

## MINUTES

### **BANGOR SCHOOL COMMITTEE REGULAR MEETING via ZOOM JANUARY 13, 2020**

School Committee Members present: Chair Carin Sychterz, Vice Chair Marwa Hassanien, Warren Caruso, John Hiatt, Clare Mundell, and Timothy Surrette. Member Sue Sorg was unable to attend.

A. 1. & 2. Chair Sychterz called the Meeting to order at 7:04 p.m. and the Pledge of Allegiance followed.

D. 1. a. Interim Superintendent Harris-Smedberg explained the process of Public Hearing and why the School Committee was required to hold the Public Hearing.

Chair Sychterz called for Public Hearing.

Interim Superintendent Harris-Smedberg read LD 577, An Act to Increase Access to Nutritious Food in Schools by Implementing an After School Food Program for At-Risk Students.

Public comment was then allowed. There were no public comments.

Chair Sychterz closed the Public Hearing.

Interim Superintendent Harris-Smedberg recommended the School Committee not operate a federal After School Food Program for At-Risk Students as the Bangor School Department has already established a partnership with the Good Shepherd Food Bank.

VOTED 6-0 by roll call vote to approve not operating a federal After School Food Program for At-Risk Students.

D. 2. a. Interim Superintendent Harris-Smedberg provided the School Committee an update of the Bangor High School Investigation Report conducted by Bernstein, Shur, Sawyer, and Nelson, and reviewed actions taken to address concerns.

D. 2. b. Interim Superintendent Harris-Smedberg provided the School Committee an update on Bangor Day. Contributions totaled \$2,911.00 for the Good Shepherd Food Bank and 797 food items for the United Way.

D.2. c. Interim Superintendent Harris-Smedberg reported the following reassignments:

Leslie Stewart, from Speech/Language Pathologist at Fruit Street School to (.8) Fruit Street School and (.2) Fourteenth Street School

D. 2. d. Interim Superintendent Harris-Smedberg reported the following resignations:

Derek Irish	Boys Assistant Swim Coach	Bangor High School
Molly Stern	.5 IEP Coordinator	William S. Cohen School

E. 1. a. By roll call vote, VOTED 6-0, to approve the following Minutes:

1. Special Meeting of December 7, 2002
2. Regular Meeting of December 9, 2020
3. Special Meeting of December 17, 2020
4. Special Meeting of December 28, 2020
5. Special Meeting of January 4, 2021

E. 1. b. Interim Superintendent Harris-Smedberg recommended approval of the October Financial Report.

VOTED 6-0 by roll call vote to approve the report as presented.

E. 1. c. Interim Superintendent Harris-Smedberg recommended approval of the following extra duty assignments:

Anthony Crabtree	RamPage Advisor	Bangor High School
Shawna Kenney (6+ Yrs)	JV Winter Cheering Coach	Bangor High School
Caleb Tipton (1 <sup>st</sup> Yr.)	Boys Freshman Basketball Coach	Bangor High School
Steven Johnson (1 <sup>st</sup> Yr.)	Boys Assistant Swim Coach	Bangor High School

VOTED 6-0 by roll call vote to approve the recommended Extra Duty Assignments.

E. 1. d. Committee Member Clare Mundell shared the following donations:

To the Bangor Regional Program from Bangor Savings Bank: bread, peanut butter, jelly, fruit granola bars, and crackers, having a total dollar value of \$700.

To Abraham Lincoln School from William S. Cohen Boosters Club, a cash donation to support students, having a total dollar value of \$100.

To Fourteenth Street School from Lifetouch, a cash donation to support students, having a total dollar value of \$295.10.

To Downeast School from Betty VonTobel, 21 hat and mitten sets, having a total dollar value of \$210.

To Vine Street School from the Charleston Church, 14 winter coats, having a total dollar value of \$420.

To William S. Cohen School from Mrs. Tricia Martin, a cash donation to support students, having a total dollar value of \$100.

To William S. Cohen School from Ms. Molly Stern, a cash donation to support students, having a total dollar value of \$100.

To William S. Cohen School from Beth and Art Kotredes, a cash donation to support students, having a total dollar value of \$500.

To William S. Cohen School from Mrs. Karen White, a cash donation to support students, having a total dollar value of \$100.

To William S. Cohen School from Dayna and Jamie Emerson, four Walmart gift cards to support students, having a total dollar value of \$200.

To William S. Cohen School from Mrs. Kristen Guite, a cash donation to support students, having a total dollar value of \$100.

To Bangor High School from Don Fickett, a remembrance plaque honoring long-time custodian Brian Lawson, having a total dollar value of \$200.

VOTED 6-0 by roll call vote to approve all donations. School Committee Members expressed many thanks and gratitude, recognizing the generosity of our Bangor Community.

E. 2.a. Interim Superintendent Harris-Smedberg recommended the following revised and new policies:

1. New Policy GBP – Earned Paid Leave
2. Revised Policy GDB-8 – Adult and Community Education Compensation Guide
3. Revised Policy – ICA – 2021-2022 School Calendar

VOTED 6-0 by roll call vote to approve first reading of Policies as presented.

F. 1. Committee Updates, Comments and Questions

Member Surette had questions about Advisory Committees and Open Forum Meetings. Interim Superintendent Harris-Smedberg provided information.

Members Hassanien and Mundell added to the conversation about Open Forum Meetings.

Member Hiatt asked if selected people could go into Executive Sessions during Open Forum Meetings. Interim Superintendent Harris-Smedberg replied they are not.

Member Surette, citing his involvement in the Superintendent Search, resigned as representative from the SPRPCE. Chair Sychterz move Member Hiatt to primary representative and Member Mundell as the alternate. Discussion was held if they could alternate.

Member Mundell had questions about the extra-curricular and co-curricular activities at BHS. Principal Butler provided more information.

Member Surette shared information about the Superintendent Search. The next workshop meeting will be held Wednesday, January 20, 2021.

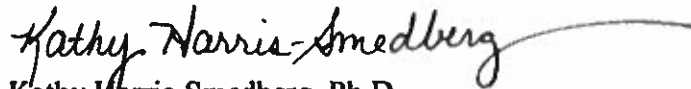
Member Hiatt asked about students watching the January 20, 2021 Presidential Inauguration. Interim Superintendent Harris-Smedberg answered students will be able to watch aspects connected to curriculum the following day.

Members Hassanien and Sychterz provided additional information on the Superintendent Search.

H. 1. Chair Sychterz shared the important dates.

J. VOTED 6-0 by roll call vote to adjourn at 8:44 p.m.

Respectfully submitted,



Kathy Harris-Smedberg, Ph.D.  
Interim Superintendent of Schools

BREWER SCHOOL COMMITTEE  
REGULAR MEETING MINUTES

*Monday, January 4, 2021*

*5:00 PM*

*Committee Only Brewer High School Lecture Hall  
General Public Zoom*

Committee members present: Mr. Boyes - Chairperson, Ms. Small - Vice-Chairperson, Mr. Forrest, Mr. Umel, Mr. Farley (virtual) and Student Representatives Ms. Cattan and Ms. Butterfield (virtual)

A. Mr. Boyes called the meeting to order at 5:01 PM

B. Pledge of Allegiance

C. Public Comment - No general public comments.

D. Adjustments to Agenda - None

E. Executive Session

1. Ms. Small moved to exit public session at 5:04 PM and entered into executive session for the discussion of legal rights and duties of the school unit in accordance with I M.R.S.A. § 405(6)(E); Ms. Umel seconded:

Mr. Boyes called for Roll Call Vote:

Mr. Forrest - Yes

Ms. Small - Yes

Mr. Umel - Yes

Mr. Farley - Yes

Mr. Boyes - Yes

Mr. Forrest moved to exit executive session and re-enter public session at 6:18 PM; Mr. Umel seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained. (Noted: Mr. Farley had left his zoom connection)

F. Action as a Result of Executive Session - No action taken.

G. Public session resumed at 6:20 PM

H. Recognitions/Presentations

Mr. Palmer announced Mr. Utterback to present plaques and recognized senior Gavin Carr named by the Maine Coaches Association as All American Maine Boys Soccer Player of the Year 2020 and Coach Ben Poland named State of Maine Coach of the Year Boys Soccer 2020.

I. Minutes

1. Mr. Boyes without objection and by unanimous consent proposed that the virtual regular meeting minutes December 7, 2020 be approved.

J. Reports

1. United Technologies Center

Mr. Forrest reported a tour of the facility and the meeting of December 17, 2020.

2. Southern Penobscot Regional Program for Children with Exceptionalities

Ms. Small reported no meeting.

3. Student Representatives

Ms. Butterfield reported academics, athletic and co-curricular events to date.

4. Trustees - Mr. Boyes reported on the December 15, 2020 meeting..

5. Administration

A. Superintendent of Schools

1. Mr. Palmer reported on Equity & Inclusion updates.

2. Mr. Palmer reported the Staff Appointments of:

a. Resignation of Kori Dionne, BHS Girls First Basketball Coach for personal reasons effective December 27, 2020.

b. Appointment of Ginger Stoneton as BCS Guidance Secretary effective January 4, 2021.

c. Transfer of Theresa Harding to BCS Noon Time Aide from Food Service Assistant effective January 4, 2021.

3. Mr. Palmer welcomed Office Joseph Everett our new SRO at BCS effective January 4, 2021 and thanked Office Rines for her service to the school department and wished her best of luck in her new city position.

4. Mr. Palmer reported the following Non-Monetary Donations as received:

a. Donation of approximately 20 hats and 30 pr of gloves from Karen Arbo (Food Service Assistant) to BCS for students in need.

b. Donation of 8 hats, 9 pr of mittens/gloves and other miscellaneous clothing items from Tammy Brydges of Brewer to BCS for students in need.

c. Donation of 6 boxes of assorted folders, pencils and a box of assorted sized sweatshirts from Brewer Walmart Attn: Shannon White to Brewer Community School for students in need.

B. Business Manager

Ms. Gardner reported the FY21 Quarter 2 year-to-date revenues and expenditures.

C. No report - Director of Special Education

D. No report - Director of Instruction

E. Principals

1. No report - BHS Principals

2. BCS Principals reported a thank you for everyone at BCS for their flexibility and efforts this year with a huge thank you to school nurse Carol Warmuth for her tireless work on behalf of staff and students. They also reported staff updates, PBIS, E-Days, student activities, PTC and learning update.

F. Athletic Director

Mr. Utterback reported on the proposed BHS E-Sports Program and the BCS E-Sport Club for the school committees consideration.

K. New Business

Mr. Palmer requested the acceptance of donations as received:

1. Mr. Farley moved to with deep appreciation to accepted the donation as read;

Ms. Small seconded - ROLL CALL VOTE: 5 in favor, 0 opposed, and 0 abstained.

- (Ms. Cattan and Ms. Butterfield in favor)
- a. Donation of \$300 from Thomas Morelli Photography to BHS for the Music Department.
  - b. Donation of \$250 from BHS Class of 1969 Attn: Margaret Joyal to the BSD children's Fund.
  - c. Donations to Robotics of \$25 from Tina Morrison of Brewer, \$1,000 from Robotics Institute of Maine, Attn: Don Kennels - Chair and \$250 from the Brewer Education Association, Attn: Co-Presidents, Janessa Trebouet & Meghan Snook.
  - d. Donation of \$648.23 from Lifetouch (rebate 2020-2021) to Brewer High School student activity fund.
  - e. Donation of \$50,000 from an anonymous donor towards installation of new LED lights around Heddericg Field space and future turf project.
  - f. Donation of \$1,000 from Barry & Mary Kathleen Fraser to BSD for food donation for Brewer students.
2. Ms. Small moved to approve the adoption of the Brewer School Department Equity & Inclusion Task Force Statement of Purpose; Mr. Forrest seconded - ROLL CALL VOTE: 4 in favor, 1 opposed, 0 abstained. (Ms. Cattan and Ms. Butterfield in favor)
  3. Mr. Farley moved to approve the BHS E-Sports Program and the BCS E-Sports Club; Ms. Small seconded - ROLL CALL VOTE: 4 in favor, 1 opposed, and 0 abstained. (Ms. Cattan and Ms. Butterfield in favor)
  4. Ms. Small moved to determine the type of meeting on a meeting by meeting bases moving forward; Mr. Farley seconded - ROLL CALL VOTE: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Butterfield in favor)
  5. Mr. Farley moved to rescind the vote of the school committee approval all hires and further evaluate; Ms. Small seconded - VOTED: 4 in favor, 1 opposed, and 0 abstained. (Ms. Cattan and Ms. Butterfield in favor)
  6. Ms. Small moved to rescind Policy GBG, Family Medical Leave Act to be Regulation GBN-R1; Mr. Umel seconded - ROLL CALL VOTE: 5 in favor, 0 opposed, and 0 abstain. ( Ms. Cattan and Ms. Butterfield in favor)
  7. Mr. Umel moved approved the first reading of Policy GBO, Family Care Leave; Ms. Small seconded - ROLL CALL VOTE: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Butterfield in favor)
  8. Ms. Small moved to approve the first reading of Policy GBP, Earned Paid Leave; Mr. Umel seconded - ROLL CALL VOTE: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Butterfield in favor)
  9. Mr. Forrest moved to approve the revision of Policy CDD, Administrative Compensation and Benefits 2020-2021; Ms. Small seconded - ROLL CALL VOTE: 5 in favor, 0 opposed, and 0 abstained.
  10. Mr. Umel moved to approve the revision of Policy GDBA, Support Staff Compensation Guide 2020-202; Mr. Farley seconded - ROLL CALL VOTE: 5 in favor, 0 opposed, and 0 abstained.

#### H. Future Meetings

Monday, February 1, 2021, General Public Virtual Regular Meeting, 6:00 PM

#### I. Public Comment - No general public comments

**Adjournment**

Mr. Forrest moved to adjourn at 8:23 PM; Mr. Farley seconded - ROLL CALL VOTE: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Butterfield in favor)

Respectfully submitted,

Gregg Palmer  
Secretary

Approved: February 1, 2021



**Present:** Hans Peterson (Chair), Dave Armistead, Karen Boudreau, Kristin Canders, Rich Crowe, Sande Curtis, Cheryl Fasse, Pat Gaetani, Kirsten Ismail, Jim Lacadie, Kevin Kelly, Mel MacKay, Susan MacKay, Kim Meagher, Tony Pellegrini, James Strout, Dan Wellington

**Not Present:** Earle Hannigan

**Also Present:** Airlia Britt, Beth Campbell, Bill Meier, Matt Smith, Eric Zelz

### CALL TO ORDER

Hans Peterson called the Zoom meeting to order at 7 a.m.

**Motion:** To approve the September 15, 2020 minutes as presented.

Ismail/Fasse

**Approved without opposition.**

As a self-perpetuating board, Hans invited board members to join the Committee on Trustees and share names of talented community members who could be potential board and/or board committee members with the Executive Committee. Mel MacKay spoke of the strength of the board today, made up of alumni, past and current parents (including an international parent on a leave of absence), and community members. A goal of the board has been to balance genders and reflect a wide range of expertise in business, law, medicine, real estate, research, and so on. Increasing the board's ethnic and racial diversity should also be a priority.

Hans confirmed that this is the first board meeting since Dave Armistead's appointment as head of school beginning in July 2021. The change in leadership presents a natural point to initiate the school's next strategic planning effort. Having an active strategic plan is a standard for NEASC accreditation. Hans shared that the Executive Committee began discussion of this effort in its last meeting. This year Mel will provide guidance and support for this and other aspects of the leadership transition.

### HEAD OF SCHOOL REPORT

Mel reported that the school continues in hybrid mode with no planned changes in that model until vaccines are available, though rising Covid-19 cases across the country and in Maine are causing temporary returns to all-remote education in some schools. Most John Bapst students are doing a good job keeping up with their studies; struggling students are monitored by teachers and counselors. In a few cases such students have been invited to attend in person all four days. Based on what other schools have experienced (Mel is on weekly calls with other New England independent schools, and Dave with a local cohort of principals), when positive cases occur in a school, the Maine CDC offers guidance that aligns decision making with current orders from the governor. In the case of positive case at our school, a process would take place that is now familiar to state and local leaders. [Note: The school did receive confirmation of its first positive student case on November 24; communications regarding the situation have gone out to constituents.]

Though the MPA is allowing sports to start in early December, the school is holding off on starting its winter sports season until January 11. This approach aligns with that of other independent schools and gives the school community a 10-day safety net after the winter holiday, during which we expect there to be a certain amount of traveling and gathering among family and friends. The sports situation is monitored daily. On a question about competitions, those are not expected to start until later in January, and because of the close cooperation of schools in this area and AD Dan O'Connell's excellent working relationship with schools statewide, there will be no penalty for John Bapst's delay in

starting the winter sports season. Sports that do compete (wrestling is considered too hazardous) will do so with other regional teams, and conference and state titles are unlikely to be awarded this year. Ideas about giving students who are non-athletes or athletes-in-waiting other avenues for physical fitness and mental wellness were offered by board members, including intramural sports and offering yoga class. Sande Curtis stated her support as a medical professional for delaying the start of sports.

International admission work continues through overseas agents and parents. The years of building strong agent relationships in China, Korea, Vietnam, Japan, and Europe will help with next year's international enrollment, especially since there are no in-person international recruiting events on the school calendar. The goal is to replace 22 graduating international seniors. On the local front, virtual middle school visits are being scheduled through January, and a virtual informational event for prospective students and their parents will be held in late January.

### FINANCE

James Strout welcomed questions regarding the committee meeting minutes. Bill Meier shared that as of last week (and since the Finance Committee last met), the SBA has given the school full forgiveness of the PPP loan. James reported that about 50% of the construction project has been billed and paid, with few change orders. Though international revenue will not reach the budgeted amount, because of the school's careful planning and good use of the CARES Act money, the school remains financially stable.

None of this year's budget scenarios included a compensation increase for employees. Given the circumstances of the year and the great work of the staff in meeting the pandemic challenges, the Finance Committee is recommending a holiday bonus of \$1,000 per full-time employee (pro-rated for part-time employees); the bonus will come from the school's cash on hand.

**Motion:** To give a \$1,000 bonus to each school employee (prorated for part-time employees) in the last pay period of November.

Strout/S. MacKay

Approved without opposition.

### BUILDINGS AND GROUNDS

Jim Lacadie reported that the new gym and fitness center should be open around February 5. [Note: In the contractor's requisition meeting of November 19, this date was moved to March 12, 2021.] A top beam ceremony took place on November 4 with a small group of about 35 staff, students, alums, and board members attending the socially-distanced event.

Neighbors have been happy with both the school and the contractor throughout the course of the project. Total enclosure of the structure is expected soon.

### DEVELOPMENT

Cheryl Fasse invited questions on the minutes. The Annual Fund is trending ahead of last year, and this year's appeal mailing will hit mailboxes next week. Its theme, *Above and Beyond*, is a tribute to all school employees for their work during the pandemic. Cheryl asked for 100% board participation in the annual fund.

Capital Campaign co-chairs Rich Crowe and Kirsten Ismail will work with Airlia Britt to convene the committee and determine any changes in its membership going forward. Board members are encouraged to join and should let Kirsten or Rich know of their interest. Susan suggested that Phase 2 may need the guidance of a consultant and recommended the school think in terms of someone who is deeply versed in fundraising in Greater Bangor. Once the committee leadership and school administration meet, next steps will be identified.

Kirsten and Karen Boudreau spoke to the benefits of end-of-year giving as it pertains to the CARES Act. Please encourage end-of year giving and direct donors to Airlia for processing. Marketing for this specific type of giving may require the guidance of wealth management professionals who can provide details of tax-advantaged giving, which then could be sent out via social media and Constant Contact.

**ENDOWMENT**

Kirsten Ismail reported that the school's portfolio is holding steady with no major changes.

**NEXT BOARD OF TRUSTEES MEETING**

The next board meeting will be at 7 a.m., via Zoom, on February 9, 2021.

**ADJOURNMENT**

The meeting adjourned at 8:40 a.m.

*Respectfully submitted by Kirsten Ismail, Secretary*