

## **West Bath School Administrative Unit**

### Board of Directors Meeting Minutes

October 20, 2021 at 6:00 PM

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

**Members Absent:** Casandra Whorff

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

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

The meeting was called to order at 6:02 PM by Keith Hinds. The Pledge of Allegiance was recited.

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

Mr. Hinds reminded participants that candidates night is scheduled for the next evening at the fire station.

#### **Approve/Amend Minutes of 9/15/21 and 9/20/21**

Mrs. Randall made a motion to approve the minutes of 9/15/21 and 9/20/21 as written. Ms. Powers seconded the motion. Vote (4-0).

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

None

#### **Public Comments:**

None

Mr. Hinds reminded the public how to submit public comment while watching remotely.

#### **Committee Reports**

1. Policy Committee - Mrs. Randall reported that the policy committee had met and there were policies to be reviewed later in the agenda.
2. Facilities Committee - Mrs. Thompson reported that The facilities committee met on 10/14/21 with the primary purpose of organizing the development of the facilities plan. The group reviewed the facilities reports dating back through 2012, and identified a data collection method to take stock of all of the facility “knowns” and upgrades since that time, so that replacement timeframes and values can be determined. The group hopes to have an outline of a replacement plan by January.

Mrs. Thompson said that committee also discussed a query by a community member about using heat pumps for hot water in the building rather than the system that is currently in place, and whether that would be a cost savings measure. She said that would be investigated as a possibility during the facility review.

3. Finance Committee
  - a. Payroll Warrants - Mr. Hinds said that he had signed payroll warrants on 9/29 and 10/8.
  - b. AP Warrants - Mr. Hinds said that AP warrants were signed by he and Mrs. Randall on 10/5 and 10/20.

## **Superintendent's Report**

1. Financial Report -
  - a. Mrs. Thompson said that with with 65% of the year remaining the budget document shows 77% of the budget remaining. She reminded the board that some of the larger payments, such as tuition, were just starting to come in. All line are tracking appropriately. Mrs. Thompson noted that she had been in touch with the auditors and they are going to be available in mid-November to complete the audit.
2. District Updates -
  - a. October Professional Development Day - Mrs. Thompson stated that on October 8th the school had a full professional development day with the EL school designer which hadn't been able to happen since March 2020. The school's work plan this year is focused on character and crew, and the faculty is in the process of redeveloping our school's code of character/habits of scholarship. She said that they had actually had first had this conversation about needing to update our traits in March 2020, but this is the first time they've been able to reconnect with that work since the start of the pandemic. She said the group has selected and defined the new traits, and have developed a new faculty code of character for how to work together. In late start times this month staff has developed learning and performance targets for traits at each grade level, and indicators of success have been updated. She said they are hoping to start unveiling the new Code of Character beginning in January through a multi-month process.
  - b. Fall Testing/MEAs - Mrs. Thompson reminded the the board that last year the state adopted the NWEAs as the state assessment, and students took their assessments in the spring. She said that now that the NWEA is the MEA or Maine Educational Assessment, schools are required to have a fall implementation of the assessment as well for grades 3-5. She said that given that this was the school's fall screening anyway, there had been no change for students or staff routine, with the exception of the timing and the use of the language usage assessment. She said the timing was a few weeks later than the school typically would use, which has a slight impact on goal setting, and the language usage portion of the test is not one that the school had used prior to last spring, which they used as a pilot.

Ms. Powers asked for clarification around the number of times per year the state was requiring administration. Mrs. Thompson said that the state is requiring 2

administrations of reading, math, and language usage per year for students in grades 3-8 and 11, and that the SAT has been replaced for 11th grade. She said it is a local decision to add the January assessment, but that where the strength of the NWEA is in measuring growth and using the data to set goals, capturing January growth and achievement is an essential component. She said that she was not clear how the state would be using the data to determine school growth and achievement measures, but suspects that their focus will be on student growth.

- c. 5th Grade Chewonki Experience - Mrs. Thompson shared that 5th grade students had attended a day program at Chewonki the week prior. She shared a slideshow and notes from the students.
- d. Special Education 3-Year Audit - Mrs. Thompson notified the board that it was time for the 3-year special education audit. She said that their speech and language pathologist, Darcy Libby, was taking the lead on organizing the materials for the desk audit, which is due by December 1st.
- e. Maine Municipal Risk Management Consultancy - Mrs. Thompson said that they were visited by a consultant from Maine Municipal who asked to see their safety policy and procedures for the purpose of a safety audit. The claim was that by reviewing the school policies and procedures, it would reduce the risk of a workplace accident and the school would be better prepared if there was a future Department of Labor audit. She said they spent more than 2 hours going through policies and procedures and essentially all requirements were in place with the exception of 4 safety policies/procedures:
  - i. Hazard communication - Mrs. Thompson said the hazard communication plan is managed by the cleaning contractors, and they maintain the SDS sheets for all of cleaners/disinfectants. MMA thought that it would be wise for the school to have a separate plan and SDS sheets for the paint that is stored in the locked closets outside of the art room if there is anything in quantities over one gallon.
  - ii. Lockout/Tagout - The school does not have a lockout/tagout policy in place currently. When there are issues with equipment, the school hires contractors to come to repair them, and they have their policies. MMA would like the school to have a policy that states that contractors hired will have a lockout/tagout procedure, and to develop a list of equipment in the kitchen and procedures for kitchen staff to implement lockout/tagout for that equipment if necessary.
  - iii. Blood Borne Pathogens - The school has policy JLCC, which is the policy for how communicable diseases are handled. They also have annual training on blood borne pathogens, and keep records of that training. But MMA asked to have the school develop a specific blood borne pathogens plan, which is later in the agenda as policy JLCC-R.
  - iv. Personal Protective Equipment Hazard Survey - Mrs. Thompson said that while she thinks of COVID mitigation when she hears the term PPE, MMA thinks of PPE as PPE that may need to be worn for specific job responsibilities that are non-COVID related. She said that the only place they could come up with necessary PPE would be in the kitchen, using pot holders for handling a hot pot, for example. The kitchen staff will create a hazard survey for the kitchen and update the kitchen standard operating procedures to make sure that PPE is addressed for kitchen staff.

Mrs. Thompson said that once these items are updated and staff are trained on the updates they should be in compliance with a Department of Labor audit if it ever was to happen.

Mrs. Jungbluth asked for clarification about what a lockout/tagout program was. Mrs. Thompson explained using the kitchen blender as an example of where a lockout/tagout program might be used, according to MMA.

- f. Quarter 1 Attendance - Mrs. Thompson shared the quarter 1 attendance as required by board policy.
- g. 6-12 Enrollment Update - Mrs. Thompson provided the board with the 6-12 attendance, noting that there were 6 more students in 6-12 than were budgeted for in the spring. She said that this will be a line that needs to be monitored carefully, and that savings will need to be made up in other lines, such as with staffing changes that were made this fall. Ms. Powers said that she thought that Mrs. Thompson said that they were down by 7 from the prior year. She explained that they were down by about 7 at the elementary level from the prior year, but that they have more students than anticipated at the upper levels. She reiterated that the board budgeted based on the current enrollment, and anticipated a 3% increase in tuition.

## **Old Business**

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

Mrs. Thompson said that so far things continue to move forward rather seamlessly, and that the school remains hopeful that the next day is going to be as smooth as the prior day had been. She said the collaborative planning team continues to meet regularly, but they are going to be moving to an as needed basis if things continue to remain steady.

She said that schools are expecting that on November 2nd and 3rd vaccines will be approved for 5-11 year olds. The school's nurses have been in touch with Midcoast Hospital and are planning to hold a COVID vaccine clinic at school on either the 18th or 19th of November. Even though this will happen during the school day - parents will be invited to be with their child (or not) if they choose to have their child vaccinated, and that more information will be provided when it gets closer.

Mrs. Thompson said that there is about 50% of our school community participating at this time. She said that Nurse Samuelson has everything well organized, and the screenings are quick and easy. Results have been coming back in about 24 hours. Mrs. Jungbluth asked if there had been changes in the original enrollment numbers. Mrs. Thompson said that there have been a few people added each week, but would anticipate there would be more if the school has a case. She asked if there have been cases in other area schools. Mrs. Thompson said that there have been. She reminded the board that last year they discussed to what extent information should be shared if there is a case, noting that some schools only share cases that require others to quarantine, but that the West Bath board wanted every case shared so there is a better sense of the number of cases in

the greater community.

2. Second Reading of Board Policies

Mrs. Randall proposed that since there were no changes from the first reading, the following board policies be reviewed as a group:

- a. BIA - New Board Member Orientation
- b. BIB - Board Member Development Opportunities
- c. BIC - Board Member Freedom of Access Training
- d. IHBAI - Special Education Independent Evaluation
- e. IHBAK - Life-Sustaining Emergency Care
- f. JLCE - First Aid and Emergency Medical Care

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

3. Review of Board Policies

- a. GCG - Substitute Teacher Procedures

Mrs. Randall explained that the change in this policy is an update with the pay rate from \$85/day to \$90/day to comply with minimum wage requirements. Mrs. Jungbluth asked if background checks are required, to which Mrs. Thompson responded that they are required to have the school background check, but also the criminal history background check with the Department of Education.

Mrs. Randall made a motion to approve this policy with the changes. Mr. Hinds seconded the motion. Vote (4-0).

- b. JLCB - Immunization Requirements

Mrs. Randall explained that the change in this policy is to reflect a change the state made in September requiring 2 varicella vaccines for students instead of 1. She said that area pediatricians were already giving two doses, so it's less of a change in practice, and instead just an update to comply with the law.

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

### **New Business**

1. PEPG - LD 1172 - An Act to Delay State Mandated Evaluations

Mrs. Thompson reviewed LD 1172, which gives boards the option whether or not to delay the PEPG process for this year, except in the case of probationary employees. Mrs. Thompson said that the school staff would like to continue to move forward with having individual and team SMART goals, setting professional development plans and activities, and utilizing the school's data sets to inform instruction, growth, and achievement, but would like to request to not add on the additional burden of the paperwork at this time. The board had discussion about the structure of the PEPG plan and the pros and cons of making this proposed change.

Mr. Hinds made a motion to approve the one year delay of the PEPG process for continuing contract teachers for this school year. This was seconded by Mrs. Randall.

Vote (4-0).

2. Revision of PEPG Timeline

Mrs. Thompson explained that with the addition of the state testing window in the fall, it delays the school's ability to get NWEA results and set goals in accordance with the written timeline in the PEPG plan. She proposed a revision that was better in line with the state testing window, and a statement that allows the school PEPG to adjust the timeframe of the internal portions of the plan based on changing requirements of the DOE without board approval.

Mrs. Randall made a motion to approve this request. Mrs. Jungbluth seconded it. Vote (4-0).

3. First Reading of Board Policies

a. EBCA - Comprehensive Emergency Management Plan

Mr. Hinds provided the board with an overview of the policy, which he indicated was a required policy that says that we have a plan, and indicates what portion of the plan is public and what is private.

b. JLCC-R - Blood Borne Pathogens Exposure

Mr. Hinds gave an overview of JLCC-R, explaining that adding this written plan to the board's repertoire in addition to JLCC was a suggestion of the MMA audit.

4. Personnel Item

a. Hiring of Joseph Clark - Office Manager

Mrs. Thompson announced the hiring of Joseph Clark, as the new office manager. She outlined his job experiences and reference information that stood out to the hiring committee including 14 years of experience working directly with children, and adults, management of non-profit programming and organizations, experience with leading strategic planning and fundraising, managing budgets, financials, payroll, and human resources within his departments. She said that his experience with leading strategic planning, organizing pre-k programming, and community outreach will be an asset to the school system. His references highlighted his dependability, work ethic, trustworthiness, respect, collaboration, ability to quickly learn new tasks and his high degree of character.

Mrs. Powers asked clarification about the hiring process, the hiring committee, and the alignment between the job description and the highlighted experiences. She expressed concern about there not being enough staff input in the process.

**Public Comments**

None

**Set Next Meeting Dates and Locations**

1. October 21st at 5:30 PM - West Bath Candidates Night at the Fire Station
2. November 17th at 6 PM - Meeting of the West Bath School Board of Directors

## Adjourn

Mrs. Randall made a motion to adjourn at 7:20 PM. Mr. Hinds seconded the motion.  
Vote (4-0).

Submitted by,

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

Emily Thompson