

West Bath School Administrative Unit

Board of Directors Meeting Minutes

September 16, 2020 at 4:30 PM (Remote Meeting)

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 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 he was happy to be able to welcome back to school students and families. He said that from his view as a parent, it has been a great start, and it is a great to hear children in the school yard again. He thanked the citizens of West Bath for passing the school budget at the town meeting. He also thanked the Board of Selectmen, Finance Committee, and Julie, Karly, and Kristine for their support throughout the budget process and the town meeting. He said that the town meeting was flawlessly managed and he was appreciative.

Approve/Amend Minutes of 8/26/20

Mrs. Randall made a motion to approve the minutes of 8/26/20 as written. Mr. McDaniel seconded the motion. Roll call vote (5-0).

Adjustments to Agenda:

None

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 would be a second reading of a policy, with no change from the prior meeting.
2. Technology Committee - Mrs. Thompson said that there was no official report, but that she wanted the board to know that although Chrome Books had been ordered in June, and a second back up order from another vendor was also placed, that order had not yet been received. There is a backlog with devices across the nation, and while the school had tried to plan ahead and did get orders out early, the school is still waiting. Mr. Bowdish has reached out to the vendors to try to get a new timeline.
3. Facilities Committee - Mrs. Thompson said that she wished to publicly thank their HVAC organization, Siemens. While West Bath is as a little school with a relatively small price tag attached to it for project work, they have fulfilled their promise to the school system and prioritized the ventilation work that was promised, so that the nursing space met ventilation requirements for reopening in person. She said that many districts with \$500,000 projects are awaiting their work, and she was appreciative and grateful that they put West Bath first.
4. Finance Committee
 - a. Payroll Warrants - Mr. Hinds said that he had signed payroll warrants on 8/31 and 9/15.
 - b. AP Warrants - Mr. Hinds said that AP warrants were signed by Mrs. Randall on 9/1 and 9/16.

Superintendent's Report

1. Financial Report - Mrs. Thompson said that with 77% of the year remaining, 86% of the budget remains. She said that in the budget document there are still have a few items to reallocate to the CRF funds which are currently housed in supplies instructional, instructional equipment, and from school board other, but that all other lines are tracking appropriately.
2. District Updates - Mrs. Thompson stated that the school has completed 4 professional development days and 7 instructional days in person. She said that for professional development, most time was focused on learning new procedures and protocols, and then preparing for instruction. Staff had refreshers in Google classroom and other Google tools, the new literacy platform, and in some math resources. The faculty also created an online open house bitmoji document to share with families, and we made a few videos of back to school procedures so students were ready for the first day and set up outdoor learning spaces.

She said the instructional days have been outstanding. Students have been incredibly resilient, and are doing really well with wearing masks and following protocols and procedures. She said she could not be more pleased with how they have adapted to all of the changes, and for the most part, they are reporting that they are loving school.

She said that there are a couple of changes in procedures that they have asked families to adjust to. Families need to complete a health app with screening each morning before dropping off their children or before putting them on the bus. The screening is required by the DOE as part of in-person instruction, and the app is the school's documentation that families are doing it, and a reminder that we're all in it together.

Mrs. Thompson said that the other change is the pre-ordering of meals. Families have been asked to pre-order meals by Sunday night each week so that the nutrition staff can prepare and deliver the right amount of food to the correct students. Each morning we also have been asking students in the event families have not signed up, but hopefully more families will order in advance online as they get more used to the routine.

She said that all in all, it's been a great start to the year and she could not be more proud of the West Bath faculty and students.

3. Enrollment Update - Mrs. Thompson provided an updated on the PreK-5 enrollment. She mentioned that of the enrolled students, 6 had elected to be remote, and the rest were at school in person. She said that one child who had been enrolled the prior year was now being homeschooled, and that overall given the pandemic, enrollment numbers were higher than anticipated.
4. School Nutrition - Mrs. Thompson said that she wanted to make the board aware that the state had recently received a waiver from the federal government allowing for schools to utilize the summer food service program model instead of the national school lunch model. This is what the school operated on during the spring that allowed for Bath Bus to deliver meals to families. She said that the school is eligible for the summer meal service program because of the census tract West Bath falls under and that the benefit to using this model is that then school meals are free for everyone, regardless of whether or not families qualify for free and reduced lunch. She said that it will also allow the school to deliver again if it needs to move to a remote model, and means there's no money exchange between schools and families. This waiver is in effect through December or until the funds from the federal government are depleted
5. Maine Maritime Fall Plan - Mrs. Thompson said that the fifth grade teachers have made a plan with Kurt from the Maine Maritime Museum to have boatbuilding at school on Thursdays beginning in 1 to 2 weeks. She said the curriculum will be based on the needs of the school, such as building raised beds, benches, and compost bins, and they'll also try to include individual projects like stools as time permits. The team has talked about the possibility of going to the boatshop in the winter if this seems feasible and safe.
6. Town Meeting Results - Mrs. Thompson shared the results of the town meeting with the board, and thanked the residents for their participation and ongoing support. Likewise, she echoed Mr. Hinds appreciation for the town's elected officials and office staff.

Old Business

1. Second Reading of Board Policies
 - a. Second Reading of GBN-R1 - Family Medical Leave Administration Procedure
Mr. McDaniel gave a high-level overview of the policy, and said there had been no changes from the prior meeting.

Mr. McDaniel made a motion to accept the final version. Mrs. Randall seconded the motion. Roll call vote (5-0).

New Business

1. Job Description - Affirmative Action Officer

2. Job Description - Title IX Coordinator

Mr. Hinds said that the next two agenda items would be taken together. Mrs. Thompson provided an overview of the combined job description of the affirmative action officer and Title IX coordinator, saying that language had been provided by Drummond and Woodsum's office based upon the new regulations. Mr. McDaniel made a motion to approve the job description of the positions as written. Mrs. Randall seconded the motion. Roll call vote (5-0).

3. Appoint Local Delegate to the MSABA Annual Delegate Assembly

Mr. Hinds said that this action is something the board discusses each year, and each year the board has elected to not appoint a delegate. He asked the board if they wished to send a delegate this year, mentioning that the conference would be held remotely. Mrs. Randall said that she felt that it was not necessary for the board to send a delegate at this time. Mr. Hinds made a motion that the board not send a delegate. Mrs. Randall seconded the motion. Roll call vote (5-0).

Public Comments

None

Set Next Meeting Dates and Locations

1. October 21st at 4:30 PM - Remote Meeting of the West Bath School Board of Directors

Adjourn

Mr. McDaniel made a motion to adjourn at 4:55 PM. Mrs. Randall seconded the motion. Roll Call Vote (5-0).

Submitted by,



Emily Thompson