

**Brunswick School Board**  
**MINUTES**  
Wednesday, February 10, 2016  
**\* 6:30 p.m. Executive Session \***  
Regular Meeting 7:00 p.m.  
Council Chambers  
Town Hall  
85 Union Street

School Board Members Present: William Thompson, Chair; Joy Prescott, Vice Chair (arrived at 6:33pm); Brenda Clough (arrived at 6:34pm); Janet Connors; Richard Ellis; Teresa Gillis; Corinne Perreault; Sarah Singer (arrived at 7:05 pm)

School Board Members Absent: Jim Grant; Molly Gramins, student liaison

Staff Members Present: Paul Perzanoski, Superintendent; Pender Makin, Assistant Superintendent; Jim Oikle, Business Manager; Paul Caron, Director of Facilities and Transportation; Steve Ciembroniewicz, Coffin Principal; Jean Skorapa, HBS Principal; Josh Levy, HBS Assistant Principal; Lori Watson, Coffin, Cub Camp lead teacher; Kathy Buttner, HBS Math Support; Susan Alexander, Administrative Assistant

Guests: Lyndon Keck, PDT Architects; Julie Henze, Town Finance Director; Fran Smith, Town Clerk; Terry Goan, Brunswick Police; members of the community and press.

**Call to Order/Pledge of Allegiance/Roll Call**

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

**Executive Session**

**9. Consideration of Executive Session and Possible Action**

Vote to enter executive session for the purpose of negotiations pursuant to 1 M.R.S.A. 405 (6) (D).

Motion: Connors      Second: Perreault      Vote: Unanimous by Board members present

Approved to enter executive session per 1 M.R.S.A. 405 (6) (D) for negotiations.

The Board entered executive session at 6:32 p.m.

The Board reconvened in public session at 7:03 p.m.

**Adjustment to the Agenda**

Remove Region 10 Technical High School Committee Report.

Remove Student Liaison Report.

Remove Facilities & Maintenance Committee Report.

### **Consent Agenda Action**

Items on the Consent Agenda passed unanimously without objection.

- \*10. Consideration of Approval of the Minutes of January 13, 2016  
Consideration of Approval of the Workshop Minutes of January 27, 2016

- \*11. Consideration of Extension of Administrator Contracts

Vote to extend the contracts of the following administrators through June 30, 2018:

Steve Ciembroniewicz, Principal, Coffin Elementary School  
 Shanna Crofton, Principal, Brunswick High School  
 Josh Levy, Assistant Principal, Harriet Beecher Stowe School  
 John Paige, Curriculum Coordinator, Brunswick School Department  
 Cheryl White, Administrative Consultant, Brunswick School Department

- \*12. Consideration of Approval of the Following First Read Policy:

- a. Policy FILE: JLCDA Medical Marijuana in Schools

### **Old Business**

- 13. Acceptance of School Revolving Renovation Fund Eligibility Certificates

Mr. Perzanoski notified the Board that on January 29<sup>th</sup> we received the eligibility certificates from the State Revolving Renovation Fund to be able to complete health, safety and compliance repairs to Coffin Elementary for \$517,664 and to BJHS for \$1,000,000. He explained the terms of the loan. Jim Oikle reported on the financing application that will be sent to the Maine Bond Bank for the loan and also on the project deadlines. Lyndon Keck reminded the Board that these repairs would only fix the most critical problems. He then spoke to the board about the bid process.

Motion: Ellis      Seconded: Connors      Vote: Unanimous of Board members present

Accepted School Revolving Renovation Fund Eligibility Certificates for these projects. This will now go to the Town Council for approval.

### **Communications/Correspondence**

Many emails and notes were received in support of the multi-faith calendar; in support of the medical marijuana policy; and also in support of the HBS math program.

### **Public Participation**

Natasha Goldman, spoke in support of the new multi-faith calendar.

Dan Ankeles, spoke in support of the new multi-faith calendar.

Michelle Small, read a piece written by Rev. Richard L. Bennett of Bridgton that was published in the Portland Press Herald on Martin Luther King Day regarding political crassness.

Fran Smith, Town Clerk, thanked the Board for considering the closing of school on Election Day.

Seth Levy, spoke in support of the new multi-faith calendar.

### **Superintendent's Report**

- a. Building and Equipment:

Aspire Program - use of HBS

BAYFL – use of BJHS

Big Brothers Big Sisters – use of HBS

Brunswick Parks and Recreation – use of schools

Cal Ripken softball pitching clinic – use of Coffin School

Girl Scouts of America – use of schools

MAC Plus One Basketball - use of BHS

Merrymeeting Adult Education - use of BHS

Merrymeeting Community Rowers – use of BHS  
 New England Regional Theater Company - use of BJHS  
 PSO Kinderkonzert – use of Crooker Theater  
 Sage Swingers Square and Round Dance Club - use of BJHS

b. Donations:

- Monetary donation to BJHS Music Department from John Jones
- Large bag of scrapbooks to HBS from Ken and Judy Gorby

Mr. Perzanoski thanked them for their donations to the schools.

c. Resignation for the purpose of retirement:

- George Joy, Custodian, Hawthorne School, 29 ½ years of service

George will be missed and Mr. Perzanoski wished him well.

d. Congratulations

- U.S. Presidential Scholars Program

Shane Lyons, student at BHS, has been selected as a US Presidential Scholars candidate.

e. School Climate Survey Update

Pender Makin reported that they have moved forward with the National School Climate Center and had a preliminary meeting at which a representative from each school was identified. A letter will be going home to parents to notify them and there will be a link where one can access the anonymous, 84 question survey.

f. Budget Report – Mr. Oikle

Mr. Oikle notified the Board that the ED279 Reports have been published by the state and our initial figure from the state is \$10,706,253.52. We do expect there will be some reduction for Medicaid Seed.

g. Cub Camp – S. Ciembroniewicz

Lori Watson, Cub Camp lead teacher, and Steve Ciembroniewicz gave a report to the Board on Cub Camp; a voluntary Saturday, six-session program to improve math and literacy skills for Coffin School students identified as below benchmarks through universal screenings. Cub Camp is part of Coffin's Response to Intervention and is funded through the Title I Grant.

h. HBS Math Support Program

Jean Skorapa and Kathy Buttner, Math Interventionist at HBS, gave a report to the Board on the math support program at HBS designed to increase student achievement in mathematics. Blocks of time were carved out of the schedule to allow 20 minute math intervention time for students identified through universal screening as falling below 40% on the national norm. The HBS Early Morning Math Club was also explained.

i. Draft 2016-2017 School Calendar

Mr. Perzanoski reported on our calendar and the new formatting which was based on the Boston public schools' calendar. He explained some changes and noted that the calendar will be on our website until March 4<sup>th</sup> for feedback from the public. He would like the Board to vote on the calendar at the March 9 meeting. There was much discussion among the Board members.

## Board Chair's Report

## Committee Reports

### a. Curriculum and Program Development Committee – C. Perreault

The committee met on January 20 and looked at the High School Science Curriculum and also at the grade 9 History Curriculum. High School Visual Arts Department would like to change some classes from a year-long course to semester courses. Next meeting will be February 24 at 1pm. Would like to ask for approval of the Science and History Curricula.

### 14. Consideration of Science Curriculum, Grades 9-12

### 15. Consideration of History Curriculum, Grade 9

Motion: Perreault

Seconded: Gillis

Vote: Unanimous of Board members present

Approved to accept the Grades 9-12 Science and Grade 9 History Curricula.

### b. Personnel and Negotiations Committee – W. Thompson

Mr. Thompson reported that the committee will be meeting with the Educational Technicians on February 17<sup>th</sup> and will begin negotiations with them. We will begin negotiations with teachers shortly.

### c. Student Services Committee – B. Clough

The committee met on January 28 and had an update on the pre-k program. Consensus of the committee members was that they would like to see the pre-k program on the budget items. They also heard an updated report on the Alternative Education program at the Junior High and on the Academy at the High School and also on Union School. Scott Smith spoke to the committee on the Nutrition Program. The committee had asked for a visual presentation for all the support services and programs. They saw the first stage of this and eventually a presentation will be available online. They heard a student services update on professional training that has been taking place around district.

### d. Policy and Planning Committee – W. Thompson and J. Prescott

The Policy Committee met a couple weeks ago and discussed two policies. One was the first read of the marijuana policy which came about because of a law change in Augusta. The committee also discussed the use of email policy at the Junior High as students will be receiving school-based email.

The Strategic Planning Committee has been meeting and Good Group Decisions is currently collating the information.

### e. Wellness Committee – J. Prescott

The committee met on January 25 and schools gave their reports of all the great things they have been doing. If there are community members who are interested in joining the Wellness Committee, they are currently looking for additional members. The committee is also interested in updating the wellness policy. The next meeting will be March 14 to begin looking at the policy.

### f. Dropout Prevention Committee – S. Singer

They met on January 25<sup>th</sup> and had a discussion as to how often they should meet; protective factors; our current drop-out rate; and strategies to reduce this. It was a good preliminary meeting.

**New Business**

**16. Consideration of the Superintendent's Nomination of Social Worker for 2015-2016 School Year**

Vote to elect the following Social Worker for the 2015-16 school year:

Mary Kunhardt, Social Worker, BHS/BJHS

Motion: Connors

Seconded: Clough

Vote: Unanimous of Board members present

**Calendar/Announcements**

None

**Future Agenda Items**

Next Facilities & Maintenance Committee meeting will be February 16 at 8:00 a.m. at the Town Hall.

**Adjournment**

By unanimous consent the meeting adjourned at 9:14 p.m.

  
Paul K. Perzanoski, Secretary

## **MEDICAL MARIJUANA IN SCHOOLS**

**D R A F T – March 2016  
for School Board on 3/9/16**

The Board recognizes that there may be some students in the Brunswick schools who rely on the use of medical marijuana to manage or treat a medical condition and who may be unable to effectively function at school without it.

Maine law provides that a “primary caregiver” (defined as parent, guardian, or legal custodian who is at least 21 years of age under Maine’s medical marijuana law, 22 MRSA § 2423-A (E)) may possess and administer marijuana in a nonsmokeable form in a school bus or on the grounds of the preschool or primary or secondary school in which a minor qualifying patient is enrolled, if: a) a medical provider has provided the minor qualifying patient with a current written certification for the medical use of, and b) possession of medical marijuana is for the purpose of administering it to the minor qualifying patient.

In order to facilitate administration of medical marijuana with a minimum interruption of instructional time for the student and with a minimum of disruption of routine school operations, the Board approves the following guidelines for the administration of medical marijuana.

- A. The person administering the medical marijuana must provide proof that
  - 1. He/she is the primary caregiver (defined above) for the student;
  - 2. The caregiver provides the school with a copy of the student’s current written certification from a medical provider for the use of medical marijuana during school hours and/or during school-based activities.
  - 3. The student needs to have the drug administered during the school day, as opposed to before or after school.
- B. The marijuana must be in a nonsmokeable form.
- C. Medical marijuana may only be possessed by the primary caregiver and only for the purpose of administering it to the student at school. It cannot be given to or held by any school employee, student, or other person in school, with the exception of the “qualifying patient”.

- D. Only the primary caregiver may administer medical marijuana – it cannot be done by, or delegated to, a school employee or any other person than the primary caregiver.
- E. Medical marijuana must be administered at a designated place and time coordinated with the school principal or the principal's designee.
- F. The student may not possess medical marijuana at any time or place except during the time of its consumption, at the designated location, and under the supervision of the caregiver.

A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.

*Legal Reference: Maine 2015 P.L. Ch. 369*

*Adopted:*

**PAID ADVERTISING  
D R A F T – March 2016  
for School Board on 3/9/16**

Revenue enhancement through a variety of district wide and district approved marketing activities such as advertising, corporate sponsorship, signage, is approved. Such advertising will seek to model and promote positive values for the students of the Brunswick School Department, including messages that encourage student achievement and the establishment of high standards or personal conduct.

Revenue enhancement may include:

1. Fixed signage
2. Banners
3. District-level publications
4. Individual school publications
5. Television and radio broadcasts
6. District level projects
7. Expanded use of facilities (concerts, rallies, etc.)
8. Posting of participating sponsors on district or school webpages
9. Marquees – electronic or non-electronic

Revenue enhancement will not:

1. Promote hostility, disorder, or violence
2. Attach ethnic, racial, or religious groups
3. Discriminate, demean, harass, or ridicule any person or groups of persons
4. Be libelous
5. Inhibit the functioning of the school and/or school district
6. Override the school/school district identity
7. Promote, favor, or oppose the candidacy of any candidate for election, adoption of any bond/budget issues, or any public question submitted at any general, county, municipal, or school election
8. Be obscene or pornographic
9. Promote the use of drugs, alcohol, tobacco, weapons or other unhealthful behavior
10. Promote any religious or political organization
11. Contradict any Brunswick School Department policy



The revenue derived will:

1. Enhance student achievement
2. Assist in the maintenance of existing district athletics and co-curricular programs
3. Provide scholarships for students participating in athletic, academic, and co-curricular programs who demonstrate financial need and merit
4. Enhance student nutrition through support of the district Food Services program

The method and content of any revenue-enhancing advertising shall be approved by the Superintendent or his/her designee.

The Superintendent of Schools shall develop regulations to implement this policy.

*Adopted:*

**Brunswick School Department – Draft 5 – February 29, 2016**

District Information & Holidays Observed	
August 30	New Teacher Orientation
August 31 & Sept 1	Professional Development
September 5	Labor Day – no school
September 6	First Pupil Day
October 7	Prof Dev K-12 – no school
October 10	Columbus Day – no school
November 4	1 <sup>st</sup> Quarter ends*
November 8	Election Day – no school
November 11	Veteran's Day – no school
November 18	K-5 Trimester ends**
November 22	Early Release-K-8 Parent Conf.
November 23	Parent Conf. K-8/Prof Dev 9-12- no school
November 24 & 25	Thanksgiving Break - no school
December 7	Early Release Prof Dev K-12
December 23 thru 30	Holiday Break – no school
January 2, 2017	New Year's Day Observed - no school
January 16	Martin Luther King – no school
January 20	2 <sup>nd</sup> Quarter ends*
February 20	President's Day – no school
February 21 thru 24	Winter Break – no school
March 3	K-5 Trimester ends**
March 17	Parent Conf. K-5/Prof Dev 6-12- no school
March 22	Early Release Prof Dev K-12
March 31	3 <sup>rd</sup> Quarter ends*
April 13	Early Release Prof Dev K-5/ Parent Conf. 6-8
April 14	Prof. Dev K-5 & 9-12. Parent Conf. 6-8 – no school
April 17	Patriot's Day – no school
April 18 - 21	Spring Break – no school
May 10	Early Release Prof Dev K-12
May 29	Memorial Day – no school
June 9	Graduation for BHS
June 19 thru 23	Projected Storm Days
June 26	½ day for Teachers on last day
Early Release times: BHS-Noon	BHJS-12:15 p.m.
HBSS-1:00 p.m.	Coffin-1:10 p.m.
<b>Major Religious &amp; Cultural Holidays Noted:</b>	
Rosh Hashanah* ...Oct 3 & 4	New Year's Day..Jan 1
Yom Kippur* .....Oct 12	Christmas (Eastern Orthodox Christian.....Jan 7
Diwali begins.....Oct 30	Chinese New Year..Jan 28
Eid al-Adha* .....Sept 11	Ash Wednesday...Mar 1
Thanksgiving.....Nov 24	Good Friday...Apr 14
Hanukkah* .....Dec 25 to Jan 1	Easter.....Apr 16
Christmas Eve.....Dec 24	Pascha/Easter (Eastern Orthodox Christian..April 16
Christmas.....Dec 25	Passover* .....Apr 11 to 18
Kwanzaa.....Dec 26 to Jan 1	Buddha Day.....May 3
	Ramadan* .....May 27
	Eid al-Fitr* .....June 24-25
*Observance of Jewish and Islamic holidays begin at sundown of the preceding day.	

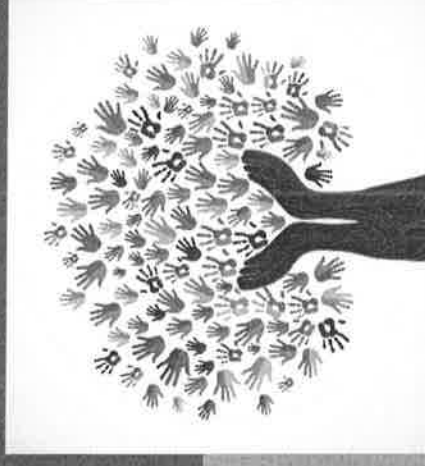
**BRUNSWICK SCHOOL DEPARTMENT**  
**REVENUE AND EXPENSE REPORT FOR FEBRUARY 2016**

School Year 2015-16

Revenues		Annual Budget	Revenues through 2/29/2016	Remaining Bal.	% Collected
Unappropri. Fund Bal.		3,067,309.00	3,067,309.00	0.00	100.00%
US Bond Proceeds		119,800.00	119,800.00	0.00	100.00%
State Subsidy		9,826,081.00	5,185,579.09	4,640,501.91	52.77%
Federal Subsidy		0.00	0.00	0.00	0.00%
Local Share		23,256,665.00	23,256,665.00	0.00	100.00%
Tuition		102,000.00	77,945.30	24,054.70	76.42%
Misc.		93,000.00	30,330.91	62,669.09	32.61%
Other		61,000.00	61,000.00	0.00	100.00%
Total Revenue		36,525,855.00	31,798,629.30	4,727,225.70	87.06%

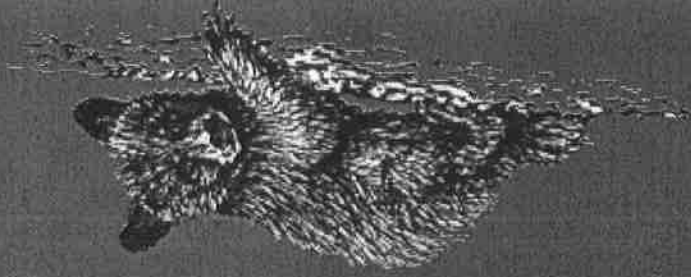
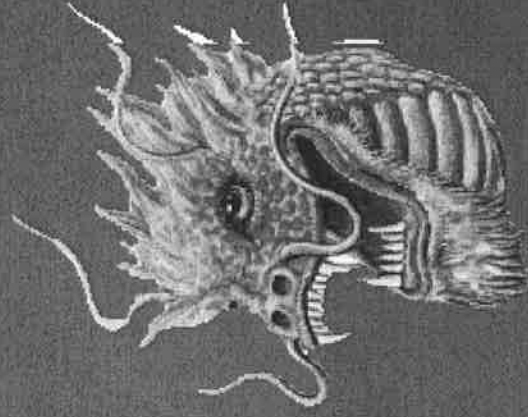
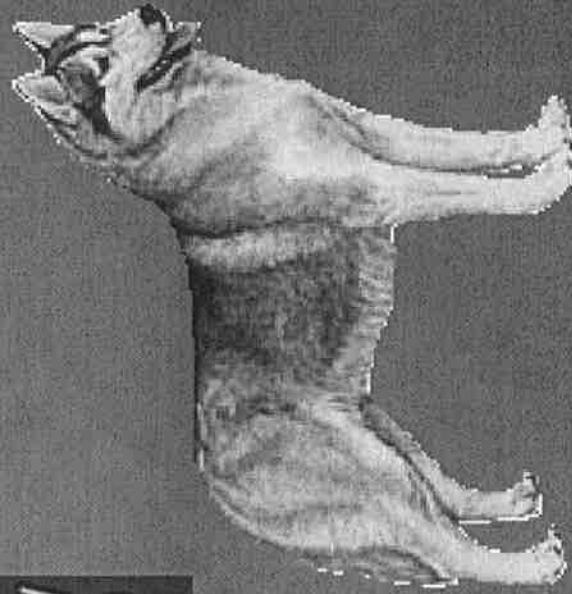
  

Expenses By Warrant Number		Budget Approved 6/10/2015	Adjustments	Revised Budget	Expended Through 2/29/2016	Remaining Bal.	% Expended
1	Regular Instruction	15,676,015.92	3,375.22	15,679,391.14	7,558,019.92	8,121,371.22	48.20%
2	Spec. Ed. Instruction	4,927,034.94	714.42	4,927,749.36	2,509,178.24	2,418,571.12	50.92%
3	CTE	785,399.00	0.00	785,399.00	589,785.93	195,613.07	75.09%
4	Other Instruction	727,958.55	0.00	727,958.55	402,694.43	325,264.12	55.32%
5	Student & Staff Support	3,486,944.34	-4,089.64	3,482,854.70	2,039,402.42	1,443,452.28	58.56%
6	System Administration	903,920.00	0.00	903,920.00	557,396.56	346,523.44	61.66%
7	School Administration	1,484,214.50	0.00	1,484,214.50	918,484.70	565,729.80	61.88%
8	Transportation	1,892,811.74	0.00	1,892,811.74	1,158,086.64	734,725.10	61.18%
9	Operation & Maintenance	4,569,917.75	0.00	4,569,917.75	2,463,244.12	2,106,673.63	53.90%
10	Debt Service	1,889,239.26	0.00	1,889,239.26	1,889,239.26	0.00	100.00%
11	All Other	61,000.00	0.00	61,000.00	61,000.00	0.00	100.00%
12	Adult Education	121,399.00	0.00	121,399.00	108,306.00	13,093.00	89.21%
Total Budget		36,525,855.00	0.00	36,525,855.00	20,254,838.22	16,271,016.78	55.45%



# Brunswick School Department

## Volunteer Training Session



Thank you for joining us today!

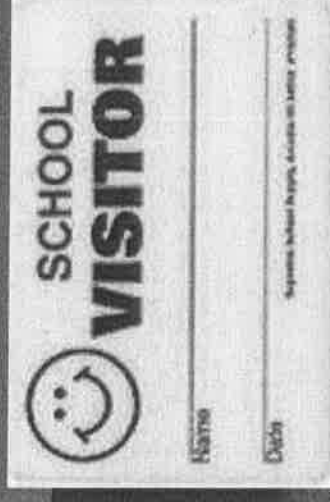


# Types of Volunteers

1. **One Time Volunteer-** Anyone who is serving as a volunteer on a limited, or one-time basis.
2. **Regular Basis Volunteer-** In attending a volunteer training session, it is likely you are looking to serve as a regular basis volunteer! Regular basis volunteers may take on a variety of helping roles, whether it be serving as a classroom or library aide, tutoring, mentoring, chaperoning, or afterschool program advising/ coaching. Time commitments for this type of volunteering may be discussed individually with the faculty/ staff member who will be supervising you.

## Before You Can Be a Volunteer, Please...

- Submit the Volunteer Confidentiality Agreement
- Check in at your school's front office before and after every visit
- Submit a Criminal History Record Check release form



A template for a school visitor badge. It features a smiley face icon on the left. To the right of the icon, the words "SCHOOL" and "VISITOR" are stacked vertically in a bold, sans-serif font. Below "VISITOR" is a horizontal line for a name, with the word "Name" printed below it. To the right of the name line is another horizontal line for a date, with the word "Date" printed below it. At the bottom of the badge, there is a small line of text: "No photos, school supplies, electronic devices, or weapons are allowed."

### FERPA

**F**amily  
**E**ducational  
**R**ights &  
**P**rivacy  
**A**ct of 1974



**Goal:** Protect Integrity of a Student's Academic  
Record & Protect Student's Privacy

# Family Educational Rights and Privacy Act (FERPA)

*Confidentiality is one of the most critical aspects of being a volunteer with the Brunswick School Department.*

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) final regulations prohibit the sharing of student information and educational records without specific parent permission.



## What Can Be Expected of You as a Volunteer

- Be sure to schedule your volunteer time with your supervising staff member, prior to coming in
- Please maintain a kind disposition around students
- Limit personal use of technology- do not record or photograph students in any way

## What Can Be Expected of Volunteers Cont...

- You will be an example for students- appropriate behavior, language, and appearance are a must
- Beyond seeking cooperation from students, disciplining is solely up to your supervising staff member. Help should always be close by!
- Never hesitate to check in with your supervising staff member if you are uncertain about your job or directions!

## What Can be Expected of Volunteers Cont...



- Sign in at the school office as a “volunteer” and wear the name badge that will be provided
- If for some reason you are unable to meet your volunteer commitment, please notify the classroom teacher in a timely manner
- Please alert your teacher to any schedule change by calling the school office

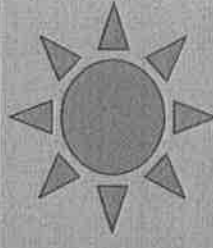
## Creating Positive Adult to Student Interactions



- Before addressing the class as a whole, be sure that all students are focused on you and you have their attention. It is likely that the teacher you are serving will have techniques for achieving this. Ask them!
- Use positive language around students and encourage them with statements such as “I’d like to see...” or “Remind me what \_\_\_\_ looks like,” rather than “No, that’s not right.”



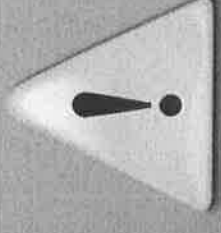
## Positive Adult to Student Interactions Cont...



- Help build a positive classroom environment by avoiding student competition, comparison, and/ or putdowns.
- To avoid “better than” scenarios between students, try redirecting the moment with a “Yes, so and so *has* done a great job with this, and I also like the way you...”
- Praise effort and acknowledge children’s success!

# School Safety

- Should there ever be a drill or lockdown, all volunteers **must** follow protocol, whether it be exiting the **building** or locking yourself inside a classroom.
- Safety and Crisis Protocols will be covered during on-site orientations.



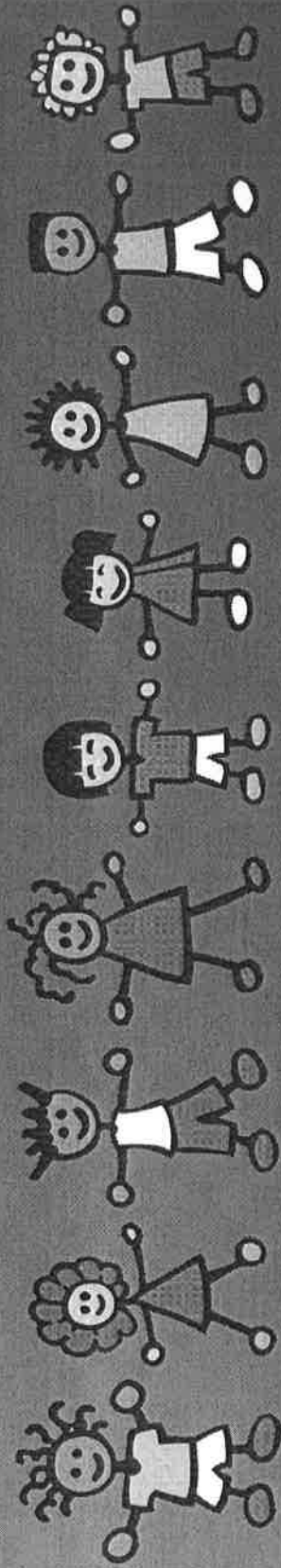
# QUESTIONS?



Should you have any questions later on, contact your  
school office or staff supervisor!

OR

Assistant Superintendent, Pender Makin  
319-1900



# THANK YOU!

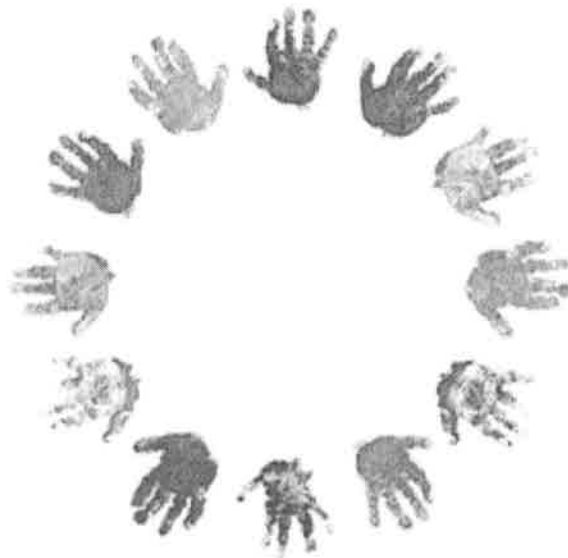
For becoming a positive addition to our schools and our children's education!

We couldn't do it without people like you.



# Brunswick School Department Volunteer Handbook

*Brunswick School Department believes that our schools and our students benefit greatly from the support of our community and consider volunteers to be valuable resources. We are committed to providing meaningful, well-supported opportunities for community members to enrich our school programming through the diverse expertise and experience they offer.*



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School	Principal	Office Contact	Phone
Coffin Elementary (K-2)	Steve Ciembroniewicz sciembroniewicz@brunswick.k12.me.us	Sybill Brewer sbrewer@brunswick.k12.me.us	207-319-1950
Harriet Beecher Stowe (2-5)	Jean Skorapa jskorapa@brunswick.k12.me.us	Billie Jo Wallace bwallace@brunswick.k12.me.us	207-319-1960
Brunswick Junior High (6-8)	Walter Wallace wwallace@brunswick.k12.me.us	Anita Duffy aduffy@brunswick.k12.me.us	207-319-1930
Brunswick High School (9-12)	Shanna Crofton scrofton@brunswick.k12.me.us	Patricia Farnsworth pfarnsworth@brunswick.k12.me.us	207-319-1910

### A NOTE ABOUT CONFIDENTIALITY

Confidentiality is one of the most important aspects of being a volunteer with the Brunswick School Department. Protecting the privacy of all students and their families is the law as protected under the Family Educational Rights and Privacy Act (FERPA). **Please read through the entirety of Brunswick School Department's FERPA guidelines, included in pages 5-6, and indicate you have done so with a signature and witness signature.** For more in depth information on this law, visit Maine DOE's website: <http://www.maine.gov/doe/specialed/support/policies/faq/ferpa.html>

Remaining confidential is essential and no information about students may be shared with others outside of the school. Should you observe anything that raises concern, please go directly to your school's principal.

## FREQUENTLY ASKED QUESTIONS

**Who Volunteers?** Anyone can volunteer who is passionate and eager to make a difference in children's lives! Volunteers are an essential part of making Brunswick schools successful. Volunteers may be parents, family members, college students, retired individuals, or simply a community member. Wherever you're coming from, come share your knowledge!

**Are There Any Requirements Needed to Become a Volunteer?** This depends on the level of volunteering you will be doing. You may be serving as a one-time volunteer or a regular basis volunteer (see page 4 for details surrounding these types of volunteering). If you will be serving as a regular basis volunteer you will be asked to have a Criminal History Check.

**How Do I Volunteer?** Refer to the points of contact table on page 2 for who to get in touch with or for more information on volunteer needs. You may also contact Brunswick School Department's volunteer coordinator in Central Office at 46 Federal Street or 319-1900 ext. 1004.

**Who Will Be Supervising My Volunteer Experience?** Guidance may come from the staff member who you will be serving alongside- this may be a teacher, district staff member, or in some cases, the principal.

**What Can be Expected of me as a Volunteer?** This depends on what capacity you will be volunteering in! However, there are some foundational guidelines that will be asked of all volunteers. These include:

- All volunteers will be asked to maintain a kind disposition around students.
- Limit personal use of technological devices, including cell phones, laptops, etc. Unless using said resources for classroom purposes as supervised by a staff member. Additionally, **recording or photographing of students is never allowed.**
- Please understand that you will be an example for students. With that in mind behavior, language, and appearance must be appropriate throughout your entire visit.
- Your unique perspectives will be valued in the classroom, but be sure to keep your contributions in line with your teachers'/ supervisors' lessons and goals. We hope you always feel comfortable checking in with them if you are unsure about your job or directions!

**What Should Volunteers Expect of Students?** All students within Brunswick Schools should show respect and kindness. If ever you witness discouraging, disrespectful, or unsafe behavior, please report it to your supervising staff member right away.

That being said...

**Should a Volunteer Ever Discipline a Student?** Beyond seeking cooperation from students, disciplining is solely up to your supervising staff member. Help should always be close by!

*If any questions have gone unanswered, please do not hesitate to contact your school of interest for guidance. Your needs as a valued volunteer are very important to us!*

## Types of Volunteering

- **One Time Volunteer**

Anyone who is serving as a volunteer on a limited basis or under the direct supervision of a district staff member as a one-time presenter, visiting guest, library assistant, or one-time aide would qualify as a one-time volunteer.

- **Regular Basis Volunteer**

Anyone who will be volunteering in Brunswick schools on a regular bases will be asked to have a Criminal History Check through the Maine Department of Public Safety. All results will remain strictly confidential. Example of regular basis volunteering may include serving as a classroom aide, library aide, lunchroom support, mentor, chaperone, tutor for individuals or small groups, or an afterschool program advisor/ coach.

- **Requirements for One Time and Regular Basis Volunteers:**

- Submit the Volunteer Confidentiality Agreement before starting as a volunteer.
- Check in at the school's front office before and after every visit.
- *A Criminal History Record Check release form will be required of regular basis volunteers.*

**Brunswick School Department**  
**School Volunteer Confidentiality Agreement**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) final regulations prohibit the sharing of student information and educational records without specific parent permission.

As a volunteer in our schools, you may encounter sensitive information due to self-disclosure by students, direct observation of activities, or by other means. This could include names of students, special programming provided to students, academic work, and/or behavioral information. It is critical that you treat such information with extreme confidentiality.

If you are concerned about a student's well-being, based on information you encounter during your volunteer work, please immediately report this to a school staff member.

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**Volunteer Confidentiality Statement:**

The importance of confidentiality with respect to all student information has been explained to me. I understand the confidential nature of information that may be gleaned during classroom visits, interactions with students, and observation of classroom activities, and I understand the legal and ethical importance of protecting all such information. I will not share any personally identifying information about any student with other individuals or agencies.

---

(Volunteer Signature)

---

(Date)

---

(Witness Signature)

---

(Date)

**Brunswick School Department  
Volunteer Application**

Full name: \_\_\_\_\_  
(Please print) (Last) (First) (MI)

Maiden name or alias: \_\_\_\_\_ Phone (H): \_\_\_\_\_ (C) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
(Street) (Town) (Zip Code)

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Tel. (H): \_\_\_\_\_

Which school(s) would you most like to serve in? (Please check all that apply):

School	Yes/ No	Grade Level Preference (if any)
Coffin Elementary		
Harriet Beecher Stowe		
Brunswick Jr. High		
Brunswick High		
District-Wide/ No Preference		

Do you have any pertinent experience? If so, what experience do you have? (Such as having a child of your own, previous teaching or volunteer experience, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Handbook 2016**

**If applying for Regular Volunteer Status:**

My signature below grants authorization for Brunswick School Department to perform a background check through the Maine Department of Public Safety. Findings will remain confidential.

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed forms to the superintendent's office at  
46 Federal Street, Brunswick, ME 04011**

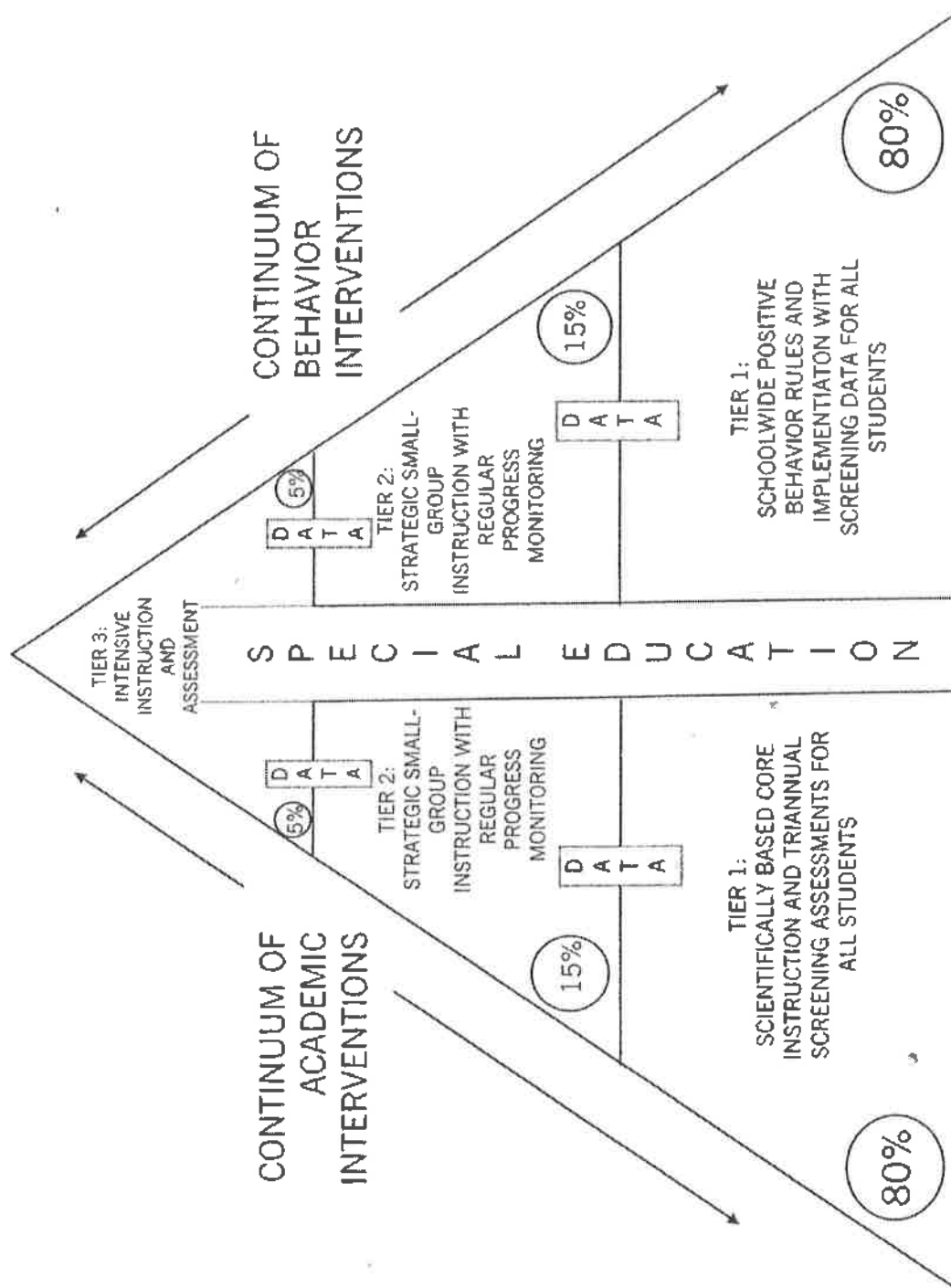
For HR use only: CHRC complete. [ ]	Applicant approved	Yes [ ]	No [ ]
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# K-12 School Based Data Work - Principals

March 9, 2016



## What Is Response to Intervention?



**Formative Data:** “assessment for learning”; affects instruction

**Summative Data:** “assessment of learning”; measure of student achievement

## K-12 Data Themes:

- We know all our students well; data is used to inform decisions on an individual basis
- Data supports programming and decision making for students at all levels of need
- Our socio-economically challenged students are disproportionately represented in the lower academic quartiles
- Our Special Education students are disproportionately represented in the lower academic quartiles
- Extended K-12 learning opportunities are needed (beyond the traditional school day/year)

Coffin Elementary School	Harriet Beecher Stowe School	Brunswick Junior High School	Brunswick High School
<ul style="list-style-type: none"> <li>• Teacher Developed Assessments</li> <li>• Common Writing Prompts</li> <li>• AIMSweb (M and R)</li> <li>• Progress monitoring probes</li> <li>• Developmental Reading Assessment (DRA)</li> <li>• Letter ID; Letter Sound; Writing Vocabulary</li> <li>• Math in Focus Chapter Tests</li> <li>• Math Fluency</li> <li>• COGAT (2<sup>nd</sup> grade)</li> <li>• ODR/CUB behavior data</li> <li>• ESI-K (K screening)</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Developed Assessments</li> <li>• Common Writing Prompts</li> <li>• AIMSweb (M and R)</li> <li>• Progress monitoring probes</li> <li>• Developmental Reading Assessment (DRA)</li> <li>• Math in Focus Chapter Tests</li> <li>• Maine Educational Assessment (ELA/M/Sc/W)</li> <li>• Math Fluency</li> <li>• COGAT</li> <li>• MAZE</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Developed Assessments</li> <li>• Common Writing Prompts</li> <li>• STAR 360 (M and R)</li> <li>• Progress monitoring probes</li> <li>• Maine Educational Assessment (ELA/M/Sc/W)</li> <li>• COGAT</li> <li>• Peer-to-peer behavior reports</li> <li>• MIYHS Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Developed Assessments</li> <li>• Common Writing Prompts</li> <li>• STAR 360 (M and R)</li> <li>• Progress monitoring probes</li> <li>• Scholastic Assessment Test (SAT)</li> <li>• Preliminary Scholastic Aptitude Test (PSAT)</li> </ul>
Programming Implications	Programming Implications	Programming Implications	Programming Implications

# Coffin Elementary School

- Teacher Developed Assessments
- Common Writing Prompts
- AIMSweb (M and R)
- Progress monitoring probes
- Developmental Reading Assessment (DRA)
- Letter ID; Letter Sound; Writing Vocabulary
- Math in Focus Chapter Tests
- Math Fluency
- Cognitive Abilities Test (CogAT) - 2<sup>nd</sup> grade
- ODR/CUB behavior data
- Early Screening Inventory-Kindergarten (ESI-K)

## Programming Proposals:

- 1.5 Response to Intervention Math/Literacy Teachers
- Summer 'Cub Camp' Math/Literacy Program



# Harriet Beecher Stowe School

- Teacher Developed Assessments
- Common Writing Prompts
- AIMSweb (M and R)
- Progress monitoring probes
- Developmental Reading Assessment (DRA)
- Math in Focus Chapter Tests
- Maine Educational Assessment (ELA/M/Sc/W)
- Math Fluency
- Cognitive Abilities Test (CogAT)
- MAZE

## Programming Proposals:

- Summer Math Camp
- Summer Reading Camp
- Afterschool Homework Club

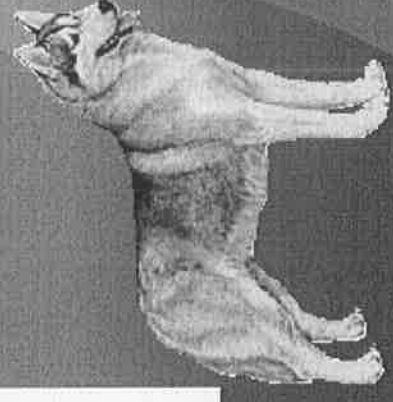


# Brunswick Junior High School

- Teacher Developed Assessments
- Common Writing Prompts
- STAR 360 (M and R)
- Progress monitoring probes
- Maine Educational Assessment (ELA/M/Sc/W)
- Cognitive Abilities Test (CogAT) - 2<sup>nd</sup> grade
- Peer-to-peer behavior reports
- Maine Integrated Youth Health Survey (MIYHS)

## Programming Proposals:

- Summer Math/Reading Camp
- Special Education Resource Teacher
- Behavior Ed Tech III – RTI
- Late Bus

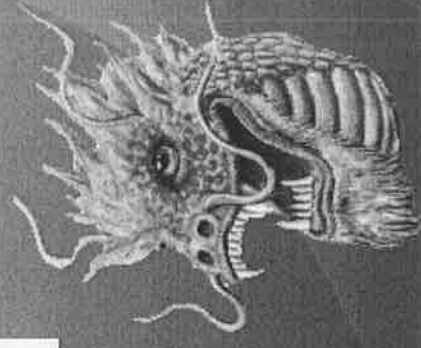


# Brunswick High School

- Teacher Developed Assessments
- STAR 360 (M and R)
- Progress monitoring probes
- Scholastic Assessment Test (SAT)
- Science Augmentation
- Preliminary Scholastic Aptitude Test (PSAT)

## Programming Proposals:

- .5 Social Worker
- .5 Math Teacher



# Classroom Data

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1.NE1.4	1.OA.3	1.OA.3	1.OA.3	1.OA.1	1.OA.1	1.OA.6	1.OA.6	1.OA.6	1.OA.7	1.OA.7	1.OA.7	1.OA.1	1.OA.1
Student Name	1	2	3	4	5	6	7	8	9	10	11	12	Score
Abe	2	2	0	0	2	2	2	0	0	2	2	3	17
Barbara	2	2	2	2	0	2	2	0	0	2	2	3	19
Cathy	2	2	2	2	2	2	2	2	0	0	2	3	21
	2	2	2	2	0	2	0	2	0	0	0	1	13
	2	2	2	2	0	2	2	0	0	0	1	0	13
	2	2	2	2	2	2	2	2	2	2	2	3	25
	2	2	2	2	2	2	2	2	2	2	2	3	25
	2	0	2	2	2	2	2	0	2	2	2	3	21
	2	2	2	2	0	2	2	0	0	0	2	3	17
	0	2	2	0	2	2	2	2	0	2	2	3	19
	2	2	2	2	2	2	2	2	0	0	2	3	21
	2	2	2	2	0	0	0	0	0	0	0	3	11
	2	0	2	0	0	2	0	2	0	0	1	1	10
	2	0	2	2	0	2	2	2	0	0	1	1	14
	2	2	2	2	0	2	2	2	0	2	2	1	19
	2	2	2	2	0	2	2	0	2	2	0	1	17
	2	0	0	0	0	2	0	0	0	0	0	0	4
Question Type:	B	B	B	OA	N	B	B	B	N	N	B	N	
Total Correct:	16	14	14	13	7	16	13	9	4	8	12	12	17
% Correct:	94	87	87	76	41	94	76	53	24	47	68	69	



# Grade Level Data---Reading

## Teacher X—Second Grade

Nov	6 / 29%	3 / 14%	12 / 57%	
Mar				
Jun				
Total Nov. 180	57 / 32%	32 / 18%	91 / 50%	
November Benchmark M= 20				



# Subject Area Analysis--Reading

## 2013-2014

Grade	Below	Meets	Exceeds
Kindergarten DRA Text Level Nov	24 / 14%	19 / 11%	133 / 75%
Kindergarten DRA Text Level Mar	25 / 14%	36 / 21%	113 / 65%
Kindergarten DRA Text Level Jun	11 / 6%	78 / 45%	84 / 49%
First Grade DRA Text Level Nov	48 / 28%	50 / 30%	70 / 42%
First Grade DRA Text Level Mar	41 / 25%	54 / 32%	73 / 43%
First Grade DRA Text Level Jun	30 / 17%	56 / 33%	86 / 50%
Second Grade DRA Text Level Nov	61 / 33%	31 / 17%	94 / 50%
Second Grade DRA Text Level Mar	52 / 28%	37 / 20%	99 / 52%
Second Grade DRA Text Level Jun	54 / 29%	60 / 32%	74 / 39%
Third Grade DRA Text Level Nov	61 / 33%	34 / 19%	88 / 48%
Third Grade DRA Text Level Mar	46 / 25%	41 / 23%	95 / 52%
Third Grade DRA Text Level Jun	45 / 25%	56 / 31%	81 / 44%
Fourth Grade DAZE Nov	35 / 19%	24 / 13%	125 / 68%
Fourth Grade DAZE Mar	38 / 21%	49 / 27%	96 / 52%
Fourth Grade DAZE Jun	42 / 23%	39 / 22%	100 / 55%
Fifth Grade DAZE Nov	43 / 23%	29 / 16%	113 / 61%
Fifth Grade DAZE Mar	54 / 30%	31 / 17%	95 / 53%
Fifth Grade DAZE Jun	48 / 27%	47 / 26%	85 / 47%

Chapter 1: Numbers to 10  
Grade 1 Test Prep

**Notes:**  
#7 - 1 point for word attempt "eight"  
#8 - add quadrant to clarify problem