

West Bath School Administrative Unit

Board of Directors Meeting Minutes

May 3, 2017 at 6:30 PM at the West Bath School

Members Present: Keith Hinds, Robert McDaniel, and Ashleigh Randall

Members Absent: Dennis Crews and Jordi St. John

Others Present: Patrick Bowdish, Aggie Demers, and 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 welcomed everyone. He said that he was sure the Board already knew, but it was teacher appreciation week, a week to honor not just the teachers, but the commitment and dedication of the entire top-notch staff. He stated, "The citizens of West Bath should be proud of the team of professionals assembled at West Bath's great school. The staff willingly gives up their personal time to support the children of our community. Be it before school homework assistance, lunch break or after school club support, or weekend cheering for West Bath's young athletes, the staff is always there. Their collective commitment to our students is essential in building the West Bath School community. So tonight, we all say a heartfelt thank you to the tremendous men and women who inspire our children every day. Your efforts are noticed and appreciated more than words can ever express. Thank you West Bath staff."

Approve/Amend Minutes of 4/5/17 and 4/12/17

Mr. McDaniel made a motion to accept the minutes of April 5th as presented. Mrs. Randall seconded that motion. Vote (3-0).

Mr. Hinds made a motion to accept the minutes of April 12th as presented. Mr. McDaniel seconded the motion. Vote (3-0).

Adjustments to Agenda:

1. Mr. Hinds said that he would like to add item 5.1 – Recording and Posting Board Meetings to the agenda.

5.1 – Recording and Posting Board Meetings

Mr. Hinds said that he would like the Board to discuss and vote on continuing to record and post meetings.

Mr. McDaniel said that the Board should take a few more meetings, a number to be decided. He said that if everyone in town is favor of having meetings recorded, but no

one is watching them, that information can be evaluated. If no one is interested to take the time to watch them, why should the Board record them?

Mr. Hinds made a motion to continue to record and post Board meetings, the regular monthly Board meetings, for the next three months. Mr. McDaniel seconded the motion. Vote (3-0).

Public Comments:

none

Committee Reports

1. Policy Committee - No Report
2. Technology Committee – No Report
3. Facilities Committee

- a. RFP #2017-1 Update

Mrs. Thompson said that the recommendation from the Facilities Committee is that the district offer the Contract for Custodial and Daily Maintenance Services to BSC Cleaning based out of Saco. She said that the company has 230 employees and services multiple types of businesses. She encouraged Board members to turn to pages 6-10 of the Board packet to review the client list. She said that BSC had claimed to never have lost a contract. She stated that the company was the lowest bidder, with the bid price at \$61,360. The Facilities Committee interviewed the owner and unanimously felt good about the results of the interview. She expressed that the references said that they were all very satisfied with BSC's services, claiming they are proactive, provide top notch services, and have excellent interactions with students and staff. References claimed that the employees are respectful of all policies and procedures, are great communicators, and that they would not hesitate to sign a contract with them again. Mrs. Thompson said that the Facilities Committee would like to recommend to the School Board that they grant BSC the contract for RFP #2017-1.

Mr. Hinds said that the Board will revisit this suggestion later in the agenda.

4. Finance Committee
 - a. Mr. Hinds said that payroll warrants were reviewed and signed on April 4th and April 14th.
 - b. Mr. Hinds said that AP Warrants were reviewed and signed on April 6th and April 18th by Mr. Crews, and April 7th and April 14th by Mr. Hinds.

Superintendent's Report

1. Financial Report
 - a. School Department Budget – Mrs. Thompson said that with 16% of year remaining, 30.84% of budget remains. With the allocated carryover and reserve funds pulled out, there is 21% of the budget remaining.
2. District Updates
 - a. Siblings of Grandfathered School Choice Students

Mrs. Thompson told the Board that recently there has been some conversation at the RSU1 Board meetings about the siblings of school choice students. She asked the Board to recall that during the withdrawal process, it was decided that the status of siblings would be determined on a case by case basis. Last year, at the request of the Board chair, she stated that she had surveyed school choice families to find out how many had younger siblings who would potentially be looking at West Bath School in the future. The results of that survey are that there are 5 children.

Mrs. Thompson said that she had reached out to the RSU 1 Superintendent earlier in the school year to ask him what process he would like to use to discuss siblings of grandfathered children. While we have nothing to gain financially by having them here, she said that her view is that it is the right thing to do for families to welcome them in to West Bath School, as a grandfathered family. The RSU1 Board has been discussing the issue and have decided to stand by the withdrawal decision to not allow siblings to attend, which means that they can apply for a Superintendents' agreement which may or may not be granted.

Mrs. Thompson said that she wished to update the Board on the status of these conversations, as these are public discussions that they should be aware of.

b. Spring Expeditions

Mrs. Thompson said that the students were far enough into their expeditions that she was now able to share the guiding questions. She expressed that the guiding questions for each grade level were the following:

- K - How do worms survive? How do worms adapt to their environment? Do worms' lives matter?
- 1 - How do we communicate without words or gestures? Why do shadows change over time?
- 2 - How do Atlantic Salmon survive in their environment? How have people impacted the survival of salmon?
- 3 - How has immigration evolved over time? Does cultural diversity strengthen our community and country?
- 4 - How do invasive species impact the natural order in Maine?
- 5 - Can I identify and develop the skills to survive an 18th Century expedition?

Mrs. Thompson said that the field work and work with experts this spring has been extraordinary! She said that students had worked with organizations such as Morris Farm, Kennebec Estuary and Land Trust, Damariscotta River Association & Damariscotta Fish Ladder, Nequasset Fish Ladder, Holocaust Museum, Darling Marine Center, and the Northern Stars Planetarium.

c. Reactors Club – Mrs. Thompson said that that the Reactors Club has a public performance of the play that they wrote coming up on the 18th, which will be

following a spaghetti supper hosted by the 5th grade from 5-6 PM to raise funds for their Boston trip.

- d. Spring Events – Mrs. Thompson provided the Board with a list of end of year events for their calendars.
- e. Pre-K Applications – Mrs. Thompson said that applications for Pre-K were available and due by May 19th. Children who will be 4 years old by October 15th are eligible to apply to one of the district's programs, located at the Children's Schoolhouse, Bath YMCA, or Head Start.
- f. Town Report – Mrs. Thompson said she had enclosed a copy of the Town Report in the Board packet, which included a summary of the some of the highlights of the year.
- g. Teacher Appreciation Week – Mrs. Thompson wished to thank the West Bath PTO for their support during Teacher Appreciation week, and helping to make the week special for all faculty.

Mr. McDaniel said that the expedition about shadows reminded him of a Greek mathematician that he used to teach to Freshman. He said that on a particular day of the year, the sun cast no shadow and the mathematician was able to accurately measure the circumference of planets based on angles of shadows to earth.

Old Business:

- a. Approval of RFP #2017-1 Bid Winner

Mr. Hinds said that the facilities committee's recommendation is that the Board proceed with BSC. The amount is \$61,360.

Mr. McDaniel said that he wished to point out that every hour over the contract agreement is \$20.00 per hour. Mrs. Thompson said that the \$20.00/hour only applies for non-school functions, when other organizations rent the building and custodial coverage is needed.

Mr. McDaniel made a motion that the Board accept the contract as presented. Mrs. Randall seconded the motion. Mr. Hinds asked if there was any discussion, or any comment from the public. There was none. Vote (3-0).

Mr. Hinds thanked the facilities committee for completing this hard work.

- b. Review of Board Policies

- 1.b.1. JFAB – Admission of Non-Resident Private Tuition Students

Mr. Hinds said that when the Board originally drafted this policy almost two years ago, the thought was that the Board would go back and revisit it. He asked Board members if they agree the tuition amount should remain \$7,000 and if the timeline of May 1st was still a workable timeline?

Mr. McDaniel said that looking at the policy, he would assume that anyone who had questions about tuition would probably call the school. Mrs. Thompson said that all of the information is posted on the website as well. Mr. McDaniel said that for

families that are moving into the area after May 1st, but not into West Bath, aren't really covered by the policy. Mr. Hinds said that was part of the reason he wanted to review the date to see if it worked. He asked Mrs. Thompson how the May 1st deadline worked? Mrs. Thompson said that it is actually easier to make the decision later in the spring, after classes sizes are known. Mr. McDaniel asked if point 7, the appeal to the Superintendent, needed to be more clear? Mr. Hinds asked if it was needed, or if it was redundant. Mrs. Thompson suggested that the Board keep the wording, "the decision is final" and add it to number 6. Mr. McDaniel suggested that the Board add, "admission of a student after the May 1st deadline is at the discretion of the Superintendent, and add it to point 9.

Mr. Hinds asked if the Board felt that \$7,000 was still a good number for tuition. He asked if the Board would like to lower it to try to create a revenue stream?

Mrs. Randall asked if we knew that the ballpark cost per student was? Mr. McDaniel said that the actual cost of a student is negligible. Rather, if a student was going to cause a disruption they would be denied. He said that he would support a tuition rate of \$6,000 and see if that makes a difference. He said that tuition rate can not go to zero, but if \$7,000 was too high, the Board should test it to find out what is the right amount.

Mrs. Randall asked if the Board should consider a sliding scale that was income based? Mr. Hinds said it is harder to follow a policy like that, especially when there is already an overworked administrator involved. Mr. McDaniel suggested that the Board lower the tuition rate and see if the district gets more calls. If there are no more inquiries, then rate it is not a factor.

Mr. Hinds suggested that the Board look at the three changes separately.

Mr. Hinds made a motion to change the tuition rate to \$6,000. Mr. McDaniel seconded that motion. Vote (3-0).

Mr. Hinds made a motion to drop point 7, add wording to point 6, and add that the decision of the Superintendent will be final. Mrs. Randall seconded that motion. Vote (3-0).

Mr. McDaniel made a motion to add point 9, which will now be point 8, allowing for admission outside of the application period at the discretion of the Superintendent. Mrs. Randall seconded that motion. Vote (3-0).

New Business:

- a. Approval of Probationary Teachers
 - 1.a.1. Probationary I to Probationary II
 - Esme Ouelette (music)
 - Laura Rosenberg (library)
 - Elizabeth Jarvis (Gifted & Talented & RTI)
 - Kaitlin Goulet (grade 5)
 - Hannah Goss (nurse)

Mr. Hinds made a motion to accept the approval of probationary I teachers to probationary II status as presented. Mr. McDaniel seconded that motion. Vote (3-0).

- 1.a.2. Probationary II to Probationary III
Jennifer Harris (grade 1)

Mr. McDaniel made a motion to accept the approval of probationary II teachers to probationary III status as presented. Mrs. Randall seconded the motion. Vote (3-0).

- 1.a.3. Probationary III to First Year Continuing Contract
Sheryl Winchester (Special Education)

Mr. McDaniel made a motion to accept the approval of probationary III teachers to first year continuing contract status as presented. Mr. Hinds seconded the motion. Vote (3-0).

- b. Approval of the Contract of the Principal/Superintendent of Schools
Mr. Hinds stated that the Board has discussed the changes to the contract throughout the budgetary process. Mr. Hinds made a motion to approve the changes that have been discussed. This was seconded by Mr. McDaniel. Vote (3-0).
- c. Approval Special Education Job Description
Mrs. Thompson gave an overview of the proposed job description for the West Bath Special Education Director. She highlighted the areas that were discussed as important for the West Bath SAU. Mr. Hinds made a motion to approve the Special Education Director job description. Mr. McDaniel seconded the motion. Vote (3-0).
- d. 2017-2018 – School Board Meeting Calendar
Mrs. Thompson provided the School Board of Directors with the calendar for the school year 17-18 Board meetings. She expressed that it was developed in consultation with the Board Chair and mirrored this year's schedule.

Public Comments

1. Mrs. Demers asked how the private tuition rate compared to other local elementary schools. Mrs. Thompson said that at the K-5 level there is not school choice. If a parent chose to send their child to another school, that is at the family's expense. At the 6-12 level the tuition that is paid to other schools is based on what the tuition cost for BMS or Morse would be.
2. Mr. McDaniel said that he recalled that the Greek myth he was referring to previously was Eratosthenes. Mrs. Thompson thanked him and said she would look it up to see if it connected to the first grade expedition.

Executive Session

Mr. Hinds made a motion at 7:10 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 (3-0).

Return to General Session

Mr. McDaniel made a motion to return to general session at 7:20. Mr. Hinds seconded that motion. Vote (3-0).

Next Meeting Dates and Locations

Mr. Hinds reviewed the following upcoming meetings with the Board:

1. May 16, 2017 – Public Information Session @ the West Bath Fire Station @ 5:30 PM
2. May 30, 2017 – West Bath Town Meeting @ the West Bath School @ 6:00 PM
3. June 7, 2017 - West Bath Board of Directors Meeting 6:30 PM

Adjourn

Mr. McDaniel made a motion to adjourn at 7:23 PM. Mrs. Randall seconded that motion. Vote (3-0)

Submitted by,

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

Emily Thompson