

DRAFT
MINUTES

BANGOR SCHOOL COMMITTEE
REGULAR MEETING via ZOOM
7:00 p.m., Wednesday, May 13, 2020

School Committee members present: Chair Warren Caruso, Vice Chair Tim Surette, John Hiatt, Marwa Hassanien, Marlene Susi, Sue Sorg, and Carin Sychterz.

By roll call vote, VOTED 7-0 to enter executive session for the purpose of consulting with the attorney pursuant to 1 M.R.S.A. §405(6)(E) at 6:06 p.m.

Returned to public session at 6:57 p.m., and recessed until the regular meeting.

A. 1 & 2. The meeting was called to order by Chair Caruso at 7:01 p.m., and the Pledge of Allegiance followed.

A. 3. The Bangor School Department and the Bangor School Committee recognized the first place winners of the Maine National History Day competition. There were two categories this year. In the Group Website Division, Anika Noack, Genevieve Sychterz, and Hannah Osmer took first place for their interactive website “Breaking Through Barriers: How One Wall Divided a Nation.” In the Individual Documentary Film division, first place went to Kate Busko for her film “Rosalie Edge: The Hellcat of Conservation.”

C. Colleen Hurley, of 27 Leighton Street, shared written public comments recommending including in the ten-year plan goals to increase recess and reduce standardized testing.

Sharon Klein, of 8 Grant Street, shared written public comments recommending including in the ten-year plan allowing volunteers to oversee afterschool programs without an employee present, adding a district-wide effort to add chess as a sport, and adding more afterschool activities, such as foreign languages, for K-3 students.

D. 1. a. By roll call vote, VOTED 7-0 to approve FY21 Budget Article 13.

ARTICLE 13 To see what sum the school administrative unit will be authorized to expend for Career and Technical Education for the Fiscal Year 2020-2021.

Recommend \$0

D. 2. a. Assistant Superintendent Kathy Harris-Smedberg provided a brief overview of the Superintendent’s Sophomore Award of Academic Excellence and read the following names into record for receiving this high academic achievement award:

Dorothy Barron	Katherine Barron	Paige Blackwell
Joshua Bohm	Trey Bourassa	Emily Butler
Sam Conner Self	Quinn D’Alessio	Silvia Davids
Maya Elkadi	Atticus Foster	Winifred French

Anya Ganesh	Virginia Hunt	Kosisochukwu Ifeji
Minal Iftikhar	Liam Jalbert	McKayla Kendall
Isabel Kidwell	Jasmine Knapp	Natalie Krebs
Li Ladd	Colby Leavitt	Iann Keb Leigh
Natalie Liliav	Trinity Long	Daniel McCarthy
India Moon	Ogechi Obi	Frederick Oldenburg
Elizabeth Oldfield	Olivia Oldfield	Charlie Picone
John Putnam	Morgan Pyzynski	Simon Soccolow
Zachary Spreng	Cadence Stockford	Carley Sweeney
Nathan Tardy	Mary Thyer	Colton Trisch
Anna Winn	Annalena Wittmann	

Members expressed congratulations to the students receiving this award.

- b. Superintendent Webb reviewed the April 1 Enrollment Count.
- c. Superintendent Webb reported the following teacher reassignment(s) for School Year 2020-2021:

Katrina Rutherford from Literacy Coach at (.7) Fairmount School, (.2) Fourteenth Street School and (.1) Bangor Regional Program to Literacy Coach at (.5) Fairmount School, (.2) Fourteenth Street School, (.2) Downeast School, and (.1) Bangor Regional Program.

Courtney Brideau from Occupational Therapist at (.2) Bangor Regional Program and (.8) Abraham Lincoln School to Occupational Therapist at (.2) Fruit Street School and (.8) Abraham Lincoln School.

Jocelyn York from Occupational Therapist at (.2) Bangor Regional Program and (.8) Fourteenth Street and Vine Street Schools to Occupational Therapist at (.2) Fourteenth Street School and (.8) Vine Street School.

- d. Superintendent Webb reported the following resignation(s) for Extra-Duty for the 2020-2021 school year:

Emilie Throckmorton	Mosaic	Bangor High School
Michael Poulin	Coach, Freshman Soccer	Bangor High School
Scott Wood	Coach, Girls B Soccer	James F. Doughty School
Robert Estey (ET)	Coach, Boys B Baseball	James F. Doughty School
Tracy Vassiliev	(.5) Chem Management Officer	District

- E. 1. a. 1. By roll call vote, VOTED 7-0 to approve the Minutes of the April 22, 2020 Regular School Committee Meeting.
- b. 1. By roll call vote, VOTED 7-0 to approve the March 2020 Financial Report.
- c. 1. a. Superintendent Webb recommended the following teacher nomination(s) for the 2020-2021 school year, with a one-year Probationary Contract:

Tiffany Albee Grade 4 Teacher Fairmount School

By roll call vote, VOTED 7-0 to approve the nomination as presented.

- c. 2. Superintendent Webb recommended Committee approval of the following Extra-Duty Assignments for school year 2019-2020:

Support Team Stipends

Ashley Enright	Downeast
Autumn Preble	Downeast
Megan Grandits	Downeast
Caroline Seguin	Downeast
Sierra Blake	Downeast
Erika Griffin	14 th Street
Hillary Williams	Fruit Street
Megan Nickerson	Fruit Street
Cassandra Azevedo	Fruit Street
Laura Lyons	Vine Street
Megan Mahoney	Mary Snow
Stephan Riitano	JFDS
Michael Lalime	WSCS
Denise Vittum	WSCS
Caroline DeRoche	WSCS
Kristen Guite	WSCS
Simon Chatenever	BHS
Rachael Gordon	BHS
Kristen Baker	BHS
Jessica Wentworth	BHS
Ellen Hall	BHS
Daniel Mayo	BRP
Emily Francis	BRP

Mentor

Barbara Clewley
Joni Buck
Barbara Clewley
Laurie Ann McSorley
Joni Buck
Isabel Coopersmith
Kate Sullivan
Kate Sullivan
Cyndy Fish
Lisa Simko
Jennifer Albert
Jennifer Boehmer
Trisha Martin
Karen Bagley
Deb Sykes
Tammy Cormier
Misty Conrath
Angela Domina
Jaime Jarvis
Wendy Hooke
Jon Cangelosi
Jennifer Boehmer
Karen Perry

By roll call vote, VOTED 7-0 to approve the nominations as presented.

Superintendent Webb recommended Committee approval of the following Extra-Duty Assignments for school year 2020-2021:

Karen White (.5) Chemical Management Officer District

By roll call vote, VOTED 7-0 to approve the nomination as presented.

- d. Member John Hiatt shared the following donation(s):

To Bangor School Department from Jobs for Maine Graduates (JMG): 20 \$100 Hannaford gift cards to support students and families, having a total dollar value of \$2,000.

To Abraham Lincoln School from Bangor Federal Credit Union – 2019 Ending Hunger Campaign: a cash donation to support the needs of students, having a total dollar value of \$500.

To Downeast School from Bangor Federal Credit Union – 2019 Ending Hunger Campaign: a cash donation to support the needs of students, having a total dollar value of \$500.

To Mary Snow School from Bangor Federal Credit Union – 2019 Ending Hunger Campaign: a cash donation to support the needs of students, having a total dollar value of \$500.

To the Remote Technology Fund, the following have donated:

Galen Cole Family Foundation	\$10,000
Karen Kemble	\$100
Leah McBreaity	\$500
United Way of Eastern Maine	\$5,000
Tarek Wazzan	\$100
Bangor Savings Bank Foundation	\$5,000

The Bangor School Department has received a total of \$64,876 in donations for remote learning.

By roll call vote, VOTED 7-0 to approve the donations with great appreciation.

- F. 2. c. Member Sorg updated the Committee on the UTC board meeting in which the budget was passed and enrollment projections were shared for the fall.
- H. 1. Chair Caruso reviewed the important dates.
- I. Members commented on safety protocols for meetings, reopening plans, ten-year plan process, remote learning success, and commendations to the Bangor School Department and leadership for handling outreach to families and students.
- J. Meeting adjourned at 8:24 p.m.

Respectfully submitted,



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

BREWER SCHOOL COMMITTEE
VIRTUAL SPECIAL MEETING
Wednesday, April 29, 2020
6:00 PM

Committee members present: Mr. Forrest, Chairman; Mr. Farley, Vice-Chair; Ms. Small, and Mr. Boyes
Excused absence: Mr. Canders and student representatives Mataya Philbrick and Mia Cattan

A. The meeting was called to order at 6:00 PM

B. Pledge of Allegiance

C. Public Comment - None

D. Adjustments to Agenda - None

E. New Business

1. Mr. Boyes moved to approved that the May 4, 2020 virtual meeting be rescheduled to May 18, 2020. Ms. Small seconded -ROLL CALL VOTE: 4 in favor, 0 opposed, and 0 Abstained.

F. Future meetings following the May 18, 2020 will be June 1, 2020, Virtual Regular Meeting at 6:00 PM.

G. Public Comment

Adjournment

Mr. Farley moved to adjourn at 6:09 PM; Ms. Small seconded - ROLL CALL VOTE: 4 in favor, 0 opposed, and 0 abstained.

Respectfully submitted,

Gregg Palmer
Secretary

Approved: May 18, 2020

Wednesday, May 13, 2020
Board of Directors Meeting - 7:00 p.m.
via Google Meet

The Regional School Unit No. 22 Board of Directors met via Google Meet on Wednesday, May 13, 2020. Board Chair Heath Miller called the meeting to order at 7:00 p.m. Directors present were: Faye Anderson, Jim Baines, John Coggeshall, Jayne Dyer, Rob Frank, Lester French, Allan Gordon, Jr., Jessica Hamilton, Karen Hawkes, John Holmes, Tania Jean-Jacques, Anthony Liberatore, DMD, Heath Miller, Olivia Ferriter and Mary Anne Royal.

Sarah Gass was excused.

II. Approval of Minutes of the Regular Meeting of April 29, 2020

Holmes moved, Hawkes seconded, and the Board voted unanimously to approve the minutes of the Regular Meeting of April 29, 2020.

III. Adjustment to Agenda

None.

IV. Persons Desiring to Address the Board

None.

V. Board Chair

Board Chair Miller expressed appreciation to the administrators and Board member Royal who joined him in delivering t-shirts and invitations by bus to district employees, in appreciation of their many efforts during remote learning and to celebrate Teacher Appreciation Week.

VI. Personnel

A. Resignations

Superintendent Lyons announced the resignations of Hampden Academy English Teacher Kristin Leithiser, Newburgh PreK Teacher Rachel Goode, and Reeds Brook Spanish Teacher (.5) Hilary Poisson.

B. Nominations - Transfers

Upon recommendation of Hampden Academy Athletic Director Fred Lower, Holmes moved, Hawkes seconded, and the Board voted unanimously to approve:

Andrew Logan, Varsity Football Head Coach, Hampden Academy

5 years, Assistant Varsity Football Coach, Bangor High School
College and high school football athlete
Current Teacher at Reeds Brook Middle School
NFHS Certification

Stipend: \$6,592.33

Superintendent Lyons announced the transfer of Tricia Forsman from Kindergarten Teacher to Grade 1 Teacher at McGraw.

VII. Superintendent of Schools

A. Reading of Essential Behaviors and Outcomes Proclamation

Board Member Mary Anne Royal read the Essential Behaviors and Outcomes Proclamation.

B. Update on Remote Learning

Smith School Principal Dawn Moore reported that teachers are continuing to work hard. It has been a tough week with student participation dropping off, but her staff is keeping at it.

McGraw Principal Kristin Briggs is amazed and awed by staff, students, and parents. Delivering appreciation gifts was a great experience. School Guidance Counselor Melissa Erickson created a show & tell video with students. The staff is working on transition for 2nd graders.

Weatherbee Principal Jen Cyr finds her staff remarkable. They have moved to a virtual talent show on their school's website. Teachers are busy getting ready for fall.

Reeds Brook Middle School Principal Susan Thibedeau echoed the dedication and hard work of her staff - they are working harder than ever. Remote learning requires a different set of skills. They continue to help families, and have mailed progress reports. They have reached out to families with 350 calls home. They are planning for 5th & 8th grades transitions.

Wagner Middle School Principal Don Roux reported on fluctuating student participation. He feels that the partnership with parents is improving, and has done some in-person visits. His staff is working hard on transitions. Teachers have met with the Smith School grade 4 team, so as to know those students better. They plan a virtual step-up day, with a Barbeque planned for August. Wagner is working on an 8th grade celebration, virtual tours of Hampden Academy, and a sense of closure for those students.

Curriculum Director Mary Giard has continued to meet with the K-8 curriculum committee. They do anticipate gaps, and are seeking teacher input to the start of next year. She sits in on state curriculum meetings to keep abreast.

Hampden Academy Principal Bill Tracy is appreciative of his staff in supporting students and one another. There has been a bit of a drop-off in student participation; staff members are reaching out to those students.

Graduation planning is still in process. Signs with seniors' plans for post-secondary education are being placed on the fence. It is a time consuming process, and will be up two weeks before graduation.

He will be scheduling a time for seniors to collect items and receive their caps & gowns. Groups will be in the building in small numbers.

Senior parents have put together an "Adopt a Senior" program. Community members will sign up to adopt a senior and provide congratulatory treats.

He met last night with 50+ seniors and came up with two graduation options. An additional option is to be discussed with the Administrative Team.

Graduation will be June 13 or 14, which is the original date.

Option A:

- Live streamed
- Arrive in vehicle with family. One ticket for a vehicle per senior. There are 293 parking spots, 195 graduates. Must be 6 ft. apart. No oversize vehicles allowed.
- Small stage beside Bronco. Traffic flows in one direction.
- Principal Tracy gives a brief welcome; valedictorian speech; music performance; salutatorian speech; honor essayist speech. Graduate walks up to receive diploma, Assistant Principal Raymond announces scholarship, student gets back in vehicle.
- Masks available to all involved. Tassel turn done as a whole group.
- Cars then proceed on a parade route from Hampden to Winterport, so that community members can support graduates.
- Two hours is the goal for length of ceremony

The graduate walking up will take 30 seconds or less.

Option B:

- Break graduates in two groups, on the same day.
- Same format as Option A.
- Two parades.

Board members expressed appreciation and praise for the planning, and asked questions about adherence to rules surrounding the ceremonies. Concerns will be dealt with in a positive way.

Mr. Tracy thanked Superintendent Lyons and Assistant Superintendent Nickels for their flexibility and support. He will meet with Student Board Representative Olivia Ferriter about her proposal for another student survey, which he supports.

C. Review of MSSA Outline of Nontraditional Schooling

Superintendent Lyons reviewed the document.

D. Student Representative

Student Board Member Olivia Ferriter previously emailed Principal Tracy about the creation of another survey on student participation. Mental health and stress is impacting school work for many. The data will be beneficial to use in the fall return to school.

E. Assistant Superintendent Update

Assistant Superintendent Nickels commented on the current priorities of remote learning and Hampden Academy graduation.

Multiple scenarios are being discussed for fall learning - traditional back to school, a hybrid model of part time remote learning with part time on campus with social distancing and groups of fewer students, and pure remote school. Planning will continue during the summer.

Consistent platforms for learning is a priority. RSU 22 is being attentive to state and regional conversations, but there are no sure answers right now.

Board Member Rob Frank asked about class activities that can't happen remotely. That is part of the hybrid discussion for developmentally appropriate classes.

Budget development has been hard but thoughtful work.

Negotiations are active, with three sessions held for the Essential Support Personnel (ESP) Agreement. The process is working productively.

Tina Boone, incoming Assistant Superintendent of District Development, is working in the district one day per week right now, to prepare for leadership transition.

Communications are ongoing, a letter to the community and district staff will go out tomorrow.

Mrs. Nickels thanked the Board for their support and commitment to district staff.

VIII. Questions of Board Members

Tony Liberatore asked about the end date of the current school year. Mrs. Nickels will address this topic under Article XI-A, New Business.

Mary Anne Royal complimented Mrs. Nickels on the organization of teacher appreciation day. It was absolutely amazing!

Heath Miller was impressed with the Cyr bus drivers who knew and drove the routes on Teacher Appreciation Day; their attitude was so helpful.

Mrs. Nickels thanked Brandywine Graphics and Snowman Printing for their help with t-shirts and invitations for staff.

IX. Committee Reports

A. Finance Committee

The next meeting is Friday, May 15.

B. Budget Committee

Chair Frank reported that the Committee met last night. The budget meeting minutes of April 28 and May 5 were approved, and are in the Board folder. A PowerPoint presentation on the proposed budget was viewed. The proposed FY 21 budget will be presented to the Board for approval at the May 27 meeting.

C. Athletic Committee

Newly elected committee chair Tony Liberatore gave an overview of this evening's meeting. Discussion included MPA guidelines, the Needs & Wants lists, summer facilities use and the Sports Hall of Fame.

D. Building Committee

Chair Gordon reported the Committee met on May 1. Discussion included capital reserve fund, the Wagner roof project, and anticipated projects for this summer.

E. Negotiations Committee

Mrs. Nickels reported the Committee is in the midst of negotiations with the ESP staff. They plan to meet next week, and anticipate an agreement relatively soon.

F. Education Committee

No report.

G. Policy Committee

Chair Holmes reported that the Committee met last night. Five policies will be coming to the Board for first read.

H. United Technologies Center Board

Representative Gordon announced that the Board met on May 1 to approve the upcoming budget.

I. Behavioral Review Committee

Chair Royal announced the previous meeting was postponed until tomorrow at 1:00 p.m. The Committee will work next on alignment of policy with state statutes, and school handbooks.

J. Education Foundation

No report.

K. SPRPCE Board

No report. Next meeting is scheduled for June.

L. Community Relations Committee

Chair French reported that the Committee met on Monday. He thanked Snowman Group, Brandywine Graphics, Smith School PIE, Wagner Pride Pack, Wagner Athletic Boosters, McGraw and Weatherbee PTOs and Cyr Bus Company for contributing to teacher appreciation.

Ideas for the tailgate appreciation Barbeque were also discussed. He asked the Board to send ideas to him or to Mrs. Nickels.

X. Old Business

A. Feedback on Relevant Questions at Previous Meeting

Mary Giard replied to Faye Anderson's questions regarding promotion of students and transition plans. She also spoke to anticipated gaps and how best to support students.

Kindergarten screenings will be done in the fall, in a safe manner.

Academic and social/emotional assessments of students are done yearly.

XI. New Business

A. Discuss and act on recommended FY 20 school calendar changes.

Assistant Superintendent Nickels presented an adjustment to the current school year calendar, which includes the dates of May 29 as last day for high school seniors, June 5 as last student day. Three inservice days for teachers will be moved to August dates of 24, 25 and 26. The EA 22 Education Association is in support.

The Maine Department of Education will waive the eliminated student days for districts who received school board approval for their remote learning plans.

After discussion, Liberatore moved, Dyer seconded to modify the current school year calendar. The Board voted 795 to 209 (Hamilton, Jean-Jacques, Liberatore) to approve.

B. Discuss and act on probationary teachers for 2020-21.

Upon recommendation of Superintendent Lyons, Dyer moved, French seconded, and the Board voted unanimously to approve the following probationary and continuing contract teachers for 2020-21:

1st Year Probationary Teachers 2019-20 to 2nd Year Probationary Status for 2020-21

Joyce Sturdee, Kindergarten	McGraw School
Deborah DeQuattro, Art	Weatherbee School
Torrie Nightingale, Grade 3	
Jenna Bragdon, Grade 4	
Terry Martin, Special Education	
Ashlee Arsenault, Grade 5	
Tina Reed, Special Education	
Shawn Kenniston, Grade 7 Math	Wagner Middle School
Svea-Linnea Ashe, Special Education	
Ronald Simmons, Physical Education	
Andrew Logan, Grade 6 ELA	Reeds Brook Middle School
Joshua Jenks, Mathematics	
Danielle Lorusso, Science	
Ashlea Bourdon, Special Education	
Lucienne Moore, Mathematics	
Cameron Blood, English/Social Studies	Hampden Academy
Rachel Beaulieu, Health/FCScience	
Melanie Thompson Crowe, Art	
Mariko Haskell-Brown, Special Education	
Harold Williams, Special Education	
Courtney Patterson, Board Certified Behavior Analyst	District

2nd Year Probationary Teachers 2019-20 to 3rd Year Probationary Status for 2020-21

Cassandra Palmer, Special Education	McGraw School
Melody Tracy, Special Education	Smith School
Madison Porter Kenniston, Grade 2	
Dorothy Dawson, Grade 5	Weatherbee School
Danny Lobo Leon, Spanish	Wagner Middle School
Lisa Theoharidis, School Nurse	Reeds Brook Middle School
Matthew Allen, Mathematics	Hampden Academy
Amelia Reinhardt, English	
Alisa Libby, Mathematics	
Jeffrey Keating, Special Education	
Christopher Hink, Mathematics	
Adele Drake, Art	
Gloria DeRedin, Health	

3rd Year Probationary Teachers 2019-20 to Continuing Contract Status for 2020-21

Julie Pace, PreK Teacher	McGraw School
Kayla Worster, Grade 1	
Melissa Pearce, Special Education	
Emily Stearns Corey, Grade 2	Smith School
Samantha Anderson, Grade 5	Weatherbee School
Jill Starrett, Grade 3	
Stephanie Shteirman, Technology Integration Specialist	
Lauren Lumm, Grade 6	Wagner Middle School
Mikayla Mitchell, Grade 5	
Olivia Comstock, Special Education	Reeds Brook Middle School
Heidi Austin, Speech Therapist	
Jen Norwood, Spanish and Social Studies	Hampden Academy
Heidi Harris, Social Studies	
Katie Thibodeau, Speech Therapist	
Logan Huston, Science	

XII. Communication and Correspondence

A. Set meeting dates

- Policy Committee meeting, June 9 at 6:00 p.m.

- Athletic Committee meeting, June 10 at 6:00 p.m.

XIII. Executive Session

None.

XIV. Other Business

A. To see what action, if any, the Board wishes to take on business required by items that are part of this agenda.

None.

XV. Adjourn

Liberatore moved, Holmes seconded, and the meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Richard A. Lyons
Superintendent of Schools

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

Also Present: Dave Armistead, Airlia Britt, Beth Campbell, Bill Meier, Eric Zelz

Not Present: Sande Curtis, Earle Hannigan, Susan MacKay

CALL TO ORDER

Vice Chair Dan Wellington called the meeting to order.

Motion: To approve the February 11, 2020 minutes as presented.

Crowe/Ismail

Approved without opposition.

HEAD OF SCHOOL REPORT

Before welcoming questions on his previously distributed head's report, Mel MacKay reported that Tony Pellegrini's efforts to trademark *John Bapst* has been successful. The school's name is federally registered as an educational service, and the Board thanked Tony for his expertise and service.

Dave Armistead reported that online teaching and learning has been in full force since March 18. He recently surveyed teachers, parents, and students and finds that feedback has been positive and opportunities for improvement noted (and in some cases heeded, an example being the lightening of the workload for students). The school has adopted a four-day schedule with alternating White (periods 1, 2, 3, 4) and Purple (periods 5, 6, 7) Days. Wednesdays are free (no classes and no assignments due) for teachers and students. Dave has been observing virtual classes and reports good findings. Teachers and students alike have adapted. On a question, there are some students struggling, and the school is addressing academic and mental health needs as it usually would through the counseling office. Teachers report concerns to Dave, and/or the counselors and students are reaching out directly as well.

Regarding graduation, Mel and Dave are gathering ideas and suggestions and hope to make a decision in the first week of May to give families time to plan. The date of June 7 will remain as the day the school celebrates its seniors.

Mel talked about gradually reopening 100 Broadway to staff. A thorough cleaning and disinfecting will take place throughout the school before it is fully reopened, and in the meantime, the hope is that as soon as mid-May some staff may come back to work with social distancing and appropriate wearing of masks and gloves as recommended for workplaces. The administration hopes for an on-schedule opening in August. Regarding the physical plant, Mel and Dave are brainstorming ways to have social distancing if it continues to be necessary (additional lunch periods, one-way traffic in halls and on stairs, and smaller class sizes. At the same time, the school is also preparing for virtual learning, with Dave convening a committee to formalize and unify how the school teaches virtually. Mel mentioned that it is possible that some international students will experience limitations or delays in travel. Similarly, it is possible that some day students might be unable to attend to school in person due to health risks or for other reasons.

Mel explained that the June Term is being offered to international students still here. For a fee, from June 8-26 the school will offer a structured curriculum for students with room and board. Also for a fee, campus housing will remain open over the summer for those students unable to travel home, and homestay options may also be available.

Beth Campbell reported that day enrollment is expected to be on par with years past in terms of the number of acceptance letters sent (135) and the number actually enrolled (expected to be around 115). The deadline to respond has been extended until mid-May. To date 35 students appear to be committed to the school, 25 of whom have paid their activity fee *and* submitted a course selection form, while another 10 have submitted only their course selection form. Mel pointed out that it is not worth losing an enrollment because a payment is not received at all or in full. To that end, the school will be communicate with day families reiterating what acceptance letters said – that the school will work with families on payment of fees and that immediate payment of the deposit should not stand in the way of a student's enrollment (the same is true for an international student). The Admission Committee is meeting weekly. The unknowns relating to travel barriers and delayed visas suggest a 25% or greater decline in international enrollment.

FINANCE

Committee chair James Strout referred to the Finance Committee minutes and welcomed questions. As indicated in the committee minutes, the school was approved for the Payroll Protection Plan through the CARES Act which gives the school a cushion of 2½ months' payroll. Due to the anticipated decline in international enrollment, Bill drafted a fourth budget scenario, "D," indicating a wage freeze. On a point of clarification, the PPP was not factored into any of the scenarios.

Motion: That the school implement a freeze in compensation for 2020-21 employment offers, to be revisited in August 2020 once actual enrollment numbers are known.

Strout/Crowe

Approved without opposition.

Mel mentioned that he has confirmed that the board did previously stipulate a hard cap of 80 international students. That guideline may be revisited in the future to reflect more flexibility for the school; ironically, because of the pandemic, the cap is unlikely to be an issue in the coming year.

BUILDINGS & GROUNDS

Committee chair Jim Lacadie reported that site work continues for the new gym and fitness center, and though the steel is delayed an additional week (from May 8 to May 15), the project timeline as a whole is expected to remain on schedule. The contractor indicates that the concrete work is likely to come in under budget.

DEVELOPMENT

Chair Cheryl Fasse reported that as soon as it is deemed appropriate, a 6,200 piece Annual Fund mailing will be sent (the second appeal) and the Spring Raffle will resume. In the meantime, development staff have been busy posting to social media, researching prospective donors for the capital campaign through iWave, and finalizing details of the 400 bricks expected to adorn the grounds of the new fitness center and gym. Cheryl indicated that board participation in the annual fund is at about 60%; it is very important that the board reach 100% giving to make sure the school qualifies for future grants. A gift in any amount that will help the Board hit 100% participation is welcome. On a question, there does not seem to be a downturn in the receipt of campaign pledges.

ENDOWMENT

Kirsten Ismail reported on the most recent meeting. The portfolio is holding strong despite the economic climate and the effects of the pandemic. The annual cash withdrawal (\$35,000) for scholarships to be awarded in May will be covered without any concerns from the committee. With special thanks to committee members Bob Strong and Matt Skaves, the revised Investment Policy Statement was shared with the board in its meeting packet. Welcoming questions about the IPS, Kirsten explained there are no major changes to the practice of the committee or the portfolio manager (Deighan Wealth Advisors), but that the language and processes have been expanded upon and clarified in the revised IPS.

Motion: To accept the new Investment Policy Statement and Investment Authorization as presented by the Endowment Committee.

Ismail/Fasse

Approved without opposition.

NEXT BOARD OF TRUSTEES MEETING

The next meeting is June 9, 2020 at 7 a.m., details to be determined closer to the date.

ADJOURNMENT

The meeting adjourned at 8:44 a.m., at which time an executive session was called to order.

Respectfully submitted by Adrienne Carmack, Secretary