

**Portland Board of Education  
Regular Meeting  
Tuesday, December 5, 2023 @ 7:00 pm**

**1. Call to Order and Roll Call**

Dr. Britton, Superintendent, called the meeting to order at 7:00 pm

BOE Members Present: Laurel Steinhauser, Tim Lavoy, Meg Scata, David Murphy, Kim Nagy-Maruschock; via zoom Sarah Spear and Stacy Benham

Members Absent: none

Administration Present: Superintendent Dr. Charles Britton, Assistant to the Superintendent for Business and Financial Affairs Stephanie Fragola, Portland Middle School Principal Chuck Hershon, Director of Curriculum, Instruction and Technology Eric Martin

Student Representative: Liam Rowe, Caitlin Walsh

**2. Pledge of Allegiance**

**3. Election of Officers**

The floor was open to nominations for Board Chairperson.

**M. Scata nominated Laurel Steinhauser for Board Chairperson, seconded by K. Nagy-Maruschock. As there were no further nominations, T. Lavoy moved, seconded by M. Scata to close nominations.**

**By written vote, Laurel Steinhauser was the unanimous choice for Chairperson**

Laurel Steinhauser then chaired the meeting.

The floor was open to nominations for Board Secretary.

**S. Spear nominated Meg Scata for Board Secretary, seconded by K. Nagy-Maruschock. As there were no further nominations, K. Nagy-Maruschock moved, seconded by M. Scata to close nominations.**

**By written vote, Meg Scata, with 6 for and 1 abstention, was the choice for Secretary.**

**4. Approval of Agenda**

**M. Scata moved to approve the agenda, seconded by K. Nagy-Maruschock. Unanimously approved. MOTION CARRIED.**

**5. Approval of Consent Agenda**

A. Approval of November 14, 2023 Board of Education Regular Meeting Minutes

**M. Scata moved to approve the consent agenda, seconded by S. Benham. Unanimously approved. MOTION CARRIED**

**6. Audience of Citizens – none**

- 7. Portland Public Schools Spotlight** – Portland Middle School – NGSS Science Unit  
Principal Hershon introduced Ms. McDougal and Ms. Starkowski, science coordinator and teacher, who reviewed the Next Generation Science Standards to include disciplinary core ideas, cross-cutting concepts, and an inquiry based science classroom.
- 8. Student Representative Report** – Liam reported that the student senate held a formal dance this past weekend, there were 190 attendees. Toys were also collected at the dance for the Portland Food Bank. Holiday concert took place last week. Caitlin reported this Friday is the NHS PJ Day in support of CCMS. The football team will be playing in the state finals this Saturday. Winter sports is in full swing. The class of 2026 is hosting a Portland night at the Wolf Pack on 1/19/24.
- 9. Communications and Updates**
  - A. Superintendent's Report – Dr. Britton reported that he received retirements from the following staff members; G Archer-maintenance, A Szerejko-art teacher, K Kelly-language arts teacher, and A Martinez-paraprofessional. He received a resignation from K Bartiet-paraprofessional. Enrollment report submitted. On November 15<sup>th</sup> he attended the Teacher of the Year ceremony with Sam Tucker. Dr. Britton joined Meg, Laurel and Sarah at the CABA Convention. At the convention, Portland Board of Education was recognized for receiving the CABA leadership award. On November 28<sup>th</sup> he joined the leadership team in attending a presentation by Kim Marshall for designing a new evaluation plan. Received good feedback from administrators on the presentation. Attended the PHS and PMS concerts, both were outstanding. This Saturday at Rentschler Field the Portland football team will be playing in the state finals. Attended the Breakthrough Coach seminar with his executive assistant. It was a well-run seminar that focused on the strategies and skills for spending less time on the technical aspects and more time in the classrooms for administrators. December 20<sup>th</sup> is the Board retreat which will have discussion on next generation accountability results and FRIAR architects will speak to the Ed Spec plan. At the January 2<sup>nd</sup> board meeting will take a first look at the superintendent's budget. Then the Board will go over it at the budget workshops on January 9<sup>th</sup> and 11<sup>th</sup>.
  - B. Assistant to the Superintendent for Business and Financial Affairs – Stephanie Fragola Authorized spending report submitted. Deficit projection went from \$350,000 last month to \$40,000 currently.
  - C. Director of Curriculum, Instruction, and Technology Report – Eric Martin - Report submitted.  
E. Martin commended the science teachers on their presentation and work. Explained the process of instructional leadership rounds. Right to Read waivers discussed.
- 10. New Business (Discussion/Possible Action)**
  - A. 2024-2025 School District Calendar (*first reading*) – Dr. Britton reviewed the calendar. April vacation was matched to Learn and some other districts. November days off were discussed. The days off are out of the districts control as it's Election Day, Veterans Day and Thanksgiving. The two half-days are necessary parent/teacher conferences. Waiting to set the graduation date in January. Calendar will go before the Board for a 2<sup>nd</sup> reading on January 2<sup>nd</sup>.

- B. FY 2023 4<sup>th</sup> Quarter Transfers – S Fragola presented the budget transfers. This is the final step in the audit. The budget transfers are made so that no 'location' has a negative balance on the ledger at the end of the year. D. Murphy inquired about equipment repair rental line item. S. Fragola explained that large replacement purchases from last year were moved from LEA to Fund 11.

**M. Scata moved to approve the FY2023 fourth quarter budget transfers between the major objects as listed below;**

**Salaries are being decreased by \$147,659.79 (object 11011-12023)**

**Benefits are being decreased by \$115,410.00 (object 21001-2900)**

**Purchased services are being increased by \$135,378.66 (object 30010-33030)**

**Facility services are decreased \$128,725.00 (object 44003)**

**Other services is Increased by \$273,924.88 (object 51010-56003)**

**Books & Supplies are being decreased \$11,261.75 (object 61011-64045)**

**Equipment is being decreased \$6,247.00 (object 73011-73015)**

**seconded by K. Nagy-Maruschock. Unanimously approved. MOTION CARRIED**

**11. Old Business (Discussion/Possible Action) - none**

**12. Committee Reports**

- A. Curriculum – L. Steinhauser – met in November to review NGAR report
- B. Policy – M. Scata – 12/15/23 next meeting
- C. Personnel – L. Steinhauser – no report
- D. Buildings and Grounds – M. Scata – will schedule meeting for this month and ongoing
- E. Liaison
  - 1. CREC – M. Scata – no report
  - 2. Selectmen – D. Murphy – their last meeting was organizational
  - 3. Committee on Solidarity – T. Lavoy – next meeting 12/12/23
  - 4. Equity and Inclusion Coalition – T. Lavoy/S. Spear – next meeting 12/11/23

- 13. Audience of Citizens** – Debbie Law, Bell Court – spoke regarding safety in the parking lot of the high school and followed up on the importance of sleep that she has brought up at a previous Board meeting. Spoke in favor of foreign language in grades k-12. Recommended posting test scores in the Rivereast so we can compare ourselves to other districts.

**14. Board of Education Member Comments**

- S. Spear – appreciated the spotlight presentation. Attended the CABE convention, shared the workshop she attended.
- K. Nagy-Maruschock – appreciated the spotlight presentation. Expressed that sleep is a constant conversation in her home, but this needs to be statewide to work.
- T. Lavoy – appreciated the spotlight presentation. Relieved on the change in the budget regarding deficit numbers.
- M. Scata – appreciated the spotlight presentation. Attended the CABE convention, shared the workshop she attended. Let members know we have the opportunity to present at the CABE convention in the future.

L. Steinhauser – Attended the CAFE convention, shared the workshop she attended. Shared that based on feedback from the resolutions committee meeting regarding high school start times, the state created a task force to look at this topic.

**15. Executive Session – none**

**16. Executive Session Action**

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UNAPPROVED DRAFT

**17. Adjournment**

**M. Scata moved to adjourn the meeting at 8:39 pm, seconded by T. Lavoy. Unanimously approved. MOTION CARRIED.**

Respectfully Submitted,  
Tricia Dean  
Executive Assistant to the Superintendent/Board Clerk