

West Bath School Administrative Unit

Board of Directors Meeting Minutes

June 19, 2019 at 6:30 PM at the West Bath School

Members Present: Keith Hinds, Robert McDaniel, Joanne Powers, Ashleigh Randall, and Mary Wallace

Members Absent: None

Others Present: David Hennessey & Emily Thompson

Call to Order:

The meeting was called to order at 6:30 PM by Keith Hinds.

The Pledge of Allegiance was recited.

Comments from the Chair:

Mr. Hinds congratulated the West Bath seniors who were graduating. He thanked the school faculty for the extra time and effort they've given over the past few weeks for all of the extra events. He said that he appreciated their dedication and it has been a great year. He wished to acknowledge the board on a great budget season, noting that the board held 14 public meetings to put the budget together. He thanked the town for endorsing the school budget.

Approve/Amend Minutes of 5/15/19:

Mrs. Randall made a motion to approve the minutes of 5/15/19. Mr. McDaniel seconded the motion. Vote (5-0).

Adjustments to Agenda:

None

Public Comments:

None

Committee Reports:

1. Policy Committee – no report
2. Technology Committee – No Update

3. Facilities Committee – Mrs. Thompson reported that with the passing of the budget at town meeting, she's been in contact with all vendors that were included in the summer maintenance line to begin to coordinate summer work, in addition to the regular annual work and inspections. She stated that this includes lowering the sprinkler system, updating the fire panel, replacing flooring, and replacing one unit-ventilator. Additionally, the replacement of the locks on classroom doors has been scheduled to be completed. Mrs. Thompson said that she applied for a grant for the kitchen stove last week, and is awaiting word. WBSAU will not be prioritized as the school's FRL numbers are not as high as other districts, but she felt it was worth putting a proposal in to see if it was a possibility.

Mrs. Randall asked if art and music will be moving into a classroom, to which Mrs. Thompson responded affirmatively.

Mr. Hinds stated that his office building has had Revision Energy in to do a lighting retrofit and he was impressed with their work and professionalism. He thanked Mr. Hennessey and the energy committee for putting that project together and the town residents for supporting that project.

4. Finance Committee -
 - a. Payroll Warrants – Mr. Hinds said that payroll warrants were reviewed and signed by Mr. Hinds on 5/28 & 6/11
 - b. AP Warrants – Mr. Hinds stated that warrants were reviewed and signed by Mr. Hinds and Mrs. Randall on 5/22, and Mrs. Powers on 5/24, and another was signed by Mr. Hinds and Mr. McDaniel on 6/5.

Superintendent's Report

1. Financial Report – With 8% of the year remaining, 14.58% of the budget remains, on paper. Once the carry forward along with food service transfer is removed, there still will be about 10% of the budget. With the final AP and payroll to be still withdrawn, and with some auditing adjustments, we should have about 5% remaining or around \$200,000 which will be able to be applied as carry forward for the 20-21 year, unless it is needed beforehand.

Mr. Hinds said she wished to applaud Mrs. Thompson for her attention to the budget. He stated that there were substantial unexpected curve balls thrown at her this year, and making it work year after year is incredible. Mrs. Randall commented that she appreciated seeing the budget document each month, and that it is accurate, transparent, and helpful to look over. The fact that it is a consistent, present document each month is helpful.

2. District Updates
 - a. PreK Program – Mrs. Thompson said that as of that day, the West Bath preK slots were full at the YMCA and Childrens Schoolhouse, and another student is registered at Head Start. Having 9 children already registered for Pre-K at this time of year is a good sign of having a strong sized kindergarten class in 20-21.
 - b. Head Start - Mrs. Thompson also stated that she met with the new Head Start Director along with the and the director of Midcoast Maine Community Action to

discuss the MOU. They expressed that they would like to receive payment of \$1,000 per child who is enrolled in the official prek program for Head Start. To be an eligible program, they have to smaller staffing ratios, which costs them more. They said that RSU had been paying for several years. Mrs. Thompson said she explained to them what it means to be a minimum receiver, and how the town does not receive funding for the pre-k students. But she said she also understands their need to be able to offset their costs. They agreed to keep the MOU as it is for this year, and we'll revisit it during our budget process next winter.

- c. Celebration of Learning - Mrs. Thompson said that it is the time of the year where there is an event every day. They've had Field Day at Hermit Island, the talent show, and the step up ceremony. She said she wished to highlight the Celebration of Learning which was held on Thursday, June 13th. The expeditions this spring were among the finest the school has had, and products were outstanding. The Celebration was very well attended, despite pouring rain. Classrooms were full of visitors for the entire timeframe. One of the school's goals with products has been to make sure that products are useful outside the walls of our school. To that point, Mrs. Thompson said that the second graders' pollinators poetry book has been added to the Coastal Maine Botanical Gardens Library in the childrens garden. The third grade's PSA will be utilized by the Friends of Merrymeeting Bay to help to promote water conservation, and the 4th grades Green Crab Brochures were were distributed on June 15th at the Robinhood Free Meetinghouse at the Maine Aquaculture Educational Day and again tonight at the Fisheries Event at the Bath Freight Shed- Help Take a Bite out of the Invasive Green Crab,
- d. Mural Project - Mrs. Thompson said she also wished to highlight Mural Project, which came from a student passion project. Three fifth graders have left their mark on the school's gym wall to show what West Bath School means to them. You can see it first hand around the corner, and read their artist statement in the program.
- e. Boat Launch - Mrs. Thompson said that the prior day the 5th grade students held their boat launch, rescheduled from CoL day due to rain. Kurt from the boatshop said that this is the first group of kids he's had that has been able to build the entire boat by themselves - from the first cut of a board to the final touches of paint. Mrs. Thompson said that she is certainly grateful for the continuation of this program.
- f. Summer STEM - Summer STEM club begins on July 8th and runs through August 1st, 4 mornings per week. It will be taught by Mrs. Franklin, Miss Marco, and Ms. Goulet. Please reserve August 1st at 10:30 to come to their Celebration of Learning.
- g. Summer Food - Mrs. Thompson announced that the school was once again eligible to be a summer food service site, and will be serving free breakfasts for kids from 8-8:30 AM during the weeks of Summer Stem. All children ages 2-18 are eligible to receive breakfast, whether or not they attend Summer Stem club.

Old Business

1. Second Reading of Board Policies

- a. Second Reading of BEA – School Board use of Electronic Mail
Mr. McDaniel presented policy BEA, reviewing parts A, B, and C. There were no questions.

Mr. McDaniel made a motion to approve policy BEA. Mrs. Randall seconded the motion. Vote (5-0).

New Business

1. Approval of Special Education Instructional Strategist Position & Job Description

Mrs. Thompson stated that this is a teaching position. The person in this position would spend half of her time teaching students at K-5 through RTI, and the other half as administrative designee for 6-12. The job description has teacher level responsibilities. Mrs. Thompson walked through the qualifications for the job as listed on the description, and summarized the job functions. Mrs. Thompson said that the position has been approved by the Teachers' Union. Mrs. Randall asked if Mrs. Thompson felt confident that the district was not losing any ground that has been gained with Sara Helman in the role of the Special Education Director. Mrs. Thompson said the responsibilities are all included in the job, and that she had been part of planning the job description. She did say that losing Sara's expertise will be a challenge, a new candidate will have a different set of expertise. Mrs. Randall said that Sara was a great asset and had made great strides in her position. Mrs. Thompson said that the special education team made a list of criteria that they felt was important for the candidates in this position to have. All applicants were evaluated against the criteria. Mr. Hinds clarified that this is not a new position, it just reorganizes how positions were put together.

Mrs. Randall made a motion to approve the job description. Mr. McDaniel seconded the motion. Vote (5-0).

Mrs. Randall made a motion to approve the position of Special Education Instructional Strategist. Mr. McDaniel seconded the motion. Vote (5-0).

2. Personnel Item(s) – Action

- a. Nomination of Esme Ouellette - 0.1 FTE Music Teacher
Mrs. Randall made the motion to approve the nomination of Esme Ouelette. Mr. McDaniel seconded the motion. Vote (5-0).
- b. Nomination of Christopher Kuhn - 0.6 FTE Physical Education Teacher
Mr. McDaniel made a motion to approve the nomination of Christopher Kuhn. Mrs. Randall seconded the motion. Vote (5-0).
- c. Nomination of Melissa Johnson - 1.0 FTE Special Education Instructional Strategist
Mr. McDaniel made a motion to to approve the nomination of Melissa Johnson. Mrs. Randall seconded the motion. Vote (5-0).

d. Resignation of Marilyn Sprague - 0.2 FTE School Nurse

Mr. Hinds accepted the resignation of Marilyn Sprague with deep regret. Mrs. Randall asked if the school is required to have a nurse. Mrs. Thompson said that the school is required to have oversight of a school nurse. She asked if there were other alternatives to staffing this position, with Midcoast nearby. Mrs. Thompson responded that she has reached out to other districts, and finds that districts are increasing nursing services rather than decreasing services. It is a a busy role even in a small school. She said that some districts do utilize a contracted service for nursing, but that leads to other challenges. Each year when the position is posted, it's not a challenge to get candidates, it has just been a challenge to have someone stay with it just being a 1 day per week position.

3. Gifted and Talented 0.5 FTE Position

Mrs. Thompson said that she had posted the position and interviewed, and have chosen to not move forward with that candidate. She said it is hard to find certificate GT teachers. She reminded the board that initially they discussed a back up plan of having an educational technician teach the program with oversight of the GT certified teacher. She suggested that instead the position get reposted as a regular education teacher with oversight of the GT teacher. She stated that initially when developing a GT program, the teacher that was hired was not certified, but worked towards certification. In this model, even without certification, the program would still be an approved program because of the oversight of the GT teacher. A stipend for oversight would need to be determined with the teachers' union. The board asked questions the current model of GT, how identification is made, and what services look like. Mrs. Wallace asked if they went with the educational technician model whether they would be able to do that in house or need to hire. Mrs. Thompson said that she would need to post and current ed techs would be welcome to apply, but that at this time she does not see there would be capacity with current staffing. Mr. Hinds made a motion to post the position as a regular education position. Mr. McDaniel seconded the motion. Vote (5-0).

Mrs. Randall said that she wished to thank Mrs. Thompson and the staff involved in the nominations and appreciate that they are seeking the best candidates for our school and students. Mr. Hinds and Mrs. Wallace echoed the sentiment.

4. Confirmation of Audit Services

Mr. Hinds said there was a letter in the packet from Mr. Brewer authorizing him to do the audit. Mr. Hinds made a motion to authorize the confirmation of audit services. Mr. McDaniel seconded the motion. Mr. Hennessey asked from the floor if Mrs. Thompson had reached out to the auditors with dates? Mrs. Thompson said she had offered 2 weeks in July, starting with July 5th, and then any date after August 5th, but has not yet heard back. Mr. Hennessey said it would be nice to get the audit done sooner rather than later. Mr. Hinds said that the board agrees.

5. Request to provide authority to the Superintendent to Transfer 5% of Funds within the 2018-2019 Budget

Mr. McDaniel made a motion to provide authority to the Superintendent to transfer 5% of Funds within the 2018-2019 budget. Mrs. Wallace seconded the motion. Vote (5-0).

Public Comments

1. Mr. Hennessey asked if Mrs. Thompson had scheduled an inspection of the septic system. She said that she had done so, but it has been held up because there is not a codes officer currently. But it is in process.

Executive Session

1. Mr. Hinds made a motion at 7:11 PM to enter into an executive session pursuant to Title 1, Chapter 13, Section 405,6,A. of the M.R.S.A. for the purpose of discussing student records. Mr. McDaniel seconded the motion. Vote (5-0).

Return to Regular Session

The board returned to regular session at 7:24 PM.

Set Next Meeting Dates and Locations

Wednesday, July 17th at 6:30 PM – West Bath School Board of Directors Meeting

Adjourn

Mr. McDaniel made a motion to adjourn at 7:26 PM. Mrs. Randall seconded the motion. Vote (5-0).

Submitted by,



Emily Thompson