

West Bath School Administrative Unit

Board of Directors Meeting Minutes

August 15, 2018 at 6:30 PM at the West Bath School

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

Members Absent: Robert McDaniel

Others Present: Patrick Bowdish, Aggie Demers, David Hennessey, 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 to a new school year. He said he wanted to let everyone know that there are nominations papers available for 2 school board seats and 1 board of director seat. He encouraged people to consider taking out papers.

Approve/Amend Minutes of 6/6/18

Mr. Crews made a motion to approve the minutes of 6/6. This motion was seconded by Mrs. Wallace. Vote (4-0).

Adjustments to Agenda:

None

Public Comments:

None

Committee Reports:

1. Policy Committee – Mr. Hinds said that board members will see a number of revisions further in the agenda. While the required policies in place, the board will now from time to time work on revisions as needed.
2. Technology Committee – Mrs. Thompson reported that over the last couple of weeks the school department has moved from our previous website vendor, to a site that Mr. Bowdish has created and will help to maintain. All of our old content was transferred, but

some links are still being updated, and new content is being added. By making this change, the school department is saving about \$2500 annually.

3. Facilities Committee – Mrs. Thompson reported that all annual maintenance has been completed, with the exception of the roof maintenance which is scheduled for the following week. The 3-way valve, supply pumps, and unit ventilator are all scheduled to be completed within the next two weeks. The teachers’ room floor has been replaced, and cabinets are being installed this week. The hallway floor in front of the office has been replaced. Beginning where the crack in the floor is, multiple layers of asbestos tile and glue was found under the broken tile. Therefore, this had to be abated, slowing down the project some, and increasing cost. The abatement has been completed, the concrete is going to be ground down and then leveled, and the rest of the flooring will be installed on Monday.

Mrs. Thompson reported that BSC has done a good job of getting classrooms clean and ready and have taken care of some touch up painting. The gym floor, kitchen floor, and the rest of the hallway still needs to be stripped and waxed over the next two weeks.

4. Finance Committee
 - a. Payroll Warrants – Warrants were reviewed and signed by Mr. Hinds on 6/12, 6/26, 7/3, 7/19, and 8/6
 - b. AP Warrants – Warrants were reviewed and signed by Mr. Hinds on 6/6, 6/21, 7/3, 7/19 and 8/7, reviewed and signed by Mr. Crews on 6/6, 6/20, and 7/6, reviewed and signed by Mrs. Randall and Mrs. Wallace on 7/18 and 8/7 in lieu of Mr. Crews.
 - c. Referendum Report – Mr. Hinds reported that the double validation referendum results were 429 votes in favor of the school budget, 75 votes against the school budget, and 11 abstentions. He thanked the voters for the support of the school budget and continued trust in the school department and he reminded the board that this was last double validation for the budget for the next 3 years. The budget will still go to town meeting, but it no longer will require a double validation.

Superintendent’s Report

1. Financial Report
 - a. FY 2018 Year End Report – Mrs. Thompson reported that according to the unaudited books, there is \$630,684.68 or 17.11% remaining in the budget. With \$285,000 allocated as carryover in the next fiscal year, the unaudited amount remaining is 345,684.68 or 9% of the budget. She anticipates that there will be slightly less than this once the audit is completed and year end expenses are reallocated to the prior fiscal year.

Mrs. Thompson said that following the audit the board will be able to have conversations as a board and with the selectmen about plans for the unassigned carryover. She said ideally, the school department would move to the budgeting system where the unassigned carryover becomes the budget carry forward for the next budget. This means that the board would always be operating with a known carry forward when budgeting, rather than the hypothetical one that is the current system. Mrs. Thompson said that the board may want to consider increasing the

special education reserve or establishing the building maintenance reserve with the roof in mind. However, she suggested conversations should wait until the audit is complete and hear the advice from the auditors before this conversation begins, and then the finance committee can speak with the board of selectmen to get their input as well.

Mrs. Thompson said that in regards to individual cost centers, there are no cost centers that are over-expended, and therefore there is no need to transfer funds at this time. The largest areas that were under-expended were in tuition, pre-k, special education, and operation and maintenance. She said that tuition under-expenditure was mainly due to decreasing enrollment at the high school level at the public high school of choice. Mrs. Thompson said that many elected to go to charter schools. In regards to pre-k, Mrs. Thompson said that they were budgeted for 12 paid slots, but have reduced that to 8 in the next fiscal year. The savings in special education is due to being able to bring an out-of-district student back home. In operation and maintenance, savings were caused by having projects that were under budget and having no unexpected repairs. Mrs. Thompson said that this again an area that board has reduced in the next fiscal year.

- b. FY 2019 – Mrs. Thompson reported that with 92% of the year remaining, 93% of the budget remains.

2. District Updates

- a. Summer Stem – Mrs. Thompson reported that once again Mrs. Franklin and her team of staff created an amazing Summer Stem program. The guiding question was, What does it mean to be environmental stewards on Maine’s beaches? and the learning targets were:
 - 1. I can explain why the Piping Plover would migrate to Maine.
 - 2. I can analyze the role of the Piping Plover in Maine.
 - 3. I can be an environmental steward by supporting and protecting the Piping Plover.

The students participated in field work at the Wiscasset airport and local beaches, and worked with experts from KELT, Audubon, and with some of our former students as experts. Among several products, students created informational brochures for Maine Audubon to distribute to help to educate visitors about the piping plover, and how to protect them. The group has plans for ongoing education and stewardship once the school year begins. 36 visitors attended the celebration of learning. Of these visitors 100% said that they would hope to send their child to summer stem next year and 98% of parents said that their child was excited to go every day.

Mrs. Thompson reminded the board that the purpose of ESY is to provide at-risk students with an opportunity where they won't lose their skills over the summer. She said that the school has found over the last two years that the summer stem

participants have grown over the summer. She stated that once again, she is eager to review fall data to see if this trend holds true.

- b. Topsham Fair Poster Contest – Last spring Mrs. Bosso’s kindergarten class was invited to participate in a poster contest for the Topsham Fair. The school was notified that one of our students was selected as the grand prize winner! Congratulations to Brayden! He was awarded with a new bicycle!
- c. EL National Conference Master Class – Mrs. Thompson said that she had recently been notified that Mrs. Franklin and Ms. Marco have been selected to teach a master class at this fall’s EL National Conference in Philadelphia. Their class actually is modeled after Summer Stem, but is targeted on how to build schoolwide expeditions for students at different grade levels. She said she grateful to the two of them for being willing to put themselves in front of a national audience. She said that she believes this is West Bath’s 8th master class that is being presented.
- d. WBSAU Comprehensive Needs Assessment – As explained last fall, school systems were required to create a comprehensive needs assessment for the state to be turned in in July. Mrs. Thompson said that she has included a copy of West Bath’s CNA in your board packet. While it was a cumbersome process, much of the information is already collected and utilized in other ways within our school system for decision making process. For example, the goals that came out of the CNA already are being planned for with our federal programming goals. The one data point that stood out as something that I need to be more mindful of is chronic absenteeism. Overall, the school’s attendance rate is good, as it’s above 95%. Additionally, truancy is managed, and is not an issue. However, the state has now defined chronic absenteeism, which is any time that a student is absent for more than 10 days, whether excused or unexcused. We have several students who are chronically absent, usually due to family vacations. The impact of these absences needs to be looked at and discussed further, so we can determine if this needs to be discussed with families.
- e. Summer Food Service – At the end of the summer, Mrs. Cosgrove helped to organize having WBS be a site for a free summer breakfast program. Food service staff, Summer Stem staff, and Mrs. Thompson were all trained so that breakfast could be offered to our participants. Mrs. Morton planned subsidizable meals, ordered food, and the Summer Stem staff was able to provide breakfast. On average, 15 students per day had breakfast at summer stem – 240 meals that may not have happened otherwise. Mrs. Thompson said that she wished to thank Mrs. Cosgrove for helping to get this organized at the onset, and Mrs. Morton and the Summer Stem staff for making the program happen.
- f. EL Credentialing Update – Mrs. Thompson said that West Bath is in the final feedback cycle of the portfolio, and the final product is due on September 1st. Hopefully, the school will learn shortly thereafter that the portfolio will be presented in late September, early October.

- g. Open House – Mrs. Thompson said that school starts the Tuesday after Labor Day, and open house will be at 5:30 on Wednesday, September 12th. The PTO/Community Crew will be holding a family barbeque prior to open house.

Mrs. Randall said that she wanted to reiterate her thanks for the work that went into creating the summer breakfast program. She appreciated the extra effort that it took to ensure that children were fed. Mr. Hinds said that he seconded that, and Mrs. Wallace shared her thanks as well.

Old Business

- 1. Superintendent’s Transfer of 5% of Funds within the FY 2018 Budget
Mrs. Thompson said that the only thing to report is that there is nothing to report, as all lines are under-expended. Mrs. Thompson said that if the auditors would like to move line items and adjustments are needed, she would report that to the board.

- 2. Approval of Board Meeting Schedule
Mr. Hinds asked the board to review the board meeting dates. Generally speaking, the board will be meeting on the third Wednesday of the month, although some are on the second when there are conflicts. He read the dates and asked the board to act on the calendar. Mr. Crews made a motion to approve the scheduled dates. Mrs. Randall seconded the motion. Vote (4-0).

- 3. Review of Board Policies

- a. Policy IJNDA – Web Use

Mr. Hinds stated that the recommended change to the policy was adding ‘social media or other authorized pages published by West Bath staff’ to address that every classroom teacher has a Facebook page.

Mrs. Randall made a motion to approve the policy as presented, with authorized being added. Mr. Crews seconded the motion, but said he is confused about the authorized page. Mr. Hinds said that if it says authorized, it means that there is school permission to create the page, and it is posted by us. Mrs. Thompson said that it clarifies the difference between a teacher’s personal page and a teacher’s professional page. Vote (4-0)

- b. Policy IJNDB – Student Computer and Internet Use

Mr. Hinds outlined the changes in the third paragraph about students having no expectations of privacy within their email accounts. Mrs. Randall made a motion to accept the changes. Mr. Crews seconded the motion. Vote (4-0)

- c. Policy IJNDB-R – Student Computer and Internet Use Rules

Mr. Hinds outlined the change on page 2, subsection 2, adding the phrase of ‘school accounts’. Mrs. Thompson said that it clarifies that students can not use their school account to set up other accounts outside of school. Mr. Crews made a motion to accept the change. Mrs. Randall seconded it. Vote (4-0).

- d. Policy IJNDB-E(1) – Internet Network Access Agreement – Students

Mr. Hinds specified the changes in the policy as related to other changes the board has already discussed with the prior policies. Mrs. Wallace made a motion to accept the changes. Mrs. Randall seconded the motion. Vote (4-0).

- e. Policy IJNDB-E(2) – Internet Network Access Agreement – Parents/Guardians
Mr. Hinds read the proposed language changes. Mrs. Randall made a motion to approve the changes. Mr. Crews seconded the motion. Vote (4-0).
- f. Policy IJNDC-E – Agreement to Publish Student Information on School Department Websites
Mr. Hinds read the proposed language changes. He made a motion to accept the changes. Mrs. Randall seconded the motion. Vote (4-0).
- g. Policy IJNCD-E(2) Parent/Guardian Agreement Form to Publish Student Information on School Department Websites
Mr. Hinds read the proposed changes. Mr. Crews made a motion to accept the changes as presented by Mr. Hinds. Mrs. Wallace seconded the motion. Vote (4-0).
- h. Mrs. Thompson asked about adding cross references to the policy, as the policies are clearly linked but do not cross-reference each other. Mr. Hinds made a motion that the 7 policies listed on the agenda contain cross references to each other. Mr. Crews seconded the motion. Vote (4-0).

New Business

1. Annual Discussion of the Plan of Expenditures for Federal Funds
Mrs. Thompson provided the board with a worksheet that showed the plan for federal funding expenditures. She explained the rationale of each project and the funds associated with them. She asked if the board would like to provide any further input or suggest changes. No input or changes were suggested.
2. Personnel Item(s): Action
 - a. Nomination of Marilyn Sprague, 20% School Nurse
Mrs. Thompson presented the nomination of Marilyn Sprague as school nurse. Mr. Hinds made a motion to accept the nomination of Marilyn Sprague as 20% school nurse. Mr. Crews seconded the motion. Vote (4-0).
 - b. Nomination of Katharine Brown, 60% Library and Media Specialist
Mrs. Thompson presented the nomination of Katharine Brown as 60% library media specialist. Mr. Hinds made a motion to accept the nomination. Mrs. Wallace seconded it. Vote (4-0).
3. Approval of WBSAU Certification Committee
Mrs. Thompson provided the board with the coversheet from the Professional Learning Community Support System Plan which states the membership of the committee to be teacher Robin Taylor (year 1 of a 3-year term), chair Lori Franklin (year 2 of a 3-year term) and administrator Emily Thompson. She explained that the board needed to

approve this committee annually and that the teachers approved the committee membership in June.

Mr. Crews made a motion to approve the committee membership. Mr. Hinds seconded the motion. Vote (4-0).

4. Approval of 18-19 Student/Parent Handbook

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 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, with the exception of a line removed under technology/student computer use. She stated that she had removed a line: 'Before a student is allowed to use school computers and Internet Services, the student and the student's parent or legal guardian must sign and return the Computer/Internet Access Acknowledgement Form' to be consistent with the board policy.

Mr. Hinds said that there are a couple of places where the handbook references background checks. The handbook refers to the need for volunteers to have a background check, and Mr. Hinds suggested that it be changed to refer to, 'parents who have passed a background check'. Mrs. Thompson said that she would also like to recommend clarifying that background checks need to happen every year. Mrs. Wallace said that she would like that clarified as well. Mr. Hinds suggested that it refer back to the policy.

Mr. Hinds said that there was also a reference on page 9 under electronic devices that he was struggling with. He read the handbook wording regarding the usage of cameras on school grounds being strictly prohibited, stating that this is focused on students. He said he could see some instances where we may want to allow students to take pictures, but can not come up with a situation where he would be comfortable with students take pictures. Mrs. Wallace said that the sentence can also apply to anybody. Mr. Hinds said that he could see that perspective too. Mr. Crews said that he had no problem with the exception that is in there, because it puts the onus on the faculty and staff to enforce the rule or allow for an extenuating circumstance. Fall concerts are on school grounds. Mrs. Wallace said that the board does not want to stop parents from taking pictures. Mr. Crews said that he supports how it is written. Mrs. Thompson asked if the board wanted to expand the wording to include field work and school buses. Mrs. Randall said that without a West Bath staff on board, it is difficult to enforce it. Mr. Hinds said that it seems like the consensus is to leave the language as it is.

Mrs. Randall also pointed out a reference to 6th grade on page 20 that should be eliminated.

Mrs. Crews left the meeting at 7:29 PM.

Mr. Hinds made a motion to accept the handbook with the changes discussed. Mrs. Randall seconded the motion. Vote (3-0).

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

Mrs. Randall made a motion to accept the contract as presented. Mrs. Wallace seconded the motion. Vote (3-0).

6. Overnight Field Trip Request – 5th Grade Field Trip at Chewonki
Mrs. Thompson presented a request for an overnight field trip for the 5th grade students at Chewonki. She said that the goals for the field work are:
 - a. Various citizen scientist work on human ecology and environmental systems
 - b. Team building
 - c. Developing survival skills
 - d. Developing estuary/ecology skills

Mr. Hinds made a motion to approve the overnight field work. Mrs. Wallace seconded the motion. Vote (3-0).

7. West Bath School Food Pantry
Mrs. Thompson shared that Mrs. Cosgrove met with representatives of the Bath Area Back Pack Program and Good Shepard Food Bank. She is looking to convert the back pack program to more of a food pantry model. This would enable the school to receive twice the amount of food and have food more customized to families, and service more children. Over the last spring we had moved away from the backpack program slightly, received a grant to allow for fresh fruits and vegetables, and ended up packing more organized boxes of food for families to pick up. The pantry model will morph the two models, increasing number of students we can service, and decrease the amount of man hours. Mrs. Cosgrove anticipates she will hold office hours for families to make appointments to access the pantry. If we determine that we need a refrigerator for food storage, Good Shepard has said we can access their grant funds. We would be looking to have this up and running by mid-September.

Mrs. Thompson said that Mrs. Cosgrove feels this will be well received by families and reach children and be a great resource for our community. She said she wanted to make the board aware that the school was going to try out this new model.

Public Comments

1. Mr. Hennessey asked what the overall student numbers are. Mrs. Thompson said that she does not have them in front of her, as she is registering families every day. She said that they have had two families move out and 6 or 7 families move in. Mr. Hennessey asked what the kindergarten numbers are. Mrs. Thompson said that are 15 students. He asked if

the class is staying at 1 kindergarten, to which Mrs. Thompson answered affirmatively. He also said that the town is required to review and update the comprehensive plan and 2 school board members are on the committee. At some point the school will be asked for their thoughts.

2. Mrs. Demers said that this month at Hannaford, if you buy one of their book books, \$5 goes to support the Bath Area Back Pack Program, which includes West Bath.
3. Mrs. Wallace said that Bath Middle School is having Set for Success on Sunday, which provides an opportunity for all area children to get free school supplies, backpacks, and hair cuts.
4. Mr. Hennessey said it would be worthwhile to see if the town will put the information about the cookbook on the website.
5. Mr. Hinds said that there have been two successful efforts, and another close to being fully funded. He thanked Mrs. Beal, Miss Marco, and Mrs. Franklin for investing the time to bring in resources for students that aren't at the tax payers expense. Thanks to people who continue to support them.

Set Next Meeting Dates and Locations

September 19th at 6:30 PM at the West Bath School

Adjourn

Mrs. Wallace made a motion to adjourn at 7:38 PM. Mrs. Randall seconded the motion.
Vote (3-0)

Submitted by,

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

Emily Thompson