

**BRUNSWICK SCHOOL DEPARTMENT  
REVENUE AND EXPENSE REPORT FOR MAY 31, 2020**

School Year 2019-2020

Revenues	Approved 06/11/19	Adjustments	Revised Budget	Revenues			% Collected
				Through 05/31/20	Encumbrances	Remaining Bal.	
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	\$ 10,104,889.58	\$ 953,485.42	\$ -	91.38%
Local Share	\$ 26,646,201.00		\$ 26,646,201.00	\$ 26,646,201.00	\$ -	\$ -	100.00%
Tuition	\$ 128,349.00		\$ 128,349.00	\$ 198,238.76	\$ -	\$ 69,889.76	154.45%
Misc.	\$ 83,000.00		\$ 83,000.00	\$ 84,694.45	\$ -	\$ 1,694.45	102.04%
Other (Local Nutrition)	\$ 126,420.00		\$ 126,420.00	\$ 126,420.00	\$ -	\$ -	0.00%
<b>Total Revenue</b>	<b>\$ 40,153,709.00</b>	<b>\$ -</b>	<b>\$ 40,153,709.00</b>	<b>\$ 37,160,443.79</b>	<b>\$ 3,064,849.42</b>	<b>\$ 71,584.21</b>	<b>92.55%</b>

Expenses By Warrant Number	Approved 06/11/19	Adjustments	Revised Budget	Expended			% Expended & Encumbered
				Through 05/31/20	Encumbrances	Remaining Bal.	
Regular Instruction	\$ 17,450,652.32	\$ 43,706.00	\$ 17,494,358.32	\$ 12,899,485.32	\$ 3,806,883.92	\$ 787,989.08	4.50%
Spec. Ed. Instruction	\$ 5,981,969.07		\$ 5,981,969.07	\$ 4,602,280.69	\$ 1,313,892.25	\$ 65,796.13	1.10%
CTE	\$ 152,697.00		\$ 152,697.00	\$ 152,697.48	\$ -	\$ (0.48)	0.00%
Other Instruction	\$ 836,135.32		\$ 836,135.32	\$ 629,137.05	\$ 73,501.77	\$ 133,496.50	15.97%
Student & Staff Support	\$ 3,906,639.25	\$ (41,846.00)	\$ 3,864,793.25	\$ 2,989,034.69	\$ 549,832.01	\$ 325,926.55	8.43%
System Administration	\$ 1,108,980.50		\$ 1,108,980.50	\$ 972,915.01	\$ 144,032.50	\$ (7,967.01)	-0.72%
School Administration	\$ 1,902,404.00		\$ 1,900,544.00	\$ 1,593,155.79	\$ 192,175.23	\$ 115,212.98	6.06%
Transportation	\$ 2,294,811.36		\$ 2,294,811.36	\$ 2,143,175.79	\$ 222,263.52	\$ (70,627.95)	-3.08%
Operation & Maintenance	\$ 4,823,526.75		\$ 4,823,526.75	\$ 3,834,307.24	\$ 526,142.47	\$ 463,077.04	9.60%
Debt Service	\$ 1,450,509.43		\$ 1,450,509.43	\$ 1,267,149.67	\$ 183,359.76	\$ -	0.00%
All Other	\$ 126,420.00		\$ 126,420.00	\$ 126,420.00	\$ -	\$ -	0.00%
Adult Education	\$ 118,964.00		\$ 118,964.00	\$ 118,964.00	\$ -	\$ -	0.00%
<b>Total Budget</b>	<b>\$ 40,153,709.00</b>	<b>\$ -</b>	<b>\$ 40,153,709.00</b>	<b>\$ 31,328,722.73</b>	<b>\$ 7,012,083.43</b>	<b>\$ 1,812,902.84</b>	<b>4.51%</b>

<b>Undesignated Estimate:</b>	
Undesignated 06/30/19	\$ 2,431,962.31
Used to offset 19/20 taxes	\$ (2,111,364.00)
Balance	\$ 320,598.31
Unexpended to date	\$ 1,812,902.84
(Un)collected to date	\$ 71,584.21
<b>Undesignated estimate</b>	<b>\$ 2,205,085.36</b>

Brunswick School Board  
**MINUTES**  
Wednesday, May 13, 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 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>

**All Votes Were Taken via Roll Call.**

School Board Members Present: 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

School Board Members Absent: Jim Grant, Chair

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; Tim Gagnon, BHS Assistant Principal; Mandy Lewis, BJHS Principal; Heather Blanchard, HBS Principal; Michael Harris, HBS Assistant Principal; Steve Ciembroniewicz, Coffin School Principal; Chris McCarthy, REAL School Principal; Michelle Caron, Transportation Director; Brian Pressley, Jennie Driscoll, Rick Wilson, Michelle Joyce and Leanne Thayer, Teachers

Guests Present: Phil Potenziano, Incoming Superintendent

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

Mrs. Prescott called the meeting to order at 6:40 p.m., led the Pledge of Allegiance and asked for a roll call.

**Executive Session**

34. Consideration of Executive Session with Possible Action

Vote to enter executive session pursuant to 1 MRSA 405(6) (E) for the purpose of attorney consultation.

Motion to enter executive session.

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

The Board entered executive session at 6:41 p.m.

The Board reconvened in public session at 7:21 p.m.

**35. Possible Action from Executive Session**

None

**Adjustment to the Agenda**

None

**Consent Agenda Action**

Items on the Consent Agenda passed unanimously without objection.

**\*36. Consideration of Approval of the Minutes of April 8, 2020**

Consideration of Approval of the Special Meeting Minutes of April 30, 2020

Consideration of Approval of the Special Meeting Minutes of May 6, 2020

**\*37. Approval of the Superintendent's Nomination of Probationary and Continuing Contract Teachers for the 2020-2021 School Year**

Elect the following probationary teachers for 2020-2021 (2<sup>nd</sup> year contract):

Eric Bosarge, English, BHS  
 Jennifer Bowdish, Nurse, Coffin  
 Felicity Brewer, Computer Science, BHS  
 Meghan Cushing, Math, BJHS  
 Brandon Dudley, English, BHS  
 Brandon Duras, Instrumental Music, BHS  
 Sandra Dwyer, Grade 1, Coffin  
 Julia Fenton-Schnee, Social Worker, REAL  
 Samantha Fletcher, Special Education, REAL  
 Alexis Gillis, Science, BJHS  
 Erin Kenyon, Grade 4, HBS  
 Ashley LaCroix, Technology Integrator, HBS/Coffin  
 Gabriella Latini, Grade 1, Coffin  
 Leslie Lemieux, Title I Literacy Specialist, Coffin  
 Josh Levy, Social Studies, BJHS  
 Abby Madden, Resource, HBS  
 Andrea Manousos, Special Education, REAL  
 Marianne Matson, Language Arts, BJHS  
 Amanda McInnis, Grade 1, Coffin  
 Ruth Mueller, 0.8 ESOL, BHS  
 Elise O'Connor, Social Worker, HBS  
 Paisley Richard, Functional Life Skills, Coffin  
 Clairlynn Rountree, Health, BJHS  
 Lisa Sanderson, Resource, HBS  
 Ashlee Song, Science, BJHS  
 Mark Stapleton, Math, BHS  
 Jean Sullivan, 0.5 Literacy RTI, HBS  
 Brigitta Valente, Pre-K, Coffin

Elect the following probationary teachers for 2020-2021 (3<sup>rd</sup> year contract):

Krystal Bray, Special Education, HBS  
 Benjamin Clark, Social Studies, BHS  
 Jody Clark, RTI Math, HBS  
 Diane Cook, Counselor/RTI B, BHS  
 April Doane, Special Education, Coffin

Lacy Dugas, Grade 5, HBS  
 Suzanne Gardiner, School Psychologist, BJHS  
 Suzanne Hamilton, Reading Support Strategist, HBS  
 Kristen Hanley, Talent Development, BJHS  
 Charity Kaiser, Kindergarten, Coffin  
 Kate Kovach, Grade 5, HBS  
 Michelle Lane, Special Education, Coffin  
 David Lowe, Math, BHS  
 Heather Lowe, Language Arts, BJHS  
 Jessica Marion, 0.5 Biology, BHS  
 Heather Martin, Librarian, HBS  
 Kyla McCann, Kindergarten, Coffin  
 Matthew McGreevy, Instructional Strategist, HBS  
 Sarah Norton, RTI Math Interventionist, HBS  
 Summer Paradis, School Psychologist, BHS  
 Stacey Vannah, Health, BHS  
 Robert VanMilligan, 0.5 Chemistry, BHS

Elect the following continuing contract teachers teachers for 2020-2021 (4<sup>nd</sup> year contract):

Katherine Baughman, Physical Therapist, districtwide  
 Christine DeRan, Resource, BJHS  
 Patrick Hurley, Resource, BHS  
 Michele Joyce, Grade 4, HBS  
 Tracy Kinney, Talent Development, HBS  
 Marie Larson, Special Education, BHS  
 Erika Leighton, Grade 4, HBS  
 Kathryn Marro, Resource, Coffin  
 Jacie Morrison, Social Worker, Coffin  
 Sara Nichols, Special Education, REAL  
 Kaitlyn Ostrov, Science, BHS  
 Darcee Pantaz, Speech Pathologist, BHS  
 Karin Paquin, Science, BJHS  
 Carol Reynolds, Math, BJHS  
 Rachel Riley, Grade 3, HBS  
 Aimee Sanfasin, Special Education, BJHS  
 Bradley Williams, Visual Art, BHS

### **Old Business**

#### **38. Consideration of Discussion and Possible Action on Any Revisions to the 2021 Operating Budget**

It is our understanding that at tomorrow's Town Council meeting they will be asking us to reduce our budget by as much as 2%. In order to plan for this possibility we need to know the Board's directives.

If the Board is in agreement, the administrators have some ideas for reductions that they will bring forward to the Budget & Finance Committee once the Town Council has made their decision, and then bring the recommended reductions to the full Board.

The above plan was approved without objection of the Board members present.

### **Communications/Correspondence**

The Board received several emails and/or phone calls regarding: re-entry in the fall; in support of moving Memorial Rock at Brunswick High School; seeking clarification or concerns regarding BHS graduation; and regarding the budget.

**Public Participation:** No Public Comment Will Be Taken

### **Superintendent's Report**

a. Use of Building and Equipment: None

b. Resignation for the Purpose of Retirement:

- Barbara Gunn, Student Services Director, 5 years of service

We thank her for all she has done, she will be missed. We wish her well in the future.

c. Resignations:

- Chris Boynton, Functional Life Skills Teacher, BHS, 1 year of service
- Kay Deal, Ed Tech III, REAL School, 1 year of service
- Joe Furrow, Functional Life Skills Teacher, BJHS, 2 years of service
- Kate Hammer, Grade 4 Teacher, HBS, 2 years of service

We thank them for their service and wish them well in the future.

d. Budget Report – K. Wentworth

Board members have the expense report ending in April. Even though our buildings are closed and staff is working remotely, we are continuing to pay all staff as they are expected to be available to work. Teachers and Ed Techs are offering services to students remotely. We are continuing to work through the budget process. We are continuing to be cautious as to the use of fund balance and be mindful of future years.

e. HBS Looping Presentation – H. Blanchard

Ms. Blanchard is proposing a one year looping of a 4<sup>th</sup> and 5<sup>th</sup> grade classroom. Because of retirements and resignations, they will not need to shift teachers to roles they may not want, and she is in support of this request.

f. Title I Presentation – S. Crofton

Ms. Crofton gave an overview of Title IA, Title IIA, and Title IV grants that the district receives. Title IA (Improving the Academic Achievement of the Disadvantaged) funds will be targeted at our Title I school which will be Kate Furbish Elementary School, with a preliminary allocation this year of \$329,377. Title IIA (Preparing, Training and Recruiting High Quality Teachers and Principals) funds are used for professional development, with a preliminary allocation this year of \$82,883.61. Title IV (Student Support & Academic Enrichment Program) funds have a preliminary allocation this year of \$38,567.34. We also provide an allocation of these grants to St. John's School, however, the preliminary allocations have not been provided yet. She also gave project plans for 2021.

g. CARES Grant – S. Crofton

CARES Act (Coronavirus Aid, Relief & Economic Security) was signed into law on March 27<sup>th</sup> and allocates funds to elementary and secondary schools for emergency relief. The Title IA funding formula is being used to calculate the funding. Brunswick is expecting to receive approximately 80% of our current Title IA allocation, however, the exact amount has not been provided yet. Funds can be used for expenses brought on by COVID-19 and encumbered on or after March 13, 2020, and used by September 30, 2022.

## h. BCEF Mini-Grants

BCEF has offered some mini-grants dealing with remote learning. We will report to the Board on the outcome at a later meeting.

## i. COVID-19 Update

Thank you to teachers, staff, students and families for all their work during this challenging time.

Currently the last day of school for students is Friday, June 19<sup>th</sup>. Due to “social & emotional well-being of our students and families, the need to provide time for targeted intervention for students who require additional support, and to provide teachers with professional development time to properly prepare for different methods of instruction since we do not know what school will look like as we move forward into next year”, we are recommending the following:

May 29, 2020 – last day of regular instruction

June 1-June 12, 2020 – to be used for targeted student support and enrichment opportunities for students

June 12, 2020 – last student day and graduation celebration

June 15-19, 2020 – to be used for Professional Development and for students to return books and technology

We are currently planning for extended school year programming this summer for students needing additional support. We will also be conducting surveys of our families, staff, and students (gr 6-12) on remote learning, to prepare for future programming.

39. Motion to revise 2019-2020 calendar to have the last student day as June 12th.

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

## j. BHS Graduation

With input from students and parents, student class officers, class advisor, and BHS administrators met to come up with a plan for graduation that will be compliant with the latest DOE and Governor’s recommendations. The approximate 150 graduates will receive a car pass that will be displayed to come to the BHS celebration, for which 2 ½ hours will be allotted. Accommodations have also been made for graduates who need to bike or walk to the school. Six foot distancing will be observed at all times. Graduates will arrive with their family by vehicle and loop through the various parking lots toward the front circle. At the front circle where administrators will be present, the senior will exit vehicle (with a mask), march to a table, the graduate’s name will be read, music will be playing, and they will be presented with their diploma. The student will move their tassel, and a photographer will be there to take their picture. The senior will go back to their vehicle and exit the school property. The celebration will be recorded, speeches will be pre-recorded, and both will be posted online. Floral arrangements and lawn signs will be displayed as well as a banner at the front of the school, decorations and congratulatory messages at downtown businesses, as well as decorating the mall gazebo.

Maddie Wayne brought forward a plan that the students would like the administrators to consider. Also using cars, but parked in a large area, possibly the back parking lot at BHS or on base, graduates would come out of their cars (in masks) in groups of 25 at a time (not to exceed the total of 50 on property), and maintaining the six-foot distancing would march to the front to receive their diplomas then return to their cars. There would be a large screen behind the stage projecting the events happening on stage.

Mr. Henninger will look into these options with the graduation committee. Any feedback should be sent to Mr. Henninger or Mrs. Driscoll at the high school.

## k. PreK and K Update

Currently we have received 76 PreK applications with 4 more in progress, and 63% have requested a full day model so we will have a lottery. We have arranged 75 Kindergarten screening appointments, along with the 26 current PreK students, totaling 101 signed up for Kindergarten next year.

## l. Kate Furbish Transition Plan

The trailers at both schools should be packed at the end of this month and ready to go to Kate Furbish Elementary School. The move will be done once we receive the certificate of occupancy for the new school.

## m. Superintendent Transition

The transition has been going smoothly. Mr. Potenziano has been meeting with staff, will join the central administrators at the May 18<sup>th</sup> Cabinet Meeting and also the district administrators at the May 27<sup>th</sup> Administrators Team Meeting. He will be working with staff on summer programming and re-entry programming for the fall. Mr. Perzanoski's last day in the office will be June 12<sup>th</sup>. He will be working remotely the following week.

## n. Memorial Rock

Memorial Rock was moved from the old high school when the new high school was opened but was put in a spot that it is not noticeable. On May 26<sup>th</sup> it is scheduled to be moved to the center island by the flag pole, at no cost to us. The ultimate goal is to work with students to create a Memorial Park in the center island as a place of remembrance of past Brunswick students who have died while serving their country.

### Board Chair's Report

## a. Student Liaison Report – M. Wayne &amp; T. Patterson

Plans are being made for families to come by Coffin School the week of June 1<sup>st</sup> to drop off any materials and pick up any personal items. Pre-K Applications and Kindergarten registrations are open and on-going. BHS students are taking AP Tests online throughout this week and next week. The Brunswick Music Department is putting on a porch concert on May 22<sup>nd</sup> at 6:30 p.m. Students will simultaneously plan an arrangement of *My Country 'Tis of Thee*. This is open to all musicians as long as you abide by social distancing. Join us from your porch, driveway, or yard. Sheet music is available on the BJHS and BHS webpage.

## b. Student Liaison Recognition – R. Wilson

Thank you to our Student Liaison, Maddie Wayne, who will be graduating next month. Maddie has done a lot of committee work and has been an inspiration. We thank you for your service to the School Board. Maddie will be attending Macalester College next year.

## c. Use of Coffin Report

Included in the Board packet is the letter sent to the Town Council regarding possible uses for Coffin School in the future.

### Committee Reports

## a. Elementary School Building Committee – S. Singer

Yesterday Ms. Singer did a walk-through of the new building which she live-streamed. The construction of the exterior and interior of the building is very close to completion. They are beginning the testing of the major systems. The landscaping and grading still need to be done. The committee decided not to go with the expensive quote for a generator so other options will be looked at. We received three bids for the construction of the Discovery Center. The lowest bid still puts us over construction cost so the architects will reach out to the lowest bidder regarding any possibly changes.

## 1. Playground Committee

The committee received three estimates which were very far apart. They will talk to the playground designer as to why this might be, but will probably be going forward with the lowest estimate, which was \$4,000 over budget. The committee feels it is a gap they can close either by removing an element or by fundraising.

**New Business**40. Consideration of Approval of Teachers Request for Leave of Absence

Motion to approve a one-year leave of absence for two teachers.

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

Update on 2019-20 Calendar

Was previously taken care of in item 39.

**Calendar/Announcements**

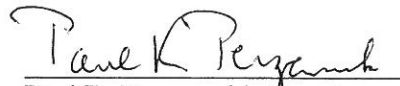
None

**Future Agenda Items**

None

**Adjournment**41. Motion to Adjourn

By unanimous consent the meeting adjourned at 9:16 p.m.

  
Paul K. Perzanoski, Secretary  
Brunswick School Board



## 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.

## **BOOSTER CLUBS AND DONATIONS**

Booster Clubs promote and enhance curricular and co-curricular groups consistent with the educational philosophy of the Brunswick School Department. They do so through funding, volunteers, and moral support. This policy is intended to promote a more formalized and standard relationship between the district and the boosters to promote equity amongst students and to ensure that the district is meeting its obligations under Title IX.

### **Approval**

Only those booster groups that have been approved by the Board may use the name and/or logo of the School Department or its schools.

The Superintendent shall establish an approval process. This process must include the following:

1. Assurance/demonstration of adherence to all state and federal laws;
2. Assurance/demonstration of adherence to all Brunswick School Department policies;
3. Maintenance of status as a 501(c)3 organization;
4. Maintenance of independent bank and financial accounts;
5. Provision of financial reports to the District on a schedule established by District, to include data on total moneys spent on benefits expended on teams separate from fundraising costs;
6. Assurance/demonstration that booster group will not influence the selection of coaches, assistant coaches, or advisors nor assume any supervisory or evaluative responsibility of coaches or advisors;
7. Assurance/demonstration that funds will to support curricular and co-curricular groups will not be expended without prior approval of the District; and
8. Other requirements determined necessary by the District

Approved Booster Clubs will be permitted to have their website link available on the department's website; and use district facilities as a Level 1 organization.

### **Donations**

## Proposed New Policy

The Brunswick School Department acknowledges and appreciates that a primary purpose of Booster Clubs is to support curricular and co-curricular groups through financial support. However, the district must ensure compliance with state and federal laws that require equitable opportunities and treatment of students including Title IX. To that end, all gifts and donations are subject to the following requirements:

1. The Superintendent or designee will meet with each approved booster club at least annually to discuss budget priorities and planned donations prior to the start of the sport/activity season.
2. All fundraising activities must be approved in advance by the Superintendent or designee.
3. All proposed donations and expenditures must be submitted to the Superintendent for review. The School Board shall be notified of all approved donations.
4. Donations of equipment shall become the property of the Brunswick School Department and may be designated for use in a particular school group or activity.
5. Expenditures and donations of cash, supplies or equipment for particular teams may not create inequities among teams in accordance with Title IX requirements.
6. Donations that require the endorsement of a product or business, or that include advertising, may only be accepted if they comply with applicable School Board policies.
7. Donations may not be given to coaches by individuals or groups other than Brunswick School Department approved Booster Clubs.
8. Records of all expenditures and donations will be kept in accordance with established procedures.

The Superintendent or designee shall prepare annually a report to the Board of booster club activities, donations, and expenditures.

Legal Reference: 20-A MRSA § 4005

Cross References: AC: Nondiscrimination/Equal Opportunity and Affirmative Action  
KHB: Paid Advertising

Adopted: XXX

## CHILD SEXUAL ABUSE PREVENTION AND RESPONSE

The Brunswick School Department Board recognizes that Maine law requires every school district with a Pre-K through 5<sup>th</sup> grade program to adopt a policy for child sexual abuse prevention education and response. The Board adopts this policy in the interest of promoting the well-being of students and providing a supportive learning environment as well as compliance with the law.

For the purpose of this policy, “child sexual abuse” means any sexual engagement either through “hands-on” or “hands-off” activities between an adult and a child. Sexual engagement between children can also be sexual abuse when there is a significant age difference between the children involved or if the children are very different in development, size, or other power differential. **[Note: There is no universal definition of “child sexual abuse.” This is the definition used in the DOE model policy.]**

### I. REPORTING CHILD SEXUAL ABUSE

- A. Any employee of the Brunswick School Department who has reason to suspect that a child has been sexually abused is to immediately notify the building principal or designated agent.
  1. In addition to notifying the building principal/designated agent, the employee may also make a report directly to the Department of Health and Human Services (DHHS).
  2. School volunteers who have reason to suspect that a child has been sexually abused may report their suspicions directly to DHHS.
  3. Neither the employee or volunteer nor the building principal/designated agent should attempt to further question or interview the child nor otherwise undertake an investigation.
- B. If the reporting employee or volunteer does not receive written confirmation from the building principal/designated agent or Superintendent within 24 hours of his/her report that a report has been made to DHHS, the employee or volunteer shall make an immediate report directly to DHHS. In such cases, the employee or volunteer shall then complete a copy of the school district’s Suspected Child Abuse and Neglect Reporting Form (JLF-E).
- C. If the reporting employee or volunteer does receive written confirmation from the building principal/designated agent or Superintendent within 24 hours of his/her report (i.e., a copy of the Suspected Child Abuse and Neglect Reporting Form (JLF-E), he/she shall sign the form as

acknowledgement that the report was made and return it to the building principal/administrator or Superintendent.

- D. The administrator reporting and confirmation duties shall be the same as provided in Section III of the Board's policy JLF, Reporting Child Abuse and Neglect.

## II. CHILD SEXUAL ABUSE AWARENESS AND PREVENTION EDUCATION FOR SCHOOL PERSONNEL

All Brunswick School Department personnel shall be required to complete a minimum of one hour of training in child sexual abuse awareness and prevention, with training to be updated at least once every four years thereafter. New employees must complete training within six months of hire.

The training must be "evidence-informed" (i.e., based on research and best practices) and delivered by a qualified instructor (i.e. a person with appropriate knowledge, skills, and experience or training in child sexual abuse awareness and prevention). The trainer may be an employee or volunteer with an agency/organization specializing in sexual assault and/or child sexual abuse or an employee of the school district (e.g., school social worker, guidance counselor, school nurse, health educator) who has received appropriate training from such an agency/organization.

The goals of the training for school personnel are:

- Increased awareness of developmentally appropriate and inappropriate sexual behaviors in children;
- Increased ability to recognize indicators of child sexual abuse;
- Enhanced ability to respond effectively when a student or student's friend or peer discloses sexual activity or the staff member suspects child sexual abuse has occurred;
- Awareness of local resources available to students, parents, schools, and community members, and how these resources may be accessed; and
- Confidentiality/disclosure concerns.

### III. CHILD SEXUAL ABUSE PREVENTION EDUCATION IN THE PRE-K THROUGH 5<sup>TH</sup> GRADE CURRICULUM

The Brunswick School Department will provide child sexual abuse prevention programming to its Pre-K through grade 5 students. Such instruction will be aligned with the health education standards of Maine's system of Learning Results for this grade span, and incorporated into the written school health education curriculum.

Programming of appropriate scope and sequence will be delivered by qualified instructors, who may be from a local or regional agency/organization with experience and expertise in sexual assault and child sexual abuse or by a school district employee deemed competent by the Superintendent/designee to deliver such instruction. If the instructor is a school district employee, the Board anticipates that this will be a person with the knowledge, skills, sensitivity and "comfort level" necessary to deliver the curriculum in the classroom setting, i.e., school nurse, school social worker, guidance counselor, or teacher with experience in health education. Any instructor who is a school employee is expected to take full advantage of the evidence-informed educational resources available on websites hosted by the DOE and/or MECASA. Any instructor who is a school employee should be familiar with the local community-based agencies/organizations that provide assistance or services to children and families that are experiencing or have experienced sexual assault or child sexual abuse.

It is the intent that the curriculum, as delivered in the classroom, will:

- Include age-appropriate education regarding physical and personal boundaries; including biologically accurate body terminology;
- Help children identify unsafe or uncomfortable situations including a range of feelings, touches, or violations of physical boundaries;
- Help children identify safe adults with whom they can talk about unsafe or uncomfortable situations; and
- Help children identify and develop skills to support a friend who may be experiencing safe or uncomfortable situations.

Legal Reference: 20-A MRSA §§ 254(18), 4502(5-C)

22 MRSA §4011-A

20-A MRSA §§ 5051-A(1)(C); 5051-A(2)(C)

20 USC § 1232g, Family Educational Rights and Privacy Act

Cross Reference: JLF: Reporting Suspected Child Abuse and Neglect

JLF-E: Reporting Suspected Child Abuse and Neglect Form