

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING MINUTES
EXECUTIVE SESSION
Central Office, 2nd Floor, City Hall Annex
Monday, September 12, 2022 ~4 pm**

Note: This is a **IN-PERSON** meeting.

Members present: Paula Cote, Jennifer Davie and John Roux

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Matt Petermann, SHS Principal
Aaron Tremblay, SHS Asst. Principal

Guests present: Student, parent(s)

A. Call to Order Paula Cote, Chair called meeting to order at 3:54 pm.

B. Executive Session Student Matter

1. **Motion by Mr. Roux:** To enter Executive Session at 3:56 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 3-0.
2. **Motion by Mr. Roux:** To exit Executive Session at 4:47 pm.
Motion seconded by Ms. Davie. Motion carried 3-0.

C. Adjournment

Motion by Mr. Roux: To adjourn at 4:50 pm.
Ms. Davie seconded the motion. Motion carried 3-0.

Respectfully submitted,

Paula Cote, School Committee Vice Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING MINUTES
EXECUTIVE SESSION
Central Office, 2nd Floor, City Hall Annex
Monday, September 12, 2022 ~5 pm**

Note: This is a **IN-PERSON** meeting.

Members present: Paula Cote, Jennifer Davie and John Roux

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

Guests present: Student, parent(s)

A. Call to Order Paula Cote, Chair called meeting to order at 5:00 pm.

B. Executive Session Student Matter

1. **Motion by Mr. Roux:** To enter Executive Session at 5:01 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 3-0.
2. **Motion by Mr. Roux:** To exit Executive Session at 5:17 pm.
Motion seconded by Ms. Davie. Motion carried 3-0.
3. **Re-admission Motion by Mr. Roux:** 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 Michael Gerrish to Sanford School Department's Bridge Program. The student will set up a meeting with a school principal and student resource 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 parent(s) with a written notice of the School Committee findings and conclusions.

C. Adjournment

Motion by Mr. Roux: To adjourn at 5:19 pm.
Ms. Davie seconded the motion. Motion carried 3-0.

Respectfully submitted,

Paula Cote, School Committee Vice Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING MINUTES
City Council Chambers, 3rd Floor, City Hall Annex
Monday, September 12, 2022 ~ 7:00 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, Jennifer Davie, John Roux

Student Reps present:

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bethany Lambert, Director of Curriculum
Kathy Sargent, SRTC Director
Tim Fecteau, SRTC Instructor (Via Zoom)
Jay Desmond (via Zoom)
Matt Petermann, SHS Principal
Pam Lydon, SMS Principal
Zachary Lemelin, Athletic Director

A. Call to Order Paula Cote, Chair called meeting to order at 7:34 pm.

B. Pledge of Allegiance

C. Adjustments Table until September 19, 2022 the following agenda items:

- Sanford Performing Arts Committee Report
- Curriculum Committee Report
- Director Reports from Steve Bussiere and Beth Lambert
- Policies

Motion by Mr. Roux: To table the listed items to be moved to the September 19th Meeting.

Motion seconded by Ms. Davie. Motion carried 3 – 0.

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

1. Monday, August 15 2022, Executive Session, 5 pm
2. Monday, August 15, 2022, Regular Meeting, 6 pm
3. Wednesday, August 17, 2022, Workshop, 10 am
4. Tuesday, August 23, 2022, Executive Session, 5 pm
5. Tuesday, August 23, 2022, Executive Session, 5:30 pm

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

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

E. Public Comments

Sanford School Committee Meeting Minutes

9.12.22

1. Natalie Giles, SHS Junior stated concerns about current SHS/SRTC schedule and SRTC students not being able to get credit for 5th block.

F. Communications None

G. Committee Reports

1. SHS/SRTC Scheduling Advisory Committee
 - i. Next meeting is 9.12.22 at 2:30 pm and will continue discussion of Pros and Cons of different schedule options.
2. Sanford Performing Arts Committee - Tabled
3. Curriculum Committee - Tabled

H. Superintendent's Report

1. Student Representative Reports
 - i. Supt. Nelson read aloud John Paul Alexandre's report
 - Start of school year went well; no masks or COVID restrictions was refreshing.
 - SHS Athletes greeted Freshman on their first day of school ; then proceeded to do that same at each elementary school.
 - Fall sports are in full swing; encouraged all to follow the athletes on the Sanford Athletic Instagram page.
 - Homecoming preparations are in full swing as each class works on designing/painting crash through banners, posters and carnival props. Theme this year is Superheroes. Homecoming weeks starts Sept. 26th.
2. Field Trips
 - i. Olympia Snowe Women's Leadership Institute in Bangor on 9.29.22 ([Attachment H.2](#))
3. Opening of School Update
 - i. Very successful opening.
 - Custodians/Maintenance workers were able to get schools ready even with many summer programs happening in the schools.
 - New Teacher Orientation, Tues. 8.23.22 was well received and this program will continue through the year in support.
 - Two In-Service Workshops on 8.24.22 and 8.25.22 were very successful and appreciated; emphasis was on school safety and ALICE training.
 - Students began arriving on 8.29.22 (Grades 1 through 9); 8.31.22 (Kindergarten); 9.6.22 (Pre-K) and have now fully pulled all students back in. Enrollment data will be shared next week; enrollment is up.
4. Construction Update
 - i. There is substantial disagreement (in the range of \$200,000) of the amount to which Hutter is entitled to be paid to close out the project.
 - ii. It is unlikely resolution can be reached through informal discussions. Article 42 of the contract's General Conditions provides that in the event of a dispute, the parties should proceed to mediation, and in good faith attempt to negotiate a resolution at a formal session with a mediator.

Sanford School Committee Meeting Minutes

9.12.22

5. School Safety
 - i. Alice Training
 - Initial training provided at all schools during in-service workshops on 8.24.22 and 8.25.22.
 - Possible additional training at 10.17.22 Teachers Workshop.
 - Additional Training TBD for Administrative Assistants, Custodians and Food Service.
 - ii. Crisis Plan will be presented for School Committee approval at 9.19.22 Regular Meeting.
 - iii. Alertus application is in process to be placed on District telephones.
 - iv. Safety Committee Meeting has been scheduled for 9.19.22 at 3:30 pm.
 - Lockdowns will be initiated on Tues., 9.20.22
 - v. Safety Newsletter
 - This week's talking points are Alertus and Badges

I. Directors' Reports

1. Pam Lydon, Principal SMS
 - i. School Opening Update
 - Open house was a huge success
 - Sense of normalcy was refreshing
 - Welcomed new staff members; making good connections
 - Building looks great including covering of orange lockers and peach tile.
 - Kicked off with block party with 7th and 8th graders on 9.9.22; next block party will be 9.16.22 for 5th and 6th graders.
 - Continue to foster the importance of social emotional learning; an antibullying event for all grades coming up.
 - Challenge day for 7th and 8th graders will be in October.
 - Presented photo highlights of things students are presently doing.
 - Family newsletter goes out every Thursday.
 - Off to a great start – team has all come together.
2. Matt Petermann, Principal SHS
 - i. School Opening Update
 - Almost 1,100 kids in the building
 - 9th Grade orientation and tours were successful; all greeted by fall athletes, marching band and cheering squad as they came off the buses.
 - Back at full strength. Kids are excited to be in school without restrictions.
 - Staff focused on making connections with students – social emotional learning, circles are great connection opportunities.
 - Marching band showed off new uniforms at the first game of the season.
 - New ticket booth is being built; thanks to the alumni association, building trade program and electrical wiring program.
 - Homecoming is coming up week of Sept 26th with events scheduled each day.
 - Class Officers for class of 2026 gave speeches and will be voted upon before homecoming.

Sanford School Committee Meeting Minutes

9.12.22

3. Kathy Sargent, Director SRTC
 - i. School Opening Update
 - The year started off with great energy.
 - All partner schools were thanked for sending their students on 8.29.22 even though some of their schools weren't in session.
 - 607 students in 22 different programs for 2022-2023.
 - Representing 8 partner schools; 161 students are actually from Sanford High School.
 - New staff members Tom Dupuis and Stephanie Emmons are a great addition.
 - Adding Apprenticeships this year in collaboration with the Maine Department of Labor.
 - Eight SRTC programs offer concurrent enrollment.
 - Full day Pre-K at SRTC.
 - A big thank you to custodial staff for the work they did over the summer.
 - A pictorial presentation was done to show students at work.
 - Open house is scheduled for 9.15.22; admissions open house will be 2.15.23.
 - First quarter brings administration of various program tests and the ASVAB.
 - Parent/Teacher Conferences will be held 11.3.22
 - College and Career Fair will be held 11.10.22

4. Zach Lemelin, Athletics
 - i. Fall Athletics Update
 - Fall athletics have had a great start as of 8.1.22
 - a. 239 fall athletes this year at SHS
 - b. 126 kids are playing at the Middle School
 - c. There will be over 80 home events at the High School
 - d. Middle School will be playing at Cobb Stadium and Blouin Field
 - e. Kick off meeting was well attended by parents and students
 - f. Fall awards night is scheduled for 11.7.22
 - Upcoming events:
 - a. 9.11.22 – SSYAA/SMYFL 3rd-8th grade football
 - b. 9.26.22 – 10.1.22 – Homecoming Week
 - c. 10.9.22 – 10.10.22 – Sanford Soccer Association Columbus Weekend Tournament
 - d. 11.1.22 – Boys & Girls South Regional Soccer Championship
 - e. 11.6.22 – Sanford Soccer Association State Championship
 - Introduced Instagram & Sanford Spartans on Twitter and what is expected to be on Social Media.
 - Reviewed use of Apps and how to see information on each team and track team progress.
 - Development of a Leadership Council to focus on leadership, team goals, culture and climate; opportunity to voice questions and concerns.
 - Transportation is a huge struggle; working with Ledgemere.
 - Participation numbers are steady and middle school numbers are strong.
 - Lack of officials creates game rescheduling in order to support all events.

5. Steve Bussiere –
 - i. Safety - Tabled
 - ii. Pre-K - Tabled

Sanford School Committee Meeting Minutes

9.12.22

6. Beth Lambert –
 - i. Professional Development Update - Tabled

J. New Business

1. Solar Project Presentation – SRTC ([Attachment J](#))
Motion by Mr. Roux: To approve a solar partnership grant to install and train on a dual function photovoltaic system as part of the SRTC Electrical Wiring program.
Motion seconded by Ms. Cote. Motion carried 3 – 0.

K. Old Business None

L. Resignations/Retirements*

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

Erin Hays	Administrative Assistant – Nurse’s Office	SHS	8/31/2022
Matt Foley	Special Education Department Chair	SMS	8/2022
Val Dumas	Ed Tech SEAL TEAM	SMS	8/2022
Nate Mann	MS Soccer Coach	SMS	8/2022
Moira O’Sullivan	MS Cheer Coach	SMS	8/2022
Shaneek Jarrett	3rd Shift Custodian	SHS	Never Started
Jennifer Bartlett	National Technical Honor Society Advisor	SRTC	8/2022
Troy Hathaway	SRTC Department Chair	SRTC	8/2022
Tim Fecteau	Skills USA Co-Advisor	SRTC	8/2022
Sarah Dancause	Ed Tech	SMS	9/2022

M. Staff Appointments

1. Superintendent Nelson will announce the following Appointments:

Stephanie Emmons	Administrative Assistant	SRTC	8/18/2022
Ashley Giguere	Ed Tech 2	CJL	8/24/2022
Angela Avery	School Counselor Department Chair	SMS	8/2022
Patti Hammerle	Long Term Substitute – SHS Special Education	SHS	8/24/2022
Stacey Plante	PreK Ed Tech/K Ed Tech	SPE	8/24/2022
Barbara Noone	Support and Transition Ed Tech III	SMS	8/2022
Jessica Allen	Special Education Department Chair	SMS	8/2022
Phillip Amato	2 nd Shift Custodian	SHS	8/2022
Courtney Naylor	Administrative Assistant - Medical	SHS	8/2022
Sara Crabtree	ELA Department Chair	SMS	8/2022
Alex Calder	2 nd Shift Custodian	SMS	8/2022
Lindsay Gleason	1 st Grade Literacy Ed Tech II	CJL	8/2022
Peter Levasseur	MS Girls Soccer Coach	SMS	9/2022
Vickie Thomas	MS Boys Soccer Coach	SMS	9/2022

Sanford School Committee Meeting Minutes

9.12.22

N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Abigail Grames	From: K and PreK Ed Tech (SPE)	To: Pre K Ed Tech (SPE)	8/16/2022
Emily Provencher	From: ED Tech 1 Special Ed (CJL)	To: Ed Tech 3, Special Ed (CJL)	8/11/2022
Svetlana Lucero	From: Resource Room Ed Tech (SHS)	To: Resource Room Teacher (SHS)	8/23/2022
Joanne Spring McDermott	From: Social Worker Fulltime (MCS)	To: Social Worker 4/5 (0.8FTE) (MCS)	8/2022
Kim Rutherford	From: IEP Coordinator (+504) 5 days/week (MCS)	To: IEP Coordinator (+504) 4 days per week (MCS)	8/2022
Diane Ramsdell	From: Kitchen Personnel (SPE) 6.5 hrs.	To: Kitchen Personnel (SMS) 5.0 hrs.	9/2022
Shawn Rowe	High School 1st Shift Custodian (SHS)	High School Special Ed Tech (SHS)	9/12/2022

O. Staff Nominations

1. Per School Committee vote on June 6, 2022 allowing the Superintendent to offer contracts to teachers to fill vacancies during the summer of 2022, contracts have been extended to the candidates listed below:

Jasmine Dort	7 th Grade Math Teacher	SMS	8/2022
Heather Koelker	School Counselor	SMS	8/2022
Sharleen Shea	SEAL Team Teacher	SMS	8/2022
Anthony Bitetti	Seal Special Education	SMS	8/2022
Eileen Barrett	Grade 7 ELA Teacher	SMS	8/2022
Sam Bonsey	Communications Coordinator	District	8/2022
Melissa Kleinschmidt	English Teacher (ESSER)	SHS	8/2022

Motion by Ms. Davie: To nominate the professional staff as presented with a 1-year probationary contract.

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

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

1. First Reading – **Student and Staff Wellness Rev 2022 – JL** - Tabled
Recommendation: To accept the first reading of policy JL as presented.

Q. Items for Future Agenda(s) None

Sanford School Committee Meeting Minutes

9.12.22

R. Calendar Announcements

Wed., 9.14.22	SPAC Advisory Committee Meeting	SPAC	3:30 pm
Thurs., 9.15.22	SRTC Open House	SRTC	6 pm
Sat., 9.17.22	Marching Band Competition	SHS	5 pm
Mon., 9.19.22	School Committee Meeting	Chambers	6 pm
Wed., 9.21.22	SHS/SRTC Schedule Advisory Committee Meeting	SHS/SRTC	2:30 pm
Mon., 10.3.22	School Committee Meeting	Chambers	6 pm
Mon., 10.17.22	School Committee Meeting	Chambers	6 pm

S. Adjournment

Motion by Ms. Davie: To adjourn at 8:38 pm.
Motion seconded by Mr. Roux. Motion carried 3-0.

Respectfully submitted,

Paula Cote, School Committee Vice Chair

Matt Nelson, Superintendent