

SECOND READ – OCTOBER 2018

BOARD MEMBER CONFLICT OF INTEREST

No member of the School Board, nor child, parent, sibling, or spouse shall be employed by the School District during his/her term of office. All other conflicts of interest questions shall be controlled by the provisions of 30 M.R.S.A. S2251.

Code of Conduct for Federally Funded Procurements. When a Board member participates in the selection, award, or administration of a contract that is supported by a federal award, the Board member shall also comply with Policy DJH – Purchasing and Contracting: Procurement Staff Code of Conduct.

Adopted: Prior to 1974

Revised: 8/9/77, 6/9/10

Statutory Reference: 30:225

Cross reference: DJH

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BIDDING/PURCHASING REQUIREMENTS

The School Board expects all purchases made by the school unit to be consistent with applicable laws and sound business practices. The Superintendent shall be responsible for developing and implementing administrative procedures for bidding and purchasing consistent with this policy.

This policy is intended solely as an internal guide to purchasing by the school unit. It does not afford any vendor any property or contractual rights against the school unit. No vendor shall have any enforceable rights against the school unit based upon this policy or alleged violations of this policy. No vendor shall have any rights against the school unit until such time as a written contract between the vendor and the school unit is executed by the vendor and an authorized representative of the school unit. Whenever feasible and practical, the Brunswick School Board will consider local providers and vendors.

1. Bidding Required by Law

Maine law requires the Board to competitively bid property and casualty insurance; school bus and transportation contracts in excess of \$4,000; school building construction, alterations and repairs over \$250,000 (except contracts for professional architectural and engineering services); and bond anticipation notes for state-subsidized school construction projects.

2. Competitive Bidding of Other Purchases

Where bidding is not required by law, it shall be the policy of the school unit to competitively bid purchases of equipment, supplies, materials or services over \$100,000 provided that it is practical and cost-effective to specify the materials or services with sufficient particularity to allow meaningful comparison of bids.

If competitive bidding is not utilized, the Superintendent may seek Requests for Proposals (RFP) for purchases over \$15,000. An RFP identifies the need the school unit intends to meet, but permits the vendor to propose the manner in which the work is to be performed and the materials to be used.

The Superintendent may forego the competitive bid or RFP process only when he/she determines that quality, expertise, time factors, or other important considerations outweigh the possible benefits of bidding or requesting proposals. In each such case, the Board shall be informed of the Superintendent's decision and the reasons for it in advance of entering into a contract.

3. Procedures for Bidding and Requesting Proposals

The method of notification that the school unit uses to solicit bids and proposals shall be reasonably designed to attract qualified vendors. Depending upon the circumstances, such notification may include public advertising and/or mailing of notices to potential vendors.

The notification shall specify the deadline for submitting bids and the time and place of bid opening. Bid alternates shall be permitted at the discretion of the Superintendent. The notice shall reserve the right of the school unit to reject any or all bids, and to waive technical or immaterial non-conformities in bids if in the best interest of the school unit, and to exercise judgment in evaluating bids.

- a. **Written bids.** Bids shall be in writing, sealed with outside envelope or wrapper plainly marked "Bid, not to be opened until (insert appropriate date)," and mailed or filed with the Superintendent of the unit.
- b. **Time of opening.** A School Board member or employee of the school unit may not open a bid until the appointed time.
- c. **Public opening.** At the time and place stated in the public notice, and open to the public, all bids shall be opened by the Superintendent or, in the Superintendent's absence or disability, by any School Board member designated for the purpose by the Chair of the School Board.
- d. **Reading.** If any citizens who are not School Board members or employees of the school unit or if any representatives of the press are present, bids shall, at that time, either be made available for examination by them or shall be read aloud in a manner to be heard plainly by those in attendance.
- e. In general, the School Board will award contracts to the lowest bidder which the Superintendent and School Board deem can satisfactorily fulfill the contract.

RFP Procedures

1. Proposals should be submitted in plain envelopes clearly marked "Proposal, not to be opened until (state time and date)." The RFP shall state the time and date that proposals shall be opened, and no proposals shall be opened before that time. Public opening is not required.
2. Proposals are to be evaluated based on criteria appropriate for the project in question, and the contract will be awarded to the vendor whom the Superintendent and School Board deem best able to meet the requirements of the school unit.

Procurement Methods for Federally Funded Projects

The Superintendent or his or her designee shall be responsible for developing, updating as necessary, and implementing a written administrative procedures manual (hereafter, the “Federal Procurement Manual”) to govern the procurement and purchase of property, goods, and services using any federal award, that is subject to the Uniform Grant Guidance, codified at 2 CFR Part 200 (“UGG Federal Award”). The Federal Procurement Manual shall be consistent with all applicable federal laws and rules.

Notwithstanding any policy provision to the contrary, the procurement and purchase of property, goods, and services using a UGG Federal Award, in whole or in part, must comply with the Federal Procurement Manual. Wherever this policy or any of the school unit’s administrative procedures are inconsistent with federal laws or rules, the provisions of the federal laws or rules shall control.

Legal Reference: 34 CFR Parts 74 and 80 (Education Department General Administrative Regulations (“EDGAR”)) (for federal awards made prior to 12/26/2014)
2 CFR Part 200 (Uniform Administrative Requirements) (for federal awards made on or after 12/26/2014)
DBJ-R – Federal Procurement Manual

Legal Reference: 5 MRSA § 1743-A (ALL)
20-A MRSA §§ 1001(14), 5401(13)(D); 5402 (ALL)

20-A MRSA § 1314 (MSAD)
Me. DOE Rules, Ch. 61 (Rules for School Construction Projects) (ALL)

Adopted: 9/11/13

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

Conflict of Interest

All employees, officers, or agents 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, officer, or agent 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

A conflict of interest would arise when the employee, officer, or agent – or any member of his or her family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein – has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

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)

2 CFR 200.318 (Uniform Administrative Requirements – General Procurement Standards for federal awards made on or after 12/26/14.

Adopted: 5/9/2018 Revised: 6/13/18

BRUNSWICK SCHOOL DEPARTMENT
REVENUE AND EXPENSE REPORT FOR SEPTEMBER 30, 2018

School Year 2018-19

Revenues	Approved 06/12/18	Adjustments	Revised Budget	Revenues through 09/30/18	Encumbrances	Remaining Bal.	% Collected
Unapprop. Fund Bal.	\$ 2,611,364.00		\$ 2,611,364.00	\$ 2,611,364.00	\$ -	\$ -	100.00%
State Subsidy	\$ 9,858,866.00		\$ 9,858,866.00	\$ 1,437,386.59	\$ 8,485,479.31	\$ 63,999.90	14.58%
Local Share	\$ 25,354,211.00		\$ 25,354,211.00	\$ 25,354,211.00	\$ -	\$ -	100.00%
Tuition	\$ 98,349.00		\$ 98,349.00	\$ -	\$ 98,349.00	\$ -	0.00%
Misc.	\$ 83,000.00		\$ 83,000.00	\$ 1,379.70	\$ 81,620.30	\$ -	1.66%
Other (Local Nutrition)	\$ 126,420.00		\$ 126,420.00	\$ 126,420.00	\$ -	\$ -	0.00%
Total Revenue	\$ 38,132,210.00	\$ -	\$ 38,132,210.00	\$ 29,530,761.29	\$ 8,665,448.61	\$ 63,999.90	77.44%

Expenses By Warrant Number	Approved 06/12/18	Adjustments	Revised Budget	Expended Through 09/30/18	Encumbrances	Remaining Bal.	% Remaining	% Expended & Encumbered
Regular Instruction	\$ 16,709,914.00		\$ 16,709,914.00	\$ 1,424,203.92	\$ 13,849,977.35	\$ 1,435,732.73	8.59%	91.41%
Spec. Ed. Instruction	\$ 5,689,093.00		\$ 5,689,093.00	\$ 570,412.93	\$ 4,189,547.58	\$ 929,132.49	16.33%	83.67%
CTE	\$ 114,412.00		\$ 114,412.00	\$ 38,137.44	\$ -	\$ 76,274.56	66.67%	33.33%
Other Instruction	\$ 792,109.00		\$ 792,109.00	\$ 80,489.70	\$ 64,026.72	\$ 647,592.58	81.76%	18.24%
Student & Staff Support	\$ 3,554,535.00		\$ 3,554,535.00	\$ 693,339.30	\$ 2,101,062.73	\$ 760,132.97	21.38%	78.62%
System Administration	\$ 1,011,688.00		\$ 1,011,688.00	\$ 244,630.35	\$ 640,163.19	\$ 126,894.46	12.54%	87.46%
School Administration	\$ 1,702,486.00		\$ 1,702,486.00	\$ 340,017.80	\$ 1,245,306.84	\$ 117,161.36	6.88%	93.12%
Transportation	\$ 2,038,951.00		\$ 2,038,951.00	\$ 792,918.56	\$ 1,067,073.90	\$ 178,958.54	8.78%	91.22%
Operation & Maintenance	\$ 4,800,012.00		\$ 4,800,012.00	\$ 982,204.47	\$ 1,910,102.63	\$ 1,907,704.90	39.74%	60.26%
Debt Service	\$ 1,476,528.00		\$ 1,476,528.00	\$ -	\$ 1,476,528.00	\$ -	0.00%	100.00%
All Other	\$ 126,420.00		\$ 126,420.00	\$ -	\$ 126,420.00	\$ -	0.00%	100.00%
Adult Education	\$ 116,062.00		\$ 116,062.00	\$ -	\$ 116,062.00	\$ -	0.00%	100.00%
Total Budget	\$ 38,132,210.00	\$ -	\$ 38,132,210.00	\$ 5,166,354.47	\$ 26,786,270.94	\$ 6,179,584.59	16.21%	83.79%

BRUNSWICK SCHOOL BOARD
2019
REGULAR BOARD MEETINGS

7:00 p.m., Council Chambers, Town Hall, 85 Union Street

January	7	Swearing-in Ceremony
January	9	
February	13	Budget Discussions Begin
March	13	Budget Discussion
April	10	
May	8	
June	12	
July	10	
August	14	
September	11	
October	9	
November	13	
December	11	

WORKSHOPS/SPECIAL MEETINGS

Workshops and Special Meetings are generally held in the Council Chambers at 6:30 p.m. and are subject to change.

January	23	Goal Setting Workshop (Dinner meeting, Hawthorne Conference Rm)
February	27	Budget Workshop
March	6	Budget Workshop
March	20	Public Forum on the Budget
March	27	Special Meeting - Budget
June	19	Special Meeting (Superintendent Evaluation/Review)
Sept.	25	Workshop
Oct.	23	Workshop
Nov.	27	Workshop

Draft

- c. School Board, Press, Administrators, Town Office, MVR10, Merrymeeting Adult Ed, TV Cable 3, web, post

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.