

West Bath School Administrative Unit

Board of Directors Meeting Minutes

February 13, 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: Aggie Demers, Sara Helman, 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 and thanked them for rescheduling from the snow day last week.

Approve/Amend Minutes of 1/11/18 and 1/30/18

Mr. McDaniel made a motion to accept the minutes of 1/11/18 and 1/30/18 as written.
Mr. Crews seconded the motion. Vote (5-0).

Adjustments to Agenda:

Mr. Hinds made an adjustment to the agenda, adding agenda item 11.5 – Review Policy IHBAC-Child Find Policy.

Public Comments:

None

Staff Report:

Mr. Hinds introduced Sara Helman, West Bath's Director of Special Education. She began by telling the board that she has really enjoyed her position in West Bath this year, being the special education director for the district and working with the staff and students at the West Bath student. She said that she has been working on the special

education review, which is an audit of last year's files. She reviewed 20 files and found 100% compliance with three exceptions. She is scheduled for the site review with the Department of Education on Thursday and told the board she looks forward to receiving compliance feedback as well as receiving feedback about how she can help West Bath's receiving schools better support West Bath students.

Mrs. Helman spoke of her other responsibilities to West Bath. She said that she works as a resource for the West Bath students in other districts, to ensure that students' IEPs are being followed and that their programming is appropriate. She said that she has also worked to transition a student from a more restrictive environment to the child's community school, which has required communication with various stake holders.

On the West Bath School side of things, Mrs. Helman said that she is working with the classroom teacher and the RTI teacher to pilot a kindness curriculum in the first grade, helping with the social emotional needs of students. She also said she has been providing professional development to the educational technicians during late start Wednesdays. They completed a book study about students' self-efficacy and tied it to the school's focus on high quality work. Mrs. Helman said that she is also collaborating with the special education team at the school to look at trauma sensitive schools and thinking about ways to support students and teachers.

Mrs. Helman stated that she's also looking at ways to fine tune specific interventions for all students and said that recently she created a data check sheet, and is now streamlining it to be useful for referral purposes. She said that great things are happening at the school. Mindfulness opportunities are growing. Students with IEPs have the opportunity to participate in mindful morning and learn tools for self-regulation. She said that the school has created a mindful space where students who are feeling disregulated can go to calm down. She explained that the school is also utilizing a mindful message on Mondays so that all students can have the opportunity to practice mindfulness skills.

Mrs. Helman also commented on the special education faculty, stating that West Bath School brought in a skilled speech and language pathologist this year. Additionally, Mrs. Franklin has been pushing into classrooms rather than pulling out to coincide with EL modules. She feels that she has been better able to supplement the regular instruction and it puts students in the least restrictive environment. Mrs. Helman said that students are meeting their academic and functional goals and therefore services are being reduced.

Mrs. Wallace asked if Mrs. Franklin was still working with groups in the reading space? Mrs. Helman said that in some cases she does a session of pull out and a session of push in, but overall she is spending more time in the classroom, which is a more inclusive setting.

Mr. McDaniel asked if students know when they have met IEP goals, and does it give them a good sense of belonging and achievement? Mrs. Helman responded that they do know. When students meet their goals the case manager meets with them to discuss their progress.

Mr. Hinds asked if there were any questions from the public. There were none.

Committee Reports

1. Policy Committee – Mr. McDaniel said that there are still some policies that the board is encouraged to have, things that the board has to have, and more that the board did not know that they needed to have. He said that still in another month or two there would be more policies that need to be reviewed.
2. Technology Committee – No update
3. Facilities Committee – Mrs. Thompson said that the facilities committee has been hard at work and the group's minutes have been shared. She said that currently the group is working on evaluating projects that the SAU has completed, assessing current need, collecting quotes, and prioritizing work both in the short-term and long-term. The committee will be bringing forth a plan for the board's budget consideration next month. In addition to continuing to think about possibilities for emergency generation, possibly upgrading mechanical services within classrooms over time, Mrs. Thompson said that another item to be thinking about is the school's roof maintenance. She explained that the roof restoration happened in three stages, to give 10 more years of life to the roof. But that does mean that in 6 years, the first roof replacement would need to begin, which is three year cost of \$270,000. One of the items the facilities committee is discussing is adding approximately \$35,000 to a capital fund each year for the next 8 years to fund the full cost rather than raising it all at the same time. Mrs. Thompson reported that that option will be brought to the board next month. Mrs. Thompson encouraged the board to read through the facilities minutes.

Mr. McDaniel said that he sees that the committee received a generator proposal and that there were questions around that. He said that the committee needs to pursue funding and find out if there still is the possibility of funding to see if there is still the possibility of getting something from Sagadahoc County Emergency Management. He said that the town is addressing the generator at the fire station so the overall available monies are question mark.

Mrs. Thompson said she has contacted the town manager to find out if he would like to be involved in the conversations or if he would like the school to proceed on its own. Last month it was left that meetings would be set up, but that has not happened. Mrs. Thompson said that she anticipates that the facilities committee would make a recommendation about what they see the needs for the building are and will budget accordingly for that, and that there then still is the 6 weeks of the budget process to work out what the will of the board is. Mr. McDaniel said that the committee needs to identify landmarks where communication to Jay McCreight can be made, as she is interested. Mr. Hennessey said from the floor that he agrees with Mr. McDaniel and the board should reach out to Jay McCreight. Regarding the roof, he asked the school board to keep in mind that the RSU1 funds were intended for big costs to borrow and pay back for

ourselves, so before the board just budgets for that, raise taxes, and appropriate, the board should look at the long term capital fund for that. If it is 7 years out the salt shed should be paid off by then and money would hopefully be available by then. Mr. Hennessey said that the town did plan for a major expense, like the roof or septic to come from that account. Mrs. Thompson said that what she is anticipating is that the facilities committee will make a recommendation, and because the school committee has not authorization to access the town funds they will need to budget accordingly for it. She said that it would be great if through the conversations between the Board, the Board of Selectmen and Budget Committee, that that money becomes available, but Mrs. Thompson said that she does not want to be in a position of not planning accordingly for capital work that needs to be done.

Mr. Hinds thanked the facilities committee for their work.

4. Finance Committee
 - a. Payroll Warrants – Mr. Hinds said that payroll warrants were reviewed by Mr. Hinds on 1/9, 1/22, and 2/6.
 - b. AP Warrants – Mr. Hinds said that AP warrants were reviewed by Mr. Hinds and Mr. Crews on 1/18 and 2/8.

Superintendent's Report

1. Financial Report
 - a. Mrs. Thompson reported – with 42% of the year remaining, 53% percent of the budget remains. She pointed out to the board that some salary lines are tracking at 39% but said that is due to where the payroll falls within the month and the lines are tracking correctly.
2. District Updates
 - a. Donation from the West Bath Historical Society to Support Backpack Program – Mrs. Thompson said that she would like to thank the West Bath Historical Society who donated \$400 to the school to support the fresh fruits and vegetables portion of the school's back pack program. She stated that she and Mrs. Cosgrove met with Lea Zartarian and Betty Fitzjarrald and to discuss other ways that the school and the historical society may connect over time. Mrs. Thompson said that she is excited about some future possibilities around focused around the Littlefield School and potential student involvement in their newsletters and holiday service and she would like to thank them for their donation and their time.
 - b. Maine Teacher of the Year Nomination –Mrs. Thompson said that she wanted to inform that board that West Bath's 5th Grade Teacher, Mr. Schulz, had been nominated by a community member for teacher of the year. He has chosen to move forward with the process which allows him to reflect on his practices. Mrs. Thompson said that she is proud to be able announce his well-deserved nomination.
 - c. Maine Maritime Museum 5th Grade Open House – Mrs. Thompson asked the board to mark their calendars for March 29th for the 5th grade boat shop open

house. She said that more details would be coming, but that she anticipates the open house will take place around lunch time that day. She encouraged the board to attend, as monitoring success of the 5th grade programs continues to be a board goal.

- d. EL Education Mid-Year Review & Credentialing Process Update – Mrs. Thompson said she wished to give the board an update regarding where the school is with the credentialing process. The school’s leadership team has met several times to work on the school’s portfolio that demonstrates that West Bath is meeting EL’s criteria for success. She explained that within the portfolio the school needs to create 9 evidenced-based claims – 3 in the area of mastery and knowledge and skills, 3 in the area of student character, and 3 that are focused on high quality work and improvement over time. Each claim needs to then be supported by at least three sets of evidence. Mrs. Thompson said that the team is currently working on the claims and evidence sets for a March 1st review. Then, if the schools is approved to continue to move forward, they will begin assembling the school portfolio that tells the story of success and begin to prepare for EL’s presentation to the board. She said that she would like to thank the leadership team for all of their efforts thus far in preparing for credentialing.

Mrs. Thompson said that it was also the time of year for the mid-year review. She said that each year the school stops to pause and evaluate progress they are making towards work plan goals for the year. This is done through having a learning walk, which means that the school designer, the northeast director, Mrs. Thompson and a teacher visit all of the classrooms to collect data on practices that are seen. Additionally, there is a student focus group, and a teacher focus group, and conduct a high quality work protocol where we examine student work and scoring tools to ensure that the tasks and student work meet standards. After this process takes place, the leadership team then discusses what adjustments need be made to the work plan or to the school’s action steps to ensure that this year’s goals are met. Mrs. Thompson said that new this year, she would be surveying West Bath’s 8th and 12th graders to have them reflect on the impact the West Bath School had on them as students and their future plans. Mrs. Thompson said that the mid-year review is scheduled for Monday, February 26th.

- e. Special Education Audit – Mrs. Thompson said that West Bath was scheduled to have its 3 year special education audit in January, but it needed to be rescheduled due to illness. She wanted the board to be aware that the audit will take place on Thursday. She said that she would like to once again thank Sara Helman for all of her work preparing West Bath for this process.

3.

- a. Upcoming Events:
 - i. Acts of Kindness and Compassion – Mrs. Thompson said that in lieu of traditional schoolwide Valentines Day celebrations, West Bath School will be participating in acts of kindness and compassion both to spread love

and joy, but also to continue to work towards being stewards of the community. Each classroom has developed a plan for an act of kindness or compassion that will reach beyond just the walls of the school. She said that she did not want to prematurely share what they are up to, but beginning tomorrow, West Bath students will be out and about spreading joy.

- ii. March 2nd – Mrs. Thompson said that the school is once again participating in United Way’s Community Read. She asked board members to contact the United Way’s event organizer, Mary Wallace, if any were interested in reading.
- iii. Ready, Set, Go nights... Mrs. Thompson said that on March 5th, the first of the Ready, Set, Go nights would begin, where the school will begin to welcome in incoming kindergarten students and their families.
- iv. Reactors Club Performance of the Lorax – Mrs. Thompson also let the board know that on March 9th at 4 PM, The Reactors, directed by Parent Jennifer Bowdish and teacher Lori Franklin, would be performing The Lorax. The Reactors is made up of 2nd and 3rd grade students.
- v. KELT Annual Meeting – Mrs. Thompson also informed the board that on April 5th, two of West Bath’s teachers, Mrs. Harris in first grade and Mrs. Sawyer in third grade, will be present their grade level expedition work at the Kennebec Estuary Land Trust Annual Meeting on April 5th at 5:30, as their work shows how our two organizations have been able to positively work together for the good of our community.

Mr. Hennessey asked from the floor how the school is involved with the Bath Food Pantry. Mrs. Thompson said that Mrs. Upham’s fourth grade has an ongoing partnership with the food pantry and organizes food drives for them several times a year. Additionally, the students go the food pantry to restock shelves and put in service hours, and several times a year the West Bath faculty serves meals at the food pantry.

Old Business

1. Regionalization Discussion with Brunswick School Department

Mr. Hinds informed the board that the prior day he and Mrs. Thompson had spent about 90 minutes with the Superintendent, Assistant Superintendent, and two board members from Brunswick discussing possibilities of collaboration. He said that he had made it clear that there are restrictions in place with the withdrawal and that West Bath is still in the process of establishing itself as an independent school district. He said that both school departments were open to finding ways to share resources, collaborate, and reduce costs. Mr. Hinds also explained that Brunswick had met with a number of school systems, is going to shift through the data they collected, and then will ask to meet with systems again to discuss their findings. He said that more information will be coming, but that he wants to be clear that West Bath is not in active discussions to consolidate

with anyone, nor could the school system even do so if they wanted to due to the withdrawal agreement.

Mrs. Wallace if anything positive came from the conversation that might have been unexpected? Mr. Hinds said that there were a few ideas that they discussed that were new ideas, but that he is not ready to share those ideas yet as they may not come to fruition. The other thing that was important was building the relationship, because a number of school choice students may end up there in the future. Mrs. Thompson said that they talked about a number of our students auditing classes. While it is hard to think about that when the school only have elementary students, but the school has had needs in the past where students have needed to access middle and high school programming. Mrs. Thompson said that they also talked about West Bath's hopes and dreams for farm to school programming and enhancing music opportunities, things that really could happen on a regional basis. Mrs. Thompson said it was a pleasant conversation and enjoyable to have a chance to get together with another group and think about opportunities that may be there, in addition to thinking about efficiencies. Mr. Hinds said that another discussion point was focused around getting boards together to discuss scenarios, sharing board professional development, and also talked about contractual services that are not worth getting into as a single school system, but that together may help to actually generate revenue. Mrs. Thompson said that they also had some real interest in sending their teachers to visit West Bath, to see what EL Education looks like in the classroom, and to see PBIS and character work in action, as these are areas that they will be putting funds towards that we do not have a need for as West Bath has done that work already. She said that initially she had thought the West Bath would not have a lot to offer them as a large district, but as the conversation went on it was apparent that there were several things that West Bath already has in place that could be useful for Brunswick to see modeled, particularly in terms of teaching practices. Mr. Hinds said that there would be more information on that in the future.

New Business

1. Lau Plan

Mrs. Thompson said that in addition to the special education review, it is also the first year of the ESEA review. The desk audit has taken place and West Bath was cited on not having a Lau plan in place. There is a policy in place that says that West Bath would create a Lau plan when needed, but that plan had not been developed. She walked the board through the policy, explaining the purpose, legal foundation, organization of the language assessment committee, the identification and evaluation process, the instructional plan, student assessment, the exit process, and record keeping.

Mr. Crews made a motion to adopt the plan as written. Mr. McDaniel seconded the motion. Vote (5-0).

2. Personnel Item(s):

- a. Hiring of Benjamin Hutchins – Special Education Ed Tech II placed at Morse

Mrs. Thompson informed the board that she has hired Benjamin Hutchins as the 50% educational technician II to be placed at Morse High School. He has experience as a behavioral health professional and logistics analysis and is currently taking schoolwork to become a school psychological examiner. Mrs. Thompson shared strengths that his recommendations shared.

3. School Board of Directors Budget Priorities

Mrs. Thompson distributed a copy of the board goals and said that she wanted to give the board a final opportunity to provide direction in terms of budget priorities before next month's first reading. Mr. Crews said that he did not have anything new that has not already been identified. Mr. McDaniel said that after the ramifications of last year's budget, the board has to be cautious, and there is still a lot of unknowns before the board adds to the budget. Mr. Hinds said that the board needs to be cognizant of that but that they also do not want to slip into an old mindset where they are skimping and not taking care of the building, as a lot of time and energy has gone into getting the building back up to speed and if the board wishes to trim, it needs to be intelligent trimming. Mrs. Wallace said that as this is her first time going through the budget process, she wishes to watch to see how it all works.

4. First Reading of Board Policies

The following policies had first readings. Any changes in the policies are noted below:

- a. BBAB – School Board Self-Evaluation
- b. BDD – Board-Superintendent Relationship
- c. EBCE – School Closings and Cancellations
- d. KBF-E1 – WBSAU Title I Parent Involvement Policy – District Level
- e. KBF-E2 – WBSAU Title I Parent Involvement Policy – School Level
- f. KE – Public Concerns and Complaints

5. Review of Policy IHBAC – Child Find Policy

Mrs. Thompson told the board that this policy was being reviewed due to the special education desk audit, as the law has changed since the policy was first adopted. The following paragraph was added: WBSAU shall provide child find during the first 30 days of the school year or during the first 30 days of enrollment for transfer children. If evidence of child find activities and a statement of the results can be found in a child's cumulative record, or WBSAU has reason to believe the child has previously

been identified as a child with a disability by another SAU, in state or out of state, child find is not necessary.

Mr. Hinds made a motion to amend the policy. Mr. Crews seconded the motion. Vote (5-0).

Public Comments

None

Set Next Meeting Dates and Locations

1. Mr. Hinds directed the board to review the budget calendar at the end of their packet.
2. The next meeting of the school board is scheduled for Wednesday, March 7th at 6:30 PM.

Executive Session

Mr. Hinds made a motion at 7:32 PM to enter into an executive session pursuant to Title 1, Chapter 13, Section 405,6,D. of the M.R.S.A. for the purpose of discussing contract negotiations. Mr. McDaniel seconded the motion. Vote (5-0)

Return to Regular Session

The board returned to regular session at 8:25 PM.

Adjourn

Mr. McDaniel made a motion to adjourn at 8:25 PM. Mrs. Randall seconded the motion. Vote (4-0).

Submitted by,

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

Emily Thompson