

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
EXECUTIVE SESSION MINUTES
Central Office, 2nd Floor, City Hall Annex
Monday, December 19, 2022 ~ 5 pm**

Note: This is an IN-PERSON meeting.

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

Staff present: Matt Nelson, Superintendent

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

B. Executive Session **Evaluation of Superintendent**

1. **Motion by Ms. Cote:** To enter Executive Session at 5:04 pm to consider the evaluation of the Superintendent of Schools pursuant to 1 MRSA §405(6) (A). Motion seconded by Mr. Roux. Motion carried 4-0.
2. **Motion by Mr. Roux:** To exit Executive Session at 5:56 pm. Motion seconded by Ms. Sevigny. Motion carried 4-0.

C. Adjournment

Motion by Mr. Roux: To adjourn at 5:56 pm.
Motion seconded by Mr. Mapes. Motion carried 4-0.

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, December 19, 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, Jonathan Mapes, John Roux

Student Reps present: John Paul Alexandre
Aidan Gendron

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bethany Lambert, Director of Curriculum
Cheryl Fournier, Business Administrator
Stacey Bissell, Special Education Director
Pam Lydon, SMS Principal

Guests: Samone Gallagher, SHS student
Yoli Gallagher, parent
Matthew Melvin, SHS student
Mike Melvin, parent
Quang Lam, SHS student
Quoc Lam, parent
Andrew Morin, SHS student
Alisha Sleboda
Kiera Kilkenny

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 21, 2022, Executive Session, 10:30 am
2. Wednesday, November 30, 2022, Executive Session, 4:30 pm
3. Wednesday, November 30, 2022, Executive Session, 5:30 pm
4. Monday, December 5, 2022, Workshop 4:30 pm
5. Monday, December 5, 2022, Regular Meeting, 6 pm
6. Monday, December 12, 2022, Executive Session, 4 pm
7. Monday, December 12, 2022, Executive Session, 5 pm

Motion by Mr. Roux: To approve the minutes as presented.
Motion seconded by Mr. Mapes. Motion carried 4-0.

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E. Public Comments

1. The following SHS students spoke during public comment:
 - i. Samone Gallagher – expressed concerns about the move to a 5-block schedule not being in the best interests of students and staff
 - ii. Andrew Morin – expressed concerns about the move to a 5-block schedule and that the negatives outweigh the benefits
 - iii. Quang Lam – supportive of the 5-block schedule but not supportive of the changes to AP courses and wants to know the reasons for making the change
 - iv. Matthew Melvin – expressed concerns about the changes to AP and believes the drawbacks outweigh the benefits
 - v. Elsie Gendron – E-mailed the School Committee concerns about the move to a 5-block schedule.

F. Communications **None**

G. Committee Reports **None**

H. Superintendent's Report

1. John Roux and Jonathan Mapes were recognized for their service and contributions to the Sanford School Department as School Committee members and were presented plaques. Special Education Director of the Bridge program, Stacey Bissell read a letter on behalf of the Bridge program thanking John and Jonathan for their support of the Bridge program from its inception to its current expansion. Stacey presented thank you cards and a bridge replica for John and Jonathan to display at their offices.
2. School Committee Budget Workshop Calendar Update
 - i. Supt Nelson shared a preliminary draft of a School Committee Budget Workshop calendar ([attached](#)).
3. SHS/SRTC Move to a 5-Block Schedule in 2023/2024 Update
 - i. Supt Nelson shared an update on the SHS/SRTC move to a-5 block schedule in 2023-2024 ([attached](#)).
4. Student Representative Reports
 - i. John Paul Alexandre – mentioned a few sporting events occurring that week, Key Club's Bell ringing event and encouraged students to get involved in clubs.
 - ii. Aidan Gendron – spoke about a nuclear energy presentation as part of JMG; the excitement surrounding upcoming Christmas break and the first wrestling home meet on Wednesday.
5. School News
 - i. Supt Nelson shared the latest edition of the 'Sanford Spotlight' ([attached](#)).

I. Directors' Reports

1. Pam Lydon, SMS Principal
 - i. Ms. Lydon shared a presentation with the School Committee that captured what was going on in grades 5-8 in all content areas as well as the social emotional aspects. Included were talking points around challenges the middle school has experienced this year and how they are all still moving forward from the effects of COVID ([attached](#)).

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2. Steve Bussiere
 - i. School Safety Update
 - a. Safety Committee meeting met December 7th:
 1. Reviewed student and staff injury reports
 - Staff accidents trending downward. Providing safety care training to staff and behavior coaches are all impacting this downward trend.
 - Student numbers have increased due to slips, trips and falls. Will be monitoring closely.
 - b. Debriefed the incident of November 15, 2022
 1. Takeaways and Action steps were reviewed
 - Internal communication system with staff – Alertus
 - Delay in activation and access concerns; server and certificates have been updated. Access testing will be done frequently. Text to speech feature to be addressed at the SHS.
 - Radio coverage – communication is difficult in some areas due to building structure (concrete); new repeater to be added to help clear deficient areas.
 - There is a bi-amp repeater at SHS with 2 lines that were being used by the Fire and Police Departments; looking to see if SHS can use.
 - Emergency communications without the use of telephones.
 - Working with Cunningham Security to have capability consistently in all Sanford schools.
 - Shades
 - Working on getting window coverings for doors.
 - Reviewed glass classrooms where students and staff can step into during a situation and out of view are available where possible and are adequately shaded.
 - c. District Reunification Protocols
 1. Individual buildings have looked at their protocols
 2. District needs to continue work to make sure addressed in all areas.
 - d. Next steps
 1. Provide on-going Alice training; in depth barricade training
 2. Continue lockdown drills in January; announced ahead of time to students, staff and parents
 3. A letter will be sent to parents updating them on Sanford’s basic safety procedures and invite them to a School Safety Informational night on 1.19.22 at 6 pm, Sanford Performing Arts Center.

J. New Business

1. **Contract: Superintendent of Schools** ([attached](#))
Motion by Mr. Roux: To extend the Superintendent of Schools contract through the 2025-2026 year.
Motion seconded by Mr. Mapes. Motion carried 4-0.
2. **November 2022 Financials** – Cheryl Fournier ([Attachment J.2](#))
Motion by Mr. Roux: To approve the November 2022 financials as presented.
Motion seconded by Mr. Mapes. Motion carried 4-0.

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K. Old Business None

L. Resignations/Retirements*

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

Ashley Wyman	Softball Coach	SMS	2022
Rossie Lontine-Kearson	Varsity Boys Tennis Coach	SHS	2022
Lindsay Strout	Varsity Girls Tennis Coach	SHS	2022
John Hamilton	JV Softball Coach	SHS	2022
Nicholas Ericson	Asst. Varsity Girls Track and Field Coach	SHS	2022

M. Staff Appointments

1. Superintendent Nelson will announce the following Appointments:

Sheri Tweedie	Administrative Assistant	SCAE	12/2022
Aprile Rossborough	2 nd Shift Custodian	SMS	12/2022
Nate McLellan	Co Assistant Athletic Director	SHS	12/2022
Joshua Allen	Co Assistant Athletic Director	SHS	12/2022
Shaina Viera	2 nd Shift Custodian	SHS	12/2022
Margaret Genereux	Program Coordinator – part time	SCAE	12/2022
Jessica Johnson	Kitchen Personnel	SHS	12/2022

2. Superintendent Nelson will announce the following Schedule C1 and Schedule D appointments:

School	Position	Appointment	Schedule
MCS	Mentor for Probationary Teacher	Joanne Spring-McDermott	D
SMS	504 Coordinator Stipend	Katie Sotier	D
SHS	IEP and 504 Coordinator	Jeff Enman	D

N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Sarah Mills	From: Grade 1 Literacy Ed Tech (6 months only) (MCS)	To: Title 1 Literacy Teacher (SPE)	12/2022
Marguerite Cannon	From: Kitchen Personnel 5 days per week	To: Kitchen Personnel 3 days per week	12/2022

O. Staff Nominations

1. Superintendent Nelson will nominate the following professional staff:

Bridget Conlon	Grade 6 ELA Teacher	SMS	12/2022
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Motion by Mr. Roux: To nominate Bridget Conlon as Grade 6 ELA Teacher with a 1-year probationary contract.

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

P. Policies and Procedures None

Q. Items for Future Agenda(s) None

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R. Calendar Announcements

Mon., 1.9.23	School Committee Meeting	Chambers	6 pm
Thurs., 1.19.23	Parent Informational Night on Safety	SPAC	6 pm
Mon., 1.23.23	School Committee Meeting	Chambers	6 pm
Mon., 2.6.23	School Committee Meeting	Chambers	6 pm
Mon., 2.27.23	School Committee Meeting	Chambers	6 pm

S. Adjournment

Motion by Mr. Roux: To adjourn at 7:33 pm.

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

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent