

## **West Bath School Administrative Unit**

### Board of Directors Meeting Minutes

August 18, 2021 at 6:00 PM

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

**Members Absent:** Alexandra Jungbluth

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

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

The meeting was called to order at 6:00 PM by Keith Hinds. Attendance was taken. The Pledge of Allegiance was recited.

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

Mr. Hinds welcomed everyone to the first in-person meeting in a year in a half. He said the decision was made to continue to stream the meeting for people who wish to view from home and that remote public comment would still be permitted at this time.

#### **Approve/Amend Minutes of 7/21/21**

Mrs. Randall made a motion to approve the minutes as written. Ms. Powers seconded the motion.

Vote (4-0).

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

Mr. Hinds said that item 10.3, an employment nomination, will be added to the agenda pending action on 10.1 and 10.2. No other adjustments were made.

#### **Public Comments:**

None

Mr. Hinds reminded the public how to submit public comment remotely and commented that there were no members of the public joining the meeting in person.

#### **Committee Reports:**

1. Policy Committee - Mr. Hinds reported that the committee continues to meet to update policies as necessary, and that there are a few second readings on the agenda.

2. Facilities Committee - Mrs. Thompson said that committee had met on August 12th, and that the minutes from that meeting were in the board packet. She explained she had met with Jeremie Whorff to look at options for the parking lot, in regards to increasing parking or whether the traffic flow might need to be updated. He said he felt that both increasing the size of the lot and changing the traffic flow would be a prudent thing to do, but that would not be possible at this point in the year. Mrs. Thompson commented that a project that size would require an RFP and long-term planning. She said that she and Mrs. Whorff would be organizing a planning session with other local contractors to try to gather their input on how the parkinglot could be improved and with that information for local experts, could prepare an RFP for the project, with the hope that a collaborative bid could be made that would be mutually beneficial to all of the contractors. Several preliminary projects were discussed, including a new traffic flow pattern with another entrance for approximately \$25,000 and a full parking lot upgrade, including new sidewalks and lighting that would be in the \$200,000 range. Mrs. Thompson said a project like that would really have to be driven by the needs of the community. Because she was preparing to restripe the parking lot, Mr. Whorff suggested that he increase the size of the lot by bumping out the parking lot in front of the playground shed, which should add another 8 or so spaces. That area would be filled with reclaim at this point. This expansion would allow for more parking, and would increase the number of cars that would be able to come through the drop off/pick up line at a time. Mrs. Thompson said that the ventilation projects came back at a lower cost than the estimates, so the parking lot work would fit into the budget without an additional need for funding.

Mrs. Thompson said the committee also discussed summer project progress, noting that every vendor had struggles with production and staffing, and work had been delayed throughout the summer. She said the piping has been put in place for the two univents, and they will complete the work in the fall when the equipment is available. The retrofitting and exhaust work for the ERV units in the have been completed in the 3-5 wing, to add ventilation for special education and rti spaces so the spaces can be used with children. The gym fan work exhaust work is scheduled for the week of 8/23. Plumbers are scheduled for this week to exchange out the faucet fixtures to be touchless so there is one less point of contact during the day. Classroom floors have been clean and waxed and two floors have been tiled as the rugs could not be thoroughly cleaned. Fire suppression systems and extinguishers have been tested. The septic is set to be pumped out, and the outdoor classroom awnings are scheduled to be installed.

She said the committee also looked at chapter 64 which is the school construction and revolving renovation information. It's a significant amount of information, but it outlines a of the pieces that should be present in a 10 year capital improvement plan. The committee determined that their year-end goal is to have a as much of an updated and completed new 10-year plan.

3. Finance Committee
  - a. Payroll Warrants - Mr. Hinds reported that he had signed payroll on 8/2 and 8/16.
  - b. AP Warrants - Mr. Hinds stated that he signed warrants on 8/2 and 8/16 and Mrs. Randall signed warrants on 8/3 and 8/17.

## **Superintendent's Report**

## 1. District Updates

- a. Facilities - Mrs. Thompson said that much of the updates at this time of year would be around facilities, which were just discussed. She said that she wished to thank the Whorffs and their children for donating the equipment and time to spread the playground chips to help to prepare the playground surface for children.
- b. Childcare - Mrs. Thompson said she had received several emails from families again asking about before and after care for this school year. She said that after reaching out to the Y, they agreed if they had 9 students enrolled they would offer a program. She surveyed families to determine need, and the Y agreed to start an enrollment process, and hopes that enough families sign up to help to support the program for those who really need it. She thanked the Y for their ongoing community partnership.

## 2. Financial Report

- a. Mrs. Thompson said that with 89% of the year remaining, 91% of the budget remains and lines are on track.

## **Old Business**

### 1. In-Person Instruction Updates

- a. Approval of Student/Family COVID-19 Return to School 21-22 Procedures and Handbook

Mrs. Thompson commented that this has not been any easy process this summer, as everyone had high hopes at the end of the last school year that the trajectory for this school year was promising. She explained that last year there were 6 requirements and a series of recommendations for schools to follow. Now those requirements are given as recommendations that are being strongly urged for schools to follow. The governor's office has said that she can not create mandates because there is not a state of emergency. This has left each individual district to create the plans that they need for the school. She explained that the school's collaborative planning team is made up of any faculty member who wishes to participate. They review the data and science, meet with Dr. Hanna, and then put forth the recommendations in the document that the board has for the board consideration.

Mrs. Thompson walked the board through the goals and each phase of the return to school plan, explaining the rationale for items within the plan, and pointing out areas that have been able to move back to pre-pandemic practices due to a better understanding of the science. She explained that both Dr. Hanna and Sarah Bennett had reviewed and supported the document.

Ms. Powers said that some parents are not comfortable with universal masking, and asked if this is something that could be revisited on a regular basis? Mrs. Thompson said that she felt that all parts of this plan could be revisited as conditions change and more data points are available, and the school finds out the value that pooled testing potential adds. She said that collaborative planning team will be meeting at least one time per month to review information and make

potential adjustments.

Mrs. Randall asked if there had been any consideration for community crew in the plan. Mrs. Thompson said that in-person meetings, essential visitors, and programs are going to be considered on a case by case basis.

Mr. Hinds said he wished to thank the collaborative planning team for their thorough work. He said as a parent he was excited to see things returning as back to normal as possible. He made a motion to approve the plan as presented and to give the superintendent the authority to make adjustments to the plan as conditions change. Mrs. Randall seconded the motion.

Vote (4-0).

## 2. Second Reading of Board Policies

Mrs. Randall gave an overview of each policy. There were no changes in content from the first readings.

### a. BED - Remote Participation in School Board Meetings

Mr. Hinds made a motion to approve the policy as presented. Mrs. Randall seconded the motion. Vote (4-0).

### b. BG - School Board Policy

Mr. Hinds made a motion to approve the policy as presented. Mrs. Randall seconded the motion. Vote (4-0).

### c. BG-R - Policy Adoption Procedure

Mr. Hinds made a motion to approve the policy as presented. Mrs. Randall seconded the motion. Vote (4-0).

### d. ILA - Student Assessment

Mr. Hinds made a motion to approve the policy as presented. Mrs. Randall seconded the motion. Vote (4-0).

### e. JIC - Student Code of Conduct

Mr. Hinds made a motion to approve the policy as presented. Mrs. Randall seconded the motion. Vote (4-0).

### f. JK - Student Discipline

Mr. Hinds made a motion to approve the policy as presented. Mrs. Randall seconded the motion. Vote (4-0).

## **New Business**

### 1. Approval of a one year position - .5 FTE Kindergarten Teacher/.5 FTE Educational Technician

Mrs. Thompson began by reminding the board that last year there had been a large kindergarten class, and the class ended up having to be staffed by a full time teacher, a special education teacher, and an educational technician. The team discussed breaking this group up into two smaller classes for this year, but felt that with the support given last year, the students did very well. However, they requested that the ed tech II that had been in that room be changed to an ed tech III, to allow for the staff to work more independently and plan and work with groups of children. She said, given a change in enrollment in that class and a potential need for a part-time kindergarten teacher, she

would like to propose creating a one year position for a .5 FTE ed tech, and .5 FTE kindergarten teacher. The position would support first grade in the morning, and then transition to teach kindergarten in the afternoon. The first grade class would have specials, RTI, and Title I services in the afternoon, and the special education teacher would be available for support in the afternoon. She said the benefit of this model is that if the board approves a part-time kindergarten teacher, then that person would have the ability to be part of the K/1 instructional team and have on the ground training and support of the other kindergarten teachers, which only makes the program stronger in the future. An ed tech II position would not be filled. That position would be replaced with this new one year position.

2. Request by Robin Taylor for a one-year .5 FTE Reduction

Mrs. Thompson explained that Mrs. Taylor has requested to move her position to half time for this school year. Mrs. Thompson explained Mrs. Taylor's rationale and why she supported this request.

Ms. Powers asked why it would be important to change the ed tech from a II to a III. Mrs. Thompson said that it would allow for that ed tech to act more independently, to plan, group and work with children to be able to support that one particular classroom. She asked for clarifications about how it would be posted. She explained that it was posted internally for any current employee who was eligible to apply for.

Mrs. Randall said that she felt the proposal is a unique opportunity for continuity, and that she appreciated how the school system continues to think outside the box and come up with a creative solution that makes the most sense for kids and staff. She said that she felt that approving it shows the value that is placed in the staff.

Mr. Hinds asked for a motion to approve the creation of a one year position that is half kindergarten teacher, half ed tech III. Mrs. Randall made the motion. It was seconded by Mrs. Whorff. Vote (4-0).

Mr. Hinds asked for a motion to approve Robin Taylor's request to reduce her position to .5 FTE for the school year. Mrs. Randall made the motion. Mrs. Whorff seconded the motion. Vote (4-0).

3. Hiring of Ashlie Labbe, Kitchen Manager

Mrs. Thompson presented the hiring of Ashlie Labbe, as the new kitchen manager, and shared her background and reference information. Mr. Hinds welcomed Mrs. Labbe aboard.

4. Nomination of Jennifer Iverson - .5FTE kindergarten teacher/.5FTE ed tech III

Mrs. Thompson presented the nomination of Jennifer Iverson for the newly created position. She shared her background and reference information.

Mr. Hinds made a motion to approve the nomination of Jennifer Iverson. Mrs. Randall seconded the motion. Vote (4-0).

5. Approval of WBSAU Certification Committee

Mrs. Thompson shared the purpose and function of the committee, and the representation

of this year's committee, stating that the faculty had voted in June in support of the make up of the group. Ms. Powers asked if these were stipended positions, to which Mrs. Thompson answered affirmatively.

Mr. Hinds made a motion to approve the WBSAU Certification Committee Plan. Mrs. Randall seconded the motion. Vote (4-0).

6. Approval of the 21-22 Student/Parent Handbook  
Mrs. Thompson provided an overview of the changes in the handbook, and noted where the handbook contents were superseded by COVID expectations.

Mrs. Randall made a motion to approve the 21-22 Student/Parent Handbook. Mrs. Whorff seconded the motion. Vote (4-0).

7. Approval of Service Agreement between Dr. Hanna and the WBSAU  
Mrs. Thompson presented the service agreement between the district and Dr. Hanna for the school year, noting that she continuously goes above and beyond for the school district. Mrs. Randall asked how the rate was set, and suggested that next year the board consider increasing it. Mr. Hinds said that she has gone above and beyond as a resource, and she must be incredibly busy herself in the midst of a pandemic, yet she's always available. She asked Mrs. Thompson to share the appreciation of the board for all the effort she has made for this coming yet to support the school system. Mr. Hinds made a motion to approve the service agreement between Dr. Hanna and the WBSAU. Mrs. Randall seconded the motion. Vote (4-0).

### **Public Comments**

There were no public comments.

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

1. August 15th at 6 PM - School Board of Directors Meeting at the West Bath School.

### **Adjourn**

Mr. Hinds made a motion to adjourn at 7:24 PM. Ms. Powers seconded the motion. Roll Call Vote (4-0).

Submitted by,



Emily Thompson