SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
VIRTUAL REGULAR MEETING AGENDA
Monday, April 27, 2020 ~ 6:00 pm

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
Bernie Flynn, Curriculum Director
Cheryl Fournier, Business Manager
Stacey Bissell, Special Education Director

A. Call to Order __________

B. Pledge of Allegiance

C. Adjustments None

D. Approval of Minutes

1. February 3, 2020 5 pm Budget Workshop (Attachment D.1.)
2. February 3, 2020 7 pm Regular Meeting (Attachment D.2.)
3. February 10, 2020 5 pm Budget Workshop (Attachment D.3.)
4. February 10, 2020 7 pm Executive Session (Attachment D.4.)
5. February 18, 2020 1:30 pm Workshop (Attachment D.5.)
6. February 18, 2020 3:00 pm Workshop (Attachment D.6.)
7. February 24, 2020 5 pm Budget Workshop (Attachment D.7.)
8. February 24, 2020 7 pm Regular Meeting (Attachment D.8.)
10. March 2, 2020 6 pm Regular Meeting (Attachment D.10.)
11. March 9, 2020 4 pm Executive Session (Attachment D.11.)
12. March 16, 2020 5 pm Workshop (Attachment D.12.)
13. March 16, 2020 6 pm Regular Meeting (Attachment D.13.)
14. March 24, 2020 3 pm Budget Workshop (Attachment D.14.)
15. April 6, 2020 6 pm (virtual) Regular Meeting (Attachment D.15.)

Recommendation: To accept the minutes as presented.

E. Public Comments
F. Communications
   None

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

H. Superintendent’s Report
   1. Student Representative Reports
   2. COVID-19 Update

I. Directors’ Reports
   1. Business Administrator – Cheryl Fournier None
   2. Assistant Superintendent Steve Bussiere
      i. Update – Pre K and Kindergarten registration and screening
   3. Curriculum Director – Bernie Flynn
      i. Update – Assessments during COVID-19
   4. Special Education Director – Stacey Bissell
      i. Update – Special Education during COVID-19
   5. Principals – Distance Learning Update
      i. Sherri Baron, Carl J. Lamb Elementary School
      ii. Susan Inman, Willard School
      iii. Sharon Remick, Lafayette School

J. New Business
   1. Financials – Cheryl Fournier
      a. Expenses and Reconciliation for March, 2020 – (Attachment J.1.a)
      Recommendation: To accept the March 31, 2020 Expenses and Reconciliation as presented.

K. Old Business
   None

L. Resignations
   1. Superintendent Nelson will announce the following resignation:
      Gray, Scot  Maintenance  District  Eff. 4/8/20
M. Staff Appointments  
1. Superintendent Nelson will announce the following appointments: 

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Start Date</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levasseur, Pete</td>
<td>Long Term PE Substitute</td>
<td>SMS</td>
<td>Eff. 9/1/20</td>
<td></td>
</tr>
<tr>
<td>Melnik, Melissa</td>
<td>Long Term Grade 3 Substitute</td>
<td>CJL</td>
<td>Eff. 5/11/20</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

N. Staff Transfers  
None

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Start Date</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin Daly</td>
<td>Assistant Principal</td>
<td>Willard School</td>
<td>Eff. 7/1/20</td>
<td>To approve the nomination as presented.</td>
</tr>
</tbody>
</table>

P. Policies  
(Attachment P)  
1. Second reading – Policy ACAB – Harassment and Sexual Harassment of School Employees  
   Recommendation: to adopt Policy ACAB as presented.
2. Second reading – Policy ACAB-R – Employee Discrimination and Harassment Complaint Procedure  
   Recommendation: to adopt Policy ACAB-R as presented.
   Recommendation: to adopt Policy AC as presented.
   Recommendation: to adopt 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>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 4, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>Virtual Meeting</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 ______.
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 3, 2020~ 5:00 pm

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

Members present: Don Jamison, Jonathan Mapes, 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: 5:03 pm

B. Workshop Session
   1. Budget Workshop: Articles 6-11: System & School Administration, Transportation, Facilities, Debts, All Other and Adult Education

C. Adjournment
   Mr. Jamison made a motion to adjourn at 6:58 pm.
   Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

______________________________  __________________________
Don Jamison, Chair                   Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 3, 2020 ~ 7:00 pm

Note: Meeting was 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
Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Diana Allen, SJHS teacher
Kristin Daly, Willard Assistant Principal
Sherri Baron, CJL Principal
Jennifer Scremin, CJL School Counselor
Sharon Remick, Lafayette Principal

A. Call to Order Time: 7:05 pm
B. Pledge of Allegiance Said
C. Adjustments
      Motion seconded by Mr. Roux. Motion carried 5 – 0.

D. Approval of Minutes None
E. Public Comments None
F. Communications None

*H. Directors’ Report addressed out of order
   2. K-4 Elementary Kindness Initiative – Jen Scremin, Sharon Remick, Sherri Baron and Kristin Daly
      Presentation surrounding the cohesive school year efforts of CJL, Lafayette and Willard Schools with monthly themes district wide. February’s theme is Kindness.

*J. New Business addressed out of order
   1. Sabbatical Request – Diana Allen, SJHS teacher (Attachment J.1.)
      Requesting 3 months during 2020/2021 school year to research, design and pilot updated approach to deliver science curriculum
      Motion by Mr. Jamison: To approve the sabbatical request as presented.
      Motion seconded by Mr. Roux. Motion carried 5 – 0.
G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
      1. Updated punch list valued at $527,000
      2. $710,165 retainage; $46,815 left to bill; $756,980 held against Hutter
      3. Low temp issue with air handling system
      4. Smoke evacuation system to be retested; needed before Fire Marshal can issue permanent Certificate of Occupancy
   ii. Elementary Construction Projects
      1. MCS
         a. Progress continues, although slow
         b. Delay claim (51 days) still in play
         c. Punch list will begin later this month
      2. CMS
         a. Progress continues in the following areas: 2nd floor ceilings, bathroom tile, kitchen addition, library flooring, millwork, masonry
         b. Tentative move during April vacation

H. Superintendent’s Report

1. Student Representative Reports
   a. Natalie: exams ended, new semester began, Stuffed Animal Toss at Thursday’s Girls Basketball game to benefit Southern Maine Health Care
   b. Harrielle: February vacation in two weeks, Winter School Spirit Week and Winter Ball this week
2. Field Trip Announcements - None
3. Custodial staff – extra vigilance during flu season
4. A-Team participated in USM conference on 1/30/20 “The Ripple Effects of Culture”
5. A-Team participated in Peter DeWitt webinar on 1/29/20 surrounding student engagement
6. Steps taken to bring CTE programming to younger grades
   a. “Techsploration “ for Grade 8 students in June
   b. “Understanding CTE” for middle school staff later this year
   c. Summer Camp for grades 6-8; also open to sending schools
7. Cheers from the Heart at SHS last Saturday
8. Business Manager interviews – ongoing
9. Legacy Meeting – February 5, 2020 at 4 pm at Patco
10. Teacher negotiations – February 6, 2020 at 2:30 pm at Central Office
11. Southern Maine Regional Service Center meeting – February 6, 2020 in Saco
I. Directors’ Reports

1. Business Administrator– no report

2. Assistant Superintendent Steve Bussiere
   ii. Safety Committee update
      1. Ed Antz, MSMA – good report
      2. Student injuries have decreased
      3. Working on decreasing staff injuries (slips/trips/falls and student related)
   ii. Transportation update
      1. Working with Ledgemere and elementary principals on 20/21 bus routes serving 3 elementary schools
   iii. Attendance update
      1. Met with Sue Lieberman of Count Me In, our elementary attendance initiative
      2. Developing positive (vs punitive) strategies
      3. Ms. Lieberman is apply for a grant for “Walking Bus Stops”
   iv. Substitutes – continuing to interview new subs; challenging season due to illnesses and lack of college students filling in.

3. Curriculum Director Bernie Flynn – no report

J. New Business

1. Sabbatical Request – Diana Allen, SJHS Teacher – *addressed out of order*

2. 20/21 School Calendar *(Attachment J.2.)*
   Motion by Mr. Mapes: To approve the 20/21 school calendar as presented with the stipulation that Election Day (November 3, 2020) be a non-student day at Sanford High School/Sanford Regional Technical Center.
   Motion seconded by Mr. Jamison. Motion carried 5 – 0.

3. Name Change for Sanford Junior High School
   Motion by Ms. Sheffield: To change the name of Sanford Junior High School to Sanford Middle School.
   Motion seconded by Mr. Jamison. Motion carried 5 – 0.

K. Old Business
   None

L. Resignations
   None
M. Staff Appointments

1. Superintendent Nelson announced the following appointment:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waters, John</td>
<td>Long term sub – social studies</td>
<td>SJHS</td>
<td>Eff. 4/3/20</td>
</tr>
</tbody>
</table>

N. Staff Transfers

None

O. Staff Nominations

None

P. Policies

None

Q. Items for Future Agenda(s)

1. SHS/SRTC Schedule and Block 5 Workshop
2. 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>Tuesday, February 4, 2020</td>
<td>Executive Session</td>
<td>4:00 pm</td>
<td>Superintendent’s Conference Room</td>
</tr>
<tr>
<td>Monday, February 10, 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>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>
<tr>
<td>Monday, March 2, 2020</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
</tbody>
</table>

S. Adjournment

Motion by Mr. Roux: **To adjourn at 8:30 pm.**
Motion seconded by Mr. Mapes. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair                       Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 10, 2020~ 5:00 pm

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

Members present: Don Jamison, Jonathan Mapes, 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: 5:00 pm

B. Workshop Session

1. Budget Workshop: Review of overall school budget and discussion of potential revisions

C. Adjournment

Mr. Jamison made a motion to adjourn at 6:55 pm.
Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_____________________________ _________________________
Don Jamison, Chair  Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, February 10, 2020 ~ 7:00 pm

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

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams
Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent

A.  Call to Order  
Time: 7:06 pm

B.  Executive Session  
Personnel

Motion by Mr. Jamison: To enter Executive Session to interview a candidate for the position of Sanford School Department Business Manager pursuant to 1 MRSA § 405(6)(A) at 7:06 pm.  
Motion seconded by Mr. Roux. Motion carried 5 to 0.

Motion by Mr. Jamison: To exit Executive Session at 7:45 pm.  
Motion seconded by Mr. Roux. Motion carried 5 to 0.

C.  Public Session

Motion by Ms. Williams: To approve the nomination of Cheryl Fournier as Sanford School Department Business Manager, effective March 9, 2020  
Motion seconded by Mr. Roux. Motion carried 5 to 0.

D.  Adjournment

Mr. Jamison made a motion to adjourn at 7:56 pm.  
Mr. Roux seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_____________________________  _______________________________
Don Jamison, School Committee Chair   Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Tuesday, February 18, 2020~ 1:30 pm

Note: Meeting was held in Sanford High School, 10 Alumni Boulevard, Sanford

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

Student reps present: None

Staff present: Matt Nelson, Superintendent
              Steve Bussiere, Assistant Superintendent
              Beth Lambert, SHS Assistant Principal
              Kathy Sargent, SRTC Director
              Matt Petermann, SHS Principal
              Aaron Tremblay, SHS Assistant Principal
              Troy Watts, SHS Assistant Principal

Guests present: None

A. Call to Order

   Time: 1:30 pm

B. Workshop Session

   1. SHS/SRTC Schedule/Block 5

C. Adjournment

   Mr. Jamison made a motion to adjourn at 3:24 pm.
   Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_____________________________ _________________________
Don Jamison, Chair  Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Tuesday, February 18, 2020 ~ 3:00 pm

Note: Meeting was held in Sanford High School, 10 Alumni Boulevard, Sanford

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

Student reps present: None

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Sarah Schnell, SRTC Teacher
James Harmon, SRTC Teacher
Kathy Sargent, SRTC Director

Guests present: None

A. Call to Order Time: 3:27 pm

B. Workshop Session

1. WSSR-TV

C. Adjournment

Mr. Jamison made a motion to adjourn at 4:23 pm.
Mrs. Williams seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

_____________________________ _________________________
Don Jamison, Chair           Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 24, 2020~ 5:00 pm

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

Members present: Don Jamison, Jonathan Mapes, 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: Finalize school budget

C. Adjournment
Bo  Mr. Jamison made a motion to adjourn at 6:45 pm. Mr. Roux seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_________________________________________   _______________________________________
Don Jamison, Chair                               Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, February 24, 2020 ~ 7:00 pm

Note: Meeting was 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, 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 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.)
   Motion by Mr. Roux: **To approve the minutes as presented.**
   Motion seconded by Ms. Sheffield. Motion carried 5 – 0.

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
      1. Hutter & subcontractors worked during February vacation
      2. Design team will re-evaluate progress on 2/28/20
   ii. Elementary Construction Projects
      1. MCS
         a. Progress continues slowly
         b. Delay claim conference call today
         c. Punch list on expansion area delayed until March
         d. Need to replace Clerk of the Works due to medical issue; new Clerk will probably start 3/30/20
2. CMS
   a. Progress continues slower than hoped
   b. Kitchen progress is very slow; Structure Tone to review and price latest plan
   c. Structure Tone to create safety logistics plan for phasing turnover
   d. Meeting with Fire Marshall and Building Inspector later this week to discuss requirements and turnover phases
   e. School Committee requested building tour to view progress

H. Superintendent’s Report

1. Student Representative Reports
   a. Harrielle: 5 Block scheduling, recent snow days affected Spirit Week schedule, winter sports are ending, Unified Basketball
   b. Juliana: Key Club events rescheduled due to snow days. Upcoming projects include helping Civil Right Team and an Easter Eggstravaganza

2. Field Trip Announcements
   a. SHS Key Club – April 3-5, 2020 – SHS Key Club Conference in Springfield, MA
   b. Grade 8 JMG – May 1-2, 2020 – Urban Adventure in Portland, ME

3. Teacher of the Year Nominations
   a. Kayla Sawyer – SJHS ELA
   b. Deborah Smith – CJL Kindergarten

I. Directors’ Reports

1. Business Administrator—no report

2. Assistant Superintendent Steve Bussiere
   ii. Transportation update
      1. Finalizing plan for three zones for the three elementary schools in 20/21; will have a plan to bring forward for School Committee review shortly
   ii. MEAs
      1. Testing window is 3/16/20 to 4/0/20
      2. Maine EmpowerME – 380 minutes of math/ELA testing over 5-6 days
   iii. Kindergarten registration – call CJL to request an enrollment packet; packets will be mailed out in April.
   iv. DropOut Prevention Committee meeting coming up
   v. School Resource Officers and key personnel are reviewing and updating School Safety Plans; will have a plan to bring forward for School Committee review shortly

3. Curriculum Director Bernie Flynn – 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
Motion by Mr. Jamison: To approve the Expenses and Reconciliation for December 2019
Motion seconded by Mr. Roux. Motion carried 5 – 0.

2. WSSR-TV Advisory Committee
Motion by Mrs. Williams: To appoint a WSSR Advisory Committee to provide Sanford School Committee with recommendations related to the mission, vision and operation of WSSR TV and further for this Advisory Committee to include representatives from the School Committee, City Council, Budget Committee, individuals with knowledge of media and marketing, SRTC video production instructor, WSSR technician and interested community members.
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

Mr. Jamison appointed himself and Mrs. Williams as School Committee Representatives on the WSSR-TV Advisory Committee.

3. SHS/SRTC 2020-2021 Schedule/Block 5 Presentation – Matt Petermann, Kathy Sargent
There was a workshop held on February 18, 2020 regarding a proposal to modify the current five block scheduling at SHS/SRTC. Mr. Petermann and Mrs. Sargent presented this proposal to the School Committee. The School Committee discussed the proposal and then invited Public Comments. There was input from one parent, three staff members, two parents who are also staff and one student (representative).

Motion by Mr. Jamison: To retain the current five block schedule at SHS/SRTC.
Motion failed due to lack of a second.

Motion by Mrs. Williams: To adopt a schedule reflecting four blocks on Monday/Wednesday/Friday and five blocks on Tuesday/Thursday.
Motion seconded by Mr. Mapes. Motion carried 3 – 2.

K. Old Business
None

L. Resignations

1. Superintendent Nelson announced the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Effective 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>CJL</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 announced the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Effect</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 nominated the following professional staff for a probationary teaching contract:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Durack</td>
<td>Landscaping &amp; Horticulture Instructor</td>
<td>SRTC</td>
<td>Eff. 2/24/20</td>
</tr>
</tbody>
</table>

Mr. Jamison made a motion: **To approve the nomination as presented.**
Motion seconded by Mr. Roux. Motion carried 5 – 0.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Fournier</td>
<td>Business Manager</td>
<td>District</td>
<td>Eff. 3/23/20</td>
</tr>
</tbody>
</table>

Mrs. Williams made a motion: **To approve the nomination as presented.**
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

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

Mr. Jamison made a motion: **To adopt Policy ACAA and Procedure ACAA-R as presented.**
Mr. Roux seconded the motion. Motion carried 5 – 0.

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

Mr. Jamison made a motion: **To accept the first readings of Policy JLCEA and Procedure JLCEA-R**
Mr. Mapes seconded the motion. Motion carried 5 – 0.

Q. Items for Future Agenda(s)

1. Additional Budget Workshop, 5 pm, March 2, 2020
R. Calendar Announcements

S. Adjournment

Motion by Mr. Roux: **To adjourn at 9:05 pm.**
Motion seconded by Mr. Jamison. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair  Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, March 2, 2020 – 5:00 pm

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

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

Student reps present: None

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

Guests present: None

A. Call to Order
   Time: 5:01 pm

B. Workshop Session


C. Adjournment

   Mr. Jamison made a motion to adjourn at 6:07 pm.
   Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

_____________________________ _________________________
Don Jamison, Chair                  Matt Nelson, Superintendent
Note: Meeting was held in City Council Chambers, 3rd Floor, City Hall Annex

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

Student Reps present: Harrielle Bernard

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Matt Petermann, SHS Principal
Kathy Sargent, SRTC Director
Beth Letourneau, SHS Guidance Director

A. Call to Order          Time: 6:15 pm
B. Pledge of Allegiance  Said
C. Adjustments
   1. Motion by Mr. Jamison: To move Item K.1. Old Business – SHS/SRTC New Schedule Implementation update forward, to be heard after Item E. Public Comments.
      Motion seconded by Mr. Mapes. Motion carried 4 – 0.
D. Approval of Minutes    None
E. Public Comments
   1. Public comments regarding Item K.1. Old Business – SHS/SRTC New Schedule Implementation Update were heard as follows: 3 SHS staff members, 10 SHS students and 1 SHS parent

*K. Old Business Item addressed out of order
   1. SHS/SRTC New Schedule Implementation update – Matt Petermann, Kathy Sargent and Beth Letourneau
      Mr. Petermann, Mrs. Sargent and Mrs. Letourneau reviewed the timetable and process for SHS/SRTC scheduling. School Committee members discussed their thoughts surrounding the modified schedule adopted on February 24, 2020 and thanked those who commented publicly and via e-mail.

F. Communications        None
G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
      1. Punch list is now at approximately 120 items, including water in the dust collection system, tripping air handlers, system controls & balancing, siding, masonry and leaking walls
      2. Hutter will be back onsite during April vacation to work on these items
   ii. Elementary Construction Projects
      1. MCS
         a. Progress is picking up
         b. Delay claim remains unresolved
         c. Punch lists scheduled for March 17th and 24th
      2. CMS
         a. Completion date moved to late June; classrooms, teachers and students will not be relocated during April vacation.
         b. Costs associated with this delay will be discussed at a joint City Council, School Committee, Building Committee Executive Session meeting scheduled onsite for March 9, 2020 at 4 pm.

2. WSSR-TV Advisory Committee – Mrs. Williams
   i. First meeting held 2/25/20
      1. Reviewed role and status of WSSR-TV
   ii. Next meeting scheduled 3/11/20 to review WSSR-TV’s vision, the job description of the studio manager and programming content.

H. Superintendent’s Report

1. Student Representative Reports

2. Field Trip Announcements - none

I. Directors’ Reports

1. Business Administrator – no report

2. SCAE Interim Director – Nichole Ivey
   i. Completed second month in this position
   ii. Developing human capital
   iii. 10% of Sanford residents over 25 do not have a high school credential
   iv. Focus on student retention and growth
   v. Outreach work through Nasson Health Center, FedCap, Goodwill Workforce Solutions and York County Community Action
   vi. Working with Mike Fallon to create stronger continuum between SHS and SCAE
   vii. ELL, vocational and enrichment offerings
   viii. Working with district staff to ensure safety of SCAE students and staff
3. Assistant Superintendent Steve Bussiere  
   i. Dropout Prevention Committee update  
      i. 2018/2019 dropout rate was 3.2%, lowest in 4 years  
      ii. 2018/2019 graduation rate was 87.24%, highest in 10 years  
      iii. Next meeting will focus on what is working and what needs to be changed  
   ii. Update on School Nurses  
      i. Wash hands, cover coughs and stay home when sick to avoid spreading influenza and Coronavirus  
      ii. Upcoming free clinics for MCV4 and Tdap vaccines  
      iii. CPR recertification training on Wednesday  
      iv. Telemed pilot project at SJHS – lower response than expected

3. Curriculum Director Bernie Flynn – no report

J. New Business

1. Final 2020/2021 Budget for City Budget Committee  
   Motion by Mr. Jamison: To approve the 2020/2021 School Department budget in the amount of $56,030,210 for presentation to City Budget Committee.  
   Motion seconded by Ms. Williams. Motion carried 4 – 0.

2. Superintendent’s Contract  
   Motion by Mr. Jamison: To approve the Superintendent’s amended contract, extended until June 30, 2023, as presented.  
   Motion seconded by Ms. Sheffield. Motion carried 4 – 0.

K. Old Business addressed out of order

1. SHS/SRTC New Schedule Implementation update – Matt Petermann, Kathy Sargent and Beth Letourneau

L. Resignations

1. Superintendent Nelson announced the following resignation: 

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>District</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lamontagne, Paul</td>
<td>Maintenance</td>
<td>District</td>
<td>4/24/20</td>
</tr>
</tbody>
</table>

M. Staff Appointments

1. Superintendent Nelson announced the following appointments: 

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provencher, Emily</td>
<td>Ed Tech I, Special Ed</td>
<td>CJL</td>
<td>2/24/20</td>
</tr>
</tbody>
</table>

N. Staff Transfers None

O. Staff Nominations None

P. Policies None
Q. Items for Future Agenda(s)

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, March 5, 2020</td>
<td>Budget Committee Mtg.</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday, March 12, 2020</td>
<td>Budget Committee Mtg.</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Monday, March 16, 2020</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday, March 19, 2020</td>
<td>Budget Committee Mtg.</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday, March 26, 2020</td>
<td>Budget Committee Mtg.</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
</tbody>
</table>

S. Adjournment

Motion by Ms. Sheffield: **To adjourn at 9:00 pm.**
Motion seconded by Mr. Mapes. Motion carried 4 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, March 9, 2020 ~ 4:00 pm

Note: Meeting was held at the Converted Middle School construction site (CMS), 52 SHS Boulevard, Sanford.

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

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

Guests present: City Council
Core Building Committee
Attorney Jerry Crouter (Drummond/Woodsum)

A. Call to Order
Time: 4:10 pm

B. Executive Session

1. Motion by Mr. Jamison: To enter Executive Session to discuss delay claims for the CMS (Converted Middle School) and MCS (Margaret Chase smith School) construction projects pursuant to 1 MRSA § 405(6)(E) at 4:10 pm.
Motion seconded by Mrs. Williams. Motion carried 5 to 0.

2. Motion by Mr. Jamison: To exit Executive Session at 5:22 pm.
Motion seconded by Mr. Roux. Motion carried 5 to 0.

C. Adjournment

Mr. Jamison made a motion to adjourn at 5:22 pm.
Mr. Roux 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, Jonathan Mapes, John Roux, Emily Sheffield
Members present by phone: Kendra Williams

Student reps present: None

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

Guests present: None

A. Call to Order
   Time: 5:03 pm

B. Workshop Session

   1. 2020/2021 School Placement Plan, K-4 students

C. Adjournment
   Mr. Jamison made a motion to adjourn at 5:59 pm. 
   Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair                                      Matt Nelson, Superintendent
Note: Meeting was held in City Council Chambers, 3rd Floor, City Hall Annex

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

Student Reps present: None

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

A. Call to Order Time: 6:05 pm
B. Pledge of Allegiance Said
C. Adjustments
   Motion by Mr. Jamison: **To move item H.2. Superintendent’s Report Coronavirus Planning to J.3. New Business Coronavirus Planning.**
   Motion seconded by Mr. Roux. Motion carried 4 – 0.

D. Approval of Minutes None
E. Public Comments None
F. Communications None
G. Committee Reports
   1. Construction Updates
      i. SHS/SRTC Construction Project
         1. Combined Punch list from Architect and Commissioning Agent is now at approximately 150 items ($492,000), including water in the dust collection system, system controls & balancing, and siding fasteners
         2. Retainage remains at over $750,000
         3. Hutter will be back onsite during April vacation to work on these items
         4. Drainage at turf field has been corrected
         5. Permanent Certificate of Occupancy pending successful Smoke Evacuation System test

Attachment D.13.
ii. Elementary Construction Projects
   1. MCS
      a. Progress continues to improve
      b. Delay claim remains open
      c. Completion expected before the start of the 2020/2021 school year.
   2. CMS
      a. Current schedule shows completion in June
      b. Work place requirements being established due to Coronavirus

2. Performing Arts Committee (PAC) – Emily Sheffield
   i. Coronavirus interruption
   ii. Advertising and Marketing – social media and mass emails most effective; audience expanding
   iii. Positive feedback on shows, facility
   iv. 2nd ticket printer for Central Office
   v. Review of upcoming events
   vi. April meeting will be held virtually

3. WSSR-TV Advisory Committee – Don Jamison
   i. 2nd meeting held

H. Superintendent’s Report

1. Student Representative Reports - none
2. Coronavirus Planning – to be heard during New Business
3. Field Trip Announcements
   i. SRTC SkillsUSA to State Robotics Contest in Waterville, ME on March 18, 2020 – cancelled due to coronavirus
   ii. SHS JMG to Career Development Conference in Augusta, ME on March 30-31, 2020 – cancelled due to coronavirus
   iii. SHS Chorus to All State Music Festival in Orono, ME on May 13-16, 2020 – uncertain if this will be held as planned

I. Directors’ Reports

1. Business Administrator– no report
2. Assistant Superintendent Steve Bussiere
   i. Met with School Counselors – parents are urged to contact school counselor for coping with Coronavirus measures
   ii. Met with School Nurses
      a. Parents can pick up medicine left behind from 8 am to 1 pm on Wednesday and from 8 am to 3 pm on Thursday
      b. Nurses meeting with Eric Fogg of York Hospital during ERD to discuss Coronavirus
   iii. Crisis Plan – draft under review with SHS personnel
   iv. Wellness Committee – Recent BINGO challenge to staff with prizes
   v. Pre-K – Applications now available on our website
   vi. Kindergarten – Parents are urged to call to be added to list for mailed registration packets
3. Curriculum Director Bernie Flynn – no report

J. New Business

1. Legacy Naming Rights – Matt Nelson
   Motion by Mr. Jamison: *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*
   Motion seconded by Mr. Roux. Motion carried 4 – 0.

2. 2020/2021 Elementary School Zones/School Placements – Steve Bussiere
   - Three K-4 schools, approximately 450 students each
   - Equitable facilities and services
   - Consistent curriculum district wide
   - Transportation efficiencies
   - 2020/2021 “transition year”
   - Student population centers have changed
   - Coronavirus has hampered communication efforts regarding proposed changes

3. Coronavirus Update – Matt Nelson *(addressed out of order)*(Added Attachment J.3.)
   - CDC and MDOE info used to address rapidly evolving situation
   - Staff pulled together at Wednesday’s ERD to create distance learning plans
   - K-4 students took home paper packets on Friday, 3/13/20
   - 5-12 students took home technology on Friday, 3/13/20
   - Decision to close from 3/16/20 to 3/27/20 was made Sunday night; all schools and facilities are now closed to the public
   - Kudos to School Nutrition Program – free meals are now available Monday – Friday at Lafayette School and Memorial Gymnasium
   - Kudos to Backpack Program for continuing efforts
   Motion by Mr. Jamison: *To support the District’s Distance Learning Plan as presented.*
   Motion seconded by Mr. Roux. 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>School</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glidden, Eliz</td>
<td>Special Ed Teacher</td>
<td>SJHS</td>
<td>RESCINDED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>resignation eff. 8/31/20</td>
</tr>
<tr>
<td>Plumpton, Dot</td>
<td>Grade 1 Teacher</td>
<td>Lafayette</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Tracy, Sherry</td>
<td>3/5 Nurse</td>
<td>CJL</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Wilkins, Rich</td>
<td>Assistant Varsity</td>
<td>SHS</td>
<td>Eff. 12/31/19</td>
</tr>
<tr>
<td></td>
<td>Football Coach</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
M. Staff Appointments

1. Superintendent Nelson announced the following spring coaching appointments:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></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>Scott Sheppard</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 announced the following appointments:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></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>
</tr>
<tr>
<td>Welch, Robert</td>
<td>Asst. Director of Facilities</td>
<td>District</td>
<td>Eff. 3/16/20</td>
</tr>
</tbody>
</table>

N. Staff Transfers

1. Superintendent Nelson announced the following transfer:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsay Morton</td>
<td>From CJL Grade 3 teacher</td>
<td>To CJL Kindergarten teacher</td>
</tr>
</tbody>
</table>

O. Staff Nominations None
P. Policies

1. First reading – Policy KBF – Title I District Level Parent Involvement Policy
   Motion by Mr. Jamison: **To accept the first reading of Policy KBF as presented**
   Motion seconded by Ms. Sheffield. Motion carried 4 – 0.

2. Second reading – Policy JLCEA – Managing Students with Allergies
   Motion by Mr. Jamison: **To adopt Policy JLCEA and Procedure JLCEA-R as presented.**
   Motion seconded by Ms. Sheffield. Motion carried 4 – 0.

Q. Items for Future Agenda(s)

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

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, March 19, 2020</td>
<td>Budget Committee</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Thursday, March 26, 2020</td>
<td>Budget Committee</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Monday, April 6, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
<tr>
<td>Monday, April 27, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>City Council Chambers</td>
</tr>
</tbody>
</table>

S. Adjournment

Motion by Mr. Jamison: **To adjourn at 7:11 pm.**
Motion seconded by Mr. Roux. Motion carried 4 - 0.

Respectfully submitted,

_________________________  ________________________________
Don Jamison, School Committee Chair   Matt Nelson, Superintendent
Note: This was a **VIRTUAL** meeting with members attending via Zoom Video Conferencing

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

Student reps present: None

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Cheryl Fournier, Business Manager  
Bernie Flynn, Director of Curriculum  
Joan Wright, Director of Technology  
Jessica Rice, SHS Transitions

Guests present: Ayn Hanselmann, City Councilor

A. Call to Order  
Time: 3:06 pm

B. Workshop Session

1. 2020/2021 Budget Workshop

C. Adjournment  
Mr. Roux made a motion to adjourn at 3:46 pm.  
Mr. Jamison seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair  
Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, April 6, 2020 ~ 6:00 pm

Note: This was a VIRTUAL meeting with members attending via Zoom Video Conferencing.

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

Student Reps present: None

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bernie Flynn, Director of Curriculum
Beth Lambert, SHS Assistant Principal
Jessica Rice, SHS Transitions

Guests present: Amy Sevigny, parent
Ayn Hanselmann, parent

A. Call to Order Time: 6:02 pm
B. Pledge of Allegiance Said
C. Adjustments None
D. Approval of Minutes None
E. Public Comments None
F. Communications None
G. Committee Reports
   1. Construction Updates
      i. SHS/SRTC Construction Project
         1. Hutter is replacing siding fasteners
         2. Mechanical punchlist stalled, awaiting response
         3. Site repair work being done on turf field
         4. Griffin Electric lien for $700,000; retainage remains at $750,000 per legal council
         5. Seeking electrical contractor to modify door
         6. Meeting on Wednesday, April 8, 2020 scheduled
ii. Elementary Construction Projects
   1. MCS
      a. First floor nearing completion – punchlist in May
      b. Gym equipment delayed due to COVID19
      c. West and East wings nearing completion
      d. Delay claim ongoing – Contractor states 51 days, Owner states 15 days
      e. Work schedule amended to four 10 hour days due to COVID19
   2. CMS
      a. Flooring, tiling, ceilings, wiring, casework cabinets and abatement continue
      b. Review ongoing re items damaged by cleaning contractor
      c. COVID19 precautions established; schedule for completion (building turnover in July, 2020) has not been impacted
      d. Issues remain regarding kitchen charges
      e. Awaiting updated schedule for CES; not yet feasible to turn CES over to Structure Tone before June

2. Performing Arts Committee (PAC) – Emily Sheffield – no report

3. WSSR-TV Advisory Committee – Kendra Williams
   i. Exploring Vision/mission statement and interfacing with WSSR-TV

H. Superintendent’s Report
   1. Student Representative Reports - none
   2. COVID19 Update
      a. Closure through May 1, 2020 – plan to return May 4, 2020
      b. Thank you to students, families and staff, especially custodians, food service and tech team members
      c. Protocols for essential personnel in place
      d. School closing date remains in place at this time
      e. Commissioner stated funding levels for ED 279 to be used for budget planning

I. Directors’ Reports
   1. Business Administrator – no report
   2. Assistant Superintendent Steve Bussiere
      i. Review of COVID19 Free Meal Program
         • 1,275 meals served today
         • Thank you to Ledgemere, Foodservice, other staff and volunteers
         • Video created by Sarah Schnell/WSSR-TV
         • Shawn Sullivan’s article last Friday
      ii. School counselors meeting
         • Maine 211
J. New Business

1. Distance Learning Plan – Matt Nelson
   Goals of Distance Learning Plan: sense of connectedness, support for students and staff, continuity of instruction
   Challenges of Distance Learning Plan: very different educational model, prioritization of educational goals and balance for all stakeholders
   Review of updated Distance Learning Plan drafted by administrators
   Motion by Mr. Jamison: To approve the Distance Learning Plan as presented, with adjustments to K-5 staff expectations and the addition of a SEL/Guidance section.
   Motion seconded by Mr. Roux. Motion carried 5 – 0.

2. Financials – Matt Nelson
      (Attachment J.2.a)
      Motion by Mrs. Williams: To accept the January 31, 2020 Expenses and Reconciliation as presented.
      Motion seconded by Mr. Jamison. Motion carried 5 – 0.
   b. Expenses and Reconciliation for February, 2020 – (Attachment J.2.b)
      Motion by Mr. Jamison: To accept the February 29, 2020 Expenses and Reconciliation as presented.
      Motion seconded by Ms. Sheffield. Motion carried 5 – 0.

K. Old Business

   None

L. Resignations

   None

M. Staff Appointments

1. Superintendent Nelson announced the following appointments:

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

N. Staff Transfers

   None

O. Staff Nominations

   None
P. Policies

1. Second reading – Policy KBF – Title I District Level Parent Involvement Policy
2. First reading – Policy ACAB – Harassment and Sexual Harassment of School Employees
3. First reading – Procedure ACAB-R – Employee Discrimination and Harassment Complaint Procedure
5. First reading – Policy AC-R – Affirmative Action Plan
   Motion by Mr. Jamison: To adopt Policy KBF and accept the first reading of Policies ACAB, ACAB-R, AC and AC-R as presented. Motion seconded by Mr. Mapes. Motion carried 5 – 0.

Q. Items for Future Agenda(s)
1. School Committee Workshop re after school meals and snacks – tentative date May 4, 2020

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, April 16, 2020</td>
<td>Downtown Sanford Planning Partnership Initiative Public Meeting</td>
<td>6:00 pm</td>
<td>Virtual Meeting</td>
</tr>
<tr>
<td>Monday, April 27, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>Virtual meeting</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

Motion by Mr. Mapes: To adjourn at 7:44 pm.
Motion seconded by Mr. Roux. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent
To: Superintendent Matt Nelson, Sanford School Committee, and Member of the Public

From: Cheryl Fournier, Business Administrator

Date: Monday, April 27, 2020

Regarding: March 2020 Expense Report and Reconciliation

Attached please find the Reconciliation of Accounts as of March 31, 2020 reflecting all activity for the 9-months fiscal year-to-date. Highlights from this report include:

- General Education and Adult Ed Revenues of $29.5 million and $35.7 million in Expenses, for a Net Expense of $6.2 million.
- There are 27 Special Revenue accounts with activity in the current fiscal year (July 2019 – March 2020), with combined revenues of $2.5 million and combined expenses of $1.9 million, for a Net Expense of $0.6 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 $0.5 million and combined expenses of $16.4 million, for Net Expenses of $15.9 million.
- We currently have three Enterprise accounts; School Nutrition, Adult Ed Enrichment and the Performing Arts Center. Those three accounts have generated revenues of $1.3 million and expenses of $1.2 million, for Net Revenues of $0.1 million.
- Finally, in Trust Funds, we have $79 thousand in revenue and approximately $82 thousand in expenses, for Net Revenues of $3 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 $20.5 million, an increase of about $599 thousand over the prior year. The majority of our staff are paid on a September to August basis, this expense amount more closely represents 7.25 months of salaries and benefits. So the 39% or $13.3 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 ($1.5 million), Property Services ($313 thousand), Other Purchased Services ($1.9 million), Supplies/Energy ($1.2 million) and Property Maintenance ($281 thousand) in totality are coming in about $340 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 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 $2.1million.

• Articles 1-4, which are classified as “Direct Instruction” contribute $16.9 million, while Articles 5-7 (Student/Staff Support as well as School and System Admin) contribute another $4.7 million.

• Article 8, Transportation, contributes $1.4 million, while Article 9, Facilities including CIP, contributes another $2.9 million.

• Article 10, Debt Service contributes $9.4 million.

• Finally, we have Article 11 (All Other) contributing $33 thousand and Adult Ed Academic Only with $351 thousand. This yields the combined General Fund Expense amount of $35,668,698 Year-to-Date.
### Reconciliation of Accounts

**Between Sanford School Department & The City of Sanford**

For the Year-to-Date and Month Ending March 31, 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/City/Variance</td>
<td>School/City/Variance</td>
<td>School/City/Variance</td>
</tr>
</tbody>
</table>

#### General Fund

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</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>16-210</td>
<td>1000</td>
<td>General Education</td>
<td>(29,304,404)</td>
<td>35,316,803</td>
<td>6,012,399</td>
</tr>
<tr>
<td>16-235</td>
<td>1500</td>
<td>Adult Education</td>
<td>(176,410)</td>
<td>351,895</td>
<td>175,485</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>(29,480,814)</td>
<td>35,668,698</td>
<td>6,187,884</td>
</tr>
</tbody>
</table>

#### Special Revenue Funds

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</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>2201</td>
<td>2001</td>
<td>Wellness Team</td>
<td>(500)</td>
<td>300</td>
<td>(200)</td>
</tr>
<tr>
<td>2202</td>
<td>2002</td>
<td>Erie</td>
<td>(63,691)</td>
<td>(63,691)</td>
<td>(63,691)</td>
</tr>
<tr>
<td>2204</td>
<td>2011</td>
<td>McAlester</td>
<td>(38,000)</td>
<td>12,547</td>
<td>(25,453)</td>
</tr>
<tr>
<td>2205</td>
<td>2005</td>
<td>Mercy</td>
<td>(1,310)</td>
<td>(1,310)</td>
<td>(1,310)</td>
</tr>
<tr>
<td>2207</td>
<td>2238</td>
<td>Momentum</td>
<td>(5,387)</td>
<td>5,532</td>
<td>146</td>
</tr>
<tr>
<td>2217</td>
<td>2051</td>
<td>HEROS</td>
<td>115</td>
<td>115</td>
<td>115</td>
</tr>
<tr>
<td>2218</td>
<td>2052</td>
<td>Local JH</td>
<td>(3,500)</td>
<td>722</td>
<td>(2,778)</td>
</tr>
<tr>
<td>2219</td>
<td>2091</td>
<td>SRTC</td>
<td>62,165</td>
<td>62,165</td>
<td>62,165</td>
</tr>
<tr>
<td>2224</td>
<td>2208</td>
<td>MODE Grant SRTC</td>
<td>(99,590)</td>
<td>1,312</td>
<td>(98,278)</td>
</tr>
<tr>
<td>2238</td>
<td>2225</td>
<td>College Transitions</td>
<td>(12,174)</td>
<td>29,465</td>
<td>17,292</td>
</tr>
<tr>
<td>2239</td>
<td>2300</td>
<td>Title 1A</td>
<td>(826,106)</td>
<td>751,228</td>
<td>(74,878)</td>
</tr>
<tr>
<td>2240</td>
<td>2460</td>
<td>MalineCare</td>
<td>(120,660)</td>
<td>102,875</td>
<td>(17,785)</td>
</tr>
<tr>
<td>2252</td>
<td>2470</td>
<td>Idea Local Entitlement</td>
<td>(668,688)</td>
<td>600,519</td>
<td>(68,169)</td>
</tr>
<tr>
<td>2253</td>
<td>2510</td>
<td>Early Child/Preschool</td>
<td>(9,510)</td>
<td>17,123</td>
<td>7,213</td>
</tr>
<tr>
<td>2255</td>
<td>2400</td>
<td>Title 4</td>
<td>(18,547)</td>
<td>15,175</td>
<td>(3,372)</td>
</tr>
<tr>
<td>2259</td>
<td>2670</td>
<td>Title 5</td>
<td>(18,899)</td>
<td>36,108</td>
<td>17,209</td>
</tr>
<tr>
<td>2262</td>
<td>2700</td>
<td>Title 2A</td>
<td>(54,085)</td>
<td>77,805</td>
<td>23,720</td>
</tr>
<tr>
<td>2268</td>
<td>2860</td>
<td>Carl Perkins</td>
<td>(103,574)</td>
<td>117,915</td>
<td>14,341</td>
</tr>
<tr>
<td>2269</td>
<td>2950</td>
<td>Afterschool</td>
<td>(14,623)</td>
<td>16,443</td>
<td>1,820</td>
</tr>
<tr>
<td>2272</td>
<td>2012</td>
<td>Corning</td>
<td>1,060</td>
<td>1,060</td>
<td>1,060</td>
</tr>
<tr>
<td>2273</td>
<td>2013</td>
<td>SMS Student iPads</td>
<td>(2,900)</td>
<td>16,124</td>
<td>13,224</td>
</tr>
<tr>
<td>2275</td>
<td>2232</td>
<td>Transt Proff. Dipl.</td>
<td>2,269</td>
<td>2,269</td>
<td>2,269</td>
</tr>
<tr>
<td>2287</td>
<td>2209</td>
<td>Nati Board Scholars</td>
<td>(1,900)</td>
<td>1,900</td>
<td>1,900</td>
</tr>
<tr>
<td>2289</td>
<td>2004</td>
<td>Casyola Grant</td>
<td>201</td>
<td>201</td>
<td>201</td>
</tr>
<tr>
<td>2290</td>
<td>2237</td>
<td>MLTI Block Grant</td>
<td>(24,000)</td>
<td>(24,000)</td>
<td>(24,000)</td>
</tr>
<tr>
<td>2292</td>
<td>2910</td>
<td>PUS Distance Learn</td>
<td>(316,461)</td>
<td>(316,461)</td>
<td>(316,461)</td>
</tr>
<tr>
<td>2293</td>
<td>2110</td>
<td>Maine Home Builders</td>
<td>(53,466)</td>
<td>6,183</td>
<td>(47,283)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>(2,457,971)</td>
<td>1,875,085</td>
<td>(582,886)</td>
</tr>
</tbody>
</table>

#### Capital Improvement Funds

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</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>4047</td>
<td>3015</td>
<td>HS Const Project</td>
<td>(63,916)</td>
<td>4,269,811</td>
<td>4,205,895</td>
</tr>
<tr>
<td>4054</td>
<td>3020</td>
<td>Elem Const Project</td>
<td>(407,218)</td>
<td>12,125,002</td>
<td>11,717,784</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>(471,134)</td>
<td>16,394,813</td>
<td>15,923,679</td>
</tr>
</tbody>
</table>

#### Enterprise Funds

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</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>5000</td>
<td>6000</td>
<td>School Cafeteria</td>
<td>(1,106,851)</td>
<td>1,135,749</td>
<td>28,892</td>
</tr>
<tr>
<td>5200</td>
<td>6150</td>
<td>Adult Ed Enrichment</td>
<td>(39,446)</td>
<td>38,834</td>
<td>(612)</td>
</tr>
<tr>
<td>5201</td>
<td>6201</td>
<td>Performing Arts Ctr</td>
<td>(226,712)</td>
<td>52,241</td>
<td>(174,470)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>(1,373,006)</td>
<td>1,226,824</td>
<td>(146,182)</td>
</tr>
</tbody>
</table>

#### Trust Funds

<table>
<thead>
<tr>
<th>Code</th>
<th>Program</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>7015</td>
<td>8015</td>
<td>Trust Funds</td>
<td>(79,539)</td>
<td>82,180</td>
<td>2,641</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>(79,539)</td>
<td>82,180</td>
<td>2,641</td>
</tr>
</tbody>
</table>

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Date: ________________________________ For the School by: Matthew Nelson, Superintendent

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

Cheryl Fournier, Business Administrator
Ronni 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 March 31, 2020*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$51000 Personal Services - Sal/Wages&amp;Stip.</td>
<td>$14,139,607</td>
<td>$14,302,001 40%</td>
<td>$23,926,231 45%</td>
<td>$9,624,230 40%</td>
</tr>
<tr>
<td>$52000 Personal Services - Payroll Tax&amp;Bene.</td>
<td>$5,745,443</td>
<td>$6,182,124 18%</td>
<td>$9,878,510 19%</td>
<td>$3,696,386 37%</td>
</tr>
<tr>
<td><strong>Subtotal - Personal Services</strong></td>
<td><strong>$19,885,051</strong></td>
<td><strong>$20,484,124 58%</strong></td>
<td><strong>$33,804,741 63%</strong></td>
<td><strong>$13,320,616 39%</strong></td>
</tr>
<tr>
<td>$53000 Purchased Prof. &amp; Tech. Services</td>
<td>$1,489,426</td>
<td>$1,529,132 4%</td>
<td>$2,162,698 4%</td>
<td>$633,566 29%</td>
</tr>
<tr>
<td>$54000 Purchased Property Services</td>
<td>$391,116</td>
<td>$313,674 1%</td>
<td>$496,276 1%</td>
<td>$182,601 37%</td>
</tr>
<tr>
<td>$55000 Other Purchased Services</td>
<td>$2,045,402</td>
<td>$1,862,933 5%</td>
<td>$2,625,217 5%</td>
<td>$762,285 29%</td>
</tr>
<tr>
<td>$56000 General Supplies</td>
<td>$1,425,160</td>
<td>$1,181,880 3%</td>
<td>$1,986,831 4%</td>
<td>$804,951 41%</td>
</tr>
<tr>
<td>$57000 Property Maint &amp; Repair</td>
<td>$158,043</td>
<td>$281,782 1%</td>
<td>$397,577 1%</td>
<td>$115,796 29%</td>
</tr>
<tr>
<td>$58000 Debt, Dues/Fees &amp; Miscellaneous</td>
<td>$7,738,091</td>
<td>$9,663,277 27%</td>
<td>$11,855,638 22%</td>
<td>$2,192,361 18%</td>
</tr>
<tr>
<td>$59000 Other &amp; Rounding</td>
<td>$ -</td>
<td>$ - 0%</td>
<td>$ - 0%</td>
<td>$ - 0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$33,132,290</strong></td>
<td><strong>$35,316,803 100%</strong></td>
<td><strong>$53,328,978 100%</strong></td>
<td><strong>$18,012,175 34%</strong></td>
</tr>
</tbody>
</table>

### WARRANT ARTICLE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regular Instruction</td>
<td>$9,026,901</td>
<td>$9,233,901 26%</td>
<td>$15,574,854 29%</td>
<td>$6,340,953 41%</td>
</tr>
<tr>
<td>2. Special Education</td>
<td>$4,871,293</td>
<td>$4,916,399 14%</td>
<td>$8,307,100 16%</td>
<td>$3,390,702 41%</td>
</tr>
<tr>
<td>3. Career / Technical Education</td>
<td>$2,027,817</td>
<td>$2,183,762 6%</td>
<td>$3,428,470 6%</td>
<td>$1,244,708 36%</td>
</tr>
<tr>
<td>4. Other Instruction</td>
<td>$548,267</td>
<td>$583,550 2%</td>
<td>$950,763 2%</td>
<td>$367,213 39%</td>
</tr>
<tr>
<td>5. Student &amp; Staff Support</td>
<td>$2,418,114</td>
<td>$2,339,346 7%</td>
<td>$3,930,615 7%</td>
<td>$1,591,269 40%</td>
</tr>
<tr>
<td>6. System Administration</td>
<td>$694,158</td>
<td>$663,411 2%</td>
<td>$906,917 2%</td>
<td>$243,506 27%</td>
</tr>
<tr>
<td>7. School Administration</td>
<td>$1,608,463</td>
<td>$1,695,677 5%</td>
<td>$2,391,792 4%</td>
<td>$696,115 29%</td>
</tr>
<tr>
<td>8. Transportation &amp; Buses</td>
<td>$1,310,141</td>
<td>$1,409,717 4%</td>
<td>$1,987,432 4%</td>
<td>$577,714 29%</td>
</tr>
<tr>
<td>9. Facilities Maintenance</td>
<td>$3,168,290</td>
<td>$2,880,459 8%</td>
<td>$4,291,909 8%</td>
<td>$1,411,450 33%</td>
</tr>
<tr>
<td>10. Debt Service</td>
<td>$7,426,925</td>
<td>$9,377,579 27%</td>
<td>$11,514,405 22%</td>
<td>$2,136,826 19%</td>
</tr>
<tr>
<td>11. All Other Expenditures &amp; Rounding</td>
<td>$31,920</td>
<td>$33,002 0%</td>
<td>$44,721 0%</td>
<td>$11,719 26%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$33,132,290</strong></td>
<td><strong>$35,316,803 100%</strong></td>
<td><strong>$53,328,978 100%</strong></td>
<td><strong>$18,012,175 34%</strong></td>
</tr>
</tbody>
</table>

| Adult Education | $424,004 | $351,895 55% | $642,579 | $290,684 45% |
| **Total** | **$33,556,294** | **$35,668,698 66%** | **$53,971,557 100%** | **$18,302,859 34%** |
The following policies will be presented for a Second Reading:

I. **Policy ACAB: Harassment and Sexual Harassment of School Employees**

II. **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.

III. **Policy AC: Nondiscrimination/Equal Opportunity and Affirmative Action**

IV. **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 ACAB: Harassment and Sexual Harassment of School Employees as presented.
2. Motion to adopt Policy ACAB-R: Employee Discrimination and Harassment Complaint Procedure as presented.
3. Motion to adopt Policy AC: Nondiscrimination/Equal Opportunity and Affirmative Action as presented.
4. Motion to adopt Policy AC-R: Affirmative Action Plan as presented.
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
(2) for supervisory and managerial employees within one year of commencement of supervisory or managerial employment status.

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 under utilization in the workforce exists, the school unit shall consider relevant local workforce 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)
Revised: August 20, 2013
Updated: April 2020