

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MEETING MINUTES  
EXECUTIVE SESSION  
Central Office Conference Room, 2<sup>nd</sup> Floor, City Hall Annex - Sanford, Maine  
Monday, November 21, 2022 ~ 10:30 AM**

Note: This is an IN-PERSON meeting.

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

**Staff present:**

A. **Call to Order:** Paula Cote, Chair called the meeting to order at 10:30 am.

B. Executive Session Evaluation of Superintendent

1. **Motion by Paula Cote:** To enter Executive Session at 10:30 am to consider the evaluation of the Superintendent of Schools pursuant to 1 MRSA §405(6) (A).  
Motion seconded by John Roux. Motion carried 5-0.
  
2. **Motion by Ms. Davie:** To exit Executive Session at 12 pm.  
Motion seconded by John Roux. Motion carried 5-0.

C. Adjournment

**Motion by Ms. Davie:** To adjourn at 12 pm.  
Motioned seconded by Mr. Roux. Motion carried 5-0.

Respectfully submitted,

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Paula Cote, School Committee Chair

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MEETING AGENDA  
EXECUTIVE SESSION  
Central Office, 2<sup>nd</sup> Floor, City Hall Annex  
Wednesday, November 30, 2022 ~4:30 pm**

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

Members present: Paula Cote, Jennifer Davie and Jonathan Mapes

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

Guests present: Student, parent

A. Call to Order **Paula Cote, Chair called the meeting to order at 4:44 pm.**

B. Executive Session **Student Matter**

1. **Motion by Ms. Davie:** To enter Executive Session at 4:45 pm to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA §405(6)(B).  
Motion seconded by Mr. Mapes. Motion carried 3-0.
2. **Motion by Ms. Davie:** To exit Executive Session at 5:17 pm.  
Motion seconded by Mr. Mapes. Motion carried 3-0.
3. **Expulsion Motion by Ms. Davie:** 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 and JICK Policies. 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 her parent written notice of the School Committee findings and conclusions along with conditions for re-entry if expelled indefinitely.  
Motion seconded by Mr. Mapes. Motion carried 3-0.

C. Adjournment

**Motion by Ms. Davie:** To adjourn at 5:24 pm.  
Motion seconded by Mr. Mapes. Motion carried 3-0.

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  
Wednesday, November 30, 2022 ~5:30 pm**

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

Members present: Paula Cote, Jennifer Davie and Jonathan Mapes

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Troy Watts, Assistant Principal SHS  
Cecilia Sirianni, Outreach  
Stacey Bissell, Special Education Director

Guests present: Student, parent,  
Phyllis Ann Munro, Case Manager

A. Call to Order **Paula Cote, Chair called the meeting to order at 5:35 pm.**

B. Executive Session **Student Matter**

1. **Motion by Ms. Davie:** To enter Executive Session at 5:36 pm to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA §405(6)(B).  
Motion seconded by Mr. Mapes. Motion carried 3-0.
2. **Motion by Ms. Davie:** To exit Executive Session at 6:24 pm.  
Motion seconded by Mr. Mapes. Motion carried 3-0.
3. **Expulsion Motion by Ms. Davie:** 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 Superintendent of Schools will provide the student and his parent written notice of the School Committee findings and conclusions along with conditions for re-entry if expelled indefinitely.  
Motion seconded by Mr. Mapes. Motion carried 3-0.

C. Adjournment

**Motion by Ms. Davie:** To adjourn at 6:30 pm.  
Motion seconded by Mr. Mapes. Motion carried 3-0.

Respectfully submitted,

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Paula Cote, School Committee Chair

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Matt, Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
WORKSHOP MINUTES  
Central Office, 2<sup>nd</sup> Floor, City Hall Annex  
Monday, December 5, 2022 ~ 4:30 pm**

Note: This is an **IN-PERSON** meeting. School Committee Workshops are open to the public.

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

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

**A. Call to Order:** Paula Cote, Chair called the meeting to order at 4:37 pm.

**B. Workshop:**

1. **To discuss and review [Committee/Subcommittees for 2023](#)**

**C. Adjournment:**

**Motion by Ms. Sevigny:** To adjourn at 6:00 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

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
REGULAR MEETING MINUTES  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Monday, December 5, 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, Jonathan Mapes

**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  
Zach Lemelin, Athletic Director  
Sam Bonsey, Communications Coordinator  
Hailey Francoeur, SHS Band Director  
Bill Puffer, Soccer Coach  
John Hamilton, Soccer Coach

**Guests present:** Hannah Patterson, band student  
Charlotte Smith, band students  
Grayson Needham, band student  
Other members of the SHS Marching Band and Boys' Soccer Team

**A. Call to Order** Paula Cote, Chair called the meeting to order at 6:05 pm.

**B. Pledge of Allegiance** Said

**C. Adjustments** None

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

1. Monday, November 14, 2022, Regular Meeting, 6 pm
2. Thursday, November 17, 2022, Workshop, 4 pm
3. Monday, November 21, 2022, Executive Session, 4:30 pm
4. Monday, November 21, 2022, Regular Meeting, 6 pm

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

Motion seconded by Mr. Mapes. Motion carried 4-0.

**E. Public Comments** None

**F. Communications** None

# Sanford School Committee Meeting Minutes

12.5.22

## G. Committee Reports      None

## H. Superintendent's Report

1. Recognize SHS Marching Band
  - i. Supt. Nelson introduced and recognized the SHS Marching Band
  - ii. Hailey Francoeur spoke about the history of the SHS Band and the show "We Are Spartans" the new uniforms and how they were judged. A lot of hard work went into achieving the gold medal.
  - iii. Drum Majors – Hannah Patterson, Charlotte Smith and Grayson Needham spoke about participation in the band, the hard work that went into the show and community support.
2. Recognize Boys' Soccer Team
  - i. Supt. Nelson announced that the Boys' Soccer Team also won an award and introduced Zach Lemlin to recap.
  - ii. Zach Lemlin recognized the Boys' Soccer Team, Coaches Bill Puffer and John Hamilton on winning the MPA Sportsmanship Award and being recognized at the State Championship game.
3. Coach Puffer recognized the student captains John Paul Alexandre and Tyler LeBeuf for their contributions and motivation of the team.
4. Student Representative Reports
  - i. John Paul Alexander spoke about the National Honor Society: upcoming induction ceremony and toy drive.
  - ii. Emma Adawadkar's update was on the Alumni Assoc. fundraiser "Spree of Trees".
  - iii. Aidan Gendron spoke about the week's athletic events.
5. [Sanford Spotlight](#) was presented
6. Communications Coordinator
  - i. Sam Bonsey gave an overview of his position and presented his [communications plan](#) and project management; goal is to tell Sanford's story.

## I. Directors' Reports

1. Zach Lemelin
  - i. Fall Sport Wrap-up and Winter Athletics were [presented](#).
2. Steve Bussiere
  - i. Pre-K DOE Visit Update was presented.
    - Sue Gallant, Teacher from Southern Maine and Marcie Whitcomb, Head Start conducted observations and met with Administration Team
      - a. What's going well:
        - i. Schools have welcomed and embraced the Pre-K programs
        - ii. Full enrollment
        - iii. Have furniture and supplies needed for student/teacher success.
          - Technology needs are being reviewed.
        - iv. Logistics have been worked through.
        - v. Curriculum is in place with an assessment system
        - vi. First round of parent conferences completed and progress reports to go home next week.
      - b. What are we working on:
        - i. Individual student academic, social emotional and behavior concerns
        - ii. Teachers making referrals to Child Development Services; behavioral supports needed, resources using and supports available.

## Sanford School Committee Meeting Minutes

12.5.22

- c. Next steps
  - i. Parent/family involvement
  - ii. Expanding specials to Pre-K
  - iii. Providing targeted professional development for staff
  - iv. Transition planning
- d. Good news
  - i. Pre-K students will not need to be prescreened for Kindergarten
- e. Overall a positive visit
  - i. Each teacher will get a written feedback
  - ii. Final report to Administrators and Supt.
- ii. Transportation Update
  - a. New routes developed for efficiencies

**J. New Business      None**

**K. Old Business      None**

### L. Resignations/Retirements\*

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

Jasmine Dort	7 <sup>th</sup> Grade Math	SMS	1/2023
Jennifer Young	Ed Tech III	SMS	11/2022
Marguerite Cannon	Kitchen Personnel	SHS	11/2022
Amy Costa	Special Education Teacher Gr. 2&3	MCS	12/22/2022
Megan Ward	Special Education Teacher	Bridge	1/13/2023
Sarah Fuentes	Ed Tech I	SMS	12/2/2022

### M. Staff Appointments

1. Superintendent Nelson will announce the following Appointments:

Rene Bernier	Kitchen Personnel	SMS	11/2022
Lindsay Strout	Asst. Indoor Track Coach	SHS	11/2022

### N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Rebecca McCann	From: Math Interventionist Ed Tech III (SMS)	To: 7 <sup>th</sup> Grade Math Teacher (SMS)	11/2022
Katrina Hartford	2 <sup>nd</sup> Shift Custodian (SMS)	To: 2 <sup>nd</sup> Shift Custodian (SHS)	11/2022

### O. Staff Nominations None

### P. Policies and Procedures

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

Second Reading:

- Purchasing and Contracting: Procurement Staff Code of Conduct - **DJH**
- Procedure for Purchasing and Contracting: Procurement Staff Code of Conduct – **DJE-R**

## Sanford School Committee Meeting Minutes

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12.5.22

- Administration of Medication to Students – JLCD

**Motion by Ms. Sevigny: To accept the second reading of policies DJH, DJE-R and JLCD presented.** Motion seconded by Ms. Davie. Motion carried 4-0.

**Q. Items for Future Agenda(s)      None**

**R. Calendar Announcements**

Mon., 12.19.22	School Committee Executive Session	Central Office	TBD
Mon., 12.19.22	School Committee Meeting	Chambers	6 pm
Mon., 1.9.23	School Committee Workshop	Central Office	4 pm
Mon., 1.9.23	School Committee Meeting	Chambers	6 pm
Mon., 1.23.23	School Committee Meeting	Chambers	6 pm

**S. Adjournment**

**Motion by Mr. Mapes: To adjourn at 7:19 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

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MEETING MINUTES  
EXECUTIVE SESSION  
Central Office, 2<sup>nd</sup> Floor, City Hall Annex  
Monday, December 12, 2022 ~4:00 pm**

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

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

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

Guests present:

A. Call to Order **Paula Cote, Chair called the meeting to order at 4:04 pm.**

B. Executive Session **Student Matter**

1. **Motion by Mr. Roux:** To enter Executive Session at 4:06 pm to consider disciplinary action for a student at Sanford Middle School pursuant to 1 MRSA §405(6)(B).  
Motion seconded by Ms. Sevigny. Motion carried 4-0.
2. **Motion by Ms. Cote:** To exit Executive Session at 4:18 pm.  
Motion seconded by Mr. Roux. Motion carried 4-0.
3. **Expulsion Motion by Ms. Cote:** 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 Superintendent of Schools will provide the student the3 student's parent(s) written notice of the Sanford School Committee findings and conclusions along with conditions for re-entry if expelled indefinitely.  
Motion seconded by Ms. Sevigny. Motion carried 4-0.

C. Adjournment

**Motion by Mr. Roux:** To adjourn at 4:21 pm.  
Motion seconded by Ms. Sevigny. 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, December 12, 2022 ~5:00 pm**

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

Members present: Amy Sevigny, Jonathan Mapes and John Roux

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

Guests present: Student, parent

A. Call to Order **Amy Sevigny, Vice Chair called the meeting to order at 5:00 pm.**

B. Executive Session **Student Matter**

1. **Motion by Ms. Sevigny:** To enter Executive Session at 5:00 pm to consider disciplinary action for a student at Sanford High School pursuant to 1 MRSA §405(6)(B).  
Motion seconded by Mr. Roux. Motion carried 3-0.
2. **Motion by Mr. Roux:** To exit Executive Session at 5:39 pm.  
Motion seconded by Mr. Mapes. Motion carried 3-0.
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 ACAA 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 the3 student's parent(s) written notice of the Sanford School Committee findings and conclusions along with conditions for re-entry if expelled indefinitely.  
Motion seconded by Mr. Mapes. Motion carried 3-0.

C. Adjournment

**Motion by Mr. Roux:** To adjourn at 5:41 pm.  
Motion seconded by Mr. Mapes. Motion carried 3-0.

Respectfully submitted,

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Amy Sevigny, School Committee Vice Chair

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Matt Nelson, Superintendent