

West Bath School Administrative Unit

Board of Directors Meeting Minutes

September 6, 2017 at 6:30 PM at the West Bath School

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

Members Absent: 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 the board, students, staff, and families back to another year. He said it was nice to have voices and positive energy in the halls again.

Mr. Hinds stated that he wished to remind everyone that the board will have two seats available. He said that 3 community members have taken out papers, and 1 has returned them to the Town Office. Papers are due to the Town Office by September 25th.

Mr. McDaniel entered at 6:31 PM.

Approve/Amend Minutes of 8/16/17

Mr. Hinds made a motion to accept the minutes of 8/16/17 as presented. Mr. Crews seconded that motion. Vote (4-0).

Adjustments to Agenda:

None

Public Comments:

None

Committee Reports

1. Policy Committee – Mr. Hinds said that there are few policy updates on the agenda. Most of the required polices are in place, and updates take place when information comes from the state that causes the need.
2. Technology Committee – No Report
3. Facilities Committee – Mrs. Thompson wished to extend thanks to BSC Cleaning, specifically to Randy and Eric, for the amazing job they did getting the school ready for opening day. She said that it is the best the building has looked in the 10 years that Mrs. Thompson has been at West Bath. She reported that all summer maintenance and annual inspections have been completed, with two exceptions. The security system has not yet been upgraded, but that is to be scheduled for October’s PD day. Unfortunately, the cabinet work was not able to be fit into the contractor’s summer schedule. That will be scheduled in parts during school vacations to be completed by June 30th.
4. Finance Committee
 - 4.1.1. Payroll Warrants - Mr. Hinds reported that he reviewed and signed payroll on August 21st.
 - 4.1.2. AP Warrants – Mr. Hinds reported that he reviewed and signed the AP on August 21st. Mr. McDaniel reviewed and signed on August 23rd, and Mrs. Randall on August 25th.

Superintendent’s Report

1. Financial Report
 - a. Mrs. Thompson said that with 83% of the school year remaining, 91.06% of the budget remains. All cost centers in the budget are currently on track. She reported that the board spoke about the expenditures that are listed in Stipends Curriculum –on page 6 a couple of weeks ago. Those expenses still need to be moved to a special education line to pay for ESY.
 - b. District Audit – Mrs. Thompson said that the auditors have wrapped up their work at WBS. There’s no report at this time about recommendations moving forward, but the process was smooth and seamless. Mrs. Thompson said she would like to thank Mrs. Donovan for all of the time that she put into the audit process this summer and is looking forward to the results to allow for continued improvement.
2. District Updates
 - a. Opening Day – Mrs. Thompson reported that the school has had a fantastic couple of days to the new school year. For the most part, it’s been seamless, with students falling right back into routines and schedules. Mrs. Thompson shared opening day enrollment. She stated that the resident numbers are remaining steady, and are still up from enrollment prior to withdrawal. The pre-k numbers are less than last year, with room to add more students as the need arises.
 - b. Fall Professional Development –Mrs. Thompson reported that on August 21st and 22nd, she attended with 13 teachers a two-day literacy institute with the two other EL elementary schools in the state. It was the first time that our schools have come together to work, and it was nice to realize that West Bath has some peers. During these two days the staff studied and explored the new EL literacy curriculum, and have built some pilot opportunities into our schedules and

structures to see how the curriculum fits with the work that we currently do. There is universal excitement around exploring this curriculum to further enhance West Bath's instruction model, and Mrs. Thompson will report out to the board later in the year if the staff would like to consider adoption.

- c. Mrs. Thompson said that last week the school also had the start up PD, which in addition to business items and work plan feedback, focused on deeper learning in mathematics. What this really was was taking the deeper learning instructional strategies that we worked on in literacy and applied it to our math instruction. She said would like to thank Mr. Schulz and Mrs. Beal for helping to facilitate this day, alongside our school designer.
- d. School Work Plan Goals – Mrs. Thompson said that she wanted to take a moment to share with the board the current draft of the school's instructional goals for the year. The goals come from the summer review of our academic data, quality work protocols, and EL implementation reviews as we looked towards the credentialing process. Mrs. Thompson walked through impact goal, performance benchmark, rationale and learning targets. This workplan guides the PD for the year, and also sets the structure for our team goals, personal goals, her goals, and potentially the board goals. She said that she wanted to provide you with the current draft so you knew what our instructional priorities were.
- e. MSMA/DrummondWoodsom School conference – This Friday MSMA is hosting a law conference focused on budget bill reforms and developments in school law. After discussing with the board chair, Mrs. Thompson said that she has registered for this, as among other agenda items is information about the regulations around the school management and leadership centers. She said that she would like to stay on top of what the rules are going to be, so that the board is able to make informed decisions about West Bath's administrative structure. If any board members are interested in attending as well, she asked that they let her know and she will register them.
- f. Library staffing – Mrs. Thompson reported that she has temporarily filled the vacant library position with a long-term sub, the same sub who was the long-term sub last year. She will post the position as a two-day per week position to allow her to stay within the confines of the budget. She reported that this is a disservice to the library program, but it is doable for this year.

Old Business:

1. Review of Board Policies
 - a. BCB – Conflict of Interest – Mr. Hinds said that due to changes in regulation and advice from legal experts, there is a suggestion is that the board add a section for code of conduct for federally funded projects. The new language of the policies highlights that while we the board members are not employees of the school district, they are officers of the district and we need to comply. The update to the policy also includes two additional legal references.

Mr. Crews made a motion to adopt as revised. Mr. McDaniel seconded the motion. Vote (4-0).

- b. DJ – Bidding/Purchasing Requirements – Mr. Hinds said that again this is an existing policy that is being revised to spell out the federal stipulations that are required under Maine law and federally funded awards. Two additional legal references are added. The policy committee is trying to spell out that federal laws exist and that the school department is in compliance with those laws.

Mr. Crews made a motion to adopt as revised. Mr. McDaniel seconded the motion. Vote (4-0).

- c. DJH – Purchasing and Contracting: Procurement Staff Code of Conduct – Mr. Hinds said this revision spells out the conflict of interest, deals with gifts, and a legal reference and a cross reference have been added.

Mrs. Randall made a motion to adopt the policy as revised. Mr. Crews seconded the motion. Vote (4-0).

New Business:

- 1. First Reading of Board Policies – No Action

- a. DJ-R – Federal Procurement Manual

Mr. Hinds said that this manual was developed by DrummondWoodsum for soliciting, awarding, managing government contracts. Section G is for protest and claims and outlines the procedure that the board would use if someone was to protest a project that the board had approved with federal funds.

Mr. McDaniel added that the policy states to promote contracts being awarded to minorities and special groups, the school board can actually disseminate knowledge of the solicitation of bids to individuals or companies that meet those specifications.

- 2. ESEA Monitoring Notice – No Action

- a. Mrs. Thompson reported that the district has officially been notified that in addition to special education monitoring, the ESEA programs will also be monitored. All monitoring documents will be due by October 30th, with a potential onsite review on May 8th. Where this is the first time West Bath has gone through the process as an independent district, Mrs. Thompson said that expects that we'll complete the full process with a site visit.

- 3. Approval of 17-18 Student/Parent Handbook – Action

- a. Mrs. Thompson said that according to the board's policy CHCCA, the board is to receive a copy of the school's handbook annually. the contents of conform to School Board policies, administrative procedures, and state and federal laws and regulations. She stated that the only changes from the handbook that was board

approved last year are changes to names of staff and grade levels, where appropriate.

Mr. Hinds made a motion to approve the 17-18 Student/Parent Handbook. Mr. McDaniel seconded that motion. Vote (4-0).

4. Approve Service Agreement between Dr. Hanna at and WBSAU – Action

- a. Mrs. Thompson presented the contract between WBSAU and Dr. Hanna and stated that the role of the school doctor is to provide consultation to the school nurse, review school health policies/procedures on an annual basis, and develop and revise standing orders.
- b. Mr. Crews made a motion to approve the contract as presented. Mr. McDaniel seconded the motion. Vote (4-0).

5. Approve PEPG Rubric Revisions – Action

Mrs. Thompson reminded the board that last year they had approved the new Professional Evaluation/Professional Growth plan, the new supervision and evaluation system for teachers and administrators to be aligned with the new state regulations. The board approved the 45 pages of documents, as did the state a year ago. For the teachers' system, the committee chose to use a set of rubrics called the Marshall Rubrics, created by Kim Marshall, as it was one of the 4 models approved by the state and aligned the mostly closely with EL's practices. Mrs. Thompson said that as part of the school's process of understanding the rubrics and making them their own, the faculty had made some adjustments in language, to be more consistent with the school's practices. The state has said that the school is welcome to do so, with board approval. Mrs. Thompson walked the board through the language changes and asked that the board consider approving the language changes, which better represent the way the school does business.

Mr. McDaniel made a motion to approve the language changes of the rubric. Mrs. Randall seconded the changes.

Mr. Hinds said that he thought the work was fantastic, and that it was not just a document that the faculty approved, rather the staff dug through each section and took it apart. He said it was great work. Mrs. Randall said that even though it is a document to be used for teachers to be evaluated, it is so student focused. It could easily have been written otherwise. It really takes into account the students' perspective when it is a really a reflection on the staff. Mr. McDaniel said that he appreciated the language change from mediocre to limited, as it encourages people to think about additional tools that they can bring to the table.

Vote (4-0). Mr. Hinds commented that the vote is unanimous and thanked the staff for making the updates.

Public Comments

None

Set Next Meeting Dates and Locations

1. Wednesday, October 4th at 6:30 PM – West Bath School Administrative Unit Board of Directors Meeting

Adjourn

Mr. Hinds made a motion to adjourn at 7:11 PM. 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