

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
WORKSHOP MINUTES  
Central Office, 2<sup>nd</sup> Floor, City Hall Annex  
Wednesday, January 25, 2023 ~ 3:00 pm**

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

Members present: Paula Cote, Amy Sevigny, Kelly Termath, Melissa Simpson

Staff present: Matt Nelson, Superintendent  
Cheryl Fournier, Business Administrator  
Nick Ericson, Sanford Federation of Teachers  
Kelly Foley, Sanford Federation of Teachers

Guests present: Michelle (Shelly) Paules, Acadia Benefits, Inc.  
Jack Kennedy, Acadia Benefits, Inc.

A. Call to Order Paula Cote, Chair called meeting to order at 3:07 pm

B. Workshop Presentation to provide education about health insurance and wellness

C. Adjournment

**Motion by Ms. Termath:** To adjourn at 4:32 pm.  
Motion seconded by Ms. Simpson. Motion carried 4-0.

Respectfully submitted,

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Paula Cote, School Committee Chair

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Matt Nelson, Superintendent

**JANUARY 23, 2023 RESCHEDULED MEETING WITH NEW START TIME AND WORKSHOP TOPIC**

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
BUDGET WORKSHOP MINUTES  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Wednesday, January 25, 2023 ~ 4:30 – 5:30 pm**

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

Members present: Paula Cote, Amy Sevigny, Kelly Termath, Melissa Simpson

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

Guests present:

A. Call to Order Paula Cote, Chair called the meeting to order at 4:41 pm.

B. Workshop\*

**2023-2024 School Budget Review**

\*Information to be covered includes:

**Sanford Adult Education and Sanford Regional Technical Center**

C. Adjournment

**Motion by Ms. Termath:** To adjourn at 5:33 pm.

Motion seconded by Ms. Simpson. 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  
WORKSHOP MINUTES  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Monday, February 6, 2023 ~ 4 – 6:00 pm**

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

This meeting will be available on Channel 26 locally and live-streamed at <https://townhallstreams.com/towns/sanfordme>; it will also be available for viewing via this link after the meeting has ended.

Members present: Paula Cote, Amy Sevigny, Kelly Termath, Melissa Simpson

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Cheryl Fournier, Business Administrator  
Bethany Lambert, Curriculum Director  
Stacey Bissell, Director of Special Education  
Tammy Delaney, Assistant Director of Special Education

Guests present:

A. Call to Order **Paula Cote, Chair called the meeting to order at 4:00 pm.**

B. Workshop\*

**2023-2024 School Budget Review**

\*Information to be covered includes:

Special Education Budget Presentation  
Review Articles 1 – 11: Regular Instruction, Special Education, Career & Technical Education, Other Instruction, Student & Staff Support, System Administration, School Administration, Transportation, Facilities Maintenance and Debt Service

C. Adjournment

**Motion by Ms. Termath:** To adjourn at 5:45 pm.  
Motion seconded by Ms. Simpson. 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 AGENDA**  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Monday, February 6, 2023 ~ 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, Melissa Simpson, Kelly Termath

**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  
Susan Inman, SPE Principal  
Kristin Daly, SPE Assistant Principal  
Kathy Sargent, SRTC Director

**Guests present:** Sanford Pride Student Leadership Team

**A. Call to Order** Paula Cote, Chair called the meeting to order at 6:00 pm.

**B. Pledge of Allegiance** Said

*Supt. Nelson called for a brief moment of silence for the family who lost a Pre-K student unexpectedly.*

**C. Adjustments** None

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

1. Monday, January 30, 2023, Executive Session, 3:00 pm
2. Monday, January 30, 2023, Budget Workshop, 4:00 pm
3. Monday, January 30, 2023, Audit Workshop, 5:30 pm
4. Monday, January 30, 2023, Regular Meeting, 6:30 pm

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

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

**E. Public Comments** None

**F. Communications** None

**G. Committee Reports** None

## Sanford School Committee Meeting Agenda

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### 2.6.23

#### H. Superintendent's Report

1. Sanford Pride Leadership Team Presentation – Kristin Daly
  - i. The 3<sup>rd</sup> and 4<sup>th</sup> grade student leaders presented the School Committee with a “Wordle of Appreciation” for all they do.
  - ii. When asked, one of the student leaders explained to the School Committee that the school leaders:
    - ran their “all school” meeting;
    - helped the younger kids during recess and lunch;
    - organized spirit days;
    - used school culture survey information to find way to improve the school.
2. Student Representative Reports
  - i. John Paul Alexandre spoke about:
    - The chair dedication to remember prisoner of wars and soldiers missing in action; chair will remain empty in the SPAC as a memorial.
    - The upcoming CJL PTA Fishing Derby in conjunction with Parks and Recs on #1 Pond; how to register and free BBQ lunch to be provided to those who registered.
    - Seniors going to Italy have 12 days remaining before their trip so the countdown has begun.
  - ii. Aidan Gendron handled the upcoming sport announcements: Tuesday and Thursday's Unified basketball games at home; girls' basketball games at home; and boys' basketball games away. Saturday: Cheering States at the Civic Center; indoor track meets at USM and Wrestling Regionals at Wells.
  - iii. Aidan Gendron spoke about the Emma Adawadkar indicated this week was School Counselor's week (Feb. 6 – Feb. 10) and wanted to say thank you to all the School Counselor's throughout the district for all of their hard work, their daily effort, their guidance and friendship. Emma further commented that the role of a School Counselor was multifaceted and the students and staff were lucky to have such gifted School Counselors in the district.
  - iv. Emma Adawadkar also mentioned Spring sports were open for sign ups.
  - v. Aidan Gendron spoke about the Career Panel presentation; it was well received by the SHS students.
3. Field Trips ([Attachment H.3](#))
  - i. Berlin City Auto Group, 4<sup>th</sup> Grade Grant presentation, Berlin City Honda, South Portland, ME (1.25.23)
4. Sanford Spotlight ([Attached](#))

#### I. Directors' Reports

1. Kathy Sargent ([Attached](#))
  - i. SRTC Update
    - 2023/2024 admissions rack cards were presented;
    - Career and Technical Education (CTE) was talked about as the Maine economy is experiencing a skills gap and how CTE fills that gap.
    - What was unique about STRC (A regional 8-partner school; class size is smaller; time-length of program and day; applied learning; and earning of college credits/certifications) was showcased;
    - A video on SRTC was shown. Presentations have been made to all Sophomores in the area with student panels so that students can hear from their peers.

## Sanford School Committee Meeting Agenda

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### 2.6.23

- Pathway programs are for students who are more interested in the Arts and there are videos available to show them more in-depth;
  - Interested Sophomore visits are encouraged; Open House is Wednesday, February 15, 2023 and the deadline to apply is March 3, 2023.
  - ii. SRTC Restaurant opens this week on Wednesday and Thursday for Breakfast and Lunch; website is available for making reservations and looking at the menu.
2. Steve Bussiere
- i. Pre-K Update
    - As part of the expansion grant, the Maine Department of Education (MDOE) is scheduled to visit our programs three times per year. To date we have had one visit by our assigned consultants. A report has been received outlining strengths and next steps for the district to think about as we move forward. Overall, the report was positive.
    - Snapshots of areas looked at and what we have in place; what was given as next steps were presented as follows:
      - 1. Curriculum, Screening & Assessment
        - a. In-place
          - i. Curriculum in Place Maine's Early Learning Development Standards
          - ii. b. Assessment System aligned to the MELDS Standards
          - iii. c. Practices are developmentally appropriate for pre-k students
        - b. Next steps
          - i. Written Child Find Policy for Pre-K (Screening for student's w/disabilities)
          - ii. Continue to develop MTSS (Intervention Continuum of Service)
            - Social Emotional Learning – Behavior
              - ERD – Behavior Strategies for Pre-K Students (January 18<sup>th</sup>)
              - Behavior Coaches – Early Childhood Consultation Partnership
              - Local Behavior Coaches
              - School Counselors
2. Family Engagement
  - a. In-place
    - i. Ongoing teacher/school/district communication
    - ii. Open house
    - iii. Parent conferences
    - iv. PTA
    - v. Classroom Activities
  - b. Next steps
    - i. Develop a policy to formalize family engagement
      - Transition into pre-k
      - Strategies for ongoing involvement in the classroom – through classroom projects and celebrations
      - Ongoing communication (ESOL Population)
      - Continue to connect pre-k to the whole school
      - Transition to kindergarten

## Sanford School Committee Meeting Agenda

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### 2.6.23

- Pre-K staff will be focusing on refining our parent involvement plans for Pre-k during the ERD on Wednesday.
3. Community Engagement
    - a. In-Place
      - i. Partnership w/Head Start (Community Agencies)
      - ii. MOU w/CDS
    - b. Next Steps
      - i. Connect with community-based learning programs (5210/Snap Ed/Libraries/etc.)
  4. OTHER – Educator Quality, Professional Development, SAU Organizations and Class Size
    - a. In-Place
      - i. Certified Teaching Staff
      - ii. Appropriate Facilities
      - iii. School Nutrition – breakfast/lunch
      - iv. Transportation
      - v. Enrollment (No more than 16 with a 16-2 ratio)
      - vi. Staff Evaluation System (PEPG)
      - vii. Professional Development
        - ERD
        - Ongoing DOE Support
        - Local PD
    - b. Next Steps
      - i. All staff registered and achieve level 4 on Maine Roads to Quality – Professional development network to support early childhood educators
      - ii. One Ed-tech currently a level I working towards a level II certification (long-term substitute)
      - iii. Integrate Specials for pre-k (art, music, PE, school counselors) – working to get those folks certified in PK
  - ii. Kindergarten Registration
    - Kindergarten registration will be released on 2/13/2023.
    - Parents who have a child that will be 5 on or before October 15<sup>th</sup> should call the elementary school to get that child’s name on a list.
    - District Pre-K children do not need to be registered again (new practice).
  - iii. Pre-K Registration
    - Pre-K Lottery will open next Monday, February 13,2023; 96 slots; closes on March 31, 2023; selections and notifications will be made in April.
    - Pre-K lottery/registrations are for children who will be 4 by October 15<sup>th</sup>.
  - iv. Transportation
    - Met last week with Rose Dunn, Sanford Mgr. and Debbie Coleman, Regional Mgr.) to discuss current status of transportation and plans moving forward.
    - Contract details and expectations that we have the services provided in the contract were reviewed; currently not fulfilled – down 3 large buses and 1 small bus; staffing is an issue and 2 spare drivers were brought up from CT to help in the short term. With other drivers in training and returning from medical leaves, with these 2 CT drivers, we will be set with 2

## Sanford School Committee Meeting Agenda

### 2.6.23

spare drivers and hopefully there will be no need to cancel runs when someone calls out sick.

- Asked what was being done to recruit drivers. Response: \$3,000 Bonus offered to trained CDL drivers; \$1500 bonus for those without CDL and will train for CDL; internally Sanford has been put at the top of the list for need all parties are reposting hiring flyers and increasing advertising; wages are being looked at for increasing them again and Career Center use is being explored.

#### 3. Bethany Lambert

##### i. Early Bird Dyslexia Screener was presented ([Attached](#))

- Required by school administrative units to screen students in kindergarten through second grade who have difficulty in the areas of phonological and phonemic awareness, sound-symbol recognition, alphabet knowledge, decoding skills, rapid naming skills and encoding skills.
- Committee created to research different options to see what the best fit would be for the students and Early Bird was chosen. Game based and interactive for students and records scores for staff; very user friendly.
- Assessment is usually done three times per year. February is the month for screening; March will have follow training and review of reports, next steps and interventions. A follow screening will be at the end of the year.
- State recommended because it fits all of the categories. (Ms. Simpson is interested in research base and Ms. Lambert will provide.)

**J. New Business      None**

**K. Old Business      None**

#### **L. Resignations/Retirements\***

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

Brenda Pilkington	Foodservice	MCS	2/17/2023
Nate Smith	Asst. Boys Outdoor Track Coach	SHS	6/2022

#### **M. Staff Appointments**

1. Superintendent Nelson will announce the following Appointments:

Jessica Dilboy	Ed Tech 1, Special Ed	CJL	1/30/2023
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#### **N. Staff Transfers**

1. Superintendent Nelson will announce the following transfers:

Dan Stefanilo	From: 7 <sup>th</sup> Grade Baseball Coach To 8 <sup>th</sup> Grade Baseball Coach	SMS	4/1/2023
Mark Boissonneault	From: 8 <sup>th</sup> Grade Baseball Coach To 7 <sup>th</sup> Grade Baseball Coach	SMS	4/1/2023
Nicole Cetrano	From: Kitchen Personnel (CJL) To: Kitchen Personnel (SMS)	SMS	1/26/2023



## Sanford School Committee Meeting Agenda

2.6.23

### O. Staff Nominations

1. Superintendent Nelson will nominate the following professional staff for a continuing contract:

Michael (Tipper) Thornton	Law Enforcement Instructor	SRTC	3/1/2023
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**Motion by Ms. Termath: To accept the above nomination as presented.**

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

### P. Policies and Procedures                      None

*Supt. Recognized and thanked the Interim Facilities Director and Custodial Staff for their work during the extreme cold weather.*

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

### R. Calendar Announcements

Wed., 2.8.23	Administrative Assistants Negotiations	Central Office	1:30 pm
Thurs., 2.16.23	Wellness Committee Meeting	Central Office	3:30 pm
<b>School Break Feb. 20 – 24, 2023</b>			
Mon., 2.27.23	School Committee Meeting	Chambers	6 pm
Mon, 3.6.23	School Committee Meeting	Chambers	6 pm
Mon., 3.20.23	School Committee Meeting	Chambers	6 pm
<b>School Committee Budget Meetings:</b>			
Mon., 2.13.23	School Committee Budget Workshop	Chambers	4 – 6 pm
Mon., 2.27.23	School Committee Budget Workshop	Chambers	4 – 6 pm
<b>City Council Budget Meetings:</b>			
Tues., 3.7.23	City Council Budget Meeting	Chambers	4 pm
Tues., 3.14.23	City Council Budget Meeting	Chambers	4 pm
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

### S. Adjournment

**Motion by Ms. Termath: To adjourn at 7:12 pm.**

Motion seconded by Ms. Simpson. 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, February 6, 2023 ~ 7:30 pm**

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

Members present: Paula Cote, Amy Sevigny, Melissa Simpson, Kelly Termath

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent

Guests present: Student, parent

A. Call to Order **Paula Cote, Chair called the meeting to order at 7:15 pm.**

B. Executive Session Student Matter

1. **Motion by Ms. Sevigny: To enter Executive Session at 7:15 pm to consider disciplinary matter for a student at Sanford Middle School pursuant to 1 MRSA §405(6)(B).**

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

2. **Motion by Ms. Termath: To exit Executive Session at 7:25 pm.**

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

C. Adjournment

**Motion by Ms. Termath: To adjourn at 7:28 pm.**

Motion seconded by Ms. Cote. 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  
WORKSHOP MINUTES  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Monday, February 13, 2023 ~ 4:00 – 6:00 pm**

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

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Members present: Paula Cote, Amy Sevigny, Kelly Termath, Melissa Simpson

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

A. Call to Order **Paula Cote, Chair called the meeting to order at 4:07 pm.**

B. Workshop\*  
**2023-2024 School Budget Review**  
\*Information to be covered includes:  
Review of ESSER Positions and  
Finalize School Budget

C. Adjournment

**Motion by Ms. Cote:** To adjourn at 5:30 pm.  
Motion seconded by Ms. Termath. 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, February 13, 2023 ~5:30 pm**

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

Members present: Paula Cote, Amy Sevigny, Melissa Simpson, Kelly Termath

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Cecilia Siriani, Outreach Coordinator

Guests present: Student, grandparent

A. Call to Order **Paula Cote, Chair called the meeting to order at 5:56 pm**

B. Executive Session Student Matter

1. **Motion by Ms. Cote:** To enter Executive Session at 5:56 pm to consider re-entry for a student at Sanford Middle School pursuant to 1 MRSA §405(6) (B).  
Motion seconded by Ms. Termath. Motion carried 4-0.
2. **Motion by Ms. Sevigny:** To exit Executive Session at 6:19 pm.  
Motion seconded by Ms. Termath. Motion carried 4-0.
3. **Re-admission Motion by Ms. Sevigny:** 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 the information, the Sanford School Committee readmits Ty Moulton to 8<sup>th</sup> grade at the Sanford Middle School. The student will set up a meeting with the School Assistant Principal and Student Outreach 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 parents/guardian with a written notice of the School Committee's findings and conclusions including the following conditions of re-entry:
  - Complete community service;
  - continue working with Kids Peace and follow all recommendations;
  - meet with designated check-in;
  - be subject to random searches before, during and after school;
  - start back to school on February 27, 2023; and
  - follow recommendation to get involved in after-school activities if possible.

C. Adjournment

**Motion by Ms. Sevigny:** To adjourn at 6:23 pm.  
Motion seconded by Ms. Termath. Motion carried 4-0.

Respectfully submitted,

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Paula Cote, School Committee Chair

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Matt Nelson, Superintendent