

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
WORKSHOP MINUTES
City Council Chambers, 3rd Floor, City Hall Annex
Monday, February 27, 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, Jennifer Davie, 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 4:00 pm.**

B. Workshop*
2023-2024 School Budget Review
*Information to be covered includes:
Finalize 2023-2024 School Budget

C. Adjournment

Motion by Ms. Davie: To adjourn at 5:05 pm.
Motion seconded by Ms. Sevigny. Motion carried 5-0.

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
City Council Chambers, 3rd Floor, City Hall Annex
Monday, February 27, 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, Jennifer Davie, 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
Matt Petermann, SHS Principal (via Zoom)

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

B. Pledge of Allegiance Said

C. Adjustments None

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

1. Wednesday, January 25, 2023, Insurance Workshop, 3 pm
2. Wednesday, January 25, 2023, Budget Workshop, 4:30 pm
3. Monday, February 6, 2023, Workshop, 4 pm
4. Monday, February 6, 2023, Regular Meeting, 6 pm
5. Monday, February 6, 2023, Executive Session, 7:30 pm
6. Monday, February 13, 2023, Workshop, 4 pm
7. Monday, February 13, 2023, Executive Session, 5:30 pm
8. Wednesday, February 15, 2023, Executive Session, 4:15 pm

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

Motion seconded by Ms. Simpson. Motion carried 5-0.

E. Public Comments

F. Communications

G. Committee Reports

Sanford School Committee Meeting Minutes

2.27.23

H. Superintendent's Report

1. Student Representative Reports
 - i. Aidan Gendron spoke that class members are looking forward to selecting their classes for next year on Thursday and Friday; most are looking forward to not as a heavy of a workload next year.
 - ii. Emma Adawadkar announced that on Wednesday, March 1st the Civil Rights Team was hosting a Special Olympics Spread the Word Inclusion Day which began in 2009. Purpose of event is to ensure that everyone feels included within the school and students are being asked to pledge during their lunches on Wednesday. Miss Adawadkar highlighted that the Girls Basketball Team's season came to an end on February 22, 2023 when they played Gorham in the Semi Finals with Gorham taking the win; it was a very close game and went into overtime. Final score was 40 – 37.
 - iii. John-Paul Alexandre went to Italy during school vacation with 71 other travelers. It was a very exciting trip and well worth it. The group visited many different places with the main cities being Venice, Florence and Rome. Other highlights were the Vatican, Trevie Fountain and the chance to go on a gondola ride in Venice. Class of 2024 has a lot to look forward to for Greece.
2. Field Trips ([Attachment H.2](#))
 - i. Key Club: District Educational Conference, Sheraton, Springfield, MA, (3/31, 4/2/2023)
 - ii. Digital Design College Visit: NEIT (New England Institute of Technology), E. Greenwich, RI (3/1/2023)
 - iii. Skills USA: State Skills and Leadership Conference, Fairfield Inn, Bangor, MNE (3/16 – 3/17/2023)
 - iv. Building Trades: Industry Trade Show with training seminars, Providence Convention Center, Providence, RI (3/24/23)
3. Sanford Spotlight was presented. ([Attached](#))

I. Directors' Reports None

(School Committee Board Member Amy Sevigny left meeting ill.)

J. New Business

1. Supt. Nelson led with a presentation on how the Final 2023/2024 Budget to be presented to the City of Sanford was achieved. ([FY2024 Budget presentation](#))

Final 2023/2024 Budget for City Budget Committee

Motion by Ms. Davie: To approve the 2023/2024 School Department budget in the amount of \$ 61,716,917 for presentation to City Council.

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

2. January 2023 Financials – Cheryl Fournier ([Attachment J.2](#))
Motion by Ms. Termath: To approve the January 2023 financials as presented.
Motion seconded by Ms. Simpson. Motion carried 4-0.

3. First Reading of 2023-2024 School Calendar for discussion purposes. ([Attachment J.3](#))

Sanford School Committee Meeting Minutes

2.27.23

K. Old Business None

L. Resignations/Retirements*

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

Barbara Dumont*	Ed Tech III	SMS	8/31/2023
Sam Giese	Social Worker Special Education	CJL	3/24/2023
Jessica Dilboy	Ed Tech I, Special Education [ESSER]	CJL	2/9/2023

M. Staff Appointments

1. Superintendent Nelson will announce the following Appointments:

Cindy Quetti	Ed Tech III Middle/Elementary	Bridge	2/27/2023
--------------	-------------------------------	--------	-----------

2. Superintendent Nelson will announce the following Spring Coach stipend positions:

Kyle Bernier	Varsity Baseball	SHS	Spring
Open	JV Baseball	SHS	Spring
Nate Mann	Freshman Baseball	SHS	Spring
Scott Sheppard	Varsity Softball	SHS	Spring
Open	JV Softball	SHS	Spring
Kevin Way	Boys Track – Head	SHS	Spring
Magnes Lewis	Boys Track – Assistant	SHS	Spring
Nate Smith	Girls Track – Head	SHS	Spring
Anna Lane	Girls Track – Assistant	SHS	Spring
Nicholas Works	Boys Tennis	SHS	Spring
Hailey Francouer	Girls Tennis	SHS	Spring
Kelly Foley	Girls Lacrosse	SHS	Spring
Alisha Sleboda	Girls JV Lacrosse	SHS	Spring
Nate McLellan	Boys lacrosse	SHS	Spring
Anthony Ngyuen	Boys JV Lacrosse	SHS	Spring
Dan Stefanilo	8 th Grade Baseball	SMS	Spring
Mark Boissonneault	7 th Grade Baseball	SMS	Spring
Vickie Thomas	8 th Grade Softball	SMS	Spring
Open	7 th Grade Softball	SMS	Spring
Brock Sanborn	SMS Boys Track	SMS	Spring
Diana Allen	SMS Girls Track	SMS	Spring

N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Lauren Williams	From: Kitchen Personnel 5.25 hrs. (MCS) To: Kitchen Personnel 6.0 hrs. (MCS)	MCS	2/27/23
-----------------	---	-----	---------

Sanford School Committee Meeting Minutes

2.27.23

O. Staff Nominations

1. Superintendent Nelson will nominate the following professional staff:

Jason Dudley	Director of Facilities and Maintenance	Maintenance	2/14/2023
--------------	--	-------------	-----------

Motion by Ms. Termath: To approve Jason Dudley as the Director of Facilities and Maintenance.

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

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

1. Second Reading – Graduation Credit Requirements – IKF

Motion by Ms. Termath: To approve accept the first reading of policy IKF as presented.

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

Q. Items for Future Agenda(s) None

R. Calendar Announcements

Mon., 3.6.23	School Committee Meeting	Chambers	6 pm
Mon., 3.20.23	School Committee Meeting	Chambers	6 pm
City Council Budget Meetings:			
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. Davie: To adjourn at 7:06 pm.

Motion seconded by Ms. Termath. 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, March 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

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

B. Pledge of Allegiance - Said

C. Adjustments - None

D. Approval of Minutes - None

E. Public Comments - None

F. Communications

1. SY 23 NSLP Sanford REVISED Admin Rev Date Notification Letter ([Attached F.1](#))

G. Committee Reports

1. Sanford High School / Sanford Regional Technical Center Construction Project Closeout Update
 - The project is not closed out. The check we sent to the contractor was not cashed. Preliminary conversations with the contractor have not been successful. Project closeout is on hold.
 - Concerns with heating and ventilation systems tripping when weather is extremely cold. Sub-contractors have been working on the system and are confident that it is working as designed. Unfortunately, with the mild winter temperatures, we haven't been able to verify with confidence
 - Scott Brown from the Maine Department of Education reached out to inquire about the status of the project and is interested in closeout.
 - Talks will be re-engaged. Superintendent will look to schedule a meeting with MDOE and legal counsel to review.

Sanford School Committee Meeting Agenda

3.6.23

H. Superintendent's Report

1. Student Representative Reports

Emma Adawadkar

- Freshman Informational Night, Tuesday 3/7/2023; presentations will be given to the freshman on choice of courses; tours to become acquainted with the school; and a question and answer period.
- Current high school students are being tasked with their course selection sheets this Wednesday for the following school year.

John Paul Alexandre

- Winter sports were coming to an end; time to start thinking about spring sports; encouraged spring sport informational night attendance and reminded that sign ups were available on Family ID
- Freshmen class was hosting a Dodge Ball Tournament, March 16, 2023 at 2:30 pm; open to the public. Team size is 5 to 7 players. Sign ups are through a Google form.

Aidan Gendron

- Winter Sports Banquet, Thursday, March 2nd
- Prom tickets on sale March 8th and 9th for \$55.00. Prom is May 6th this year.

2. Sanford Spotlight – presented by the Student Representatives ([Attached](#))

3. Snow Day Update

- Used four snow days to date; last day of school is now Monday, June 12th.
- Considered remote school days for snow days beyond 5 but concluded to continue to use traditional snow days up to a maximum of four additional snow days (if needed) which would put the last day of school as Friday, June 16th.
- An immense amount of planning is required to organize a remote day and arrange for shelf-serve meals initiating a loss of revenue (\$10,000) to the School Nutrition Department.
- Need to provide meaningful training for our food service workers so they don't lose a day's pay
- Developing remote instruction for Pre-K, and elementary students is challenging; takes a lot of time, energy and commitment required of from parents.
- Any snow days beyond 8 will probably be handled as remote days to keep our last day of school as no later than Friday, June 16th since Monday, June 19th is the Juneteenth Federal holiday and schools are closed on that day.

4. 2023-2024 School Budget Update

The 23/24 school budget was approved at the February 27th school committee meeting.

Next steps:

- Budget goes to City Council.
- City Counsel Budget meeting on Tuesday, March 7th at 4 pm - introduction of the School and City budget.
- City Counsel Budget meeting on Tuesday, March 14th at 4pm - dedicated to the School Department to share information and answer questions.
- City Council meeting on Tuesday, March 21st at 4 pm - dedicated entirely to the City's budget. A public hearing follows budget meeting; School Department is required to be present.

Sanford School Committee Meeting Agenda

3.6.23

I. Directors' Reports

1. Steve Bussiere

Safety Update

- Safety continues to be a priority as we continue to refine our safety practices and procedures within the School Department. We held our monthly Safety Committee meeting this afternoon.
- Training (Alice) –
 - Training continues for staff in the ALICE Model.
 - ALICE = A – Alert (Tell others if you see suspicious behavior); L – Lockdown; I – Inform (Staying connected with updated information; C – Counter (What to do when confronted by an intruder; and E – Evacuate (Removing yourself from the situation when it is safe to do do).
 - Staff has received training and has practiced three out of the five components (Alert, Lockdown, and Inform) of ALICE.
 - Later this month the last two components (Counter and Evacuate) will be the training focus.
 - Refreshers and more advanced training will occur in the future as procedures are worked to make them automatic responses for staff.
- Drills
 - 3rd round of drills will occur between now and April vacation.
- Reunification Sites:
 - a. The safety committee continued the work that has started in our buildings in regards to our reunification procedures for students and families after a critical incident.
 - Locations
 - Information Needed ie. students & staff information, schedules, etc.
 - Supplies Needed ie. tables, chairs, signage
 - Roles of key personnel needed during the process
 - Responsibilities of those folks
 - Rules reviewed i.e. student dismissal (who?)
- Other Safety Projects
 - a. Panic buttons are in the process of being installed – 2 schools left.
 - b. Shades:
 - Classrooms & other locations where students and staff could potentially be in a lockdown situation
 - SHS – Shades/Tint – putting an RFP together for shades
 - c. Radios @ SHS – FCC licensing
- Daily Safety Measures
 - a. Doors locked
 - b. Screening of visitors upon entry
 - c. ID-badges
 - d. If you see something, say something
- Injuries
 - a. Staff injuries – 3 in February (No slips, trips or falls and no lost time)
 - b. Kuddos to our custodians, maintenance staff and contractors for working to keep our parking lots and driveways clear.
 - c. Needs to be a focus over the next few weeks as things melt and refreeze.

Sanford School Committee Meeting Agenda

3.6.23

- Restorative Practices Grant

Last week, we finalized our contract award for the **Restorative Practices for Systems Involved Youth Grant** we received from the Maine Department of Education. The funds received from this grant will allow us to hire a licensed drug & alcohol counselor (LADC) that will be shared between Sanford High School and Sanford Middle School.

The counselor will work with students who have been identified by violating our tobacco, drug and/or alcohol policy and/or are referred for substance use and are in jeopardy of violating policy. The addition of this resource will support the ongoing restorative work with students.

2. Beth Lambert

- Winter NWEAs Update ([Presentation](#))

Supt. Nelson presented the following regarding the NWEA Assessment:

A letter was received by the Maine Department of Education (MDOE) from the US Department of Education concerning Maine's assessments.

- MDOE is responding to the questions raised by the US Department of Education and believes that the matter will be quickly resolved.
- The MDOE has provided additional background on the concerns raised and their response.
- Any action taken by the US Department of Education will not impact the federal funding that Sanford receives.
- The MDOE believes that Maine's assessment model fully meets Federal requirements and they have worked in good faith with the U.S. Department of Education during the transition to the Maine Through Year Assessment for reading and math.
- The NWEA Measures of Academic Progress (MAP) Growth assessment was adopted (as an emergency measure during the pandemic) as our state assessment for reading and math to meet schools' needs for immediate, actionable data.
- It was an assessment that could also be administered remotely
- The assessments gave teachers real-time diagnostic information about student performance and met the requirements under Federal ESEA statute and rule.
- The MDOE used a nationally vetted normative e study to identify grade level expectations and achievement levels during the two transitional administrations of this temporary assessment.
- The MDOE made that information publicly available, including the required subsets of student demographic groups.
- The MDOE strongly believes that Maine's temporary assessment was in full compliance with Federal law during our two transitional assessment implementations and has consulted the Office of the Attorney General about the federal statutes and rules in question; they agree with the MDOE's assessment
- Since Fall of 2020, the MDOE has worked closely with the U.S. Department of Education about their planned transition to an improved assessment system.

Sanford School Committee Meeting Agenda

3.6.23

- With significant input from educators, Maine has been working to finalize the Maine “Through Year Assessment” which is being administered this school year. Students in grades 3-8 and in their second year of high school will participate in this assessment.
- The MDOE is making the change to this new assessment because previous state assessment programs failed to provide educators with timely data, in the same school year, required lengthy time to administer, and felt disconnected from what students were learning.
- Maine’s new assessment instrument will provide immediate and actionable data through an assessment that is familiar to students and educators and aligned to state standards, a measure of through-year student growth, and summative scores with achievement levels.
- This new assessment also includes the specific technical requirement from the U.S. Department of Education’s interpretive guidance for utilizing “criterion referenced” achievement levels. Maine is not alone in this shift, with Alaska and Nebraska also moving to this through year assessment model, using the same testing vendor. The MDOE intends to respond to the U.S. Department of Education’s letter to address its questions and would like to see this issue resolved quickly.

J. New Business

1. Sanford Legacy Foundation – Alumni Boulevard Flags ([Attached](#))
Informational Only: The Sanford Legacy Foundation in collaboration with the Sanford Alumni Association are working on a project to place flags on Alumni Boulevard and eventually in the parking lots. Action to be taken at a future school committee meeting.

K. Old Business - None

L. Resignations/Retirements*

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

David Jones	2 nd Shift Custodian	SMS	2/24/2022
-------------	---------------------------------	-----	-----------

M. Staff Appointments

1. Superintendent Nelson will announce the following Appointments:

Rachel Gallagher	Gr. K Literacy Ed Tech (Long Term Sub)	CJL	2/27/2023
------------------	--	-----	-----------

N. Staff Transfers - None

O. Staff Nominations - None

Sanford School Committee Meeting Agenda

3.6.23

P. Policies and Procedures ([Attached P.1](#))

1. First Reading – Nepotism – **BCC**

Motion by Ms. Termath: To accept the first reading of policy BCC as presented.

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

Q. Items for Future Agenda(s) - None

R. Calendar Announcements

Mon., 3.20.23	School Committee Executive Session (Tentative)	Central Office	TBD
Mon., 3.20.23	School Committee Meeting	Chambers	6 pm
Mon., 4.3.23	School Committee Meeting	Chambers	6 pm
Mon., 4.24.23	School Committee Meeting	Chambers	6 pm
City Council Budget Meetings:			
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 6:58 pm.

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

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent