

## **West Bath School Administrative Unit**

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

October 16, 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 & 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 reminded the board and public that there is an election coming up on November 5th and to remember to get out and vote.

Mr. Hinds commented that at least twice in the past week the superintendent had skipped events with her own family to be at school-related events. He said he wanted her to know that it is noticed and that her commitment to the town is appreciated. He commented that the board should keep that in mind when entering the busy budget season.

#### **Approve/Amend Minutes of 9/18/19:**

Mr. McDaniel said that the minutes of 9/18 should reflect that he had stated that he had signed the AP prior to the meeting of September 18th.

Mr. McDaniel made a motion to approve the minutes as adjusted. Mrs. Randall seconded that motion. Vote (5-0).

#### **Adjustments to Agenda:**

None

#### **Public Comments:**

None

### **Committee Reports:**

1. Policy Committee – None
2. Technology Committee – None
3. Facilities Committee – Mrs. Thompson said that the kitchen stove has arrived and has been installed. There were some challenges with installation and getting the stove vendor and Downeast on sight together, but after 2-3 visits all is functioning properly. Mrs. Thompson offered to bring board members to the kitchen to see the new stove. She also commented that the unit ventilator in the 5th grade classroom has been scheduled for installation on the Wednesday of Thanksgiving week, when school is not in session. She said that will complete the maintenance projects that were budgeted for this fiscal year. She stated that the facilities committee will begin their planning for the next fiscal year very soon.
4. Finance Committee -
  - a. Payroll Warrants – Mr. Hinds said that payroll warrants were reviewed and signed by Mr. Hinds on 10/1 and 10/11
  - b. AP Warrants – Mr. Hinds stated that warrants were reviewed and signed by Mr. Hinds and Mr. McDaniel on 9/18 and 10/3.

### **Superintendent's Report**

1. Financial Report –
  - a. 19-20 Budget Report - Mrs. Thompson said that with 71% of the year remaining, 82% of the budget remains. She noted that salaries are tracking at 70%, as they should be, and no tuition has been paid and is therefore not reflected in the budget report.
2. District Updates
  - a. Candidates' Night/Upcoming Elections - Mrs. Thompson stated that on Wednesday, October 9th she had attended the candidates' night at the town office. She stated that Mrs. Randall was running for re-election unopposed. She reminded the board that elections are November 5th from 8 am - 8 pm at the fire station.
  - b. EL National Conference - Mrs. Thompson reminded the board that Mrs. Beal, Miss Marco, and Ms. Goulet were in Atlanta teaching a master class this week, entitled "*Do I Implement EL's ELA Curriculum or Implement Expeditions? You Don't have to Choose*". She said that the report from the conference thus far is that the concept of modules versus expeditions and how to have the two work in tandem is a very hot topic at this year's conference. The group reports that they have been able to serve as unofficial mentors to several schools thus far. She thanked the team of teachers who were traveling for representing the school well, and thanked those who remained behind as well who are keeping things running in their absence. She said she looked forward to hearing about the conference takeaways.
  - c. October Professional Development Day - Mrs. Thompson said that the school had a productive professional development day on October 11th, working on developing student centered assessment practices as a way to help students to assess their attainment of learning targets (or interpret their data) and set

reasonable goals in their learning. The practice helps to keep standards at the forefront, and helps students to develop a growth mindset. Teachers selected initial targets, some academic, some character and worked to develop tracking tools in line with the school's for the year.

- d. Chewonki - Mrs. Thompson reported that last week the 5th graders attended Chewonki. While typically the students would be at the board meeting to report out, they have only been back at school for one day, and their teacher is at the National Conference. Mrs. Thompson shared a 5th grade group debrief with the board, highlighting students' firsts, favorite activities, challenging, what was learned, and why future students should go to Chewonki.
- e. Quarter 1 Attendance - Per board policy, Mrs. Thompson reported on quarter 1 attendance. She said that with 17 days of school in quarter 1, any student who has missed more than 1.5 days is considered chronically absent. She reported 3 students fall into this category and explained the reasons for absences and any follow up needed.

### **Old Business**

- 1. LED Lighting Project Update - Mrs. Thompson said that wished to circle back to the lighting project to update the board on the end result of the project. It was determined that the school portion owed was \$1,570 that had been discussed. This was paid out of the maintenance account, as was determined previously could happen. She said that the set-aside funds at the town office were not used. Mr. McDaniel asked if additional lights had been put into the hallway? Mrs. Thompson said that she had had 2 more installed in the hallway at the entrance and asked if he had noticed the difference? He reported he had. Mrs. Thompson said that with the removal of fixtures, the initial entry in the building had been noticeably. Revision honored project satisfaction and installed two additional fixtures. While there was a charge for labor, there was no charge for the fixtures.
- 2. Regional Meeting Request - Mrs. Thompson shared an email from the Brunswick School Department asking if West Bath was interested in continuing the collaborative conversation around local issues with MSMA as had taken place in the past couple of years. Mr. Hinds said that a couple of these meetings were scheduled for last year. He said he thinks that it is conversation. There were parts that were not really appropriate for a district of our side, be he felt it was good to continue the conversation and collaboration with our neighbors. Ms. Powers said she had been thinking the same thing. There were a lot of conversations about high school that were not pertinent to West Bath, but that maybe board members could take turns attending meetings in case there is something that is relevant. Mr. Hinds made a motion to continue to participate in these collaborative conversations. Mr. McDaniel seconded the motion. Vote (5-0).

### **New Business**

- 1.1. Leadership Team Member Job Description - Mrs. Thompson said that she was bringing forth this job description for a few different purposes. She said that the first is that she is working on articulating structures that are in place within the building and the roles and responsibilities of the structures. She said that there is a leadership team structure within

the building, and then those leadership team members facilitate grade span PLCs. The job description explains the responsibilities of leadership team members, and then what the facilitation of PLCs looks like. Additionally, the teachers' contract states that any schedule B stipend position in the teachers' contract needs to have a job description associated with it. Mrs. Thompson said that she plans to develop all of the job descriptions over the next few months and bring them to the board over the next few months. She explained that there has been a leadership team in place for all 12 years that Mrs. Thompson has been at West Bath and that it is a requirement of EL Schools. The job description was derived both from the current responsibilities of team members and references the EL core practices 32-37. Ms. Powers asked if teachers apply for these positions. Mrs. Thompson explained the variety of PLCs within the school, and said that the leadership team members facilitate those PLCs. Moving forward as grade levels are determined each year, PLC groups will determine which member will serve on the leadership team for the year.

- 1.2. Mr. Hinds made a motion to approve as presented. Mr. McDaniel seconded the motion. Vote (5-0).
- 1.3. Town of West Bath Audit Workshop - Mr. Hinds shared an email from the Town Administrator stating that there is an audit workshop with the Board of Selectmen, Budget Advisory Committee, and School Board scheduled for Tuesday, November 19th at 6 PM at the Fire Station. He said that he intended to attend and asked if it worked for the rest of the board. Board members unanimously confirmed they would be attending.
- 1.4. Pre-K Changes for 20-21 - Mrs. Thompson shared a message from the Children's Schoolhouse, that shared they do not plan to go forward with the next round of NAEYC accreditation, for a variety of reasons. Mrs. Thompson said that the impact for West Bath is that they would not be able to serve as the school district's public pre-k for the next school year without accreditation. Mrs. Thompson said that this then opens up a conversation about what public pre-k looks like for West Bath students moving forward. She said that the YMCA at this time is not able to commit to hosting all West Bath students next year, although they have 5 students right now, and had 6 last year, and it is very likely they can cover all 8 slots. If they are not able to, the board needs to think about what the plan will be. She said she had anticipated that the year after next would be when the board would discuss bringing pre-K in house, as that is when there would be space within the building. However, now the board needs to look at whether it is feasible for next year, with art and music just having moved into the open classroom, and with the amount of work that would need to happen to prepare for hosting pre-K in house. Mrs. Thompson said they they could also look at a transition plan of utilizing another community agency that is NAEYC accredited, or perhaps paying for pre-school slots versus pre-K slots for a year. Mrs. Thompson said that at this time she was not sure what the neighboring school district is planning to do, but they have pre-k programs at all of their schools, so it is likely not as much of a stressor for them. Mrs. Wallace said that having worked in childcare for 10 years and getting NAEYC accredited is a long process that takes a lot of work, and sometimes takes away from the actual care of students. She does not feel that programs opting out of the accreditation takes away from the quality of a program. Ms. Powers asked if there was any way to find out how many

students the district would have for next year? Mrs. Thompson said that she would start the child find process sooner. Mrs. Wallace said that she always has felt it would be good to have pre-K in the building, and that if that is something that could happen, the board should work to make that happen. Mr. Hinds asked, other than salary and benefits, what other costs would be associated with hosting pre-K on site? Mrs. Thompson responded that the biggest costs would be fencing in a portion of the playground to have a 4-year old dedicated space, potentially purchasing seat belts for the buses, and any facilities upgrades that are required for the space that would be the classroom. In terms of staff, as long as there are certified staff members already here, the district would not necessarily need to hire staff two years from now. Ms. Powers said that there is an ed-tech requirement for pre-K as well. Mrs. Thompson said that there is a requirement of 1 adult for every 8 students. She asked if Mrs. Thompson was thinking about a half day program. She responded that this is brand new information and much of this conversation moving forward will be determined by the goals of the school board. She also stated that thinking two years down the road, she would have planned for a full-day program in house. A transition plan for next year may look different, but that the first order of business was to let the board know that there would be a change for next year. Mrs. Randall asked if the withdrawal agreement impacts pre-K at all. Mrs. Thompson said that it does not. Mrs. Randall asked if the district is obligated to provide pre-K. Mrs. Thompson said no, but with the CDS changes that are coming, it is something the district should be prepared to do. Mrs. Wallace said that it is important to provide it, and it should be a priority. Ms. Powers said all the research points to it being important.

- 1.5. School Work Plan Goals – Mrs. Thompson shared the school work plan goals with the board. She expressed that the workplan goals are data driven, and set up the structures for team and individual goals as well. She walked the board through the goal areas in the 3 areas of achievement - mastery of knowledge and skills, high quality work, and culture and character. Ms. Powers asked how students are assessed in culture and character. Mrs. Thompson said that presently they are assessed through trimester reporting, but that the new work with target trackers is going to also support that assessment.

### **Public Comments**

None

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

Mr. Hinds said that because of the workshop that was scheduled for the 19th, the board needs to change the next school board meeting. The meeting was scheduled for the 20th, which is when the auditors would present the audit to the board, but that needs to happen now before the 19th. A tentative meeting date has been scheduled for November 14th at 6 PM. However, not all board members can attend that date. Mrs. Thompson said she would check to see if the 12th is available as an alternative, and email the board with an updated schedule.

Mr. McDaniel suggested to have the 5th grade students attend the December meeting to discuss Chewonki instead of the November meeting so the attention can be on the audit in November, along with preparation for the joint meeting. Mrs. Wallace said that it is always better to split things up to give the students the board's full attention, and that it is easier to focus at shorter meetings.

Mr. Hinds said that that there is also a conflict for the December meeting, as the date conflicts with BMS' winter concert.

### **Adjourn**

Mr. McDaniel made a motion to adjourn at 7:12 PM. Mrs. Randall seconded the motion. 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