

## **West Bath School Administrative Unit**

### Board of Directors Meeting Minutes

December 10, 2020 at 4:30 PM (Remote Meeting)

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**Members Present:** Keith Hinds, Alexandra Jungbluth, Joanne Powers, Ashleigh Randall, and Casandra Whorff

**Members Absent:** None

**Others Present:** Patrick Bowdish, Emily Thompson

#### **Call to Order:**

The meeting was called to order at 5:51 PM by Keith Hinds. The Pledge of Allegiance was recited.

#### **Comments from the Chair:**

Mr. Hinds said that the board had just come out of a workshop with Maine School Superintendents' Association on boardsmanship. He thanked Steve Bailey, a West Bath community member, for taking the time to provide the board with that opportunity and said that as always, the content and training was well done.

#### **Approve/Amend Minutes of 11/18/20**

Mr. Hinds said that the minutes of 11/18 should have reflected that he had abstained from the vote for himself as board chair, and Mrs. Randall had abstained from the vote for vice chair. With those amendments, he made a motion to approve the minutes. Mrs. Randall seconded the motion. Roll call vote (5-0).

Mr. Hinds said that he had not done roll call attendance at the start of the meeting. A roll call attendance was taken.

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

Mr. Hinds said that because the workshop went longer than anticipated, he's like to remove 11.2 - board goals from the agenda to allow for a longer discussion next month. He asked for the item to be placed on the January agenda.

#### **Public Comments:**

None

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

## **Executive Session**

Mr. Hinds made a motion at 5:55 PM to enter into an executive session pursuant to Title 1, Chapter 13, Section 405,6,A. of the M.R.S.A. for the purpose of discussing personnel issues. Mrs. Randall seconded the motion. Roll call vote (5-0).

## **Return to Regular Session**

The board returned to regular session at 6:00 PM.

## **Committee Reports**

1. Policy Committee - No report
2. Facilities Committee - No report
3. Finance Committee
  - a. Payroll Warrants - Mr. Hinds reported that Mrs. Randall signed the payroll warrant on 11/19 and that he signed it on 12/7.
  - b. AP Warrants - Mr. Hinds said that both he and Mrs. Randall signed the AP warrant on 12/2.

## **Superintendent's Report**

1. Financial Report -

Mrs. Thompson said with 57% of the year remaining, 68% of the budget remains. She reported that the same lines that were reported as needing to be updated last month and moved to COVID lines are still showing in the financial document, about \$10,000 total, but that otherwise all lines are tracking as expected.
2. District Updates -
  - a. COVID-19 Case - Mrs. Thompson reported that the week prior the school had its first COVID case associated with the school. She said she was contacted at 5:30 at that morning that there was a positive test. She was able to meet with the nurses and school counselor at school by 7, and the nurse was able to connect with the CDC and DOE to walk through timeframes and discuss contact tracing. All close contacts were identified, the nurses were able to call all close contacts and discuss quarantining and next steps, and a faculty meeting was held, all before the start of the school day. Once the day started, a communication was sent out to all families, follow up communication about quarantine and testing went out to close contact families. The quarantined students began remote learning, utilizing the red plan that had been developed this past summer. The nurse has checked back in with every family as well to monitor any changes or discuss concerns. Students are scheduled to come out of quarantine next Tuesday, and will return to school on Wednesday. Mrs. Thompson said that while no one wants a case associated with the school, she was so proud of how the faculty handled a challenging situation, and the parents and students have been outstanding throughout the process. She said that as a faculty they have reviewed the red plan during late start so that grade levels could make adjustments to it since it's not been used since drafted this summer, so if there is another reason to quarantine a group in the future, the school can roll into remote learning almost immediately. She thanked the 4 teachers who have stepped up to support the remote students, and the nurses,

school counselor, and technology director for all of their help and support through this process.

- b. Power outage/early release - Mrs. Thompson said that also last week the school experienced a power outage and had to release early, for the first time in the years that she has been in West Bath. She said that they utilized their new text alert system, and also called each family member to follow up to make sure someone would be home if their child went home on the bus. Again, she thanked the parents and staff for their flexibility and support.
- c. Student led conferences - Mrs. Thompson said that the school held it's first round of student-led conferences on November 23 and 24th, and while different - it was great to have the chance to check in with families and for students to be able to show parents some of the items they are feeling proud of from the fall, and goals they are working on. She said that the school had 97% participation.
- d. LL Bean Order - Mrs. Thompson stated that they school had ordered snow pants, hats, and gloves for all students out of COVID funds so that they would have warm weather gear here at school that could be left here and we could ensure that all children had warm clothing for extended time outside. Supplies have now arrived and are being distributed to children. Mrs. Thompson said she would like to thank Mrs. Cosgrove for all of her efforts to make this happen
- e. Chromebooks - Mrs. Thompson reported that due to the diligence of Mr. Bowdish, the devices that were purchased with the CRF funds have arrived, all students now have reliable 1:1 access.
- f. Middle School Math Meet - Mrs. Thompson reported that the math team participated in a remote math meet that day, and scored a 60 point increase, over last year's score, which should place them in the top 5. She congratulated coach Mrs. Fuller and to the 5th grade participants.
- g. Community Crew - Mrs. Thompson once again thanked the Community Crew for their efforts to continue to support the school. She said that they held a holiday tree sale in the rain, and left signs thanking faculty members outside for our return from Thanksgiving. She appreciates their efforts.

## **Old Business**

### **1. In-Person Instruction Updates**

Mrs. Thompson said that she was going to continue to place this item on the agenda to give updates, but to also give board members a place to ask questions as needed.

She said that she first wanted to follow up on a question that was asked last month about attendance. The question was if when kids were out on quarantine or were attending remotely, how that was recorded in their attendance. Mrs. Thompson said that they state has given guidance that quarantine and remote learning does not count against a child's attendance in regards to truancy rules.

Mrs. Thompson stated that there had been a change in mask break rules during the Thanksgiving break. The DOE provided an update about masking rules in relation to the governor's executive order about mandatory masks. The change for schools is that mask breaks have been limited to no more than 15 minutes per day, in 5 minute increments. They must be structured, supervised, outside, 6 feet apart, standing facing the same

direction. This includes outdoor classroom time. She said that it does not really change things at West Bath, as other than stationary outdoor classroom time, students had been wearing masks at all times already.

Mrs. Thompson said that there was a change in the state's quarantine rules effective December 4th at 3:30, which reduces the time in quarantine from 14 days to 10 days.

Mrs. Thompson shared with the board the Standard Operating Procedures and pointed their attention to pages 4 and 6 to show the procedures that schools must follow when there is a positive case in the school. She also reminded the board how to access the school's Return to School Framework to review what the red plan looked like.

She said that they are still struggling with the testing limitations in regards to the time it takes to get tests, and the time it takes to get results. She said the CDC had reported that there is currently a backlog of 4,000 tests waiting to read as a result of the holiday break.

### **New Business**

1. Staffing Proposal for December 31, 2020-June 30, 2021

Mrs. Thompson requested the board consider a plan to continue the staffing that was added to support COVID, which was able to be funded by CRF funds through December 30th. She provided an overview of the cost of 1 additional day per week of nursing and one additional day per week of social work and outlined a way to pay for the positions if CRF funds are not provided to districts. Ms. Powers said that she would ask that they board discuss these positions again before assuming that they will be in next year's budget. Mrs. Thompson said that this is a request that does not impact their FTEs, and that they will be discussed for the next budget cycle.

Mr. Hinds made a motion to approve the request. Mrs. Randall seconded the motion. Roll call vote (4-0). Mrs. Jungbluth needed to abstain due to not having audio.

2. Annual Certification of Superintendent Requirement

Mr. Hinds explained that each year the board needs to certify that they have employed a superintendent as part of an annual process. He made a motion to certify employment and to add an additional year to the superintendent's contract, maintaining a 3 year contract. This motion was seconded by Mrs. Randall. Roll call vote (4-0). Mrs. Jungbluth needed to abstain due to not having audio.

### **Public Comments**

There were no public comments. Mr. Hinds said that he wanted to wish the West Bath community members a safe, happy, and healthy holiday season. He asked that public continue to make good, wise decisions so students can continue to have 5 day per week instruction. He said that it is truly a unique opportunity for the school to be able to provide that, and it's been a great community partnership to keep it in place. He said he looked forward to it continuing in the new year.

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

1. January 20th at 4:30 PM (held remotely)

### **Adjourn**

Mrs. Randall made a motion to adjourn at 6:38 PM. Ms. Powers seconded the motion.  
Roll Call 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