

West Bath School Administrative Unit

Board of Directors Meeting Minutes

November 4, 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: Kelsey Marco, Emily Thompson

Call to Order:

The meeting was called to order at 6:31 PM by Dennis Crews. The Pledge of Allegiance was recited.

Executive Session:

1. Mr. Hinds made a motion 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. The motion was seconded by Ms. Hennessey. Vote (4-0).

Mr. St. John entered the meeting during executive session at 6:33.

The board reentered public session at 6:40 PM.

Comments from the Chair:

No comments from the chair.

Approve/Amend Minutes of 10/7/15:

Mr. McDaniel noted a typo on Old Business item 1.6, where of was written instead of or. Mr. McDaniel made a motion to approve the minutes of October 7, 2015 as revised. This was seconded by Mr. St. John. Vote (5-0).

Approve/Amend Minutes of 10/21/15:

Mr. McDaniel made a motion to accept minutes of October 21, 2015 as written. Mr. St. John seconded the motion. Vote (5-0)

Adjustments to the Agenda:

None

Public Comments:

None

Committee Reports:

1. Policy Committee

- a. Mr. Hinds commented that the policy committee continues to generate policies for board review as is reflected by tonight's agenda.
2. Technology Committee
 - a. Mrs. Thompson reported that she had spoken with a representative from the Department of Education regarding the SAU's technology plan, and that they had said we would carryover the current tech plan through the end of the year when the plan expires. Mrs. Thompson and Mr. St. John plan to meet this Friday to lay out the work ahead, and to create a plan for getting the work done. The goal would be that the plan would be able to be completed prior to the adoption of a school budget.
3. Facilities Committee
 - a. Mr. Crews reported that the heating upgrade project was approved by the Board of Selectmen, and in the process the restored the amount for the project that was in the initial quote.
 - b. Mrs. Thompson stated that she had met with the Siemens project manager that morning to draft a schedule for work completion with the goal of having the project entirely completed by the beginning of January. February vacation would be reserved for any final work.
4. Finance Committee
 - a. Mrs. Thompson reported that in another month the SAU will begin the process of building a budget. She stated that she and the Town Administrator have had initial conversations regarding the timeline of the process.

Superintendent's Report:

1. Financial Report
 - a. Mrs. Thompson shared the financial report from July 1, 2015-October 31, 2015. With 66.7% of the year to go, there is 85% of the budget remaining. She noted that the salaries/managers line in Central Services was overdrawn. The position is shared between central services and the school office, and the salary ratio will need to be corrected.
 - b. Mr. St. John asked how the technology budget was tracking. Mrs. Thompson reported that the budget is tracking just fine, but that what we have spent does not accurately reflect the amount of work that Mr. Bowdish has been doing for the school department. He spends a tremendous amount of time supporting the systems in the background, but is not billing for his time. She expressed that the technology budget will have to be increased in the new fiscal year.
 - c. Mr. Crews asked how the revenue is tracking for food service. Mrs. Thompson said that it is still early to tell, as we have only completed one month of revenue reporting. But more students are purchasing lunch, which is a good sign. Mr. St. John asked how it is working with the town in regards to finances. Mrs. Thompson stated that the school and town continue to talk and work on improving the financial process.
2. District Updates

- a. Mrs. Thompson reported that 5 teachers have just returned from San Diego for the Expeditionary Learning National Conference. Mrs. Franklin and Mrs. Winchester were presenters this year, teaching a master class on how to best support struggling learners using student-engaged assessment practices. The conference always provides a great opportunity to reflect upon and get feedback about your work. The staff attended a full-day pre-conference day, participating in expeditions, and then three days taking master classes on topics of their choice.
- b. Over the last several weeks the staff has been working on restructuring portions of our report cards to better reflect the work we do, as Maine moves to a proficiency based education system. While West Bath School has been proficiency based for several years, our report cards have not reflected that. We have first focused on reworking the math standards, and parents will see on the report cards the Common Core math standards that students are working towards at the grade level. Additionally our report cards will reflect the Code of Character and Habits of Scholarship traits that we teach, and that we celebrate each week through our crew meetings.
- c. The fall expeditions are in process and have an overall focus on community. We've had several opportunities for students to participate in field work through the expedition process this fall.
 - i. Kindergarten students have traveled to Biscay Orchard as part of their study about the life cycle of apple trees.
 - ii. First graders are conducting field work in a different way, by conversing with a first grade classroom in Hawaii and sharing attributes of their community and character traits.
 - iii. Second Graders are heading out next week to conduct field work via the bath trolley to study local landmarks, as they continue to the quest of determining exactly how to put West Bath on the map.
 - iv. Third graders have been working with a local nutritionist, staff from habitat for humanity, and with the food pantry in their study of food insecurities, and will be headed to the food pantry to continue their learning.
 - v. Fourth grade students went to the Damariscotta River Association to participate in the Wabanaki Living skills and culture program. They etched birch bark with Passamaquoddy art, built emergency shelters, tasted wild edibles, played native games, and heard native stories. DRA staff will be coming to West Bath to work with students on local plants and usage by the Wabanakis
 - vi. Fifth grade students are studying mindfulness and spent a period in the science labs at Morse High School dissecting brains.
- d. We participated in the Trick-Or-Tromp Food Drive. Pictures of the bounty of food collected are on our school's Facebook page.
- e. Our annual Harvest Meal is on November 18th. All board members are welcome to join us.
- f. Our Student-Led Conferences will be held on November 23rd.

- g. Mrs. Thompson recognized the PTO for organizing and hosting the fall festival and Aggie Demers and Abbie Delano, members of the playground committee, for organizing the ordering of new soccer goals for the playground.

Old Business:

1. The board conducted second readings of the following policies:
 - 1.1. Second Reading of BE – School Board Meetings
Mr. McDaniel made a motion to approve the policy. Mr. St. John seconded the motion. Vote (5-0).
 - 1.2. Second Reading of IHBB – Programs for Gifted Students
Mr. McDaniel made a motion to approve the policy. Mr. St. John seconded the motion. Vote (5-0).
 - 1.3. Second Reading of IHBEA – Lau Plan
Mr. McDaniel noted a Typo at end of 2nd paragraph. He made a motion to approve the policy as amended. Mr. St. John seconded the motion. Vote (5-0).
 - 1.4. Second Reading of IIB – Class Size
Mr. McDaniel made a motion to approve the policy. Mr. St. John seconded that motion. Vote (5-0).
 - 1.5. Second Reading of KCDA – Public Gifts to the School
Mr. McDaniel made a motion to approve the policy. Mr. St. John seconded that motion. Vote (5-0).
 - 1.6. Second Reading of KF – Community Use of School Facilities
Mr. McDaniel noted that a date needed to be added to account for the 1st reading. He made a motion to approve the policy as amended. Mr. St. John seconded the motion. Vote (5-0).
Mrs. Thompson asked about whether we needed clarifying language regarding how to categorize the community groups. Mr. Hinds said that there had been a lot of discussion about wanting to support the community but that we still needed to be able to pay the bills. Until there is something in the budget to address fees, the categories of community groups should be left to the discretion of the superintendent.
 - 1.7. Second Reading of KF-1 – Community Use of School Facilities Form
Mr. McDaniel noted that the policy needed to have a file number added. Mr. Hinds made a motion to accept the form as presented. Mr. St. John seconded the motion. Vote (5-0).
 - 1.8. Second Reading of KFA – Public Conduct on School Property – Playgrounds
Mr. Hinds noted that there were no changes to the policy, but that the playground sign outside needed to be changed. Mr. Crews made a motion to accept the policy. Mr. St. John seconded that motion. Vote (5-0).
 - 1.9. Review/Revision of JFABA – School Choice
Mr. Hinds made a motion to approve the policy with the revisions that were requested last month regarding providing transportation to only BMS and MHS, unless requested as part of an IEP. Mr. St. John seconded the motion. Vote (5-0).
 - 1.10. Review/Revision of JLF – Reporting Child Abuse and Neglect

Mr. Hinds expressed that the changes in the policy from the original policy the board had approved reflected the legislative changes. Mr. McDaniel asked for an s to be removed in section #3 after the word employee. Mr. McDaniel made a motion to accept the policy with the revisions. Mr. Hinds seconded that motion. Vote (5-0).

New Business:

1. Ratify the Agreement Negotiated between the RSU1 Board of Directors and the Sagadahoc Education Association (ESP) for the Secretaries and Education Technicians Bargaining Unit
 1. Mr. Crews stated that Mrs. Thompson had a received a letter on Monday requesting that the School Board of Directors ratify the new Agreement Negotiated between the RSU1 Board of Directors and the Sagadahoc Education Association (ESP) for the Secretaries and Education Technicians Bargaining Unit dated September 1, 2015 to August 31, 2018. Mr. McDaniel stated that this is the same contract that would have applied to them had we remained part of RSU 1, and that it would be the board's intention to make the salary changes retroactive to September 1st. Mr. Crews also stated that the longevity clause would remain the same. Mr. Hinds made a motion to ratify the agreement as operative in the WBSAU, including retro pay to September 1st and carrying over the longevity clause. Mr. McDaniel seconded that motion. Mr. McDaniel asked if this all fell within our budget to which Mrs. Thompson responded affirmatively. Vote (5-0). Mrs. Thompson stated that she would let the educational technicians know that we have adopted this contract as operative. Mr. Crews asked if needed to be signed, and Mrs. Thompson responded that our minutes reflect that it has been ratified and therefore we do not need to sign the document.
2. First Reading of Board Policies

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

 1. First Reading of EBCD – School Cancellation/Postponement/Dismissal

The board removed final sentence in #3. Mr. Crews asked if there were any modules in Infinite Campus that would allow for the phone calls and text alerts to continue. Mrs. Thompson stated that no modules were purchased, and that 6, 8, and 13 all have their own text alerts that parents can sign up for. Mr. St. John stated that he could investigate setting up an alert system through his company. Mrs. Thompson said that as an emergency system, she would be interested in discussing that further.
 2. First Reading of EF-R – Food Service Regulations

Mr. St. John asked if this was a nut free school. Mrs. Thompson responded that it is not currently nut-free. The school has been in the past, but there is not currently the need. A cross reference was added to the Community Use of Schools Policy. Mr. Crews asked whether we serve gluten free meals. Mrs. Thompson said that if children are gluten free it is noted in

their records, and they can access alternatives from the menu when available, but that gluten free meals are not currently provided.

3. First Reading of EFC – Free and Reduced Price Food Programs
4. First Reading of EFE – Competitive Food Sales

Mr. Hinds stated he would like to move the legal language to the end as a footnote.

5. First Reading of GBN – Family Medical Leave
6. First Reading of JLF-R – Reporting Child Abuse Administrative Procedures

Mrs. Thompson stated that this a change to the procedures, in terms of reporting back to teachers. Mr. Hinds added “for 10 years” to part E to be consistent to the language in JLF. In part F, the language was clarified through the use of parentheses around the designated agent.

Public Comments:

1. Mr. Hinds recognized the passing of Art Mayo yesterday afternoon. He was a long-time Sagadahoc County State Senator and a strong advocate for public education.
2. Ms. Marco thanked the board for allowing her to come to be part of the meeting. Mr. Hinds commented that it was great to see staff in the audience.
3. Mr. Crews reminded the board members of the upcoming Harvest Meal

Set Next Meeting Dates and Locations:

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

Adjourn:

Mr. Hinds made a motion to adjourn at 7:50 PM. Mr. St. John seconded that motion. Vote (5-0).

Submitted by,



Emily Thompson