

West Bath School Administrative Unit

Board of Directors Meeting Minutes

May 15, 2019 at 6:30 PM at the West Bath School

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

Members Absent: None

Others Present: Patrick Bowdish and Emily Thompson

Call to Order:

The meeting was called to order at 6:33 PM by Keith Hinds.

The Pledge of Allegiance was recited.

Comments from the Chair:

None

Approve/Amend Minutes of 4/10/19, 4/24/19, & 5/1/19:

Mrs. Randall said that on the minutes of 4/10 under the adjustments to the agenda, the sentence was incomplete. Mrs. Thompson said she would review the video, make the adjustment, and forward the new minutes to the board. Mrs. Randall said that with that change she makes a motion to approve the minutes of 4/10 4/24, and 5/1. Mr. McDaniel seconded the motion. Vote (5-0).

Adjustments to Agenda:

Mr. Hinds made two adjustments to the agenda. He moved the executive session up before new business, and added 10.3.3 voluntary transfer of Beth Jarvis to classroom teacher to the agenda.

Public Comments:

None

Committee Reports:

1. Policy Committee – Mr. Hinds said that there is a new suggested new policy that will come up later regarding school board use of electronic mail.

2. Technology Committee – No Update
3. Facilities Committee – No Update
4. Finance Committee -
 - a. Payroll Warrants – Mr. Hinds said that payroll warrants were reviewed and signed by Mr. Hinds on 4/29 & 5/13
 - b. AP Warrants – Mr. Hinds stated that warrants were reviewed and signed by Mr. Hinds on 4/11 and 5/7 and Mr. McDaniel on 4/16 and 5/7.

Superintendent's Report

1. Financial Report – Mrs. Thompson said that with 17% of the year remaining, 25.31% of the budget remains as is reported in the financial report. Once carry forward that is allocated to the next fiscal year is pulled out, along with the food service transfer which is not reflected in this report, 19% remains. She stated that is about 2% of the budget, and is approximately \$74,000. She expressed concern about not having funds to apply for carryover in 20-21, but that the more immediate concern is getting through this year. Mrs. Thompson said that while funds are tight, as they have been all year, budget lines are tracking appropriately. She said that challenges this year have been with long-term subs that were not anticipated, as the board knows. She also said that each year they plan for special education plans for students, and they do not all come to fruition, but this year they did, plus some others. She stated that on the revenue said, there have been a few students who have become state agency clients, which are not reflected as revenue and return approximately \$14,000 to the special education line She said there are also 3 tuition students that have brought in various amounts of tuition which are not reflected in the budget, and the excess could be closer to \$100,000. She said that it is challenging in January when the budget is put together to project what the carryover will be. Mrs. Thompson said that the hope is that carryover funds will only come from audited amounts, but that the district was just not ready to not pull out of the current budget for carryover funds.
2. Mrs. Thompson said that typically at this time of year the district pays its boat building and Chewonki tuitions, which are paid out of excess funds in tuition. Mrs. Thompson said that there are not excess funds in tuition this year to apply to these programs. Mrs. Thompson said that she has reviewed grant funding, and the district has received more funding this year for rural education federal. She stated she had contacted the person who oversees the programs at the Department of Education and he has stated that the tuition costs would be appropriate for the grant funding and align with the projects that are currently written. Mrs. Thompson said that her plan is to use the federal funds to fund both boat building and Chewonki for next year. She said that they would be about \$2,000 short for boat building, but that the tuition revenues that were brought in outside of the budget would help to offset that.
3. District Updates
 - a. PreK Applications – Mrs. Thompson reminded the board that deadline for preK applications is this Friday. She encouraged the board to reach out to neighbors with 4 year olds, as the service providers do not have to guarantee slots after the application closes.

- b. Food Service Review – Mrs. Thompson provided the board with evidence from the Department of Education that states that the food service review has been completed, pending annual training requirements.
 - c. In the News – Mrs. Thompson said she has been making a concerted effort to ensure that the highlights of the school activities are documented in the news. She shared a newspaper release about the Meowchies – a student group who organized a drive for the animal shelter. She also said that the 2nd grade class was interviewed by the Times Record that day, and will be on channel 6 on Friday at 7 PM.
 - d. Bikes for Books – Mrs. Thompson stated that she wanted to highlight a few things that came out of the Bikes for Books program. She stated that the Solar Star Lodge came in before vacation to raffle off 18 bikes. Once the raffle was completed, a boy in 2nd grade said that he had a bike, and he wished to give his bike to another child. Mrs. Thompson said that another name was drawn, and that child also wished to pass his bike on. Finally, after the 4th student name was drawn, the bike found its home. The Solar Star Lodge said they had never seen a bike being given back to be redrawn, and we saw it redrawn 4 times! This speaks to the the compassion of the West Bath students.
 - e. Better World Day – Mrs. Thompson stated that the school had big plans for Better World Day, but not all of those plans were able to come to fruition due to scheduling with the KELT, the community partner the school was working with. The work has been rescheduled for later in the spring, and in the meantime, it was decided that service begins at home, and the students took part in garden and playground clean up at school.
 - f. Teacher Appreciation Week – Mrs. Thompson said she would like to give a huge thank you to the school's Community Crew, led by Aggie Demers, for all the love and appreciation that was shown to staff last week for teacher appreciation week.
4. Upcoming Events – Mrs. Thompson provided the board with a notice of upcoming events. Mrs. Randall said that she wished to thank Mrs. Thompson and all of the staff for facilitating events that go above and beyond. She said that the day to day is enough, and the extras that that staff provide are appreciated.

Old Business

1. Board Communication

Mr. Hinds said that communication has been on the agenda for a while. He stated that he distributed the Maine Freedom of Access Act to the board, along with policy BCA - Board Member Code of Ethics. He also said that he has shared the sample language of the use of social media by school committees in case the board wants to explore that area. In addition, there is a sample policy by Maine School Management about email that is listed on the the agenda later on. He opened the floor for comments. Mrs. Wallace said that she wanted to discuss what the board members should do when they receive emails from the public, and how and when they should share them.

Mr. McDaniel stated that one of the main things to realize is that there is a hierarchy, or chain of commands, a series of people who should receive the communication, depending on the type. He said that the board has a problem resolution policy where there is a set procedure to take complaints or suggests to take up the ladder, and that most of these

things should not come to the board. Rather, complaint resolution should be handled at the lowest possible source, and the board members should encourage people to go through the correct hierarchy. He said that the board receives whatever is sent to them, but that they need to be cautious that the appropriate people are kept in the loop before it goes to everyone else.

Mr. Hinds said that he reached out to MSMA about what to do when board members receive unsolicited emails. He said that the recommendation is that whoever receives it forward it to the board chair and superintendent. If it is information where no decision needs to be made it can be shared with the whole board. He said that it was recommended that the board not schedule special out of sequence meetings to deal with things that come from unsolicited emails. Mrs. Powers said that the board could always encourage someone to come to a meeting. There is public comment at every meeting.

Mrs. Wallace said that she agreed the board should all be on the same page if people are complaining, and that we should encourage them to start at the lowest level, but that it is also important for all the the board members to share information with one another. Her concern is more about if someone comes to one member, what needs to be shared with the whole board, or just the superintendent?

Mr. McDaniel said that personal communications are less of a problem. Mrs. Wallace said that it is not possible to send an email to everyone without it being public record. She asked what is allowed. Mr. Hinds said that she can send an email to the entire board without it being a problem. The problem comes when someone responds, as that makes it an electronic meeting. He said it is a public record regardless of how many people the email is sent to. Mrs. Wallace asked if confidential information should not be emailed, how would that information be shared? Mr. Hinds said that it would be best to have a conversation about it and decide how to proceed. Mr. McDaniel said that if it falls under one of the reasons for an executive session should apply, it could be discussed in executive session.

Mr. Bowdish asked to interject from the floor, saying that he went to a law workshop that said that if there was a freedom of information request the attorneys would go through emails and then block out the confidential portion of the emails.

Mrs. Wallace said that she just wants to know what her course of action is if she got an email. What is the board required to know, and what do we want to make sure the board is sharing with one another. Mrs. Thompson said that those are good questions, and what was provided was what the rules are. The board needs to decide how they want to operate. Mrs. Thompson said that perhaps the board wants to start with sharing everything received with one another, and if that becomes too much to pull back. Mrs. Wallace said that given the recent workshop with the Board of Selectmen, she does not want the school board to be in a place where they do not have all of the information about communications.

The board discussed what to do if a member of the public asks for information not be shared. Mr. McDaniel said that anything that is sent to a board member is public record. Mrs. Wallace said that if someone says something to her and asks her not to share it, how should that be handled? Mrs. Randall said that the board can not function as individuals, only as a board. Mrs. Thompson said that it sounded like the board had reached consensus that the board members should share all communications with one another, and that complaints should follow the established path. This should be tried and then reassess how it is going.

Executive Session

1. Mr. Hinds made a motion Request to enter into an executive session pursuant to Title I, Chapter 13, Section 405,6,A of the M.R.S.A. for the purpose of discussing personnel issues. Mrs. Wallace seconded the motion. Vote (5-0).

Return to Regular Session

The board returned to regular session at 7:54 PM.

New Business

1. First Reading of Board Policies
 - a. First Reading of BEA – School Board use of Electronic Mail
Mr. McDaniel reviewed the policy with the board.
2. Approval of Probationary Teachers – Action
 - a. Probationary I to Probationary II
 - i. Marilyn Sprague – 0.2 FTE school nurse
 - ii. Megan Fuller – 0.6 FTE librarian

Mr. McDaniel made a motion to approve the nomination of probationary I to probationary II teachers. Mrs. Wallace seconded the motion. Vote (5-0).
 - b. Probationary III to First Year Continuing Contract
 - i. Esme Ouellette – 0.5 FTE music
 - ii. Elizabeth Jarvis – 0.5 FTE Gifted & Talented & 0.5 FTE RTI
 - iii. Kaitlin Goulet – 1.0 classroom teacher

Mrs. Randall made a motion to approve the nomination of probationary III to First Year Continuing Contract teachers. Mr. McDaniel seconded the motion. Vote (5-0).
3. Personnel Item(s)
 - a. Resignation of Sara Helman – 0.5 FTE Special Education Director
Mr. Hinds said that the board would accept the resignation of Sara Helman with regret.
 - b. Resignation of Julie Upham – 1.0 Classroom Teacher
Mr. Hinds said that the board would accept the resignation with regret.
4. Voluntary Transfer of Beth Jarvis to 1.0 Classroom Teacher

- a. Mrs. Thompson explained that there was a vacancy in a classroom teaching position as a result of Mrs. Upham's resignation. Beth Jarvis requested to be transferred into that position once it was available. Mrs. Thompson said that Beth had been working at West Bath School for 5 years, initially as an ed tech and then as a .5 RTI teacher and a .5 GT teacher. Prior to her time at West Bath School, she taught 5th grade science and social studies at the Edgecomb Eddy School for several years. Mrs. Thompson said that she supported the request for the transfer of Beth Jarvis.
Mrs. Randall made a motion to accept the transfer. Mr. McDaniel seconded the motion. Vote (5-0).
5. 2019-2020 – School Board Meeting Calendar
 - a. Mrs. Thompson reviewed the proposed meeting dates for the 19-20 school year with the board.

Public Comments

None

Set Next Meeting Dates and Locations

1. Tuesday, June 4th at 5:30 PM – Public Information Session @ Fire Station
2. Wednesday, June 5th – West Bath School Board of Directors
3. Wednesday, June 12th at 6 PM – Town Meeting @ West Bath School
4. Wednesday, June 19th at 6:30 PM – West Bath School Board of Directors Meeting

Adjourn

Mr. McDaniel made a motion to adjourn at 8:03 PM. Mr. Hinds seconded the motion. Vote (5-0).

Submitted by,



Emily Thompson