

West Bath School Administrative Unit

Board of Directors Meeting Minutes

June 15, 2022 at 6:00 PM

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 6:00 PM by Mrs. Randall. The Pledge of Allegiance was recited.

Executive Session:

Mrs. Randall made a request 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 at 6:01 PM. This was seconded by Mr. Hinds. Vote (5-0).

Return to Regular Session:

The board returned to regular session at 6:26 PM.

Comments from the Chair:

Mrs. Randall gave her condolences to the Bath community regarding the recent fire at Dike Newell School. She said that West Bath School dropped off books to help to get them through the final week and the third grade donated funds from their charity water fundraiser to the school.

Mrs. Randall stated that the finance committee and superintendent met with the chair of the board of selectmen and town administrator to discuss the 20-21 audit. They wanted to have a better understanding of the challenge the auditors were facing with completing the process. Mrs. Thompson said that the auditors had been in contact with the Department of Education and provided they receive a draft of the audit by July 15th subsidy will not be withheld.

Mrs. Randall said that she had asked the board at the prior meeting if she could write thank you notes to the classroom teachers on the board's behalf. She wished to let the board know that letters had been dropped off earlier in the week.

Approve/Amend Minutes of 5/18/22

Mrs. Randall made a motion to approve the minutes of 5/18/22. Mr. Hinds seconded the motion. Vote (5-0).

Adjustments to Agenda:

An adjustment to the agenda was made to add discussion item 12.4 - MSSA Call to Action - School Safety.

Public Comments:

None

Committee Reports

1. Policy Committee - No Report.
2. Facilities Committee - Mrs. Thompson said the facilities committee had not met that month due to conflicts with end of year activities. She reported that summer maintenance and inspections are scheduled or are being scheduled. The flooring the library and guidance office are scheduled to be replaced the week of July 11th. Electrical panel agreement has been signed, but not yet scheduled. She said she met with the school's roofer earlier in the week to discuss the roof replacement and solar panel options. He's going to put together a cost estimate given current costs for replacing both in 1 year, replace both in 2 years, and replacing them over the two years as originally planned so some decisions can be made regarding timing for replacement. She said that if a decision is going to be made to replace in a year, an RFP needs to be prepared for the fall in order to give whoever is awarded the contract the time to plan for it as jobs are at least a year out. She also spoke with him about the roof and its structural capacity for the solar grids that have been under discussion. His feeling was with the amount of material that will be removed during replacement, the solar panels, frames, and ballast would be fine. He also commented on how they protect the roof in the long run, eliminating the uv wear. The next step is to connect with a structure engineer for confirmation, and then the facilities committee can circle back to the town's energy committee and discuss a potential plan.

Ms. Powers asked about shelving for the library, wanting to know if that was to be replaced as well. Mrs. Thompson said that she is currently collecting quotes so that she can determine if the project needs to go out to bid, but that the shelves were budgeted to be replaced.

3. Finance Committee
 - a. Payroll Warrants - Mrs. Randall said that she had signed payroll warrants on 5/23 and 6/6.
 - b. AP Warrants - Mrs. Randall and Mr. Hinds signed the AP warrant on 6/1.

Superintendent's Report

1. Financial Report - Mrs. Thompson commented that with 5% of the year remaining 11.66% of the budget remains. With the carryforward that was applied to the next budget

removed, 8% of the budget remains. She said there is one payroll and one AP left in this calendar year. Currently there are no cost centers that appear that they will be overdrawn, with the exception of facilities and maintenance as the board has been discussing since January.

2. District Updates -

- a. End of Year Events - Mrs. Thompson gave a summer of the end of year events, including first in-person spring Celebration of Learning since 2019, field day at Hermit Island, the parade of graduates, talent show, and the upcoming boat launch and 5th grade step-up day. She thanked parents for the participation in the events, noting that there's a lot that happens at the end of the year, and taking time off from work to attend them all is not always possible. However, she said that even with that challenge, they at 95% parent participation at the Celebration of learning, and 2 dozen parents joining the school at the beach for field day. She thanked families for their time.

Old Business

1. In-Person Instruction Updates

Mrs. Thompson said that there had been 7 positive cases since the most recent board meeting, and there is currently 1 active case. She explained that per the DOE, the SOP or standard operating procedure, which dictates how you respond to a positive case, will sunset on June 30th. Moving forward, schools are to follow their communicable diseases policy and the protocols that are already in place. Schools will still be required to report positive cases to the state and use the quarantine and isolation guidance from the CDC. The school will continue to ask staff and students to stay home when they are sick, optimize ventilation, reinforce good hand hygiene, and monitor community transmission levels.

The board discussed not having this agenda item as an ongoing item moving forward, rather reporting updates as part of the superintendents' report as needed.

2. Second Reading of Board Policies

- a. BHC - Board Relationships and Communication with Staff

Mr. Hinds said that in the first reading there were questions in the final section regarding the board's communication with staff and the desire to have a way in which there could be ongoing communication. He read the drafted language from the policy committee that targeted that desire. Ms. Powers asked if the language drafted would replace the need for another policy. Mr. Hinds said he felt it did. The board discussed having a rotation of board members attend so that each member has the chance to attend a meeting at least once during the year. Mrs. Randall made a motion to approve the policy. Ms. Powers seconded the motion. Vote (5-0).

3. Review of Board Policies

- a. JLCD - Administration of Medications to Students
Mr. Hinds reviewed the changes to the policy. He said that procedurally the policy does not change how things are being managed, it just outlines steps in further detail.

Mrs. Randall made a motion to approve the policy as presented. Ms. Powers seconded the motion. Vote (5-0).

- b. JLF - Child Abuse, Reporting, Prevention, and Education
Mr. Hinds said again, the intent and policy of the current policy does not change. He highlighted two things that had changed, which included the language around truancy due to a change in state law, and the inclusion of child sex trafficking.

Ms. Powers asked for clarification around truancy, asking if this goes into effect when a child is in first grade. Mrs. Thompson clarified that the new law moves truancy reporting from age 7 and above to age 6 and above, and also includes 5 year olds who are voluntarily enrolled in school.

Mrs. Randall made a motion to approve the policy as revised. Mr. Hinds seconded the motion. Vote (5-0).

New Business

1. Personnel Item(s)

- a. Request for Special Education Ed Tech II

Mrs. Thompson made a request for an additional special education ed tech II to be hired for the next school year, as a result in a change in enrollment. She said that it does not require additional funding, rather because of changes made in special education in the budget process it this position fits within the current operating budget.

Mrs. Randall made a motion to approve the request. Mr. Hinds seconded the motion. Vote (5-0).

2. Request to provide authority to the Superintendent to Transfer Funds within the 2021-2022 Budget

Mrs. Thompson explained that this is an annual agenda item, which allows for her to work with the auditors during the audit process to move funds from one cost center to another to cover areas that may be over-extended. She said that this only applies to overages. Mrs. Jungbluth asked if she knew what those overages were yet. Mrs. Thompson said that it does not appear that there will be any at this point, except in the areas of facilities and maintenance, but that there is still a month of bills to be received and paid.

Mrs. Randall made a motion to approve the request. Mr. Hinds seconded the motion.

Vote (5-0).

3. Set the 2022-2023 Board Meeting Date and Times

Mrs. Randall presented the dates of board meetings for the upcoming year and asked if the start time of 6 PM is still the best time for the group. There was some discussion on alternative times, and the board determined 6 PM remains the best time.

Mr. Hinds made a motion to approve the calendar. Mrs. Whorff seconded the motion.

Vote (5-0).

4. MSSA Call to Action - Discussion

Mrs. Randall said this agenda item was a result of Mrs. Jungbluth's request to discuss the call to action. Mrs. Jungbluth stated that MSSA put out a call to action, and she read the board the bullet points that were included in that call. She said that in the bottom section, it advocated for ways for the community to offer gun safety classes. She said as a parent, she would appreciate getting that kind of information from the school, sharing community programs, tip lines, and resources. Mrs. Randall said that the school has a good working relationship with the Sagadahoc County Sheriff's Department and that she's confident that with what is already in place and with an ongoing focus the call to action can be met.

Public Comments

None

Set Next Meeting Dates and Locations

1. July 20, 2022 - WBSAU School Board of Directors Meeting @ 6 PM

- a. Mrs. Randall said that pre-pandemic the board did not meet in July unless there was urgent business. She suggested that given that the library would be under renovation and the gym was being used for summer programming, the board not meet in July and instead meet in August. This was agreed upon through general consensus.

2. August 17, 2022 - WBSAU School Board of Directors Meeting @ 6 PM

- a. Mrs. Randall stated that the meeting would not be able to be live streamed, but that a recording would be posted after the meeting is held. The board can then decide if they wish to resume live streaming moving forward.

Adjourn

Mrs. Randall made a motion to adjourn at 7:15 PM. Mr. Hinds seconded the motion.

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