

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING MINUTES
EXECUTIVE SESSION
Central Office, 2nd Floor, City Hall Annex
Tuesday, March 29, 2022 ~ 3:00 pm**

Note: This is an IN-PERSON meeting.

Members present: Paula Cote, Amy Sevigny, Jennifer Davie, Jonathan Mapes, and John Roux

Staff present: Matt Nelson, Superintendent

Guests present: Dan Rose, Drummond Woodsum

A. Call to Order Paula Cote called the meeting to order at: 3:00 pm

B. Executive Session Legal rights and duties of School Committee pursuant to Title 1 MRS Section 405 (6)(E)

Mrs. Cote made a motion: to enter Executive Session at 3:05 pm.
Motion was seconded by Mrs. Sevigny. Vote 5 - 0

Mrs. Cote made a motion: to exit the Executive Session at 5:10 pm.
Motion was seconded by Mrs. Sevigny. Vote 5 - 0
:

C. Adjournment

Mrs. Cote made a motion: to adjourn at 5:10 pm.
Motion was seconded by Mr. Roux. Vote 5 - 0

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING AGENDA
MINUTES
Central Office, 2nd Floor, City Hall Annex
Monday, April 4, 2022 ~5:15 pm**

00

Members present: Paula Cote, Amy Sevigny, Jennifer Davie, Jonathan Mapes, and John Roux

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Matt Petermann, SHS Principal
Cecilia Sirianni, Outreach

Guests present: Student, parent

A. Call to Order Time: 5:15 pm

B. Executive Session Student Matter

A motion was made by Mr. Roux to enter an Executive Session at 5:23 pm to consider re-admission for a student at Sanford High School pursuant to 1 MRSA §405(6) (B).

Motion seconded by Ms. Sevigny. Motion carried 5 -0.

A motion was made by Mrs. Davie to exit the Executive Session at 5:39 pm.
Motion seconded by Mr. Roux. Motion carried 5 – 0.

Public Session:

A motion was made by Mrs. Davie that the School Committee had discussed the information presented regarding the student’s request and interest to attend the Job Corps program in Bangor and found it to be credible. Based on that information, the Sanford School Department will put Hailey Noble’s expulsion in abeyance to allow Hailey to attend Job Corps. The Superintendent will provide the student and her parent(s) with a written notice of the School Committee’s findings and conclusions.

Motion seconded by Mr. Roux. Motion carried 5 – 0.

C. Adjournment

A motion was made by Mrs. Davie to adjourn at 5:39 pm.

Motion seconded by Mr. Roux. Motion carried 5 – 0.

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING MINUTES
City Council Chambers, 3rd Floor, City Hall Annex
Monday, April 4, 2022 ~ 6 pm**

Note: This is a combination **VIRTUAL** and **IN-PERSON** meeting, with members attending via Zoom Video Conferencing and in-person.

Members present: Paula Cote, Amy Sevigny, Jennifer Davie, Jonathan Mapes, John Roux

Student Reps present: Grace Davie, Isabella Farrington

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bethany Lambert, Director of Curriculum
Cheryl Fournier, Business Administrator
Troy Hathaway, SRTC
Peg Levasseur, SRTC
Mark Patterson, SRTC (PATCO)

A. Call to Order Paula Cote, Chair called the meeting to order at 6:03 pm.

B. Pledge of Allegiance

C. Adjustments None

D. Approval of Minutes ([Attachment D](#))

1. Monday, March 21, 2022, School Committee Meeting, 6 pm
Motion by Mr. Roux: To approve the minutes as presented.
Motion seconded by Mr. Mapes. Motion carried 5 – 0.

E. Public Comments

F. Communications None

G. Committee Reports

1. Construction Projects
 - i. SHS/SRTC
 1. Outside Air Damper issue cause had been determined.
 2. Briggs has committed to resolving the final issues; tech expected Wed., 4.6.22
 3. Briggs is putting something in writing that will protect the school department into next year's cold season.
 4. Legal counsel will review closeout, change order and supporting documentation listing money spent on resolving punch list items by owner before issued to contractor.

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- ii. SMS
 - 1. Supt. Nelson toured the SMS kitchen space with Holly Hartley and Don Nichols to look at walk-in cooler/freezer and storage space that was valued engineered out of the project in order to investigate using local bond funds and eliminate use of Memorial Gym kitchen space.
 - 2. Concern: Work may not be done this summer due to staffing and material delays.
 - 3. Quotes are being gathered to cover orange lockers and peach tile with drywall this summer.
- iii. MCS
 - 1. The fire lane will be paved this upcoming April vacation.
- 2. SHS/SRTC Scheduling Advisory Committee
 - i. Meeting held, Tues., March 22nd focused on answering three questions:
 - 1. What do we need in a schedule; what do we want in a schedule; and what can't we have in a schedule?
 - ii. Next meeting is tentatively scheduled for Wed., April 13th at 1:30 pm and will focus on:
 - 1. Finalizing the work started March 22nd and prepare to hold focus groups with SHS and SRTC staff in order to get feedback.
 - 2. Information gathered will be used to evaluate the different schedule options against our needs, wants and non-negotiables.
- 3. Sanford Performing Arts Committee
 - i. Mrs. Cote read a Facebook post from a former SHS Teacher, Marty McKeon indicating she had a positive experience attending Mamma Mia.
 - ii. "Spring Sing" was announced to premiere on YouTube 4.6.22 at 6 pm. ([Link for viewing event](#))
 - iii. 33rd Annual Band Fest was announced. This event highlights the 5th, 6th, 7th, 8th grade and SHS Bands. ([Link for viewing event](#)).

H. Superintendent's Report

- 1. Student Representative Reports
 - i. Grace Davie recapped the wonderful Mamma Mia performances; highlighted the upcoming Variety Show fundraiser and Spring Sports. Grace encouraged all to come out to these events and support those participating.
 - ii. Isabella Farrington expanded her comments on the Variety Show fundraiser and the number of raffles which will be awarded. Isabella was also pleased to announce that the Farmer's Market will be opening on 5.7.22 from 8 am – 12 pm citing it will be a great opportunity for community.
- 2. Field Trips were announced ([Attachment H.2](#))
 - i. NE District Event for Engineering/Robotics, Durham, NH, March 31, 2022 – April 2, 2022.
 - ii. Academy of Business Program trip to Thomas College, April 4, 2022
 - iii. Fire Science, Foster Tech, Farmington, Maine, May 25, 2022
- 3. Sanford School Department Safe Return to School and Continuity of Instruction Plan 2021-2022 Update
 - i. Reviewed [Average Daily Attendance](#); there was a slight decrease in overall attendance since the last School Committee meeting.
 - ii. Presented the [COVID-19 Positive Cases](#) listed on our website
 - iii. Changes to be made are to no longer sent out notifications of positive COVID cases district-wide; only notify individual schools that have positive COVID cases.

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- iv. Reviewed updated and changed [2021-2022 Return to School Plan](#) on the website.
 - v. Reported that there was no YCEMA update; meetings are now bi-weekly. Next meeting slated for Tues., April 5th.
 - vi. Expectations are that the MDOE will announce Pool Testing information this week or next which will include whether it will be sunsetted or not.
 - 1. [Our pool testing numbers](#) are not especially high and have decreased recently.
 - 2. School nurses are reporting that students have stopped pool testing but instead are effectively using of home tests if a student becomes symptomatic.
 - 3. The MDOE may try and secure over the counter testing to replace pool testing.
4. [Sanford News 4.4.22](#)

I. Directors' Reports

- 1. Troy Hathaway, Peg Levasseur and Mark Patterson did a Building Trades Program Presentation highlighting the houses build in 2021/2022 and the next house to be built in 2022/2023
- 2. Steve Bussiere –
 - i. An update was given on the following:
 - 1. April Safety Committee Report
 - a. YTD (January through March) – there have been 26 employee incidents.
 - b. Since February, there has been a slight uptick in employee injuries that occurred while working with students.
 - c. Managing behavior, professional development and ongoing support are important to support staff.
 - i. Wed., 4.6.22 Elementary Ed Techs K-4 will be receiving behavior management training with Kristy Richards.
 - ii. Training is similar to the ongoing training received by our elementary teachers with our behavior coaches.
 - d. Student Incidents School Year to Date
 - i. 19 total incidents - mostly slips, falls, bumped heads and minor cuts.
 - ii. Number of safety concerns has decreased as a result of new/upgraded facilities.
 - iii. Next, the Safety Committee will be reviewing current safety protocols for any updates and changes that need to be made.
 - 2. Upcoming DHHS Training
 - a. DHHS will be conducting live Mandated Reporter Training for school counselors, social workers and administrators during Wed.'s ERD; all others will participate in an online training module.
 - b. Staff are required to receive initial training and then again, every four years.
 - c. This is important training as we are required to report when we see a possibility of child abuse.
 - 3. Summer Facilities Planning
 - a. Meetings have been held with the YMCA, Recreation Department, Don Nichols (Facilities and Maintenance Director), Holly Hartley (Food Service Director), and other school staff who lead summer programming to begin planning facility use over the summer for summer programs.

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- b. One challenge with summer facilities use is Summer Food Service availability. Last summer, federal food waivers were in place, allowing food to be served at any location and off-site consumption. Waiver is set to expire on June 30, 2022.
 - i. MCS is currently not an eligible site; meaning we can not house summer programming at MCS, nor provide breakfast and lunch for students there.
 - ii. There is movement at the federal level to extend waivers. [Support Kids Not Red Tape Act](#) was introduced in Congress to extend the child nutrition waivers through next summer 202.
- c. Summer schedule will be shared once finalized.

J. New Business None

K. Old Business None

L. Resignations/Retirements*

- 1. Superintendent Nelson announced the following resignations/retirements*:

Dave McCall	8 th Grade Girls' Soccer Coach	SMS	3/17/2022
Helen Hemenway	Kitchen Personnel	SHS	3/22/2022
Devon Garabedian	Social Worker (was on 1-year leave of absence)	CJL	3/26/2022
Denise Allaire*	Special Education Teacher, Resource Room	SMS	6/30/2022
Barbara Noone*	5 th Grade Teacher	SMS	6/30/2022

M. Staff Appointments

- 1. Superintendent Nelson announced the following appointments:

John Carter	3 rd Shift Custodian	SHS	Replacement	3/27/2022
Justine Williams	SSR Room – Ed Tech III	MCS	Replacement	3/28/2022
Jed Russell	ESY (Summer School) Director	ESY	New position	7/1/2022
Joseph Mesics	Assistant Varsity Football Coach	SHS	Replacement	3/30/2022

N. Staff Transfers

- 1. Superintendent Nelson announced the following transfers:

Justine Williams	From Special Education Ed Tech II	To SSR Room (Ed Tech III)	3/28/2022
Ashley Wyman	From 8 th Grade Softball	To 7 th Grade Softball	3/18/2022
Vickie Thomas	From 7 th Grade Softball	To 8 th Grade Softball	3/18/2022
Brian Danis	From 2 nd Shift Custodian	To 3 rd Shift Custodian	3/22/2022
Armand Doiron	From 2 nd shift SMS Custodian	To 2 nd Shift SCAE/Bridge/CO Custodian	4/18/2022

O. Staff Nominations None

P. Policies and Procedures None

Q. Items for Future Agenda(s)

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R. Calendar Announcements

Tues., 4.5.22	Budget Committee Presentation at City Council Meeting	6 pm	Via Zoom
Wed., 4.6.22	Food Service Negotiations	1:30 pm	SHS
Wed., 4.6.22	Sanford Schools Legacy Foundation Meeting	4 pm	Via Zoom
Thurs., 4.7.22	SRTC Advisory	9 am	Via Zoom
Thurs., 4.7.22	Pre-K Advisory Meeting	3:30 pm	Via Zoom
Tues., 4.12.22	Drop Out Prevention Committee Meeting	3:15 pm	Central Office
Wed., 4.13.22	SHS/Schedule Advisory Committee	TBD	TBD
Mon., 4.25.22	Tentative – Level 3 Custodian Grievance Hearing	3:30 pm	(prior to SC meeting)
Mon., 4.25.22	School Committee Meeting	6 pm	Chambers
Mon., 5.2.22	Tentative School Committee Workshop/Executive Session	5 pm	TBD

S. Adjournment

Mr. Mapes made a motion to adjourn at 7:14 pm.
Mr. Roux seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING MINUTES
EXECUTIVE SESSION
Central Office, 2nd Floor, City Hall Annex
Monday, April 11, 2022 ~ 12:30 pm**

Note: This is an IN-PERSON meeting.

Members present: Paula Cote, Jonathan Mapes, John Roux

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Joe Mastraccio, Assistant Principal
Cecilia Siriani, Outreach

Guests present: Student
Parents
Megan Downs, Case Manager MBHC
Sara Wass MBHC Supervisor
Christine Quong, MST Clinician

A. Call to Order **Paula Cote, Chair called the meeting to order at 12:45 pm.**

B. Executive Session Student Matter

C. Student Matter

A motion was made by Mr. Roux to enter an Executive Session at 12:30 pm to consider re-admission for a student at Sanford Middle School pursuant to 1 MRSA §405(6) (B).

Motion seconded by Mr. Mapes. Motion carried 3 - 0.

A motion was made by Mr. Roux to exit the Executive Session at 1:37 pm.

Motion seconded by Mr. Mapes. Motion carried 3 – 0.

Public Session:

A motion was made by Mr. Roux that the School Committee has discussed the information presented regarding the student’s request and found it to be credible and the behavior that resulted in the student being expelled will not likely recur. Based on that information, the Sanford School Committee readmits Matthew Drew to Sanford Middle School pending a successful re-entry meeting on Wednesday, April 13, 2022. The student and parent(s) will set up a meeting with the School Assistant Principal and Outreach Coordinator to map out a timeline and strategies for his successful re-entry pursuant to Title 20-A M.R.S.A. Section 1001. In addition, the Superintendent will provide the student and his parents with a written

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notice of the School Committee's findings and conclusions including Matthew being subject to random searches while at school.

Motion seconded by Mr. Mapes. Motion carried 3 – 0.

D. Adjournment

A motion was made by Mr. Roux to adjourn at 1:42 pm.

Motion seconded by Mr. Mapes. Motion carried 3 – 0.

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent