

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
EXECUTIVE SESSION - MEETING MINUTES
Central Office, 2nd Floor, City Hall Annex
Monday, March 20, 2023 ~ 5:00 pm**

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

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

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

A. Call to Order **Paula Cote, Chair called the meeting to order at 5:01 pm.**

B. Executive Session **Labor Contract Discussions**

Motion by Ms. Davie: To enter Executive Session at 5:01 pm to consider labor contract discussions for the Sanford Federation of Administrative Assistants bargaining unit pursuant to 1 MRSA §405(6)(D).

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

C. Adjournment

Motion by Ms. Cote: To adjourn at 5:24 pm.

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

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 20, 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 Seigny, Jennifer Davie, Melissa Simpson, Kelly Termath

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
Matt Petermann, SHS Principal

A. Call to Order Paula Cote, Chair called the meeting to order at 6:03 pm.

B. Pledge of Allegiance - Said

C. Adjustments

1. Ratification of the Sanford Federation of Administrative Assistants Contract for July 1, 2023 – June 30, 2025 – Matt Nelson

Motion by Ms. Termath: To table J.1.

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

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

1. Monday, February 27, 2023, Workshop, 4 pm
2. Monday, February 27, 2023, Regular Meeting, 6 pm
3. Monday, March 6, 2023, Regular Meeting, 6 pm

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

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

E. Public Comments None

F. Communications None

G. Committee Reports

1. Special Education Advisory Committee Update
 - i. First meeting to be held on Wed., 3.29.23 from 1:30 – 3:30 pm.

H. Superintendent's Report

1. Student Representative Reports
 - i. John-Paul Alexander – spring sports, National Honor Society variety show on 4.5.23 and Shrek Musical, SPAC on 3.24 – 3.25.23.

Sanford School Committee Meeting Minutes

3.20.23

- ii. Aidan Gendron – Freshman class dodge ball; prom tickets are still on sale for \$55
 - iii. Sanford Spotlight – presented by the Student Representative ([Attached](#))
2. 2023/2024 Budget Update
 - City Council is holding budget meetings every Tuesday in the month of March.
 - Last Tuesday the School budget was presented in depth; it went well.
 - Next Tuesday (March 14th) the City's budget will be presented in detail.
 - A public hearing follows budget meeting; School Department is required to be present.
 - Possible need for a School Committee Workshop to discuss budget reductions.
 - March 28th City Council will examine budget cuts.
 - April 4th presentation of final budget.
 3. SHS/SRTC Project Closeout Update
 - Supt. Nelson is looking to settle disagreement and close out the construction project at SHS/SRTC
 - Meeting has been scheduled for Thurs., Mar. 23rd at 9 am to discuss options; leaving project open until statutes runout; risk if project is closed; and ways to get both parties to negotiate.

I. Directors' Reports

1. Steve Bussiere, Assistant Superintendent
 - i. Pre-K Update
 - Observed SRTC classroom – remarkable to see progress made in growth, development and transition skills. Great engagement in social emotional, math and literacy skills.
 - Staff continues to work on family engagement plan; Pre-K involved in PTA and school activities.
 - March staff will meet with parents for a second round of conferences during ERD time.
 - Next early release will allow for transition planning coming into K and Pre-K going to K.
 - Planning for next year – SRTC, Head Start and Pride students being assigned neighborhood schools.
 - Partnership with CDS continues regarding student referrals; service providers are great; evaluations being completed in a timely manner is a challenge but being worked through.
 - Pre-K Lottery – full with 113 applicants; lottery closes Fri., March 31st.
 - ii. MDOE Update
 - Met with MDOE to discuss evaluation of grant and possible funding for next year.
 - Summary report expected at end of June outlining successes, challenges, expenses, enrollment, program hours and partnerships; need report out on inventory. We are eligible for \$99,000 of additional grant funds. Overview of how funds are used and budgetary information and amended contract will be provided to state of where these funds are expended.
 - iii. Summer Program Update – Title 1
 - Summer positions have been posted.
 - Grades K- 4th Title 1 services; not planning to run Jump Start program for Pre-K due to providing full day intervention program all year long; funding decrease and staffing.
 - Hoping to expand program for Title 1 students to include students receiving classroom-based interventions by combining ESSER and Title 1 funds to fund the expansion.
 - Programming starts July 10 through August 3th from 8 – 12 pm with breakfast and lunch included.

Sanford School Committee Meeting Minutes

3.20.23

2. Matt Petermann, SHS Principal ([Attached](#))
 - i. SHS Scheduling/5th Block Update
 - o Process is being worked on with deadline of June. Items under consideration are: core curriculum reviewed for key components; AP classes to every other day; time opportunities; and scheduling.
 - Overview of the 9th grade experience and keeping them on track for graduating.
 - Reviewed seminar options, topics, opportunities and exploration; goal setting and team building.
 - Gave an overview of the teaming concept; sharing of 4 teachers collectively working toward student success. Guided by best practices.
 - Electives were explained and how they fit into different programs of studies.
 - Importance of tracking the success of the program and measuring metrics were discussed for success.

J. New Business

1. Ratification of the Sanford Federation of Administrative Assistants Contract for July 1, 2023 – June 30, 2025 – Matt Nelson **TABLED**
2. 2023/2024 School Calendar – Matt Nelson ([Attachment J.2.](#))
Motion by Ms. Termath: To adopt the 2023/2024 School Calendar as presented.
Motion seconded by Ms. Sevigny. Motion carried 5-0.
3. February 2023 Financials – Cheryl Fournier ([Attachment J.3](#))
Motion by Ms. Termath: To approve the February 2023 financials as presented.
Motion seconded by Ms. Sevigny. Motion carried 5-0.

K. Old Business None

L. Resignations/Retirements*

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

Heaven Rowe	Kitchen Personnel	SPE	3/7/2023
Margie Genereux	Part Time Program Coordination	SCAE	3/28/2023
Cindy Phinney*	ESSER Special Education, Grade 6	SMS	6/30/2023
Ashley Clark	4 th Grade Classroom Teacher	CJL	6/30/2023
Matt LaBerge	Choral Director	SHS	6/30/2023
Amy MacPherson	Kitchen Personnel	MCS	3/24/2023
Peter Levasseur*	PE/Health Teacher	SMS	6/30/2023
Andrew Valeri*	Teacher	Bridge	6/30/2023
Craig O'Brien*	2 nd Shift Custodian	SPE	12/31/2023
Eileen Glaude*	Resource Room Teacher	SPE	6/30/2023

Sanford School Committee Meeting Minutes

3.20.23

M. Staff Appointments

1. Superintendent Nelson will announce the following Appointments:

Michelle Robinson	Ed Tech Long Term Sub	MCS	1/3/2023
Shannon Welch	2 nd Shift Custodian	SMS	3/20/2023
Andrew Dumond	JV Softball Coach	SHS	3/27/2023
John Hamilton	JV Baseball Coach	SHS	3/27/2023
Lauren Brown	Theater Technician	SPAC	4/1/2023
Scott Eric House	Theater Technician	SPAC	4/1/2023

N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Theresa Estochen	From: Kitchen Personnel 4.25 hrs. (MCS) To: Kitchen Personnel 5.25 hrs. (MCS)	MCS	2/27/2023
Stephanie Lane	From: Ed Tech II (CJL) To: Ed Tech II (SMS)	SMS	3/6/2023

O. Staff Nominations None

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

1. First Reading
 - a. **AC** Nondiscrimination/Equal Opportunity and Affirmative Action
 - b. **ACAA & ACAA-R** Student Discrimination and Harassment
 - c. **ACAB & ACAB-R** Harassment and Sexual Harassment of School Employees
Motion by Ms. Davie: To accept the first reading of policies AC, ACAA, ACAA-R, ACAB and ACAB-R as presented.
 Motion seconded by Ms. Termath. Motion carried 5-0.
2. Second Reading – Nepotism – **BCC**
Motion by Ms. Davie: To accept the BCC – Nepotism policy as presented.
 Motion seconded by Ms. Termath. Motion carried 5-0.

Q. Items for Future Agenda(s) None

R. Calendar Announcements

School Committee Meetings			
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., 3.21.23	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

Sanford School Committee Meeting Minutes

3.20.23

Other Scheduled Meetings and Events			
Thur., 3.23.23	SMS/SHS McV4Dtap clinic	SMS/SHS	
Thurs., 3.23.23	SMS 5 th Grade Block Party	SMS	5:00 pm
Fri., 3.24.23	SRTC Advisory Committee	Zoom	10:00 am
Fri., 3.24.23	SMS Spring Fling for 6 th , 7 th and 8 th	SMS	6:00 pm
Fri., 3.24.23	Shrek Musical	SPAC	6:30 pm
Sat., 3.25.23	Shrek Musical	SPAC	1:00 & 6:30 pm
Sun., 3.26.23	Shrek Musical	SPAC	1:00 pm
Mon., 3.27.23	Wellness Committee	Central Office	3:30 pm
Tues., 3.28.23	PEPG	Central Office	3:30 pm
Wed., 3.29.23	Special Education Advisory Committee	Central Office	1:30 pm
Thurs., 3.30.23	SRTC "Celebrating Partnerships" Event	SRTC	5:30 pm
Mon., 4.03.23	Safety Committee	Central Office	3:30 pm

S. Adjournment

Motion by Ms. Termath: To adjourn at 7:22 pm.
Motion seconded by Ms. Simpson. Motion carried 5-0.

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
BUDGET WORKSHOP MINUTES
Central Office, 2nd Floor, City Hall Annex
Monday, March 27, 2023 ~ 5 pm**

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

Members present: Paula Cote, Jennifer Davie, Kelly Termath, Melissa Simpson and Amy Sevigny (arrived after meeting started)

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

Guests present:

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

B. Workshop*
2023-2024 School Budget Review
To review and study possible adjustments to the 2023-2024 School Budget.

C. Adjournment
Motion by Ms. Termath: To adjourn at 7:06 pm.
Motion seconded by Ms. Davie. Motion carried 5-0.

Respectfully submitted,

Paula Cote, School Committee Chair

Matt Nelson, Superintendent