SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
Monday, June 1, 2020 ~ 6:00 pm

Note: Meeting will be held in City Council Chambers, 3rd Floor, City Hall Annex

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams

Student Reps present: Harrielle Bernard, Natalie St. Onge, Juliana Levesque

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bernie Flynn, Curriculum Director
Cheryl Fournier, Business Manager
Beth Lambert, Incoming Curriculum Director
Matt Petermann, SHS Principal

A. Call to Order

B. Pledge of Allegiance

C. Adjustments

Recommendation: To move New Business Item J.1. Recognition of Harrielle Bernard and Natalie St. Onge forward, to be heard next.

D. Approval of Minutes

1. May 18, 2020 6 pm VIRTUAL Regular Meeting (Attachment D.1.)
2. May 18, 2020 5 pm VIRTUAL Executive Session (Attachment D.2.)

Recommendation: To accept the minutes as presented.

E. Public Comments

F. Communications None

G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
   ii. Elementary Construction Projects
2. Performing Arts Committee (PAC) – Emily Sheffield
3. WSSR Advisory Committee – Kendra Williams
H. Superintendent’s Report
   1. Student Representative Reports
   2. COVID-19 Update

I. Directors’ Reports
   1. Business Administrator – Cheryl Fournier
   2. Assistant Superintendent Steve Bussiere
      i. Summer programming
   3. Curriculum Director – Bernie Flynn
   4. SHS Principal – Matt Peterman
      i. SHS Graduation Update
J. New Business

1. Recognition of Harrielle Bernard and Natalie St. Onge – Matt Nelson

2. Summer Nominations – Matt Nelson
   **Recommendation:** To allow the Superintendent to offer teaching contracts during June, July and August of 2020 for unfilled positions for the 2020-2021 school year.

3. CACFP (Federal Child and Adult Care Food Program, LD 577) Steve Bussiere (Attachment J.3.)
   **Recommendation:** To sponsor a CACFP Pilot Program at Sanford High School.

4. Financials – Cheryl Fournier
   Expenses and Reconciliation for April 30, 2020 – (Attachment J.4)
   **Recommendation:** To accept the April 30, 2020 Expense and Reconciliation Reports as presented.

5. Assistant Superintendent’s Contract – Matt Nelson
   **Recommendation:** To approve the continuance of Steven Bussiere’s from October 1, 2018 to June 30, 2023 Assistant Superintendent’s Employment Agreement.

6. Contracts – Matt Nelson
   a. Sanford Federation of Teachers Contract for 2020/2021
      **Recommendation:** To ratify the contract as presented.
   b. Sanford Federation of Teachers Administrative Assistants Unit for 2020/2021
      **Recommendation:** To ratify the contract as presented.
   c. Sanford Federation of Ed Techs for 2020/2021
      **Recommendation:** To ratify the contract as presented.
   d. Sanford School Administrators Association Addendum
      **Recommendation:** To ratify the addendum as presented.

K. Old Business

L. Resignations

1. Superintendent Nelson will announce the following resignation(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly, Carla</td>
<td>Pre K</td>
<td>Ed Tech II</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Lambert, Beth</td>
<td>SHS</td>
<td>Assistant Principal</td>
<td>Eff. 6/30/20</td>
</tr>
<tr>
<td>Paterson, Stephanie</td>
<td>Foodservice</td>
<td>SHS</td>
<td>Eff. 6/30/20</td>
</tr>
<tr>
<td>Lizotte-Johnson, Kelsey</td>
<td>Lafayette</td>
<td>Ed Tech II</td>
<td>Eff. 8/31/20</td>
</tr>
</tbody>
</table>

M. Staff Appointments None
N. Staff Transfers

1. Superintendent Nelson will announce the following transfer(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Eff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christie, Penny</td>
<td>Grade 4 Classroom Teacher at Willard School</td>
<td>(new) Grade 7 Math Teacher at SMS</td>
<td>9/1/20</td>
</tr>
</tbody>
</table>

O. Staff Nominations

1. Superintendent Nelson will nominate the following professionals for first year probationary teaching contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Eff.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swift, Lauren</td>
<td>Social Studies Teacher</td>
<td>SHS</td>
<td>9/1/20</td>
<td>Replacement</td>
</tr>
<tr>
<td>Shevory, Mark</td>
<td>Grade 6 Teacher</td>
<td>SMS</td>
<td>9/1/20</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

**Recommendation:** To approve the nominations as presented.

2. Superintendent Nelson will nominate the following professional for an administrative contract:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Eff.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallissey, Tracie</td>
<td>Assistant Principal</td>
<td>MCS</td>
<td>7/1/20</td>
<td>New</td>
</tr>
</tbody>
</table>

**Recommendation:** To approve the nomination as presented.

P. Policies

None

Q. Items for Future Agenda(s)

1. (In-person) Budget Workshop in SHS small cafeteria, June 8, 2020 – 3 pm
2. COVID-19 Contingency Planning

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 4, 2020</td>
<td>CBD Meeting</td>
<td>3:00 pm</td>
<td>Zoom</td>
</tr>
<tr>
<td>Monday, June 8, 2020</td>
<td>SHS Senior Banquet</td>
<td>3:00 pm</td>
<td>WSSR-TV broadcast</td>
</tr>
<tr>
<td>Monday, June 8, 2020</td>
<td>Workshop: CARES Act and Budget Planning</td>
<td>3:00 pm</td>
<td>SHS small cafeteria</td>
</tr>
<tr>
<td>Wednesday, June 10, 2020</td>
<td>SHS Graduation</td>
<td>4:00 pm</td>
<td>SHS Campus, WSSR-TV and 104.3 FM</td>
</tr>
<tr>
<td>Monday, June 15, 2020</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
<tr>
<td>Monday, June 15, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
</tbody>
</table>

S. Adjournment

1. **Recommendation:** To adjourn at ______.
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, May 18, 2020 ~ 6:00 pm

Note: This was a VIRTUAL meeting with members attending via Zoom Video Conferencing.

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams

Student Reps present: Natalie St. Onge, Harrielle Bernard

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Cheryl Fournier, Business Manager
Bernie Flynn, Curriculum Director
Matt Petermann, SHS Principal
Gordie Salls, Athletic Director
Beth Lambert, SHS Assistant Principal

Guests present: Multiple Zoom attendees

A. Call to Order Time: 6:16 pm

B. Pledge of Allegiance Said

C. Adjustments

1. Motion by Mr. Jamison: To add a Director’s Report from Athletic Director Gordie Salls and to amend Administrator Nominations to include Susan Inman, Willard School Principal.
Motion seconded by Mr. Mapes. Motion carried 5 – 0.

D. Approval of Minutes

1. May 4, 2020 6 pm VIRTUAL Regular Meeting (Attachment D.1.)
2. May 11, 2020 3 pm VIRTUAL Workshop Meeting (Attachment D.2.)
Motion by Mr. Jamison: To adopt the minutes as presented.
Motion seconded by Mr. Roux. Motion carried 5 – 0.

E. Public Comments None

F. Communications None
G. Committee Reports

1. Construction Updates
   
   i. SHS/SRTC Construction Project
      
      1. Punch list has been reviewed by architect; 42 items remain open
      2. School Dept. needs to verify 16 punch list items
      3. Retainage remains under review
      4. Director and Assistant Director of Facilities preparing for meeting to review any outstanding mechanical and electrical issues
      5. School Dept. named in lien per Maine’s Mechanical Lien Statute; resolution anticipated by bond to be secured by contractor

   ii. Elementary Construction Projects
      
      1. MCS
         a. Addition is 99% complete
         b. Work continues in gym, classroom and administrative offices
         c. Work continues outside on landscaping, paving, playground installation
         d. Architect and contractor will be meeting 5/26/20 to discuss delay claim
         e. Nine furniture bids received; amount budgeted was $130,000. Lowest bid was $251,743. Furniture needs are under review. Delivery expected July/August.
         f. New CBC meeting to be scheduled shortly to review status of all projects
         g. MCS is currently on schedule to open this fall
         h. Promethean boards currently being installed

      2. CMS
         a. Wall tile, plumbing, flooring and kitchen work continue
         b. Continue to request updated schedule; better progress and encouraged with new team
         c. Next meeting will be held 5/21/20
         d. City Code Enforcement has remain involved in project

2. Performing Arts Committee (PAC) – Emily Sheffield
   
   i. Next PAC meeting is 6/1/20 – will provide an update at the 6/1/20 School Committee meeting
3. WSSR-TV Advisory Committee – Kendra Williams
   i. Weekly Zoom meetings
   ii. Focus on:
      1. Programming, staffing, students & COVID-10 programming
      2. Budget, operations, technology, structure
      3. Marketing, revenue, commercials and regionalization
   iii. Kudos for Sarah Schnell’s work

H. Superintendent’s Report

1. Student Representative Reports
   a. Natalie – last assignments this week
   b. Harrielle – no report

2. COVID19 Update
   a. Public message last Friday announcing end-of-year schedule
      i. No new learning after Memorial Day; students will turn in
         missing assignments, practice areas of weakness and
         review key concepts
      ii. Teachers will prepare report cards, pack up student work
          and personal belongings in classrooms
      iii. Technology and books will be returned during the first
          week in June; schools will send out schedules this week
      iv. Last teacher day is June 12th – teachers will pack up
          classrooms for this summer’s move
      v. Reminder: Lafayette will close this summer; MCS will
         reopen in the fall. Grade 8 will move from SHS to CMS
         (old high school) and grades 5/6/7 will move from SMS to
         CMS
      vi. Moving meetings continue to be held every Tuesday
      vii. Staff will review/adjust curriculum for fall based on gaps
          which occurred during Distance Learning
   b. Summer programming: guidance not yet received from DOE;
      virtual preparations underway.
      i. Summer food program will be offered again this year
      ii. Current food distribution ends June 12, summer food
          distribution begins the following week.

I. Directors’ Reports

1. Business Administrator Cheryl Fournier
   a. Currently engaged in union negotiations, open enrollment plans
      and contract renewals
   b. Next financial report will occur 6/1/20
   c. CARES Act – daily meetings; awaiting Federal guidance
   d. Anticipates more information in August regarding possible
      curtailment
   e. Mr. Mapes requested an in-person Executive Session on the
      budget as soon as COVID-19 restrictions allow
School Committee Meeting Minutes

May 18, 2020

2. Assistant Superintendent Steve Bussiere
   a. CACFP (Federal Child and Adult Care Food Program) Update
      1. Committee met last Thursday
      2. Exploring plans for pilot program at SHS
      3. Proposal for School Committee in June
   b. Kindergarten Screening
      1. Postponed until fall; tentative dates August 31, September 1 and September 2, 2020
      2. Registration packets will be mailed this week
      3. There will be no JumpStart Program; staff are exploring alternate ways to assist incoming kindergarten students
   c. Elementary Placements
      1. Placement letters will be mailed home Friday

3. Curriculum Director Bernie Flynn
   a. Summer Professional Development
      1. PD requests geared towards Distance Learning and technology
      2. Many professional development offerings available K-12; most in August although Promethean Board training is scheduled for last week in July
      3. Concentration on See Saw platform for K-3 and Google Classroom platform for grades 4-12.

4. SHS Principal Matt Petermann– 2020 Graduation update
   a. Wednesday, June 10, 2020, 4 pm – “Drive Through Graduation”
   b. Wednesday, June 10, 2020, 7 pm “Vehicle Procession” from SHS to Springvale
   c. Campus will be closed; participants limited to graduate and family in one vehicle
   d. Speeches will be live
   e. Graduates will cross the state for their diploma; there will be photo ops including Studio by the Pond
   f. Broadcast live on 104.3 FM The Legends
   g. Broadcast live via WSSR YouTube channel
   h. Rain date will be Thursday, June 11, 2020
   i. Senior Awards Banquet will be pre-recorded and broadcast on 6/8/20
5. Athletic Director Gordie Salls – spring sports update (Added Item)
   a. Senior Spring Sports Recognition Activities
      1. Letters sent to all “participating” seniors
      2. Slide show recognizing all including Band, Chorus and Winterguard available on WSSR
      3. Posters were hung on Alumni Stadium fence on Thursday
      4. Alumni Stadium took part in national “Light Up Your Field” effort on Thursday night; drone footage available on WSSR
      5. Coaches delivered gift bags and posters to participating seniors on Friday

J. New Business

1. Crisis Management Plan – Steve Bussiere
   a. Required by Maine statute
   b. Provides the framework for response for emergencies and disasters involving Sanford School Department
   c. Includes purpose, goal, scope/use, format, mitigation, preparedness, response, recovery and plan maintenance
   Motion by Mrs. Williams: To adopt the Crisis Management Plan as presented.
   Motion seconded by Ms. Sheffield. Motion carried 5 – 0.

2. Spring Coaching Stipends – Gordie Salls (Attachment J.2.)
   a. Mr. Salls read (attached) his recommendation that spring coaching stipends be paid at 100%
   b. Superintendent Nelson recommended paying spring stipends at 75% for varsity coaches, 50% for sub-varsity coaches and 33% for middle school coaches.
   Motion by Mr. Jamison: To pay 2020 spring coaching stipends at 75% for varsity coaches, 50% for sub-varsity coaches and 33% for middle school coaches.
   Motion seconded by Mr. Mapes. Motion carried 5 – 0.

3. Foodservice Bonuses – Matt Nelson
   a. Superintendent Nelson noted that Foodservice has provided over 98,000 meals to date during the COVID-19 school shut down. He recommended that the 17 workers involved receive a $2.50 per hour bonus for their efforts; total cost $14,000.00.
   Motion by Mr. Jamison: To pay a $2.50 per hour bonus to the 17 actively involved Foodservice workers who have provided meals during the COVID-19 school shut downs.
   Motion seconded by Mr. Mapes. Motion carried 5 – 0.

K. Old Business

None
L. Resignations

1. Superintendent Nelson announced the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrews, Deb</td>
<td>Title I teacher</td>
<td>Lafayette</td>
<td>8/31/20</td>
</tr>
<tr>
<td>Ghiglieri, Nate</td>
<td>Social studies teacher</td>
<td>SMS</td>
<td>8/31/20</td>
</tr>
<tr>
<td>Magill, Cyndi</td>
<td>Special Education Ed Tech I</td>
<td>SMS</td>
<td>8/31/20</td>
</tr>
<tr>
<td>Magill, Jeff</td>
<td>Special Education Ed Tech I</td>
<td>SMS</td>
<td>8/31/20</td>
</tr>
<tr>
<td>McLellan, Nate</td>
<td>Assistant Varsity Football Coach</td>
<td>SHS</td>
<td>5/13/20</td>
</tr>
<tr>
<td>Moulton, Karly</td>
<td>Grade 3 Teacher</td>
<td>CJL</td>
<td>8/31/20</td>
</tr>
<tr>
<td>Sinnott, Susan</td>
<td>Special Education teacher</td>
<td>CJL</td>
<td>8/31/20</td>
</tr>
<tr>
<td>Walsh, Megan</td>
<td>Outreach Worker</td>
<td>District</td>
<td>8/31/20</td>
</tr>
</tbody>
</table>

M. Staff Appointments

None

N. Staff Transfers

1. Superintendent Nelson announced the following transfer(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Date</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunelle, Kaitlyn</td>
<td>CJL Kindergarten Teacher</td>
<td>CJL Grade 1 Teacher</td>
<td>9/1/20</td>
<td></td>
</tr>
</tbody>
</table>

O. Staff Nominations:

1. Superintendent Nelson nominated the following professional staff for 1st year probationary contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Date</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monroe, Annie</td>
<td>Art teacher</td>
<td>SHS</td>
<td>9/1/20</td>
<td></td>
</tr>
<tr>
<td>Walker, Ashley</td>
<td>Special Education teacher, K-2</td>
<td>CJL</td>
<td>9/1/20</td>
<td></td>
</tr>
</tbody>
</table>

Motion by Mr. Jamison: **To approve the nominations as presented.**
Motioned seconded by Mr. Mapes. Motion carried 5 – 0.

2. Superintendent Nelson nominated the following professional staff for administrator contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Date</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ivey, Nichole</td>
<td>Adult Ed Director</td>
<td>SCAE</td>
<td>7/1/20</td>
<td></td>
</tr>
<tr>
<td>Lambert, Beth</td>
<td>Curriculum Director</td>
<td>District</td>
<td>7/1/20</td>
<td></td>
</tr>
</tbody>
</table>

Motion by Mr. Jamison: **To approve the nominations as presented.**
Motioned seconded by Mr. Roux. Motion carried 5 – 0.
3. Superintendent Nelson nominated the following administrators for renewal contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bailey, Mike</td>
<td>Sanford Junior High School Assistant Principal</td>
</tr>
<tr>
<td>Baron, Sherri</td>
<td>Carl J. Lamb School Principal</td>
</tr>
<tr>
<td>Bissell, Stacey</td>
<td>District Special Ed Director</td>
</tr>
<tr>
<td>Delaney, Tammy</td>
<td>District Assistant Special Ed Director</td>
</tr>
<tr>
<td>Inman, Susan</td>
<td>Willard School Principal <em>(Added)</em></td>
</tr>
<tr>
<td>Leet, Patricia</td>
<td>Carl J. Lamb School Assistant Principal</td>
</tr>
<tr>
<td>Lydon, Pam</td>
<td>Sanford Junior High School Principal</td>
</tr>
<tr>
<td>Mastraccio, Joe</td>
<td>Sanford Junior High School Assistant Principal</td>
</tr>
<tr>
<td>Petermann, Matt</td>
<td>Sanford High School Principal</td>
</tr>
<tr>
<td>Potter, Chuck</td>
<td>Margaret Chase Smith School Principal</td>
</tr>
<tr>
<td>Redmond, Michael</td>
<td>Sanford Regional Technical Center Asst. Director</td>
</tr>
<tr>
<td>Salls, Gordon</td>
<td>District Athletic Director</td>
</tr>
<tr>
<td>Sargent, Kathy</td>
<td>Sanford Regional Technical Center Director</td>
</tr>
<tr>
<td>Tremblay, Aaron</td>
<td>Sanford High School Assistant Principal</td>
</tr>
<tr>
<td>Watts, Troy</td>
<td>Sanford High School Assistant Principal</td>
</tr>
</tbody>
</table>

Motion by Mrs. Williams: **To approve the nominations as presented.**
Motion seconded by Mr. Jamison. Motion carried 5 – 0.

P. Policies (Attachment P)

1. Second reading – Policy JICK – Bullying and Cyberbullying Prevention in Schools
2. Second reading – Procedure JICK-R – Bullying and Cyberbullying – Administrative Procedure

Motion by Mr. Jamison: **To adopt Policies JICK and JICK-R as presented.**
Motion seconded by Ms. Sheffield. Motion carried 5 – 0.

Q. Items for Future Agenda(s)

1. (In-person) Budget Workshop in SHS small cafeteria, June date TBD
2. COVID-19 Contingency Planning

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 1, 2020</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
<tr>
<td>Monday, June 8, 2020</td>
<td>SHS Senior Banquet</td>
<td>6:00 pm</td>
<td>WSSR-TV broadcast</td>
</tr>
<tr>
<td>Wednesday, June 10, 2020</td>
<td>SHS Graduation</td>
<td>4:00 pm</td>
<td>SHS Campus WSSR-TV and 104.3 FM</td>
</tr>
<tr>
<td>Monday, June 15, 2020</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
</tbody>
</table>
S. Adjournment

Motion by Mr. Roux: **To adjourn at 8:07 pm.**
Motion seconded by Mr. Jamison. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
VIRTUAL EXECUTIVE SESSION
Monday, May 18, 2020 ~ 5:00 pm

Note: This was a VIRTUAL meeting with members attending via Zoom Video Conferencing.

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams

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

A. Call to Order
   Time: 5:00 pm

B. Executive Session
   Negotiations

   1. Motion by Mr. Roux: To enter Executive Session to consider labor contract negotiations with all bargaining units pursuant to 1 MRSA § 405(6)(D) at 5:00 pm.
      Motion seconded by Mrs. Williams Motion carried 5 to 0.

   2. Motion by Mrs. Williams To exit Executive Session at 6:07 pm.
      Motion seconded by Ms. Sheffield. Motion carried 5 to 0.

C. Adjournment
   Mrs. Williams made a motion to adjourn at 6:07 pm.
   Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair
Matt Nelson, Superintendent
Federal Child and Adult Care Food Program (CACFP)

LD 577 "An Act to Increase Access to Nutritious Foods in Schools by Implementing an After-school Food Program for At-Risk Students" was signed into law by the Governor on June 20, 2019. The law requires districts to operate CACFP to serve at risk students who attend after school programming if the district had at least one school in which at least 50% of all students qualified for the Free & Reduced Meals Program during the previous school year. Schools can opt out for financial or logistical reasons after a public hearing (workshop) and a vote by the school committee.

The district currently participates in the After-School Snack Program (ASSP) under the National School Lunch Program (NSLP). The ASSP provides snacks and drinks to students attending after school events and activities at Carl Lamb School and Memorial Gym. Snacks and drinks are available to any student attending after school care or other after school activities at these locations.

The meal pattern requirements and reimbursement rates are identical for after school snacks for both NSLP and CACFP. The reimbursement rate adequately covers the cost of the snack and beverage which is currently $0.77.

The CACFP allows schools to serve supper after school. The prescribed meal pattern is similar to lunch under the NSLP. Sanford’s current average cost per meal for a school lunch is $4.83. CACFP reimbursement is $3.63.

Sanford’s After School Snack Program serves students participating in after school activities, athletics, the YMCA Aftercare Program and any student in the building who wishes to participate. The program is open to all students. Registration is not required and there are no eligibility requirements.

Sanford High School CACFP Pilot

Why Sanford High School?
Sanford High School has a robust after school schedule of clubs, music, and athletic activities.

When would the program operate?
Monday through Thursday 2:30-3:30 (Possible adjustment based on participation)

What are the estimated staffing needs?
Project Manager 3 hours a day 1-4:
Responsibilities would include conducting training, planning the menu, food preparation, placing orders for food and supplies, completing required reports, and monitoring requirements.
Kitchen personnel: 2 hours a day 2-4:
Responsibilities would include food prep and distribution.
What are the estimated labor costs based on 4 days a week Monday through Thursday?

<table>
<thead>
<tr>
<th>Project Manager</th>
<th>(17.00) 3 hours a day</th>
<th>7,140.00</th>
<th>1,428.00</th>
<th>8568.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service Personnel</td>
<td>(15.00) 2 hours a day</td>
<td>4,200.00</td>
<td>840.00</td>
<td>5,040.00</td>
</tr>
</tbody>
</table>

Assumptions:
Food costs, packaging, and labor costs remain the same

What is the estimated cost per meal?

Estimate A: 2018-2019 Per Meal Cost including everything
$4.83 Lunch Cost Per Meal Cost (Estimated Supper Cost including labor)

Estimate B: 2019-2020 Per Meal Cost Including food, supplies, labor for CACFP
$3.16 Low estimate based on current Cost SEP-FEB
*School lunch would be responsible for covering other costs

What is the reimbursement rate?
$3.63 Reimbursement

Are there other unanticipated costs?
Unknown impact on rubbish removal, custodial staff, equipment, utilities, cleaning supplies

What is the deficit/surplus with 5% waste included?

Estimate A: Potential Deficit $19,341.00
Estimate B: Potential Surplus $6,251

Funding Source to cover deficit?
The Sanford Backpack Program is offering the Sanford School Committee a donation to cover the deficit for the CACFP Program up to $TBD for the 2020-2021 school year. Donations would be made on a quarterly basis.

When would the program begin?
Once after-school activities return to normal after COVID19
To: Superintendent Matt Nelson, Sanford School Committee, and Member of the Public  
From: Cheryl Fournier, Business Administrator  
Date: Monday, May 21, 2020  
Regarding: April 2020 Expense Report and Reconciliation

Attached please find the Reconciliation of Accounts as of April 30, 2020 reflecting all activity for the 10-months fiscal year-to-date. Highlights from this report include:

- **General Education and Adult Ed** Revenues of $33.6 million and $40.8 million in Expenses, for a Net Expense of $7.2 million.
- There are 27 Special Revenue accounts with activity in the current fiscal year (July 2019 – April 2020), with combined revenues of $2.6 million and combined expenses of $2.0 million, for a Net Expense of $0.6 million.
- In the Capital Improvement Fund section, you will see our two school construction projects (HS/SRTC and the Elementary/MS) have combined revenues of $0.5 million and combined expenses of $17.5 million, for Net Expenses of $17.0 million.
- We currently have three Enterprise accounts; School Nutrition, Adult Ed Enrichment and the Performing Arts Center. Those three accounts have generated revenues of $1.5 million and expenses of $1.4 million, for Net Revenues of $0.1 million.
- Finally, in Trust Funds, we have $92 thousand in revenue and approximately $84 thousand in expenses, for Net Revenues of $8 thousand.

On the second page, for the General Fund – General Education Expense Details by function and warrant article, you can see:

- For Salaries and Benefits, we have spent $23.1 million, an increase of about $599 thousand over the prior year. The majority of our staff are paid on a September to August basis, this expense amount more closely represents 8.25 months of salaries and benefits. So the 32% or $10.7 million remaining should be sufficient to cover salaries and benefits earned (and expensed) as of June 30th, but will not be paid until the next fiscal year.
- You will see that the 53000-57000 group which includes Purchased Professional & Technical Services ($1.6 million), Property Services ($341 thousand), Other Purchased Services ($2.0 million), Supplies/Energy ($1.3 million) and Property Maintenance ($309 thousand) in totality are coming in about $427 thousand lower than the prior year.
- Debts, Dues/Fees & Miscellaneous are coming in at $11.8 million and reflects both the state’s share of the HS/SRTC and Elementary/MS projects as well as our local share of the HS/SRTC project. Last year at this time, we did not have the Elementary bond payment.
On the second page, for the articles:

- The biggest increase we see from an Article Expense Reporting perspective is in Article 10 ($11.5 million) again because of the Elementary school construction project. Recall though that the state’s portion of the Elementary and HIS construction projects flow through EPS as revenue and then washes out. In April, the May the interest-only payments on the school constructions posted.
- Articles 1-4, which are classified as “Direct Instruction” contribute $19.1 million, while Articles 5-7 (Student/Staff Support as well as School and System Admin) contribute another $5.2 million.
- Article 8, Transportation, contributes $1.4 million, while Article 9, Facilities including CIP, contributes another $3.2 million.
- Article 10, Debt Service contributes $9.4 million.
- Finally, we have Article 11 (All Other) contributing $35 thousand and Adult Ed Academic Only with $395 thousand. This yields the combined General Fund Expense amount of $40,807,093 Year-to-Date.

Compared to last year (if you take out Article 10-Debt), we are $256 thousand above last year. Our revenue (after taking out the State Subsidy for debt) is running $437 thousand above last year.
<table>
<thead>
<tr>
<th>Fund</th>
<th>Year to Date Revenues</th>
<th>Year to Date Expenses</th>
<th>Year to Date Net (Rev - Exp)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>School</td>
<td>City</td>
<td>Variance</td>
</tr>
<tr>
<td><strong>GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-210 1000-1200 General Education</td>
<td>(33,470,200)</td>
<td>(33,470,200)</td>
<td>-</td>
</tr>
<tr>
<td>16-235 1500 Adult Education</td>
<td>(177,025)</td>
<td>(177,025)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(33,647,224)</td>
<td>(33,647,224)</td>
<td>-</td>
</tr>
<tr>
<td><strong>SPECIAL REVENUE FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2201 2001 Wellness Team</td>
<td>(500)</td>
<td>(500)</td>
<td>-</td>
</tr>
<tr>
<td>2202 2002 Erie</td>
<td>(63,691)</td>
<td>(63,691)</td>
<td>-</td>
</tr>
<tr>
<td>2204 2011 MielMac</td>
<td>(38,000)</td>
<td>(38,000)</td>
<td>-</td>
</tr>
<tr>
<td>2205 2005 Lucy Emery</td>
<td>(1,310)</td>
<td>(1,310)</td>
<td>-</td>
</tr>
<tr>
<td>2207 2238 Momentum</td>
<td>(5,387)</td>
<td>(5,387)</td>
<td>-</td>
</tr>
<tr>
<td>2217 2051 IAG Heroes IH</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2218 2052 Local IH</td>
<td>(3,500)</td>
<td>(3,500)</td>
<td>-</td>
</tr>
<tr>
<td>2219 2089 SRTC / Genest Home</td>
<td>53,466</td>
<td>53,466</td>
<td>-</td>
</tr>
<tr>
<td>2242 2100 MDOE Grant SRTC</td>
<td>(95,590)</td>
<td>(95,590)</td>
<td>-</td>
</tr>
<tr>
<td>2243 2115 College Transitions</td>
<td>(12,174)</td>
<td>(12,174)</td>
<td>-</td>
</tr>
<tr>
<td>2249 2100 Title 1A</td>
<td>(908,415)</td>
<td>(908,415)</td>
<td>-</td>
</tr>
<tr>
<td>2249 2100 MaineCare</td>
<td>(125,063)</td>
<td>(125,063)</td>
<td>-</td>
</tr>
<tr>
<td>2252 2470 Idea Local Entitlement</td>
<td>(768,377)</td>
<td>(768,377)</td>
<td>-</td>
</tr>
<tr>
<td>2253 2510 Early Child/PreSchl.</td>
<td>(13,586)</td>
<td>(13,586)</td>
<td>-</td>
</tr>
<tr>
<td>2255 2400 Title 4</td>
<td>(18,547)</td>
<td>(18,547)</td>
<td>-</td>
</tr>
<tr>
<td>2259 2670 Title 5</td>
<td>(22,186)</td>
<td>(22,186)</td>
<td>-</td>
</tr>
<tr>
<td>2262 2700 Title 2A</td>
<td>(62,629)</td>
<td>(62,629)</td>
<td>-</td>
</tr>
<tr>
<td>2268 2800 Carl Perkins</td>
<td>(123,908)</td>
<td>(123,908)</td>
<td>-</td>
</tr>
<tr>
<td>2269 2950 Aeries/Abes</td>
<td>(14,623)</td>
<td>(14,623)</td>
<td>-</td>
</tr>
<tr>
<td>2272 2011 Corning</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2273 2013 SRS Student iPads</td>
<td>(2,900)</td>
<td>(2,900)</td>
<td>-</td>
</tr>
<tr>
<td>2275 2232 Travers PriDoc.</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2287 2209 Nsld Board Scholars</td>
<td>(1,900)</td>
<td>(1,900)</td>
<td>-</td>
</tr>
<tr>
<td>2289 2004 Cargola Grant</td>
<td>(316,461)</td>
<td>(316,461)</td>
<td>-</td>
</tr>
<tr>
<td>2293 2110 Maine HomeSchoolers</td>
<td>(53,466)</td>
<td>(53,466)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(2,626,747)</td>
<td>(2,626,747)</td>
<td>-</td>
</tr>
<tr>
<td><strong>CAPITAL IMPROVEMENT FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4047 3015 HS Const Project</td>
<td>(64,405)</td>
<td>(64,405)</td>
<td>-</td>
</tr>
<tr>
<td>4054 3020 Elem Const Project</td>
<td>(434,098)</td>
<td>(434,098)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(498,503)</td>
<td>(498,503)</td>
<td>-</td>
</tr>
<tr>
<td><strong>ENTERPRISE FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 6000 School Cafè</td>
<td>(1,216,055)</td>
<td>(1,216,055)</td>
<td>-</td>
</tr>
<tr>
<td>5200 6150 Adult Ed Enrichment</td>
<td>(39,446)</td>
<td>(39,446)</td>
<td>-</td>
</tr>
<tr>
<td>5201 6200 Performing Arts Ctr</td>
<td>(226,712)</td>
<td>(226,712)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(1,482,212)</td>
<td>(1,482,212)</td>
<td>-</td>
</tr>
<tr>
<td><strong>TRUST FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7013 8015 Trust Funds</td>
<td>(92,039)</td>
<td>(92,039)</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(92,039)</td>
<td>(92,039)</td>
<td>-</td>
</tr>
</tbody>
</table>

Date: For the School by: Matthew Nelson, Superintendent

Date: For the City by: Steven R. Buck, City Manager

Cheryl Fournier, Business Administrator
Ronni L. Champlin, Finance Director
### SANFORD SCHOOL DEPARTMENT
#### SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE
**For the Year-to-Date and Month Ending April 30, 2020**

<table>
<thead>
<tr>
<th>Account Group</th>
<th>Jul 18 - Apr 19 Prior Yr Actual</th>
<th>Jul 19 - Apr 20 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining Revised Budget - Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>51000 Personal Services - Sal/Wages &amp; Stip.</td>
<td>$15,902,286</td>
<td>$16,055,841</td>
<td>40%</td>
<td>$23,926,231</td>
</tr>
<tr>
<td>52000 Personal Services - Payroll Tax &amp; Bene.</td>
<td>$6,496,947</td>
<td>$7,000,552</td>
<td>17%</td>
<td>$9,878,510</td>
</tr>
<tr>
<td><strong>Subtotal - Personal Services</strong></td>
<td>$22,409,233</td>
<td>$23,056,394</td>
<td>57%</td>
<td>$33,804,741</td>
</tr>
<tr>
<td>53000 Purchased Prof. &amp; Tech. Services</td>
<td>$1,591,397</td>
<td>$1,617,847</td>
<td>4%</td>
<td>$2,162,698</td>
</tr>
<tr>
<td>54000 Purchased Property Services</td>
<td>$422,543</td>
<td>$341,517</td>
<td>1%</td>
<td>$496,276</td>
</tr>
<tr>
<td>55000 Other Purchased Services</td>
<td>$2,246,021</td>
<td>$1,958,021</td>
<td>5%</td>
<td>$2,625,217</td>
</tr>
<tr>
<td>56000 General Supplies</td>
<td>$1,563,138</td>
<td>$1,324,331</td>
<td>3%</td>
<td>$1,986,831</td>
</tr>
<tr>
<td>57000 Property Maint &amp; Repair</td>
<td>$156,019</td>
<td>$309,536</td>
<td>1%</td>
<td>$397,577</td>
</tr>
<tr>
<td>58000 Debt, Dues/Fees &amp; Miscellaneous</td>
<td>$7,745,061</td>
<td>$11,803,707</td>
<td>29%</td>
<td>$11,855,638</td>
</tr>
<tr>
<td>59000 Other &amp; Rounding</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$36,123,412</strong></td>
<td><strong>$40,411,352</strong></td>
<td>100%</td>
<td><strong>$53,328,978</strong></td>
</tr>
</tbody>
</table>

![Bar Chart showing spending for different categories]

#### Warrant Article Cost Center

<table>
<thead>
<tr>
<th>Warrant Article Cost Center</th>
<th>Jul 18 - Apr 19 Prior Yr Actual</th>
<th>Jul 19 - Apr 20 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regular Instruction</td>
<td>$10,252,568</td>
<td>$10,455,658</td>
<td>26%</td>
<td>$15,574,854</td>
</tr>
<tr>
<td>2. Special Education</td>
<td>$5,470,118</td>
<td>$5,615,042</td>
<td>14%</td>
<td>$8,307,100</td>
</tr>
<tr>
<td>3. Career / Technical Education</td>
<td>$2,256,353</td>
<td>$2,411,749</td>
<td>6%</td>
<td>$3,428,470</td>
</tr>
<tr>
<td>4. Other Instruction</td>
<td>$595,596</td>
<td>$607,844</td>
<td>2%</td>
<td>$950,763</td>
</tr>
<tr>
<td>5. Student &amp; Staff Support</td>
<td>$2,631,274</td>
<td>$2,597,882</td>
<td>6%</td>
<td>$3,930,615</td>
</tr>
<tr>
<td>6. System Administration</td>
<td>$753,629</td>
<td>$727,831</td>
<td>2%</td>
<td>$906,917</td>
</tr>
<tr>
<td>7. School Administration</td>
<td>$1,778,367</td>
<td>$1,875,651</td>
<td>5%</td>
<td>$2,391,792</td>
</tr>
<tr>
<td>8. Transportation &amp; Buses</td>
<td>$1,493,831</td>
<td>$1,413,578</td>
<td>3%</td>
<td>$1,987,432</td>
</tr>
<tr>
<td>9. Facilities Maintenance</td>
<td>$3,430,240</td>
<td>$3,156,057</td>
<td>8%</td>
<td>$4,291,909</td>
</tr>
<tr>
<td>10. Debt Service</td>
<td>$7,426,925</td>
<td>$11,514,405</td>
<td>28%</td>
<td>$11,514,405</td>
</tr>
<tr>
<td>11. All Other Expenditures &amp; Rounding</td>
<td>$34,513</td>
<td>$35,656</td>
<td>0%</td>
<td>$44,721</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$36,123,412</strong></td>
<td><strong>$40,411,352</strong></td>
<td>100%</td>
<td><strong>$53,328,978</strong></td>
</tr>
</tbody>
</table>

**Adult Education**

<table>
<thead>
<tr>
<th></th>
<th>Jul 18 - Apr 19 Prior Yr Actual</th>
<th>Jul 19 - Apr 20 Current Yr Actual</th>
<th>2019/2020 Revised Budget</th>
<th>Amount Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>$339,669</td>
<td>$395,740</td>
<td>62%</td>
<td>$642,579</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$36,463,080</strong></td>
<td><strong>$40,807,093</strong></td>
<td><strong>76%</strong></td>
<td><strong>$53,971,557</strong></td>
</tr>
</tbody>
</table>