

West Bath School Administrative Unit

Board of Directors Meeting Minutes

August 21, 2019 at 6:30 PM at the West Bath School

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

Members Absent: None

Others Present: Patrick Bowdish, Aggie Demers, David Hennessey, & 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 the board and the members of the audience. He let the board know that he and the Superintendent had met two weeks prior with the Town Administrator, the Chair of the Board of Selectmen, and Steve Bailey from MSMA. He stated that it was a productive meeting, focused on putting the past relationships behind the boards and resetting and moving forward. He stated that the Superintendent and Town Administrator will work together to develop a payroll workflow document, followed by an AP workflow document. He stated that he was fully confident that the two can work through that process quickly and move forward efficiently.

Approve/Amend Minutes of 7/17/19:

Mr. McDaniel stated that there was a typo under the public comment section under #3. With that correction, he made a motion to accept the minutes of 7/17. Mrs. Randall seconded the motion. Vote (5-0).

Adjustments to Agenda:

None

Public Comments:

1. Mr. Hennessey asked if there would be discussion about the LED project and funding of the project. Mrs. Thompson responded that there was not a plan for discussion other than an update on the status of the project. Mr. Hennessey said that he would like to discuss it. He said that it was his understanding that the dimmer switches were added to

the school, and it would be \$6,000-\$7,000. He asked how much the school board was chipping in towards those costs? Mrs. Thompson said that from what she understood there were two additional projects that were proposed, one that would be for about \$6,000 and one for about \$1,500. Mrs. Thompson said that she had relayed to David Webb that she could cover the \$1,500 cost, but that she did not have the capacity to cover \$6,000 in the budget. She said that he broke the projects into two different projects, and the \$6,000 was not added in. Mr. Hennessey said that he heard that information differently. Mrs. Thompson said she would double check with him, but that was where it was all left. Mr. Hennessey said that the final walkthrough is tomorrow, and they should know at that point.

Committee Reports:

1. Policy Committee – Mr. Hinds said that there are a couple of policies on the agenda for second reading.
2. Technology Committee – Mrs. Thompson stated that she and Mr. Bowdish have gone through the school website to identify areas that need to be updated and corrected. The work has begun, and will continue to be prioritized.
3. Facilities Committee – Mrs. Thompson commented that the sprinkler system upgrade and lighting project have been completed, and ceiling tiles are being completed this week. She said that the lighting is a significant upgrade to the building. While there are some glitches that are still being worked out, Revision Energy is being responsive to completing the work this week. Additionally, all doors have been rekeyed, removing the fire code hazard. She commented that the installation of the kitchen stove and unit-ventilator will be later this fall, as a 10-12 week lead time is necessary.
4. Finance Committee -
 - a. Payroll Warrants – Mr. Hinds said that payroll warrants were reviewed and signed by Mr. Hinds on 7/8, 7/22, 8/5, and 8/19.
 - b. AP Warrants – Mr. Hinds stated that warrants were reviewed and signed by Mr. Hinds and Mr. McDaniel on 7/17, by Mr. Hinds on 8/5, and Mr. McDaniel on 8/8.

Superintendent's Report

1. Audit Update - Mrs. Thompson provided the board with the letter stating the auditors had been engaged to provide the annual audit, and that the process had started on August 7th. She said that it was a positive week, and all went smoothly, having had gone through the process now a few times before. She explained that the Brewers are waiting on a couple of items from her that will be filed with the state in September, and a report from the state, and then the audit will come to a close.
2. Financial Report –
 - a. 19-20 Budget Report - Mrs. Thompson reported that with 87.5% of the year remaining, 92.78% of the budget remains.
3. District Updates
 - a. Summer STEM - Mrs. Thompson shared the program for Summer STEM's Celebration of Learning, as well as the participant feedback. She said there were 37 adult visitors at the Celebration. She encouraged the board to review the visitor feedback, and commented that one of the things that is always most interesting is in regards to the question: If you had the opportunity to send your student to Summer STEM club again, would you do so? She commented that 100% of the

parents said they would. She reminded the board that the purpose of Extended School Year program is to help students to maintain their skills over the summer, but over the past few years, fall data has shown that students who attend Summer STEM come back with more skills than they left school with in the spring. She stated she was eager to see the fall data to determine if this pattern holds true. She thanked the Summer STEM teachers - Mrs. Franklin, Miss Marco, Ms. Goulet - for providing this service to the school community this summer.

- b. EL National Conference Master Class - Mrs. Thompson announced, that Mrs. Beal, Miss Marco, and Ms. Goulet have submitted a master class proposal for this year's National Conference in Atlanta, and their class has been selected. The title of their class is, *"Do I Implement EL's ELA Curriculum or Implement Expeditions? You Don't have to Choose"*. She said that she would like to congratulate them and thank them for continuing the school's streak of presenting at the National Conference.
 - c. Open House - Mrs. Thompson said that there are two open houses coming up. The first is for incoming kindergarten students and families at 3 PM on August 29th, and the second is the K-5 Open House on September 11th at 5:30 PM with the Community Crew hosting dinner prior to that. Ms. Powers asked how many incoming kindergarten students there were. Mrs. Thompson said that there were 13 registered as of that date.
4. Legislative Updates - Mrs. Thompson said that last month the board talked at length about the high number of legislative changes impacting schools, and she wanted to provide the board with the full document listing the changes. She stated that the first half go into effect in mid-September. She said that the legislation that has been carried over to the next session begins on page 13. Finally, she said that beginning on page 14, all of the items did not pass in the last session are listed, and need to also be paid attention to, as they are likely to reappear in another form of legislation. She expressed that one of the items that goes into effect immediately that she did not share with the board last month is a change in the free and reduced lunch. She said that the way that the legislation has changed for this year is that students who qualify for reduced lunch, will receive free meals. They still need to be categorized as reduced, but they will not be charged for meals, and the state will help to subsidize those costs. Mr. Hinds asked what the timing is for receiving subsidy. Mrs. Thompson explained that she submits nutrition updates monthly, and subsidy is received two weeks after that. Ms. Powers asked what the school's percentage is for free and reduced lunch. Mrs. Thompson said typically it is around 40%, but that it ranges year to year.

Old Business

1. Approval of Board Meeting Schedule - Mr. Hinds said that the board meeting schedule for the year was in the packet last month, but no action was taken. He asked for board approval. Mrs. Randall made a motion to approve the schedule. Mr. McDaniel seconded the motion. Vote (5-0).
2. Second Reading of Board Policies
 - a. Second Reading of JLFA - Child Sexual Abuse Prevention and Response
Mr. McDaniel introduced the policy, stating it was mandated by the state and that the board had a first review of it at the July meeting and made no changes. He stated that the board policy was based on the policy recommended by MSMA.

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

b. Second Reading of BEB – Board Member Use of Social Media

Mr. McDaniel introduced the policy, again stating there were no changes made at the first reading. He made a motion to approve the policy. Mrs. Randall seconded the motion. Vote (5-0).

- 3. Before/After Care -** Mrs. Thompson said that she wanted to circle back to this conversation, as the board had previously discussed how to handle before/after care. She reminded the board that they were not able to offer before and after care through the YMCA, and this was certainly a burden for many parents. She said they worried about how they would manage their jobs and getting students to and from school. As of the prior day, Mrs. Thompson said that something was worked out for every family member who had asked for help in securing care. She said that in addition to many neighbors helping neighbors, two community members had agreed to take children before and after school to help out the parents. She stated that it has been a great example of #WeAreCrew. She also explained that the biggest challenge has perhaps been for new families or incoming kindergarten families, as they do not know members of our community and were reluctant to have their children go to places where they do not know the families. Mrs. Thompson said she wanted to acknowledge these worries and what a burden this has been, but that she also wanted to underscore how much the community has stepped up to support others and she believes that at this time, all families have a place to send their children before and after school.

Mrs. Randall asked if she had a ballpark as to how many children needed to have care. Mrs. Thompson responded that there have been about 10 children, but that she was not sure now how many would be interested at this point. She said she'd take a poll of families in the late fall when the board is scheduled to revisit this topic. She said that the school would not have met the criteria of 13 students that the Y has insisted upon, and was thankful for all of the families who have stepped up to support one another.

New Business

1. Personnel Item(s): Action

a. Resignation of Christopher Kuhn, 0.6 FTE PE Teacher

Mrs. Thompson said that Mr. Kuhn has resigned as he was able to obtain a full time position in another district. Mr. Hinds said that he wanted to again point out the advantages of being creative in the creation of full time positions, as every part time position is difficult to fill for the long term. Mr. Hinds said that he accepted the resignation with regret.

b. Nomination of Laura Houghton, 0.6 FTE PE Teacher

Mrs. Thompson shared the nomination of Laura Houghton for 0.6 FTE PE Teacher. Mr. McDaniel made a motion to approve the nomination. Ms. Powers asked if she had experience with EL. Mrs. Thompson responded that she does not have experience with it yet, but has the desire to be looking at community partnerships and to digging more deeply into what students are learning in their classrooms and to build upon that. She said that no one is going to come in with exactly the experience that the school is looking for, but the desire to learn and

grow is much more important and this candidate shows that. Mrs. Randall asked if she was looking for a full or part time position? Mrs. Thompson said that the part time position currently worked for the candidate. Mrs. Randall seconded the nomination. Vote (5-0).

2. Personnel Item(s): Report

a. Hiring of Cathleen Jamison, 1.0 Educational Technician II

Mrs. Thompson said that she has hired Cathleen Jamison as an ed tech II. Most recently has been an ed tech II at the West Bath School, a tutor for one of our special education students, and a town assessor. Mrs. Thompson said that the board discussed last month not filling the position, but enrollment that makes it necessary. She said she was pleased to be able to bring Mrs. Jamison back to the West Bath School.

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 2 of a 3-year term), chair Lori Franklin (year 3 of a 3-year term) and administrator Emily Thompson. She explained that the board needed to approve this committee annually. Mrs. Randall made a motion to approve the committee. Mr. McDaniel seconded the motion. Vote (5-0).
4. Approval of 19-20 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 listed changes that were made from the prior year's handbook.

Mrs. Randall made a motion to approve the handbook. Mr. Hinds seconded the motion. Mr. McDaniel said that the school might want to think about adding provisions about student walkers and weather. Mr. Hinds said that he would not want the board to interfere with that. Mr. McDaniel said that it was something for the school to be aware of. Vote (5-0).

5. Approve Service Agreement between Dr. Hanna at and WBSAU - 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. Mr. McDaniel made a motion to approve the contract. Mrs. Randall seconded the motion. Vote (5-0).
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 for citizen science work, the development of survival skills, developing estuary/ecology skills, and team building. Mrs. Randall made a motion to approve the request. Ms. Powers seconded the motion. Vote (5-0).
7. Notification of Student Teacher in Second Grade - Mrs. Thompson said that they have been asked by the University of Maine at Farmington to host student teacher Areyanna

Yslava, a 2015 graduate of Brunswick High School. She will be working in 2nd grade with Ida Beal for the first semester.

Public Comments

1. Mr. Hennessey asked how the overall enrollment was. Mrs. Thompson said it is lower than last year as a large 5th grade class was exited. The current enrollment was approximately 115 students. It was as expected. He asked if a student cap for school choice was reached, and she responded that the district was just at the threshold. He asked if there were tuition students at the elementary school for this year. Mrs. Thompson said that there were two who were registered as of that day.

Executive Session

Mr. Hinds made a request to enter into an executive session pursuant to Title I, Chapter 13, Section 405,6,E of the M.R.S.A. for the purpose of discussing the legal rights and duties of a school unit and Title I, Chapter 13, Section 405,6,A of the M.R.S.A. for the purpose of discussing employee evaluations at 6:59 PM. This was seconded by Mr. McDaniel. Vote (5-0).

Return to Public Session

The board returned to public session at 7:27 PM.

Set Next Meeting Dates and Locations

1. September 18th at 6:30 PM at the West Bath School

Adjourn

Mr. Hinds made a motion to adjourn at 7:28 PM. Ms. Powers seconded the motion. Vote (5-0).

Submitted by,



Emily Thompson