

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MEETING MINUTES  
EXECUTIVE SESSION  
Central Office, 2<sup>nd</sup> Floor, City Hall Annex  
Monday, May 23, 2022 ~ 4:00 pm**

Note: This is an IN-PERSON meeting.

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

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Cecilia Siriani, Outreach  
Mike Bailey, SMS Assistant Principal

Guests present: Student, parent

A. Call to Order Time: 4:00 pm

B. Executive Session Student Matter

1. **Motion by Mr. Roux: To enter Executive Session at 4:04 pm to consider disciplinary action for a student at Sanford Middle School pursuant to 1 MRSA §405(6) (B).**  
Motion seconded by Ms. Davie. Motion carried 4 to 0.
2. **Motion by Mr. Roux: To exit Executive Session at 4:53 pm.**  
Motion seconded by Ms. Davie. Motion carried 4 to 0.
3. **Expulsion Motion by Mr. Roux: The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly, and engaging in infractions of the Sanford School Department’s JICH – Drug and Alcohol Use by Student Policy. The student’s removal from school is necessary for the peace and usefulness of the school and as a result, the student will be EXPELLED from school indefinitely. The Superintendent of Schools will provide the student and the student’s parent(s) written notice of the Sanford School Committee’s findings and conclusions along with the conditions for re-entry if expelled indefinitely.**  
Motion seconded by: Ms. Davie. Motion carried 4 to 0.

C. Adjournment

**Mr. Roux made a motion to adjourn at 4:59 pm.**  
Ms. Sevigny seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

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Paula Cote, School Committee Chair

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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MEETING MINUTES  
EXECUTIVE SESSION  
Central Office, 2<sup>nd</sup> Floor, City Hall Annex  
Monday, May 23, 2022 ~ 5:00 pm**

Note: This is an IN-PERSON meeting.

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

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Cecilia Siriani, Outreach  
Aaron Tremblay, SHS Assistant Principal

Guests present: Student, parent

A. Call to Order Time: 5:00 pm

B. Executive Session Student Matter

1. **Motion by Mr. Roux: To enter Executive Session at 5:11 pm to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA §405(6) (B).**  
Motion seconded by Ms. Davie. Motion carried 4 to 0.
2. **Motion by Ms. Davie: To exit Executive Session at 5:39 pm.**  
Motion seconded by Mr. Roux. Motion carried 4 to 0.
3. **Expulsion Motion (with Bridge) by Mr. Roux: The School Committee has discussed the testimony and evidence presented and has found the student under consideration to be deliberately disobedient, disorderly, and engaging in infractions of the Sanford School Department's JICH – Drug and Alcohol Use by Student Policy. The student's removal from school is necessary for the peace and usefulness of the school and as a result, the student will be EXPELLED from school indefinitely. The student may seek admission into the BRIDGE program as an alternative to Expulsion upon meeting conditions prescribed by School Administration and School Resources Counselor. The Superintendent of Schools will provide the student and the student's parent(s) written notice of the Sanford School Committee's findings and conclusions along with the conditions for admission to the BRIDGE program.**  
Motion seconded by: Ms. Davie. Motion carried 4 to 0.

C. Adjournment

**Mr. Roux made a motion to adjourn at 5:47 pm.**  
Ms. Davie seconded the motion. Motion carried 4 - 0.

Respectfully submitted,

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Paula Cote, School Committee Chair

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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
REGULAR MEETING MINUTES  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Monday, May 23, 2022 ~ 6:00 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, John Roux

**Student Reps present:** Isabella Farrington, John Paul Alexandre

**Staff present:** Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Bethany Lambert, Director of Curriculum  
Cheryl Fournier, Business Administrator  
Christy Crowley, Classroom Teacher (CJL)  
Jenna Daniels, Literacy Coach  
Maria Sclafani, Literacy Coach

**A. Call to Order** Paula Cote, Chair called the meeting to order at 6:04 pm.

**B. Pledge of Allegiance**

**C. Adjustments** None

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

1. Monday, May 9, 2022, Executive Session, 4 pm
2. Monday, May 9, 2022, Executive Session, 5 pm
3. Monday, May 9, 2022, School Committee Meeting, 6 pm

**Motion by Ms. Davie: To approve the minutes as presented.**

Motion seconded by Ms. Sevigny. Motion carried 4 – 0.

**E. Public Comments**

1. Mr. Victor Van Gieson commented about having High School classes outside of Sanford High School (SHS). Mr. Van Gieson has a child who wants to go to SRTC but the current schedule impacts the opportunities for classes at SHS. Classes are available at YCCC, but he would like to see expanded opportunities so that students need not seek external classes; not happy with schedule status quo and is looking for change.

**F. Communications** None

**G. Committee Reports**

1. Construction Projects
  - i. Technical inspector on site on site 5/18/22 to investigate concerns of that scuppers were installed improperly and found that roof drainage is performing, meets the manufacturer's requirements, and is covered under warranty. Regular inspection of the primary drainage should be performed as part of any regular maintenance plan to

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ensure no ponding occurs moving forward. This item was removed from the punchlist. Next steps are to have the MDOE and Sanford School Department sign the change order and issue it to Hutter to include the following message: See attached Change Order 29 for the Sanford High School and Technical Center project, executed by the State, Client, and Architect. Please sign and return. This Change Order is the initial step to close out the project, by eliminating the outstanding punchlist and finalizing construction delay costs, and therefore enabling you to issue a final requisition billing for the remaining retainage.

2. SHS/SRTC Scheduling Advisory Committee
  - i. Next SHS/SRTC Schedule Advisory Committee meeting focus will be to complete the student and staff feedback review and use it to develop a schedule.
  - ii. Potential meeting dates include:
    - Wed., 6.1.22 (during early release)
    - Thurs., 6.2.22 (after school)
    - 6.13.22 (in AM)
    - 6.16.22 (in AM)
3. Sanford Performing Arts Committee
  - i. Mrs. Cote gave an update on the SPAC listing out new performances; thanked Warren Office Supplies to be the first spotlight sponsor of the season.

## H. Superintendent's Report

1. Student Representative Reports
  - i. John Paul Alexander talked about the prom, NWEA testing finished up, "ThisIsUs" event and Mt. Major Hiking event.
  - ii. Isabell Farrington spoke about NHS Senior sendoff and the other activities as seniors are gearing up for graduation; All State concert at UMaine and promoted a few local businesses - Maker's Way, Thurston & Peters Sugarhouse, and All Friends Learning Center.
2. Field Trips
  - i. Skills USA Training, SMCC, Bangor, ME, 5.19 – 5.21.22
  - ii. Skills USA Leadership and National Conference, Atlanta, GA, 6.17 – 6.25.21
  - iii. Skills USA Leadership National Conference, Atlanta, GA, 6.18.22 – 6.25.22
  - iv. State Track Meet, Bangor, Maine, 6.4.22
3. Sanford School Department Safe Return to School and Continuity of Instruction Plan 2021-2022 Update
  - i. York County remains in yellow (medium)
  - ii. Sanford School Department ADMADA and COVID Cases (3.12.22 – 5.23.22 [data](#))
  - iii. Mon., 5.23.22 distribution of COVID-19 Tests for students and staff began. A message will be sent out to families this Sunday (5.29.22). To view the schedule, click [HERE](#).
4. Sanford News 5.23.22 ([Attached](#))

## I. Directors' Reports

1. Instructional Coaches Presentation ([Attachment](#))
2. Steve Bussiere –
  - i. Dropout Prevention Report ([Attachment](#))
    - Highlighted in 2020-2021 data update was:
      - a. 3.23% dropout rate 20-21; increase of 3 students from 19-20
      - b. 85.26% 4-year completion rate; down from 87.17% in 19-20
      - c. Recommendations:

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- i. Strengthen and sustain the mental health support provided to students;
  - ii. Strengthen student engagement and provide alternative learning options;
  - iii. Support Freshmen success; and
  - iv. Strengthen and coordinate interventions systems at SMS/SHS.
- ii. PreK Update
    - Program hours expanded to match grades 1 – 4 for the 2022-2023 school year.

#### J. New Business – Cheryl Fournier

1. RFQ for PreK Furniture ([Attachment J.1 and J.2](#))  
**Motion by Ms. Sevigny: to award a Goods/Service Agreement to Warren’s Office Supplies for \$28,087.00 as presented.**  
 Motion seconded by Mr. Roux. Motion carried 4 – 0.
2. RFQ for PreK Supplies ([Attachment J.1 and J.2](#))  
**Motion by Mr. Roux: To award a Goods/Service Agreement to Lakeshore Learning Materials, LLC for \$29,264.53 as presented.**  
 Motion seconded by Ms. Sevigny. Motion carried 4 – 0.
3. RFQ for Audio Visual Services - RUS Grant ([Attachment J.3](#))  
**Motion by Mr. Roux: To award a Goods/Service Agreement to Pro AV Systems for \$723,132.42 as presented.**  
 Motion seconded by Ms. Sevigny. Motion carried 4 – 0.

#### K. Old Business        None

#### L. Resignations/Retirements\*

1. Superintendent Nelson will announce the following resignations/retirements\*:

Kim Shorey	ELA Teacher Grade 7	SMS	9/1/2022
Samantha Hilt Coleman	7 <sup>th</sup> /8 <sup>th</sup> Grade Math Teacher	SMS	8/30/2022
John Carter	Custodian	SHS	Never Started
Amy Bouffard	Special Education Ed Tech II	CJL	Withdrew
Danielle Gallant	Kitchen Personnel	SMS	5/10/2022
Moira O’Sullivan	Support and Transition Ed Tech III	SMS	6/1/2022

#### M. Staff Appointments

Linda Stone	Summer Kitchen Manager	SHS	6/13/2022
Judy Belanger	Kitchen Personnel Summer	SHS	6/13/2022
Janet Bright	Kitchen Personnel Summer	District	6/13/2022
Sara Coffin	Kitchen Personnel Summer	District	6/13/2022
Tracey Corriveau	Kitchen Personnel Summer	District	6/13/2022
Marie Frechette	Kitchen Personnel Summer	District	6/13/2022
Joelle Landry	Kitchen Personnel Summer	District	6/13/2022
Jessica McKenney	Kitchen Personnel Summer	District	6/13/2022
Deborah Mello	Kitchen Personnel Summer	District	6/13/2022
Angela Mitchell	Kitchen Personnel Summer	District	6/13/2022
Diane Ramsdell	Kitchen Personnel Summer	District	6/13/2022
Lauren Williams	Kitchen Personnel Summer	District	6/13/2022

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### N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Geoffrey Koper	From ESSER-3 Science	To High School Science	7/1/2022
Holly Gillis	From 2 <sup>nd</sup> Grade Teacher CJL	To 2 <sup>nd</sup> Grade Teacher MCS	8/2022
Deanna Morrow	From MCS Kindergarten Teacher (ESSER)	To MCS Kindergarten Teacher	8/2022
Jessica Allen	From IEP Coordinator SMS	To Grade 5 Resource Room SMS	8/2022

### O. Staff Nominations

1. Superintendent Nelson will nominate the following professional staff:

Marc Silver	Chemistry Teacher	SHS	5/23/2022
Matthew LaBerge	Chorus	SHS	5/23/2022

**Motion by Mr. Roux: to continue in contract the above nominations for a 1-year probationary contract as presented.**

Motion seconded by Mrs. Sevigny. Motion carried 4 – 0.

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

1. First Reading – **Family Medical Leave Act - GBN**

**Motion by Mr. Roux: to accept the first reading of policy GBN as presented.**

Motion seconded by Mrs. Sevigny. Motion carried 4 – 0.

### Q. Items for Future Agenda(s)

### R. Calendar Announcements

Wed., 5.25.22	AHA AP Capstone 2022 Research Project symposium	1:20 – 5:00 pm	SPAC
Wed., 5.25.22	SMS Spring Concert (Grades 7&8)	7 pm	SPAC
Thurs., 5.26.22	SRTC Recognition Ceremony	6 pm	SRTC
Wed., 6.1.22 or Thurs., 6.2.22	SHS/SRTC Schedule Advisory Committee	Early release After school	SHS/SRTC
Mon., 6.6.22	School Committee Meeting	6 pm	Chambers
Wed., 6.8.22	SHS Graduation	8 pm	SHS
Fri., 6.10.22	Last Day of School		District
Mon., 6.13.22	Tentative School Committee Meeting	6 pm	Chambers

### S. Adjournment

**Motion by Mr. Roux: to adjourn at 7:30 pm.**

Motion seconded by Ms. Davie. Motion carried 4 – 0.

Respectfully submitted,

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Paula Cote, School Committee Chair

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Matt Nelson, Superintendent