

## **West Bath School Administrative Unit**

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

February 19, 2019 at 6:30 PM at the West Bath School

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

**Members Absent:** Ashleigh Randall

**Others Present:** Emily Thompson

**Call to Order:**

The meeting was called to order at 6:32 PM by Keith Hinds.

The Pledge of Allegiance was recited.

**Comments from the Chair:**

Mr. Hinds welcomed everyone, stating that it feels like a long time since the board had met. He stated he had a couple of items to bring to the attention of the board. The first is that he and Mrs. Thompson had had a conversation with the Town Administrator and Chair of the Board of Selectmen about efficiencies to the warrant process. There will be another meeting on March 11<sup>th</sup> to continue to explore that idea. It is early on at this point and if we get to the point where the efficiencies move forward, the board will have a formal proposal to consider and weigh in on.

Mr. Hinds also said that he wanted to be sure the board is aware of the initiative called Raise the Floor. The group's intent is to change the way the state is doing subsidy for minimum receivers. He encouraged the board to look into it, do some research on it, and advocate for it if you feel it is appropriate. Mr. Hinds said he thought it would be good for the Town of West Bath.

**Approve/Amend Minutes of 1/16/19**

Mr. McDaniel made a motion to approve the minutes as written. Ms. Powers seconded the motion. Vote (4-0).

**Adjustments to Agenda:**

None

**Public Comments:**

None

### **Committee Reports:**

1. Policy Committee – Mr. McDaniel said there are a couple of policies on the agenda this evening for discussion.
2. Technology Committee – No update
3. Facilities Committee –
  - a. Joint Workshop with the Energy Committee – Mrs. Thompson said that the purpose of the meeting being placed on the agenda was to remind the board of the upcoming meeting, but because this meeting was rescheduled, the workshop had happened prior to the board meeting.
  - b. Minutes from 2/14/19
  - c. Committee Meeting on 2/14/19 – Mrs. Thompson stated that the Facilities Committee met and the minutes were included in the board packet. The committee reviewed the priorities that were set last year, along with the deferred maintenance. The committee discussed the needs of the next 2 years of the 3-year plan, and had some initial conversations about what to bring to the board as part of the budget process. The committee also discussed needs that had emerged such as classroom locks for safety drills, upgrading the fire panel so it is better in sync with the new alarm system, and hallway ceiling tiles. The committee did discuss wanting to balance safety and structure with building esthetics and making sure that what is brought to the board has a balance of both. The committee also discussed the custodial contract, as the current contract expires at the end of this year. Mrs. Thompson said that within the contract there it is written that there is the ability to extend it. Within the committee there remains the hope that the school can employ its own personnel and therefore the committee will look at custodial services through a dual lens – revisiting the cost analysis and job descriptions drafted a couple of years ago, while also reaching out to BSC to see what a renewed contract might look like. The committee has a building walkthrough scheduled for February 26<sup>th</sup>.
4. Finance Committee -
  - a. Payroll Warrants – Mr. Hinds said that payroll warrants were reviewed and signed by Mr. Hinds on 1/22, 2/5, and 2/15.
  - b. AP Warrants – Mr. Hinds stated that warrants were reviewed and signed by Mr. Hinds on 1/22 and Mr. McDaniel on 1/24 and again on 2/6 by Mr. McDaniel and 2/7 by Mr. Hinds.

### **Superintendent's Report**

1. Financial Report –
  - a. EPS – Mrs. Thompson stated that on Friday the preliminary ED 279s were released, which factored in an increase of \$41.3 million in education funding. She said that the area of biggest impact for West Bath is the increase of special education reimbursement increasing from 40% to 45%. As a result, the proposed subsidy for West Bath has increased by \$36,271.27 to \$198,043.38.

b. Current Budget – Mrs. Thompson provided the budget report through January, showing that with 42% of year remaining, 49.89% of budget remains. The budget lines continue to track to the penny of what has been budgeted. The areas that remain tight are regular instruction, due to long-term substitutes, and special education, due to an unexpected change in enrollment/programming. Mrs. Thompson said that the board still has the special ed contingency line that can be accessed if needed, as well as audited surplus that we can request, if need be. She stated that she hoped to not have to access either funding source and that she continues to closely monitor both expenses and requests for expenditures.

## 2. District Updates

- a. WinterKids Winter Games – Mrs. Thompson said that WinterKids Winter Games kept the school active and moving during the month of January. With a focus on outdoor physical activity, nutrition and literacy games, she said she felt that the winter games were a positive addition to the overall wellness of the students, and it was fun! The games have come to a close, and the school has been notified that they have finished in 7<sup>th</sup> place which will be rewarded with outdoor equipment to compliment the school’s winter activities. She stated that she is grateful to the Community Crew for hosting the extremely well-attended YMCA night – and to our community partners who offered their expertise throughout the winter games – Kate Nicholson, Midcoast Hospital, Becky from KELT, Nick Randall and the West Bath Fire Department. She also stated that she would like to thank Mrs. Taylor, Miss Marco, and Mrs. Newton who organized the Winter games for the school.
- b. WB CC Family YMCA Night – On January 18<sup>th</sup>, the WB CC hosted a family night at the Y, which was attended by 43 families – 126 people! Families were able to access the pool, climbing wall, gym, track, and other areas, and had a wonderful time. Thank you again to our community crew, and to all who attended this great community event!
- c. Water Fountain and Bottle Filling Station – More thanks to the Community Crew is needed, as the school has a wonderful new water fountain and bottle filling station installed in the cafeteria. This need came out of 2<sup>nd</sup> grade expedition work last year, and Mrs. Beal and Miss Marco’s students were able to fund raise for a portion of the fountain. But the CC stepped in and took care of the rest of the cost of purchase and installation.
- d. Acts of Kindness and Compassion – Mrs. Thompson said that as the school’s spin on Valentine’s Day, students once again worked as community stewards and headed out into parts of the extended community to try to bring happiness to others. Kindergarten and third grade students visited local retirement communities sharing in games, valentines, and music. Second grade students made flowers and distributed them to people in downtown Bath. Fourth grade students once again spearheaded a canned pasta collection to benefit the Bath Area Food Pantry, and went to the pantry to stock the shelves. First and fifth graders spread their joy locally, sharing notes and actions of kindness within the school building. Mrs. Thompson said that it is a lovely way to spend Valentine’s Day.

- e. Transportation RFP – Mrs. Thompson said that in the board packet members will notice there's a copy of a new transportation RFP, as the district's contract expires in August, and we need to prepare a budget for next year. The RFP was released on February 11<sup>th</sup>, and proposals are due by March 4<sup>th</sup>. In addition to emailing and mailing a copy of the RFP to our current provider, the request has been posted on our website, on Facebook, and advertised in the Times Record. Mrs. Thompson said she had a discussion with Bath Bus about extending the current contract by a year and negotiating terms, rather than going out to bid, but neither our original RFP nor our current contract had a clause about renewal. State law dictates that transportation in excess of \$4,000 must be bid without this clause. So we have put out an RFP.
- f. School Nutrition Review – Mrs. Thompson said that On January 10<sup>th</sup> the school had its school nutrition review, rescheduled from December due to reviewer illness, for the purpose of reviewing current program, paperwork, and procedures, and providing technical support. All but two findings were able to be corrected on site. The two that require further follow-up are the submission of a month's worth of temperature calibrations in the freezer, as the kitchen staff had been recording that freezers were at the required temperature, but not the actual temperature, and the need for an updated wellness policy, which was to be expected. Mrs. Thompson said that the district's wellness policy is missing standards and nutrition guidelines for all foods and beverages available during the school day, and language for food and beverage marketing consistent with Maine statute section 6662 food and beverage advertising and that she included the corrected language in the board packet. The exit interview commented on the impressive scratching cooking, the color salad bar with a nice variety, excellent job ensuring meal pattern is being met, and paperwork is well organized and easy to follow. Mrs. Thompson said that she appreciated the work of the kitchen staff as well as the opportunity for technical assistance from the DOE as the school always strives to do what we do better.
- g. Bikes for Books – Mrs. Thompson said she was excited to announce that the Solar Star Lodge in Bath has selected West Bath School to be the school they sponsor this year with Bikes for Books. It is a reading incentive program where for every book that a student reads between now and April vacation, they can fill out a summary sheet and submit it to their teacher. The Solar Star Lodge will be drawing the name of a boy and a girl from every classroom to be awarded a bike! This is 18 bikes for West Bath students!
- h. WB Recycling Committee – Mrs. Thompson said that the school has been approached by the West Bath recycling committee to think about ways that students can partner with the committee to improve and promote recycling and composting in West Bath. Under current discussion is a display around the students' reduction of single use plastics here at the school, and panel boards around the benefits of composting. It was an exciting initial meeting, as we begin to think about ways that our students can contribute to the greater good of the town.

3. Upcoming Events – Mrs. Thompson provided the board with a notice of upcoming events:
  - a. 3/1 – Community Read Day
  - b. 3/1 – 3<sup>rd</sup> grade swim for Mrs. Beal’s class begins the week after break – supported by Community Crew!
  - c. 3/6 – Reactors Performance @ 4:30 – Where the Wild Things Are
  - d. 3/12 – Battle of the Bowls – Fire Department @ 5:30-7
  - e. 3/21 – Battle of the Books @ 6:30 at Woolwich Central School
  - f. 3/28 – 5<sup>th</sup> Grade Boat Shop Open House @ 11:30-12:30

## **Old Business**

1. Board Goals - Mr. Hinds presented the board with the proposed goals that were developed during the January workshop. He explained that because only 3 members were present at the meeting, the final vote of the goals had been tabled one last time. He asked the board to give their feedback. Mrs. Wallace said that in regards to the communication plan, she felt that communication already happens, but that it would be important to help the community to understand the budget more than the board currently does. Mr. Hinds agreed, saying that the felt that was the driving force of the 2<sup>nd</sup> bullet. Mr. McDaniel said that the school system also needs to make sure that the press is invited to the school and that when there are opportunities for sharing what is happening to make sure they have an invitation. Mr. Hinds made a motion to approve the goals as presented. Mr. McDaniel seconded the motion. Vote (4-0).
2. Review of Board Policies
  1. IKE-R – Promotion, Retention, and Acceleration of Students – Procedures  
Mr. McDaniel said that main adjustment was the language for acceleration and the justification for request for acceleration. It reflects that parents can on occasion request a full grade acceleration of students. Mrs. Thompson said that it generally does not change what was there for retention, but adds to language around acceleration. Ms. Powers stated that she still had concerns about retention, as research says that it is an option that should not be taken lightly. She expressed that it increases the rates of drop-outs in high school and for some students it is the emotional equivalent as the death of a parent. She said she would like to be sure that parents are aware of the potential issues and that she would love to create informational packets for families about the pros and cons. If the child has the opportunity to go to school for those two extra years, if it was her child she would rather have her child have the extra two years of job training rather than an extra year of kindergarten. Mrs. Thompson said that she agrees, and to put things in perspective that in the 11 years she has been at West Bath, 4 children have been retained, it is not common practice. She said that following the budget cycle, she’d be happy to work with Joanne to pull together the most current research and think about ways to communicate that effectively. Mrs.

Thompson suggested that under part B, the following wording be added: the child's data along with current retention and/or acceleration research in order to help to make a determination. Mrs. Wallace made a motion to amend the policy as reworded. Ms. Powers seconded the motion. Vote (4-0). Mr. McDaniel made a motion to approve the policy. Mr. Hinds seconded the motion. Vote (4-0).

## **New Business**

### 1. First Reading of Board Policies

#### a. IKE-F – Acceleration of Students – Form

Mr. Hinds said that this is a new form, and it is only first reading. Mr. McDaniel read the critical items to the board. Mrs. Thompson stated that this was developed from the current research on acceleration, and relied upon the information in the Iowa Acceleration Scale. Ms. Powers asked if this was a typical request from parents. Mrs. Thompson responded that it has only happened one time, but that the board did not have a process for responding to the request.

#### b. CBI-R – Evaluation of the Superintendent – Process

Mr. McDaniel provided a summary of the policy. Mr. Hinds said that in reviewing it, the timelines need to be adjusted, with a final review in November. Mrs. Wallace clarified that this would mean that everything could be approved in December at the next board meeting. Mrs. Thompson said that would be in line with the state requirements for annual superintendent certification in December.

Ms. Powers asked how educator effectiveness law impacted the superintendent position. Mrs. Thompson said that it was not covered under that law and there is a separate procedure for the principal portion of the position. She said that she would share those procedures with Ms. Powers, as West Bath's plan was voted on a couple of years ago. Mr. Hinds said that in West Bath's set-up the position is evaluated twice.

Mrs. Thompson asked if the annual salary portion of the policy should be revised to make it clear that any changes to annual salary would be effective in the next fiscal year? The change was added.

### 2. School Board of Directors Budget Priorities – Discussion

Mr. Hinds said that the first reading of the budget is scheduled for March 6<sup>th</sup>. He opened the table up for discussion to allow the board a chance to weigh in on priorities. Mrs. Thompson said that generally board goals help to drive the conversation, but if board members have other priorities, it is helpful to hear that information. Ms. Powers asked if there were currently plans to partner with other districts. Mrs. Thompson said that there are not currently plans, but there have been several discussions with Brunswick in the past, and another collaborative meeting has been scheduled for April 2<sup>nd</sup>. Mr. Hinds said

that while he is sensitive to budget constraints, he does not want to see any reductions to West Bath students being active in the community. He sees it as a win-win for the community and the kids. He said that he continues to be a strong advocate for Chewonki and the boat building program. Mr. McDaniel said that we need to continue with the overhead as it is and he has priorities of technical and facilities renovations. He asked about the Chromebook cycle, and whether it is reasonable or prudent to continue with the cycle that the school is on, or if a different type of cycle should be considered. Mrs. Thompson said that she would gather that information for him.

### **Public Comment**

None

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

1. Wednesday, March 6<sup>th</sup> @ 6:30 PM – West Bath School Board of Directors Special Meeting - First Reading of the School Budget
2. Wednesday, March 13<sup>th</sup> @ 6:30 PM – West Bath School Board of Directors Budget Workshop
3. Wednesday, March 20<sup>th</sup> @ 6:30 PM – West Bath School Board of Directors Meeting
4. Tuesday, April 2<sup>nd</sup> @ Brunswick School Department – Collaborative Board Workshop with MSMA – Time TBD

### **Adjourn**

Mr. McDaniel made a motion to adjourn at 7:31 PM. Mrs. Wallace seconded the motion. Vote (4-0).

Submitted by,



Emily Thompson