

## **West Bath School Administrative Unit**

### Board of Directors Meeting Minutes

November 15, 2023 at 6:00 PM

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**Members Present:** Nathan Briggs, Keith Hinds, Joanne Powers and Casey Whorff

**Members Absent:** Izabela Werner

**Others Present:** Patrick Bowdish, Kayla Dorey, Kaitlin Goulet, Emily Thompson, 5<sup>th</sup> grade students and their parents

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

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

#### **Election of a Board Chair:**

Mrs. Thompson asked for nominations of a board chair. Mrs. Whorff nominated Mr. Hinds as chair. Ms. Powers seconded the motion. There were no further nominations. There was no further discussion. Vote (3-0 with 1 abstention).

#### **Election of a Vice Chair:**

Mr. Hinds asked for nominations for a vice chair. Ms. Powers nominated Mrs. Whorff. Mr. Briggs seconded the motion. There were no further nominations. There was no further discussion. Vote (3-0 with 1 abstention).

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

Mr. Hinds said that he wished everyone a Happy Thanksgiving and that he hoped everyone had time to spend with their family or those who recharge them.

#### **Approve/Amend Minutes of 10/18/23**

Mrs. Whorff made a motion to approve the minutes of 10/18/23. Ms. Powers seconded the motion. Vote (4-0).

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

None

#### **Public Comments:**

None

## **Staff Reports**

Ms. Goulet and students shared their experiences at Chewonki with the board in the format of a video and then through presentation/conversation. Ms. Goulet said that she's always loved going, as it is a really nice way to get to know the class and see them in an out of the classroom experience. She said it is incredible to hear them cheer each other on while at Chewonki, to practice that skill, and then bring it back to the classroom. Ms. Goulet shared the process of goal setting with the ropes course. Ms. Dorey shared that she was a parent chaperone and she was impressed by Chewonki's ability to push the students out of their comfort zone, but not into a panic zone. The students shared that their favorite activities were the game Spiders to Mars, digging potatoes, and setting up camp. They did not prefer cleaning dishes. Mr. Hinds thanked Ms. Goulet for continuing to provide this experience for students.

## **Committee Reports**

1. Policy Committee – No report.
2. Facilities Committee – No report.
3. Finance Committee
  - a. Payroll Warrants – Mr. Hinds signed payroll warrants on 10/23 and 11/8
  - b. AP Warrants - Mr. Hinds signed AP warrants on 11/8, and Mr. Hinds, Ms. Powers, and Mrs. Whorff signed the AP warrant on 11/15.

## **Superintendent's Report**

1. Financial Report – Mrs. Thompson reported that with 60% of the fiscal year remaining, there is 70% of the budget remains. She commented that there are no areas of the budget that are a concern at that time, as everything is tracking as expected.
2. District Updates –
  - a. Harvest Meal – Mrs. Thompson reported that the school had hosted its annual harvest meal that day, where Mrs. Labbe and Ms. Sutfin served 230 Thanksgiving meals to students, staff, and family members for lunch followed by a community recess. She said it was a lovely day and a great way to kick off the winter season. She reported that this will be followed by student-led conferences on Monday, the holiday craft fair on 12/2, the Hour of Code on 12/7, Little Elf Shop on 12/18, and the Celebration of Learning on 12/20.
  - b. RSU1 Later Start Committee – Mrs. Thompson said that there had been no change from the last meeting. The RSU1 committee meets tomorrow. At this time they are expecting to move forward with a recommendation to the board, pending information they glean from the community. RSU1 had shared that they will have a community straw poll and then seek approval from the board in March, with the anticipation of putting a change in effect for next year. Mrs. Thompson said, like was discussed last month, she would recommend an ad-hoc committee be created to that there can be a group focused on this.

- c. School Nutrition Review – Mrs. Thompson shared that during the week prior the school had had its three year school nutrition review, and to the credit of Mrs. Labbe, it went very well. She said there were no conduct findings, 1 procurement finding which was a needed update of board policy DJ-R that the board updated at the October meeting, no findings in micro purchasing, and 1 finding in small purchasing in that documentation had not maintained to show that there are annual price comparisons for making small purchases. Mrs. Labbe will provide that documentation. There were no further findings. She congratulated Mrs. Labbe and Ms. Sutfin. Mr. Hinds asked that the board’s appreciation be extended as well.

## **New Business**

### **1. Board Committee Assignments**

#### **Standing Committees:**

- Finance Committee:
  - Mr. Hinds & Mrs. Whorff
- Policy Committee:
  - Mr. Hinds & Mrs. Werner
- Facilities Committee:
  - Ms. Powers & Mrs. Whorff
- Negotiations Committee:
  - Mr. Hinds & Mrs. Whorff

#### **Ad-hoc Committees:**

- Wellness Committee:
  - Ms. Powers & Mr. Briggs
- Comprehensive Planning Committee:
  - Mr. Hinds & Mrs. Whorff
- Later Start Committee:
  - Ms. Powers & Mr. Briggs

Mrs. Whorff made a motion to approve the slate of committee assignments. Ms. Powers seconded the motion. The board discussed this could be revised at a future meeting if desired by any board member. Vote (4-0).

### **2. Approval of the Comprehensive Emergency Management Plan**

Mr. Hinds made a motion to approve the Comprehensive Emergency Management Plan. Mrs. Whorff seconded the motion. Vote (4-0).

## **Public Comments**

None

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

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

**Adjourn**

Mr. Hinds made a motion to adjourn at 6:36 PM. This was seconded Mrs. Whorff. 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