

## **West Bath School Administrative Unit**

### Board of Directors Meeting Minutes

May 18, 2022 at 6:00 PM

---

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

**Members Absent:** Keith Hinds

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

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

The meeting was called to order at 6:00 PM by Mrs. Randall. The Pledge of Allegiance was recited.

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

Mrs. Randall thanked the community for their attendance and support at town meeting. She expressed that a citizen had stood up and spoken about his gratitude for the school and town officials, for the educational experience that students are provided and the budget work that had resulted in no increase in the mil rate. Mrs. Randall reiterated that thanks and thanked the supportive community as well.

#### **Approve/Amend Minutes of 4/13/22**

Mrs. Randall made a motion to approve the minutes of 4/13/22. Mrs. Whorff seconded the motion. Vote (4-0).

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

Mrs. Randall stated that the staff report would be shared by Mrs. Jarvis and that 11.1.2 needed to be changed to say Probationary II to First Year Continuing.

#### **Public Comments:**

1. Allison Hepler introduced herself as a state representative who with redistricting now would be representing West Bath if reelected. She said that she wanted to introduce herself and see what the school was all about.

#### **Staff Report:**

1. Better World Day - Mrs. Jarvis

Mrs. Thompson explained that the first Friday of May is Better World Day for EL schools across the globe. The day is focused on developing a project that gives back to

the community in some way. Mrs. Thompson explained the process that the school staff went through to determine their project, which was called Rooted in the Community. She said that EL selected their project to feature as part of their global closing circle, and two kid captains shared their work with the EL network. She shared their video.

Mrs. Jarvis explained the background work that her students did to prepare new garden spaces and investigate what would be the best plants to grow. She explained what her students and learned, and how they had worked with volunteers to build raised beds and then how her students mentored the younger students through the planting process.

Mrs. Thompson shared the work of the other classes, the contribution of 5th grade artist Jack, and listed numerous donations and volunteers from the community and businesses. She explained their next steps on creating a farm to school committee and developing a sustainability plan. She also expressed their intention of developing a curriculum around the nutrition cycle, and building this into the wellness policy and program and the school nutrition program.

Mrs. Randall made a motion to recess in order to go outside to have Mrs. Jarvis share the new garden space at 6:17 PM. This motion was seconded by Mrs. Whorff. Vote (4-0).

The board returned to regular session at 6:39 PM

Mrs. Randall said that she would like to acknowledge the all of the work that staff and students have put into the new space, as it was an amazing transformation. She asked the board if she could write thank you cards on the board's behalf, which the board supported.

### **Committee Reports**

1. Policy Committee - Mrs. Thompson said the policy committee met on May 5th. They continued to review the policies that had been impacted by this year's legislative changes to make sure that our policies are up to date. She said that three of those policies would be reviewed that evening. She explained that one policy that was a first reading last month will not be reviewed that evening so that it could go back to the policy committee.
2. Facilities Committee - Mrs. Thompson shared that the facilities committee met on 5/11 with a solar project representative from Revision. He shared an overall plan for the school that would allow for complete solar power. The committee discussed pricing and the difference between purchasing outright and entering a power purchase agreement. Turnkey pricing is about 230,000, with a 10-year payback. The group discussed the need for going out to bid, and how to move forward while still meeting the obligations for the bidding process. The committee discussed next steps, and asked that she reach out to the energy committee and the town office to gauge their level of interest, and that she begin conversations with the school's roofing company and a structural engineer to determine if this is feasible before going further.
3. Finance Committee
  - a. Payroll Warrants - Mrs. Randall said that she had signed payroll warrants on 4/25 and 5/9.
  - b. AP Warrants - Mrs. Randall signed warrants on 4/19, 5/3, and 5/17. Mr. Hinds signed AP warrants on 4/15, 5/4, and 5/13.

## Superintendent's Report

### 1. Financial Report -

- a. Mrs. Thompson reported that with 13% of the fiscal year remaining, 21% of the budget remains. She said that after the amount that is planned for carry forward is removed, 17% of the budget remains. She mentioned that on page 4 co-curricular, some expenses need to get transferred to grants, particularly the Chewonki expenses. She also said that on page 13, insurance, electricity, and heating oil remain over expended as previously discussed.

Mrs. Thompson said that the process for the 20-21 audit had not yet begun. She said that the extension runs out on 5/31 and she'll put forward another request until 6/30. She said that she had some conversations with the state about her concern the 6/30 deadline may not be met and has connected with the town administrator, who has reached out to the auditors again.

### 2. District Updates -

- a. Special Education Audit - Mrs. Thompson stated that the district had it's special education audit on 5/4. Darcy Libby spent weeks preparing for our desk audit, and had everything nicely organized for the site audit on the 4th. She said the exit interview went very well, although they did question why the district did not have a special education director. She explained the current make up and the guidance given from the DOE three years ago. There were 4 preliminary findings that can be corrected before the action plan is provided. She said they are looking forward to getting our report and finding out what our next steps are. She said she was grateful for all of the work that Darcy Libby put into this process, and that she did an amazing job.
- b. Current Events - Mrs. Thompson explained that the school is involved in a myriad of field work and provided the board with a list of events and learning opportunities that had happened in the past few weeks and those that are forth coming.
- c. State Testing - Mrs. Thompson shared that the window was underway for spring testing, both state and locally.
- d. PreK - She shared that PpreK registration had concluded and 8 children had been registered for the Y program and 2 are at Head Start.
- e. Kindergarten Screening - Mrs. Thompson explained that kindergarten screening for next year's students was scheduled for Friday.

## Old Business

### 1. In-Person Instruction Updates

Mrs. Thompson said there has been 5 positive cases since she had last reported to the board a month prior.

She said that on 5/5 Sagadahoc County moved from moderate level of community transmission to high level of transmission, and in that category, was recommended that

universal masking again be applied when indoors. She said she spoke with Dr. Hanna, who felt that given the case situation at that time, that was not necessary to return to universal masking with the school's local data, and that she should let the community know of the community transmission level, so that they were informed when making their masking choice. Mrs. Thompson said she met with the collaborative planning team to discuss whether or not the school should return to some stricter guidance, but the group felt that following Dr. Hanna's guidance has been successful thus far and should be continued.

Mrs. Thompson said that this decision making also corresponded with the knowledge that pooled testing was going to end, and that would be the end of the local data. The school's nurse, Stacey Samuelson, reached out to a federal program, and was able to enroll the school in pooled testing for the remainder of the year so there would be no lapse in testing.

She said that on the Friday prior, the school also sent home the test kits that were provided by the DOE to families, so they would have the ability to utilize serial testing. She explained that this was timely because Friday night she was notified of a case, and that individual had been in the classroom all day. She notified families in that class. On Sunday she was notified of another case. She asked families to test prior to coming to school and recommended masking. This continued for three days. After 5 days after exposure she was able to pull back those requests and recommendations. She said that in just the first week, serial testing had already shown it was going to be useful for keeping kids in school.

Mrs. Thompson commented that it's been an interesting few weeks, because for the most part, the world has returned to normal, but on a daily basis the school is still having to make adjustments and decisions that are COVID related. It continues to be a challenge to manage both worlds, but they've had great cooperation from families and students.

Mrs. Jungbluth commented that Mrs. Thompson and her team have made great decisions and she was impressed with the solid decisions that are made in a short amount of time.

## **New Business**

### **1. Second Reading of Board Policies**

#### **a. KDB - Public's Right to Know/Freedom of Access**

Mrs. Thompson shared the policy and said there were no change from first reading.

A motion was made by Mrs. Randall to approve the policy. This was seconded by Mrs. Whorff. Vote (4-0).

### **2. Review of Board Policies**

#### **a. JKD - Suspension of Students**

Mrs. Thompson shared the legislative changes to the policy, citing the rules around K-5 students.

A motion was made by Mrs. Randall to approve the amended policy. This was seconded by Mrs. Whorff. Vote (4-0).

b. JKF - Disciplinary Removal of Students with Disabilities

Mrs. Thompson explained that the change to this policy was in regards to the legal reference only.

A motion was made by Mrs. Randall to approve the amended policy. This was seconded by Mrs. Whorff. Vote (4-0).

c. JKF-R - Disciplinary Removal of Students with Disabilities - Procedures

Mrs. Thompson explained that the change to this policy was in regards to the legal reference only.

A motion was made by Mrs. Randall to approve the amended policy. This was seconded by Mrs. Whorff. Vote (4-0).

3. Approval of Probationary Teachers

a. Probationary I to Probationary II

i. Jennifer Iverson - 1.0 FTE Regular/Special Education Teacher

A motion was made by Mrs. Randall to approve the recommendation. This was seconded by Mrs. Whorff. Vote (4-0).

b. Probationary II to First Year Continuing

i. Stacey Samuelson - 0.8 FTE School Nurse

A motion was made by Mrs. Randall to approve the recommendation. This was seconded by Mrs. Whorff. Vote (4-0).

c. Probationary III to First Year Continuing

i. Laura Houghton - 0.6 FTE Physical Education

ii. Jennifer Mitchell - 0.2 FTE School Nurse

A motion was made by Mrs. Randall to approve the recommendation. This was seconded by Mrs. Whorff. Vote (4-0).

The board discussed what it meant to be a probationary employee versus a continuing contract employee.

**Public Comments**

1. Ms. Hepler commented that she was very impressed with the school system and knowledge of the board. She said they had good questions and the garden was fine.

**Set Next Meeting Dates and Locations**

1. June 15, 2022 - WBSAU School Board of Directors Meeting @ 6 PM

**Adjourn**

Mrs. Randall made a motion to adjourn at 7:16 PM. Mrs. Whorff 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