

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING MINUTES
WORKSHOP
Central Office, 2nd Floor, City Hall Annex
Monday, October 3, 2022 ~ 5 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
Cheryl Fournier, Business Administrator
Bethany Lambert, Curriculum Director
Stacey Bissell, Special Education Director

Guest(s) present:

A. Call to Order: Paula Cote, Chair called the meeting to order at 4:59 pm.

B. Workshop:

1. **Special Education Advisory Committee**

Workshop to discuss and consider forming a Special Education Advisory Committee for the Sanford School Department

C. Adjournment:

Motion by Mr. Roux: To adjourn at 6:05 pm.
Ms. Davie seconded the motion. Motion carried 4-0.

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, October 3, 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: John Paul Alexandre
Emma Adawadkar
Aidan Gendron

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bethany Lambert, Director of Curriculum
Cheryl Fournier, Business Administrator
Brett Williams, SPAC Director
Matt Peterman, SHS Principal

Guests: Amy Mann
Audrey Cote – Class President
Tatum Milley

A. Call to Order Paula Cote, Chair called the meeting to order at 6:09 pm.

B. Pledge of Allegiance

C. Adjustments Moved J.2 to G.1 and G.1 to G.2
Motion by Mr. Roux: To move J.2 to G.1 and G.1 to G.2.
Motion seconded by Ms. Sevigny. Motion carried 4 – 0.

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

1. Monday, September 19, 2022, Executive Session, 5 pm
2. Monday, September 19, 2022, Regular Meeting, 6 pm
3. Monday, September 26, 2022, Executive Session, 4 pm

Motion by Ms. Davie: To approve the minutes as presented.
Motion seconded by Ms. Sevigny. Motion carried 4 – 0.

E. Public Comments None

Sanford School Committee Meeting Minutes

10.03.22

F. Communications

1. Received Friday, Sept. 30, 2022 from the Maine Department of Education was the SY23 Procurement Review and Corrective Action for Sanford Public Schools Nutrition Department. Overall it was very positive. There were two findings that there are two Sanford School Department policies (DJH and DJE-R) that need to be updated prior to Dec. 30, 2022.

G. Committee Reports

1. Sanford High School 2022/2023 Prom Venue
Motion by Mr. Roux: To approve Rustic Dreams in Lyman, Maine as the venue for the 2022/2023 Sanford High School Prom.
Motion seconded by Ms. Davie. Motion carried 4 – 0.
2. SHS/SRTC Scheduling Advisory Committee
 - (a) The SHS/SRTC Advisory Committee met this past Wednesday and continued to make progress discussing potential schedules in greater detail. The focus of this last meeting was doing a deep dive on the current schedule (semester/4 blocks with enrichments two days a week).
 - (b) The next meeting is scheduled for Wed., Oct. 5, 2022 at 1:30 PM at SHS/SRTC in room E123A.
 - (c) Looking at having a School Committee workshop on Mon., Oct. 17, 2022 in place of the regular School Committee meeting to discuss the Schedule Advisory Committee's work, process and next steps.

H. Superintendent's Report

1. Student Representative Reports
 - (a) John Paul-Alexandre talked about the sports held during homecoming.
 - (b) Aidan Gendron talked about homecoming class competitions, the artwork and participation.
 - (c) Emma Adawadkar spoke about the positive comments heard about the homecoming experience being a great experience and how it brought the school together.
2. Field Trips
 - (a) Early Childhood Education 1 & II, Friday, October 21, 2022, University of Maine Farmington ([Attachment H.2](#))
3. Enrollment Update
 - (a) We continue to work hard to get Economic Status forms and Meal Benefit Applications returned from families. We have received 32 more Economic Status forms to date than at this point last year but overall, we have 164 less students who qualified as economically disadvantaged and estimate that we are down 221 from last year. On the plus side, we have processed 2354 meal benefit applications to date, and have an increase of 44. It looks like our overall enrollment is up 69 students from last year for subsidy purposes which includes an increase of 45 in Pre-K that we expected and planned for with our expansion. Enrollment this year is impacted by a large graduating senior class last year and a small incoming kindergarten class this year.
 - (b) Enrollment Data Report is linked [here](#).
4. School Department Water Testing Results and Public Notice
 - (a) Supt. Nelson read attached notice regarding the Sanford Schools Testing of Water for Lead in Taps ([Attachment](#)).
5. School News
 - (a) Supt. Nelson unveiled the new School Newsletter – **Sanford Spotlight**. Enjoy reading the first addition ([attached](#)). Its purpose is to communicate and highlight all the good things that are happening throughout the district. Goal is to distribute the newsletter twice a month.

Sanford School Committee Meeting Minutes

10.03.22

I. Directors' Reports

1. Sanford Performing Arts Center (SPAC) Director Brett Williams

(a) Director Brett Williams gave a 2022/2023 SPAC Update

- Sanford Performing Arts Catalog has been sent out to all residents in Sanford and Springvale; informs the community of what is going on in the SPAC thus bringing the community together. The website sanfordpac.org has all scheduled performances listed.
- SPAC is a great opportunity for Seniors to get plugged into helping out the School Department.
- Performances are broken into three categories:
 - Spotlight Series – revenue generating series on the national and international level. Tickets are publicly available. Kick off event is the Portland Ballet's "Giselle". List of performance include:
 - Giselle – Sat., Oct. 22, 2022 (2 performances)
 - Rodney Marsalis' Philadelphia's Big Brass - Fri., Oct. 28, 2022. (rescheduled)
 - Juston McKinney's Parentally Challenged Live! - Fri., Nov. 25, 2022
 - Strafford Wind Symphony's Holiday Pops - Sat., Dec. 3, 2022
 - Portland Ballet's Nutcracker – Sat., Dec. 10, 2022 (2 performances)
 - Richard Barker, Incredible Hypnotist – Sat., Dec. 31, 2022
 - Neil Berg's 100 Years of Broadway – Sat., Jan. 21, 2023
 - Piano Men, The Music of Elton & Billy – Sat., Feb. 11, 2023
 - Step Crew – Thurs., Mar. 9, 2023
 - Jazz at Lincoln Center, Songs We Love – Sat., Apr. 1, 2023
 - Theater Works, Lightening Thief – Tues., May 9, 2023 (2 performances)
 - DaPonte String Quart – Sun., May 21, 2022
 - School Events include:
 - Clue - Fri. and Sat., Nov. 18th and 19th, 2022. (3 performances)
 - Hanna Powell Memorial Piano Competition, Sun., Feb. 12, 2023
 - Shrek The Musical, Mar. 24, 25, 26, 2023 (4 performances)
 - Rental Performances:
 - Jazz Tappin Dance
 - Dance Studio of Maine South
 - Northern Explosion
 - Steppin' Out Dance Centre (Saco)
 - Sharon Arnold Lux School of Dance (Kennebunk)
 - EDC – Elite Dance Challenge
 - Step Up 2 Dance Tour
 - Dance House Productions
- Sponsors are welcome for the 2022-2023 year.

2. Steve Bussiere

(a) School Dental Clinics

- To be rolled out in month of October; services offered a couple times of year
- Partnering with Tooth Protectors, Lewiston
- Preventative care for students
- Free for students with Maine Care; others, insurance is accepted

(b) School Flu Vaccination Clinics – staff and students

- Being held during the week of Oct. 17, 2022

Sanford School Committee Meeting Minutes

10.03.22

- Partnering with Northern Lights Homecare and Hospice
- Clinics are Free; insurance information is collected if folks have insurance
- Schedule:
 - Bridge School and SHS – Oct. 17, 2022
 - SPE and SMS – Oct. 18, 2022
 - MCS and CJL – Oct., 19, 2022

(c) Homeless Students Update

- Sanford follows the provisions of the federal McKinney-Vento Homeless Assistance Act which aims to minimize educational disruption experienced by students who are experiencing housing instability.
- McKinney-Vento protections apply to all students (Pre-K through 12) who lack a fixed, regular and adequate night time resident.
- Homelessness includes families who may be living in hotels, motels and/or campgrounds due to a lack of alternative or adequate housing; living in emergency or transitional housing; having a primary night time residence at a public or private place not designed for, or, ordinarily used as sleeping accommodations; or living in cars, parks, public spaces, abandoned buildings or substandard housing.
- Once identified, homeless students have the right to remain in the school for which they are currently attending; they also have the right to enroll in the town for which they are currently staying.
- Sanford School Department's goal is for continuity and stability in terms of education for students; sometimes being the only stable part of that student's life.
- What that means for us as a School Department for focus is:
 - Transportation – work to provide transportation so that the student can go to school without disruption; use of existing routes whenever possible; and partner with neighboring school districts to share costs when runs are shared.
 - Funding to support homeless youth – comes out of federal title grants and DOE has offered sub grants as homelessness has increased. These funds help provide transportation, purchase school supplies, clothing and recently to pay for mental health services (copays) until Maine Care or insurances are available.
 - Continuity is important. The outreach team reaches out and connects with the family. They assess what the needs are (food, clothing, supplies, temporary shelter, mental health needs, etc.); problem solve to see what resources the family currently have and then they connect them with services within the community.
- Where Sanford is at:
 - There are 40 students identified as homeless since the beginning of the year (~6 weeks); also meaning
 - 26 families
 - 3 unaccompanied youth (not in a physical custody of a parent).
 - Out of these 3 unaccompanied youth, they all have a place to stay.
 - Work is being done in the community by the housing authority, police department, the city and the school to identify host families.
 - This number is up from 22 homeless last year.

Sanford School Committee Meeting Minutes

10.03.22

3. Beth Lambert

(a) Oct. 7, 2022 Teacher Inservice Day

- Full professional development day to offset the state conference attended by SRTC staff
- Morning Session
 - a. REVEAL trainings
 - b. READ 180 trainings
 - c. 2-hrs. to choose professional development areas of interest
 - d. 2-hrs. to meet by departments (structured areas to work on)
- Afternoon Session
 - a. Professional development to support a building goal
 - b. Wellness activities

J. New Business

1. Compensation Schedule for Additional Covid-19 After School Duties ([Attachment J.1](#))

Motion by Mr. Roux: To approve the proposed Compensation Schedule for Additional Covid-19 After School Duties as presented.

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

K. Old Business None

L. Resignations/Retirements*

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

Dan Stefanilo	MS Girls Basketball – 8 th Grade	SMS	9/16/2022
Aaron Morrow	Varsity Swim Coach	SHS	9/2022
Sarah Shelley*	Title 1 Literacy Teacher	SPE	12/2022
Sydney (Jacques) Lachappelle	Ed Tech	CJL	9/28/2022

M. Staff Appointments

1. Superintendent Nelson will announce the following Appointments:

Taylor Tarr	JV Girls Basketball Coach	SHS	11/2022
Michaela Webster	Ed Tech I (ESSER)	CJL	9/2022
Rebekah Riley	Ed Tech II	MCS	9/2022
Heaven Rowe	Kitchen Personnel	SPE	10/13/2022
Anthony Nyugen	Ed Tech I	SHS	9/28/2022

2. Superintendent Nelson will announce the following Schedule C and D appointments:

School	Position	Appointment	Schedule
SHS	Art Club Advisor	Anne Monroe	C
SMS	Student Council Advisor	Jennifer Brown	C

Sanford School Committee Meeting Minutes

10.03.22

3. Superintendent Nelson will announce the following Winter Coach Appointments:

Jacob Mills	Head HS Boys Basketball	SHS	11/21/2022
Matthew Ouellette	JV Boys Basketball	SHS	11/21/2022
Joshua Allen	First Team Boys Basketball	SHS	11/21/2022
Rossie Kearson	Head HS Girls Basketball	SHS	11/21/2022
Taylor Tarr	JV Girls Basketball	SHS	11/21/2022
Stephanie Boissonneault	Unified Basketball	SHS	1/3/2023
TBD	MS Girls Basketball	SMS	11/1/2022
Amanda Roy	MS Girls Basketball	SMS	11/1/2022
Nate Mann	MS Boys Basketball	SMS	11/1/2022
Keith Gendron	MS Boys Basketball	SMS	11/1/2022
Kendra O'Connell	Head HS Cheerleading	SHS	11/21/2022
TBD	MS Cheerleading	SHS	11/1/2022
TBD	Varsity Swimming	SHS	11/21/2022
Heidi Hammerle	Assistant Swimming	SHS	11/21/2022
Nate Smith	Head Coach Wrestling	SHS	11/21/2022
Brent Coleman	Assistant HS Wrestling	SHS	11/21/2022
Brent Coleman	Head Coach MS Wrestling	SMS	2/6/2023

N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Kathryn Pulley	From: Substitute (SHS)	To: Ed Tech – Long Term Substitute (SHS)	9/2022
Katrina Hartford	From: 2 nd Shift Custodian (MCS)	To: 2 nd Shift Custodian (SMS)	9/23/2022
Carol Turgeon	From: Ed Tech II (ESSER) (CJL)	To: Ed Tech II (Local) (CJL)	9/23/2022

O. Staff Nominations

1. Superintendent Nelson will nominate the following professional staff:

Paula Sheehan-Kopp	Special Education Teacher- Bridge Program	Willard	9/2022
--------------------	---	---------	--------

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

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

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

Second Reading – **Student and Staff Wellness Rev 2022 - JL**

Motion by Mr. Roux: To accept the second reading of policy JL as presented.

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

Q. Items for Future Agenda(s) None

Sanford School Committee Meeting Minutes

10.03.22

R. Calendar Announcements

Wed., 10.5.22	SHS/SRTC Schedule Advisory Committee Meeting	SHS/SRTC	1:30 pm
Wed., 10.5.22	Legacy Foundation Meeting	Zoom	4:00 pm
Thurs., 10.6.22	Tardy Brothers Anti Bullying Message Performance	SMS	
Wed., 10.12.22	Drummond Woodsum Workshop	CO	4-5:30 pm
Mon., 10.17.22	School Committee Workshop	Small SHS Cafeteria	5 pm
Mon., 11.7.22	School Committee Meeting	Chambers	6 pm

S. Adjournment

Motion by Mr. Roux: To adjourn at 7:32 pm.

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

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING MINUTES
WORKSHOP
SHS Small Cafeteria
Monday, October 17, 2022 ~ 5:00 pm**

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

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

Student Reps present: John Paul Alexandre
Aidan Gendron
Emma Adawadkar

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bethany Lambert, Director of Curriculum
Beth Letourneau, SHS Guidance Director
Kathy Sargent, SRTC Director
Matt Petermann, SHS Principal
Kelly Foley, SFT
Jen Raymond, SFT

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

B. Workshop:

1. **SHS/SRTC Schedule Advisory Committee**

Workshop to update and discuss the SHS/SRTC Schedule Advisory Committee's work, process, findings and next steps.

C. Adjournment:

Motion by Mr. Mapes: to adjourn at 7:32 pm.

Mr. Roux seconded the motion. Motion carried 5-0.

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, November 7, 2022 ~2 pm**

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

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

Staff present: Steve Bussiere, Assistant Superintendent
Joe Mastraccio, SMS Assistant Principal
Cecilia Sirianni, Outreach
Joe Jourdain, SRO

Guests present: Student, guardian

Call to Order **Paula Cote, Chair called the meeting to order at 2:10 pm.**

A. Executive Session Student Matter

1. **Motion by Mr. Roux:** To enter Executive Session at 2:10 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 5-0.
2. **Motion by Ms. Davie:** To exit Executive Session at 2:55 pm.
Motion seconded by Mr. Roux. Motion carried 5-0.
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 JICIA 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 Assistant Superintendent of Schools will provide the student and his guardian written notice of the School Committee findings and conclusions along with conditions for re-entry if expelled indefinitely.

B. Adjournment

Motion by Mr. Roux: To adjourn at 2:59 pm.
Mr. Mapes seconded the motion. Motion carried 5-0.

Respectfully submitted,

Paula Cote, School Committee Vice Chair

Steve Bussiere, Assistant Superintendent