

Brunswick School Board

MINUTES

Wednesday, January 10, 2018

*** Executive Session at 6:15 p.m. ***

Regular Meeting 7:00 p.m.

Council Chambers

Town Hall

85 Union Street

School Board Members Present: James Grant, Vice Chair; Teresa Gillis; Mandy Merrill; Sarah Singer; William Thompson; Benjamin Tucker; Elina Woolever, Student Liaison; Maddie Wayne, Student Liaison

School Board Members Absent: Joy Prescott, Chair; Corinne Perreault; Elizabeth Sokoloff

Staff Members Present: Paul Perzanoski, Superintendent; Pender Makin, Assistant Superintendent; Kelly Wentworth, Business Manager; Martin Mackey, REAL School Principal; Brian Pressley, BHS Teacher; Sue Alexander, Administrative Assistant.

Guests: Community members and members of the press.

Call to Order/Pledge of Allegiance/Roll Call

Mr. Grant called the meeting to order at 6:17 p.m., led the Pledge of Allegiance and asked for a roll call.

Executive Session

4. 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: Singer Second: Thompson Vote: Unanimous by Board members present

Approved to enter executive session.

The Board entered executive session at 6:18 p.m.

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

Adjustment to the Agenda

Mr. Perzanoski would like to add an update on the Reorganization/Regionalization Letters

Consent Agenda Action

Items on the Consent Agenda passed unanimously without objection.

*5. Consideration of Approval of the Minutes of December 13, 2017
Consideration of Approval of the Minutes of January 2, 2018

Old Business

6. Consideration of Second 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, Violence and School Safety

Motion: Thompson Second: Singer Vote: Unanimous by Board members present
Approved Policy FILE JLCC, JLCD and JICIA.

Communications/Correspondence

Allison Harris sent a card that the Superintendent shared with the Board members.

Public Participation

None

Superintendent's Report

- a. Building and Equipment Use:
 - Brunswick Parks and Recreation – use of schools
 - Merrymeeting Adult Education – use of BHS
 - Girl Scouts of America – use of schools
 - Brunswick Democratic Town Committee – use of Hawthorne School
 - Aspire Program – use of HBS
 - Bath Area Family YMCA - use of BHS
 - Brunswick Bay Board Meeting – use of BHS
 - Midcoast Youth Theater – use of BHS
 - Brunswick Bay Mobile Home Coop – use of BHS
 - Arts Are Elementary – use of Hawthorne School Alumni Room
- b. Budget Report – Ms. Wentworth

Mrs. Wentworth went over the summary report. We are on track with spending and still under a soft freeze. The administrators are working on budgets which will be submitted to her on Friday and then will be prepared for presentation on February 14th.
- c. Draft 2018-2019 School Calendar

The Superintendent met with RSU5 and SAD75 to develop the calendar, because by state statute there can be no more than five dissimilar days as the three districts all send students to Region 10 Technical High School. The first draft of the calendar has been posted internally for staff for feedback. The three district superintendents will meet again on February 5th and the second draft of the calendar will be posted on the website and given to staff again for feedback. A Board member would like us to add Indigenous Day instead of Columbus Day to the calendar. This will be voted on when the Board votes on the final calendar. The next draft will be brought to the Board in February.
- d. Reorganization/Regionalization Letters – P. Perzanoski

Based on the workshop of November 29th, we sent out seven letters to surrounding districts asking them if they would like to meet to discuss collaborating in different areas of public education. At this time we have had responses from Lisbon, SAD 75, RSU 5, West Bath, and RSU 1 who are willing to have discussions with us. Chebeague Island has declined, and we have not heard from Wiscasset yet. Suggestion was made that the Board Chairs, Board Vice-Chairs, Superintendents, and Assistant Superintendents meet first and bring information back to the full Board. This Board agreed to that.

Board Chair's Report

- a. Student Liaison Report – E. Woolever & M. Wayne
The student liaisons gave a summary of each school's current activities.
- b. 2018 Board Committee Assignments
These were distributed to the Board members. One correction is that Mr. Grant is serving on Cable TV Committee, not Ms. Gillis.
- c. Dinner Workshop on January 24
- d. Board Goals
Before the January 24th meeting, the Chair would like Board members to review the 2017 goals, the Strategic Plan, and think about any committee specific topics that could be integrated into the goals.

Committee Reports

- a. Personnel & Negotiations Committee
Meeting moved to January 22nd.
- b. Budget & Finance Committee
Meeting moved to January 11th.
- c. Policy & Planning Committee
Policies to be discussed under New Business.

New Business

Policy and Planning Committee

Consideration of First Read Policies:

7. Revised Policy FILE KF: Community Use of School Facilities
Motion made by Mr. Thompson to approve first read of policy KF. Without objection of Board members present Revised Policy FILE KF was approved as first read.
8. Revised Policy FILE KF-R: Rules & Regulations Related to Use/Rental of School Facilities
Mr. Thompson made a recommendation to rescind policy KF-R as a policy but keep it as Rules and Regulations under the responsibility of the Superintendent and/or designee as stated in Policy FILE: KF. Without objection of the Board members present Policy FILE: KF-R was rescinded as a Board Policy.
9. Recommendation to Rescind Revised Policy FILE KF-E1: Fee Schedule for Facilities Use - Form
Recommendation to rescind Revised Policy FILE KF-E2: Request for Use of Brunswick School Facilities and Equipment - Form
Recommendation to rescind Revised Policy FILE KFBA: Operation of Brunswick High School's Crooker Theater
Recommendation to rescind Revised Policy FILE KFBA-R: Guidelines for Use of Crooker Theater
Recommendation to rescind Revised Policy FILE KFBA-E1: Crooker Theater at Brunswick High School – Request for Use Form
Recommendation to rescind Revised Policy FILE KFBA-E2: Agreement for Use of the Crooker Theater

Motion made by Mr. Thompson to rescind Policies KF-E1, KF-E2, KFBA, KFBA-R, KFBA-E1, and KFBA-E2. Without objection of the Board members present Policies KF-E1, KF-E2, KFBA, KFBA-R, KFBA-E1, and KFBA-E2 were rescinded.

Calendar/Announcements


None

Future Agenda Items

None

Adjournment

By unanimous consent the meeting adjourned at 7:19 p.m.



Paul K. Perzanoski, Secretary
Brunswick School Board

SECOND READ – FEBRUARY 2018

COMMUNITY USE OF SCHOOL FACILITIES

GENERAL

School facilities belong to the community. The Board encourages the use of these facilities for activities that are of benefit to the community as a whole. The following policy statements define “school facilities” as buildings and grounds, parking lots, playing fields, fixed equipment, and Crooker Theater. The School Board wishes to encourage the sharing of resources between the Brunswick Recreation Department and the Brunswick School Department as well as between Merrymeeting Adult Education and the Brunswick School Department to increase benefits to the citizens of Brunswick. The School Board will consider joint utilization when such use is defined in advance and is included in the annual expenditure plan of both departments.

RESPONSIBILITY

The Board authorizes the Building Administrators, subject to approval of the Superintendent and/or designee, to accept and act upon requests for use of school facilities in accordance with Board policies and regulations. Any denial of request by the Superintendent and/or designee may be appealed to the School Board through the Superintendent and/or designee. The School Board should make the final decision in case of dispute.

The Superintendent and/or designee is responsible for developing administrative regulations governing facility use and an appropriate fee schedule.

The Superintendent and/or designee shall provide a report to the School Board at its regular meeting of all approved non-student use of facilities.

REQUIREMENTS OF USE

Application for facility use are to be made to the Building Administrator at least fourteen (14) days prior to date of use by completing a facility use request form found online on the district website. Link: <http://www.brunswick.k12.me.us/facilities/schooldude-links/>

Certificate of Insurance naming Brunswick School Department as additional insured may be required by non-school related groups as a condition of approval (liability of \$1,000,000 and damage of \$25,000). The Superintendent and/or designee will make the final determination if a waiver is requested.

Facilities are not expected to be used in any way that would be considered below the standard of entertainment or amusement ordinarily provided by school groups or allied organizations.

Groups are responsible for payments of all federal, state, and other taxes that may be associated with their event.

All applicants must abide by Rules and Regulations Related to Use/Rental of School Facilities which can be found on the FACILITIES website.

CATEGORIES AND PRIORITY OF USE (for the following, please refer to *Rules and Regulations Related to Use/Rental of School Facilities* found on the FACILITIES website)

1. School-related refers to all school personnel and affiliated organizations whose purposes are school orientated. No fee for building use will be charged, but there may be a service charge. See Rules & Regulations I. & V.
2. Civic, community, cultural, educational, or philanthropic purposes are divided into two categories:
 - a. Uses that do not charge admission fees for the event. No fee for building use will be charged, but there may be a service charge. See Rules & Regulations items I. & V.
 - b. Uses that charge admission fees for the event. See fee schedule.
3. Commercial purposes relates to profit-making or commercial organizations or individuals. See fee schedule.

Adopted: Prior to 1973

Revised: 4/14/77 (Eff. 8/1/77)

Revised: 6/21/83

Revised: 7/17/84

Revised: 12/11/90

Revised: 11/8/95

Revised: 11/13/96

Revised: 5/12/99

Revised: 10/14/09

Revised:

BRUNSWICK SCHOOL DEPARTMENT
REVENUE AND EXPENSE REPORT FOR JANUARY 31, 2018

School Year 2017-18

Revenues	Approved 06/13/17	Adjustments	Revised Budget	Revenues through 01/31/18	Remaining Bal.	% Collected		
Unapprop. Fund Bal.	\$ 2,611,364.00	\$ -	2,611,364.00	\$ 2,611,364.00	\$ -	100.00%		
State Subsidy	\$ 9,914,775.00	\$ 600,000.00	10,514,775.00	\$ 6,522,928.58	\$ 3,991,846.42	62.04%		
Local Share	\$ 24,707,992.00	\$ (200,000.00)	24,507,992.00	\$ 24,507,992.00	\$ -	100.00%		
Tuition	\$ 71,338.00	\$ -	71,338.00	\$ 46,631.31	\$ 24,706.69	65.37%		
Misc.	\$ 63,000.00	\$ -	63,000.00	\$ 40,838.01	\$ 22,161.99	64.82%		
Other (Local Nutrition)	\$ 110,000.00	\$ -	110,000.00	\$ 110,000.00	\$ -	0.00%		
Total Revenue	\$ 37,478,469.00	\$ 400,000.00	\$ 37,878,469.00	\$ 33,839,753.90	\$ 4,038,715.10	89.34%		
Expenses By Warrant Number	Approved 06/13/17	Adjustments	Revised Budget	Expended Through 01/31/18	Encumbrances	Remaining Bal.	% Remaining	% Expended
1 Regular Instruction	\$ 16,114,873.12	\$ 183,999.00	\$ 16,298,872.12	\$ 6,766,869.89	\$ 8,663,716.95	\$ 868,285.28	5.33%	41.52%
2 Spec. Ed. Instruction	\$ 5,462,310.22	\$ -	\$ 5,462,310.22	\$ 2,338,555.43	\$ 2,619,614.93	\$ 504,139.86	9.23%	42.81%
3 CTE	\$ 881,756.00	\$ -	\$ 881,756.00	\$ 587,837.52	\$ 293,918.48	\$ -	0.00%	66.67%
4 Other Instruction	\$ 750,171.29	\$ 28,000.00	\$ 778,171.29	\$ 349,822.76	\$ 76,366.48	\$ 351,982.05	45.23%	44.95%
5 Student & Staff Support	\$ 3,332,439.05	\$ 188,001.00	\$ 3,520,440.05	\$ 1,682,334.86	\$ 1,427,699.05	\$ 410,406.14	11.66%	47.79%
6 System Administration	\$ 1,007,763.00	\$ -	\$ 1,007,763.00	\$ 521,247.36	\$ 353,633.10	\$ 132,882.54	13.19%	51.72%
7 School Administration	\$ 1,593,750.00	\$ -	\$ 1,593,750.00	\$ 855,746.82	\$ 659,483.97	\$ 78,519.21	4.93%	53.69%
8 Transportation	\$ 1,822,046.60	\$ -	\$ 1,822,046.60	\$ 1,054,502.39	\$ 647,353.77	\$ 120,190.44	6.60%	57.87%
9 Operation & Maintenance	\$ 4,522,678.86	\$ -	\$ 4,522,678.86	\$ 2,213,693.32	\$ 967,886.75	\$ 1,341,098.79	29.65%	48.95%
10 Debt Service	\$ 1,766,894.86	\$ -	\$ 1,766,894.86	\$ 94,693.82	\$ 1,672,201.04	\$ -	0.00%	5.36%
11 All Other	\$ 110,000.00	\$ -	\$ 110,000.00	\$ 110,000.00	\$ -	\$ -	0.00%	100.00%
12 Adult Education	\$ 113,786.00	\$ -	\$ 113,786.00	\$ 113,786.00	\$ -	\$ -	0.00%	100.00%
Total Budget	\$ 37,478,469.00	\$ 400,000.00	\$ 37,878,469.00	\$ 16,689,090.17	\$ 17,381,874.52	\$ 3,807,504.31	10.05%	44.06%

FIRST READ – FEBRUARY 2018

CODE OF ETHICS and STUDENT CONDUCT
(DRAFT replacement policy)

Expectations and Standards: The expectations of this code apply to every student and extend to all school activities including travel to and from school, school sanctioned activities, functions held on school property, and any other situations in which the student's conduct is likely to have an adverse effect on either school discipline or the safety and welfare of others. Behavior related to a child's disability will be managed consistent with applicable laws and regulations.

The Code of Ethics and expectations for Student Conduct will be shared and communicated annually with students and parents at each school at the beginning of the school year. Each school will develop a method of recognizing those individuals who exemplify responsible and ethical behavior.

Empowerment: Building principals and the Superintendent of Schools are empowered by the Board to take all necessary and appropriate actions to ensure a positive and safe school climate.

Code of Ethics

An ethical person is defined by the school department as:

Respectful of others and self. Our students are expected to recognize that the learning environment is mutually respectful among all adults and students. Individual behavior must respect the rights of others including the right to a positive school climate that is free from bullying, teasing, and harassment.

Honest in all academic endeavors and interpersonal relationships. Our students are expected to approach all academic endeavors and social interactions with integrity and authenticity.

Responsible for personal actions as an individual and as a member of the community. Our students are ambassadors for our schools and community and must behave in ways that maintain the physical and emotional safety of others.

Fair and equitable in the treatment of others. Our students are expected to treat others the way they would like to be treated.

Courageous in the face of ethical challenges. Our students should hold high aspirations for self and community, and should strive to do the right thing even if it is not popular.

Each school in the Brunswick School Department will develop behavior expectations that are age appropriate and that are based on the Code of Ethics as defined above. Instruction and practice in these behavioral expectations and a continuum of positive supports and restorative, educational consequences will support a positive, safe, and respectful learning climate in our schools.

Adopted: Prior to 1974

Revised: 6/7/77, 7/17/84, 1/20/87

Related Materials/Procedures:

Faculty Handbooks – various schools

Student Handbooks – various schools

JICK: Bullying and Cyberbullying Prevention in Schools

BRUNSWICK CODE OF STUDENT CONDUCT

Philosophy: The Brunswick School Department recognizes the importance of providing a quality education within a safe environment that emphasizes respect, honesty, compassion, and responsible behavior. In order to underscore and clarify the value of these attributes and contribute to their transmission from one generation to the next, the following Brunswick School Department Code of Conduct has been adopted. The expectations of this code apply to every student and extend to all school activities including travel to and from school, functions held on school property and any other situation(s) in which the student's conduct is likely to have an adverse effect on either school discipline or the safety and welfare of others. Behavior related to a child's disability will be managed consistent with applicable laws and regulations.

Expectations and Standards: The code of student conduct will be shared and communicated annually with the students and parents at each school at the beginning of each school year. Each school will create a method of recognizing those individuals who exemplify responsible and ethical behavior.

Empowerment: Building principals and the Superintendent of Schools are empowered by the Board to take all necessary and appropriate actions to ensure a positive and safe school climate.

Code of Ethics

An ethical person is defined by the school department as:

Respectful of others and self.

Honest in all academic endeavors and interpersonal relationships.

Compassionate and Tolerant in dealing with the limitations and suffering of others.

Responsible for personal actions as an individual and a member of the community.

Fair and Equitable in his/her treatment of others.

Courageous in the face of ethical challenges.

Respectful Conduct: People are able, valuable, and responsible, and should be treated accordingly. Mutual respect among students and adults in the learning environment is the standard.

Honest Conduct: Seek to speak the truth, respectfully. Education should be a cooperative, collaborative activity where process is as important as product.

Compassionate and Tolerant Conduct: Individual behavior may not violate the rights of others. Our expectation is that physical, mental, and sexual harassment will not be tolerated.

Responsible and Safe Behavior: Any behavior that threatens the safety of students and/or staff will not be tolerated. Our students are ambassadors for our schools and community and must demonstrate the highest standards of ethical and responsible behavior.

Fairness: Treat others the way she or he would like to be treated.

Courageous Behavior: Students should hold high aspirations for self and community, and should strive to do the right thing even if it is not popular.

*References: FILE IHBA Special Education/Program for
Handicapped/Disabled/Exceptional Students
FILE IHBAA Individual Education Program
FILE IHBAI Special Education Independent Evaluations
FILE IJNDB Student Computer and Internet Use
FILE JBA Non-Discrimination of Students
FILE JBAA Non-Discrimination of Students on the Basis of
Handicap/Disability
FILE JIC Student Conduct
FILE JICH Drug, Tobacco and Alcohol Use by Student
FILE JICI Weapons in School
FILE JK Student Discipline
FILE JKD Suspension of Students
FILE JKE Expulsion of Students
20-A MSRA 1001 (9) Students Expelled or Suspended
School Student-Parent Handbook*

Adopted: 3/13/02

BRUNSWICK SCHOOL DEPARTMENT CODE OF STUDENT CONDUCT REGULATIONS

The Brunswick School Department believes that the success of a community is dependent upon its ability to educate students to be ethical and responsible citizens. In order to underscore and clarify the value of these attributes, the following Brunswick School Department **Code of Ethics** has been adopted. The expectations of this code apply to every student and extend to all school activities including travel to and from school and any other situation in which the student's behavior directly affects school discipline or the safety and welfare of others.

Brunswick School Department **Code of Ethics**

Respect: *I will treat myself and others with respect at all times.*

Offenses include but are not restricted to:

- Use of profane language or gestures that are offensive and/or intimidating
- Unwanted physical contact
- Direct or indirect bullying behavior
- Damaging or defacing either school property or personal property of others
- Threatening or demeaning others by words or actions

Honesty: *I will not lie, cheat or steal and will discourage others from doing so.*

Offenses include but are not restricted to:

- Theft of intellectual materials or plagiarism
- Theft or unauthorized use of others' property
- Unauthorized operation of computer, password or account of another user
- Unauthorized searching on the computer

Compassion: *I will treat others with kindness, understanding, and tolerance.*

Offenses include but are not restricted to:

- Words or actions that communicate intolerance of differences in the beliefs, opinions or appearance of others
- Words or actions that communicate intolerance of differences in abilities of others

Fairness: *I will treat others as I would like to be treated.*

Offenses include but are not restricted to:

- Inequitable treatment of others

Responsibility: *I will accept the responsibility for my actions.*

Offenses include but are not restricted to:

- Violation of school rules
- Withholding information that could harm individuals or the school
- Inappropriate dress or behavior that interferes with learning
- Violation of the law (local, state and federal laws/statutes)
-

Courage: *I will strive for the courage to live by this code of ethics every day.*

The following is designed to accommodate existing learning and developmental differences of students associated with any violation of the Conduct Code.

Level I Consequence

Action administered by the classroom teacher or administrator

Level II Consequence

Action administered by the Principal (or designee)

Level III Consequence

Action administered by the Superintendent

Level IV Consequence

Action administered by the School Board

Consequences (Schedule A)

Adherence to the Brunswick School Department Code of Conduct is expected. Failure by students to behave as required will result in specific consequences for unacceptable action(s). Behavior related to a child's disability will be managed consistent with applicable laws and regulations.

Consequences: Levels I, II, III, IV – Schedule A

	Teachers Level I	Principals Level II	Superintendent Level III	School Board Level IV
Warning (verbal or written)	√	√		
Verbal or written apology	√	√		
Time out	√	√		
Loss of recess	√	√		
Loss of school privileges	√	√	√	
Notify parents	√	√	√	
Detention	√	√		
Require parent meeting	√	√	√	
Meeting with principal	√	√		
Restitution	√	√	√	
Make up work required	√	√	√	
In-school suspension		√		
Suspension		√	√	√
Psychological evaluation		√	√	√
Criminal charges filed		√	√	
Expulsion				√
Other actions that are deemed appropriate	√	√	√	√

Adopted: 3/13/02

Brunswick School Department

CODE OF ETHICS

Respect: *I will treat myself and others with respect.*

Honesty: *I will not lie, cheat or steal and will discourage others from doing so.*

Compassion: *I will treat others with kindness, understanding and tolerance.*

Fairness: *I will treat others as I would like to be treated.*

Responsibility: *I will accept the responsibility for my actions.*

Courage: *I will strive for the courage to live by this code of ethics.*

SCHOOL HEALTH RECORDS

Every child attending Brunswick schools must have a current "State of Maine Permanent School Health Record." Such records are to be maintained under the direction of the appropriate school nurse.

I. STUDENTS ENTERING SCHOOL FOR THE FIRST TIME

At the time of registration the parent will provide the school with information necessary for completion of the School Medical Record Form. Evidence of a physical examination is to be attached to the form.

II. IN-STATE TRANSFER STUDENTS (INCOMING)

The nurse is responsible for securing of health records from the student's previous school. In the event that no record is obtainable, a new form will be initiated as described in I. above.

III. OUT-OF-STATE TRANSFER STUDENTS (INCOMING)

The nurse will attempt to secure a medical record from the school previously attended. Information will be transferred to a State of Maine Permanent Health Record and the out-of-state record attached. In the event no record is obtainable, a form will be initiated as described in I. above.

IV. RELEASE OF SCHOOL MEDICAL RECORDS

Student Medical Records will be released to others only in accordance with existing procedures pertaining to student records.

<i>Related Materials/Procedures:</i>	<i>Department of Educational & Cultural Services, Maine"</i> <i>Permanent School Health Record," revised, 1975</i> <i>Policy JLCA</i> <i>Administrator's Handbook</i> <i>School Medical Record Form</i>
<i>Reviewed:</i>	<i>4/7/97</i>
<i>Statutory Reference:</i>	<i>20-A:6357</i>
<i>Adopted:</i>	<i>5/23/78</i>

SCREENING/TESTING OF STUDENTS

The following health-related screening activities will occur each year:

Vision/Hearing (Grades K-5, 7, 10) Vision (Grades K, 1, 3, 5, 7, 9)
Hearing (Grades K, 1, 3, 5 and 9 or 11)
Scoliosis (Grades 5-8) (Grades 6-8, females) (Grade 9, males)

The following health-related screening activities may occur each year:

Dental (Grade 1)

Adopted: 5/23/78
Revised: 12/11/90
Revised: 2/11/98
Statutory Reference: 20-A: \square 6451-6453

SCREENING/TESTING OF STUDENTS

The following health-related screening activities will occur each year:

Vision/Hearing (Grades K-5, 7, 10) Vision (Grades K, 1, 3, 5, 7, 9)
Hearing (Grades K, 1, 3, 5 and 9 or 11)
Scoliosis (Grades 5-8) (Grades 6-8, females) (Grade 9, males)
Dental (Grade 1)

Adopted: 5/23/78
Revised: 12/11/90
Reviewed: 4/7/97
Statutory Reference: 20-A: \square 6451-6453

NAMING OF SCHOOL FACILITIES

Brunswick School Department facilities are a source of pride for our community. They are a tangible reflection of the commitment of the citizenry to the education of our children. Therefore, the School Board may choose to name all school facilities, or portions of facilities, only after careful consideration of the message being sent to the community by the name(s) selected.

The Brunswick School Board will consider requests from school and community groups to name a building; a portion of a building; building furnishings, equipment and artwork, a campus; or a portion of the campus for persons or organizations that have made significant contributions of time, talent, or treasure to the Brunswick School Department.

The general procedure for the naming of school facilities shall be as follows:

- 1) Requests to name any part of a Brunswick School Department facility shall not be considered until at least one year following an individual's death or departure from the district.
- 2) For new school construction, the School Board shall form a committee composed of two Brunswick School Board representatives, two citizens from the Town of Brunswick, two teacher representatives selected by their peers, and the Superintendent of Schools, or his/her designee. The committee shall seek community input for name proposals for the new school, and then present a list of no fewer than three names, but no more than five, to the School Board for consideration.
- 3) Existing facilities:
 - a) A request to name existing facilities, or any portion of existing facilities, must be made in writing to the Superintendent of Schools. Written requests must include the name of the individual and a detailed description of the individual's contributions to the Brunswick School Department. The request must be signed by at least one-hundred (100) registered voters in the Town of Brunswick and twenty-five (25) staff from the Brunswick School Department.
 - b) The Superintendent shall refer the request to the Brunswick School Board Policy Committee. The Policy Committee shall seek appropriate input from community members and school personnel.
 - c) The Policy Committee shall make a recommendation to the full Board as to whether or not the naming request should be approved.

- d) If a naming request of an existing facility or portion of an existing facility is approved, the Board shall also approve the location, design and content of any naming plaque or marker, which must be provided at no cost to the Brunswick School Department.
- 4) The Brunswick School Board retains the discretion to accept or deny any request, or to visit and rename facilities at any time.

Adopted: 10/8/08

Revised: 2/11/13

Reviewed: 6/2017