

## **West Bath School Administrative Unit**

### **Board of Directors Meeting Minutes**

November 14, 2018 at 6:30 PM at the West Bath School

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**Members Present:** Keith Hinds, Robert McDaniel, Joanne Powers, Ashleigh Randall, and Mary Wallace

**Members Absent:** None

**Others Present:** Patrick Bowdish, Aggie Demers, Kaitlin Goulet, David Hennessey, Kelsey Marco, John Nicholson, Kristine Poland, Rob Schulz, Emily Thompson, Hannah Whitney and student presenters: Alcide Demers, Zoe Nicholson, Jovey Wallace, and Landon Whitney

#### **Call to Order:**

The meeting was called to order at 6:30 PM by Superintendent Emily Thompson.

The Pledge of Allegiance was recited.

#### **Nomination and Election of Board Chair**

Mrs. Thompson welcomed board members and attendees to the meeting and explained that as this was the first meeting after seating a new board member, it was also the timeframe for electing a new chair and vice-chair of the board. Mrs. Thompson asked if there were any nominations for board chair?

Mr. McDaniel made a motion for Mr. Hinds to be board chair. Mrs. Randall seconded that motion.

Mrs. Thompson asked if there were any more nominations, and hearing none asked if there was any discussion.

With no discussion, Mrs. Thompson asked for a vote on the motion of Mr. Hinds as board chair. Vote (4-0-1).

#### **Nomination and Election of Vice Chair**

Mr. Hinds opened the floor for nominations for vice chair. Mrs. Randall nominated Mr. McDaniel for vice chair. Mrs. Wallace seconded the motion. There was no further nominations nor any discussion. Vote (5-0).

#### **Comments from the Chair:**

Mr. Hinds said that he wished to bring to the board's attention that a joint board workshop is being are scheduled with MSMA on January 22<sup>nd</sup>, with Brunswick, RSU5, RSU75, RSU1, and WBSAU and to do a joint training and have a chance to network. The meeting will be in Brunswick, with a time and location to be determined.

### **Approve/Amend Minutes of 10/17/18**

Mrs. Randall made a motion to approve the minutes of 10/17/18. Mr. McDaniel seconded the motion. Vote (5-0).

### **Adjustments to Agenda:**

None

### **Public Comments:**

None

### **Staff Report:**

Mr. Hinds welcomed Mr. Schulz, Ms. Goulet, and 5<sup>th</sup> grade students to present about their experience at Chewonki. Students presented about their favorite part, their most challenging experience, and something they learned. Zoe said that sitting around the campfire and singing was her favorite part because it was special. She was challenged by carrying her bag to the campsite, and first experience was learning how to make a fire. Landon said that he was challenged by carrying his bag, and that he learned about the digestive system of a cow. Alcide said that his first experience was cooking over a fire that he made and camping with a small group of people. He said his favorite part was racing to set up tents, and he was challenged by the high elements. He said that something he learned about was about the population of bloodworms. Jovey reported that her new experience was camping and that her favorite activity was the high ropes course. She said she was challenged to carrying the equipment to the camp site because it was heavy. She said that she thinks that other students should go to Chewonki because it was a fun and great experience.

Parent and volunteer chaperone Hannah Whitney said that she was impressed with the group of kids she was with. They spent 12 hours out in the rain. Even though they had the opportunity to go inside and get dry, the children chose to stay outside in the rain and play soccer and participate in activities. They showed great joy, perseverance and a willingness to cheer each other on. Chewonki is one of those things that they might not appreciate fully going through it, but when they are adults looking back, it's going to be an experience they won't forget.

Mr. Schulz said that for the school, the biggest part that the students don't see is the relationship with Chewonki. There is an amazing attention to detail and safety and

concern and they make sure that students have a good experience, even when there are adverse conditions.

Landon commented that future classes should go because it is fun and the educators are nice. Mr. McDaniel asked what the students learned that they will carry with them? Landon responded that team work helps a lot more than doing things by yourself. Mrs. Wallace asked what students will tell the 4<sup>th</sup> graders about Chewonki. The students responded, be prepared to get muddy, be ready to work hard and have fun, enjoy the counselors who really care for you, and that it is really exciting.

Mr. Hinds thanked the students for speaking to the board, and asked that they pass on to their classmates that the school received strong praise from Chewonki about the students, and he appreciates their positive character while out in the community.

Mrs. Wallace said that one of the things that has been great about Chewonki is that the experience has been different for each group. There's been a new challenge, and they are bringing something different back each year. Mr. McDaniel commented that they are gaining life experiences.

#### **Committee Reports:**

1. Policy Committee – Mr. Hinds said that the policy committee met the previous week and discussed the policy that is coming up in the agenda. He said that he also has a draft of a drug free campus policy that the committee is working on, and hopes to have that ready for the next meeting in December.
2. Technology Committee – No Update
3. Facilities Committee – Mrs. Thompson said that while there was report from the committee at this time, would like to follow up on request of Mr. Hennessey regarding asbestos testing in the hallway. Mrs. Thompson explained that New Meadows Abatement had visited the school and confirmed that there is asbestos at the location where he cut the tile. According to New Meadows Abatement, it appears that there are multiple levels of tiling until the hallway reaches the teachers' room, and it may be possible that the asbestos tiling ends there. It was explained that there was no way to test the hall without disturbing the tiling underneath, and if it was exposed then it would need to be abated. New Meadows Abatement will prepare a quote for planning purposes, and then if the facilities committee chooses to move forward with replacing the hallway tiles, they would come to test and abate in the summer when there are no students are in the building.
4. Finance Committee -
  - a. Payroll Warrants – Mr. Hinds said that payroll warrants were reviewed and signed by Mr. Hinds on 10/30 and 11/13.
  - b. AP Warrants – Mr. Hinds stated that warrants were reviewed and signed by Mr. Hinds, Mrs. Randall & Mrs. Wallace on 10/17 and Mr. Hinds and Mr. Crews on 11/2.

#### **Superintendent's Report**

1. Financial Report

- a. Budget Report through October – Mrs. Thompson reported that with 67% of the school year remaining, 75% of the overall budget remains. She said that she had three areas of concern. The first was in school administration on page 12 in the telephone line. The bill went from approximately \$100 to \$300 per month during the summer months, as the SAU’s grandfathered 3-year plan came to an end. Mrs. Thompson said that they have negotiated a new plan and anticipate a reimbursement. She said that additionally, 50% of postage has been expended. Mrs. Thompson explained that most of the mailings are special education and they will be reallocated to that cost center. Mrs. Thompson said that while these are small amounts, because the school can not spend outside of the cost center, the little amounts need to be tracked carefully. Mrs. Thompson said that another area of concern is that there will be both a teacher and an educational technician going out on maternity leave and long-term substitutes will need to be contracted at a per diem rate. Mrs. Thompson explained that long-term subs have only been budgeted in each of the two cost centers for 15 days each, as their announcements came after the budget process was completed. Mrs. Thompson said she will be looking to absorb these expenses in their appropriate cost centers as well through careful monitoring of revenue and expenses. Having two tuition students will help this situation. Mrs. Thompson said that she also has some concerns about tuition costs, but she will review those concerns later in the agenda when the board reviews enrollment.
- b. Audit Update – Mrs. Thompson said that she has spoken with Bobbie Brewer, and while the school audit is complete, they are still working on tying the school and town audits together. They plan to present at the December meeting. Mrs. Thompson said that if the board desired, she would check with them about meeting earlier in the month. It was requested that Mrs. Thompson seek an alternate date.

## 2. District Updates

- a. 2018-2019 October 1<sup>st</sup> Enrollment –  
Mrs. Thompson said that she had provided the October 1<sup>st</sup> enrollment in the board packet. The pre-K-5 enrollment is as the board has seen previously, with the exception that there are now 2 tuition students. She explained that at the 6-12 level there are 103 students in RSU1, and 20 students elsewhere, with 6 of those students being at charter schools. The overall change in enrollment at the PK-12 level is up 21 students from October 1 last year, with 6 more students at the pre-k-5 level and 15 more at the 6-12 level.

Mrs. Thompson explained that there are a few things to think about given the increase in students. She reminded the board that it is difficult to budget for 6-12, as there are so many unknowns. The board budgeted for actual students +3 more and a 4% increase in tuition. The board budgeted for 52 students at grades 6-8, and there are currently 58 students. At the 9-12 level, the board budgeted for 61 students and there are currently 58 students. In December districts will learn what the tuition increase is. Tuition is going to need to be another area to watch in

terms of the budget, and again when we start the budget process for next year, we'll have to have the difficult conversation of how we budget for tuition.

On the school choice side of things, there are currently 12 students who have elected to receive school choice. When school choice was granted, 22% of the enrollment of that time had applied and was given permission to access school choice. Now with increased enrollment at 6-12, that cap size could be larger. 5 students elected to not use the school choice that was granted – with 1 remaining homeschooled, 2 attending charter schools, 1 remaining in RSU1, and another chose to attend a non-recognized private school.

- b. EL National Conference – Mrs. Thompson said that during the prior week, 7 staff members attended the EL National Conference in Philadelphia. While the conference is always thought provoking and worthwhile, this year West Bath was also recognized as 1 of 7 newly credentialed schools, and that there are 36 all together. Also she wished to recognize that Mrs. Franklin and Miss Marco taught a master class about multiage summer programming, West Bath's Summer Stem program, and she shared information from the exit tickets.
- c. Veterans Day Crew – Last Friday Mrs. Ouellette hosted a Veterans day crew celebrating West Bath's community veterans. Classes sang and band students performed, and slide show of our veterans was shared. Mrs. Thompson said that she had heard from all corners of the school community that it was lovely and appreciated by all. We hope to now make this an annual event for all to look forward to. She said she would like to thank Mrs. Ouellette for organizing this event, and Mrs. Taylor, Mrs. Donovan, and Mr. Bowdish for supporting her.
- d. Harvest Meal – Mrs. Thompson reported that the school had held its annual harvest meal that day and had over 70 visitors have lunch at the school. She thanked the kitchen staff for preparing this community meal.
- e. Safety Drills – Mrs. Thomson said that on November 6<sup>th</sup> the school had its required safety drill, or lockdown drill, with the support of the West Bath Fire Department and the Sagadahoc Sheriff's Department. It went very smoothly. The Sheriff's Department said that they could not have imagined it going any better. The drill was completed in less than 3 minutes. She reported that staff had utilized a common text with students about the purpose of safety drills, and staff had approached the drill in a kind and careful manner. Mrs. Thompson said that last spring the school organized a committee they call the safety squad, and the committee meets weekly to work on building safety and security measures. She said that the group has been working through the emergency plan conducting table top reviews of each of our drills on a regular basis. Mrs. Thompson reported that both the Sheriff's Department and the Fire Department have expressed an interest in joining the safety squad meetings on an ongoing basis as well, and she welcomes and looks forward to this ongoing partnership.
- f. Upcoming Events:
  - i. Student-Led Conferences – Monday, November 19<sup>th</sup> from 12:30-7 PM

- ii. West Bath School Christmas Craft Fair and Café – December 1st 9 AM-1 PM
- iii. Winter Celebration of Learning – December 20<sup>th</sup> @ 2PM
- iv. Upcoming Winter Concerts – K-3 on December 11<sup>th</sup> @ 5:30, and 4<sup>th</sup> & 5<sup>th</sup> in January.
- v. Little Elf Shop – December 14<sup>th</sup> – The Community Crew will be once again hosting the Little Elf Shop, which is organized by parent Hannah Whitney. The Community Crew spends the the year collecting donations to set up a store in the school’s library, where all items are a quarter. Students can purchase presents for up to 6 members of their family. If they do not have the \$1.50, they are given that too. Students then take their presents to the hallway where they all get wrapped and labeled. It’s the most wonderful, joyful day of the year. Mrs. Thompson told the board that volunteer wrappers are always needed, and to let her know if they have an interest in volunteering.

## **Old Business**

- 1. Review of Board Policies
  - a. JEA – Compulsory Attendance –

Mr. Hinds said that one of the items that came out of the needs assessment was the need to track chronic absenteeism, which is missing more than 10% of the school year, as defined by the number of days enrolled. He walked the board through the proposed changes to the policy. Mr. McDaniel said that the way the state is defining chronic absenteeism is that if the school year starts and a student misses a day within the first 10 days, then that is a chronic absenteeism and there has to be an action by the school. Mrs. Thompson commented that the difference between this and the truancy law is that for chronic absenteeism, you are not concerned about excused or unexcused absences, rather the total number of absences. Mrs. Powers asked Mrs. Thompson to elaborate on the school’s intervention team that is referenced in the policy. She explained that West Bath School utilizes the standing Student Assistance Team to support attendance concerns. She said that the team would look at the reasons why a child is not getting to school and brainstorm ways to remove the barriers. Mrs. Thompson clarified that the board is not required to reference chronic absenteeism in the attendance policy, but it is recommended that schools do as the data is reported to the state.

Mr. McDaniel made a motion that the board accept the amendments to the policy. Mrs. Randall seconded that motion. Vote (5-0).

- 2. Board Goals

Mr. Hinds said that each year the board prepares goals that are then used to build the budget upon. He stated that the board had copies of current goals in front of them as a starting place. As this is a new board, a new year, and a new budget, it is time to review them.

Mr. McDaniel said that the first goal of providing unwavering support to become an EL School has been met, but he would like to think about the support of a board as the school continues to move forward with their work with EL. Mrs. Thompson said that she had spoken with her leadership team about their hopes and dreams. They recognized that the school is credentialed for 5 years before going through the process again. They have already begun to set up systems to work towards credentialing along the way, so that it is not something that needs to be done solely in the 5<sup>th</sup> year. Mrs. Thompson reported on behalf of the team that it is the goal to remain a credentialed school, and while they would like to get to the place where West Bath is considered to be a mentor school, first they want to be sure that the school is doing what they do really well. Mrs. Thompson said that there's still ELA materials being piloted and the school is preparing for a full curriculum review of the math program, so there is still work to be done before the school determine what the future goals are. She said that she hoped the board goal could be reworded to include support for the school remaining credentialed and part of the network for the foreseeable future. Mrs. Wallace recommended wording that included ensuring that WBS succeeds as a fully credentialed school.

Mrs. Randall said that she would like to see something in the board goals about having the board do some real outreach regarding what it means to be a credentialed EL School. Mrs. Wallace said that she agreed and part of that should be becoming more involved with the town, and creating more opportunities for the community members to feel welcomed in the school. Mr. Hinds asked if that was a different goal, or part of goal 3? Mr. McDaniel said that it should be stated completely different. Mrs. Wallace said that goal 3 does not address creating opportunities for the town to be involved in the school, where it would be beneficial to both the town and the school. Mrs. Powers asked if the board is talking specifically about EL, or more generally. Mrs. Randall said that she wants her part to stand alone. She recommended the following bullet: Communicate what it means to be an EL School on all levels – students, staff, parents, board, and community. She said in regards to the 3<sup>rd</sup> bullet, she would like to take the “advocate” portion out of it and develop relationships as a baseline, without having a motive for it. Mrs. Wallace said that it's also not town departments, it is the community and the residents. Mrs. Randall said that the board has an opportunity to model what it means to be a community steward, making sure it is a focus, and bringing it into the school.

Mr. Hinds suggested that the board keep developing emergency management plans. Initially it was about generators, but based upon the conversation that the board had this evening about safety drills, it remains appropriate. Mrs. Thompson said that it also helps to drive the work of the facilities committee.

Mr. Hinds asked about the bullets referencing the 5<sup>th</sup> grade programs. Mrs. Wallace said that the board has been clear they support the programs and they are not necessary. In

regards to point 5, Mrs. Wallace said that before and after school opportunities are no longer a focus or concern. She asked if the lunch program being fully funded has been explored? Mrs. Thompson said that it has been explored, and last year the board budgeted for a fully funded program, and that was removed as part of the budget process. Mrs. Wallace said that with all of the other food supports that are now in place, she does not think that it needs to be a focus. When developing board goals, the board should really be thinking about what this board wants to focus on.

Mr. McDaniel asked if there are ways to support grant partnership with grocery stores on a trial basis? He said he would do some research with the local grocery stores. Mrs. Powers commented that at the school she works at, there is a fresh fruit and veggie program. Mrs. Thompson said that she does not believe West Bath qualifies, however if they look at the school regionally, it could be possible that West Bath can access it.

Mr. Hinds asked if it should be a board goal to increase the number of grant applications?

Mrs. Thompson said that she really appreciated Mrs. Wallace's question of what does this board want to focus on? Mrs. Wallace reiterated that this school has come a long way, and this is a new board. It is important for the board to think about what is important to this board.

Mr. Hinds suggested the board could move to table the conversation. Mrs. Powers said that she felt the last bullet was important in regards to exploring partnerships with other districts. Mr. Hinds said that bullet point came from past regional conversations. Mrs. Thompson said that there have been several conversations with Brunswick and other districts about grant partnerships, SMLCs, and that the joint board workshop has come out of some of those conversations.

Mrs. Wallace said that it is good to give Mrs. Powers some time to think about what she wants to contribute to this conversation. She made a motion to table the conversation. Mr. McDaniel seconded the motion. Vote (5-0).

## **New Business**

### **1. Board Standing Committee Assignments**

Committee Assignments were made as follows:

- Facilities Committee – Ashleigh Randall and Mary Wallace
- Finance Committee – Keith Hinds and Robert McDaniel
- Technology Committee – Mary Wallace and Joanne Powers
- Policy Committee – Keith Hinds and Robert McDaniel
- Negotiations Committee – Keith Hinds and Joanne Powers
- Wellness Council – Ashleigh Randall and Joanne Powers

Mrs. Randall made a motion to accept the committee assignments. Mr. McDaniel seconded the motion. Vote (5-0).



## **Public Comment**

1. Mr. Hennessey asked if all of the valves for the heating system have been installed? Mrs. Thompson said that she is still waiting on the final project to be completed.

## **Set Next Meeting Dates and Locations**

1. The next scheduled meeting is December 19<sup>th</sup> at 6:30 PM, however several board members had conflicts with that date. Mrs. Thompson said that she would check the availability of the auditors and report back to the board in regards to another night the auditors can meet.

## **Adjourn**

Mr. McDaniel made a motion to adjourn at 7:44 PM. This was seconded by Mrs. Wallace. 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