

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING MINUTES
EXECUTIVE SESSION
Central Office, 2nd Floor, City Hall Annex
Monday, April 25, 2022 ~ 3:30 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: Tom Trenholm, Legal Counsel

A. Call to Order **Paula Cote, Chair called the meeting to order at 3:32 pm.**

B.

C. Executive Session Advice from Legal Counsel

A motion was made by Mr. Roux: to enter Executive Session at 3:32 pm to receive advice from legal counsel pursuant to 1 MRSA §405(6)(E). Motion seconded by Ms. Davie. Motion carried 5-0.

A motion was made by Mr. Mapes: to enter exit Executive Session at 3:55 pm. Motion seconded by Mr. Roux. Motion carried 5-0.

D. Adjournment

A motion was made by Mr. Mapes: to adjourn at 3:55 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
MEETING MINUTES
EXECUTIVE SESSION
Central Office, 2nd Floor, City Hall Annex
Monday, April 25, 2022 ~ 4:00 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
Cheryl Fournier, Business Administrator
Don Nichol, Facilities Director
Joe Mehler, Custodial Union President
Matt Petermann, SHS Principal
Holly Hartley, Nutrition Director

Guests present: Tom Trenholm, Legal Counsel
Shirley Randall-Bourgault, Custodian Representative

A. Call to Order **Paula Cote, Chair called the meeting to order at 3:58 pm.**

B.

C. Executive Session Labor Matter with the Custodial Unit

A motion was made by Ms. Davie: to enter Executive Session at 3:59 pm for a Level III Grievance Hearing pursuant to 1 MRSA §405(6)(D).
Motion seconded by Mr. Roux. Motion carried 5-0.

A motion was made by Mr. Roux: To exit Executive Session at 8:55 pm.
Motion seconded by Mr. Mapes. Motion carried 5-0.

D. Adjournment

A motion was made by Mr. Roux: to adjourn at 9:00 pm.
Motion seconded by Mr. Mapes. 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 25, 2022 ~ 6:30 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, John Paul Alexandre

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bethany Lambert, Director of Curriculum
Cheryl Fournier, Business Administrator

A. Call to Order Paula Cote, Chair called the meeting to order at 6:38 pm.

B. Pledge of Allegiance

C. Adjustments

1. The following business items were tabled until the next regularly stated meeting.
 - i. March 2022 Financials – Cheryl Fournier ([Attachment J.1](#))
Recommendation: to approve the March 2022 financials as presented.
 - ii. Food Service Contract
Recommendation: to approve the Food Service Contract for 7.1.22 – 6.30.25 as presented.
Motion by Mr. Roux: to table the business items listed above.
Seconded by Ms. Sevigny. Motion carried 5 – 0.

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

1. Tuesday, March 29, 2022, Executive Session, 3 pm
 2. Monday, April 4, 2022, Executive Session, 5:15 pm
 3. Monday, April 4, 2022, School Committee Meeting, 6 pm
 4. Monday, April 11, 2022, Executive Session, 12:30 pm
- Motion by Mr. Roux:** To approve the minutes as presented.
Motion seconded by Mr. Mapes. Motion carried 5 – 0.

E. Public Comments

1. A parent's email was received and noted regarding Sanford Pre-K times.

F. Communications ([Attachment F](#))

1. Supt. Nelson presented a thank you and appreciation for Sanford Band Education letter received from Mr. Philip B. Edelman, Ph.D., Associate Professor of Music Education, University of Maine School of Performing Arts, Orono, Maine.

Sanford School Committee Meeting Minutes

4.25.22

G. Committee Reports

1. Construction Projects
 - i. A close out plan letter is being sent regarding the SHS/SRTC project.
 - ii. A Building Committee meeting will be scheduled (tentatively for May 2 between 3 – 5 pm) to formally tour all of the buildings; SMS, Pride and then MCS.
 - iii. Quote from Harriman’s has been received regarding the kitchen area projects (i.e., walk in freezer/cooler and storage area originally value engineered out to be put back in place now that there is budget available.
2. SHS/SRTC Scheduling Advisory Committee
 - i. Student feedback regarding the SHS/SRTC schedule was received during Spartan Time on Monday, April 25, 2022. Teachers will have an opportunity to provide feed back on Wednesday, April 27th during early release. Feedback sought was on the “need”, “want” and “can’t have” in the high school schedule.
 - ii. Next meeting is scheduled for May 11th at 1:30 pm at the SHS/SRTC.
3. Sanford Performing Arts Committee
 - i. Sanford Middle School Actors Guild’s production of Moana on 4.29.22 and 4.30.22 in the Sanford Performing Arts Center.

H. Superintendent’s Report

1. Student Representative Reports
 - i. Grace Davie mentioned the Senior festivities would be in full swing after April Break:
 - Top Fifty Banquet at the Elks Club on 5.4.22, invitee and recorded.
 - NHS Senior Send off on 5.24.22
 - SRTC Recognition Night on 5.26.22
 - ii. Isabella Farrington reported another activity going on was the Spring Formal on 4.29.22; Ms. Farrington enjoyed the circle time activity regarding schedule feedback. The Farmer’s Market on 5.7.22 will have plenty of Mother’s Day gifts available.
 - iii. John Paul Alexandre echoed that he too thought Spartan Time schedule discussions were awesome and productive. On 4.14.22 NHS had a variety show with 17 acts that was enjoyable for all who attended. Noted that spring sports are in full swing with several games over April vacation and that the Track Team has their first meet in Biddeford.
2. Field Trip was announced: ([Attachment H.2](#))
 - i. Mt. Major Hiking Trip, Mt. Major, Alton Bay, NH, May 24, 2022 (May 26, 2022 rain date)
3. Sanford School Department Safe Return to School and Continuity of Instruction Plan 2021-2022 Update
 - i. York County COVID level is still identified as low.
 - ii. 24 positive COVID cases were counted in the District since the last School Committee meeting:
 - SHS = 6
 - SMS = 8
 - MCS = 6
 - CJL = 3
 - SPE = 1
 - iii. Number of positive COVID cases as reported on April 25, 2022 were 19 (includes the recent April vacation between 4.16.22 – 4.24.22):
 - CJL = 5

Sanford School Committee Meeting Minutes

4.25.22

- MCS = 3
 - SHS = 5
 - SMS = 3
 - SPE = 1
 - SRTC = 2
- iv. Prior to school's April vacation, the Mill's Administration announced that pool testing in Maine Schools will conclude in May, reasons given were: its reduced effectiveness in limiting the spread of the highly contagious BA.2 variant and the widespread availability of free and convenient home tests for students and staff. This means that the final pool testing week will be 5.9.22 – 5.13.22; before that, a lot of rapid antigen tests were ordered as those have become a more effective way to protect the health of school communities; expected delivery in the next couple weeks. A delivery plan will be developed to handle distribution
 - v. Continuing to Communicate Positive COVID Cases to Stakeholders by individual schools.
4. Sanford News for 4.25.22 was presented.
- i. Kudos to SRTC for a wonderful Celebrating Partnerships/Program Advisory Councils prior to school vacation. The Culinary students under Chef Couture provided hors d'oeuvres
 - ii. Jr. Achievement had a wonderful 2 days bringing their programming to SMS 7th and 8th graders. SMS Social Studies Teacher Erin Barry who helped to coordinate the event was recognized.

I. Directors' Reports

1. Steve Bussiere presented the following:
 - i. Pre-K Update
 - Received final notification from MDOE that contract for the PreK Expansion grant has been approved for \$261,665.31. This allows spending funds for the purchase of furniture and supplies; RFQ for items are due back 5.16.22.
 - PreK for ME curriculum will be used; a play-based curriculum that builds social/emotional executive function, language, literacy, math, vocabulary skills and the building of conceptual knowledge. Training is offered at the beginning of August. Postings are up for staff; closing date 5.6.22.
 - Enrollment – Lottery is closed. Slots were provided for all involved in the lottery. Next step is application to be completed; then program can be opened up for those on the waiting list.
 - a. Amy Sevigny brought up concerns and letter received from parent regarding times with PreK ending at 2:00 pm which is difficult for working families.
 - b. Mr. Bussiere commented that equity between programs was part of the consideration. It is a discussion that will be further pursued by the committee as transportation is also a part of that issue.
 - ii. Dropout Prevention Committee Update
 - Committee met to review drop out and truancy for K-12 and make recommendations for addressing problem and issues found. Report is expected end of May.
2. Bethany Lambert presented the following:
 - i. Spring Testing Schedule

Sanford School Committee Meeting Minutes

4.25.22

- NWEA testing window will be May 2nd - June 10th
 - a. Reading, Language and Math for Grades 3 – 8 and 11
 - b. Reading and Math for Grades K-2, 9 & 10
- Maine Science Testing Window
 - a. Grades 5 & 8 will be May 2nd – 13th
 - b. Grade 11 will be May 16th – June 10th
- ii. Virtual Art Show ([Flyer Attachment](#))
 - [Sneak Peek Video](#)
 - Virtual Art Show [Link](#)

J. New Business

1. March 2022 Financials – Tabled
2. Food Service Contract – Tabled
3. School Calendar ([Attachment J.3](#))

Motion by Mr. Roux: to adopt the 2022-2023 School Calendar as amended.
Motion seconded by Mr. Mapes. Motion carried 5 – 0.

K. Old Business None

L. Resignations/Retirements*

1. Supt. Nelson announced the following resignations/retirements*:

Emily Carter	4 th Grade Teacher	MCS	9/1/2022
Laurie Ackroyd*	Kindergarten Teacher	MCS	6/10/2022
Gordon Salls*	Athletic Director	SHS	10/31/2022
Melissa Hafenecker	Science Teacher	SHS	4/15/2022
Jamie Lovejoy	2 nd Grade Teacher	MCS	9/1/2022

M. Staff Appointments

1. Supt. Nelson announced the following appointments:

Magnes Lewis	JV Soccer Coach	SHS	8/2022
Amanda Marsters	Kitchen Personnel	SHS	4/15/2022

N. Staff Transfers

1. Supt. Nelson announced the following transfers:

Jessica McKenney	From Kitchen Personnel SHS 4.25 hrs.	To Kitchen Personnel SHS 5.0 hrs.	4/4/2022
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O. Staff Nominations

1. Supt. Nelson nominated the following professional staff:

Kerry Hanson	Director of Technology	District	4/25/2022
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Motion by Ms. Sevigny: to approve the nomination of Kerry Hanson as Director of Technology as presented.

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

Sanford School Committee Meeting Minutes

4.25.22

P. Policies and Procedures ([Attachment P](#))

1. First Reading – **Workplace Bullying – GBGB**

Motion by Mr. Mapes: to accept the first reading of GBGB as presented.

Motion seconded by Mrs. Sevigny. Motion carried 5 – 0.

Q. Items for Future Agenda(s)

R. Calendar Announcements

Mon. – Fri., 4.25 – 4.29.22	National Volunteer Appreciation Week		
Tues., 4.26.22	Wellness Committee meeting	3:30 pm	Zoom
Fri., 4.29.22	SMS Actors Guild presentation of Moana Jr.	6:30 pm	SPAC
Sat., 4.30.22	SMS Actors Guild presentation of Moana Jr.	6:30 pm	SPAC
Mon. – Fri., 5.2.– 5.6.22	Teacher/Staff Appreciation Week		
Mon., 5.2.22	Building Committee tour of SMS, SPE, and MCS	3 pm	Buildings
Mon., 5.2.22	School Committee Executive Session	5 pm	Central Office
Tues., 5.3.22	2022 National Technical Honor Society Induction Ceremony	6 pm	SPAC
Wed., 5.4.22	Sanford Legacy Foundation meeting	4 pm	
Mon., 5.9.22	School Committee Meeting	6 pm	Chambers
Mon., 5.23.22	School Committee Meeting	6 pm	Chambers

S. Adjournment

Motion by Mr. Roux: to adjourn at 7:26 pm.

Motion seconded by Mr. Mapes. 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, May 2, 2022 ~ 5:00 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
Steve Bussiere, Assistant Superintendent
Bethany Lambert, Curriculum Director

Guests present:

A. Call to Order **Paula Cote, Chair called the meeting to order at 5:04 pm.**

B. Executive Session Legal rights and duties of School Committee

A motion was made by Mr. Mapes: to enter Executive Session at 5:04 pm to discuss the legal rights and duties of the School Committee pursuant to Title 1 M.R.S.A. §405(6)(E).
Motion seconded by Ms. Sevigny. Motion carried 5-0.

A motion was made by Mr. Roux: to exit Executive Session at 8:07 pm.
Motion seconded by Mr. Mapes. Motion carried 5-0.

C. Adjournment

A motion was made by Mr. Roux: to adjourn at 8:07 pm.
Motion seconded by Mr. Mapes. Motion carried 5 – 0.

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent