

Brunswick School Board
MINUTES
Wednesday, April 8, 2020
Executive Session at 6:30 p.m.
with the Regular Meeting immediately following
Meeting via Electronic Devices

THIS MEETING WAS CONDUCTED VIA ELECTRONIC DEVICES WITH SCHOOL BOARD MEMBERS PARTICIPATING FROM REMOTE LOCATIONS.

THERE WAS NO OPPORTUNITY FOR THE PUBLIC TO VIEW THIS MEETING IN PERSON. THE PUBLIC COULD VIEW OR LISTEN TO THE MEETING ON TV3 (Channel 3 on Comcast) or VIA LIVE STREAM FROM THE TOWN'S WEBSITE

<http://tv3hd.brunswickme.org/CablecastPublicSite/watch/1?channel=1>

All Votes Were Taken via Roll Call.

School Board Members Present: Jim Grant, Chair; Joy Prescott, Vice-Chair; Mandy Merrill; Beth Bisson; Teresa Gillis; Celina Harrison; Elizabeth Sokoloff; Sarah Singer; Bill Thompson; Maddie Wayne, Student Liaison; Tyler Patterson, Student Liaison

Staff Members Present: Paul Perzanoski, Superintendent; Shawn Lambert, Assistant Superintendent; Kelly Wentworth, Business Manager; Barbara Gunn, Student Services Director; Shanna Crofton, Director of Curriculum, Assessment, Instruction, and Professional Development; Sue Woodhams, Technology Director; Troy Henninger, BHS Principal; Jeff Ramich, BHS Athletic Director; Mandy Lewis, BJHS Principal; Heather Blanchard, HBS Principal; Steve Ciembroniewicz, Coffin School Principal; Chris McCarthy, REAL School Principal; Scott Smith, Facilities, Grounds, and Maintenance Director; Michelle Caron, Transportation Director.

Call to Order/Pledge of Allegiance/Roll Call

Mr. Grant called the meeting to order at 6:34 p.m., led the Pledge of Allegiance and asked for a roll call.

Executive Session

26. Consideration of Executive Session with Possible Action

Vote to enter executive session pursuant to 1 MRSA 405(6) (A) for the purpose of negotiations.

Motion to enter executive session.

Motion: Thompson Second: Gillis Vote: Unanimous of the Board members present
Approved to enter executive session.

The Board entered executive session at 6:37 p.m.
The Board reconvened in public session at 6:48 p.m.

27. Possible Action from Executive Session

Motion to enter into a contract with Dr. Phil Potenziano to be the new Superintendent with the Brunswick School Department.

Motion: Singer Second: Thompson Vote: Unanimous of the Board members present
Congratulated and welcomed Dr. Potenziano.

Adjustment to the Agenda

None

Consent Agenda Action

Items on the Consent Agenda passed unanimously without objection.

*28. Consideration of Approval of the Minutes of March 11, 2020

Old Business

29. Consideration of the 2020-2021 School Calendar

We developed the next calendar with SAD 75 and RSU 5. We can only have five or less dissimilar days because we all serve Region 10, and there are only two dissimilar days on this calendar. If it is adopted there may be some adjustments that may have to be made due to the current coronavirus situation.

Motion to accept the 2020-2021 calendar knowing there may have to be some revisions in the future.

Motion: Thompson Second: Harrison Vote: Unanimous of the Board members present

30. Discussion and Possible Action on Budget 2020-2021

The Administrative Requests and the Budget Summary and Impact sheets given to the Board members have been revised to show the projected amount of state subsidy has been reduced by \$268,140 based on the Board’s decision from the last meeting regarding Pre-K; there is a 0% increase in our health insurance from Anthem so \$540,000 has been removed from the budget; and we cut Coffin School to partially operational so were able to remove \$65,000 from the operational costs. The Kate Furbish debt service impact is \$1,428,658 which represents a 3.11% increase on taxation. All other new requests total \$936,105 which represents a 2.04% increase on taxation. Any savings that we may have from the current school closure would be used to reduce the debt, however, due to the costs of remote learning, we don’t anticipate this to be a significant savings.

Mrs. Sokoloff made a motion to bring this budget forward to the Town Council

Motion: Sokoloff Second: Merrill Vote: 7-2 (Harrison, Thompson opposed)

Motion passes to bring this budget forward to the Town Council.

Communications/Correspondence

Email received questioning RTI during the remote learning, and also emails received asking if there will be a formal announcement regarding closure of school for remainder of year.

Public Participation: No Public Comment Will Be Taken

Superintendent’s Report

a. Building and Equipment Use: None this month

b. Resignation at the end of the 2019-20 school year:
• Emily Darby, ESOL Teacher/Program Director
We wish her well and thank her for her contributions.

c. New Staff
• Debra Shaw, Night Custodian, BJHS

d. COVID-19 Update
At the present time teachers are doing instruction daily; counselors are staying in touch with students; ed techs are working on professional development online; bus drivers, custodians, groundskeepers, food service workers, administrative secretaries, and administrators are working on

a rotating schedule. Mr. Perzanoski thanked the staff for their hard work. Currently we have ten sites for breakfast and lunch pickup and drivers are there every other day. We will continue to serve breakfast and lunch through vacation week as well. Leftover food is reused when possible and there is not a lot of waste at this time. We have over 600 free and reduced students and are serving approximately 530 meals per day. Drivers will also make deliveries for anyone that cannot make it to the sites for food or learning packets. When the buses are there, these sites are also serving as Wi-Fi hot spots. We thank tech department immensely for all their work. We are providing gloves and drivers are providing their own masks if they want them. We will have more information tomorrow regarding the future.

- e. Budget Report – K. Wentworth
Board members have the Revenue and Expense report ending in March. Most of the encumbrance column is for salaries and benefits which make up approximately 80% of our budget.
- f. Funds to Purchase 50 Chromebooks from BCEF
Thank BCEF for providing us with funds to purchase 50 Chromebooks for student use.
- g. Security Grant Application
The Department of Justice has a School Violence Protection Program federal grant. We are putting an application for two grants through them. One for \$100,000 for the security vestibule at BJHS and the other is for \$46,500 for portable communications in all buildings that would be FERPA compliant and give us the ability to communicate with each other and the police. If approved they would pay 75% of the cost.
- h. Brunswick Track Dedication, May 21 @ 3:00 p.m.
Tentative date for the track dedication.

Board Chair's Report

- a. Student Liaison Report – M. Wayne & T. Patterson
Applications for next fall's Pre-K and Kindergarten classes can be found online or by calling Coffin school. Kate Furbish construction continues. Mr. Ciembroniewicz sent a message to Coffin School students that they are missed and teachers love hearing from them and wish them well. BJHS students and teachers are engaging in online learning activities. Three BHS students competed virtually at the Maine State Science Fair and all three won awards. BHS students competed on the High School Maine Quiz Show and they will be televised vs Scarborough on Thursday, April 23rd on NPBM. Students would like to thank teachers for all the work that they do.

Committee Reports

None

New Business

31. Discussion and Possible Action on Continuous Learning Plan

The goal of this plan is to provide continuity of learning. "Students continue learning from home with support from teachers, synchronous and/or asynchronous, and provided through, supported by, or supplemented by technology." Mr. Lambert went over the timeline of implementation; professional development for staff; and explained what has been happening during phase I (3/17/20-3/27/20), Phase II (3/30/20-4/10/20), and the plan for Phase III (4/13/20-). We are not a 1:1 district regarding laptops, so laptops were distributed to students 6-12 who needed them. There were 169 Chromebook requests for students PreK to 5 and these will be distributed to families this week. PreK to 5 paper packets will still be available if families prefer. Wi-Fi can be accessed at the schools by parking outside the building and also available at the buses at the pick-up sites.

Motion to approve the Continuous Learning Plan that Mr. Lambert just outlined, knowing that there may be some revisions as we go forward.

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

Calendar/Announcements

Kindergarten Registration began April 6th. Registrations can be completed online. For more information, please call Coffin School at 319-1950.

PreK 2020-2021 applications began April 6th. This will also be an online process. For more information, please call Coffin School at 319-1950. Mr. Ciembroniewicz noted that these applications are on our district and Coffin School websites.


Future Agenda Items

None

Adjournment

32. Motion to Adjourn

Motion: Thompson Second: Singer Vote: Unanimous of the Board members present
Meeting adjourned at 8:15 p.m.


Paul K. Perzanoski, Secretary
Brunswick School Board

**Brunswick School Board
Special Meeting
MINUTES
Thursday, April 30, 2020
6:30 p.m.
Meeting via Electronic Devices**

THIS MEETING IS BEING CONDUCTED VIA ELECTRONIC DEVICES WITH SCHOOL BOARD MEMBERS PARTICIPATING FROM REMOTE LOCATIONS.

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<http://tv3hd.brunswickme.org/CablecastPublicSite/watch/1?channel=1>

The public may send e-mail messages to the School Board at: schoolboard@brunswick.k12.me.us

All Votes were Taken via Roll Call.

School Board Members Present: James Grant, Chair; Joy Prescott, Vice Chair; Beth Bisson; Teresa Gillis; Celina Harrison; Mandy Merrill; Sarah Singer; Elizabeth Sokoloff; William Thompson; Maddie Wayne and Tyler Patterson, BHS Student Liaisons

Staff Members Present: Paul Perzanoski, Superintendent; Shawn Lambert, Assistant Superintendent; Kelly Wentworth, Business Manager; Barbara Gunn, Student Services Director; Mandy Lewis, BJHS Principal; Chris McCarthy, REAL School Principal

Call to Order/Pledge of Allegiance/Roll Call

Mr. Grant called the meeting to order at 6:32 p.m., led the Pledge of Allegiance and asked for a roll call.

Adjustment to the Agenda

None

Old Business

33. Discussion and Possible Action on the School Board's Use of Coffin School as of July 1, 2020

a. Draft timeline to begin discussion

b. List of projects developed for the past Coffin renovation project with completions of tasks noted.

Significant new information regarding the current pandemic has arrived in the past few days. The opening of school in the fall may not occur as usual as we may have to begin school with part-time classes and/or remote learning. Based on the uncertainty and different scenarios for which we may have to plan, we may need the extra space that Coffin School allows us. The timeline and possible renovation to Coffin School's ventilation system were discussed by the Board.

Motion to accept the *Timeline and Proposal for the Use of Coffin School*.

Motion: Thompson Second: Merrill

Motion amended to remove bullets pertaining to moving central office and to change bullets under September – December to read: Begin discussion and possible planning for Coffin School by working with stakeholder groups on various uses in the near future.

Motion: Thompson Second: Merrill Vote: Unanimous of the Board members present

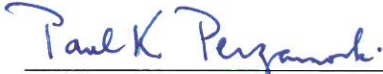
Communications/Correspondence

An email was received from Jean Powers regarding past discussion of moving central office to town hall. (That was discussed twice in the past. The area was large enough for all departments except Technology.)

Public Participation: No Public Comment Was Taken

Adjournment

By unanimous consent the meeting adjourned at 7:30 p.m.



Paul K. Perzanoski, Secretary
Brunswick School Board

**Brunswick School Board
Special Meeting
MINUTES
Wednesday, May 6, 2020
6:30 p.m.
Meeting via Electronic Devices**

THIS MEETING IS BEING CONDUCTED VIA ELECTRONIC DEVICES WITH SCHOOL BOARD MEMBERS, SCHOOL STAFF, AND THE PUBLIC PARTICIPATING FROM REMOTE LOCATIONS.

THERE IS NO OPPORTUNITY FOR THE PUBLIC TO VIEW THIS MEETING IN PERSON. THE PUBLIC CAN VIEW OR LISTEN TO THE MEETING ON TV3 (Channel 3 on Comcast) or VIA LIVE STREAM FROM THE TOWN'S WEBSITE

<http://tv3hd.brunswickme.org/CablecastPublicSite/watch/1?channel=1>

HOW TO SUBMIT PUBLIC COMMENT:

Public Comments for the May 6, 2020 School Board Meeting must be submitted through the Zoom platform by dialing 1-646-876-9923 and entering the Meeting ID number 818 9444 7692 when prompted. The password is 270502. Please be advised message and data rates may apply.

All Votes to be Taken via Roll Call.

School Board Members Present: Joy Prescott, Vice Chair (arrived 6:33pm); Beth Bisson; Teresa Gillis; Celina Harrison; Sarah Singer (arrived 6:45pm); Elizabeth Sokoloff (left at 8:50pm); William Thompson; Maddie Wayne and Tyler Patterson, BHS Student Liaisons

School Board Members Absent: James Grant, Chair; Mandy Merrill

Staff Members Present: Paul Perzanoski, Superintendent; Shawn Lambert, Assistant Superintendent; Kelly Wentworth, Business Manager;

Barbara Gunn, Student Services Director; Mandy Lewis, BJHS Principal; Chris McCarthy, REAL School Principal

Guests: Phil Potenziano, incoming Superintendent; Christopher Stevenson, Laura O'Neill, and Allen Kropp from Drummond Woodsum Attorneys at Law

Call to Order/Pledge of Allegiance/Roll Call

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

Adjustment to the Agenda

None

Old Business

Presentation by Drummond Woodsum Attorneys on the Title IX Athletics Audit.

Due to some concerns that parents had last school year, Drummond Woodsum did a Title IX Athletics Audit. Laura O'Neil and Alan Kropp conducted that audit and gave a presentation on their findings for the Board.

"Title IX is a federal law prohibiting sex discrimination in educational programs." This audit was done to make sure "girls and boys receive equitable opportunities and support" in our high school athletic programs. They went over two components. 1. If "sports opportunities for girls and boys are proportional to our enrollment". Their findings showed that we were fully compliant. 2. The "benefits and treatment of student athletes". Their findings showed that we were mostly compliant but there were a couple issues that they found due to the "inequity in the use of Booster funds", such as food supplied for the athletes, practice facilities, more apparel purchased for boys than girls, and overall funding amounts from the different Booster clubs. Questions were answered and discussion was held.

Presentation by the Brunswick School Department and Drummond Woodsum Attorney on the Progress of Developing 501(c)3.

The difference between student activity funds and booster funds is that the student activity funds are student led fundraisers with an advisor and administrators approving the expenditures, as opposed to booster funds which are led with parent involvement. The school district has already started the process to move booster funds from separate student activity accounts into three 501(c)3 groups. The three groups are the Brunswick Elementary Group (elementary and parent groups), the Brunswick Schools Performing Arts Boosters (art, drama, and music groups), and the Brunswick High School Athletics. Two sports, basketball and football, chose to create their own 501(c)3 and not be part of the larger organization. The 501(c)3 nonprofit status protects fundraisers from income tax and allows the organizations to accept tax deductible contributions. "In order to use the Brunswick name and/or logo, these groups need to get Board approval, and an approval process for their fundraising plan."

In order to move forward and be in compliance with Title IX, the School Board Policy Committee will be getting together and reviewing sample policies from other districts to develop our own policies and procedures. Once this is completed, the committee will then bring the completed policies and procedures to the Board for approval. The next Policy Committee meeting will be held on May 27th. Questions were answered and discussion was held.

Communications/Correspondence

This is Teacher Appreciation Week so a huge thank you to teachers and coaches. Thank you to Phil Potenziano for being with us tonight.

Public Participation:

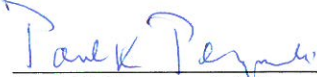
Jonathan Banks, Mike Nussbaum, DJ Shaughnessy, and Ryan Sullivan, Brunswick Athletic Booster parents, addressed the Board and asked questions.

Future Agenda Items

20-21 Budget Presentation to Town Council on May 7th
 Building Committee Meeting on May 13th at 5pm
 School Board Meeting on May 13th at 6:30pm

Adjournment

By unanimous consent the meeting adjourned at 9:00 p.m.


 Paul K. Perzanoski, Secretary
 Brunswick School Board

**BRUNSWICK SCHOOL DEPARTMENT
REVENUE AND EXPENSE REPORT FOR APRIL 30, 2020**

School Year 2019-2020

Revenues	Approved 06/11/19	Adjustments	Revised Budget	Revenues		Encumbrances	Remaining Bal.	% Collected
				Through 04/30/20	04/30/20			
Unapprop. Fund Bal.	\$ 2,111,364.00		\$ 2,111,364.00	\$ -	\$ 2,111,364.00	\$ -		0.00%
State Subsidy	\$ 11,058,375.00		\$ 11,058,375.00	\$ 9,275,785.75	\$ 1,782,589.25	\$ -		83.88%
Local Share	\$ 26,646,201.00		\$ 26,646,201.00	\$ 26,646,201.00	\$ -	\$ -		100.00%
Tuition	\$ 128,349.00		\$ 128,349.00	\$ 126,351.22	\$ 57,710.32	\$ 55,712.54		98.44%
Misc.	\$ 83,000.00		\$ 83,000.00	\$ 81,430.21	\$ 1,569.79	\$ -		98.11%
Other (Local Nutrition)	\$ 126,420.00		\$ 126,420.00	\$ 126,420.00	\$ -	\$ -		0.00%
Total Revenue	\$ 40,153,709.00	\$ -	\$ 40,153,709.00	\$ 36,256,188.18	\$ 3,953,233.36	\$ 55,712.54		90.29%
Expenses By Warrant								
Number	Approved 06/11/19	Adjustments	Revised Budget	Expended Through 04/30/20	Encumbrances	Remaining Bal.	% Remaining	% Expended & Encumbered
Regular Instruction	\$ 17,450,652.32	\$ 43,706.00	\$ 17,494,358.32	\$ 11,137,828.40	\$ 5,461,258.39	\$ 895,271.53	5.12%	94.88%
Spec. Ed. Instruction	\$ 5,981,969.07		\$ 5,981,969.07	\$ 3,973,193.68	\$ 1,480,444.90	\$ 528,330.49	8.83%	91.17%
CTE	\$ 152,697.00		\$ 152,697.00	\$ 139,972.69	\$ 12,724.31	\$ -	0.00%	100.00%
Other Instruction	\$ 836,135.32		\$ 836,135.32	\$ 559,847.18	\$ 30,910.79	\$ 245,377.35	29.35%	70.65%
Student & Staff Support	\$ 3,906,639.25	\$ (41,846.00)	\$ 3,864,793.25	\$ 2,673,053.03	\$ 801,058.66	\$ 390,681.56	10.11%	89.89%
System Administration	\$ 1,108,980.50		\$ 1,108,980.50	\$ 854,652.74	\$ 209,537.14	\$ 44,790.62	4.04%	95.96%
School Administration	\$ 1,902,404.00		\$ 1,900,544.00	\$ 1,402,338.60	\$ 380,007.65	\$ 118,197.75	6.22%	93.78%
Transportation	\$ 2,294,811.36	\$ (1,860.00)	\$ 2,294,811.36	\$ 1,985,461.97	\$ 318,754.32	\$ (9,404.93)	-0.41%	100.41%
Operation & Maintenance	\$ 4,823,526.75		\$ 4,823,526.75	\$ 3,576,227.58	\$ 600,364.63	\$ 646,934.54	13.41%	86.59%
Debt Service	\$ 1,450,509.43		\$ 1,450,509.43	\$ 1,267,149.67	\$ 183,359.76	\$ -	0.00%	100.00%
All Other	\$ 126,420.00		\$ 126,420.00	\$ 126,420.00	\$ -	\$ -	0.00%	100.00%
Adult Education	\$ 118,964.00		\$ 118,964.00	\$ 118,964.00	\$ -	\$ -	0.00%	100.00%
Total Budget	\$ 40,153,709.00	\$ -	\$ 40,153,709.00	\$ 27,815,109.54	\$ 9,478,420.55	\$ 2,860,178.91	7.12%	92.88%

Looping Proposal - taking 4th graders to 5th grade for 2020-2021

Michele Joyce and Lea-Anne Thayer would like to continue working with their classes, looping with the same students to 5th grade for the 2020-2021 school year.

The primary reasons behind this request:

- Continuity of classroom community during a time when unpredictability is occurring in our country
- Continuity of classroom instruction with needs already assessed and understood by their current teachers
- Continuity of social, emotional and academic growth
- Continuity of strong and trusting family relationships built during the 2019-20 school year and enhanced through the distance learning experience
- Easier transition into the uncertainty of the new school year
- Relationships that are not ready to be severed - looping would benefit the social, emotional and academic well-being of these learning communities

Considerations:

- Ms. Thayer's class includes 6 special education students
- Mrs. Joyce's class includes 6 ELL students, including two asylum seekers
- There is an established relationship between these two classes that will carry over from the 2019-2020 school year - this will enhance the partnering relationship in 5th grade
- Both teachers have experience teaching 5th grade

Thank you for considering our request



George T. Files Post 20
Brunswick American Legion
1 Columbus Drive
Brunswick, Maine 04011- 1551
207-721-1172 Fax 207-721-1175
E-mail: algtfpost20@gmail.com

Members of the School Board, Superintendent of Schools

I write to you for your support to move the Memorial Rock at the High School to the center island at the front of the High School.

To provide a little history of the "Rock". The "Rock" came into existence as a result of BHS Alumni wishing to honor Dragons who paid the ultimate sacrifice during "World War 2". The Memorial Rock was placed on the Front Lawn of the Spring Street High School. Time moved on and at the close of the Vietnam War, the student "Class of 1957" placed a second plaque on the "Rock" to honor those who paid the same sacrifice during the Korean and the Vietnam Conflicts. In 1995; with the closure of the Spring Street High School, the "Rock" was placed on a flatbed vehicle and transported to the new High School. It must be noted that a large group of BHS Alumni walked behind the "Rock" to the new High School. There were move Alumni who could not walk, transport by vehicle. I hope that the significance of the "Memorial Rock" is apparent and what the "Rock" represents to Dragon Alumni.

For many years, veteran groups, and individuals have worked to "Move the Rock" to the center island. Most recently, we have formed a committee (Move the Rock Committee) to meet finally meet that goal. The "Committee" has a vision, a vision that is multitasking and designed to meet several tasks.

THE VISION:

1. Name the island at the front of the High School Memorial Island.
2. "Move the Rock"
3. Create two other sections of the island.
 - a. One to honor Faculty and Staff Members
 - b. Two to honor by class, those BHS Alumni who pasted prior to graduation.
 - i. Through sickness or accident
 - c. To be administered by the School Board.

Goals:

1. To engage the Faculty and Student Body in the Design and Engineering of the Island
 - a. I have contacted a professional engineer, who stated that he is willing to mentor this function. We hope this will serve to show how a professional mentoring program can benefit BHS Alumni in their future.
 - b. To provide a program for engaged BHS Students that can be used in their respective resume.
2. To engage past, present, and future Alumni.
3. To increase Dragon Pride and Sprit
4. As a foot note, present members of the "Committee" know of no other facility of this type in Maine or the U.S.

It is not the "Committee's" intention that this Project be completed all at once, but in stages over a period of time.

The first stage being, site design "Move the Rock", then name the island "Memorial Island".

The site design for the second and third phases (establishing the two other sections) can continue to completion.

Expense to "Move the Rock":

1. For the actual move the cost is \$0.00.
 - a. Tom Farrell of the Recreation Dept., has made arrangements with a company who installs pears for the Town. The company stated that because of what the "Rock" means and represents they would move the move for NO CHARGE. During our conversation, Mr. Farrell agreed to contact the Public Works Department, who stated that they would provide truck(s) and flatbed to assist during the move.
2. The Committee realizes that there will be site preparation needs. At present, there has been a fundraising effort that has received \$475.00. We plan to continue that fundraising.

Thank you

Dave Watson

BHS Alumni Class 1966

Commander Brunswick American Legion Post 20



PAUL K. PERZANOSKI
Superintendent of Schools

SHAWN L. LAMBERT
Assistant Superintendent

BARBARA J. GUNN
Director of Student Services

BRUNSWICK SCHOOL DEPARTMENT

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46 Federal Street
Brunswick, Maine 04011
Telephone (207) 319-1900
FAX (207) 725-1700

KELLY WENTWORTH
Business Manager

SHANNA CROFTON
*Director of Curriculum, Assessment,
Instruction, & Professional Development*

SUE WOODHAMS
Director of Technology Integration

May 4, 2020

Dear Brunswick Town Councilors and Town Manager;

Thank you for all of your work around the COVID pandemic. The School Board shares your commitment and passion for working in the best interests of the town of Brunswick and its citizens.

When schools are permitted to re-open their physical plants, it is likely that the educational program will look different than in previous history. Social distancing may be still in effect as well as a limit of the number of people allowed in a group.

With this uncertainty the School Board unanimously endorsed at their April 30, 2020 meeting a timeline and plan that allows the use of classrooms at Coffin School for students and staff that may be affected by the state guidelines in the fall. The plan also calls for discussion to begin with stakeholder groups on future uses for Coffin School. Some of the suggestions we have heard over time include the following:

- Develop the gymnasium as a shared community/town facility for community events, sports, and performances.
- Develop Coffin as a community center that co-locates school administration offices with various organizations and non-profits that serve families in the community. Turn Hawthorne over to the town.
- Create community gardens on the property and community outdoor space.
- Move the REAL School from Brunswick Landing to Coffin School.
- Utilize the cafeteria and several classrooms by BJHS freeing up space for the music and art program in the junior high and allowing a set of portables to be decommissioned.
- Move the Teen Center from Union Street to Coffin so BJHS students could walk over after school.
- Utilize space for a Performing and Visual Arts Program.
- Establish a school-based medical clinic.
- Utilize space for the presentation of Adult Education classes.

May 4, 2020

Page 2

We send you this correspondence not just to inform you of our plans but to also give you information to make a decision on the Revolving Renovation Project in the Coffin gymnasium. We look forward to your response and will move forward with our plan as we attempt to prepare for the uncertain future.

Sincerely,



Jim Grant
School Board
Chair



Joy Preseott
School Board
Vice-Chair



Sarah Singer
School Board
Facilities Committee Chair

Timeline and Proposal for the Use of Coffin School

2020 May – August

- ~ Maintain Food Service Office and storage areas (permanent).
- ~ Prepare cafeteria and two classrooms for use by BJHS.
- ~ Move designated furniture to Kate Furbish Elementary School.
- ~ Remove designated portables and renovate sites.
- ~ Repair ventilation system for community and student use (Revolving Renovation).
- ~ Install wireless access points.
- ~ Utilize classrooms for overflow when the schools are opened after the pandemic.

2020 September – December

- ~ Begin discussion and possible planning for Coffin School by working with stakeholder groups on various uses in the near future. Begin cost analysis for future uses.
- ~ Utilize classrooms for overflow when the schools are opened after the pandemic.

2021 January – June

- ~ Finalize space recommendations for all interested parties.
- ~ Begin any possible building renovations and price out budget items for the 2022 budget, including moves.

2021 July - August

- ~ Complete any needed renovations for occupancy.
- ~ Adjust and finalize any use of space by BJHS.