

BANGOR SCHOOL COMMITTEE AGENDA
REGULAR MEETING
7:00 p.m., **Wednesday, January 2, 2019**
City Hall Council Chambers

Strategic Goals
(AE) Academic Excellence
(PE) Professional Excellence
(QIP) Quality Instructional Program
(ES) Environment for Success

Mission: The Bangor School Department will offer high quality instruction and comprehensive programs to provide academic excellence for all students.

A. Call to Order

1. Welcome
2. Pledge of Allegiance

B. Adjustments to the Agenda

C. Public Comments *(Public participation procedures are listed in the Bangor School Committee brochure.)*

D. Superintendent's Proposals and Updates

1. Action Items
2. Informational Items
 - a. Food Service Update – AE, PE, QIP, ES
 - b. Community and Adult Education Report – AE, PE, QIP, ES
 - c. Report of Retirement(s)

E. Business Action Items

1. Action Items
 - a. Minutes
 1. Regular Meeting of December 19, 2018
 - b. Financial Report
 1. December Bid & Quotation Report
 2. Vote to expend monies from the School Construction Reserve Fund
 - c. Donations
 - d. Second Reading of Policies – ES
 1. Revised Policy GDB-9 – Supplemental Compensation Guide
2. Introduction Items

F. Committee Updates

1. Comments and Questions from the Committee
2. Representatives' Reports - ES
 - a. Dropout Prevention
 - b. Southern Penobscot Regional Program for Children with Exceptionalities
 - c. United Technology Center
 - d. MSBA Board of Directors
 - e. Scholarship
 - f. Other

G. Reports

H. Information Items

1. Important Dates:
 - Wednesday, January 23, 2019 Regular Meeting – 7 p.m. Council Chambers
 - Wednesday, February 6, 2019 Regular Meeting – 7 p.m. Council Chambers
 - Wednesday, February 27, 2019 Regular Meeting – 7 p.m. Council Chambers

I. Questions and Comments from the Committee

J. Adjournment

SYNOPSIS OF AGENDA ITEMS

REGULAR MEETING OF Wednesday, January 2, 2019

- D. 2. a. Director of Food Services Noelle Scott will update you on the Food Services Program.
 - b. Director Greg Leavitt will provide an update on Adult and Community Education.
 - c. I am reporting teacher retirement(s).
- E. 1. a. 1. I am recommending approval of the draft Minutes of the December 19, 2018 Regular School Committee Meeting.
 - b. 1. I am recommending approval of the December Bid & Quotation Report.
 - 2. The Bangor School Committee will vote to award Oak Point Associates a contract to conduct a facility assessment and make recommendations on the future of existing Bangor School buildings. The study and recommendations will not exceed \$170,000 and will be completed by May 3, 2019. The City of Bangor, on behalf of the School Department, maintains a reserve fund with a balance of \$263,000, comprised of unused funds from prior projects. Both the Bangor School Department and Bangor City Council must vote to allow expenditures be made from this fund. I recommend authorizing the City of Bangor and Bangor School Department to expend up to \$170,000 from the School Construction Reserve Fund for the purpose of conducting a facility assessment.
 - c. Committee Member Warren Caruso will share donation(s).
 - d. I am recommending second reading of a policy.

Food Service Update 2018/19

Over the past year, we have had a few changes. We are serving more after school snacks at Downeast, Fairmount and Vine Street School due to the 21st Century Grant. We are also serving after school meals for Fairmount students through the Child and Adult Care Food Program. We have partnered with Good Shepherd Food Bank through this program. We provide meals for the students at Fairmount and students at the Boys and Girls Club. We also provide after school snacks to the students at Abe Lincoln and JF Doughty School. These snacks are provided to students free of charge.

Downeast, Fairmount, and Vine Street Schools continue to participate for Community Eligibility Provision. At these schools students can eat breakfast and lunch free of charge. This is our third year participating and it has been very positive. We will renew this program in the spring of this year.

Our free/reduced rate remains the same compared to last year at this time. Our district average is 53%, of course some schools have increased and some have decreased. Our overall meal count for lunch is down a small amount, our breakfast is up and our a la carte sales are up.

We continue to participate in the Fresh Fruit and Vegetable Program which we receive through a grant from the USDA. We serve items such as raspberries, mango, and snap peas during snack time to JF Doughty, Downeast, Fairmount and Vine Street Schools.

We have received a small grant through 5210 Let's Go program. This was available to purchase posters and items that will enhance the lunchroom cafeteria. We had posters designed to show our food items and help students choose a complete meal. These funds provided colorful fruit and vegetables posters as well as ChooseMyPlate posters.

We have been approached by a non-profit group (Full Plates Full Potential) offering support regarding breakfast in the classroom. We are currently looking into this program and researching the successes of other schools. This spring we plan to offer a meal choice to the younger grades once or twice per week.

Each year we receive commodities from the government. The deliveries come monthly from October to May. The additional freezer purchases for the high school has helped with food storage and food transfers.

During the summer, we partner with Good Shepherd Food Bank for a summer feeding program. We have been doing this for several summers. We prepare breakfast and

lunches for several sites around the area. Good Shepherd transports these breakfasts and lunches each day to the designated sites. It is a seamless program which begins once school is out and ends once school begins. Each year we make the necessary site changes and additions to ensure we reach as many children as possible.

We work with Thomas Farms and Rowes Orchards each year to provide local food to our students. We take great pride in offering healthy nutritious meals to our students and will continue to do so as well as enhance our meal offerings.

Bangor Adult & Community Education



Greg Leavitt, *Director*
Paul DeLisle, *ABE Coordinator*

To: Bangor School Committee
From: Greg Leavitt, Director *GL*
cc:
Date: December 27, 2018
Re: Bangor Adult & Community Education Update

I would like to take this opportunity to update you regarding Bangor Adult & Community Education.

Bangor Adult & Community Education offers programming to adults in the areas of Basic Literacy and Mathematics, English Language Learning, High School Completion, College Transition, Career Pathways, and Personal Enrichment.

Basic Literacy and Mathematics classes provide instruction to individuals in a small group setting at The Learning Center on York Street. Students are given a standardized assessment in Reading and Mathematics to determine a baseline level. Instruction is targeted for each individual.

English Language Learning classes are held two mornings each week at The Learning Center. We have Beginning ELL and Conversational ELL.

High School Completion students have two options to earn their high school credential. They can finish their high school diploma requirements by taking classes in the evening or they can complete the HiSet Exam. The HiSet exam replaced the GED in Maine in 2014. HiSet preparation classes are available at The Learning Center.

The College Transition program prepares adults for success in college. The goal of the program is for students to score high enough on entrance exams so they do not need to take developmental courses in college. We have a cohort option that includes classes in mathematics, writing, computer skills and college readiness skills or students may take courses as needed. We have Algebra, Biology, and Chemistry for people to take as college prerequisites.



Career Pathways courses provide opportunities for adults to earn industry recognized certifications. Currently, we offer a Certified Medical Administrative Assistant program, Medical Coding, C.N.A. (in partnership with First Atlantic), and Pharmacy Technician. Our IT programs include Comptia IT Fundamentals and A+ certification preparation courses.

Our funding sources include the local appropriation, state subsidy, various grants, and fees that we take in.

Community School consists of after school activities at each of the elementary schools during the school year as well as summer school opportunities at the elementary schools and at Bangor High School.

The Alternative Education program at Bangor High School provides small group instruction for students. Grades 9 and 10 attend in the morning and grades 11 and 12 attend in the afternoon. Students may also take classes at Bangor High School if they wish. The goal of the program is to have students successfully return to Bangor High School within two years.

Please contact me at 992-5522 if you have any questions regarding Bangor Adult & Community Education.

DRAFT
MINUTES

BANGOR SCHOOL COMMITTEE
REGULAR MEETING
7:00 p.m., Wednesday, December 19, 2018

School Committee Members present: Chair Sue Hawes, Vice Chair Sue Sorg, John Hiatt, Marlene Susi, Tim Surette, and Carin Sychterz. Member Warren Caruso was unable to attend.

The workshop was called to order at 6:00 p.m. Superintendent Webb provided an overview of the School Core Competency (SCC) planning process. Administrators shared progress, results, and next steps in the SCC goal-setting process. Members asked questions and commented on the success of the school system.

A. 1. & 2. The regular meeting was called to order by Chair Hawes at 7:03 p.m., and the Pledge of Allegiance followed.

A. 3. a. The Bangor School Department and the Bangor School Committee recognized Bangor High School English teacher Stephanie Hendrix as the winner of the Maine Council for English Language Art's Brassil Distinguished Educator Award. Her efforts on behalf of student learning are demonstrated daily in the classroom, but also transcend academics with her work advising BHS's Civil Rights Team and her leadership in the MET Opera Program.

D. 1. a. Superintendent Webb recommended approval to authorize amendments to Maine School Management Association (MSMA) Group Insurance Declaration of Trust. The MSMA auditor requires participating school districts to complete this process.

VOTED 6-0 to approve the amendments as presented.

b. Superintendent Webb recommended approval to authorize amendments to MSMA Dental Insurance Declaration of Trust. The MSMA auditor requires participating school districts to complete this process.

VOTED 6-0 to approve the amendments as presented.

D. 2. a. Bangor High School Principal Paul Butler introduced Science Department Chair Cary James, science teacher John Canglosi, and senior Nicklas Jacobs, who updated the Committee on the 3D printing capabilities at Bangor High.

Nicklas is a STEM student who works at the UMaine Composite Center where he is currently conducting 3D printing research for the military.

Members asked questions and were excited to know 3D printing is also happening at the middle schools and the elementary schools.

b. Downeast School Principal Al Mooers reviewed the progress on the Downeast School Summer Book Program.

Members shared how pleased they were with the efforts and the success of the program.

c. Superintendent Webb reviewed the Budget Filters per Policy DBA and the FY 2020 Budget Timetable.

E. 1. a. 1-2. VOTED 6-0 to approve the Minutes of the November 28, 2018 Regular School Committee Meeting and the Minutes of the December 6, 2018 Workshop Meeting.

b. Title 20-A M.R.S.A. Section 1051 (2) requires that school committees certify employment of a superintendent each December for the following school year. All Maine school units are required by law to have a superintendent. The Bangor School Committee must vote to authorize the Chair to complete the certification of employment form for the next school year 2019-2020.

VOTED 6-0 to authorize the Chair to certify employment of a superintendent for the next school year.

c. 1. Superintendent Webb recommended approval of the September 2018 Financial Report the October 2018 Financial Report.

VOTED 6-0 to approve the financial reports as presented.

d. Committee Member Tim Surette shared the following donation(s):

To Downeast School from Barbara Arnold: scarves and gloves, having a total dollar value of \$230.

To Food Services from Karolyn Nicholas: a cash donation to pay off meal balances, having a total dollar value of \$200.

To Downeast School from Cynthia Vaughan: hats and mittens, having a total dollar value of \$230.

To Downeast School from the Zonta Club of Bangor: hats, mittens, socks, and gloves, having a total dollar value of \$228.

To Mary Snow School from Anonymous: a cash donation to pay off meal balances, having a total dollar value of \$250.

To Abraham Lincoln School from Anonymous: a cash donation for the Lunch Fund at Abraham Lincoln School, having a total dollar value of \$1,300.

To James F. Doughty School in Memory of Danielle Thompson, a former James F. Doughty Student: two (2) \$100 Gift Cards to Hannaford, having a total dollar value of \$200.

To James F. Doughty School from C & L Aviation Group: holiday gifts for 17 families and 20 spiral ham giveaways, having a total dollar value of \$2,500.

VOTED 6-0 to approve the donations with great thanks.


Superintendent Webb further explained the donation for the Abraham Lincoln Lunch Fund. This is an on-going fund for interested groups or individuals to donate to. This fund is intended to help families provide hot lunch to their children in difficult financial times.

E. 2. a. 1. Superintendent Webb recommended receipt of first reading of revised Policy GDB-9 Supplemental Compensation Guide.

VOTED 6-0 to receive the policy as presented.

- F. 1. Member Susi wished the teachers and School Department employees a restful and happy vacation.
- F. 2. b. Member Surette reported on the November 29th SPRPCE meeting. Superintendent Webb provided an overview of the program. Six new districts have joined SPRPCE since July 1, 2018. The Board approved a new 10-year lease with the City of Bangor for 208 Main Avenue. There are currently 57 students at the regional program. There are now two new portable classroom buildings at the site.
- c. Vice Chair Sorg shared that, on December 11th, UTC held the first Maine CTE workforce-development workshop. Potential employers were able to tour the facility, meet with students, and see firsthand program offerings.
- J. By roll call vote entered Executive Session for the purpose of negotiations with the Educational Technicians' and Support Staff Bargaining Units pursuant to 1 MRSA 405(6)(D) at 8:03 p.m.
- Returned to public session at 8:40 p.m.
- K. The meeting adjourned at 8:41 p.m.

Respectfully Submitted,



Betsy M. Webb, Ed.D.
Superintendent of Schools

Bangor School Department
INTEROFFICE MEMO



To: Betsy Webb, Superintendent of Schools
Bangor School Committee
From: Alan F. Kochis, Director of Business Services
Date: December 26, 2018
Re: December Bid & Quotation Report

A Request for Proposals (RFP) was issued and advertised as recommended by the Department of Education in early November requesting architectural firms submit proposals to provide a facility assessment and to offer options for our aging buildings. Essentially the RFP asked interested firms to address five areas and to report their findings by May 3, 2019.

- Conduct a facility inspection/assessment.
- Determine student capacity for each building by grade level utilizing class size and enrollment projections provided by the Bangor School Department.
- Assess each building's potential for future growth, renovation, expansion, or new construction for consolidation. If building consolidation is feasible, develop estimated cost and savings as a result of consolidation.
- Develop practical and realistic recommendations with budgets by year for maintenance, renovations and additions, based on conditions assessments, life cycle analysis, safety and regulatory considerations, space considerations, energy improvements, and educational facility standards.
- Recommend prioritization of needs.

Five firms responded to the RFP and all are established and prominent architectural firms. A committee was formed consisting of the City Engineer, a representative from Carpenter Associates, our Director of Physical Plant, Director of Business Services and two building principals. The committee reviewed each proposal and interviewed each firm. Specific questions that needed to be addressed were:

- What experience does your firm have in working with school departments similar to Bangor?
- Can you complete this project within the time frame requested? Have you or will you establish a timeline?
- Who specifically will be working on the project and what is their experience?
- Can you explain your firm's approach and methodology in completing this project? Do you have similar experience in recommending long term solutions to school districts?

The five firms who responded are as follows:

| | |
|----------------------|-----------|
| Artifex | \$143,270 |
| Oak Point Associates | \$170,000 |
| WBRC | \$242,700 |
| Lavallee Brensinger | \$243,172 |
| Sealander Architects | \$300,000 |

Committee members were unanimous in choosing the firm most qualified, references were checked and a follow-up discussion determined that Oak Point Associates would be recommended for approval. Oak Point has recently completed projects in Falmouth and Camden very similar to our request. Both school departments spoke highly of Oak Point and their ability to be creative, think outside the box and offer a variety of options. The low bidder did not have the experience of Oak Point in projects of similar size and scope.

SUPPLEMENTAL COMPENSATION GUIDE

The following supplemental compensation guide shall be implemented by the Superintendent of Schools.

CONTRACTED SERVICES:

Accompanists \$20.00 per hour

WAGE SCALE:

(Payroll with limited benefits as designated below.)

Summer Painters:

| | | |
|--------------------------------------|---------------------|-----------------------------|
| Foreman (only while serving as such) | | <u>\$11.50 per hour</u> |
| Painter | <u>minimum wage</u> | \$11.00 per hour |
| Summer Grounds Maintenance | <u>minimum wage</u> | \$11.00 per hour |
| Summer Temporary Custodians | <u>minimum wage</u> | \$11.00 per hour |
| Theater Set Construction | <u>minimum wage</u> | \$11.00 per hour |
| Peakes Manager | | \$24.06 per hour |
| Peakes Event Assistant | | \$15.00 per hour |

ATHLETIC OFFICIALS:

(No fringe benefits.)

| | | |
|--------------------------------------------|--------------------------------|-----------------------------|
| Starters, Site Supervisors, Meet Directors | | \$11.00 per hour |
| | | <u>\$11.50 per hour</u> |
| Ticket Sellers | <u>minimum wage</u> | \$10.25 per hour |
| Ticket Takers | | minimum wage |
| Timers | | minimum wage |
| Scorers | | minimum wage |
| Announcers | | minimum wage |
| All Others (Ribbon writers, etc) | | minimum wage |
| SPA Assigned Officials | Per SPA Officials Fee Schedule | |
| Physicians | \$125.00/game +mileage | |

SUMMER CAFETERIA WORKERS:

Food Services Assistant

First year - Probationary Step – Schedule C – Support Staff Bargain Unit Agreement
 More than one year - Step A – Schedule C – Support Staff Bargain Unit Agreement
 Supervisor - Step B - Schedule C - Support Staff Bargain Unit Agreement

HOURS AND BENEFITS:

Hours shall be as designated by the Superintendent of Schools. Since these are supplemental employment opportunities, no benefits shall accrue other than as may be specifically authorized in writing by the Superintendent of Schools. It is the intent of the Bangor School Committee that the Superintendent review this policy annually and recommend such change as may be consistent with the needs of the Bangor School Department.

ADOPTED: ~~June 22, 2016~~

EFFECTIVE: ~~July 1, 2018~~

