

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING MINUTES
EXECUTIVE SESSION
Central Office, 2nd Floor, City Hall Annex
Monday, January 30, 2023 ~ 3:00 pm**

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

Members present: Amy Sevigny, Jennifer Davie, Kelly Termath

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Pam Lydon, Principal SMS
Mike Bailey, Assistant Principal SMS
Cecilia Sirianni, Outreach
Joe Jourdain, SRO

Guests present: Student, parent

A. Call to Order Amy Sevigny, Vice Chair called the meeting to order at 3:02 pm.

B. Executive Session Student Matter

1. **Motion by Ms. Sevigny:** To enter Executive Session at 3:02 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 Ms. Davie:** To exit Executive Session at 3:53 pm.
Motion seconded by Ms. Termath. Motion carried 3-0.
3. **Suspension 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 **SUSPENDED** from school for a total of 21 days. The student will be permitted to return to school after serving a total of 21 days with 10 days initial suspension, and after meeting with the Building Assistant Principal prior to the end of this period of time. Further conditions are that the student will receive an informal adjustment with the SRO and is required to meet with the Outreach Coordinator, Cecilia Sirianni to develop a First Time Offender plan with conditions to avoid expulsion. The Superintendent of Schools will provide the student and the student's parent(s) written notice of the Sanford School Committee findings and conclusions Motion seconded by Ms. Termath. Motion carried 3-0.

C. Adjournment

Motion by Ms. Davie: To adjourn at 4:02 pm.
Motion seconded by Ms. Termath. Motion carried 3-0.

Respectfully submitted,

Amy Sevigny, School Committee Vice Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
WORKSHOP MINUTES
City Council Chambers, 3rd Floor, City Hall Annex
Monday, January 30, 2023 ~ 4 – 5:30 pm**

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

Members present: Amy Sevigny, Jennifer Davie, Kelly Termath, Melissa Simpson

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

Guests present: Becky Brink, Mayor
Maura Herlihy, Deputy Mayor
Ayn Hanselmann, Council Member

A. Call to Order Amy Sevigny, Vice Chair called the meeting to order at 4:09 pm.

B. Workshop*

2023-2024 School Budget Review

*Information to be covered includes:

Overview of Revenue as it applies to the Sanford School Department

C. Adjournment

Motion by Ms. Simpson: To adjourn at 5:26 pm
Motion seconded by Ms. Termath. Motion carried 4-0.

Respectfully submitted,

Amy Sevigny, School Committee Vice Chair

Matt Nelson, Superintendent

JANUARY 23 AND JANUARY 25, 2023 RESCHEDULED MEETING WITH NEW DATE AND TIME

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
WORKSHOP MINUTES
Central Office, 2nd Floor, City Hall Annex
Monday, January 30, 2023 ~ 5:30 pm**

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

Members present: Amy Sevigny, Melissa Simpson, Kelly Termath

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Cheryl Fournier, Business Administrator

Guests present: Christian Smith, WIPFLI

A. Call to Order Amy Sevigny, Vice Chair called the meeting to order at 5:39 pm.

B. Workshop 2021/2022 Audit Report – Christian Smith, WIPFLI

C. Adjournment

Motion by Ms. Sevigny: To adjourn at 6:16 pm.
Motion seconded by Ms. Termath. Motion carried 4-0.

Respectfully submitted,

Amy Sevigny, School Committee Vice Chair

Matt Nelson, Superintendent

JANUARY 23 AND 25, 2023 RESCHEDULED MEETING WITH NEW DATE AND TIME

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING MINUTES
City Council Chambers, 3rd Floor, City Hall Annex
Monday, January 30, 2023 ~ 6:30 pm**

Note: This is a combination **VIRTUAL** and **IN-PERSON** meeting, with members attending via Zoom Video Conferencing and in-person.

Members present: Amy Sevigny, Jennifer Davie, Melissa Simpson, Kelly Termath

Student Reps present: Emma Adawadkar
Aidan Gendron

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bethany Lambert, Director of Curriculum
Cheryl Fournier, Business Administrator
Jayne Perkins, Director SCAE

A. Call to Order Amy Sevigny, Vice Chair called the meeting to order at 6:30 pm.

B. Pledge of Allegiance Said

C. Adjustments

1. J.1 2021/2022 Audit Report – Cheryl Fournier, Business Administrator/Christian Smith, WIPFLI
Motion by Ms. Davie: To bring J.1. forward to be heard after E. Public Comments
Motion seconded by Ms. Termath. Motion carried 4-0.

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

1. Monday, January 9, 2023 Executive Session, 4 pm
2. Monday, January 9, 2023 Workshop, 5 pm
3. Monday, January 9, 2023, Regular Meeting, 6 pm
4. Thursday, January 12, 2023, Executive Session, 11:15 am
Motion by Ms. Davie: To approve the minutes as presented.
Motion seconded by Ms. Termath. Motion carried 4-0.

E. Public Comments NONE

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Heard out of Order:

J.1 2021/2022 Audit Report – Cheryl Fournier, Business Administrator/Christian Smith, WIPFLI (Documents can be found on website under [Finance](#) Department)

Motion by Ms. Davie: To accept the 2021/2022 Audit Report as presented.

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

F. Communications

G. Committee Reports

H. Superintendent's Report

1. Student Representative Reports
 - i. Emma Adawadkar thanked project graduation and sponsors for the survival kits during finals; they helped and were truly appreciated.
 - ii. Aidan Gendron – highlighted the past weekend's sports events and outlined what was coming up that week; cheer team placed 2nd.
2. Supt. Nelson spoke about weather challenges navigated and thanked maintenance, custodians and public works.
3. Supt. Nelson talked about some transportation challenges in the transportation office:
 - i. The transportation office has been down 4 drivers resulting in not just having an occasional route not covered (canceled) but a possibility of needing to combine routes (which means longer transportation time for students) and/or canceling multiple routes daily which is unacceptable.
 - ii. The community has been patient and understanding. Supt. Nelson wanted to assure the community that he and Asst. Supt. Bussiere have been working closely with our provider, Ledgemere, reaching out to them. Ledgemere has moved up 2 drivers from CT (out of state) to take those two routes impacted and there are 2 other drivers who will be returning shortly and an added benefit to help us prevent cancellations.
 - iii. Management will be meeting Wednesday with Ledgemere to look at addressing the short-term issues but will also be working on and discussing Ledgemere's plans to eliminate combined routes.
4. Supt. Nelson highlighted the newest edition of the Sanford Spotlight – see [attached](#) link.

I. Directors' Reports

1. Steve Bussiere - presentation is [attached](#).
 - i. ESOL Services Update
 - Mandated service
 - Review of screening; decides services needed
 - Reviewed ESOL enrollment statistics as of 1.23.23; increase of diversity and non-English speakers coming into the community.
 - Reviewed what ESOL Services look like; personal learning plans, ESOL is provided based on a student's individual needs; services are provided by a certified ESOL teacher and parents can deny services.
 - Reviewed Annual Access Testing and components.
 - ESOL Students and their family get staff, resources and support with meaningful communications and equitable access to academics and extracurricular programs; helps engage in the community.
 - Budget request for another position is due to increasing ESOL population.

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2. Jayne Perkins

- i. Jayne Perkins gave an Adult Education Update; presentation is **attached**.
 - 14 full time staff; 10 part-time staff and 1 grant supported staff member.
 - Welcoming positive culture is a priority.
 - High School credentials can be granted through:
 - a. HiSET (High School Equivalency Test)
 - b. Academics program which determines what needs worked on and levels achieved; also helps with credit recovery.
 - c. Numbers for the program are doubling. (Currently at 22/expected to get 22 new)
 - Toddler Time – Free and helps community enrichment.
 - Enrichments – 104 enrichment classes.
 - Library – Community has donated the library books; there is a \$4,000 grant to help fill; all books are free to the community.
 - a. Community – Things done for the community are: Fingerprinting (5,000/year), sharing shelves, hiring events, Learning Works, TOPS and Senior College
 - b. In Development: Home School services, movie night, collaborating with Parks/Rec to utilize kitchen, educational technician coursework – Ed Tech Credits and book talks.

J. New Business

1. 2021/2022 Audit Report – Cheryl Fournier, Business Administrator/Christian Smith, WIPFLI – *Heard out of order*
2. December 2022 Financials – Cheryl Fournier ([Attachment J.2.](#))
Motion by Ms. Davie: To approve the December 2022 financials as presented.
Motion seconded by Ms. Termath. Motion carried 4-0.

K. Old Business None

L. Resignations/Retirements*

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

Holly Hartley*	Foodservice Director	District	6/30/2023
Alan Helmreich*	9-12 Social Studies Teacher	SHS	6/6/2023
Kim Conway*	Title 1 Literacy Teacher	CJL	6/30/2023
Jane Sprusansky*	2 nd Shift Custodian	MCS	6/6/2023
Delmont Perkins*	2 nd Shift Custodian	SPE	7/7/2023

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M. Staff Appointments

1. Superintendent Nelson will announce the following Appointments:

Michelle Robinson	Long Term Substitute – First Grade Literacy Ed Tech. for remainder of SY	MCS	1/23/2023
Nate Smith	Varsity Girls Track Coach	SHS	3/27/2023
Anna Lane	Assistant Varsity Girls Track Coach	SHS	3/27/2023

2. Superintendent Nelson will announce the following stipend Appointments:

Patricia Hussey	Special Ed Grade Level Leader	MCS	1/12/2023
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N. Staff Transfers

1. Superintendent Nelson will announce the following transfers: **NONE**

O. Staff Nominations

1. Superintendent Nelson will nominate the following professional staff: **NONE**

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

- First Reading – Graduation Credit Requirements – **IKF**
Motion by Ms. Davie: To accept the first reading of policy IKF as presented.
 Motion seconded by Ms. Termath. Motion carried 4-0.
- Delete Policy - Communicable Diseases – **JHCC**; replaced by Policy **JLCC**
Motion by Ms. Davie: To eliminate JHCC.
 Motion seconded by Ms. Termath. Motion carried 4-0.

Q. Items for Future Agenda(s) None

R. Calendar Announcements

Tues., 1.31.23	PEPG Committee Meeting	Central Office	3:30 pm
Wed., 2.1.23	Commissioner of Education Visiting Pre-K to kick off the “Read to Me” challenge	SRTC	9:30 am
Wed., 2.1.23	Legacy Foundation Meeting	Zoom	4 pm
Mon., 2.6.23	School Committee Meeting	Chambers	6 pm
Thurs., 2.16.23	Wellness Committee Meeting	Central Office	3:30 pm
School Break Feb. 20 – 24, 2023			
Mon., 2.27.23	School Committee Meeting	Chambers	6 pm
Budget Meetings:			
Mon., 2.13.23	School Committee Budget Workshop	Chambers	4 – 6 pm
Mon., 2.27.23	School Committee Budget Workshop	Chambers	4 – 6 pm
City Council Meetings:			
Tues., 3.7.23	City Council Budget Meeting	Chambers	4 pm
Tues., 3.14.23	City Council Budget Meeting	Chambers	4 pm

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Tues., 3.21.23	City Council Budget Meeting (Public Hearing on City and School Budgets to Follow at 6 pm)	Chambers	4 pm 6 pm
Tues., 3.28.23	City Council Budget Meeting	Chambers	4 pm
Tues., 4.4.23	City Council Budget Meeting (if necessary)	Chambers	4 pm
Tues., 4.4.23	City Council Meeting	Chambers	6 pm
Tues., 5.16.23	City Council Meeting	Chambers	TBD
Tues., 6.13.23	Election/Referendum Day	Chambers	All Day

S. Adjournment

Motion by Ms. Davie: To adjourn at 7:49 pm.

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

Respectfully submitted,

Amy Sevigny, School Committee Vice Chair

Matt Nelson, Superintendent