

West Bath School Administrative Unit

Board of Directors Meeting Minutes

August 21, 2024 at 6:00 PM

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

Members Absent: None

Others Present: Patrick Bowdish, David Hennessey, Emily Thompson, and Bob Weir

Call to Order:

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

Comments from the Chair:

Mr. Hinds welcomed everyone back to school, stating that he hoped that everyone had enjoyed the fast and warm summer. He said he wished let everyone know that nomination papers for the school board and board of selectmen are available. He also stated that he has decided not run for reelection for the school board this term. He said that he had enjoyed every minute of the nine and half years he has been on the board, and will continue to be a fierce advocate of the school.

Mr. Weir thanked him from the floor for doing a good job for nine and half years.

Approve/Amend Minutes of 6/18/24

Mr. Briggs made a motion to approve the minutes of 6/18/24 as presented. Ms. Werner seconded the motion. Vote (5-0).

Adjustments to Agenda:

None

Public Comments:

Mr. Hennessey asked what the class size numbers were. Mrs. Thompson provided the numbers.

Committee Reports

1. Finance Committee

- a. Payroll Warrants – Mr. Hinds signed payroll warrants on 6/20, 7/2, 7/15, and 8/13. Mrs. Whorff signed the payroll warrant on 7/30.
- b. AP Warrants – The AP warrants were signed by Mrs. Whorff on 7/30 and 8/13 and by Mr. Hinds on 8/1 and 8/14/

Superintendent's Report

1. Financial Report – Mrs. Thompson reported that with 83% of year remaining, 91% of the budget remained, and there were no areas of concern at that time.
2. District Updates
 - a. Building Updates – Mrs. Thompson said that they were in the final stages of summer cleaning and prep work for the new year. All annual and summer inspections have been completed, rooms are in the process of being put back together from summer cleaning, but they'll be ready for the start next week. Without having had big summer facilities projects this summer, summer work has been more simple and straight forward.
 - b. Projected Enrollment – She stated that class numbers continue to grow, which is always exciting. She mentioned they have had a new student or two enroll at every grade level, and we currently have 17 kindergarten students enrolled after exiting out 12 5th graders. She said that she is looking forward to welcoming both returning and new students and families to school soon!
 - c. ESY – Mrs. Thompson mentioned that they had a successful and well attended summer ESY program, taught by Mrs. Franklin, Mrs. Iverson, and Mrs. Marco. The program had just wrapped up last week, which is a little later than usual, so the building has been filled with children all summer, which she mentioned she appreciated.
 - d. Before/After Care - Once again, RMA in Brunswick has agreed to be the host of the school's before and after school program, and will drop off students at school in the morning and pick them up at the end of the day. Mrs. Thompson said she is grateful that they are continuing to offer this service for families who need it.
 - e. Open House – Open house is scheduled for Monday, September 9th at 5 PM.

Mr. Briggs asked Mrs. Thompson for her first impression on the new custodial and maintenance provider. Mrs. Thompson said that starting with a July 1 contract is very tricky, and the contractor is working hard to make sure that they are meeting the school's expectations, and have even come back in to redo floors that need to be touched up. She said that it's too early to make a firm determination, but that things are progressing in the right direction and the building is clean and sanitary.

Old Business

1. Revision of Ed Tech II Job Description

Mrs. Thompson explained the updates the job description and the alignment between the description and the state regulations.

Mr. Briggs made a motion to approve the revisions. Ms. Powers seconded the motion. Vote (5-0).

2. Revision of Ed Tech III Job Description

Mrs. Thompson explained the updates the job description and the alignment between the description, the state regulations, and the ed tech II description.

Mr. Hinds made a motion to approve the job description as updated. Mr. Briggs seconded the motion. Vote (5-0).

New Business

1. Personnel Item - Report

a. Hiring

- i. Kalen Hoag, Special Education Ed Tech II
- ii. Rachel Keller, Special Education Ed Tech II

Mrs. Thompson announced the hiring of Kalen Hoag and Rachel Keller and shared their background information with the board. Mr. Hinds welcomed them to the West Bath staff on behalf of the board.

Ms. Powers asked if the ed tech III position was being replaced after last spring's retirement. Mrs. Thompson explained that she posted positions as ed tech IIs and then posted internally for ed tech IIIs so that equal opportunity exists for those who are eligible.

2. Approval of the 24-25 Student/Parent Handbook

Mrs. Thompson provided the board with the handbook for the school year, and shared where there were updated.

Mr. Hinds made a motion to approve the handbook. Ms. Werner seconded the motion. Vote (5-0). Mr. Hinds commented that is often hard to write handbooks that aren't a long list of things that students can't do, and appreciates that this handbook is student friendly.

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

Mr. Briggs made a motion to approve the service agreement between Dr. Hanna and WBSAU. Ms. Werner seconded the motion. Vote (5-0).

4. Approval of the WBSAU Certification Committee

Mrs. Thompson shared the role of the certification committee and the bylaws the committee follows with the board. Ms. Werner made a motion to approve the committee membership. Mr. Briggs seconded the motion. Vote (5-0).

5. Overnight Field Trip Request – 5th Grade Field Trip at Chewonki

Mrs. Thompson presented a request for an overnight field trip for the 5th grade Chewonki encampment in October. Ms. Powers made a motion to approve the request. Mr. Briggs seconded the motion. Vote (5-0).

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

Mrs. Thompson shared the annual plan of expenditures for federal funds.

Public Comments

Mr. Hennessey thanked Mr. Hinds for his years of service.

Set Next Meeting Dates and Locations

1. September 18th - Regular Meeting of the WBSAU School Board of Directors @ 6 PM

Adjourn

Mr. Hinds made a motion to adjourn at 6:27 PM. This was seconded Mr. Briggs. Vote (5-0).

Submitted by,



Emily Thompson