

West Bath School Administrative Unit

Board of Directors Meeting Minutes

July 13, 2016 at 6:30 PM at the West Bath School

Members Present: Dennis Crews, Meagan Hennessey, Keith Hinds, Robert McDaniel, and Jordi St. John

Members Absent: none

Others Present: Patrick Bowdish

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 board for completing first year as a new district and gave kudos to the Superintendent and West Bath Staff for their great work.

Approve/Amend Minutes of 6/1/16:

Mr. McDaniel made a motion to accept the minutes of 6/1/16 as written. Mr. St. John seconded that motion. Vote (5-0).

Adjustments to Agenda:

Mr. Hinds said that pending the results of agenda item 10.1, an adjustment to agenda adding a library nomination may be made as 10.2.4.

Public Comments:

None

Committee Reports:

1. Policy Committee
 - a. No report

2. Technology Committee
 - a. Mrs. Thompson said that she is pleased to announce that West Bath School has hired Patrick Bowdish to be the technology support specialist, as will be discussed later in the agenda. She stated that he's been working in the background as a volunteer on the technology plan, but that the document still needs to be finalized before coming to the board soon.

3. Facilities Committee

- a. Mrs. Thompson updated the board on summer work. All budgeted projects are underway, or scheduled to begin following summer school. The roof restoration and 2 staff bathrooms were completed prior to June 30th. The speech room floor has been completed. 4 more bathroom floors will be completed next Monday. The special education room, 5th grade classroom, and kitchen floor will be completed the first week of August. The only snafu that has occurred with flooring is in the front entrance, where asbestos tile was discovered. Mrs. Thompson met with New Meadows Abatement today and they will be able to complete the abatement of those tiles this Friday at a minimal cost, and new tile will be added to the entry way.

The kitchen has been painted and 2 more classrooms are scheduled to be painted next week. Rugs have been washed. All annual inspections (fire extinguishers, sprinklers, kitchen hoods, fire alarms) have taken place. We still need to have the new skylights put in. New boiler room doors and window screens have been ordered. Once summer school ends and the flooring is put in place, the building will close for a week and all floors will be washed and waxed, and the building will be ready. There are several other small repair jobs in the works, but they are being prioritized around the other items that were mentioned.

4. Finance Committee

- a. Mr. Hinds said that the WBSAU has have officially approved budget, which passed at referendum overwhelmingly.

Superintendent's Report:

1. Financial Report

- a. 15-16 Year End

Mrs. Thompson said that 100% of the year complete there is 16.24% of budget remaining. She asked the board to recall that \$169,717.76 is anticipated carryover, which leaves \$342,894.28 as unanticipated tax relief towards the next fiscal budget. She stated that this is the second best case scenario. She had hoped the district would be able to carry it over in the general fund as to not create a yo-yo effect with the taxpayers, but that needs to happen with a warrant article, which will happen in the future. She stated that her hesitation about the carryover is that she does not anticipate that the SAU have this carryover moving forward, as RSU 1 students will be exiting and therefore there will not be tuition revenue. Additional areas where there are remaining funds are in special education, as the state did not capture their Maine Care Seed funds, and in tuition funds for 6-12.

Mrs. Thompson said that the school district will have its audit in the second week of August.

- b. 16-17 Budget

- i. Referendum Results – 181-26

- ii. With 100% of the year remaining, there is 99.05% of the budget remaining. There was a payroll due on July 1.

2. District Updates

a. PEPG Committee

- i. Mrs. Thompson explained that Chapter 180 requires that school districts develop supervision and evaluation systems for teachers and principals that include performance evaluations and professional growth. Once the withdrawal went through and the legislature delayed the legislation for a year, Mrs. Thompson explained that the development of the plan was not prioritized, but that it would be during the summer so the district is prepared for the fall. She explained that the committee must be made up of 2-3 teachers, 1 administrator, and 1 member of the general public. The teachers' union must give at least 2/3 approval of the membership of the committee. Mrs. Thompson provided the board with the membership make up of the committee and said that the team would be meeting the following day with the state support specialist to begin this work.

b. Transportation Bid

- i. Mrs. Thompson shared the transportation bid with the board, which had a contract rate of within \$100 of what the board had budgeted for. The contract, once signed, will remain the same for three years.

c. End of school year

- i. Mrs. Thompson said that WBS had a successful end of school with a wonderful Celebration of Learning, 5th Grade Step Up, Volunteer Celebrations, and opportunities for staff reflection. In board packet she enclosed the program for the Celebration of Learning for board member's perusal.

d. Read to Feed

- i. Mrs. Thompson congratulated Mrs. D. and the WBS students for their accomplishments and donation to Read to Feed. The students raised \$11,424 which was matched, giving a total of \$22,848.

e. Summer Updates

- i. Much of the time this summer, in addition to facilities work, has been used for closing end of year reporting, preparing for summer school, interviewing and collecting references, preparing new contracts, reviewing data and beginning to set new school goals. The leadership team met yesterday with West Bath's school designer to review where we are in relation to being eligible to apply for EL credentialing status, and begin to establish our workplan for next year. We will continue this work on Monday.
- ii. Mrs. Thompson also updated the board on her certification status, stating that she had successfully completed the graduate course that was needed for her certification renewal, as well as the Integrated Pest Management

Coordinator training that is necessary for a facilities director. Finally, she stated that she attended a new school board and superintendent training with Mr. Hinds at Drummond and Woodsum, which she felt was a helpful overview of the role of a school board, and one that she recommends for new board members in the future.

f. Summer STEM

- i.** Mrs. Thompson said that tomorrow marks the half-way mark of the summer program. This year's program was built around the text of Peter Pan. She gave kudos to Mrs. Franklin and her team – Mrs. White, Mrs. Beal, Mrs. Jarvis, Mrs. Winchester, and Ms. Marco – for the incredible job they have done organizing this summer expedition for kids.

g. Editorial

- i.** Mrs. Thompson said that included in the board packet is a copy of an editorial from former parent Raye Shelley, saying farewell to WBS, as her youngest son finished 5th grade.

Mr. Hinds asked if the outdoor classroom has been completed. Mrs. Thompson answered affirmatively, with the exception of minor aspects that will be completed prior to the start of the year.

Old Business: none

New Business:

1. New Business

1.1. Approval of Change of Library Position from 20% to 60% - Action

- 1.1.1.** Mrs. Thompson stated that as was discussed during the budget process, the library position had been posted as 1 day per week position as a starting place. After the posting date passed, the district was unsuccessful with obtaining a librarian. Mrs. Thompson reminded the board that the plan had been that if they were unable to find a 1 day per week position, we would consider restructuring the staffing of the library to increase the librarian's time, and reduce the educational technician's time, and utilize the educational technician in other roles in the building for student support. She asked the board to consider reorganizing the position creating a 60% position. Mrs. Thompson also stated that in order to not lose a month's time, she had reposted the position as an anticipated opening to allow her to gather applications and to complete an interview process, however a potential nomination would be pending the board's approval of the change in position.

Mr. McDaniel moved to accept the proposal, saying that it sounds more beneficial all around by having a professional librarian and giving support to special education. Mr. St. John seconded the motion. He then asked what the plan would be for foreign language, as it was not discussed during the budget process. Mrs. Thompson said that while foreign language remains a priority, there is not a plan for beginning a foreign language program this year. Vote (5-0).

1.2. Personnel Item(s): Action

1.2.1. Nomination of Elizabeth Jarvis, 50% Gifted and Talented Teacher, 50% Regular Intervention Teacher

Mr. Crews made a motion to accept the nomination. Mr. St. John seconded the motion. Vote (5-0).

1.2.2. Nomination of Hannah Goss, 20% School Nurse

Mr. McDaniel made a motion to accept the nomination. Mr. St. John seconded the motion. Vote (5-0).

1.2.3. Nomination of Kaitlin Goulet, 5th grade Teacher

Mr. Crews made a motion to accept the nomination. Mr. St. John seconded the motion. Vote (5-0).

1.2.4. Nomination of Laura Rosenberg, 60% Librarian

Mr. McDaniel made a motion to accept the nomination. Mr. St. John seconded the motion. Vote (5-0).

1.3. Personnel Item(s): No Action

1.3.1. Hiring of Patrick Bowdish, Technology Support Specialist

Mr. Hinds stated that the board is certainly appreciative of all of the time that Mr. Bowdish volunteered to the WBSAU and welcomed him aboard.

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

1.4.1. First Reading of BGA – Policy Development

1.4.2. First Reading of BGB – Policy Adoption and Amendment

Change “submitted” to available.

1.4.3. First Reading of ECAE – Video/Surveillance Camera Policy

Change Superintendent or her designee “responsible for installation”, Add FERPA reference, Change video tape to recording or imagery.

1.4.4. First Reading of IJOA – Trips

Indicate that international travel requires passport and visa information.

1.4.5. First Reading of IJOAA – Overnight Class Trips

1.4.6. First Reading of KHB – Advertising in Schools

Add E-products to the list of prohibited items.

1.4.7. First Reading of KHC – Distribution of Non-School Materials

Change electronic to “or paper”

Public Comments

None

Next Meeting Dates and Locations

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

Adjourn

Mr. Hinds made a motion to adjourn at 7:48. Mr. Crews seconded the 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