

West Bath School Administrative Unit

Board of Directors Meeting Minutes

December 2, 2015 at 6:30 PM at the West Bath School

Members Present: Dennis Crews, Meagan Hennessey, Keith Hinds, Robert McDaniel, and Jordi St. John

Members Absent: all present

Others Present: Emily Thompson

Call to Order:

The meeting was called to order at 6:34 PM by Dennis Crews. The Pledge of Allegiance was recited.

Comments from the Chair:

Mr. Crews commented that in a normal year we would have a school board election in November and a new board member would be seated at the following meeting. The town policy with the Board of Selectmen is that they are seated for the November meeting and they conduct board chair elections and committee appointments at that meeting. As the school board did not have an election in November, the school board will elect the chair and co-chair and revisit committee appointments at the January meeting. In the future, this will take place at the first meeting following the November election. This provides a process for the years when the meeting happens prior to election day.

Approve/Amend Minutes of 11/4/15:

Mr. Hinds made a motion to accept the minutes for 11/4/15 as presented. This motion was seconded by Mr. McDaniel. Vote (5-0).

Adjustments to the Agenda:

None

Public Comments:

None

Committee Reports:

1. Policy Committee
 - a. Mr. Hinds stated that the committee continues to plug away on policies. The group plans to regroup and reprioritize the next several policies. Then we'll need to go back through to ensure that the cross references exist.
2. Technology Committee
 - a. Mr. St. John stated that he and Mrs. Thompson met a couple of weeks ago to create a to-do list, and a plan to begin to divide up work. He stated they would be meeting on Friday with the technology committee.

3. Facilities Committee
 - a. Mr. Crews stated that the facilities committee took a tour of the back parking lot to gather information needed for the RFP. He explained that the parking lot needs to be torn up, regraded, and have the drainage properly set.
 - b. Mrs. Thompson said that the facilities committee reviewed chapter 64, which regulates that school districts need to have a maintenance and capital improvement plan. The plan needs to include at a minimum the maintenance and replacement schedule for all major building systems including heating, ventilation, & air conditioning, plumbing and electrical systems, roof systems, building exterior, windows and doors, interior, and site maintenance. She stated that the development of this plan will guide the capital improvement requests.
 - c. Mrs. Thompson stated that she would be meeting with Ms. Hennessey and facilities committee member Aggie Demers the following day to draft the RFP for the back parking lot.
4. Finance Committee
 - a. Mr. Crews said that the budget season is starting. On February 24th the board will conduct the first reading of the budget. Until then the board will discuss what changes they might want to see in the budget.

Superintendent's Report:

- 1) Proposed Budget Development Calendar
 - a) Mrs. Thompson shared the proposed budget development calendar, beginning with a first reading of the school budget on February 24th, a second reading the budget on March 16th, and a final presentation to the Board of Selectmen on March 21st. The town meeting is scheduled for May 31st with a budget validation referendum on June 14th.
- 2) Financial Report
 - a) Mrs. Thompson shared the monthly budget report, noting that with 58.3% of the year remaining, there remains 76.42% of the budget. She noted that the first series of tuition payments to RSU 1 had been paid.
 - b) Mrs. Thompson said that at the November meeting Mr. St. John had asked about how food service was tracking. At that time she only had preliminary information, as only one month of revenue had been received and reported. She said that now having reported through October, it appears that food service is costing approximately \$2,400 a month. If that trend continued the board could consider planning for about \$24,000 for food service, which would allow for fairly significant savings.
- 3) District Updates
 - a) Mrs. Thompson reported that on November 17th the school held its Harvest Meal and complimented school cooks Jessie Sutfin and Wendy Morton for the excellent feast. She stated that more than 150 visitors were served.
 - b) The school completed the third-round of fall Student-Led conferences. For the young students, it's all they know in terms of conferences, and the families go through the process with ease. The staff continues to collect exit tickets from families to ensure that we are meeting our goals and to allow us to improve the process each time.

The SLC goals are:

- To provide students with an opportunity to discuss learning goals for the year, reflect on progress, receive feedback from parents, and celebrate achievement and growth
 - To develop students' and parents' understanding of learning targets and students' progress towards targets
 - To create an authentic purpose for students to develop communication skills
 - To support and enhance the student-parent-teacher learning partnerships
- 50 exit tickets with feedback were received, with 98% of the feedback stating that we met or exceeded the goals. Parents commented that find it valuable to have their children have an active role in the conference process, and it brings the learning experience to life much more vividly than a parent/teacher conversation. Parents enjoyed seeing the pride in their children and having them take ownership for their work, having them have the opportunity to communicate and reflect on their goals, practice leadership skills, and really taking responsibility for their own learning.

Mrs. Thompson stated that she enclosed in the board packet a list of benefits of Student-Led Conferences, as well as a supporting article for board reference.

- c) The School Board members were asked to save the date on January 8th for the first Celebration of Process and Reflection. Mrs. Thompson reviewed the guiding questions for each grade level that students have answered throughout their fall expeditions:
- Kindergarten - Can kindergarten help West Bath students become better at being respectful, responsible, honest, and compassionate?
 - 1st Grade - How do the Code of Character Traits: Being Compassionate, Responsible and Respectful help us to create peaceful learning at school?
 - 2nd Grade – How can we support the school community and place West Bath on the map? (service learning)
 - 3rd Grade - How can our community help support those with food insecurities?
 - 4th Grade – What is culture, and is it important to preserve it?
 - 5th Grade – How can the mind change the brain to change the mind?
- d) Mrs. Thompson listed upcoming events: 12/14 @ 5:30 is the Winter Concert, 12/18 is the Little Elf Shop and school vacation runs from 12/23-1/1.

Old Business:

The board conducted second readings of the following policies:

1. Second Reading of EBCD – School Cancellation/Postponement/Dismissal
Mr. McDaniel made a motion to accept the policy. Mr. St. John seconded the motion.
Vote (5-0).
2. Second Reading of EF-R – Food Service Regulations
Mr. McDaniel made a motion to accept the policy. Mr. St. John seconded the motion.
Vote (5-0).
3. Second Reading of EFC – Free and Reduced Price Food Programs
Mr. McDaniel made a motion to accept the policy. Mr. St. John seconded the motion.
Vote (5-0).
4. Second Reading of EFE – Competitive Food Sales

Mr. McDaniel made a motion to accept the policy. Mr. St. John seconded the motion. Vote (5-0).

5. Second Reading of GBN – Family Medical Leave

Mr. McDaniel made a motion to accept the policy. Mr. St. John seconded the motion. Vote (5-0).

6. Second Reading of JLF-R – Reporting Child Abuse Administrative Procedures

Mr. McDaniel made a motion to accept the policy. Mr. Hinds seconded the motion. Vote (5-0).

New Business:

1) Personnel Items - Restructuring of Ed Tech II/Secretarial Position and Contract

Mrs. Thompson explained that as we entered the school year there was one educational technician that worked 50% of the time who had been allocated fully to working with special education students. However, once it was determined how much special education secretarial support would be needed the plan had been to adjust her contract to allow for a portion of her position to be at the secretarial rate and the remaining portion at the educational technician II rate to ensure that she was not being asked to do things that fell outside of her job description. Mrs. Thompson said that she determined that 3 hours per week was sufficient to get the work done. This work consists of scheduling IEP meetings, updating special education files, mailing procedural safeguards and evaluations, and maintaining the special education database. The change in pay rate would begin with the current pay period and would increase the budget by \$98.30 over the year.

Mr. Crews voted to accept the proposal and change the position and contract. Mr. Hinds seconded that motion. Vote (5-0).

2) Approval of the WBSAU PLCSSP (Teacher Certification Plan)

Mrs. Thompson stated that as was discussed earlier in the year, the school department is required to have a team to monitor and approve teacher certifications. She shared the written state plan that was modified for WBSAU, and indicated that it needed board approval.

Ms. Hennessey asked if the PLCSSP would have a chair or co-chairs, as the plan had references for both. Mrs. Thompson indicated that WBSAU would have only a chair, and that she would remove the references to the co-chair.

Mr. Hinds made a motion to approve the WBSAU PLCSSP with the removal of the references to co-chairs. The motion was seconded by Mr. Crews. Vote (5-0).

3) First Reading of Board Policies

The board completed first readings of the policies listed below. Any discussed changes are noted.

1) First Reading of EBBB – Accident Reports

The board changed the language in the first paragraph to place safety first. Added, or designee, and replaced supervisor with designee.

- 2) First Reading of EBBB-E(1) – Student Accident Report Form
Mr. McDaniel asked if there was enough space on the form to allow for follow-up. Mr. Crews stated that employees could write ‘see attached or write on the back’.
- 3) First Reading of EBBB-E(2) – Faculty Accident Report Form
Mr. St. John suggested that the name of Lisa Donovan be changed to Office Manager
- 4) First Reading of GCFA – Employee Social Media Privacy
- 5) First Reading of JLF-E – Suspected Child Abuse Form

Public Comments:

none

Executive Session:

Mr. Crews made a motion to enter executive session pursuant to Title 1, Chapter 13, Section 405,6,A. of the M.R.S.A. for the purpose of discussing the superintendent’s evaluation at 7:20 PM. Mr. Hinds seconded that motion. Vote (5-0).

The board returned to general session at 7:41 PM.

Next Meeting Dates and Locations:

- Wednesday, January 6, 2016 at 6:30 PM at the West Bath School
- Wednesday, February 3, 2016 at 6:30 PM at the West Bath School

Adjourn:

Mr. Hinds made a motion to adjourn at 7:42 PM. Mr. McDaniel seconded the motion. Vote (5-0).

Submitted by,



Emily Thompson