

Brunswick School Board
MINUTES
Wednesday, March 13, 2019
*** Executive Session at 6:30 p.m. ***

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

School Board Members Present: Benjamin Tucker, Vice Chair; Teresa Gillis; Celina Harrison; Mandy Merrill; Joy Prescott; Sarah Singer; Elizabeth Sokoloff; William Thompson (arrived 6:55pm); Maddie Wayne, Student Liaison; Tyler Patterson, BHS Student Liaison

School Board Members Absent: James Grant, Chair

Staff Members Present: Paul Perzanoski, Superintendent; Barbara Gunn, Student Services Director; Kelly Wentworth, Business Manager; Sue Woodhams, Technology Director; Scott Smith, Director of Building, Grounds, and Foods; Michelle Caron, Transportation Director; Troy Henninger, BHS Principal; Walter Wallace, BJHS Principal; Heather Blanchard, HBS Principal; Steve Ciembroniewicz, Coffin School Principal; Chris McCarthy, REAL School Principal; Brian Pressley, BHS Teacher; Sue Alexander, Administrative Assistant; Nancy Weed, Region Ten Superintendent/Director; Diana McCain, Merrymeeting Adult Education Director.

Guests: Corey Perreault; Hannah Perreault, and Madeleine Blakemore, cast members of BHS Players; community members; and members of the press.

Call to Order/Pledge of Allegiance/Roll Call

Mr. Tucker called the meeting to order at 6:38 p.m., led the Pledge of Allegiance and asked for a roll call.

Executive Session

12. Consideration of Executive Session

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

Motion to enter executive session.

Motion: Gillis

Second: Merrill

Vote: Unanimous of the Board members present

Approved to enter executive session.

The Board entered executive session at 6:40 p.m.

The Board reconvened in public session at 7:19 p.m.

Adjustment to the Agenda

Table item 15

Add *Mamma Mia!* Presentation:

Hannah Perreault and Madeleine Blakemore, cast members of BHS Players, each performed a song from the upcoming production of *Mamma Mia!*

Consent Agenda Action

Items 13 and 14 on the Consent Agenda passed unanimously without objection.

***13. Consideration of Approval of the Minutes of February 14, 2019**

***14. Consideration of Appointment of Professional Learning Community Support System (Certification Steering Committee Member)**

The staff mentor listed is recommended for the PLCSS Steering Committee (Certification Steering Committee). Please approve the Superintendent's nominations of the following Member:

Brunswick Jr. High School Representative: Susanna Sharpe for Kristen Hanley

15. Consideration of Extension of Administrator Contracts

Vote to extend the contracts of the following administrators through June 30, 2021:

Heather Blanchard, Principal, Harriet Beecher Stowe School

Tim Gagnon, Assistant Principal, Brunswick High School

Barbara Gunn, Student Services Director

Jeff Ramich, Athletic Director, Brunswick High School

Walter Wallace, Principal, Brunswick Junior High School

Item 15 Tabled.

Old Business

16. 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: BBBAB: Student Liaison to the School Board
- d. Revised Policy FILE: JICH: Substance Use by Students

Motion: Prescott Second: Thompson Vote: Unanimous of Board members present

Approved to adopt Policy FILE: ADC, ADC-R, BBBAB, and JICH

Budget Presentations

a. Region Ten Technical High School

Region Ten Superintendent/Director, Nancy Weed, presented their 2019-2020 budget. Career and Technical Schools in Maine are being transitioned to the EPS funding formula which has caused a negative impact on the budget. They are working with the DOE for answers to some of the issues.

b. Merrymeeting Adult Education

Merrymeeting Adult Ed Director, Diana McCain, presented their 2019-2020 budget. Merrymeeting Adult Ed has been a joint effort between SAD 75 and Brunswick. After a trial year of managing the RSU 1 Adult Ed Program, they hope to be merging with RSU 1 Adult Ed which includes Morse High School, Wiscasset High School, and Two Bridges Jail. Although the final budget figures are dependent on the formalized merger, there will not be an increase from what is presented tonight.

Communications/Correspondence

Letters were received from various community members, regarding LD 798, legislation regarding student immunization requirements. Letters from our physician and a local pediatrician in support of the legislation were partially read. It was recommended that the School Board send a letter to the Committee on Education and Cultural Affairs endorsing LD 798 with an amendment to allow those students who currently have a non-medical exemption to keep their exemption.

17. Motion to make up a School Board letter to express our support of LD 798.

Motion: Singer Second: Sokoloff Vote: 7 – 0 – 1 (Thompson abstained)

Voted to send letter to the committee.

Public Participation

None

Superintendent's Report

a. Building and Equipment Use:

- Brunswick Parks and Recreation – use of schools
- Merrymeeting Adult Education – use of BHS
- Girl Scouts of America – use of schools
- Aspire Program – use of HBS
- Bath Area Family YMCA - use of schools
- Brunswick Police Department – use of BJHS gym
- Seeds of Independence – use of BJHS cafeteria
- SAGE Swingers Square and Round Dance Club – use of BJHS gym
- Brunswick Youth Lacrosse – use of HBS Community Room
- Arts Are Elementary – use of schools
- Portland Symphony Orchestra – use of Crooker Theater
- Brunswick Community Education Foundation – use of BJHS Library
- Maine International Pageants – use of Crooker Theater

b. Donations:

- \$100 to the Food Service Department from Shannon McHarg to help struggling families
- We appreciate the donation.

c. New Staff

- Steve Pelletier, bus driver
- Welcome

d. Transfers:

- Karen Perry-Thames from Payroll Clerk to Human Resources Coordinator
 - Sybill Brewer from Coffin Administrative Secretary to Payroll Coordinator
- Congratulations to them.

e. Resignation:

- Anita Duffy, Secretary, BJHS, 5 ½ years of service
- Wish her well in her move.

f. Resignations for the purpose of retirement:

- John Landry, bus driver, 16 years of service
- Joan Laskey, Food Specialist, BJHS, 22 years of service

As of the end of the 2018-19 school year:

- Diana McCain, Director of Merrymeeting Adult Education, 18 years of service
- Michelle Kirkpatrick, Library Ed Tech, BHS, 21 years of service
- Pam Mutty, 0.5 English Teacher, BHS, 25 years of service
- Blair Dwyer, Grade 5 Teacher, HBS, 35 years of service

Thank them all for their contributions and wish them well in their new adventures.

g. Budget Report – Ms. Wentworth

February revenue and expenditure report was in the Board packet.

Mrs. Wentworth gave a summary budget presentation for the FY20 Budget. She went over administration's proposed requests with expectations that the School Board will decide which

priorities will be included in the final proposed budget. She also went over FY20 Proposed Requests Budget Summary and Impact sheet. The total, including pro forma and all administrative requests as of now, before School Board consideration, is \$5,140,234.00 or 13.48% year-over-year, which is a taxation impact of 10.31%. On March 20 there will be a public forum on the budget, and if needed, there will be a special budget meeting on March 27. The School Board's presentation to the Town Council is scheduled for April 11.

Board Chair's Report

- a. Student Liaison Report –M. Wayne & T. Patterson

Maddie Wayne and Tyler Patterson gave an overview of activities and events happening in our schools.

- b. 2019 Board Goals

- 18. Motion to adopt goals as written as the 2019 Board Goals.

Motion: Thompson Second: Harrison Vote: Unanimous of Board members present
Vote to adopt goals.

Committee Reports

- a. Facilities & Maintenance Committee – M. Merrill

The committee met March 6th. They had a review of projects slated to begin in spring. They discussed building use of Coffin in the 2020-21 school year. The next meeting date is TBD.

- b. Elementary School Building Committee – S. Singer

Committee Chair met with the architects to discuss colors, which will be primarily green, gray, and silver. Project is on time, under budget, and building going well. The committee will meet again tomorrow night. We are in the process of forming a public art committee to solicit art for the building.

- c. Curriculum & Program Development Committee – C. Harrison

The committee met February 25th. They reviewed their purpose and added a goal to support the implementation of new and innovative programing. They reviewed many new courses. The next meeting is scheduled for March 25.

- d. Policy & Planning Committee – W. Thompson

The committee met February 27th. The next meeting is scheduled for March 27th.

- e. Wellness Committee (none)

- f. Personnel & Negotiations Committee – W. Thompson

The committee met March 11th. They approved some teacher job descriptions. They will be meeting with bus drivers next week to continue negotiations.

- g. Student Services Committee – M. Merrill

The committee met today. They received a Special Education update. A committee has been formed with members across five districts to collaborate for different needs. They received a brief update on the new pre-k advisory committee. The next meeting date is TBD.

- h. Budget & Finance Committee – B. Tucker

The committee met tonight. The next meeting is scheduled for April 10th.

New Business

19. Consideration of Approval of a Teacher Request for Leave of Absence

A teacher has the opportunity to live out of the country with her family for a year.

Motion to approve Leave of Absence.

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

Voted to approve leave.

20. Consideration of Possible Adjustment to 2018-2019 Calendar Based on Accumulated Snow Days

We have currently had 6 accumulated snow days which is one more than allowed for on the school calendar. Our calendar is for 176 student days, however the state requires 175 days. Request approval of the Board to waive one snow day.

Motion to waive one snow day this year.

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

Voted to approve.

Calendar/Announcements

Legislature will hold a hearing on March 25th at 10:00 a.m. regarding LD 1190 to eradicate all the flavors of JUULs (e-cigarettes) being sold in Maine.

Incoming Kindergarten parent information night will be held on March 28 at 6:30pm at Coffin School.

Early Release Day on March 20th.

BHS Players will perform *Mamma Mia!* March 14, 15 & 16 at 7pm, March 16 & 17 at 2pm.

Future Agenda Items

Update from the Superintendent regarding the planning for Pre-K for next fall.

Adjournment

By unanimous consent the meeting adjourned at 8:55 p.m.


Paul K. Perzanoski, Secretary
Brunswick School Board

**Brunswick School Board
Special Meeting**

MINUTES

Wednesday, March 27, 2019

6:30 p.m.

Council Chambers

Town Hall

School Board Members Present: Benjamin Tucker, Vice Chair; Teresa Gillis; Celina Harrison; Joy Prescott; Sarah Singer (arrived approx. 6:45 p.m.); Elizabeth Sokoloff; Maddie Wayne, Student Liaison; Tyler Patterson, BHS Student Liaison

School Board Members Absent: James Grant, Chair; Mandy Merrill; William Thompson

Staff Members Present: Paul Perzanoski, Superintendent; Greg Bartlett, Interim Assistant Superintendent; Barbara Gunn, Special Services Director; Kelly Wentworth, Business Manager; Sue Woodhams, Technology Director; Troy Henninger, BHS Principal; Walter Wallace, BJHS Principal; Mandy Lewis, BJHS Asst. Principal; Heather Blanchard, HBS Principal; Steve Ciembroniewicz, Coffin School Principal; Scott Smith, Building, Grounds, and Food Service Director; Michelle Caron, Transportation Director; Tom Stocker, BHS Science Teacher; Kaitlyn Ostrov, BHS Science Teacher; and others.

Call to Order/Pledge of Allegiance/Roll Call

Mr. Tucker called the meeting to order at 6:30 p.m., led the Pledge of Allegiance and asked for a roll call.

Adjustment to the Agenda

Add Public Comment

Public Comment

Jean Powers asked the Board to try to keep the combined tax increase (school and town) to 3%.

Discussion and Possible Action on the Proposed 2019-2020 School Budget

Kelly Wentworth reviewed the FY20 Summary Budget Presentation that was given at the March 13 Board meeting. The actual health insurance costs have not been received, however, the MEA Benefits Trust notified her that the health insurance increase would not be more than 7%. Since the original summary had used a 10% figure she was able to reduce the estimate by \$213,000. Because of this the year-over-year change has been reduced to 7.20% and the proposed increase on taxation is at 4.75%.

The Board discussed administrative requests and asked questions of the administrators present. The Board felt a 5.67% year-over-year increase would be bare minimum and any lower would not allow us to meet our students' needs.

22. Motion to adopt as our budget proposal to the Town Council, a 4.75% tax impact budget, which includes administrator requests on Tier 1, Tier 2, and Tier 3.

Motion: Tucker Second: Singer Vote: Unanimous of Board Members Present
Vote to propose to Town Council a FY20 proposed budget of \$40,879,343, which is a 7.20% year-over-year increase, or 4.75% increase on taxation.


Motion to amend motion #22 to include an authorization to the Superintendent to revise health insurance numbers if the actual health insurance increase is lower than the estimated 7%.

Motion: Tucker Second: Harrison Vote: Unanimous of Board Members Present
Vote to authorize Superintendent to revise proposed budget if actual health insurance increase is lower than the estimated 7%.

The Board gave their input for the FY2020 budget proposal book. They will forward their ideas to Mrs. Wentworth.

Adjournment

By unanimous consent the meeting adjourned at 7:50 p.m.



Paul K. Perzanoski, Secretary
Brunswick School Board

<p>July 2019</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	M	T	W	T	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			<p>August 2019</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>(27)</td><td>(28)</td><td>(29)</td><td>30</td></tr> </table> <p>27 - New Teacher Orientation 28 & 29 - Professional Development</p>	M	T	W	T	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	(27)	(28)	(29)	30	<p>September 2019</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <p>2 - Labor Day - no school 3 - First Pupil Day</p>	M	T	W	T	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					<p>October 2019</p> <table> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>(11)</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <p>11 - Professional Dev - no school 14 - Columbus Day - no school</p>	M	T	W	T	F		1	2	3	4	7	8	9	10	(11)	14	15	16	17	18	21	22	23	24	25	28	29	30	31		21
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Student Days Qtr 1: 46 Qtr 2: 42 Qtr 3 44 Qtr 4: 44 Total Student Days: 176

Professional Dev. Days: 6.5

Storm Days: 5

Total Teacher Days: 182.5

BRUNSWICK SCHOOL DEPARTMENT
REVENUE AND EXPENSE REPORT FOR MARCH 31, 2019

School Year 2018-19

Revenues	Approved 06/12/18	Adjustments	Revised Budget	Revenues through 03/31/19	Encumbrances	Remaining Bal.	% Collected
Unapprop. Fund Bal.	\$ 2,611,364.00		\$ 2,611,364.00	\$ 2,611,364.00	\$ -	\$ -	100.00%
State Subsidy	\$ 9,858,866.00		\$ 9,858,866.00	\$ 7,641,481.98	\$ 2,279,482.67	\$ 62,098.65	77.51%
Local Share	\$ 25,354,211.00		\$ 25,354,211.00	\$ 25,354,211.00	\$ -	\$ -	100.00%
Tuition	\$ 98,349.00		\$ 98,349.00	\$ 85,495.71	\$ 54,540.56	\$ 41,687.27	86.93%
Misc.	\$ 83,000.00		\$ 83,000.00	\$ 52,886.93	\$ 30,113.07	\$ -	63.72%
Other (Local Nutrition)	\$ 126,420.00		\$ 126,420.00	\$ 126,420.00	\$ -	\$ -	0.00%
Total Revenue	\$ 38,132,210.00	\$ -	\$ 38,132,210.00	\$ 35,871,859.62	\$ 2,364,136.30	\$ 103,785.92	94.07%
Expenses By Warrant							
Number	Approved 06/12/18	Adjustments	Revised Budget	Expended Through 03/31/19	Encumbrances	Remaining Bal.	% Expended & Encumbered
Regular Instruction	\$ 16,709,914.00	\$ 1,800.40	\$ 16,711,714.40	\$ 9,404,525.03	\$ 6,416,843.08	\$ 890,346.29	5.33%
Spec. Ed. Instruction	\$ 5,689,093.00		\$ 5,689,093.00	\$ 3,527,753.11	\$ 1,791,809.26	\$ 369,530.63	6.50%
CTE	\$ 114,412.00		\$ 114,412.00	\$ 85,809.24	\$ 28,602.76	\$ -	0.00%
Other Instruction	\$ 792,109.00	\$ 199.60	\$ 792,308.60	\$ 496,479.91	\$ 49,656.01	\$ 246,172.68	31.07%
Student & Staff Support	\$ 3,554,535.00	\$ (137.50)	\$ 3,554,397.50	\$ 2,281,954.94	\$ 955,564.53	\$ 316,878.03	8.92%
System Administration	\$ 1,011,688.00	\$ (2,218.50)	\$ 1,009,469.50	\$ 710,948.20	\$ 286,100.55	\$ 12,420.75	1.23%
School Administration	\$ 1,702,486.00	\$ 356.00	\$ 1,702,842.00	\$ 1,163,511.01	\$ 477,061.96	\$ 62,269.03	3.66%
Transportation	\$ 2,038,951.00		\$ 2,038,951.00	\$ 1,889,679.67	\$ 490,347.85	\$ (341,076.52)	-16.73%
Operation & Maintenance	\$ 4,800,012.00		\$ 4,800,012.00	\$ 2,776,619.54	\$ 716,401.91	\$ 1,306,990.55	27.23%
Debt Service	\$ 1,476,528.00		\$ 1,476,528.00	\$ -	\$ 1,476,528.00	\$ -	0.00%
All Other	\$ 126,420.00		\$ 126,420.00	\$ 126,420.00	\$ -	\$ -	0.00%
Adult Education	\$ 116,062.00		\$ 116,062.00	\$ -	\$ 116,062.00	\$ -	0.00%
Total Budget	\$ 38,132,210.00	\$ -	\$ 38,132,210.00	\$ 22,463,700.65	\$ 12,804,977.91	\$ 2,863,531.44	7.51%
							92.49%