

West Bath School Administrative Unit

Board of Directors Meeting Minutes

November 2, 2016 at 6:30 PM at the West Bath School

Members Present: Dennis Crews, Meagan Hennessey, Keith Hinds and Robert McDaniel

Members Absent: Jordi St. John

Others Present: Patrick Bowdish, Missy Crews, Aggie Demers, Kaitlin Goulet, Robert Schulz, Emily Thompson, Amanda Walden and 5th grade students Delaney Crews, Addie Hinds, and Gideon Walden

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 thanked everyone for coming. He said that the auditors were invited to present their results to the board this evening, but the audit is still not completed. He said that he is looking forward to having the opportunity to do so.

Mr. Hinds reminded the audience that the next week is election week, and encouraged all to get out to vote. He said that there is a seat on the school board and a candidate willing to fill that seat.

Mr. Hinds also stated that those in the audience may have noticed that in the local paper the prior the night it was stated that the town of West Bath has invited RSU1 to a meeting to discuss the future of Morse High School and grant restrictions. He said that the finance committee will be asking to be part of those conversations.

Mr. Hinds then announced that a member of the board was present for her last meeting. He thanked Meagan Hennessey for her one year term and said she was instrumental in getting the organization of the ground and building a capital improvement plan. On behalf of the Board of Directors, he wished her well, thanked her for her time, and presented her with the West Bath t-shirt.

Mr. Hinds said that there was a lengthy agenda to get through, and therefore the board would be following the board procedures and have public comment at the beginning and end of the meeting, and not during each agenda item as sometimes happens.

Approve/Amend Minutes of 10/5/16:

Mr. Crews made a motion to accept the minutes as presented. Mr. McDaniel seconded that motion. Vote (4-0).

Adjustments to Agenda:

None

Public Comments:

None

Staff Report:

1. 5th Grade Chewonki Program - Rob Schulz & Kaitlin Goulet and Fifth Grade Students – Delaney Crews and Addie Hinds, Gideon Walden

Mr. Schulz introduced the group, and said that he wanted to give an overview of the students' experience. He said that for a school to commit to a trip such as the 5th grade Chewonki trip, it needs to fully align with how you teach and the backbone of the educational process. He said that as an EL School, with the Code of Character and Habits of Scholarship as the core of the school, it made sense to him to reflect upon the trip with those traits in mind. He listed traits and how he saw them play out in the experience for students.

- Responsible – Students needed to take care of their crew work – chopping firewood, collecting water, cooking water, cooking food, stomping through the ocean to get water at low tide.
- Compassionate – Students comforted others who had a hard time carrying gear for the $\frac{3}{4}$ mile hike to camp. Some students had had experience with this, others had not.
- Respectful – Students needed to wait for all to have food in front of them before eating so they could eat as a community. This does not often happen in our fast paced world.
- Self-Directed Learning – Students spent time noticing surroundings. Prior to beginning various expeditions the guide would give a time for students to look around and then report back to the group before teaching anything.
- Participation - Students were grouped and then placed in high pressure experiences and they had to feed and heat themselves
- Perseverance – Mr. Schulz said that it is not often that you pluck 10 year olds out of their house and not hug them and bathe them, and they persevered through that. He said they then looked at the bigger things – connections to our expedition – reduction of waste – overall connections – carry in/carry out, manage excrement, wide open conversation about how that all works, explaining and coaching others as we create awareness and share information with others – skills they can use to educate the community, better ideas on how hard work can create outcomes. He continued stating ways in which the students persevered, such as carrying 50 pounds. You realize you have more in you than you thought you did. It is also something special to say, “We did it – we’re successful, we’re the first ones,” and knowing the success of “hey, we did something” and they can tip that learning back into the learning of the rest of the school.

Ms. Goulet shared a video from her group that showed the process of setting tents, and the different crews students were a part of (cooking crew, collection crew, cleaning crew). She described the estuary study, farm chores, pond study, and team building activities on the ropes course.

Student Addie Hinds said that she had a really fun time. She said that her group did a lot of the same activities that Ms. Goulet had described. She said that through the challenge activities the students learned a lot about each other by spending so much time together, and really understood each others similarities and differences.

Student Delaney Crews said that her favorite crew was being on the fire crew, and her favorite activity was the pond study where they got to play with frogs.

Student Gideon Walden said that his favorite activity was doing farm chores and taking care of the animals. He said that cooking crew was his favorite. Ms. Goulet said that the cooking crew was fun to watch, as they had to create everything that they ate. Mr. Schulz explained that the students cooked breakfast and dinner in the woods, and lunch was picnic style.

Mrs. Walden, a parent volunteer who spent the week at Chewonki and chaperoned a group said that it was a great experience. She stated that the leaders from Chewonki were great with the kids, knew how to engage the children, and it was wonderful to be exposed to so many activities. She said that it was a great time.

Addie Hinds commented that she had an amazing leaders who were really nice and patient. She said that most of the time it was a long process for her group to understand things, and she was very patient with them.

Ms. Goulet said that as a teacher she formed relationships with the children that she was not sure she'd be able to make in a classroom. Mr. Schulz said that from Chewonki's end, they asked what we would want out of them to better meet our goals. They had already identified ways to make it a better experience in the future before the students even got on the bus to return home. We know that it can be an even richer experience, but for the first time out of the gate it was a spectacular experience for everyone.

Mr. Hinds said that it was great to hear that it went over well. He said that the parents on the board got a little more anxious as it got closer but it is wonderful to hear that it was successful. He thanked the students for being good representatives of the school.

Mrs. Thompson said that in addition to Mr. Schulz, Ms. Goulet, and parent Amanda Walden, she wished to thank teacher Beth Jarvis who also spent the week at Chewonki with the students.

2. Patrick Bowdish – Technology Update

Mr. Bowdish said that a lot of things have been happening in a short amount of time this year. He gave the following examples:

- Tech club with the librarian (24 students)
- Programming with Scratch
- Publishing the newsletter electronically rather than sending a paper version
- Setting up a VPN to allow for Mrs. Thompson to log in remotely to the heating system
- Working with kindergarten students on their mousing skills
- Some type of computer activity in all grades – from learning to type to math games to mousing activities.

Mr. Bowdish said that he is feeling that the teachers are feeling more able to use technology, versus having it feel like a threat, and that it is good progress.

Mrs. Thompson added that Mr. Bowdish had also taken over all of the computerized testing this fall, along with all technology troubleshooting, thus freeing her up immensely. She also said that at this time every teacher and program have a digital presence. She thanked Mr. Bowdish for getting the school so far so quickly.

Committee Reports

None

Superintendent's Report

1. Financial Report

Mrs. Thompson said the Town and School audits are still not completed. Once the audit is available, we'll need to decide whether to build the audit report into the regular board meeting, or schedule a special meeting.

Mrs. Thompson said that with 67% of the year remaining, 79.32% of the budget remains. She identified that there appeared to be an error with the Gifted and Talented salary line, and that would be corrected. She said that the only other area of concerns currently is on page 6 under instructional staff training. It appeared that tuition reimbursement for teachers was underbudgeted for. She stated that she will consider creating procedures regarding when teachers need to determine whether or not they will be enrolling in graduate courses so the budget can be planned accordingly. She also stated that they are under budgeted in the postage line.

Mrs. Thompson reminded the board that there are some lines that were prepaid and therefore the expenditures are not going to show up under percent spent. Those areas are in special education tuition and transportation, and field trip transportation.

2. District Updates

- a. 2016-2017 Enrollment – Mrs. Thompson shared the PK-12 enrollment figures for the WBSAU through October 31st. The total numbers are up 3 students from the prior year.
- b. Draft Budget Calendar – Mrs. Thompson presented the draft budget calendar for the upcoming budget cycle for the board to preview.
- c. EL National Conference – Mrs. Thompson reported that she attended the EL National Conference in Detroit, Michigan with teachers Ida Beal & Kelsey Marco, Lori Franklin, Jennifer Harris, and Beth Jarvis during the last week of October. Much of the conference was focused around the highly anticipated primary literacy curriculum. All attendees are excited to review them in more depth when they are released in January.
- d. Gifted and Talented Application – Mrs. Thompson informed the board that the Gifted and Talented Application was approved by the Department of Education. She said that in districts that are not minimum receivers, Gifted and Talented is a 100% reimbursable program. She thanked Mrs. Jarvis for her efforts in the development of the program and the application.
- e. Student Led Conferences – Mrs. Thompson shared that on November 10th the school would be hosting student-led conferences. She provided the board with reading material about the benefits of student-led conferences.
- f. Granite Bay Adult Group Home – Mrs. Thompson informed the board that a new adult home has opened in West Bath. While it is an adult home, the residents are still eligible for special education services in public school. Mrs. Thompson let the board know that this falls outside of the current budget, and she would be meeting with the finance committee to draft a plan to attend to this deficit.

- g. Community Harvest Meal – November 16th from 11:30-12:30 – all are welcome
- h. Fall Celebration of Learning – December 22 - Mrs. Thompson said she would share more information next month.

Old Business:

1. Second Reading of Board Policies - The board conducted second readings of the following policies:

- a. Second Reading of JICFA – Hazing

Mr. McDaniel made a motion to accept the policy as written. Mr. Crews seconded the motion. Vote (4-0).

- b. Second Reading of LDA – Student Teaching and Internships

Ms. Hennessey made a motion to accept the policy as written. Mr. McDaniel seconded the motion. Vote (4-0).

2. Review/Revision of JFABA – School Choice

Mr. Hinds said that this brought back to the policy committee to discuss points 10 and 11, and some additional language on the last page. It was suggested that point 10 be further clarified by adding the language “for the following school year”. A cross reference to policy JFABB was also added. Mr. Crews made a motion to approve with amendments. Mr. McDaniel seconded that motion. Vote (4-0).

New Business:

1. School Board of Directors’ Goals

Mr. Hinds read the draft Board of Directors’ Goals. Mr. McDaniel said that the goals are consistently written to represent the Board’s conversation and that they support the EL objective. Mrs. Thompson asked for clarity regarding what having self-supported community based learning opportunities were. Ms. Hennessey responded that this is having students be self-reliant and conscientious of their community and surroundings. Mr. Crews said that it is to encourage more ways to increase student programs, like the backpack program. Mr. McDaniel said that self-supported means that community is supporting the funding for the program, and that we need to rally community support. Mrs. Thompson said that her reading of this draft goal reads that all field work would need to be self-supporting. Mr. McDaniel said that the success of the new 5th grade programs that were piloted needs to be determined, and then the board needs to decide what level of support, if any, the board should put behind them.

Mr. Hinds asked if there was any other feedback on the goals, as he would take notes and come back with the goals updated. Ms. Hennessey said that there is nothing about staff, how we want staff to operate. Mr. Hinds said that technically that is not the board’s role, as the board’s role is to create policy and to hire a superintendent. Ms. Hennessey asked if they have the resources that they need? Mr. McDaniel said that we can create policies that support the life-long learning outcomes. Ms. Hennessey said that they could include wording about classrooms being engaging, safe spaces.

Mrs. Thompson asked the board to clarify what the intention of the goals were. Mr. Crews said that this was like a two-year plan. Mr. Hinds says that the intent is to help to drive the budget process.

He said that he would take the board's feedback and bring back another draft next month for the board to review.

2. School Choice Update

Mrs. Thompson said that by policy the Superintendent would be reporting out on School Choice numbers each November. Currently there are 14 students, or 12% accessing school choice, which include 2 at North Yarmouth Academy, 1 at Brunswick Junior High, 1 at Brunswick High School, 4 at Harpswell Coastal Academy, 2 at Maine Virtual Academy, 1 in out-of-district placement, and 3 in out of state schools. She told the board that she was aware of 2 other students who started the year at a charter school, and have since moved back to RSU1.

3. Personnel Item – Report – Sara Helman – K-5 School Psychologist and 6-12 Assistant Special Education Director

Mrs. Thompson explained that Sara Helman has been working with West Bath School in the capacity of the School Psychologist as a contracted service provider for the last 11 years. Given the departure of Sharon Brown, our special education director, Sara Helman has been hired as an employee to be the 6-12 Assistant Special Education Director to provide administration to the 6-12 students of WBSAU. Mrs. Sharon Brown will continue to provide oversight. Mrs. Thompson explained that there is no change to the bottom line of the special education budget, but that the line that she will be paid out of as an employee is different than the line she was paid out of as a contracted service provider, and the board should expect to see that change show up in the budget.

Mr. Hinds welcomed Sara Helman to the team.

4. Approve Principal Job Description

Mrs. Thompson provided the board with a principal job description, which was based upon the job description of the principal's role prior to withdrawal. Mr. Hinds made a motion to approve the job description as it was presented. Mr. McDaniel seconded that motion. Vote (4-0).

5. First Reading of Board Policies – The board completed first readings of the policies listed below. Any discussed changes are noted.

- a. First Reading of BFE – Administration in Policy Absence
- b. First Reading of BID – Board Member Compensation
- c. Mrs. Thompson said that she would send the I9 to the board in advance so they are prepared with the appropriate documentation.
- d. First Reading of CB – School Superintendent

Mr. Hinds made a motion to extend the meeting beyond 8 PM. Mr. McDaniel seconded that motion. Vote (4-0).

- e. First Reading of CBC – Duties of Superintendent
- f. First Reading of CBR – Superintendent Job Description
- g. First Reading of CHA – Administrative Procedures
- h. First Reading of JFABB – Foreign Exchange Students

Mr. Hinds stated that the policy committee had legal counsel to support the creation of this policy.

Public Comments

1. Aggie Demers said that was a full meeting.
2. Mr. McDaniel said that he had learned that children who have contracted rubella are now at a much greater risk of developing encephalitis as the virus becomes active in the brain, and that this mostly applies to birth to 9 year olds. He said that the school board has policies for vaccinations, but as this is a major health risk he wanted to share the information.

Executive Session

Mr. Hinds made a request at 8:08 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 personnel issues. Mr. McDaniel seconded that motion. Vote (4-0).

The board returned to public session at 8:23 PM.

Next Meeting Dates and Locations

1. Wednesday, November 16th at 6:30 PM for Executive Session - Tentative
2. Wednesday, December 7th at 6:30 PM – West Bath School Administrative Unit Board of Directors Meeting

Adjourn

Ms. Hennessey made a motion to adjourn at 8:25. This was seconded by Mr. McDaniel. Vote (4-0).

Submitted by,

A handwritten signature in black ink, appearing to read "Emily Thompson", with a long horizontal flourish extending to the right.

Emily Thompson