

**Brunswick School Board**

**MINUTES**

Wednesday, December 13, 2017

**\* Executive Session at 6:30 p.m. \***

Regular Meeting 7:00 p.m.

Council Chambers

Town Hall

85 Union Street

School Board Members Present: Joy Prescott, Chair (arrived at 6:32 pm); James Grant, Vice Chair; Teresa Gillis; Sarah Singer; Elizabeth Sokoloff; William Thompson; Benjamin Tucker; Elina Woolever, Student Liaison; Maddie Wayne, Student Liaison

School Board Members Absent: Mandy Merrill; Corinne Perreault

Staff Members Present: Paul Perzanoski, Superintendent; Pender Makin, Assistant Superintendent; and other staff members

Guests: Brunswick Police officer; community members and members of the press.

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

Mr. Grant called the meeting to order at 6:31 p.m., led the Pledge of Allegiance and asked for a roll call.

**Executive Session**

97. 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: Thompson      Second: Singer      Vote: unanimous by Board members present

Approved to enter executive session.

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

The Board reconvened in public session at 7:00 p.m.

**Adjustment to the Agenda**

Add donation to the Superintendent's Report

**Consent Agenda Action**

Items on the Consent Agenda passed unanimously without objection.

\*98. Consideration of the Minutes:

Approval of the Minutes of November 8, 2017

**Old Business**

None

**Communications/Correspondence**

None

## Public Participation

None

## Superintendent's Report

### a. Building and Equipment Use:

- Aspire Program – use of HBS
- Brunswick Parks and Recreation – use of schools
- Merrymeeting Adult Education - use of BHS
- Girl Scouts of America – use of schools
- BPR- Mad Science - Energize it – use of HBS
- Brunswick Democratic Town Committee – use of Hawthorne
- Midcoast Youth Theater – use of Crooker Theater
- Girls on the Run - use of HBS
- Brunswick Bay Mobile Home Cooperative – use of BHS
- SAT Testing – use of BHS

### b. Resignation:

- Barbara Smith-Lunney, Special Education Teacher, HBS, 2 years of service  
We thank her for her service and wish her the best.

### c. Option 6 – S. Crofton

The Board was given a copy of a draft of the new BHS transcript for the class of 2021. Ms. Crofton asked that they be allowed to also do a record as opposed to doing a report with the class of 2021. This means that all standards would be tracked on PowerSchool, our data base system, but we would be placing everything on the report card. The transcript is specific for colleges and student transfers. The front of the transcript is very similar to current transcripts but the back side will show graduation standards that students in the class of 2021 will need to be proficient in, as well as the BHS Guiding Principals and 21<sup>st</sup> Century Learning Expectations. The Board would like to see what a report card looks like and what a student or parent can see on PowerSchool before voting on approval.

Without objection the Board did approved the addition of “Endorsement” and “Extended Learning Opportunities” on page one of the transcript.

### d. Budget Report – Ms. Wentworth

The Board was given a copy of the Town Comprehensive Annual Financial Report. The Finance Committee went over it in their meeting. There are some minor findings from the auditors in regard to the Student Activities Account and also they would like all journal entries reviewed. Changes requested for the Student Activities account include timeliness of deposits, receipts needed for gift cards that are issued, and managing the account as a true reimbursement model. We are already working on corrections to these measures.

This report also tells us the actual undesignated fund balance for the year. Fund balance of \$4,052,359 is restricted for school purposes only. Out of that we have \$161,178 of school restricted funds. So the true general fund balance as of 6/30/17 is \$3,885,181. With the 2017-18 budget process we appropriated \$2,611,364 of undesignated funds, so our true unrestricted fund balance is \$1,273,817. The 2018-19 budget process has begun.

Ms. Wentworth also reviewed the current Revenue and Expenditures through November 30<sup>th</sup>. Everything is on track. We have instituted a soft freeze on expenditures.

- e. Reorganization/Regionalization Letters – P. Perzanoski  
Based on the workshop of November 29<sup>th</sup>, we sent out letters to the West Bath District, the Lisbon District, SAD 75, RSU 5, Chebeague Island, RSU 1, and Wiscasset. At this time we have had responses from Lisbon, SAD 75, and RSU 5 who are willing to have discussions with us.
- f. Office Closure for the Holidays  
Central office will be closed on December 25<sup>th</sup> and 26<sup>th</sup>.
- g. Donations  
Mr. Jack Walker from Topsham donated \$1,500 to our Baxter Summer Book Program at Coffin. We thank him profusely for his donation.

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

- a. BHS Student Liaison Report – E. Woolever & M. Wayne  
The student liaisons gave a summary of each school's current activities. BHS has a chorus concert on December 21<sup>st</sup> at 7pm.
- b. 2018 School Board Meeting Schedule  
The meeting schedule will be voted on at the January 2<sup>nd</sup> meeting.
- c. Swearing-In Ceremony, Tuesday, January 2, 2018 at 7:00 p.m.

### **Committee Reports**

- a. Personnel & Negotiations Committee – J. Grant  
The committee is still discussing the Ed Tech contract and the work agreement with the technology staff. They have asked the Superintendent to talk to those units and start the negotiation process.
- b. Policy & Planning Committee – J. Prescott  
The committee met on November 29<sup>th</sup> and looked at all of the policies that are on tonight's agenda. Some of the nurses joined the committee for part of that discussion and some of the changes to the policies before us tonight are based on their recommendations. The next meeting is tomorrow at 5p.m. at Town Hall.
- c. Student Services Committee – E. Sokoloff  
The committee met on December 6<sup>th</sup>. They had an update on the REAL School from Mr. Mackey. Ms. Woodhams and two instructional strategists also gave an update on technology. Discussions included the need of a Technology Integrator at the elementary level; set up of the portable for the computer lab at Coffin; and should future librarians hold Media Specialist certification. A Special Education report was also given. The next meeting will be February 2<sup>nd</sup>.
- d. Budget & Finance Committee – B. Tucker  
The committee is working on an accelerated timeline for budget planning as well as a change as to how the budget is put together. This year the emphasis is the needs of the administrators. The committee's goal is to have an initial budget draft on February 14<sup>th</sup>. There was also a discussion on funding buses. The state has made it more complicated to apply for state funding by requiring districts to apply to the Maine Military Academy to refurbish buses first. The committee has asked Ms. Wentworth to explore possibilities of funding buses through lease purchasing and a reserve account for transportation. The next committee meeting is scheduled for January 10<sup>th</sup> at 5:30pm.

- e. Elementary School Building Committee – W. Thompson  
When the initial borings were done for the geothermal system, the geography of the site is a lot of sand, to the depth of over 300 feet, where normally depth might be 20 feet. This will make the possibility of a geothermal system possibly cost prohibitive. At the next meeting there will be discussions on the possibility of natural gas lines and other potential ways to heat and cool the building.
- f. Delegate Assembly Report from the MSMA Fall Conference – W. Thompson  
There were several resolutions that passed.
- g. Drop-Out Prevention Committee – P. Makin  
Mr. Mackey hosted the meeting at the REAL School. It was well attended by staff and community members from the Brunswick Children’s Alliance. They discussed the slight dip in our graduation rate and the slight increase in the drop-out rate over the past three years, and shared ideas to address this. The drop-out percentage rate was only 1.26 three years ago and has only increased to 1.87% which is still extraordinarily low compared to the state and the nation. We also need to take into consideration that by the state’s definition of a drop-out, they only consider students as graduates if they complete high school in 4 years. If they take longer than 4 years, get their diploma through adult ed, or received an equivalent of a high school diploma, the state considers them as a drop-out.
- h. Wellness Committee – E. Sokoloff  
The committee met on December 6<sup>th</sup>. There was continued discussion on smoking at school bus stops and they have learned that the school department does not have jurisdiction, so is not an issue for the Wellness Committee but will be explored as a town issue. They worked on committee goals, which will be centered on research and exploration. They are looking at updates for the tobacco policy to meet the current guideline; researching staff training regarding youth mental health; obtaining feedback regarding current nutrition offerings in schools; and current K-12 physical activity in schools. Their next meeting will be held on January 17<sup>th</sup>.

### **New Business**

- 99. Consideration and Possible Action on REAL School Trip – Mr. Mackey  
The REAL School has a number of students who have done Marine Biology coursework and they would like to plan an incentive trip for 3-4 students to go to the New England Aquarium for the day on December 21<sup>st</sup> with one teacher and one ed tech. Because it is an out-of-state trip they need Board approval.

Motion: Singer    Second: Thompson    Vote: Unanimous of the Board members present.  
The trip is approved.

- 100. Consideration of the Superintendent’s Nomination of a Teacher for 2017-2018 School Year  
Vote to elect the following teacher for the 2017-18 school year:  
Christine DeRan, Special Education Teacher, BJHS

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

101. Policy and Planning Committee**Consideration of First Read Policies:**

- a. Revised Policy FILE JLCC: Communicable/Infectious Diseases
- b. Revised Policy FILE JLCD: Administering Medicines to Students
- c. Proposed Policy FILE JICIA: Weapons in Schools

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

102. Policy and Planning Committee**Policies to Rescind:**

- a. Rescind Policy FILE JLCB-R: Immunization of Students-Requirements
- b. Rescind Policy FILE JLCB-E1: Parent/Guardian Letter
- c. Rescind Policy FILE JLCB-E2: Immunization Exemption Form
- d. Rescind Policy FILE JLCB-E3: Immunization Requirements
- e. Rescind Policy FILE JLCCA: Students with HIV/AIDS
- f. Rescind Policy FILE JLCD-E: Medication During School Year-Form
- g. Rescind Physician's Examination Form
- h. Rescind Policy FILE JICI: Weapons in Schools

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

**Calendar/Announcements**

Mr. Grant is meeting with our student liaisons to discuss Board activities, decorum, and procedures.

There is a movie screening open to the community. *Angst* will be shown on January 25<sup>th</sup> at 6:30p.m.


There is a Building Committee meeting tomorrow night at 6:00 p.m. at Town Hall.

**Future Agenda Items**

None

**Adjournment**

By unanimous consent the meeting adjourned at 8:15 p.m.

  
 Paul K. Perzanoski, Secretary  
 Brunswick School Board