

West Bath School Administrative Unit

Board of Directors Meeting Minutes

June 6, 2018 at 6:30 PM at the West Bath School

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

Members Absent: None

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

Call to Order:

The meeting was called to order at 6:09 PM by Keith Hinds.

The Pledge of Allegiance was recited.

Comments from the Chair:

None

Approve Minutes of 5/2/18

Mr. Crews made a motion to approve the minutes of 5/2/18. Mrs. Wallace seconded the motion. Vote (4-0).

Adjustments to Agenda:

None

Public Comments:

None

Committee Reports:

1. Policy Committee – Mr. Hinds said that the committee is continuing to review all of the school district's existing policies, particularly the social media policies, to make sure that the well-being of the West Bath students is kept as the first priority.
2. Technology Committee – No Update
3. Facilities Committee – Mrs. Thompson said that she is beginning to develop summer maintenance and cleaning schedules to work around Summer Stem. She said that all annual reviews and certifications have been scheduled.

4. Finance Committee

- a. Town Meeting Report – Mr. Hinds said that there was overwhelming support for the school budget at the town meeting. He reminded the board that the second step is the referendum on June 12th, which will run from 8 AM to 8 PM. He asked the board and residents to please come out and vote at referendum for a final budget.
- b. Payroll Warrants – Mr. Hinds said that he reviewed and signed payroll on 5/15 and 5/29.
- c. AP Warrants – Mr. Hinds said that he reviewed and signed the AP on 5/10 and 5/23. Mr. Crews reviewed and signed the AP on 5/11 and 5/24.

Mr. McDaniel arrived at 6:12 PM.

Superintendent's Report

1. Financial Report

- a. Mrs. Thompson said that with 8% of the year remaining, 29.20% of the budget remains.
- b. Mrs. Thompson said that when the carryover figure allocated for the next fiscal year is removed, 22% of the budget remains.
- c. With the first June warrant calculated in, 15% of the budget remains. She reminded the board that the district still has 2 payrolls and one more AP in this fiscal year. She stated that once again the budget is tracking to the penny. She stated that is a good thing, while stressful, the funds are exactly as expected.

2. District Updates

- a. Federal Program Audit – Mrs. Thompson stated that on May 8th, West Bath hosted a team of people from the Department of Education who spent the day at the school auditing the federal programs. This was the first federal audit West Bath has had since withdrawing in 2015. Programs reviewed were Title I, Title II, Title IV, ELLs, Homeless, and all policies, paperwork, and financial statements that relate to those areas. Student files were reviewed and parent interviews took place. Mrs. Thompson said that she had been preparing for the audit since October when the district was notified of the site review, and was happy to report that it went off without a hitch. The reviewers commented that the feedback they received from the parent group about the school's programming was among the best they've ever heard, which Mrs. Thompson said she feels speaks to our partnership with West Bath's families. She said she would like to thank Mrs. Franklin, Mrs. Cosgrove, and Mrs. Donovan for helping to prepare for this audit and for doing the strong work that they do every day.
- b. EL Education Portfolio – Mrs. Thompson said that this morning the final touches were put on the school's EL Education credentialing portfolio, and it has been submitted for review. The portfolio contained 100s of hours of work in preparation, but it was incredibly rewarding to go through a decade of growth at West Bath School in preparation for demonstrating that the school meets EL standards. In relation to the portfolio development, Mrs. Thompson said she would like to thank the leadership team – Mrs. Franklin, Mrs. White, Mrs. Beal,

Mr. Schulz and Ms. Marco. She said that the team has worked through the year to pull all of this together, and the last several weeks has required an amazing amount of work and late night google docs meet-ups and that the team is made up of incredibly dedicated teachers. She said that she would be remiss to not thank the full faculty – as not only have teachers provided years’ worth of documents and student work for the leadership team to scan and utilize in the portfolio, but the amount of effort the put into everything that they do is made evident by the portfolio pieces. Mrs. Thompson said that the team will hear on June 30th the feedback on the school’s portfolio and whether EL believes West Bath is ready to defend the portfolio. If so, a full day presentation will be scheduled for mid-to-late august.

- c. Pre-K Placements – Pre-k placements took place on May 25th. West Bath has placed 10 children, 4 at each the Childrens’ Schoolhouse and the YMCA, and 2 at Head Start, using all of the designated slots. Mrs. Thompson said that the district had the unfortunate scenario where an 11th child who already attends one of the sites for childcare had mistakenly applied through RSU1, and so was not part of West Bath’s lottery. She said she is working on creative ways to make it work for this family, but there is not a solution yet. Mrs. Thompson commented that this may be the first time that all of West Bath’s slots have been filled at this time of year. She commented that she can often I can take more students during the summer.
- d. Security & Risk Conference – Mrs. Thompson commented that on May 22nd, she and Mrs. Cosgrove attended a Security and Risk Conference hosted by MSMA. It was heavily attended, showing that unfortunately it is a topic that is on everyone’s mind. The agenda walked through basic security, situational examples, and elements of school security. One of the takeaways was that over the last few years West Bath has done a good job at increasing the building safety and security through actions the district has taken. In a survey of the 300 people there, only 6 schools had a certain security situation in place – and West Bath was one of those 6 schools. There is still work to do, but the conference gave participants some parameters for how to focus on building security and reducing risk.
- e. Celebration of Learning – Mrs. Thompson aid that in the board packets members will find an invitation to this year’s celebration of learning – the 8th annual spring celebration. It is on Thursday, June 14th from 3-4 PM. She encouraged board members to come, stating this spring’s expeditions are among the school’s strongest yet. She also said that board members should know that tomorrow the 4th graders will be sharing their product and expertise about green crabs at the the green crab working summit in Portland.
- f. 5th Grade Boat Launch – Mrs. Thompson said that also in the board packet is an invitation to the 5th grade boat launch on the 14th. She said that last year’s event was very well attended, and she hoped all board members can make it.
- g. Volunteer Recognition – Mrs. Thompson said that finally, board members will be receiving an invitation to the school’s volunteer recognition ceremony, which this

year is happening in conjunction with the talent show on Friday, June 15th at 1:30. She thanked the board members for all that they do for the West Bath School and system.

Mr. McDaniel said that he noticed that the Patten Free Library url was written on the library white board. He said that since that came up at town meeting, there is a question to how much the town uses the facility, and therefore the impact that not using it might have on the school.

Mrs. Thompson said that all first graders in the Patten Free Library communities get library cards and visit the library. Faculty and staff have access to the library. Staff can email them and ask the to pull resources for us to support instruction. They also keep the school posted on their childrens' events and these events are shared with West Bath families. Mrs. Thompson said that she did not know offhand how many students visit the library on a regular basis.

Mr. McDaniel said that residents do not know what the town is going to do and the board should keep in mind and also follow what the town does in terms of library access.

Mr. Hinds said that the town had assured the board that they would be part of the conversation. Mr. McDaniel commented that it sounds like for the next year things would be the same, but after that, it is to be determined.

Old Business

1. Revision of the 2018-2019 School Calendar

Mr. Hinds stated that when the board approved the calendar, the incorrect date was listed for Martin Luther King Day. This has been corrected. Mr. Hinds made a motion to approve the updated calendar. Mr. Crews seconded the motion. Vote (5-0).

2. Set 2018-2019 Board Meeting Dates and Times - Action

Mr. Hinds said that board had begun discussing changes to the board meeting dates and times at the last meeting. He said that since the school district was formed, the board has meet on the first Wednesday at 6:30. He questioned whether or not this still worked for the board, or whether the dates should be shifted. Mr. McDaniel commented that Wednesdays seem to work well. Mr. Hinds said that reason for considering a move is that state updates are not available until the first Thursday of the month. Mrs. Wallace said that the second Wednesday worked best for her. Mr. McDaniel said that moving away from the first Wednesday makes sense, but that he had reservations about the third Wednesday because it is so far into the month. He recommended the second Wednesday of each month for the regular meeting. Mr. Hinds asked if there was a motion.

Mrs. Wallace said that she would like to make a motion for having meetings on the third Wednesday of the month. This was seconded by Mrs. Randall. Vote (5-0). Mr. Hinds said that the board would stay with the 6:30 start and that a revised meeting schedule would be distributed.

New Business

1. Confirmation of Audit Services

Mrs. Thompson said that in the board packet was the confirmation of auditing services letter that confirms the scope of audit services for this fiscal year. She stated that the scope includes an audit of the financial statements of the governmental activities, the business-type activities, and each major fund including the related notes to the financial statements for the years ending June 30, 2018 and 2017. She said that if it was approved she would sign the confirmation on the board's behalf.

Mr. Hinds made a motion to approve auditing services for the fiscal year. This was seconded by Mr. McDaniel. Vote (5-0).

2. Request to provide authority to the Superintendent to Transfer 5% of Funds within the FY 2018 Budget

Mrs. Thompson stated that it was recommended by the auditors that she request the authority to transfer funds from one cost center to another, if necessary. She said that she would report out at the July meeting regarding any changes, if necessary.

Mr. Hennessey asked if the transfer had to be approved at town meeting, like it does for the Board of Selectmen. Mrs. Thompson said that this is the recommendation of the auditor, and that school departments have the authority to grant this transfer. She said she would ask the auditor for further clarification regarding why it is permitted for the school department to do this without town authorization.

Mrs. Randall made a motion to allow for a 5% transfer of funds. Mr. Hinds seconded the motion. Vote (5-0).

3. Personnel Item(s):

3.1. Resignation of Susan Beauregard, 20% School Nurse

Mr. Hinds accepted Ms. Beauregard's resignation with regret and wished her well.

Public Comments

None

Set Next Meeting Dates and Locations

1. July 11, 2018 – West Bath School Board of Directors Meeting @ 6:30 PM
2. August 15, 2018 – West Bath School Board of Directors Meeting @ 6:30 PM

Adjourn

Mr. McDaniel made a motion to adjourn at 6:34 PM. This was seconded by Mr. Hinds.
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