

**Brunswick School Board**  
**MINUTES**  
Thursday, November 12, 2015  
7:00 p.m.  
Council Chambers  
Town Hall  
85 Union Street

School Board Members Present: William Thompson, Chair; Joy Prescott, Vice Chair; Brenda Clough; Janet Connors; Richard Ellis; Teresa Gillis; James Grant; Sarah Singer

School Board Members Absent: Corinne Perreault; 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; Jean Skorapa, HBS Principal; Shanna Crofton, BHS Principal; Bob VanMilligan, BHS Science teacher; Maria Palopoli, HBS Science teacher; Suzie Ring, BJHS Science teacher; Bob Goddard, BHS Social Studies teacher; Susan Alexander, Administrative Assistant

Guests: Lyndon Keck, PDT; Kate Kalajainen, AAE Board Chair; Kristi Hatrick, AAE Executive Director; Brunswick Police Officer, Terry Goan; members of the community and press.

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

Mr. Thompson called the meeting to order at 7:00p.m., led the Pledge of Allegiance and asked for a roll call.

**Pledge of Allegiance**

**Attendance/Roll Call**

**Adjustment to the Agenda**

Remove the October 20 Facilities Minutes from the Consent Agenda.

Add the Proposal for Service from Lyndon Keck to Old Business.

Under recognition in the Superintendent's Report the grant was to Coffin School not HBS.

Table the CIP document.

Ms. Prescott is giving the Curriculum update for Ms. Perreault.

**Consent Agenda Action**

**\*81. Consideration of the Minutes:**

Approval of the Minutes of September 23, 2015

Approval of the Minutes of October 14, 2015

Approval of the Minutes of October 20, 2015 Facilities Meeting

Approval of the Minutes of October 21, 2015 Workshop

Motion: Connors      Second: Grant      Vote: Unanimous of the Board members present.

## Old Business

Report on building renovations/repair or replacement – Lyndon Keck

Mr. Keck reviewed Phase 1 of the work his company completed which included updating costs for the previous work done on the Jordan Acres site; updating costs for the various renovations to Coffin School and the Junior High School that were previously presented to the Board; and simplifying the plan for Jordan Acres that was previously presented in June 2014. Phase 2 could be completed by the end of January, which includes referendum work, etc. There was much discussion among the Board members regarding costs, major renovations, new building on the JA site, and energy efficiency.

### 82. Consideration to accept taking money from Contingency Fund to pay for architects' work

Motion: Grant      Second: Clough      Vote: Unanimous of the Board members present.

Voted to approve money from Contingency Fund to pay architects, then Facilities Committee will meet and bring their recommendation back to the full board.

Board members preferred to wait until after the Facilities Committee Meeting to decide on a June or November referendum.

## Communications/Correspondence

### Public Participation

Richard Fisco believes that schools should last longer than 40 years. He expressed concern that today we replace instead of repair.

### Superintendent's Report

#### a. Building and Equipment Use:

- Aspire Program - use of HBS
- Girls on the Run - use of HBS music room
- Girl Scouts of America – use of schools
- Brunswick Parks and Recreation – use of schools
- Big Brothers Big Sisters – use of HBS library
- Coastal Maine Women's Basketball and CMGDR – use of high school gym & cafeteria
- Bath Area Family YMCA – use of high school cafeteria
- Portland Symphony Orchestra – use of Crooker Theater
- Midcoast Youth Theater - use of Crooker Theater

#### b. Donations:

- 26 new painting t-shirts to be used as art smocks to HBS - Sherwin-Williams, Brunswick
- to the BJHS Music and Art Departments – Mr. Mark Battle & Ms. Kathryn Thorson

Mr. Perzanoski thanked them for their generosity. It is very much appreciated.

#### c. Recognition:

Safety Enhancement Grant Approval for Ergonomic Workstations at HBS

#### d. Science Standards Recommendation

Bob VanMilligan, Maria Palopoli, and Suzie Ring gave a presentation to the Board on the Next Generation Science Standards. Brunswick is about to embark on a Rewrite of the K-12 Science Curriculum and while still honoring the Maine State Learning Results, they would like the Board to grant them permission to align this rewrite with the Next Generation Science Standards.

83. Consideration and support of the Next Generation Science Standards

Motion: Grant                      Second: Prescott                      Vote: Unanimous of the Board members present

e. Exchange Students' NYC Trip Update – Bob Goddard

Mr. Goddard is planning a school sponsored NYC trip for the current BHS exchange students. The nine exchange students involved come from China, Moldova, Ukraine, Argentina, Brazil, and Germany and may not have a chance to go to NYC otherwise.

84. Consideration and support of School Sponsored Trip to NYC with BHS Exchange Students

Motion: Grant                      Second: Connors                      Vote: Unanimous of the Board members present.

f. Arts Are Elementary Update – Kristi Hatrick

Kate Kalajainen and Kristi Hatrick gave an update on Arts Are Elementary. They have brought in artists to all K-5 classrooms in Brunswick. Residencies are tied to the curriculum.

g. Budget Update – Mr. Oikle

We had a clean audit for last year's budget and ended with a surplus of \$853,000. This year is going well. Budget guidelines for next year's budget should go out to the schools soon.

There was discussion regarding the procedure for approving any transfer exceeding 5% of any warrant line.

85. Consideration of statement requiring the full Board to approve any budget transfer exceeding 5% of any warrant line.

Motion: Ellis                      Second: Connors                      Vote: Unanimous of the Board members present

Voted to require the full Board to make the approval for any transfer exceeding 5% of any warrant line.

h. Surplus – Mr. Caron

Mr. Caron requested that he be allowed to either sell or scrap surplus equipment that has been at the high school since it was built: a rear mount sweeper, a rear mount mower deck, and an old spike aerator.

86. Consideration and support of Mr. Caron's request to sell or scrap surplus equipment listed above.

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

i. Track repair proposals – Mr. Caron

Track repair has been part of the Capital Improvement Plan. In order to do a proper track repair, Mr. Caron would like to do a site survey with soil testing and core sampling of the base materials under the track. After seeking proposals from Huntress Associates and FST (Fay, Spofford & Thorndike), Mr. Caron would like to make a recommendation that we contact Huntress Associates for a track study which would cost \$32,250.

87. Consideration and support to move forward with the BHS track study.

Motion: Ellis                      Second: Connors                      Vote: 7-0 (Prescott recused herself from vote)

- j. Professional Development Report – Pender Makin  
All of the Professional Development time that is built into our schedule has been dedicated to mandated trainings and changes that are happening under Option 6. There is very little time during teachers' regular schedule for professional development which would enhance their practice in other ways. In order to encourage our teachers to engage in outside-of-school time targeted professional development, we are engaging the use of local experts to provide training on evenings, weekends, or vacation days. We are also trying to maximize the in-house expertise that we have on our staff by allowing the use of some of the curriculum pay to go to teachers who volunteer and are willing to plan, prepare, and present workshops to train their peers. These are teachers that are going above and beyond and we would otherwise be paying someone outside of the district to come in to teach these workshops.

Ms. Clough would like to go on record that she hopes "we are going to maximize our professional development money for other things than things that we have already spent a lot of money on".

- k. Holiday Office Closure  
Office will be closed Thursday and Friday for Thanksgiving.  
Office will be closed December 24 and December 25 this year.

### **Discussion and Possible Action**

#### **Board Chair's Report**

There was an election since the last meeting and Ms. Perreault and Ms. Prescott were re-elected, and Ms. Gillis was elected to the Board. There was also an election at the Maine School Board Association and Mr. Grant was elected as their president elect. He will hold that position for the next year.

#### **Committee Reports**

- a. Personnel & Negotiations Committee – Mr. Thompson  
Meeting was held this evening and they continue to move forward and will hopefully have an update for the full Board in December.
- b. Policy & Planning Committee – Ms. Prescott  
There are three policies that they are looking at for possible revision and will probably come before the Board in February: Administering medicines, curriculum adoption, and sponsorship and advertising in the schools.

Strategic Planning is underway and there are three more meetings that she would encourage community members to attend: Tomorrow from 3-5pm at Region 10; and next Thursday from 10am-noon at Curtis Memorial Library and 6-8pm at the Perryman Community Center.

- c. Curriculum & Program Development Committee – Ms. Prescott  
The committee met on October 29 and heard a presentation from the science staff that presented tonight and also received a report on the summer curriculum work that was done. Next meeting will be November 18 at 9am.
- d. Facilities and Maintenance Committee – Mr. Ellis  
The committee met and discussed the track which was brought to the Board tonight. There was also a discussion about the CIP and the Facilities Master Plan. They would like to have as many Board members as possible to attend the next committee meeting. It is tentatively set for November 17.
- e. Budget & Finance Committee – Mr. Ellis  
The committee met and talked about the language for the transfer process which was brought to the Board tonight. They also discussed the carry-over of state funds, the planning of the 2016-17

budget process, and the budget meeting dates. The draft budget needs to be at the town by April 1<sup>st</sup>. The next meeting date will be in January.

f. **Student Services Committee – Ms. Clough**

The committee met on November 6 and resurrected the preschool proposal that was back in 2011. They also heard an update from the Student Services Director regarding the enrollment process for alternative ed and the academy, and professional development needs for Special Education staff. Results from a technology survey of the schools was given, and they also discussed the need for social workers in schools.

**New Business**

Consideration and possible approval of CIP document - TABLED

**Calendar/Announcements**

Dates for musicals at BHS and BJHS were given.

Mr. Ellis will be playing "Mr. Bumble" in *Oliver* at Crooker Theater from December 3-6.

Tomorrow night the BHS football team will be playing in the Eastern Maine Championship.

**Future Agenda Items**

A solar report will be given to the Board next Wednesday.

Cub Camp Update for possibly the December or January meeting.

The Board has a Special Meeting next Wednesday at 6:30pm.

**Adjournment**

By unanimous consent the meeting adjourned at 9:30 p.m.



Paul K. Perzanoski, Secretary

BRUNSWICK SCHOOL DEPARTMENT

Brunswick, Maine 04011

Brunswick School Board

**Special Meeting**

**MINUTES**

November 18, 2015

6:30 p.m.

Council Chambers

Town Hall

85 Union Street

School Board Members Present: William Thompson, Chair; Joy Prescott, Vice Chair; Brenda Clough; Teresa Gillis; James Grant; Corinne Perreault; Sarah Singer

School Board Members Absent: Janet Connors; Rich Ellis

Staff Members Present: Paul Perzanoski, Superintendent; Pender Makin, Assistant Superintendent; Paul Caron, Director of Facilities and Transportation; Shanna Crofton, BHS Principal; Walter Wallace, BJHS Principal; Lisa Cushman, BJHS Assistant Principal; Jean Skorapa, HBS Principal; Steve Ciembroniewicz, Coffin Principal; Cheryl White, Administrative Consultant; John Paige, Curriculum Coordinator

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

Mr. Thompson called the meeting to order at 6:35 p.m., led the Pledge of Allegiance and asked for a roll call.

**Adjustments to the Agenda**

None

**Proposal by ReVision Energy**

Geoff Sparrow, Director of Engineering of ReVision Energy gave an overview to the Board about the project. The Board asked questions about the project.

86. Discussion and possible action to accept the donation of a 10-panel system from ReVision Energy.

Motion: Prescott    Second: Perreault    Vote: 5-2 (Clough, Thompson opposed)

Voted to accept the donation of a 10-panel solar system from ReVision Energy.

**Maine Hunger Prevention**

Superintendent Perzanoski gave background as to how the project for a Sunday Supper came about. Ethan Minton, Program Director, gave an overview of hunger in the Brunswick community and why it is important to support a Sunday Supper once per month.

87. Consideration of support for Sunday Supper concept at least monthly.

Motion: Singer      Second: Grant      Vote: Unanimous of the Board members present

Voted to approve and support the Sunday Supper concept at least monthly.

**Interdisciplinary Study - 7<sup>th</sup> Grade Jewell Team**

Walter Wallace and teachers Carla Shaw, Beth York, Sue Lamdin, and Peg Acheson presented their work to the School Board about expeditionary learning. They answered the School Board's questions.

**CIP document**

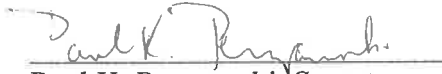
Mr. Caron reported on the content and development of the Capital Improvement Plan and answered the School Board's questions.

**"What Constitutes Curriculum?" – Pender Makin**

Pender Makin, Cherie White, and John Paige discussed the process and definition of developing curriculum. They also discussed how it has evolved over the last 40 years. They answered the School Board's questions.

**Adjournment**

By unanimous consent the meeting adjourned at 8:40 p.m.

  
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Paul K. Perzanoski, Secretary  
Brunswick School Board

## **KHB**

### **Paid Advertising**

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 Brunswick School Department, including messages that encourage students 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 group 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 unhealthy behavior
10. Promote any religious or political organization
11. Contradict any BSD 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.

PROPOSED

**BRUNSWICK SCHOOL DEPARTMENT  
REVENUE AND EXPENSE REPORT FOR NOVEMBER 2015**

School Year 2015-16

Revenues	Annual Budget	Revenues through 11/30/2015	Remaining Bal.	% Collected
Unapprop. 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	2,970,630.64	6,855,450.36	30.23%
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	7,977.52	94,022.48	7.82%
Misc.	93,000.00	14,163.99	78,836.01	15.23%
Other	61,000.00	61,000.00	0.00	100.00%
<b>Total Revenue</b>	<b>36,525,855.00</b>	<b>29,497,546.15</b>	<b>7,028,308.85</b>	<b>80.76%</b>

Expenses By Warrant Number	Budget Approved 6/10/2015	Adjustments	Revised Budget	Expended Through 11/30/2015	Remaining Bal.	% Expended
1 Regular Instruction	15,676,015.92	0.00	15,676,015.92	4,182,957.08	11,493,058.84	26.68%
2 Spec. Ed. Instruction	4,927,034.94	0.00	4,927,034.94	1,338,507.18	3,588,527.76	27.17%
3 CTE	785,399.00	0.00	785,399.00	393,190.62	392,208.38	50.06%
4 Other Instruction	727,958.55	0.00	727,958.55	193,387.59	534,570.96	26.57%
5 Student & Staff Support	3,486,944.34	0.00	3,486,944.34	1,263,543.25	2,223,401.09	36.24%
6 System Administration	903,920.00	0.00	903,920.00	381,392.14	522,527.86	42.19%
7 School Administration	1,484,214.50	0.00	1,484,214.50	600,247.98	883,966.52	40.44%
8 Transportation	1,892,811.74	0.00	1,892,811.74	672,887.36	1,219,924.38	35.55%
9 Operation & Maintenance	4,569,917.75	0.00	4,569,917.75	1,746,431.59	2,823,486.16	38.22%
10 Debt Service	1,889,239.26	0.00	1,889,239.26	0.00	1,889,239.26	0.00%
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	0.00	121,399.00	0.00%
<b>Total Budget</b>	<b>36,525,855.00</b>	<b>0.00</b>	<b>36,525,855.00</b>	<b>10,833,544.79</b>	<b>25,692,310.21</b>	<b>29.66%</b>

COOPERATIVE AGREEMENT

for the

MAINE REGION TEN TECHNICAL HIGH SCHOOL

(Eastern Cumberland-Sagadahoc County)

Revised June 17, 1981 - Withdrawal of S.A.D. #62

Policy No. 101

(TO BECOME EFFECTIVE JULY 1, 1981)

Revised January 18, 2006

Revised January 21, 2009

Revised October 21, 2009

Revised September 1, 2010

Revised April 27, 2011

Revised \_\_\_\_\_, 2015

### Preamble

In accordance with the Revised Statutes of the State of Maine, Title 20-A, Chapter 307313, Subchapter 4, Sections 8451-8468, ~~Section 2356-A-J~~, and the guidelines contained in this agreement, a Cooperative Board of Directors shall be established to administer a technical education delivery system for Eastern Cumberland-Sagadahoc County, henceforth known as Maine Region Ten Technical High School and containing the school units of Regional School Unit No.75 (Bowdoin, Bowdoinham, Harpswell, and Topsham), Brunswick, and Regional School Unit No.5 (Freeport, Durham, Pownal).

### Section A: Purpose

The purpose of Maine Region Ten Technical High School shall be to deliver a program of technical education which may consist of programs at the secondary level through grade 12, and part-time or evening programs for out-of-school youth and adults, any of which must operate in accordance with Title 20-A, Chapter 307313, Sections ~~2356-A~~8451 to 2356-~~J~~8468.

### Section B: Cooperative Board of Directors

The conduct of business of Maine Region Ten Technical High School shall be vested in a Cooperative Board of Directors (hereafter referred to as the Board). Representation to the Board shall comply with the "one person, one vote" principle. The number to serve on the Board from each participating administrative unit shall be determined on the basis of proportion to population. The Board shall consist of nine (9) members as follows: Brunswick shall be represented by four (4) members; R.S.U. No.75 shall be represented by three (3) members; R.S.U. No.5 shall be represented by two (2) members.

The School Board or Board of Directors of each participating administrative unit shall appoint its representatives to the Board. The method to be used by the member units to appoint their representation to the Board shall be determined by the member units' School Board or Board of Directors, except that at least one (1) member appointed to serve on the Board shall also be a voting member of the local member unit's School Board or Board of Directors. Representatives shall have a term of one (1) year. This appointment shall be carried out at the annual organizational meeting held in the respective administrative units. Said term to begin on the date of the Maine Region Ten Technical High School Board's annual organization meeting, which shall be in July, and expiring on the date of the annual organizational meeting the following year. In the event that a vacancy should occur on the Board the respective member administrative unit shall appoint another member to fill the vacancy for the unexpired term.

The superintendents of the participating administrative units shall serve as an advisory committee to the Board. ~~They shall nominate one superintendent from their number to serve as Designated Superintendent, who, subject appointment by the Board, shall perform the statutory duties of the chief administrative officer. Said Designated Superintendent shall serve for one year, appointed annually by the Board, and without salary for said duties. Said term to begin on the date of the Maine Region Ten Technical High School Board's annual organizational meeting, which shall be in July, and expiring on the date of the annual organizational meeting the~~

~~following year.~~ The Board shall appoint the Director/ Superintendent of Technical Education as the Chief Administrative Officer for the Region.

Section C: Powers and Duties of the Board

The Board shall adopt such by-laws, rules, and regulations for the calling and holding of meetings and the administration of its affairs as it deems appropriate and necessary to effectuate the purposes of this agreement.

Section D: Quorum and Weighted Votes

A majority of the Board shall constitute a quorum for the purpose of transacting business.

The Board will apportion 1,000 votes among all members. The ratio of the number of votes able to be cast for the Board members representing a member unit at a Board meeting in relation to the number 1,000 shall be the same ratio to the nearest whole number as the population of the member unit is in relation to the population of all units in the Region as determined by the latest Federal Decennial Census.

In a member unit served by two (2) or more Board members, the votes able to be cast by them shall be divided equally among them.

Effective July 1, 2011 through June 30, 2021:

<u>Unit</u>	<u>Pop.</u>	<u>Pop.%</u>	<u>Weighted Votes</u>		<u>Total Members</u>		<u>Each Member</u>
			<u>Votes</u>				
Brunswick	20,278	38.29	382.9	-	4	=	95.7
R.S.U. No.75	19,474	36.78	367.8	-	3	=	122.6
R.S.U. No.5	13,201	24.93	249.3	-	2	=	124.7
<hr/>							
	52,953	100.00	1000.0	0	9		1000.00

Section E: Officials of the Board

The Board shall annually elect a Chairman, Vice-Chairman, ~~and Secretary.~~ The Director/Superintendent of Technical Education Director shall be the Secretary and Treasurer. The Chairman of the Board shall appoint sub-committees from the membership of the Board.

The Finance Committee shall be a standing committee of the Cooperative Board. Said Committee will have four (4) members. Each participating unit shall be represented by one member on of the Finance Committee. The Treasurer of the Board shall be an ex-officio member of the Finance Committee and the Chairman shall be appointed by the Board Chairman. The Finance Chairman and at least one member of the Finance Committee shall approve all payrolls and warrants of the Board.

Section F: Administration

The Director/ Superintendent of Technical Education for Maine Region Ten Technical High School, and such other personnel as the Board deem necessary, ~~upon nomination by the Designated Superintendent of the Board,~~ shall be elected, by a majority vote of those members of the Board present and voting. The Board, in addition, may contract for those services it deems necessary.

The Director/ Superintendent of Technical Education shall have the duties, powers, and responsibilities with respect to vocational education ~~under the direction and supervision of the Designated Superintendent of the Board,~~ within the policies and guidelines established by the Board and the State Department of Educational and Cultural Services. The work year and salary of the Director/ Superintendent of Technical Education shall be set by the Board. ~~His~~ The Director/ Superintendent's duties and responsibilities shall include:

1. Serve as the Chief Administrative Officer of the Region.
- 1.2. Administration and supervision of regional career/technical program.
- 2.3. Establishing and maintaining appropriate relationships with participating schools within the Region.
- 3.4. Preparation of the regional career/technical program budget, and approval of expenditures.
- 4.5. Coordination of Advisory Committees.
- 5.6. Scheduling technical programs.
- 6.7. Recruitment and admission of students for the regional career/technical programs.
- 7.8. Development of in-service programs for career/technical teachers.
- 8.9. Maintaining appropriate records and preparing required reports for the regional career/technical program.
- 9.10. Planning and supervision of career/technical programs for adult education.
- 10.11. Recommend on the appointment of staff for the regional career/technical program.
- 11.12. Evaluation of personnel and career/technical programs.
- 12.13. Performance of such other duties as may be required by the Board.
- 13.14. Serve as the Secretary and Treasurer of the Cooperative Board.

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Section G: Cost Sharing-Fiscal Year-Budgets-Other Fiscal Matters

The member units represented by Maine Region Ten Technical High School shall share the cost of operation and any other debts incurred by the Board. The method of sharing cost shall be on the basis of the most recent Federal Decennial Census of member unit populations. Each member unit shall pay in proportion to its percentage of the total Maine Region Ten Technical

High School.

Effective July 1, 2011 through June 30, 2021;

Cost Sharing Formula

<u>Unit</u>	<u>Population</u>	<u>%</u>
Brunswick	20,278	38.29
R.S.U. No 75	19,474	36.78
R.S.U. No.5	13,201	24.93
Total	52,953	100.00

The fiscal year for the Board shall be July 1 through June 30.

The annual budget shall be prepared by the Board prior to the earliest date of budget formulation of a member administrative unit.

When the budget of the Board has been tentatively approved by a majority vote of those members present and voting, each of the member administrative units and the Board shall act on said budget according to the procedures set forth by statutory regulations.

The Board may accept and expend monies other than those funds raised by member administrative units. The Board further shall have the authority to secure temporary loans for the operation of technical programs in anticipation of payments from participating units.

Section H: Amendments

The Cooperative Board, in conjunction with the Superintendents Advisory Committee, shall annually review the Cooperative Agreement. Any changes or amendments to the agreement, after advice from the Superintendents Advisory Committee, and ratification by a majority vote of all the School Committees or Board of Directors of the administrative units in Region Ten, shall amend the agreement by a majority vote of the Cooperative Board.

The procedure for amending Cooperative Agreement is as follows:

- The Board will mail the recommended change in the Cooperative Agreement to the Chairman of each administrative unit accompanied with the reasons for the suggested amendment(s).
- The administrative unit shall meet within thirty (30) days of the receipt of the recommended change and vote on the proposal.
- The Chairman of the administrative unit shall certify in writing to the Board whether the vote for amending the Cooperative Agreement was in the positive or the negative.
- The Board, at its next regular meeting, shall tabulate the results and determine if the Cooperative Agreement shall be amended. Any change or amendment must not be in violation of any existing statute of the State of Maine or regulation of the State Board of Education and Cultural Services.

#### BY-LAWS

1. REGULAR BOARD MEETINGS — Regular meetings of the Board shall be held on the third Wednesday of each month, or if such day is a legal holiday, on the following day or when the board authorizes a postponement.

Meetings shall be held at a time and place designated by the Chairperson. The election of officers will be on the agenda for the July meeting.

2. SPECIAL MEETINGS — Special meetings may be called at any time by the Chairperson or Director or by joint action of any five Board members. Written notice, when practical, shall be given each Board member at least four (4) days in advance of such meeting.
3. QUORUM — Five (5) members shall constitute a quorum for the transaction of business.
4. SUB-COMMITTEES — Sub-Committees may be appointed by the Chairperson to study certain matters. Sub-Committees shall be ad-hoc and advisory in nature. The Director shall serve as Secretary to all sub-committees.
5. AGENDA — The agenda shall be distributed by the Director/ Superintendent to Board members at least four (4) days prior to the regular meeting.

Cooperative Board members may have items on the printed agenda by contacting either the Chairperson of the Cooperative Board or the Director five (5) days prior to the scheduled meeting.



Non agenda items may be introduced as agenda adjustments. The Cooperative Board may consider introduced items, or defer to future Board meetings, but may only consider items for immediate action by majority vote of members present.

6. EXECUTIVE SESSION — a majority vote of the Board is required for executive session. No official action shall be taken in executive session. Executive session will comply with State Statutes.
7. MINUTES OF MEETING — Minutes consisting of a complete and accurate summary of each Board meeting and its actions shall be the responsibility of the Secretary and may be maintained by the Director/ Superintendent. A copy of the minutes of each regular and special meeting shall be distributed to each Board member as soon as possible. The Superintendents' Advisory Committee will receive a copy of said minutes. At the next regular meeting, The Board shall approve the minutes after it has been established that there are no errors or omissions.

Maine Region Ten Technical High School currently uses a digital recorder, which is erased by the recording of the next monthly meeting upon hard copy approval of the minutes of the Cooperative Board. A hard copy of the approved minutes is kept on permanent file.

Minutes of all meeting are open to public discussion.

8. PROCEDURES — In matters not covered by these by-laws, or other policies of the Board, the Chairperson shall have the authority to determine procedures.

#### ALTERATION OR AMENDMENTS TO BY-LAWS

These by-laws may be changed by a majority vote of the Board members present at a regular meeting, providing the proposed change has been presented to the members in writing, at least thirty (30) days prior to the meeting.

REVISED 11/19/08 \_\_\_\_\_, 2015

COOPERATIVE AGREEMENT

for the

MAINE REGION TEN TECHNICAL HIGH SCHOOL

(Eastern Cumberland-Sagadahoc County)

Revised June 17, 1981 - Withdrawal of S.A.D. #62

Policy No. 101

(TO BECOME EFFECTIVE JULY 1, 1981)

Revised January 18, 2006

Revised January 21, 2009

Revised October 21, 2009

Revised September 1, 2010

Revised April 27, 2011

Revised \_\_\_\_\_, 2015

## Preamble

In accordance with the Revised Statutes of the State of Maine, Title 20-A, Chapter 313, Subchapter 4, Sections 8451-8468, and the guidelines contained in this agreement, a Cooperative Board of Directors shall be established to administer a technical education delivery system for Eastern Cumberland-Sagadahoc County, henceforth known as Maine Region Ten Technical High School and containing the school units of Regional School Unit No.75 (Bowdoin, Bowdoinham, Harpswell, and Topsham), Brunswick, and Regional School Unit No.5 (Freeport, Durham, Pownal).

## Section A: Purpose

The purpose of Maine Region Ten Technical High School shall be to deliver a program of technical education which may consist of programs at the secondary level through grade 12, and part-time or evening programs for out-of-school youth and adults, any of which must operate in accordance with Title 20-A, Chapter 313, Sections 8451 to 8468.

## Section B: Cooperative Board of Directors

The conduct of business of Maine Region Ten Technical High School shall be vested in a Cooperative Board of Directors (hereafter referred to as the Board). Representation to the Board shall comply with the "one person, one vote" principle. The number to serve on the Board from each participating administrative unit shall be determined on the basis of proportion to population. The Board shall consist of nine (9) members as follows: Brunswick shall be represented by four (4) members; R.S.U. No.75 shall be represented by three (3) members; R.S.U. No.5 shall be represented by two (2) members.

The School Board or Board of Directors of each participating administrative unit shall appoint its representatives to the Board. The method to be used by the member units to appoint their representation to the Board shall be determined by the member units' School Board or Board of Directors, except that at least one (1) member appointed to serve on the Board shall also be a voting member of the local member unit's School Board or Board of Directors. Representatives shall have a term of one (1) year. This appointment shall be carried out at the annual organizational meeting held in the respective administrative units. Said term to begin on the date of the Maine Region Ten Technical High School Board's annual organization meeting, which shall be in July, and expiring on the date of the annual organizational meeting the following year. In the event that a vacancy should occur on the Board the respective member administrative unit shall appoint another member to fill the vacancy for the unexpired term.

The superintendents of the participating administrative units shall serve as an advisory committee to the Board. The Board shall appoint the Director/ Superintendent of Technical Education as the Chief Administrative Officer for the Region.

## Section C: Powers and Duties of the Board

The Board shall adopt such by-laws, rules, and regulations for the calling and holding of

meetings and the administration of its affairs as it deems appropriate and necessary to effectuate the purposes of this agreement.

Section D: Quorum and Weighted Votes

A majority of the Board shall constitute a quorum for the purpose of transacting business.

The Board will apportion 1,000 votes among all members. The ratio of the number of votes able to be cast for the Board members representing a member unit at a Board meeting in relation to the number 1,000 shall be the same ratio to the nearest whole number as the population of the member unit is in relation to the population of all units in the Region as determined by the latest Federal Decennial Census.

In a member unit served by two (2) or more Board members, the votes able to be cast by them shall be divided equally among them.

Effective July 1, 2011 through June 30, 2021:

<u>Unit</u>	<u>Pop.</u>	<u>Pop.%</u>	<u>Weighted Votes</u>		<u>Total Members</u>		<u>Each Member</u>
			<u>Votes</u>				
Brunswick	20,278	38.29	382.9	-	4	=	95.7
R.S.U. No.75	19,474	36.78	367.8	-	3	=	122.6
R.S.U. No.5	13,201	24.93	249.3	-	2	=	124.7
<hr/>							
	52,953	100.00	1000.0	0	9		1000.00

Section E: Officials of the Board

The Board shall annually elect a Chairman, Vice-Chairman. The Director/Superintendent of Technical Education shall be the Secretary and Treasurer. The Chairman of the Board shall appoint sub-committees from the membership of the Board.

The Finance Committee shall be a standing committee of the Cooperative Board. Said Committee will have four (4) members. Each participating unit shall be represented by one member on of the Finance Committee. The Treasurer of the Board shall be an ex-officio member of the Finance Committee and the Chairman shall be appointed by the Board Chairman. The Finance Chairman and at least one member of the Finance Committee shall approve all payrolls and warrants

of the Board.

#### Section F: Administration

The Director/ Superintendent of Technical Education for Maine Region Ten Technical High School, and such other personnel as the Board deem necessary, shall be elected, by a majority vote of those members of the Board present and voting. The Board, in addition, may contract for those services it deems necessary.

The Director/ Superintendent of Technical Education shall have the duties, powers, and responsibilities with respect to vocational education within the policies and guidelines established by the Board and the State Department of Educational and Cultural Services. The work year and salary of the Director/ Superintendent of Technical Education shall be set by the Board. The Director/ Superintendent's duties and responsibilities shall include:

1. Serve as the Chief Administrative Officer of the Region.
2. Administration and supervision of regional career/technical program.
3. Establishing and maintaining appropriate relationships with participating schools within the Region.
4. Preparation of the regional career/technical program budget, and approval of expenditures.
5. Coordination of Advisory Committees.
6. Scheduling technical programs.
7. Recruitment and admission of students for the regional career/technical programs.
8. Development of in-service programs for career/technical teachers.
9. Maintaining appropriate records and preparing required reports for the regional career/technical program.
10. Planning and supervision of career/technical programs for adult education.
11. Recommend on the appointment of staff for the regional career/technical program.
12. Evaluation of personnel and career/technical programs.
13. Performance of such other duties as may be required by the Board.
14. Serve as the Secretary and Treasurer of the Cooperative Board.

#### Section G: Cost Sharing-Fiscal Year-Budgets-Other Fiscal Matters

The member units represented by Maine Region Ten Technical High School shall share the cost of operation and any other debts incurred by the Board. The method of sharing cost shall be on the basis of the most recent Federal Decennial Census of member unit populations. Each member unit shall pay in proportion to its percentage of the total Maine Region Ten Technical High School.

Effective July 1, 2011 through June 30, 2021:

#### Cost Sharing Formula

	<u>Population</u>	<u>%</u>
Brunswick	20,278	38.29
R.S.U. No 75	19,474	36.78
R.S.U. No.5	13,201	24.93
Total	52,953	100.00

The fiscal year for the Board shall be July 1 through June 30.

The annual budget shall be prepared by the Board prior to the earliest date of budget formulation of a member administrative unit.

When the budget of the Board has been tentatively approved by a majority vote of those members present and voting, each of the member administrative units and the Board shall act on said budget according to the procedures set forth by statutory regulations.

The Board may accept and expend monies other than those funds raised by member administrative units. The Board further shall have the authority to secure temporary loans for the operation of technical programs in anticipation of payments from participating units.

#### Section H: Amendments

The Cooperative Board, in conjunction with the Superintendents Advisory Committee, shall annually review the Cooperative Agreement. Any changes or amendments to the agreement, after advice from the Superintendents Advisory Committee, and ratification by a majority vote of all the School Committees or Board of Directors of the administrative units in Region Ten, shall amend the agreement by a majority vote of the Cooperative Board.

The procedure for amending Cooperative Agreement is as follows:

- The Board will mail the recommended change in the Cooperative Agreement to the Chairman of each administrative unit accompanied with the reasons for the suggested amendment(s).
- The administrative unit shall meet within thirty (30) days of the receipt of the recommended change and vote on the proposal.
- The Chairman of the administrative unit shall certify in writing to the Board whether the vote for amending the Cooperative Agreement was in the positive or the negative.
- The Board, at its next regular meeting, shall tabulate the results and determine if the Cooperative Agreement shall be amended. Any change or amendment must not be in violation of any existing statute of the State of Maine or regulation of the State Board of Education and Cultural Services.

#### BY-LAWS

1. REGULAR BOARD MEETINGS — Regular meetings of the Board shall be held on the third Wednesday of each month, or if such day is a legal holiday, on the following day or when the board authorizes a postponement.

Meetings shall be held at a time and place designated by the Chairperson. The election of officers will be on the agenda for the July meeting.

2. SPECIAL MEETINGS — Special meetings may be called at any time by the Chairperson or Director or by joint action of any five Board members. Written notice, when practical, shall be given each Board member at least four (4) days in advance of such meeting.
3. QUORUM — Five (5) members shall constitute a quorum for the transaction of business.
4. SUB-COMMITTEES — Sub-Committees may be appointed by the Chairperson to study certain matters. Sub-Committees shall be ad-hoc and advisory in nature. The Director shall serve as Secretary to all sub-committees.
5. AGENDA — The agenda shall be distributed by the Director/ Superintendent to Board members at least four (4) days prior to the regular meeting.

Cooperative Board members may have items on the printed agenda by contacting either the Chairperson of the Cooperative Board or the Director five (5) days prior to the scheduled meeting.

Non agenda items may be introduced as agenda adjustments. The Cooperative Board may consider introduced items, or defer to future Board meetings, but may only consider items for immediate action by majority vote of members present.

6. EXECUTIVE SESSION — a majority vote of the Board is required for executive session. No official action shall be taken in executive session. Executive session will comply with State Statutes.
7. MINUTES OF MEETING — Minutes consisting of a complete and accurate summary of each Board meeting and its actions shall be the responsibility of the Secretary and may be maintained by the Director/ Superintendent. A copy of the minutes of each regular and special meeting shall be distributed to each Board member as soon as possible. The Superintendents' Advisory Committee will receive a copy of said minutes. At the next regular meeting, The Board shall approve the minutes after it has been established that there are no errors or omissions.

Maine Region Ten Technical High School currently uses a digital recorder, which is erased by the recording of the next monthly meeting upon hard copy approval of the minutes of the Cooperative Board. A hard copy of the approved minutes is kept on permanent file.

Minutes of all meeting are open to public discussion.

8. PROCEDURES — In matters not covered by these by-laws, or other policies of the Board, the Chairperson shall have the authority to determine procedures.

#### ALTERATION OR AMENDMENTS TO BY-LAWS

These by-laws may be changed by a majority vote of the Board members present at a regular meeting, providing the proposed change has been presented to the members in writing, at least thirty (30) days prior to the meeting.

REVISED \_\_\_\_\_, 2015