

West Bath School Administrative Unit

Board of Directors Meeting Minutes

August 26, 2020 at 4:30 PM (Remote Meeting)

Members Present: Keith Hinds, Robert McDaniel, and Ashleigh Randall

Members Absent: Joanne Powers, Mary Wallace

Others Present: Patrick Bowdish, Emily Thompson

Call to Order:

The meeting was called to order at 4:30 PM by Keith Hinds. A roll call attendance was taken.

The Pledge of Allegiance was recited.

Comments from the Chair:

Mr. Hinds stated that the West Bath town meeting would be held on September 3rd at 6 PM at the Bath Middle School. He reminded the public that nomination papers for both the Board of Selectmen and School Board of Directors are available and due on September 4th.

Approve/Amend Minutes of 7/15/20 and 8/5/20

Mrs. Randall made a motion to approve the minutes of 7/15/20 and 8/5/20 as written. Mr. McDaniel seconded the motion. Roll call vote (3-0).

Adjustments to Agenda:

1. Mr. Hinds added item 10.10 to the agenda - Approve cost increase to adult lunches

Public Comments:

None

Mr. Hinds reminded the public how to submit public comment during remote meetings.

Committee Reports

1. Policy Committee - Mr. McDaniel said that there are two policies on the agenda to review, both relating to family leave.
2. Technology Committee - No Report

3. Facilities Committee - Mrs. Thompson said that all of the annual building certifications and maintenance have been completed and that the roof inspection and fire extinguisher inspections were just completed at the end of the prior week. She said that the school continues to work with the HVAC company to move forward on upgrading ventilation in a few office spaces in the building so that they can be used by more than one person. She said that in the new nursing and isolation room spaces, the existing ventilation is being separated between rooms, and air filtration and exhaust is being added so the air in the two rooms does not circulate together. They will also be increasing the exhaust flow in the isolation space. Mrs. Thompson said that she upgraded the filtration system in all rooms to hospital grade filtration with Molekule devices that were recommended by Maine Disease Control. Mrs. Thompson said that soon tents will be appearing outside, with one large tent for outdoor learning and to support the pick up process, and smaller tents that will be the anchor pieces to some outdoor learning spaces for the fall. She said that the gym had been used for storage during the summer as the classrooms were being put together, and that the following day a pod will arrive for storage space for items that need to be held onto, but that can't be in classrooms currently. She said that then the building will be ready to welcome students and staff back to school officially.
4. Finance Committee
 - a. Payroll Warrants - Mr. Hinds said that he had signed payroll warrants on 7/15, 8/3, and 8/17.
 - b. AP Warrants - Mr. Hinds said that AP warrants were signed by Mrs. Randall, Mr. Hinds, and Mrs. Wallace on 8/3, and signed by Mr. Hinds and Mrs. Randall on 8/18.

Superintendent's Report

1. Financial Report - Mrs. Thompson said that with 85% of the year remaining, 90.42% of the budget remains. She stated that are a few lines that do not present as on track. She pointed the board's attention to page 1 - supplies and instructional equipment, where both overspent. She said she will go back through and see what is not in the right lines, likely it's additional equipment that needs to be billed back to the COVID funds that was put in a holding spot temporarily. She also said that on page 6, stipends/curriculum is where summer school was billed, and that will be moved back to special education. And on page 9, other board expenses and other items is where the school has been placing COVID expenses while awaiting grant funds, which will be ready to be pulled down from within the next two weeks. Otherwise, the budget is tracking appropriately.
2. District Updates - Mrs. Thompson said that all of the focus at this point has been on starting school. Teachers have spent days and days cleaning out their classrooms, ensuring that the spaces are easily cleaned and ready for children. All desks are spaced out a minimum of 6 feet apart, and great care has been taken to be sure that the rooms are still warm and inviting. Mrs. Thompson said that she wanted to give the teachers all the credit that is due to them, as it is a hard task to create the spaces they've created.

She said that parents have completed their enrollment process indicating their choices of being in person or remote. She said that 93% are choosing to come back in person, 7% will start the year remotely. She said that as of that day, bus schedules have been created, and there are no concerns with bus transportation, as many families opted to drive their children to and from school to support the transportation process. She said that she will

need to change the drop off time periods and stagger the end of day dismissal as you saw in the handbooks to support the beginning and end of day process, but she feels confident that it's going to work.

Mrs. Thompson said that Mr. Bowdish has finalized his health screening app, and it's almost ready to be released. The said the school nutrition menu for the first week is ready, and we've developed the process for families to order meals. She said that the next step is communication to families of all these last pieces that have come together in the past couple of days.

Mrs. Thompson said that the next week the staff will come together, physically distanced, to practice all of the new procedures and prepare for welcoming the kids back. She said they will create the videos that were referenced at the last meeting, and get those out to families and staff will be working on creating outdoor learning spaces to compliment their classroom spaces. Mrs. Thompson said that they are all looking forward to welcoming students back to school.

Mrs. Randall asked about enrollment figures. Mrs. Thompson said that she did not have them with her at the moment, but the enrollment was steady, with two families opting to homeschool and two new families moving in.

Old Business

1. Second Reading of Board Policies

a. GBN-R2 - Maine Family Medical Leave Administration Procedure

Mr. McDaniel gave a walkthrough of the procedure and said that no changes had been made since the first reading.

Mr. Hinds made a motion to approve as presented. Mrs. Randall seconded the motion. Roll call vote (3-0).

2. Local Health Markers

Mrs. Thompson said that the purpose of this agenda item is to circle back to what she had mentioned at the last meeting - whether the board would like to have local health markers that it is considering for moving the school to remote, prior to the state doing so. She said that the board might not be prepared to answer that question this evening, but that it is something that should be thought about. She said she had spoken with Dr. Hanna about benchmarks and she had said that the state uses a 5% positivity rating for whether or not to have in person school. Yesterday the state was at a .7% rate, but that is statewide info. Last week the Sun Journal had an article that said that Sagadahoc County had a 3.6% rate - but low infections and no community spread. This week, that rate is back down to <1% and Dr. Hanna said that it's hard to make a decision without seeing trends, which is why the two week data matters.

Mrs. Thompson said that if the school has a case, the CDC is going to tell the school if they need to close the whole school or just a cohort. Mrs. Thompson said her question is less about what to do if there's a case, but more about if the school does not have a case, but we are seeing Sagadahoc County numbers going up. She wonders what threshold this

board has for keeping instruction in person.

Mr. McDaniel said that he wanted to add that COVID-19 can be transmitted by aerosols, specific to talking and singing. He said that is why the wearing of the masks and social distancing is so important. Mr. Hinds said that 2 week reports are good barometer. If the board is aware of something in the area, or if there is an outbreak at a large employer in the area, then the board needs to be nimble and call an emergency meeting, or give the superintendent the input she is seeking, as closing schools is well within her authority.

Mrs. Randall said she wants to keep in mind what Dr. Hanna said about not looking day to day at just a small pool of data as it is wise to make informed decisions based on trends instead of rash decisions on one snapshot of data.

3. Maine Maritime Museum

Mrs. Thompson reported to the board the information she had received from Kurt Spiridakis about options for the boat building moving forward. He said that he saw three potential options. The first is that 10 students at a time come to the boat shop, the second is that he come to the school to delivery boat shop instruction at school outside, and the third is that instruction take place remotely or virtually. Mrs. Thompson provided the board with the written information from the boat shop regarding their health and safety measures. She said that after meeting with the classroom teachers, the school's preference is to have Kurt come to the school to work with students outside. This gives the option of moving back to the boat shop later in the year if conditions allow, and creates the relationship between Kurt and the students if there is a need to go remotely. She said that bringing only 10 students at a time would mean that not all students could attend at once, and the teacher would not be able to go, and the current guidance from the DOE does not encourage field trips. It does allow for experts to work with students outside if they are from the same local area.

4. Mrs. Randall said that she would go with the recommendation of the teachers, and that she's glad to know there's something beyond a virtual option. She said she would love to see the program come to the school and then if restrictions are lifted they can go to the boat shop. Mr. McDaniel said that he too liked the second option. It gives a place to start with activities with the students, and then if the school goes virtual they can switch to that, or if they have the opportunity to go to the boatshop, they can. Mr. Hinds said that he approved of option 2 as well. He said that the value in boat building is the hands on instruction, and the main reason he supports the program is because it promotes trade related activities which are lacking in schools.

5. Mr. McDaniel made a motion to accept option 2 to to accept boat building on school grounds. Mr. Hinds seconded the motion. Roll call vote (3-0).

New Business

1. Personnel Item(s): Action

- a. Nomination of Stacey Samuelson, 0.8 School Nurse
- b. Mrs. Thompson provided an overview of the background of Stacey Samuelson, presenting her as her candidate for .8 FTE school nurse.

Mr. McDaniel made a motion to approve the nomination. Mrs. Randall seconded the nomination. Roll call vote (3-0).

2. Personnel Item(s): Report

- a. Hiring of Jennifer Iverson, 1.0 Educational Technician II
- b. Mrs. Thompson shared that she had hired Jennifer Iverson to be a new 1.0 FTE educational technician in kindergarten. She provided the board with her background.

3. First Reading of Board Policies – No Action

- a. First Reading of GBN-R1 - Family Medical Leave Administration Procedure
Mr. McDaniel gave an overview of the policy, explaining the similarities to GBN-R2. he explained the difference between where at 12 week or 26 week leave as allowable, and provided a full walk through of the policy. Mr. Hinds said that this is a boiler plate policy based on federal law. There was no discussion.

4. Approval of WBSAU Certification Committee

Mrs. Thompson provided the board with the coversheet and membership of the certification committee, stating it is an annual requirement for the board to approve this committee each year. She said that membership was approved by the faculty in June. Mr. Hinds made a motion to approve the membership of the committee. Mr. McDaniel seconded the motion. Roll call vote (3-0).

5. Approval of Student/Family COVID-19 Handbook

Mrs. Thompson walked the board through the family handbook, explaining the items that were included in the handbook.

Mr. McDaniel made a motion to approve the handbook as presented. Mrs. Randall seconded the motion. Mr. Hinds said that there was nothing in the handbook that the board hasn't already discussed at length in prior meetings, it just puts the information in a user friendly format. Roll call vote (3-0).

6. Approval of Faculty COVID-19 Handbook

Mrs. Thompson again walked the board through the faculty handbook, noting areas that were additional as compared to the family handbook.

Mr. McDaniel made a motion to approve as presented. Mr. Hinds seconded the motion. Roll call vote (3-0).

7. Approval of 20-21 Student/Parent Handbook

Mrs. Thompson said that the student/parent handbook had been updated to include this year's information, but other than pick up and drop off which was reflective of the changes due to COVID so that there was not conflict information, if there was a procedure that was altered due to COVID a notation was made to reference the COVID handbook.

8. Mr. McDaniel made a motion to approve the handbook as presented. Mrs. Randall seconded the motion. Roll call vote (3-0).
9. Approval of Service Agreement between Dr. Hanna at and WBSAU
Mrs. Thompson explained the role of the school doctor, and the relationship between Dr. Hanna and the school, stating that she's grateful for all the support she had lent the school all summer. She explained why the school is required to have a school doctor, for guidance, for standing orders, and to review school policies and procedures.
10. Mr. McDaniel made a motion to approve the service agreement with Dr. Hanna. Mr. Hinds seconded that motion. Roll call vote (3-0).
11. Approval of N-95 Respiratory Protection Plan
Mrs. Thompson explained that in order for the school nurses to be able to wear N-95 masks, the board had to approve an OSHA plan for respiratory protection. She explained that the next step will be to meet with occupational therapy for a fitting for the nurses.

Mr. Hinds made a motion to approve as presented. Mr. McDaniel seconded the motion. Roll call vote (3-0).
12. Approve cost increase to adult lunches
Mrs. Thompson said that she had filed the annual participation packet for school nutrition, and was notified by the DOE that the school needed to raise the price of an adult meal from \$5.68 to \$6.02, as the price has to represent what it actually costs to make the adult meal.

Mr. McDaniel made a motion to adjust the price of lunch to \$6.02. Mr. Hinds seconded the motion. Roll call vote (3-0).

Public Comments

None

Set Next Meeting Dates and Locations

1. September 3rd at 6 PM - West Bath Town Meeting at Bath Middle School
2. September 16th at 4:30 PM - Remote Meeting of the West Bath School Board of Directors

Adjourn

Mr. McDaniel made a motion to adjourn at 5:27 PM. Mrs. Randall seconded the motion. Roll Call Vote (3-0).

Submitted by,

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

Emily Thompson