (29,000) | - | 11,081 | 11,081 | - | - | - | - |
| 2207 2238 Momentum | (5,387) | (5,387) | - | 5,532 | 5,532 | - | 146 | 146 | - |
| 2217 2051 ING Heros JH | - | 115 | 115 | - | - | - | 115 | 115 | - |
| 2218 2052 Local JH | (3,500) | (3,500) | - | 676 | 676 | - | (2,825) | (2,825) | - |
| 2224 2200 MDOE Grant SRTC | - | 1,312 | 1,312 | - | - | - | 1,312 | 1,312 | - |
| 2238 2215 College Transitions | - | 23,918 | 23,918 | - | - | - | 23,918 | 23,918 | - |
| 2239 2300 Title 1A | (314,879) | (314,879) | - | 588,119 | 588,119 | - | 273,240 | 273,240 | - |
| 2249 2460 MaineCare | (66,607) | (66,607) | - | 75,145 | 75,145 | - | 8,538 | 8,538 | - |
| 2252 2470 Idea Local Entitlement | (131,871) | (131,871) | - | 500,830 | 500,830 | - | 368,959 | 368,959 | - |
| 2253 2510 Early Child/Preschl | (8,103) | (8,103) | - | 13,447 | 13,447 | - | 5,344 | 5,344 | - |
| 2255 2400 Title 4 | (18,024) | (18,024) | - | 12,209 | 12,209 | - | - | - | - |
| 2259 2670 Title 5 | (18,899) | (18,899) | - | 27,557 | 27,557 | - | 8,658 | 8,658 | - |
| 2262 1700 Title 2A | (53,974) | (53,974) | - | 73,210 | 73,210 | - | 19,236 | 19,236 | - |
| 2268 2860 Carl Perkins | (92,509) | (92,509) | - | 97,581 | 97,581 | - | 5,072 | 5,072 | - |
| 2269 2950 Aefa/Abe | (12,957) | (12,957) | - | 13,695 | 13,695 | - | 738 | 738 | - |
| 2272 2012 Coming | - | 1,060 | 1,060 | - | - | - | 1,060 | 1,060 | - |
| 2273 2013 SHS Student iPads | (2,775) | (2,775) | - | 14,430 | 14,430 | - | 11,655 | 11,655 | - |
| 2290 2237 MLTI Block Grant | (24,000) | (24,000) | - | - | - | - | (24,000) | (24,000) | - |
| 2275 2232 Transn Profic. Dipl | - | 2,269 | 2,269 | - | - | - | 2,269 | 2,269 | - |
| 2292 2910 JUS Distance Learn | (316,461) | (316,461) | - | - | - | - | (316,461) | (316,461) | - |
| 2288 2081 SRTC/Int'l Film Fest | - | - | - | - | - | - | - | - | - |
| 2219 2069 SRTC/Genest Home | - | 57,766 | 57,766 | - | - | - | 57,766 | 57,766 | - |
| 2211 Maine Home/Biders | (53,466) | (53,466) | - | - | - | - | (53,466) | (53,466) | - |
| 2289 2004 Crayola Grant | - | 201 | 201 | - | - | - | 201 | 201 | - |
| 2287 2209 Natl Board Scholars | (1,900) | (1,900) | - | 1,900 | 1,900 | - | - | - | - |
| **Total** | (1,154,811) | (1,154,811) | - | 1,522,053 | 1,522,053 | - | 367,241 | 367,241 | - |

| **CAPITAL IMPROVEMENT FUNDS** | | | | | | | | |
| 4047 3015 HS Const Project | (59,459) | (59,459) | - | 4,453,624 | 4,453,624 | - | 4,394,164 | 4,394,164 | - |
| 4054 3020 Elem Const Project | (342,861) | (342,861) | - | 10,196,757 | 10,196,757 | - | 9,853,897 | 9,853,897 | - |
| **Total** | (402,320) | (402,320) | - | 14,650,381 | 14,650,381 | - | 14,248,061 | 14,248,061 | - |

| **ENTERPRISE FUNDS** | | | | | | | | |
| 5000 6000 School Café | (808,487) | (808,487) | - | 885,820 | 885,820 | - | 77,333 | 77,333 | - |
| 5200 6150 Adult Ed Enrichment | (27,300) | (27,300) | - | 29,682 | 29,682 | - | 2,382 | 2,382 | - |
| 5201 6200 Performing Arts Ctr | (216,908) | (216,908) | - | 43,191 | 43,191 | - | - | - | - |
| **Total** | (1,052,695) | (1,052,695) | - | 958,694 | 958,694 | - | (94,002) | (94,002) | - |

| **TRUST FUNDS** | | | | | | | | |
| 7013 8015 Trust Funds | (55,869) | (55,869) | - | 59,508 | 59,508 | - | 3,639 | 3,639 | 0 |
| **Total** | (55,869) | (55,869) | - | 59,508 | 59,508 | - | 3,639 | 3,639 | 0 |

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

Attachment J.2.a.
**SANFORD SCHOOL DEPARTMENT**

**SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE**

*For the Year-to-Date and Month Ending January 31, 2020*

### Account Group

<table>
<thead>
<tr>
<th>Account Group</th>
<th>Jul 18 - Jan 19 Prior Yr Actual</th>
<th>Jul 19 - Jan 20 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>$10,569,658</td>
<td>$10,700,721</td>
<td>$23,926,231</td>
<td>$13,225,510 55%</td>
</tr>
<tr>
<td>52000 Personal Services - Payroll Tax&amp;Bene.</td>
<td>$4,198,299</td>
<td>$4,504,157</td>
<td>$9,878,510</td>
<td>$5,374,353 54%</td>
</tr>
<tr>
<td><strong>Subtotal - Personal Services</strong></td>
<td><strong>$14,767,957</strong></td>
<td><strong>$15,204,877</strong></td>
<td><strong>$33,804,741</strong></td>
<td><strong>$18,599,863 55%</strong></td>
</tr>
<tr>
<td>53000 Purchased Prof. &amp; Tech. Services</td>
<td>$1,186,216</td>
<td>$1,260,417</td>
<td>$2,162,698</td>
<td>$902,281 42%</td>
</tr>
<tr>
<td>54000 Purchased Property Services</td>
<td>$302,305</td>
<td>$252,696</td>
<td>$496,276</td>
<td>$243,580 49%</td>
</tr>
<tr>
<td>55000 Other Purchased Services</td>
<td>$1,519,667</td>
<td>$1,357,950</td>
<td>$2,625,217</td>
<td>$1,267,286 48%</td>
</tr>
<tr>
<td>56000 General Supplies</td>
<td>$1,036,874</td>
<td>$980,257</td>
<td>$1,986,831</td>
<td>$1,006,573 51%</td>
</tr>
<tr>
<td>57000 Property Maint &amp; Repair</td>
<td>$145,704</td>
<td>$222,928</td>
<td>$397,577</td>
<td>$174,649 44%</td>
</tr>
<tr>
<td>58000 Debt, Dues/Fees &amp; Miscellaneous</td>
<td>$6,866,569</td>
<td>$9,647,012</td>
<td>$11,855,638</td>
<td>$2,208,626 19%</td>
</tr>
<tr>
<td>59000 Other &amp; Rounding</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$- 0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$25,825,292</strong></td>
<td><strong>$28,926,137</strong></td>
<td><strong>$53,328,978</strong></td>
<td><strong>$24,402,841 46%</strong></td>
</tr>
</tbody>
</table>

### Warrant Article

<table>
<thead>
<tr>
<th>Warrant Article</th>
<th>Jul 18 - Jan 19 Prior Yr Actual</th>
<th>Jul 19 - Jan 20 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regular Instruction</td>
<td>$6,574,711</td>
<td>$6,752,928</td>
<td>$15,574,854</td>
<td>$8,821,926 57%</td>
</tr>
<tr>
<td>2. Special Education</td>
<td>$3,633,885</td>
<td>$3,605,543</td>
<td>$8,307,100</td>
<td>$4,701,557 57%</td>
</tr>
<tr>
<td>3. Career / Technical Education</td>
<td>$1,524,366</td>
<td>$1,702,690</td>
<td>$3,428,470</td>
<td>$1,725,780 50%</td>
</tr>
<tr>
<td>4. Other Instruction</td>
<td>$452,332</td>
<td>$483,145</td>
<td>$950,763</td>
<td>$467,618 49%</td>
</tr>
<tr>
<td>5. Student &amp; Staff Support</td>
<td>$1,924,350</td>
<td>$1,812,266</td>
<td>$3,930,615</td>
<td>$2,118,349 54%</td>
</tr>
<tr>
<td>6. System Administration</td>
<td>$574,981</td>
<td>$539,465</td>
<td>$906,917</td>
<td>$367,452 41%</td>
</tr>
<tr>
<td>7. School Administration</td>
<td>$1,269,920</td>
<td>$1,342,013</td>
<td>$2,391,792</td>
<td>$1,049,780 44%</td>
</tr>
<tr>
<td>8. Transportation &amp; Buses</td>
<td>$877,661</td>
<td>$976,380</td>
<td>$1,987,432</td>
<td>$1,011,052 51%</td>
</tr>
<tr>
<td>9. Facilities Maintenance</td>
<td>$2,393,050</td>
<td>$2,307,563</td>
<td>$4,291,909</td>
<td>$1,984,346 46%</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 0%</td>
</tr>
<tr>
<td>11. All Other Expenditures &amp; Rounding</td>
<td>$22,661</td>
<td>$26,566</td>
<td>$44,721</td>
<td>$18,155 0%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$25,825,292</strong></td>
<td><strong>$28,926,137</strong></td>
<td><strong>$53,328,978</strong></td>
<td><strong>$24,402,841 46%</strong></td>
</tr>
</tbody>
</table>

**Attachment J.2.a.**

**Spent Last YTD: $25,825,292**  
**Spent This YTD: $28,926,137**  
**Remaining: $24,402,841 46%**

---

**Total**  
**Spent Last YTD: $26,160,956**  
**Spent This YTD: $29,195,335**  
**Remaining: $24,776,222 46%**
Narrative Report to Accompany February 2020 Financials

To: Superintendent Matt Nelson and Sanford School Committee

From: Cheryl Fournier, Business Administrator

Date: Monday, March 30, 2020

Regarding: February 2020 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 February 29, 2020 reflecting all activity for the 8-months fiscal year-to-date. Highlights from this report include:

- General Education and Adult Ed Revenues of $27.3 million and $32.5 million in Expenses, for a Net Expense of $5.2 million.
- There are approximately 26 Special Revenue accounts with activity in the current fiscal year (July 2019 – February 2020), with combined revenues of $1.4 million and combined expenses of $1.7 million, for a Net Expense of $0.3 million.
- In the Capital Improvement Fund section, you will see our two school construction projects (HS/SRTC and the Elementary/MS) have combined revenues of $0.4 million and combined expenses of $16.3 million, for Net Expenses of $15.8 million.
- We currently have three Enterprise accounts; School Nutrition, Adult Ed Enrichment and the Performing Arts Center. Those three accounts have generated revenues of $1.2 million and expenses of $1.1 million, for Net Revenues of $0.1 million.
- Finally, in Trust Funds, we have $57 thousand in revenue and approximately $73 thousand in expenses, for Net Revenues of $16 thousand.

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 $17.9 million, an increase of about $530 thousand over the prior year. The majority of our staff are paid on a September to August basis, this expense amount more closely represents 6.25 months of salaries and benefits. So the 63% or $15.9 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 ($1.4 million), Property Services ($285 thousand), Other Purchased Services ($1.6 million), Supplies/Energy ($1.1 million) and Property Maintenance ($264 thousand) in totality are coming in about $200 thousand lower than the prior year.
- Debts, Dues/Fees & Miscellaneous are coming in at $9.6 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 the 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 $14.8 million, while Articles 5-7 (Student/Staff Support as well as School and System Admin) contribute another $4.2 million.
- Article 8, Transportation, contributes $1.1 million, while Article 9, Facilities including CIP, contributes another $2.6 million.
- Finally, we have Article 11 (All Other) contributing $30 thousand and Adult Ed Academic Only with $310 thousand. This yields the combined General Fund Expense amount of $32,468,832 Year-to-Date.
## RECONCILIATION OF ACCOUNTS
### BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD

For the Year-to-Date and Month Ending February 29, 2020

<table>
<thead>
<tr>
<th>City</th>
<th>Schl</th>
<th>Name</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></td>
<td></td>
<td></td>
<td>School</td>
<td>City</td>
<td>Variance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>School</td>
<td>City</td>
<td>Variance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>School</td>
<td>City</td>
<td>Variance</td>
</tr>
</tbody>
</table>

### GENERAL FUND

**15-210 1000-1200 General Education**

- (27,102,640) (27,102,640) - 32,158,538 32,158,538 - 5,055,898 5,055,898

**15-235 1500 Adult Education**

- (174,890) (174,890) - 310,294 310,294 - 135,404 135,404

**Total**

- (27,277,530) (27,277,530) - 32,468,832 32,468,832 - 5,191,302 5,191,302

### SPECIAL REVENUE FUNDS

| 2201 | 2001 Wellness Team | (500) (500) | - 300 300 | - (200) (200) |
| 2202 | 2002 Rest | (105,599) (105,599) | - 11,952 11,952 | - (105,599) (105,599) |
| 2204 | 2011 MelMac | (38,000) (38,000) | - 5,532 5,532 | - 146 146 |
| 2207 | 2236 Momentum | (5,387) (5,387) | - 115 115 | - 115 115 |
| 2217 | 2651 ING Heroes JH | (3,500) (3,500) | - 676 676 | - (2,825) (2,825) |
| 2218 | 2072 Local IH | (99,590) (99,590) | - 1,312 1,312 | - (98,278) (98,278) |
| 2238 | 2215 College Transitions | (8,110) (8,110) | - 26,173 26,173 | - 18,062 18,062 |
| 2239 | 2300 Title 1A | (314,879) (314,879) | - 668,919 668,919 | - 354,040 354,040 |
| 2249 | 2462 MaineCare | (78,234) (78,234) | - 89,022 89,022 | - 10,799 10,799 |
| 2252 | 2470 Idea Local Entitlement | (131,871) (131,871) | - 549,585 549,585 | - 417,714 417,714 |
| 2253 | 2510 Early Child/PresChl | (9,210) (9,210) | - 15,316 15,316 | - 5,405 5,405 |
| 2255 | 2400 Title 4 | (18,547) (18,547) | - 13,504 13,504 | - (5,042) (5,042) |
| 2259 | 2670 Title 5 | (18,899) (18,899) | - 31,834 31,834 | - 12,935 12,935 |
| 2262 | 2700 Title 2A | (54,085) (54,085) | - 78,051 78,051 | - 23,965 23,965 |
| 2268 | 2860 Carl Perkins | (103,574) (103,574) | - 107,637 107,637 | - 4,063 4,063 |
| 2269 | 2963 A benefit | (12,957) (12,957) | - 14,623 14,623 | - 1,666 1,666 |
| 2272 | 2012 Corning | (2,875) (2,875) | - 16,124 16,124 | - 13,249 13,249 |
| 2290 | 2327 MLTI Block Grant | (24,000) (24,000) | - 2,269 2,269 | - (24,000) (24,000) |
| 2275 | 2232 TranslProj.Col. | (316,461) (316,461) | - (316,461) (316,461) |
| 2292 | 2910 RUS Distance Learn | (316,461) (316,461) | - (316,461) (316,461) |
| 2288 | 2081 SRTC/Jnt Film Fest | (316,461) (316,461) | - (316,461) (316,461) |
| 2299 | 2069 SRTC/Genent Home | (53,466) (53,466) | - 6,183 6,183 | - (47,283) (47,283) |
| 2289 | 2049 Crayola Grant | (201) (201) | - 201 201 | - 201 201 |
| 2297 | 2209 Natl Board Scholars | (1,900) (1,900) | - 1,900 1,900 | - 1,900 1,900 |

**Total**

- (1,402,345) (1,402,345) - 1,704,452 1,704,452 - 302,107 302,107

### CAPITAL IMPROVEMENT FUNDS

| 4047 | 3015 HS Const Project | (62,471) (62,471) | - 4,751,155 4,751,155 | - 4,688,685 4,688,685 |
| 4054 | 3020 Elem Const Project | (377,759) (377,759) | - 11,541,987 11,541,987 | - 11,164,228 11,164,228 |

**Total**

- (440,230) (440,230) - 16,293,143 16,293,143 - 15,852,913 15,852,913

### ENTERPRISE FUNDS

| 5000 | 6000 School Cafe | (977,197) (977,197) | - 1,004,428 1,004,428 | - 27,231 27,231 |
| 5200 | 6150 Adult Ed Enrichment | (30,036) (30,036) | - 34,378 34,378 | - 4,342 4,342 |
| 5201 | 6200 Performing Arts Ctr | (226,361) (226,361) | - 46,559 46,559 | - (179,802) (179,802) |

**Total**

- (1,233,594) (1,233,594) - 1,085,365 1,085,365 - (148,229) (148,229)

### TRUST FUNDS

| 7013 | 8015 Trust Funds | (57,209) (57,209) | - 73,258 73,258 | - 16,049 16,049 |

**Total**

- (57,209) (57,209) - (57,209) (57,209) - 16,049 16,049

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Date: 2/10/20

For the School by: Matthew Nelson, Superintendent

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

Ronnin L. Champlin, Finance Director
### SANFORD SCHOOL DEPARTMENT
**SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE**
*For the Year-to-Date and Month Ending February 29, 2020*

<table>
<thead>
<tr>
<th>Account Group</th>
<th>Jul 18 - Feb 19 Prior Yr Actual</th>
<th>Jul 19 - Feb 20 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>$12,391,355</td>
<td>$12,528,674 (39%)</td>
<td>$23,926,231 (45%)</td>
<td>$11,397,557 (48%)</td>
</tr>
<tr>
<td>52000 Personal Services - Payroll Tax&amp;Bene.</td>
<td>$4,965,807</td>
<td>$5,354,657 (17%)</td>
<td>$9,878,510 (19%)</td>
<td>$4,523,853 (46%)</td>
</tr>
<tr>
<td><strong>Subtotal - Personal Services</strong></td>
<td><strong>$17,357,162</strong></td>
<td><strong>$17,883,331 (56%)</strong></td>
<td><strong>$33,804,741 (63%)</strong></td>
<td><strong>$15,921,409 (47%)</strong></td>
</tr>
<tr>
<td>53000 Purchased Prof. &amp; Tech. Services</td>
<td>$1,346,364</td>
<td>$1,408,849 (4%)</td>
<td>$2,162,698 (4%)</td>
<td>$753,849 (35%)</td>
</tr>
<tr>
<td>54000 Purchased Property Services</td>
<td>$350,735</td>
<td>$285,081 (1%)</td>
<td>$496,276 (1%)</td>
<td>$211,195 (43%)</td>
</tr>
<tr>
<td>55000 Other Purchased Services</td>
<td>$1,814,442</td>
<td>$1,561,271 (5%)</td>
<td>$2,625,217 (5%)</td>
<td>$1,063,947 (41%)</td>
</tr>
<tr>
<td>56000 General Supplies</td>
<td>$1,167,590</td>
<td>$1,105,011 (3%)</td>
<td>$1,986,831 (4%)</td>
<td>$881,820 (44%)</td>
</tr>
<tr>
<td>57000 Property Maint &amp; Repair</td>
<td>$148,493</td>
<td>$264,688 (1%)</td>
<td>$397,577 (1%)</td>
<td>$132,890 (33%)</td>
</tr>
<tr>
<td>58000 Debt, Dues/Fees &amp; Miscellaneous</td>
<td>$6,871,868</td>
<td>$9,650,307 (30%)</td>
<td>$11,855,638 (22%)</td>
<td>$2,205,330 (19%)</td>
</tr>
<tr>
<td>59000 Other &amp; Rounding</td>
<td>$0</td>
<td>$0 (0%)</td>
<td>$0</td>
<td>$0 (0%)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$29,056,654</strong></td>
<td><strong>$32,158,538 (100%)</strong></td>
<td><strong>$53,328,978 (100%)</strong></td>
<td><strong>$21,170,440 (40%)</strong></td>
</tr>
</tbody>
</table>

### Warrant Article
**Cost Center**

<table>
<thead>
<tr>
<th>Warrant Article</th>
<th>Jul 18 - Feb 19 Prior Yr Actual</th>
<th>Jul 19 - Feb 20 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regular Instruction</td>
<td>$7,806,273</td>
<td>$7,996,863 (25%)</td>
<td>$15,574,854 (29%)</td>
<td>$7,577,991 (49%)</td>
</tr>
<tr>
<td>2. Special Education</td>
<td>$4,242,988</td>
<td>$4,267,504 (13%)</td>
<td>$8,307,100 (16%)</td>
<td>$4,039,596 (49%)</td>
</tr>
<tr>
<td>3. Career / Technical Education</td>
<td>$1,766,919</td>
<td>$1,951,259 (6%)</td>
<td>$3,428,470 (6%)</td>
<td>$1,477,211 (43%)</td>
</tr>
<tr>
<td>4. Other Instruction</td>
<td>$521,572</td>
<td>$551,235 (2%)</td>
<td>$950,763 (2%)</td>
<td>$399,527 (42%)</td>
</tr>
<tr>
<td>5. Student &amp; Staff Support</td>
<td>$2,161,032</td>
<td>$2,106,206 (7%)</td>
<td>$3,930,615 (7%)</td>
<td>$1,824,409 (46%)</td>
</tr>
<tr>
<td>6. System Administration</td>
<td>$633,110</td>
<td>$603,868 (2%)</td>
<td>$906,917 (2%)</td>
<td>$303,048 (33%)</td>
</tr>
<tr>
<td>7. School Administration</td>
<td>$1,439,151</td>
<td>$1,519,853 (5%)</td>
<td>$2,391,792 (4%)</td>
<td>$871,939 (36%)</td>
</tr>
<tr>
<td>8. Transportation &amp; Buses</td>
<td>$1,129,040</td>
<td>$1,131,188 (4%)</td>
<td>$1,987,432 (4%)</td>
<td>$856,244 (43%)</td>
</tr>
<tr>
<td>9. Facilities Maintenance</td>
<td>$2,749,876</td>
<td>$2,622,642 (8%)</td>
<td>$4,291,909 (8%)</td>
<td>$1,669,268 (39%)</td>
</tr>
<tr>
<td>10. Debt Service</td>
<td>$6,577,375</td>
<td>$9,377,579 (29%)</td>
<td>$11,514,405 (22%)</td>
<td>$2,136,826 (0%)</td>
</tr>
<tr>
<td>11. All Other Expenditures &amp; Rounding</td>
<td>$29,318</td>
<td>$30,341 (0%)</td>
<td>$44,721 (0%)</td>
<td>$14,380 (0%)</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$29,056,654</strong></td>
<td><strong>$32,158,538 (100%)</strong></td>
<td><strong>$53,328,978 (100%)</strong></td>
<td><strong>$21,170,440 (40%)</strong></td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th></th>
<th>$29,056,654</th>
<th>$32,158,538</th>
<th>$53,328,978</th>
<th>$21,170,440</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>$335,664</td>
<td>$310,294 (48%)</td>
<td>$642,579</td>
<td>$332,285 (52%)</td>
</tr>
</tbody>
</table>

|              | $29,392,318 | $32,468,832 | $53,971,557 | $21,502,725 |
Summary: Policy Updates
April 6, 2020

The following policy will be presented for a Second 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 policies and procedures will be presented for First Readings.

II. Policy ACAB: Harassment and Sexual Harassment of School Employees

III. Procedure ACAB-R: Employee Discrimination and Harassment Complaint Procedures

Our legal firm Drummond Woodsum recommended that schools update their employee discrimination and harassment policy and complaint procedures to include gender identity or expression as a protected class. In reviewing our policy, we also consulted with Maine School Management for guidance.

Policy ACAB and Procedure ACAB-R were last updated on March 21, 2016. The updated policy and procedure address the need for grievance procedures to cover a wide range of discrimination claims including gender identity or expression (not just sexual harassment) as defined by Maine State law. The legal references were also updated in the policy to include the Genetic Information Nondiscrimination Act and the Maine Human Rights Act.

IV. Policy AC: Nondiscrimination/Equal Opportunity and Affirmative Action

V. Procedure AC-R Affirmative Action Plan

Our legal firm Drummond Woodsum recommended that schools update their Nondiscrimination/Equal Opportunity Affirmative Action policy and procedures to include gender identity or expression as a protected class. In reviewing our policy, we also consulted with Maine School Management for guidance.
Policy AC was last updated on March 19, 2007 and Procedure AC-R was last updated on August 20, 2013. The updated policy and procedure address gender identity or expression as defined by Maine State law. We have also added reference to discrimination against school unit employees and candidates on the basis of pregnancy and genetic information. The affirmative action office was changed to Assistant Superintendent and legal references were updated to include reference to include the *Pregnancy Discrimination Act of 1978* and the *Genetic Information Nondiscrimination Act* and the *Maine Human Rights Act*.

### Recommended Motions

1. Motion to adopt **Policy KBF Title IA District-Level Parent Involvement** as presented.
2. Motion to accept first reading of **Policy ACAB: Harassment and Sexual Harassment of School Employees** as presented.
3. Motion to accept first reading of **Policy ACAB-R: Employee Discrimination and Harassment Complaint Procedure** as presented.
4. Motion to accept first reading of **Policy AC: Nondiscrimination/Equal Opportunity and Affirmative Action** as presented.
5. Motion to accept first reading of **Policy AC-R: Affirmative Action Plan** 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 enabling children in each Title I program in meeting to meet 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 each eligible 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 I 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
Harassment and Sexual Harassment of School Employees

Harassment of school employees because of race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, age, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

As defined in Maine law and for the purpose of this policy, “sexual orientation” 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, threats, physical assault and/or battery based on race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, age, or disability. Under the Maine Civil Rights Act, violence or threats of violence against a person or their property based on their sexual orientation are also illegal.

Sexual Harassment

Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee’s work environment or employee benefits;

B. Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or

C. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including discharge.

All complaints of harassment will be investigated in accordance with the School Employee Discrimination and Harassment Complaint Procedure.
Notice and Training

Annually, each employee shall receive a copy of this policy and the School Employee Discrimination and Harassment Complaint Procedure. This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that each employee receives a copy. All newly hired employees shall be provided training about sexual harassment in accordance with Maine law.

The Superintendent is responsible for ensuring that the school unit complies with all legal requirements for posting, notification and training of employees regarding harassment and sexual harassment.

Legal Reference:  
Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
Americans with Disabilities Act (42 USC § 12101 et seq.)
Section 504 of the Vocational Rehabilitation Act of 1973 (29 USC § 794 et seq.)
Title VII (42 USC § 2000c-2; 29 CFR § 1604.11)
Age Discrimination in Employment Act (29 USC § 623)
Genetic Information Nondiscrimination Act (42 USC 2000ff et seq.)
Maine Human Rights Act (5 MRSA §§ 4602; 4681 et seq.)
20-A MRSA § 6553
26 MRSA §§ 806-807

Cross Reference:  ACAB-R - School Employee Discrimination and Harassment Complaint Procedure
AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAD - Hazing

This is a required policy.

Revised:  March 21, 2016
Updated:  April 6, 2020
Employee Discrimination and Harassment Complaint Procedure

This procedure has been adopted by the School Committee in order to provide a method of prompt and equitable resolution of employee complaints of discrimination and harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAB – Harassment and Sexual Harassment of School Employees.

Definitions

For purposes of this procedure:

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

B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, gender identity or expression, age, religion, ancestry, national origin or disability.

How to Make a Complaint

A. Any employee who believes he/she has been harassed or discriminated against is encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive and by requesting that the behavior stop. This shall not prevent the employee, however, from making an immediate formal complaint.

B. Any employee who believes he/she has been discriminated against or harassed should report their written concern promptly to the Affirmative Action Officer. If the employee is uncomfortable reporting concerns to the Affirmative Action Officer, he/she may report the written concern to the Assistant Superintendent.

Employees who are unsure as to whether unlawful discrimination or harassment has occurred are encouraged to discuss their concerns with the Affirmative Action Officer. Employees will not be retaliated against for reporting suspected discrimination or harassment.

C. Any employee who believes he/she has been discriminated against or harassed is encouraged to utilize the school unit’s complaint procedure. However, employees are hereby notified that they also have the right to report incidents of discrimination or harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the U.S. Department of Education, Office for Civil Rights/ED, 5 Post Office Square, Suite 900, Boston, MA 02109-3921 (telephone: 617-223-9622; TDD: 877-521-2172; fax: 617-289-0150).
Complaint Handling and Investigation

A. **The Affirmative Action Officer** will promptly inform the Superintendent and the person who is the subject of the complaint that a complaint has been received.

B. **The Affirmative Action Officer** may pursue an informal resolution of the complaint with the agreement of the parties involved. 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 school unit in light of applicable policies and law.

C. The complaint will be investigated by the **Affirmative Action Officer**, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor’s authority. Any complaint about the Superintendent should be submitted to the Chair of the School Committee, 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.

2. If the complaint is against an employee of the school unit, any rights conferred under an applicable collective bargaining agreement shall be applied.

3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

4. **The Affirmative Action Officer shall** keep a written record of the investigation process.

5. **The Affirmative Action Officer** may take interim remedial measures (consistent with any applicable collective bargaining agreement provisions) to reduce the risk of further harassment while the investigation is pending.

6. **The Affirmative Action Officer** shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.
D. If the **Affirmative Action Officer** determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:

1. Determine what remedial action is required, if any;

2. Determine what disciplinary action should be taken against the person(s) who engaged in harassment, if any; and

3. Inform the employee who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

E. If the employee who made the complaint is dissatisfied with the resolution, he/she may appeal to the Superintendent within 14 business days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. If the employee is dissatisfied with the decision of the Superintendent, he/she may appeal to the School Committee within 14 business days after receiving notice of the Superintendent’s decision.

The School Committee will consider the appeal in executive session, at its next regular meeting or a special meeting. The Superintendent shall submit to the School Committee his/her decision, the complaint, any responses, the investigation report and related documents. The complainant shall be allowed to be heard. The person(s) against whom the Complaint was made shall be invited and allowed to be heard. If present, the complainant’s representative and the representative of the person(s) against whom the complaint was made will also be given the opportunity to be heard.

After reviewing the Superintendent’s submissions and hearing from the parties, the School Committee shall make a decision as to whether to affirm or modify the Superintendent’s conclusions. The School Committee’s decision shall be final.

**Legal Reference:**
- Americans with Disabilities Act (28 CFR § 35.07)
- Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7)
- Title IX of the Educational Amendments of 1972 (34 CFR § 106.8(b)
- Age Discrimination in Employment Act (34 CFR § 110.25)
- Maine Human Rights Act (5 MRSA § 4571 et seq., 4681 et seq.)
- 20-A MRSA § 6553
- 26 MRSA §§ 806-807

*This is a required policy.*

**Approved:** April 4, 2016  
**Updated:** April 2020
NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, or disability are prohibited.

As defined in Maine law and for the purpose of this policy, “sexual orientation” 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.”

Further, in compliance with Federal law, The Sanford School Committee prohibits discrimination against school unit employees and candidates for employment on the basis of pregnancy, or genetic information.

The School Committee directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Sanford School Department Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The School Committee directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The School Department will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

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 (P.L. 88-352)
- Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.)
- Americans with Disabilities Act (42 U.S.C. § 12101 et seq.)
- Pregnancy Discrimination Act of 1978
- Maine Human Rights Act of 1972 (5 MRSA § 4571); 19301-19302

SANFORD SCHOOL DEPARTMENT
Cross Reference: Sanford School Department Affirmative Action Plan
  ACAA - Harassment and Sexual Harassment of Students
  ACAB - Harassment and Sexual Harassment of School Employees
  JICK-Bullying

Adopted: May 3, 2004 - (AC)
  September 9, 1991 (GBA)
Revised: March 19, 2007
Updated: April 2020
AFFIRMATIVE ACTION PLAN

GENERAL POLICY STATEMENT

A. Statement of nondiscrimination
In accordance with applicable Federal and/or State laws and regulations, the Sanford School Department prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, or disability. For the purpose of this policy, “sexual orientation” means a person’s actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

B. Compliance with anti-discrimination laws

C. Contacts for Inquiries or Complaints
To make an inquiry or file a complaint concerning the above statement, an individual may contact one of the following:

Assistant Superintendent
Affirmative Action Officer
Sanford School Department
917 Main Street – Suite 200
Sanford, ME 04073
207-324-2810

Office for Civil Rights
Regional Director
U.S. Department of Education
5 Post Office Square - 8th Floor
Boston, MA 02109-3921
Telephone: (617) 289-0111
ocr.boston@ed.gov

Maine Human Right Commission
State House Station 51
Augusta, ME 04333
Telephone: (207) 624-6050
D. Complaint Procedures
Employee and student complaint procedures (see Appendices B and C) are available which provide for the prompt and equitable resolution of complaints alleging discrimination and harassment based on race, age, color, ancestry or national origin, religion, sex or physical or mental disability. Copies of the complaint procedures will be made available to any interested person upon request at the Superintendent or Affirmative Action Officer’s office.

DISSEMINATION PROCEDURES: NOTICE AND POSTING

A. General notice and posting
Notice of the contents of the Affirmative Action Plan shall be provided to all employees and students at the beginning of each school year by means chosen by the Superintendent.

Notice of the Sanford School Department’s compliance with anti-discrimination laws shall be:

1. Posted in a conspicuous and accessible place in all school buildings of the school unit;
2. Included on job postings, advertisements and application forms which are made available to applicants and on enrollment forms made available to students and their parents;
3. Distributed to all personnel responsible for recruiting and screening applicants, and selecting, hiring and promoting employees;
4. Published annually in the local newspaper.

B. Annual notice of employee harassment and sexual harassment policy/complaint procedure
A copy of the Employee harassment and Sexual harassment Policy and Complaint Procedure in Appendix B shall be distributed annually to all school unit employees.

C. Posting on sexual harassment and employment discrimination
Workplace posters on sexual harassment and employment discrimination shall be posted in conspicuous and accessible places in school buildings where notices to employees are customarily posted [e.g., in each school office and/or staff rooms].

D. Copies of Affirmative Action Plan available
A copy of this Affirmative Action Plan, including all appendices, shall be made available to any interested person upon request at the office of the Superintendent or Affirmative Action Officer.

TRAINING

A. Gender equity training
The Sanford School Department is responsible for developing plans for in-service training programs on gender equity for teachers, administrators and the School Committee.

B. Sexual harassment training
The Sanford School Department shall conduct education and training programs on sexual harassment: (1) for all new employees within one year of commencement of employment, and
RESPONSIBILITY FOR IMPLEMENTATION

A. The Superintendent of Schools holds ultimate responsibility for the operation, oversight and success of the Sanford School Department’s Affirmative Action Plan and nondiscrimination policies. These responsibilities will be delegated in whole or in part to an Affirmative Action Officer who is appointed by and reports directly to the Superintendent.

B. The responsibilities of the Affirmative Action Officer include, but are not limited to, the following:

1. Managing the organization and implementation of the Affirmative Action Plan;

2. Disseminating the required notices, policies and information regarding federal and state anti-discrimination laws to employees, applicants, students and parents, and others, where applicable;

3. Maintaining records, reports and documents required to comply with federal and state recordkeeping requirements;

4. Coordinating the Sanford School Department’s efforts to comply with and carry out its responsibilities under all applicable federal and state anti-discrimination laws (including serving as the Title IX/ADA/Section 504/Age Discrimination Coordinator as required by those laws);

5. Conducting and/or coordinating the investigation of discrimination complaints based on race, age, color, ancestry or national origin, religion, sex, physical or mental disability;

6. Reporting to the Superintendent when necessary any findings and recommendations for ensuring compliance with the Affirmative Action Plan;

7. Developing, coordinating and implementing plans for in-service gender equity training programs;

8. Developing, coordinating and implementing sexual harassment training programs for employees and supervisors.

C. Each person charged with recruiting, screening, selecting, hiring, and/or promoting applicants or employees in the Sanford School Department must adhere to the policy of nondiscrimination and equal employment opportunity established in the Affirmative Action Plan.

ASSESSMENT OF CURRENT WORKFORCE: UTILIZATION ANALYSIS

The Sanford School Department shall periodically assess the numbers of minorities, women and persons with disabilities in its workforce, and determine where imbalances exist. Such assessment will determine whether there is underutilization of a particular gender or minority or of persons with disabilities in different job categories in the school unit.
The term “underutilization” is defined by the Office of Federal Contract Compliance as having fewer minorities or women in a particular job classification than would reasonably be expected by their availability in the job market where an employer can reasonably expect to recruit new employees. In determining whether underutilization in the workforce exists, the school unit shall consider relevant local work force statistics, the school unit’s workforce profile, the nature and validity of its job classifications, and the number, frequency and category of vacancies.

**GOALS, PROCEDURES AND TIMETABLES**

If an assessment determines that imbalances exist in the Sanford School Department’s workforce with respect to numbers of minorities, women and persons with disabilities, the school unit will develop realistic goals for necessary action and related procedures and timetables for correcting such imbalances.

The following goals, procedures and timetables have been adopted to increase the representation of minorities, women and disabled at all levels and in all segments of the Sanford School Department’s workforce where imbalances exist:

1. **Recruitment**: It is the intent of the Sanford School Department to ensure equal access to all employment opportunities.
   - **Goal/Objective**: The Sanford School Department will make continued efforts to recruit all segments of the population in the State of Maine, including women, minorities and the disabled.
   - **Responsibility**: Affirmative Action Officer. **Timetable**: Ongoing.

2. **Selection**: Hiring of personnel is done through established policies and procedures, with interviews being monitored by the Affirmative Action Officer for compliance with the Affirmative Action Plan.
   - **Goal/Objective**: When vacancies arise in job classifications where women, minorities or the disabled are underrepresented, the Affirmative Action Officer will review interview questions prior to contacting candidates to ensure that the school unit presents an equal employment opportunity.
   - **Responsibility**: Affirmative Action Officer. **Timetable**: Ongoing.

3. **Wage and Salary Standards**: Job classifications and wage and salary standards are based solely upon the knowledge, skills, and abilities required by the position.
   - **Goal/Objectives**: Creation of new or upgrading of existing job classifications will be discussed with the Affirmative Action Officer prior to implementation.
   - **Responsibility**: Superintendent.
   - **Timetable**: Ongoing.

4. **Complaint Procedure**: Internal and external complaints of discrimination will be treated seriously and promptly by the Sanford School Department.
   - **Goal/Objective**: All discrimination complaints shall be referred to the Affirmative Action Officer. The Affirmative Action Officer will attempt to settle informal complaints where appropriate and will pursue all other procedures necessary to effectively and appropriately address the complaint.
   - **Responsibility**: Affirmative Action Officer. **Timetable**: Ongoing.

5. **Reasonable Accommodation for Disabled Applicants and Employees**: It is the Sanford School Department’s intent to provide reasonable accommodation to applicants and employees with disabilities consistent with the requirements of the Americans with Disabilities Act and the Maine Human Rights Act.

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF PROCEDURE
The Sanford School Committee has adopted a policy and procedure concerning the recruitment and hiring of administrative staff. The procedures are based upon the “Model Administrative Hiring Procedure” published by the Maine Department of Education in its “Final Report of the Equity Board,” April 1991 (see Appendix E).

Cross Reference:
ACAB - HARASSMENT AND SEXUAL HARASSMENT OF EMPLOYEES
ACAA-R – HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS
ACAD – HAZING
GCFB-R - RECRUITING AND HIRING OF ADMINISTRATIVE STAFF PROCEDURE

Adoption date: May 3, 2004
Recoded: March 19, 2007 (from AC to AC-R)
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