

West Bath School Administrative Unit

Board of Directors Meeting Minutes

December 7, 2016 at 6:30 PM at the West Bath School

Members Present: Dennis Crews, Keith Hinds and Robert McDaniel, Ashleigh Randall, and Jordi St. John

Members Absent: None

Others Present: Patrick Bowdish, Aggie Demers, David Hennessey, Emily Thompson

Call to Order:

The meeting was called to order at 6:30 PM by Superintendent Emily Thompson.

The Pledge of Allegiance was recited.

Nomination and Election of Board Chair

Mrs. Thompson welcomed board members and attendees to the meeting and explained that as this was the first meeting after seating a new board member, it was also the timeframe for electing a new chair and vice-chair of the board. Mrs. Thompson asked if there were any nominations for board chair.

Mr. McDaniel made a motion for Mr. Hinds to be board chair. Mr. Crews seconded that motion.

Mrs. Thompson asked if there was any discussion. Mr. McDaniel stated that it had been a great first full year, and he would like to see that progress continue.

With no further discussion, Mrs. Thompson asked for a vote of the board members. Vote (3-0, 1 abstention).

Mr. St. John arrived at 6:34.

Nomination and Election of the Vice Chair

Mr. Hinds asked the board if there were any nominations for vice chair. Mr. McDaniel made a motion for Mr. Crews to be vice chair. This was seconded by Jordi. Vote (4-0, 1 abstention).

Comments from the Chair:

Mr. Hinds welcomed Mrs. Randall to the board.

Approve/Amend Minutes of 11/2/16 and 11/16/16

Mr. Hinds made a motion to accept the minutes of 11/2/16 as presented. Mr. McDaniel seconded that motion. Vote (5-0).

Mr. Hinds made a motion to accept the minutes of 11/16/16 as written. Mr. McDaniel said that the Pledge of Allegiance was not recited at this meeting and needed to be

removed from the minutes. He amended the motion to accept the minutes of 11/16/16 as adjusted. Mr. St. John seconded the motion. Vote (5-0).

Adjustments to Agenda:

None

Public Comments:

None

Committee Reports

1. Finance Committee:

Mr. Hinds said that the Finance Committee met briefly with the West Bath Town Administrator last week for the purpose of following up on the article in the Times Record that the board had discussed the prior month regarding the new high school in RSU1. The committee learned that it is really a town issue, not a school issue and that the Town and the RSU will continue to meet and work out those details.

Superintendent's Report

1. Financial Report

- a. Mrs. Thompson stated that with 58.33 % of year remaining there's 70.91% of the budget remaining. She said that special education (resource class placement – page 3 and 4) is tracking closer than she would like to see, and that is the implication of having a zero-based budget. When a staff member changes insurance coverage after the budget has been developed, that is enough to cause the line to be in the negative. She stated that it may be necessary at the end of the year to transfer 5% of another budget line into this line to cover the expense. She also pointed out to the board that another area that appears to be overspent is in library salaries on page 7. She reminded the board that library staffing was changed after the budget was adopted, so the lines will be over in salaries, but under in ed techs, which still works out in the bottom line of the library budget.

2. Special Education Funding

- a. Mrs. Thompson said that she would be remiss if she did not mention in the budget report that there are new stressors for the district's special education budget for students in grades 6-12 that were unanticipated, although the board has always been clear that special education is always a moving target as families move into the district or programs change, and we have the legal obligation to pay for special services. The district is in a position where the board needs to discuss raising more resources for special education for this current school year, as funds for special education can not be spent from another line, and only 5% of a budget line can be move from one to another. She said that this would be discussed further later in the agenda.

3. Town of West Bath Audit

- a. Mrs. Thompson let the board know that the audit was in its final stages of being completed and that board members should anticipate hearing from the auditors at the January meeting.

4. District Updates

- a. Hour of Code – Mrs. Thompson said that this week across the globe is an event called An Hour of Code. Communities are encouraged to host an hour of family coding activities to help to develop an interest in computer science. Last night the school hosted its first event, hosted by Mr. Bowdish and Mrs. Rosenberg, and families worked their way through a self-guided coding activity of Minecraft. It was well attended by more than 30 people and by all accounts was a great success! Mrs. Thompson thanked Mr. Bowdish and Mrs. Rosenberg for organizing and hosting!
- b. Upcoming Events:
 - i. Winter Celebration of Learning – December 21st – 1:30-2:30 – Mrs. Thompson said that the board should expect to receive an invitation via email.
 - ii. Upcoming Winter Concerts –Tuesday, December 13th at 5:30 for our students in grades 4 & 5, and band and chorus, and Thursday, December 15th also at 5:30 for students in K-3. All are welcome.
 - iii. Little Elf Shop – On December 16th the WBS PTO will be once again hosting the Little Elf Shop, which is organized by parents Angel Jamison and Tiffany Ames. They spend the the year collecting donations to set up a store in our library, where all items are a quarter. Students can purchase presents for up to 6 members of their family. If they do not have the 1.50, they are given that too. Students then take their presents to the hallway where they all get wrapped and labeled. It's the most wonderful, joyful day of the year. Mrs. Thompson told the board that volunteer wrappers are always needed, and to let her know if they have an interest in volunteering.
- c. Grant Updates
 - i. Mobil Exxon Math and Science Grant – Mrs. Thompson said that she is pleased to announced that WBS is once again recipients of the Exxon Mobil Math and Science grant, in the amount of \$500! This grant is to be utilized towards the enrichment of our math and science programs.
 - ii. Senters Grant – Mrs. Thompson also announced that Beth Jarvis applied for a Senters grant, for the purpose of obtaining funds to build a greenhouse to support our outdoor classrooms and extend the growing season of our gardens. While we requested \$5,000, we are pleased to accept the awarded amount of \$1,000, and will look for other funds and organizations to help to make this project possible.
- d. State testing information – Mrs. Thompson said that around 4 PM that day, the state testing data from last winter was made public. She said that a quick review showed that in the areas of math and reading WBS is once again scoring above the neighboring schools. She said that for the first time she could also see the 3-12 district information, and as a district West Bath is significantly above our neighboring districts in both reading in math. In fact, out of 255 districts in the state, the students of the WBSAU scored 35th out of 233 districts in literacy in grades 3-8 & 11, and 18th out of 233 districts in math. She said that she would

provide the board with a document that shares more information about our data and comparisons with the state and regional information in the new year.

5. February 6th – Mission/Vision Workshop – Mrs. Thompson let the board know that on February 6th, as part of the mid-year review for EL Education, the school would be hosting a series of focus groups with stake holders to enable us in part to update our mission and vision. Board members will be invited to be a part of the process.

Mr. Crews left the meeting at 6:45 PM.

Mr. McDaniel stated that he received an invitation from Maine Maritime Museum, inviting board members to visit the boat shop. Mr. Hinds said that he would encourage all board members to stop in at the boat shop at any time on a Friday and see the work the students are doing.

Old Business:

1. Second Reading of Board Policies - The board conducted second readings of the following policies:
 - a. Second Reading of BFE – Administration in Policy Absence
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
 - b. Second Reading of BID – Board Member Compensation
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
 - c. Second Reading of CB – School Superintendent
Mr. McDaniel said that he was charged by the policy committee with going back over the policies and adding cross references. The changes are in bold on this and in future policies. Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
 - d. Second Reading of CBC – Duties of Superintendent
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
 - e. Second Reading of CBR – Superintendent Job Description
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
 - f. Second Reading of CHA – Administrative Procedures
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
 - g. Second Reading of JFABB – Foreign Exchange Students
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
2. Review/Revision of BBA – School Board Responsibilities and Duties
This policy was reviewed to update the cross references. Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).

3. School Board of Directors' Goals

Mr. Hinds read allowed the proposed goals to the board. Mr. McDaniel asked if the last bullet was the same as the 2nd bullet. He also stated that we know they are not obtainable in this one year. He would like to see these become the Superintendent's SMART goals. Mrs. Thompson responded that these are the board goals, but as the agent of the school board it is logical the the current SMART goals that she has already set as a superintendent and as a principal in the evaluation systems are aligned with the board goals.

Mrs. Randall asked if the second bullet should be taken off. Mr. St. John agreed that the second bullet should be eliminated. Mr. Hinds asked whether the 5th grade pilot programs should remain listed. Mr. McDaniel said that he felt they should.

Mr. Hinds made a motion to accept the board goals as revised. Mr. McDaniel seconded the motion. Vote (4-0).

4. 2016-2017 Budget Calendar

Mr. Hinds shared the final budget calendar with the board.

Mr. Hennessey asked about whether the school board had worked with the town's selectmen to develop the calendar. Mrs. Thompson said that she and Mr. Garland created the schedule together.

Mr. Crews returned at 7:04 PM.

New Business:

1. Review Board Standing Committee Assignments

Mr. Hinds reminded the board that at the first meeting after a new member has been seated, committee assignments are reviewed and board members can elect to continue current assignments or move to a new committee.

Mrs. Randall was placed onto the facilities committee. All other board members elected to remain with their current assignments.

Mr. Crews made a motion to approve committee assignments. Mr. St. John seconded the motion. Vote (5-0). Special Town Meeting for the Purpose of Increasing Funds for Special Education

2. Review Timelines and Warrant

Mrs. Thompson reported to the board, that due to new students in the district in grades 6-12, and due to changes in programming for current students, the district will be experiencing a shortfall in the area of special education in grades 6-12 and in transportation. She shared a document with the board that showed that the shortfall given current programming expectations would be approximately \$164,823.60. The auditors have stated that there is a much larger carryover from the prior year that we could ask for funds to be appropriated from, and therefore the town would not need to raise additional funds.

Mr. Hinds said that the board has always known that this could happen, but had decided to budget with the knowns and see what would happen, as the board desires to be transparent. Mr. Hinds said that the board would need to have a special meeting to approve the warrant.

3. Schedule Special Board Meeting to approve Warrant

Mrs. Thompson shared the timeline regarding the upcoming special town meeting with the board members. It was determined that it would make the most sense to have a special board meeting after a school event, when several members are already planning to be present. The meeting was tentatively set for December 21st at 3:15 PM.

Mr. McDaniel asked if there are provisions that allow for absent members to attend by phone? Mr. Crews said that within the withdrawal process, he was able to attend by phone, but was not able to vote. Mr. Hinds said that there are some scenarios under Maine law that allow for that to happen. Mr. McDaniel said that until the board knows that Maine law allows, there's no sense having a policy discussion about it.

4. Annual Certification of Superintendent Requirement

- a. Mr. Hinds explained that it is the annual duty of the school board to meet by December 31st each year to elect a superintendent if the superintendent's contract expires, or to recognize any changes to the contract to allow for the submission of a report on the employment of the superintendent to the Maine Department of Education by January 31st. Mr. Hinds said that the board had discussed the current superintendent's contract and would like to recognize the desire to continue the relationship with the current superintendent by adding a one year to the current contract. Mr. Hinds made a motion to reflect that statement. Mr. McDaniel seconded the motion. Vote (5-0).

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

- a. JKD – Suspension of Students
- b. JKD-R – Suspension of Students-Procedures
- c. JKE – Expulsion of Students
- d. JKE-R – Expulsion of Students-Procedures
- e. The board discussed whether to change the procedure from 3/5 affirmative vote of those present to majority of those present. Mr. Hinds stated that executive session law is 3/5 majority of those present and therefore the procedure could not be changed. Mr. McDaniel asked whether when students are expelled the school must provide students with the opportunity to make up the grades. Mr. Crews restated the policy wording that the school district can, but is not required to offer educational services.

Public Comments

None

Next Meeting Dates and Locations

1. Special Meeting of the School Board of Directors – December 21st @ 3:15
2. Wednesday, January 4th at 6:30 PM – West Bath School Administrative Unit Board of Directors Meeting

Adjourn

Mr. St. John made a motion to adjourn at 7:40 PM. Mrs. Randall seconded that motion.
Vote (5-0).

Submitted by,

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

Emily Thompson