

## Statement of Commitment to Employee Health and Well-Being

The Brunswick School Department is committed to the well-being of all employees. It is recognized that healthy life styles and safety in the work place are significant factors in employee well-being. The school department shall demonstrate its commitment by encouraging employees to adopt healthy living styles by making available voluntary programs offered by the health insurance provider and others. The school department will also actively partner with the workers' compensation insurance carrier and incorporate the loss control program recommendations into the school department facilities maintenance plan and the employee training plans. While it is recognized that time and monetary resources are limited, employee safety will receive consideration in the school department budget and employee training opportunity.

SECOND READ – JUNE 2018

TOBACCO USE AND POSSESSION

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of the Brunswick School Department facilities, the Board prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and Board policy, from selling, distributing or in any way dispensing tobacco products to students.

*Legal Reference:* 22 MRSa §§ 1578(B), 1580(A)(3)  
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)  
20 USC 6081-6084 (Pro-Children Act of 1994)

*Cross Reference:* JICH - Drug and Alcohol Use by Students

*Reviewed:* 12/07

*Adopted:* 5/14/08

## SECOND READ – JUNE 2018

**TOBACCO USE AND POSSESSION: ADMINISTRATIVE PROCEDURE**

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this Board's "Tobacco Use and Possession" policy.

**I. PROHIBITED CONDUCT****A. Students**

The use, possession, sale, dispensing or distribution of tobacco products by **all** students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

**B. Employees and All Other Persons**

The use of tobacco products by employees and all other persons is prohibited in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds.

**II. ENFORCEMENT**

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

**A. Student Violations**1st Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation.
2. Up to five (5) days suspension.
3. The student will be referred to the school resource officer.
4. If the student agrees to attend a smoking cessation program, the suspension is reduced to one day.
5. The student will not be allowed to participate in any extracurricular activities.
6. The student will be referred to the substance abuse counselor.

2nd Violation and Beyond

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation. A parent/legal guardian shall also be required to meet with principal within five days of the violation.
2. Up to ten (10) days suspension.
3. The student may be summoned by the school resource officer.
4. The student will not be allowed to participate in any extracurricular activities.
4. The student will be referred to school substance abuse counselor.

B. Other Persons in Violation

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease violative behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

III. NOTICES

This Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this Board's tobacco policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file by the school unit.

*Legal References:* 20 USC § 6081-6084 (Pro-Children Act of 1994)  
22 MRSA § 1578-B  
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)

*Cross Reference:* JICH - Drug and Alcohol Use by Students

*Reviewed:* 12/07

*Adopted:* 5/14/08

## SECOND READ – JUNE 2018

## STUDENT DISCIPLINE

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. Restorative and educational disciplinary practices should be used when appropriate. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment shall not be used as disciplinary methods.

Maine law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.” Any restraint or seclusion of students shall comply with applicable regulations and Board policy.

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

*Legal Reference:* 17-A M RSA § 106  
20-A M RSA §§ 1001(15A); 4009

*Cross Reference:* AC - Nondiscrimination/Equal Opportunity and Affirmative Action  
ACAA – Student Harassment and Sexual Harassment  
EBCA – Comprehensive Emergency Management Plan  
JIC – Student Code of Conduct  
JICIA Weapons, Violence and School Safety  
JKAA – Use of Physical Restraint and Seclusion  
JKB - Student Detention  
JKD - Suspension of Students  
JKE - Expulsion of Students  
JKF - Suspension/Expulsion of Students with Disabilities

*Adopted:* prior to 1974

*Revised:* 10/18/2012 (reviewed 12/12/2012)

*Reviewed:* 5/9/2018

**SECOND READ – JUNE 2018**

**PURCHASING AND CONTRACTING:  
PROCUREMENT STAFF CODE OF CONDUCT**

**Conflict of Interest**

All employees of the Brunswick School Department shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. No employee of the Brunswick School Department with a real or an apparent conflict of interest in a proposed transaction shall participate in the selection, award or administration of a contract pursuant to the transaction.

Conflict of interest is defined as when an interested party has a financial interest in the firm selected for the award. Interested party is defined as 1) the employee; 2) a member of the employee's immediate family; 3) his/her partner; or 4) an organization that employs, or is about to employ a person described above.

**Conflict of Interest Disclosure**

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the superintendent of schools who will investigate the circumstances of the transaction. The superintendent of schools will exercise due diligence in investigating the circumstances of the transaction or arrangement that would give rise to a conflict of interest. If the Superintendent of School determines that the proposed transaction is in the best interest of the Brunswick School Department and is fair and reasonable, it may proceed with the transaction. In the event that the superintendent of schools may have a conflict of interest, an adjunct committee of the school committee will investigate and make a determination regarding the transaction.

**Staff Gifts and Solicitations**

Brunswick School Department employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the school unit. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

**Violations**

Employees of the Brunswick School Department who violate this code of conduct may be subject to discipline, up to and including termination of employment, and, if appropriate, referral to law enforcement.

**Dispute Resolution**

A bidder or respondent to a request for a proposal (RFP) may protest a procurement or contract award if he/she believes that it was made in a manner inconsistent with Board policy, specifications, or law or regulations. A protest must be submitted to the Superintendent in writing within five business days after receipt of notification of the award being made, with all documents supporting the protest.

The Superintendent shall review the protest and supporting documents and render a decision in writing within 20 business days of receipt of the protest. The Superintendent may also convene a meeting with the bidder or respondent to attempt to resolve the problem.

If the bidder or respondent is not satisfied with the Superintendent's decision, he/she may appeal to the Board. The Superintendent will provide reasonable notice to the bidder or respondent of the time for the Board's consideration of the protest. The Board's decision shall be final.

*Legal Reference: 34 CFR 74.40-74.48; 80.36 (Education Department General Administrative Regulations (EDGAR))  
Commissioner's Administrative Letter No. 6, June 18, 2006 (Fiscal Compliance)*

*Adopted: 5/9/2018*



## STUDENT AUTOMOBILE USE

### A. Transportation To and From School

The Brunswick School Department provides bus transportation to and from school for students, and families are strongly encouraged to utilize this service. The decision to allow a student to drive a personal vehicle to school is one that rests with the parents, and parents assume full responsibility for their decision to allow students to drive to school. However, in the event that families decide not to utilize the transportation services provided by the Brunswick School Department, student drivers must abide by certain requirements set forth below in Part C.

Brunswick High School students should realize that parking at Brunswick High School is a privilege and should be treated as such. The number of parking spaces is limited so staff and those students who have earned the status of Junior or Senior will be considered first. Exceptions to this procedure may be granted due to special circumstances, and on a case by case basis. Any violation on schools grounds (either parking or moving) may result in the loss of parking privileges.

### B. School-Sponsored Activities off School Grounds

Whenever possible, school buses or other school vehicles shall be used to transport students to and from school-sponsored activities that take place off school grounds (i.e., field trips, vocational/technical programs, games and other co-curricular activities). However, in circumstances when it is determined that transportation offered by the school is not possible or practical, or in those circumstances where the Brunswick School Department does not provide the transportation, the Superintendent/designee may authorize, through the use of the travel release procedure, the parent/designee to transport the student.

### C. Student Driver Responsibilities

1. All student drivers must have a valid driver's license, a valid Maine registration, and a current Maine inspection sticker for the vehicle.
2. All student drivers must carry, at a minimum, the following insurance limits:  
**\$100,000/\$300,000 in coverage.**
3. In order for a student to drive his/her vehicle to school, a student must complete a Student Driver Request/Registration Form that includes documentation concerning the student's vehicle, insurance, and parental permission. No application will be approved without proof of appropriate insurance and parental permission.
4. A student may not transport another student in his/her private vehicle without the approval of the Superintendent/designee. Approval will not be given if the student driver fails to list the passenger's name on the foregoing Student Driver Request/Registration Form and fails to provide proof of permission of the parent/guardian of the passenger. The transportation of more than one student passenger is highly discouraged and will be allowed only for academic purposes.

5. Students who drive to school must park only in areas designated for student parking.
6. Students may not access their vehicles or leave school grounds during the school day without permission of the building administrator.
7. Students should be aware that any vehicle that they drive to school may be subject to search as provided by the Brunswick School Department policy.
8. Students are to comply with all motor vehicle laws and rules of the road, including the law requiring the use of safety belts.
9. Students will pay attention and refrain from distractions such as cell phones, electronic devices, or anything else distracting the driver.
10. When operating their vehicles on school grounds, student drivers are required to drive safely and obey all traffic/parking rules and must yield to all pedestrians and school buses.
11. All Brunswick School Department conduct policies are in effect when students drive their vehicles from school to school-sponsored activities off school grounds.
12. Student drivers shall make every effort to take the most direct route to reach their destination.
13. The building administrator has the discretion to suspend or revoke a student's driving privileges, deny a student's request that he or she be allowed to transport another student, and impose other disciplinary measures for driving infractions or other violations of Brunswick School Department policies or school rules. The building administrator may also report driving infractions to local law enforcement authorities as he/she seems appropriate.
14. The Brunswick School Department is not responsible for parking or traffic tickets.

*Cross Reference: EEAG - Use of Private Vehicles to Transport Students [employee transporting student policy/procedure]*  
*JIH - Questioning and Searches of Students*  
*Adopted: 4/13/11*

**STUDENT DRIVER REQUEST / REGISTRATION FORM**

The following information must be provided to the building principal prior to approval being granted for student to use their personal vehicles to travel to school or from school to school-sponsored activities.

1. Personal Information of Student Making Request

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_ Age: \_\_\_\_\_  
(First) (Last)

2. Vehicle Information

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate: \_\_\_\_\_  
Owner of Vehicle: \_\_\_\_\_

3. Parent/Guardian Contact Information

Parent/Guardian: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

4. Vehicle Insurance

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
Coverage Amounts: \_\_\_\_\_

5. Use of Student Vehicle

Date(s) of requested travel: \_\_\_\_\_  
If request is being submitted for daily use, please indicate.

Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Approximate Mileage: \_\_\_\_\_

6. Passenger Information

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_ Age: \_\_\_\_\_  
(First) (Last)

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_ Age: \_\_\_\_\_  
(First) (Last)

7. Accompanying Documentation

You *must* provide with this request:

1. one copy of your current driver's license
2. evidence of current vehicle registration and inspection
3. parent/guardian permission form
4. if you will be transporting another student, a parent/guardian permission form signed by the parent or guardian of the student being transported
5. **one copy of the Declarations page or Certificate of Insurance from your provider, showing appropriate levels of current coverage**

By signing this document, you are agreeing that you have read and understand the Student Automobile Use Policy and will comply with all items set forth in that policy.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*Certification of Parent/Guardian for Student Under the Age of 18*

I, being the parent or legal guardian of the student named above, request that the student be allowed to drive him/herself as set forth above and specifically consent to this transportation arrangement. By signing this document you are agreeing that you have read and understand the Student Automobile Use Policy.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*Adopted: 4/13/11*

**PARENT/GUARDIAN PERMISSION FOR TRANSPORTATION  
BY PRIVATE VEHICLE, WAIVER, RELEASE AND  
AGREEMENT TO HOLD HARMLESS**

We, \_\_\_\_\_, hereby give permission for our child, \_\_\_\_\_,  
[name of student(s)] [name of student(s)]

to travel by means of private vehicle transportation from \_\_\_\_\_ to  
\_\_\_\_\_ on \_\_\_\_\_, 201\_.

We understand that the vehicle will be driven by \_\_\_\_\_ who is a student in the Brunswick  
[name of authorized driver]

Schools.

We do hereby agree to assume all risk of injury, harm or damage to \_\_\_\_\_'s person or property, including all such risk caused by or arising from the negligence of the Brunswick School Department, its governing board, administrators, agents and employees ("School Releases"), arising during or in connection with said transportation, and we do hereby release and agree to indemnify and hold harmless the School Releases from any and all liability, actions, damages and claims of any kind or nature whatsoever (including liability, actions, damages and claims caused by or arising from the School Releases' own negligence) for injury or harm to our child or property that may arise or occur during or in connection with said transportation. We further agree that if we or any of our successors assert any claim in contravention of this agreement, we or our successors will be liable for the expenses, including legal fees, incurred in defending such claim.

We have read this document carefully before signing it, understand its terms, recognize that it constitutes a waiver of legal rights, and intend it to be enforceable to the greatest extent allowed by law.

DATED: \_\_\_\_\_  
Signature of Parent/Guardian

DATED: \_\_\_\_\_  
Signature of Parent/Guardian

DATED: \_\_\_\_\_  
Signature of Parent/Guardian

*Note: Must be signed by the student and each parent/guardian.*

Adopted: 4/13/11

TO JUNE SCHOOL BOARD – for RESCINDING contingent on whether  
DJH: Purchasing and Contracting passes SECOND READ

**PURCHASING AND CONTRACTING:  
PROCUREMENT STAFF CODE OF CONDUCT**

**Conflict of Interest**

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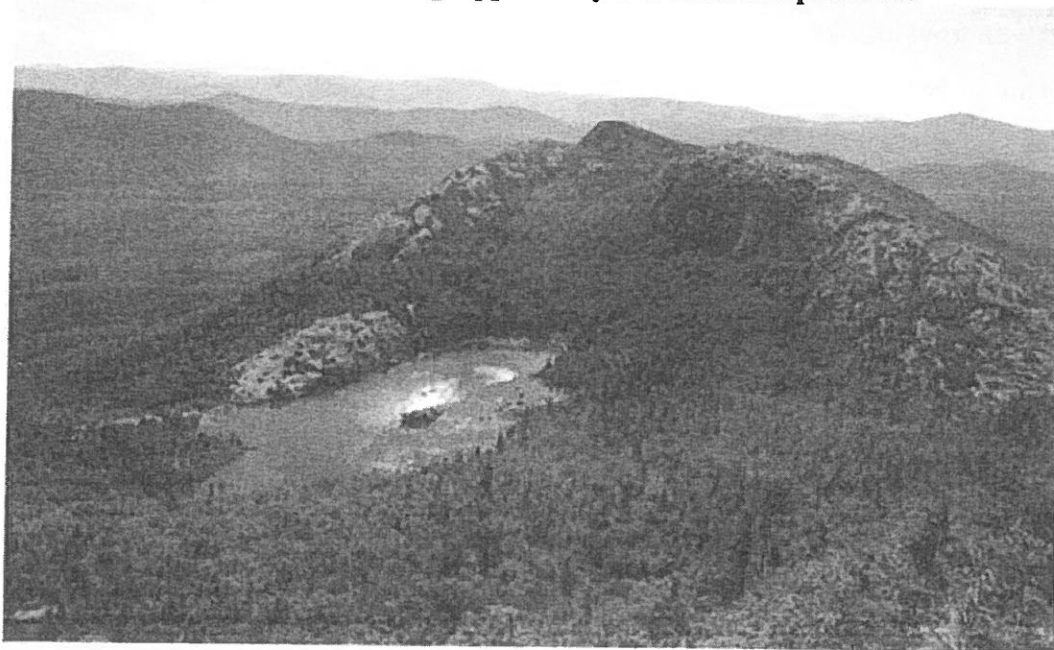
**Violations**

Employees of the Brunswick School Department who violate this code of conduct may be subject to discipline, up to and including termination of employment, and if appropriate, referral to law enforcement.

*Legal Reference: EDGAR Part 74 Title 34 – Administration of Grants and Agreements.  
EDGAR Part 80 Subpart C, Section 80.20, 80.36  
DIE Administrative Letter 6 - 9/18/2006 – NCLB Fiscal Compliance*

*Adopted: 3/11/09*

**Proposed REAL School Mt. Tumbledown  
Experiential Learning Opportunity and Leadership Retreat**



(View of the Summit of Mt. Tumbledown)

**About REAL School:** At REAL School, we encourage adventure-based, experiential learning through new experiences that challenge students' in new ways. We support our students in making positive choices and taking healthy risks that encourage growth and development.

**Trip Overview:** REAL School staff proposes a trip to Mt. Tumbledown June 14 – 15 (Thursday and Friday). Students will hike the Brook Trail (1.9 miles) to the summit of Mt. Tumbledown, where we will cook dinner and spend the night sleeping in tents. Tumbledown's geography provides an excellent backdrop to facilitate expeditionary learning and encourage positive risk-taking in a healthy environment. The 360-degree bald summit offers views of Saddleback, Sugarloaf, Mt. Blue, and Webb Lake, with incredible sunsets, all adding to the transformational experience of being immersed in nature. Students will also be exposed to the area's rich geology and delicate alpine ecosystem, both of which provide opportunities to address ecological and environmental science-based subject matter. Due to the high value of this activity, it will also be used as an incentive item to encourage greater school performance. Students will be invited based on interest and recent school performance. Students will be required to attend all pre-trip meetings to complete learning activities and return trip paperwork. Since many of our students come from financially insecure homes we have generated funding from outside donors for our student activity fund. Most of our students don't have the opportunity to participate in these types of opportunities outside of school, so this outdoor experience will help to engage them in a unique way. The academic components, in addition to physicality of the hike, will expose our students to healthy lifestyle choices.

**Chaperon Staff:** Scott Fournier, Jeremy Floyd,

**Other Staff Impacts:** Bear Shea, Susan Burns-Chong, Melissa Mullison (coordinate van coverage)

**Number of Students:** 3 students

**Emergency Contact:** Martin Mackey, REAL School Principal (207) 671-8603

**Proposed Date and Time:**

June 14, 2018 @9:30am – June 15, 2017 @2:15pm

**Location:**

**May 31: Byron Road, Township 6, North of Weld, ME.**

**Day 1 Itinerary:**

9:30-10:00: Students arrive at REAL School and eat breakfast

10:00-11:30: Pack camping gear and food.

11:30: Depart for Tumbledown trailhead

1:30 Arrive at trailhead

2:00-4:30: Hike to Summit

5:00: Set up camp

5:30 – 6:30: Make dinner and eat together.

6:30: Dinner cleanup

6:45: Head to sunset / reflection / debrief on Summit of neighboring Little Jackson Mountain

8:00: Campfire and smores

9:30: Bedtime

**Day 2 Itinerary:**

5:00: Sunrise on Tumbledown (optional)

7:30-8:30: Wake-up, breakfast, pack-up camp

9:00 -11:00: Descend to trailhead

11:30-1:30: Travel back to REAL School

1:30-2:30: Group debrief and sharing opportunities

**Budget (student activities fund) and other needs:**

Ice Cream stop (on way home) = \$20.00

**Total budget for sites and activities \$20**

Food Budget: 1.5 Full days of food.

2 days Lunches for 4 students and 3 staff @ \$3.50 each= \$24.50

1 Dinner for 4 students and 3 staff @ 5.00 each = \$35.00

1 Breakfast for 4 students and 3 staff @ \$2.00 each = \$14.00

Snacks for 4 students and 2 staff \$25.00

**Total budget for student food \$98.50**

2 Vans: 304 miles total

Signed permission slips from each student (turned in 1 week prior to trip)



Franklin Memorial Hospital  
111 Franklin Health Commons  
Farmington, ME 04938  
207-778-6031

Toll Free: 1-800-398-6031

This facility is 18.7 Miles from the trailhead. Access is all on maintained roads navigable by REAL school vans.

Rumford Community hospital  
420 Franklin St, Rumford, ME 04276  
207-369-100

This facility is 21.3 Miles from the trailhead. Access is on Maintained roads navigable by REAL school Vans.

**BRUNSWICK SCHOOL DEPARTMENT  
REVENUE AND EXPENSE REPORT FOR MAY 31, 2018**

School Year 2017-18

Revenues	Approved 06/13/17	Adjustments	Revised Budget	Revenues through 05/31/18	Encumbrances	Remaining Bal.	% Collected
Unappropri. 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	\$ 9,797,240.97	\$ 745,587.45	\$ 28,053.42	93.18%
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	\$ 105,156.89	\$ -	\$ 33,818.89	147.41%
Misc.	\$ 63,000.00		\$ 63,000.00	\$ 109,958.58	\$ -	\$ 46,958.58	174.54%
Other (Local Nutrition)	\$ 110,000.00		\$ 110,000.00	\$ 110,000.00	\$ -	\$ -	0.00%
<b>Total Revenue</b>	<b>\$ 37,478,469.00</b>	<b>\$ 400,000.00</b>	<b>\$ 37,878,469.00</b>	<b>\$ 37,241,712.44</b>	<b>\$ 745,587.45</b>	<b>\$ 108,830.89</b>	<b>98.32%</b>

Expenses By Warrant Number	Approved 06/13/17	Adjustments	Revised Budget	Expended Through 05/31/18	Encumbrances	Remaining Bal.	% Remaining	% Expended & Encumbered
Regular Instruction	\$ 16,114,873.12	\$ 183,999.00	\$ 16,298,872.12	\$ 11,654,325.07	\$ 4,003,080.33	\$ 641,466.72	3.94%	96.06%
Spec. Ed. Instruction	\$ 5,462,310.22		\$ 5,462,310.22	\$ 4,115,169.64	\$ 1,288,289.70	\$ 58,850.88	1.08%	98.92%
CTE	\$ 881,756.00		\$ 881,756.00	\$ 808,276.59	\$ -	\$ 73,479.41	8.33%	91.67%
Other Instruction	\$ 750,171.29	\$ 28,000.00	\$ 778,171.29	\$ 591,998.91	\$ 25,112.22	\$ 161,060.16	20.70%	79.30%
Student & Staff Support	\$ 3,332,439.05	\$ 165,201.00	\$ 3,497,640.05	\$ 2,611,726.25	\$ 728,249.99	\$ 157,663.81	4.51%	95.49%
System Administration	\$ 1,007,763.00	\$ 22,800.00	\$ 1,030,563.00	\$ 871,068.19	\$ 110,512.54	\$ 48,982.27	4.75%	95.25%
School Administration	\$ 1,593,750.00		\$ 1,593,750.00	\$ 1,330,495.09	\$ 207,531.19	\$ 55,723.72	3.50%	96.50%
Transportation	\$ 1,822,046.60		\$ 1,822,046.60	\$ 1,654,630.44	\$ 158,663.33	\$ 8,752.83	0.48%	99.52%
Operation & Maintenance	\$ 4,522,678.86		\$ 4,522,678.86	\$ 3,293,421.16	\$ 434,143.40	\$ 795,114.30	17.58%	82.42%
Debt Service	\$ 1,766,894.86		\$ 1,766,894.86	\$ 1,754,458.29	\$ -	\$ 12,436.57	0.70%	99.30%
All Other	\$ 110,000.00		\$ 110,000.00	\$ 110,000.00	\$ -	\$ -	0.00%	100.00%
Adult Education	\$ 113,786.00		\$ 113,786.00	\$ 113,786.00	\$ -	\$ -	0.00%	100.00%
<b>Total Budget</b>	<b>\$ 37,478,469.00</b>	<b>\$ 400,000.00</b>	<b>\$ 37,878,469.00</b>	<b>\$ 28,909,355.63</b>	<b>\$ 6,955,582.70</b>	<b>\$ 2,013,530.67</b>	<b>5.32%</b>	<b>94.68%</b>

**Undesignated Estimate:**

Undesignated 06/30/17	\$ 3,885,181.00
Used to offset 17/18 taxes	\$ (2,611,364.00)
Balance	\$ 1,273,817.00
Unexpended to date	\$ 2,013,530.67
(Un)collected to date	\$ 108,830.89
<b>Undesignated estimate</b>	<b>\$ 3,396,178.56</b>

## Brunswick School Board

### Strategic Plan (Adopted October 2016)

#### VISION: *Where We Want To Be*

Our students embrace learning with joy, resilience, and empathy reflecting the support and trust of our community; our staff are trusted, talented, and innovative professionals who work together to support, educate, and inspire our students; and our schools are the heart of our community.

#### MISSION: *What We Do*

We provide a comprehensive, rigorous, and student-centered program. We equip students with the skills necessary to communicate effectively, to think critically and creatively, to confront challenges with resilience, and to engage with the larger world with thoughtfulness and empathy.

We offer a curriculum and programs that are responsive to the needs of individual students, we cultivate the talents of an outstanding staff, we sustain relationships that allow us to draw strength from our considerable community resources, and we encourage students to participate actively in their own education.

### Objectives (Planned for February-August 2018)

#### STUDENT SUCCESS

- Understand and reflect on recent changes within the district, based on information provided by administration, including REAL school presence in Brunswick, talent development and differentiation within the classroom, and recommendations from superintendent's advisory committee for innovative programming.
- Conduct survey of families who have considered or selected other school options (charter, private, homeschool).
- Support administrative, committee, and board decisions that are responsive to the needs of all students, and that encourage understanding of diversity and equity within our learning communities.

#### PROFESSIONAL EXCELLENCE

- Support and model positive, proactive communication practices that build trust and respect.
- Conduct workshop, with presentation from administration, to understand professional development needs.
- Develop opportunities to showcase achievements and to recognize and excellence and innovation of our educators.

#### COMMUNITY CONNECTIONS

- Provide information to develop community understanding of issues related to proficiency-based learning and innovative pathways.
- Invite legislative representatives to meet and discuss issues.
- Identify opportunities for collaboration with other districts.
- Select name for new elementary school.
- Review information and coordinate conversation about potential changes to school start times.

BRUNSWICK SCHOOL DEPARTMENT  
46 Federal Street  
Brunswick, Maine 04011

JOB DESCRIPTION

**TITLE:** **COMMUNITY OUTREACH & EXTENDED  
LEARNING OPPORTUNITY COORDINATOR**

**QUALIFICATIONS:** Certified Teacher 7-12 (any content area), Guidance Counselor, Administrator, or related experience and/or preparation

**REPORTS TO:** Building Administration

**LOCATION:** Brunswick High School

**JOB GOAL:** Develop and manage the Extended Learning Opportunity (ELO) and Community Outreach Programs providing support to students, faculty, parents and community members. Establish faculty and community relationships to support student success in a volunteer, paid, and aspirational sense. Engage, empower, and inspire students.

**REQUIREMENTS and RESPONSIBILITIES:**

- A. Team teach a Service Learning elective when schedule allows.
- B. Manage and maintain all community service records for all BHS students grades 8-12.
- C. Manage websites; Community Service and Extended Learning Opportunities.
- D. Manage and produce the monthly Orange and Black newspaper editions.
- E. Support the monthly BHS newsletter.
- F. Manage and supervise the Educational Leadership Program.
- G. Manage paid job postings and connections.
- H. Handle press releases regarding non-athletic activity at BHS .
- I. Support court-ordered community service students.
- J. Facilitate the development of Extended Learning Opportunities (ELO) and monitor ELO progress (student attendance, research, reflection, product, and presentation) as needed.
- K. Establish evaluation team for each ELO.

- L. Educate community about ELOs and cultivate relationships that open new doors: marketing, meeting with civic groups, businesses, and community organizations.
- M. Assess existing and potential community partners and sites for approval.
- N. Collaborate with departments at BHS to determine what evidence a student will use to demonstrate proficiency of the content (priority) standards and BSD guiding principles.
- O. Collaborate with guidance department, department heads, administration, and school leaders to determine ELO credit and transcript language.
- P. Be up-to-date on Best Practices research; continue professional development for self to stay current.
- Q. Media Liaison: initiate and facilitate consistent PR about the school in regards to ELOs and community accomplishments.
- R. Present at Parent Conference Nights on ELOs.
- S. Assist students in understanding future career and postsecondary aspirations by providing off-site career-exploration opportunities.
- T. Manage all ELO records: ensure that all partners in ELOs complete and receive appropriate info and documents.
- U. Maintain ELO records: plan agreements, forms, safety documents, contact information, assessments, student documentation, training materials, etc.
- V. Produce reports as needed for administrators.
- W. Collaborate with guidance, social workers, RTI, administration, and special education staff to identify barriers and develop options to address them and provide alternate options.
- X. Support, educate, and encourage staff to create ELOs.
- Y. Be a leader in helping establish state-wide ELO consortium.
- Z. Work within and outside of the existing school day and calendar schedule.

**TERMS OF EMPLOYMENT:** Teacher Contract +20 Additional Work Days

**EVALUATION:** Building Administrator

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_