



Geoff Bruno
Superintendent of Schools

Scarborough Board of Education Orientation
Wednesday, November 17, 2021 - 4:30-6:00
High School Study Center

Attendance: Shannon, Jillian, Kristen, Leanne, John, Jenna, Alicia, Geoff, Diane

1. Review important resources:

- 1.1: Drummond-Woodsum's School Law for Board Members
- 1.2: Scarborough Public Schools Board of Education [Policies](#)
- 1.3: [FY22 Budget](#) located on Town of Scarborough website

2. Complete [FOAA training requirement](#):

- 2.1: Review [FAQ page](#) with links to statute and additional information
Check on the date that this should be completed

3. Scarborough Public Schools Leadership:

- 3.1: Leadership Council
 - Composition/membership
 - Meeting [schedules](#) & running agendas: full group, K-5 & 6-12 meetings
 - Retreats, special meetings, and professional learning teams
 - Goal setting and administrator evaluation
- 3.2: Central Office Leadership Team (COLT)
 - Composition/membership
 - Meeting schedules and running agendas
- 3.3: Building and Phase Level leadership:
 - K-2 schools: Pleasant Hill, Blue Point, Eight Corners
 - 3-5: Wentworth School
 - 6-8: Middle School
 - 9-12: High School
- 3.4: Transportation, facilities maintenance, information technology, food service, adult education
- 3.5: Extracurricular activities:
 - Athletics, music, drama, clubs, etc.
- 3.6: Teacher leadership and Professional Learning Teams
- 3.7: Scarborough Education Association

4. School Board Leadership



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- 4.1: Roles and Responsibilities
 - 4.2: Board Communication and flow
 - Superintendent and Board Chair regular check-ins
 - Board members and Chair/Vice-chair communication
 - Feedback from the public, neighbors, etc.
 - Board Operating [Protocol](#)
 - 4.3: Structure of monthly Board of Education meetings
 - Agenda development
 - Minutes and typical content
 - Recognition and Public comment
 - Student representatives
 - Workshops
 - 4.4: Other Board of Education protocols/procedures
 - Student and personnel confidentiality statutes/requirements
 - Information requests
 - School visit protocol
 - Personnel or other school complaints
 - Protocol for answering phone calls, handling parent inquiries, etc.
 - 4.5: Board of Education Standing Committees
 - 4.6: Yearly goal-setting, strategic planning, board evaluation
 - 4.7: Superintendent evaluation and Board/Superintendent communication
5. Discussion items:
- 5.1: Capital Improvement/Long-term planning items:
 - Building Steering Committee - kick off meeting with Harriman
 - New elementary school timelines
 - Turf/track project
 - 5.2: COVID related protocols
 - 5.3: Spring Community Dialogue & Strategic Plan update
 - 5.4: SEA contract negotiations