

Brunswick School Board
MINUTES
Wednesday, June 13, 2018
*** Executive Session at 6:15 p.m. ***

Regular Meeting 7:00 p.m.
Council Chambers
Town Hall
85 Union Street

School Board Members Present: James Grant, Vice Chair; Teresa Gillis; Mandy Merrill; Corinne Perreault; Sarah Singer; Elizabeth Sokoloff; William Thompson; Benjamin Tucker; Maddie Wayne, Student Liaison (arrived at 6:54 pm)

School Board Members Absent: Joy Prescott, Chair

Staff Members Present: Paul Perzanoski, Superintendent; Pender Makin, Assistant Superintendent; Barbara Gunn, Student Services Director; Kelly Wentworth, Business Manager; Steve Ciembroniewicz, Coffin School Principal; Martin Mackey, REAL School Principal; Brian Pressley, BHS Teacher; Rick Wilson, BHS Teacher; Sue Alexander, Administrative Assistant.

Guests: Christopher McCarthy; Lyndon Keck and Matt Pitzer, PDT Architects; Brunswick Police Department officer; community members and members of the press.

Call to Order/Pledge of Allegiance/Roll Call

Mr. Grant called the meeting to order at 6:15 p.m., led the Pledge of Allegiance and asked for a roll call.

Executive Session

49. Consideration of Executive Session with Possible Action

Vote to enter executive session pursuant to 1 MRSA 405(6) (A) for the purpose of personnel matters.

Motion to enter executive session.

Motion: Thompson Second: Singer

Vote: Unanimous by Board members present

Approved to enter executive session.

The Board entered executive session at 6:16 p.m.

The Board reconvened in public session at 7:05 p.m.

Motion for the Board to direct the superintendent to enter into negotiations with Chris McCarthy on a two-year contract for the principalship of the REAL School.

Motion: Thompson Second: Tucker

Vote: Unanimous by Board members present

Adjustment to the Agenda

Remove from consent agenda, Donna Bates as a probationary nomination

Item 57a should read ESEA instead of NCLB

Remove item 57b

Add under resignations for the purpose of retirement, Robert VanMilligan and Michael Halmo

Move Rick Wilson's presentation on Job Description from New Business to after public participation

Consent Agenda Action

Items on the Consent Agenda passed unanimously without objection.

***50. Consideration of Approval of the Minutes of May 9, 2018**

***51. Approve of a Teacher Request for Leave of Absence**

***52. Approval of the Superintendent's Nomination of Probationary and Continuing Contract Teachers for the 2018-2019 School Year**

Elect the following probationary teacher for 2018-2019 (3rd year contract):
Kevin Fisher, Special Education, HBS

***53. Approve the Superintendent's Nominations for Membership on the Professional Learning Community Support System (Certification Steering Committee)**

The following vacancies are for 2-year terms that expire at the end of the 2020 school year:

BRUNSWICK HIGH SCHOOL: Deborah Bartley-Wing
Margaret Dalrymple

HARRIET BEECHER STOWE SCHOOL: Emily Moll, Chairperson
Michael Larrabee

COFFIN ELEMENTARY SCHOOL: Danielle Murphy

***54. Consideration of Appointment of School Physician Services for 2018-2019**

Appoint Martin's Point Health Care LLC to provide the services of School Physician for the period July 1, 2018, through June 30, 2019, for a cost of \$1,500.

***55. Approve a Commitment Statement to Promote Staff Health and Safety**

***56. Consideration of Authorization for the Superintendent to Sign Teacher Contracts**

Authorize the Superintendent to sign teacher contracts before official Board action of said teachers from June 15, 2018, through October 31, 2018.

***57. Consideration of Applications for State and Federal Funds**

- a. Authorize the Superintendent of Schools to apply for federal funds, including ESEA which includes Title I, II and any other federal, and state funds that may be available for the 2018-19 school year.

***58. Consideration of Authorization for Contracts**

- a. Authorize the Superintendent of Schools to enter into such contracts for special education and other services as may be necessary for the 2018-19 school year.
- b. Authorize the Superintendent of Schools to enter into an agreement with SAD 75 for adult education for the 2018-19 school year.
- c. Authorize the Superintendent of Schools to enter into a contract with Maine Region 10 Technical High School for transportation services for the 2018-19 school year.
- d. Authorize the Superintendent to execute purchase orders and to negotiate and execute contracts and other necessary documents, commitments and representations on behalf of the Board within budget constraints as may be necessary to conduct the mission of the school department. The Superintendent may delegate this authority as necessary.
- e. Authorize the Superintendent to enter into a contract with Bath Area Family YMCA and Family Focus to provide before and after school child care for the 2018-19 school year.

***59. Policy and Planning Committee**

Consideration of Second Read Policies:

- a. Revised Policy FILE ADC: Tobacco Use and Possession
- b. Revised Policy FILE ADC-R: Tobacco Use and Possession – Administrative Procedure
- c. Revised Policy FILE JK: Student Discipline
- d. Revised Policy FILE DJH: Purchasing and Contracting – Procurement Staff Code of Conduct

Consideration of Policy to Rescind:

- a. Recommendation to Rescind Policy FILE JHFD: Student Automobile Use
- b. Recommendation to Rescind Policy FILE JHFD-E1: Student Driver Request-Registration Form
- c. Recommendation to Rescind Policy FILE JHFD-E2: Parent/Guardian Permission for Transportation by Private Vehicle, Waiver, Release and Agreement to Hold Harmless
- d. Recommendation to Rescind Policy FILE GBEBD: Purchasing and Contracting – Procurement Staff Code of Conduct, contingent on Second Read approval of Policy FILE DJH.

Old Business

Update on Kate Furbish Elementary School – PDT Architects

Matt Pitzer, Project Manager, gave an update on planning. They have received approval from the Planning Board. Floor plans were shown which include two houses and shared spaces in the center on the first floor, and second grade classrooms on the second floor. Sketches of the outside of the school as well as the interior of the school were shown and explained. Interior design is based on natural elements.

Lyndon Keck, Architect, discussed the bidding schedule. The Clerk of the works is on the staff of the architect, is on the job site the whole time that the general contractor is there, answers questions, and confirms that the building is built according to contract documents. After interviews, Tom Brubaker, a civil engineer and Brunswick resident, was selected. There are four general contractors that have been pre-qualified for the project: PC Construction, Ledgewood Construction, Ouellet Construction, and Sheridan Corporation. Since they are all pre-qualified, the lowest bid will get the job. Wants to make Board aware that bidding environment is “scary” right now and bid could come in over budget. Bidding process was explained and the project will go out to bid in the beginning of July. Four weeks are allowed for the bidding process so bids should come in beginning to mid-August. Hazmat plan has been submitted to EPA for approval. The general contractor will be responsible for removing the hazardous materials and demolition of building. They will be soliciting proposals for an independent testing agency who would conduct construction testing, such as compaction of soil, concrete, mortar, bolted connections in the steel, and welds. The trailer that was partially on our land is now gone. The school is still scheduled to be completed in May 2020 as it is expected to take less than 22 months to build.

Communications/Correspondence

None

Public Participation

None

61. Discussion and Possible Action on Job Description

Duties of a particular position at the high school have changed and would like approval of the Board to change the job description for Community Outreach and Extended Learning Opportunity Coordinator. Rick Wilson, has held this position for the past 12 years. The position has been in place since 1995 as a service learning elective to maintain connection with the downtown community. He described the elective, his position, its history, and basic changes through the past 23 years. A short film explaining

ELOs has been made and can be seen on the BHS, ELO website. The elective serves students in grades 9-12.

Motion: Thompson Second: Perreault Vote: Unanimous of the Board members present.

Community Outreach and Extended Learning Opportunity Coordinator job description has been approved with the recommendation that the status of this job be reviewed again in two years.

Superintendent's Report

a. Building and Equipment:

Alma-Lea's Dance Studio – use of Crooker Theater
 Arts Are Elementary – use of Coffin & Hawthorne
 Aspire Program - use of HBS
 Bath Area Family YMCA – use of BHS cafeteria
 Brunswick Bay Mobile Home Co-op – use of BHS
 Brunswick Cal Ripken – use of BHS
 Brunswick Parks and Recreation – use of schools
 Brunswick Youth Lacrosse – use of field
 Dorena's Dance Studio – use of BHS
 Girls on the Run – use of HBS
 Girl Scouts of America – use of schools
 Maine Thunder – use of BHS fields
 Merrymeeting Adult Education - use of BHS
 Midcoast Youth Theater – use of Crooker Theater
 Miss Annabelle's Dance – use of Crooker Theater
 Sage Swingers Square & Round Dance Club – use of BJHS
 Town of Brunswick – use of schools
 US Tennis Association, Women in Tennis – use of BHS tennis courts

b. Resignation for the Purpose of Retirement:

- Sharon Harvie, ESL Teacher/Program Coordinator, 10 years of service
- Robert VanMilligan, 34 years of service
- Mike Halmo, 28 years of service

We thank them for their contributions and wish them well.

c. Resignations:

- Siobhan Bogle, FLS Teacher, BJHS, 1 year of service
- Coreen Drown, Ed Tech, REAL School, 1.75 years of service
- Michael Hedger, Technology Support Specialist, 9 years of service
- Susie Knowles, 0.5 Class Size Reduction Teacher, HBS, 14 years of service
- Coley Stetler, Resource Room Teacher, Coffin, 1 year of service
- Nina Willette, Reading Strategist, BJHS, 11 years of service

We wish them well in the future.

d. Transfer:

- Beth Cherry, Guidance Secretary, BJHS (transfer)
- Kate Marro, K-2 Resource Room Teacher, Coffin (transfer)
- Melissa Mullison, 0.5 REAL School Admin. Secretary & 0.5 Facilities/Food Service Admin. Secretary (transfer)

e. New Staff:

- Jessica Nixon, Administrative Secretary, Central Office

f. REAL School Field Trip Request

60. Mr. Mackey requests approval for a one-night overnight trip for a number of REAL School students and two experienced staff members to go to Tumbledown Mountain as a culmination of their Maine Studies and survival lessons.

Motion: Thompson Second: Singer Vote: Unanimous of the Board members present.

g. Budget Report – K. Wentworth

The Business Manager reviewed the expenditures for May and encumbrances for the remainder of the year. Undesignated estimate for fund balance was added on the summary. Because we had to use some, we will have a smaller amount of fund balance to begin next year's budget. Next year's budget was approved last night.

h. ESEA Title I, Title II, and Title IV Planning Updates – P. Makin

The Assistant Superintendent is in the middle of writing title grants now. After doing a comprehensive needs assessment it was decided that our Title I funding will support supplementary instruction in literacy and math in K-1. Title 2 funding will go toward professional excellence and building teacher's skills in instructional strategies, differentiation, and RTI, as well as a continuum of social, emotional and behavioral skills that will be a curriculum we are adopting in K-8, and also used to begin to implement restorative justice disciplinary practices to eventually eliminate out-of-school disciplinary consequences. If the public would like to provide input in planning uses for title grant funding, they were encouraged to contact Ms. Makin at central office.

i. Induction Program Report – P. Makin

The new teacher induction program is wrapping up this year. Under Chapter 115 we used to have a certification mentoring program for teachers with a probationary teaching certificate. Chapter 115 has been eliminated and has been rewritten into Chapter 180 which involves our professional evaluation program and now we will be providing mentors for every first year teacher coming into our district.

j. Regional Service Center Update – P. Makin

Ms. Makin is meeting every two weeks with the Regional Service Center that we have joined, The Greater Sebago Educational Alliance. Each of the 10 districts will have one vote. Currently there are only three districts, the RSUs, which are official. The other municipalities can have input but no vote as they have to wait until the November referendum for approval through public vote. Board members are welcome to attend the meetings.

k. Superintendent's Advisory Committee

We are working on three program ideas:

- Increase our Multi-Age Program - sub-committee members have done site visits and are beginning to develop a survey to gather more information.
- Dual Language Program beginning with kindergarten – we have met with the French consulate and will be meeting with the Spanish consulate tomorrow. Sub-committee members have also done site visits with existing programs in Maine and New England.
- Visual and Performing Arts Academy - this sub-committee has also done site visits in Maine and New Hampshire and will do further site visits in the fall.

The superintendent is preparing for a presentation to the Board in December on all three of these programs.

l. Adult Ed. Collaboration

We have had a successful program working with SAD75 with Merrymeeting Adult Ed. We have been approached by RSU1 as to their ability to join us. Discussions have been going well and will

possibly be bringing a Memorandum of Understanding to the Board in the next month or so. This would mean a broader area of availability for adult learners.

m. July Board Meeting

Meeting currently scheduled for July 11. The Board agreed to wait to see if we have agenda items. If not, we will not have the meeting.

Board Chair's Report

a. Student Liaisons Report – M. Wayne

The student liaison gave a summary of the many end-of-school year activities that are happening at each school. The REAL School graduated its 34th class of 11 students this year.

b. 2018 Board Goals

Tabled for Chair

c. Strategic Framework

Tabled for Chair

Last Friday attended BHS graduation. It was a good event.

Committee Reports

a. Personnel & Negotiations Committee – J. Grant
(done in item 61 above)

b. Budget & Finance Committee – B. Tucker

The committee did not meet. Next year's budget passed. The committee will not have a meeting in July.

c. Policy & Planning Committee – J. Grant

Worked on the policies listed in the above consent agenda and will do more during summer work.

d. Student Services Committee – M. Merrill

The committee met on June 4. Margaret Boyle, Assistant Professor of Romance Languages and Literature at Bowdoin, spoke to the committee regarding a grant opportunity. The intention is to formalize and strengthen a partnership between Bowdoin and Coffin School to introduce world languages and cultures into the curriculum. An AmeriCorps grant has been written to request five AmeriCorps members to work with students and staff on Restorative Justice, and social and emotional learning. One would be placed at the REAL School, one at Coffin School, one at HBS, and two at BJHS. We should know the final status of the grant in mid-June.

e. Elementary School Building Committee – S. Singer

Matt and Lyndon already gave the report. We discovered today that we did not make the top of the list for state funding for a new junior high school, we ranked 44 on the DOE list. A Facilities Committee meeting is scheduled for next Thursday, June 21, at 6pm, at Hawthorne.

1. Interior Design Sub-Committee

The committee met on May 21 and discussed the new library. They considered flex space, which contains sink and tables, and fixed perimeter shelving with mobile shelving units. There will be an exterior door in the library that leads to the outside courtyard. They

discussed windows looking out into the hallway. The library has enough space for 17,000 books, not including the book room. There will be a dedicated reading rug/story area within the library. The committee also looked at the layout for the main entrance of the school and possibilities for public art and discussed ideas for Kate Furbish's art. The committee will not meet during the summer.

New Business

62. Consideration of the Superintendent's Nomination of Teachers for 2018-2019 School Year

Vote to elect the following teachers for the 2018-19 school year:

Charity Kaiser, Kindergarten Teacher, Coffin
 Kyla McCann, Kindergarten Teacher, Coffin
 Karin Paquin, 0.5 Science Teacher, BHS
 Vanessa Janes, Social Studies Teacher, BHS

Motion: Thompson Second: Singer Vote: Unanimous of the Board members present.

Calendar/Announcements

The Pam Muttu Performing Arts Scholarship Benefit Gala and Concert will be held at 7pm on June 30.

Future Agenda Items

Naming the football field at the high school

Board Workshop regarding Restorative Justice

Adjournment

By unanimous consent the meeting adjourned at 8:12 p.m.


 Paul K. Perzanoski, Secretary
 Brunswick School Board