

## **West Bath School Administrative Unit**

### Board of Directors Meeting Minutes

August 16, 2023 at 6:00 PM

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**Members Present:** Keith Hinds, Lexie Jungbluth, Casey Whorff

**Members Absent:** Joanne Powers and Izabela Werner

**Others Present:** Patrick Bowdish, David Hennessey, and Emily Thompson

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

The meeting was called to order at 6:03 PM by Mr. Hinds. The Pledge of Allegiance was recited.

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

Mr. Hinds welcomed board members to the meeting. He reminded the board and the audience that the nomination period for board members is now open, and that there are two seats available.

#### **Approve/Amend Minutes of 6/21/23 and 7/19/23**

Mrs. Jungbluth made a motion to approve the minutes of 6/21/23 and 7/19/23. Mrs. Whorff seconded the motion. Vote (3-0).

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

None

#### **Public Comments:**

Mr. Hennessey said that the comprehensive plan had been sent to the state for first approval in September.

#### **Committee Reports**

1. Policy Committee – No report.
2. Facilities Committee – Mrs. Thompson gave a shout out of appreciation for the facilities staff, stating that they had done an amazing job with summer cleaning and prepping for the opening of school. She commented that there were still touch up painting, classroom projects to be completed, and ceiling tiles to replace, but that the building looked great and ready for the opening of school.

She shared the status of the scheduled summer projects with the catchment tank and the

kitchen floor. She also said that several tiles had been replaced and asbestos checks were done to alleviate concern. She reported that all regular inspections and summer service calls had been made.

Mrs. Thompson gave an update on the walkability of school conversation that the board had in June. She said that she had learned from the DOT that pedestrian facilities are the responsibility of the town, and there are grant funds that can be applied for to help to offset the costs. However, to put in a crosswalk, there needs to be a landing zone to be ADA compliant, and those will not be approved unless there are sidewalks in place. The DOT has agreed to add signage to the road, and are willing to work with us and the town to develop a sidewalk plan, if that is desired.

Mrs. Thompson reported that she had received back all of the data regarding the water filtration systems that had been installed and all areas that are filtered have 0 traces of lead, so that project is complete.

3. Finance Committee
  - a. Payroll Warrants – Mr. Hinds signed payroll warrants on 4/19, 6/2, and 6/16. Mrs. Werner signed on 6/20.
  - b. AP Warrants - Mr. Hinds and Mrs. Werner signed AP warrants on 5/30 and 6/14.

## **Superintendent's Report**

1. Financial Report – Mrs. Thompson reported that with 89% of the fiscal year remaining, there is 92% of the budget remaining.
2. District Updates –
  - a. Projected Enrollment – Mrs. Thompson stated that enrollment continues to grow. They are currently anticipating 25 kindergarten students. She commented that this is exciting as the school things about forward growth and welcoming new families to school.
  - b. Before/After Care – She reported that unfortunately, the Bath YMCA would not be able to move forward with before and after care due to a low enrollment. She said that she was discussing options with other providers, and hoped to be able to share an alternative plan for childcare shortly.
  - c. Summer work - The School and staff have been extremely busy this summer. She reported she can typically experience a quiet building all summer long, but that was not the case this year, as there was always staff in the building working. There were two summer school programs - traditional summer stem taught by Miss Marco, Mrs. Goulet, and Mrs. Fuller for the month of July, and an additional ESY program taught by Mrs. Iverson and Mrs. Franklin that will have its last day tomorrow.
  - d. Special Education Audit – Mrs. Thompson reported that the district is in its final stage of the 3 year special education audit. She requested the help of Nancy Riggs, a former WBS teacher, who work in RSU1 and has access to the WBS students there and has worked as a member of the school's audit team in the past. She's helped to support the special education teachers with the paperwork

changes that need to be made moving forward, and it's been a good opportunity for partnership with RSU1, as they now have the knowledge they'll need for their audit this fall, as they're a year behind West Bath. She said that she would not have been able to complete this process without the help of Nancy Riggs, and thanked her for her support.

- e. Open House – Mrs. Thompson reported that kindergarten open house will be on 8/31 at 2 PM and K-5 Open House will be on September 11<sup>th</sup> at 5 PM.

## **New Business**

### 1. Personnel Item(s):

- 1. Resignation – Mr. Hinds reported the resignation of Hannah Whitney, special education ed tech II, and accepted it with regret.
- 2. Hiring – Mrs. Thompson reported the hiring of Regina Chesties and Sonja Morrison as special education ed tech IIs.
- 3. Nomination - Mrs. Thompson presented the nomination of Julie Meserve to the board, as special education/RTI teacher. Mr. Hinds approved the nomination. Mrs. Jungbluth seconded it. Vote (3-0).

### 2. Approval of 23-24 Student/Parent Handbook

Mrs. Thompson presented the handbook to the board for review. Other than staffing and programmatic updates, there were no changes from the prior year. Mr. Hinds commented that he took the opportunity to read it again and appreciated how well it was written and how student-centered it was. Mrs. Jungbluth made a motion to approve the handbook as presented. Mrs. Whorff seconded the motion. Vote (3-0).

### 3. Approval of Service Agreement Between Dr. Hanna and WBSAU

Mrs. Thompson shared the service agreement and outlined the roles and responsibilities of the school doctor, while sharing her appreciation for the service that Dr. Hanna provides for the school. Mrs. Whorff approved the service agreement Mrs. Jungbluth seconded the motion. Vote (3-0).

### 4. Approval of WBSAU Certification Committee

Mrs. Thompson shared the purpose and responsibilities of the certification committee, explaining that the faculty have to vote each June on the membership, and then it needs to be approved by the board each year. Mr. Hinds made a motion to approve the committee as presented. Mrs. Whorff seconded the motion. Vote (3-0).

### 5. Overnight Field Trip Request

Mrs. Thompson shared the request for the 5<sup>th</sup> grade Chewonki Encampment trip, scheduled for October.

Mrs. Whorff approved the request. Mrs. Jungbluth seconded it. Vote (3-0).

6. Annual Discussion of the Plan of Expenditures for Federal Funds

Mrs. Thompson provided the board with an outline of the federal funds and anticipated expenditures within projects. There was no discussion.

**Public Comments**

Mr. Hennessey asked for an update on enrollment.

**Set Next Meeting Dates and Locations**

1. September 20, 2023 – WBSAU School Board of Directors Meeting at 6 PM

**Adjourn**

Mrs. Whorff made a motion to adjourn at 6:00 PM. This was seconded Mrs. Jungbluth. Vote (3-0).

Submitted by,

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

Emily Thompson