

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MEETING MINUTES  
EXECUTIVE SESSION  
Central Office, 2<sup>nd</sup> Floor, City Hall Annex  
Monday, April 3, 2023 ~4:30 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  
Troy Watts, SHS Asst. Principal  
Cecilia Sirianni, Outreach  
Paul Goldsmith, SRO

Guests present: Student, parent  
Phyllis Ann Monroe, Woodford Family Services

A. Call to Order **Paula Cote, Chair called the meeting to order at 4:45 pm.**

B. Executive Session Student Matter

1. **Motion by Ms. Cote:** To enter Executive Session at 4:45 pm to consider re-entry for a student at Sanford High School pursuant to 1 MRSA §405(6) (B).  
Motion seconded by Ms. Davie. Motion carried 5-0.
2. **Motion by Ms. Sevigny:** To exit Executive Session at 5:27 pm.  
Motion seconded by Ms. Termath. Motion carried 5-0.
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 De'Mon Owen to Sanford High 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 with a written notice of the School Committee's findings and conclusions.

C. Adjournment

**Motion by Ms. Davie:** To adjourn at 5:32 pm.  
Motion seconded by Ms. Termath. Motion carried 5-0.

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, April 3, 2023 ~5:15 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  
Troy Watts, SHS Asst. Principal  
Cecilia Sirianni, Outreach  
Paul Goldsmith, SRO

Guests present: Student  
Jessica McDonald, Support for student

A. Call to Order **Paula Cote, Chair called the meeting to order at 5:42 pm.**

B. Executive Session Student Matter

1. **Motion by Ms. Sevigny: To enter Executive Session at 5:42 pm to consider disciplinary matter for a student at Sanford High School pursuant to 1 MRSA §405(6)(B).**  
Motion seconded by Ms. Termath. Motion carried 5-0.
2. **Motion by Ms. Termath: To exit Executive Session at 6:17 pm.**  
Motion seconded by Ms. Davie. Motion carried 5-0.
3. **Expulsion 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 **EXPELLED** from school indefinitely. The Superintendent of Schools will provide the student the student's parent(s) written notice of the Sanford School Committee findings and conclusions along with the conditions for re-entry if expelled indefinitely.  
Motion seconded by Ms. Termath. Motion carried 5-0.

C. Adjournment

**Motion by Ms. Cote: To adjourn at 6:27 pm.**  
Motion seconded by Ms. Sevigny. Motion carried 5-0.

Respectfully submitted,

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Paula Cote, School Committee Chair

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Matt Nelson, Superintendent

**SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
BUDGET WORKSHOP MINUTES  
Central Office, 2<sup>nd</sup> Floor, City Hall Annex  
Monday, April 3, 2023 ~ 6:00 pm**

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

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

Guests present: Valerie Sullivan\*  
Julie Williams\*  
Jessica Allaire\*  
Kathleen Maier\*  
Jodi Lyles  
Kristin Daly  
Shelia Dube  
Susan Inman  
Shawn Sullivan  
Jen /Raymond\*  
Sara Clinehens\*

\* Demotes guest spoke

A. Call to Order **Paula Cote, Chair called the meeting to order at 6:28 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. Davie: To adjourn at 6:54 pm.**  
Motion seconded by Ms. Termath. Motion carried 5-0.

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 MINUTES  
City Council Chambers, 3<sup>rd</sup> Floor, City Hall Annex  
Monday, April 3, 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:** 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  
Zach Lemelin, Athletic Director

**Guests present:** Valerie Sullivan\*  
Julie Williams\*  
Jessica Allaire  
Kathleen Maier\*  
Jodi Lyles  
Kristin Daly  
Shelia Dube  
Susan Inman  
Shawn Sullivan  
Jen Raymond\*  
Sara Clinehens\*

\*Spoke during Public Comment

**A. Call to Order** Paula Cote, Chair called the meeting to order at 7:01 pm.

**B. Pledge of Allegiance - Said**

**C. Adjustments - None**

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

1. Monday, March 20, 2023, Executive Session, 5 pm
2. Monday, March 20, 2023, Regular Meeting, 6 pm
3. Monday, March 27, 2023, Budget Workshop, 5 pm

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

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

## Sanford School Committee Meeting Agenda

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### 4.3.23

#### E. Public Comments

1. Valerie Sullivan spoke on the impact of libraries and librarians at Sanford School Department
2. Julie Williams, Librarian SMS spoke on the use of Ed Techs versus Librarians and not achieving the same level of service.
3. Kathleen Maier, Parent and Teacher at Pride; was there to show support for the librarians.
4. Jen Raymond, SHS Librarian spoke regarding the duties of the librarians and commented that readers have improved up through the grades under a good library program.
5. Sara Clinehens, Librarian at CJL spoke about the commitment that Sanford had to libraries and librarians and the actions performed by librarians to make sure every student has an equitable access to meet their needs.

#### F. Communications

1. SY23 Sanford Administrative Review Final Letter ([Attachment F](#))
2. Letter from the President of Maine Association of School Libraries ([Attached](#))
3. Letter from Librarians ([Attached](#))

#### G. Committee Reports None

#### H. Superintendent's Report

1. Student Representative Reports
  - i. John Paul Alexandre attended Key Club conference; Braeden Landry won 1<sup>st</sup> place in speech contest on "What Does the Key Club Pledge Mean to You"; Senior School Scholarship application is available; Key Club is hosting student athletes for National Athlete Day.
  - ii. Emma Adawadkar – NHS Annual Variety Show April 5, 2023; Environmental Club - Tree replenishment and tree sale; Spring Formal on March 31, 2023 hosted by the class of 2025 was well attended.
  - iii. Aidan Gendron –SHS Band won gold for percussion and silver for guard on April 2, 2023; Math Team State Meet is Tuesday, April 4, 2023.
  - iv. [Sanford Spotlight](#) was presented.
2. Field Trips
  - i. Olympia Snowe Women's Leadership Institute Year-end Celebration and Ceremonies, 11<sup>th</sup> and 12<sup>th</sup> Grade, Bates College, Lewiston, Maine, May 16, 2023. ([Attachment H.2](#))
3. 2023/2024 Budget Update
  - i. The next City Council budget meeting is scheduled for Tuesday, April 4th at 4:00 PM in the City Hall Chambers. The expectation is that the City Council will take formal action on the School Department budget at the regular City Council meeting at 6:00 PM that follows the budget meeting.
  - ii. The Sanford School Department will receive an additional \$547,002 in state subsidy due to a MDOE error on the preliminary 279 reports. Central Office Team met and developed the following recommendations for School Committee review and approval.
    - o We recommended going forward with the following adjustments /cuts that we presented to the City Council last Tuesday for \$490,922
      - Cut SRO \$96,112
      - Health Insurance Adjustment \$274,140
      - Additional miscellaneous cuts \$44,688
      - Cut SHS Swim Program \$13,476
      - Library Adjustments \$35,143

## Sanford School Committee Meeting Agenda

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### 4.3.23

- Recommended using \$46,386 of that \$547,002 additional state subsidy to cover the Pre-K expenses that were going to use grant funds (This will eliminate a cliff in next year's budget for this amount).
  - Recommended using \$307,451 from the additional \$547,002 state subsidy to cover the following positions to move from ESSER to the local budget: Special Education Middle School Teacher, ESOL Teacher and CJL Special Education teacher (This will allow us to have these positions already in next year's budget and not have to treat them as new positions. They will be part of our "turn the page" going forward).
  - Recommended moving the following positions that were going to be cut from ESSER back into next year's ESSER budget: SMS Administrative Assistant, two SMS Teachers and a SHS Special Education Math Teacher.
  - Recommended using \$193,165 from the additional \$547,002 state subsidy that we will leave in revenue which will result in decrease net taxation (This will meet the City Council goal of reducing our budget by \$700,000. We will be actually at \$730,473 which will result in an overall 6.3% increase in taxation (\$978,969) and 3.8% increase in expense on the school side).
4. Special Education Advisory Committee Update
- i. Rescheduled the organizational meeting to Wednesday, April 12<sup>th</sup> from 2 pm – 4 pm at SCAE; invitations will be forth coming.

### I. Directors' Reports

1. Zach Lemlin ([Presentation Attached](#))
  - i. Winter Sports' Wrap up
  - ii. Spring Sports' Kick-off
2. Steve Bussiere
  - i. Safety Update
    - Reviewed student and staff accident reports
    - Crisis Plan – working on reunification plans
    - Third round of ALICE training is being conducted for staff in ERD's in April
    - First 3<sup>rd</sup> Quarter lockdown drill was conducted at Pride – everything worked well.
  - ii. Pre-K Lottery
    - Lottery closed Friday at midnight.
    - After duplicate names and those that were not yet of preschool age were removed, the final count was 110.
    - Ledgemere will review list to determine school zones of where students live and attend.
    - Placement will occur; spots available are: CJL-32, SPE-32, MCS-16, SRTC – 16; placement will follow percentages of the demographics of the buildings.
    - Notifications to reach parents by April 24<sup>th</sup>.

## Sanford School Committee Meeting Agenda

4.3.23

### J. Business

1. Supt. Nelson led with an overview of the contract and changes. ([Attached](#))

Ratification of the Sanford Federation of Administrative Assistants Contract for July 1, 2023 – June 30, 2026 – Matt Nelson ([Attached](#))

**Motion by Ms. Sevigny: To ratify the contract as presented.**

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

### K. Old Business None

### L. Resignations/Retirements\*

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

Jennifer Moore	Special Education Teacher	Bridge	2/16/23
Cindy Quetta	Ed Tech III	Bridge	3/10/23
Shannon Welch	2 <sup>nd</sup> shift Custodian	SMS	3/21/23
Ashley Wyman	7 <sup>th</sup> Grade Field Hockey	SMS	3/2023
Peter Levasseur	8 <sup>th</sup> Grade Girls Soccer	SMS	3/2023
Kaleigh Jones	Visual Arts Teacher	CJL	6/23/23
Bonnie Carman*	Pre-K Teacher	Pride	6/2023

### M. Staff Appointments

1. Superintendent Nelson will announce the following Appointments:

James Guillemette	Part Time 2 <sup>nd</sup> Shift Custodian – School Year Only	MCS	3/2023
Christine DeSimone	Kitchen Personnel	SPE	4/3/2023
Aisha Niamey	Department Head	Bridge	9/2022
Christopher Huntley	Department Head	Bridge	9/2022

### N. Staff Transfers

1. Superintendent Nelson will announce the following transfers:

Katie Spulick	From: Kitchen Personnel 5.25 hrs. To: Kitchen Personnel 6.0 hrs.	SPE	3/20/2023
Amanda Roy	From: 7 <sup>th</sup> Grade Girls Soccer To: 8 <sup>th</sup> Grade Girls Soccer	SMS	3/2023

### O. Staff Nominations

2. Superintendent Nelson will nominate the following professional staff - **None**

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

1. First Reading
  - i. GBB – Staff Involvement in Decision Making (replacing ABB)  
**Motion by Ms. Sevigny: To accept first reading of GBB replacing ABB as presented.**  
Motion seconded by Ms. Termath. Motion carried 4-0 (Ms. Davie abstained)
  - ii. ADAB – Sanford Regional Vocational Center – Mission Statement (**To be deleted**)  
**Motion by Ms. Sevigny: To delete ADAB.**  
Motion seconded by Ms. Termath. Motion carried 5 – 0.

## Sanford School Committee Meeting Agenda

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### 4.3.23

- iii. ADAC – Sanford High School – Mission Statement (To be deleted)

**Motion by Ms. Sevigny: To delete ADAC.**

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

2. Second Reading

- i. AC – Nondiscrimination/Equal Opportunity and Affirmative Action
- ii. ACAA & ACAA-R - Student Discrimination and Harassment
- iii. ACAB & ACAB-R - Harassment and Sexual Harassment of School Employees

**Motion by Ms. Sevigny: To approve policies and procedures AC, ACAA & ACAA-R, ACAB & ACAB-R as presented.**

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

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

### R. Calendar Announcements

Mon., 4.24.23	School Committee Meeting	Chambers	6 pm
Mon., 5.1.23	School Committee Meeting	Chambers	6 pm
Mon., 5.15.23	School Committee Meeting	Chambers	6 pm
<b>City Council Budget Meetings:</b>			
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 8:16 pm.

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

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  
Wednesday, April 12, 2023 ~4:30 pm**

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

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

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Joe Mastraccio, SMS Assistant Principal  
Cecilia Sirianni, Outreach

A. Call to Order **Paula Cote, Chair called the meeting to order at 4:32 pm.**

B. Executive Session Student Matter

1. **Motion by Ms. Termath:** To enter Executive Session at 4:32 pm to consider disciplinary action for a student at Sanford Middle School pursuant to 1 MRSA §405(6)(B).  
Motion seconded by Ms. Simpson. Motion carried 4-0.
2. **Motion by Ms. Davie:** To exit Executive Session at 4:54 pm.  
Motion seconded by Ms. Termath. Motion carried 4-0.
3. **Suspension Motion by Ms. Termath:** 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 up to 46 days. The student will be permitted to return to school after serving a total of 46 days with 9 days initial suspension, and after meeting with the Building Principal prior to the end of this period of time. The Superintendent of Schools will provide the student the student's parent(s) written notice of the Sanford School Committee findings and conclusions.  
Motion seconded by Ms. Davie. Motion carried 4-0.

C. Adjournment

**Motion by Ms. Davie:** To adjourn at 4:56 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