

## **West Bath School Administrative Unit**

### **Board of Directors Meeting Minutes**

October 7, 2015 at 6:30 PM at West Bath School

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**Members Present:** Dennis Crews, Keith Hinds, and Robert McDaniel

**Members Absent:** Meagan Hennessey, Jordi St. John

**Others Present:** Lori Franklin, David Hennessey, Emily Thompson

**Call to Order:**

The meeting was called to order at 6:32 PM by Dennis Crews. The Pledge of Allegiance was recited.

**Comments from the Chair:**

No comments from the chair.

**Approve/Amend Minutes of 9/2/15:**

Mr. Hinds made a motion to approve as presented. Mr. Crews seconded the motion. Vote (3-0).

**Adjustments to the Agenda:**

None

**Public Comments:**

David Hennessey stated that he had several questions but that most of his questions will be answered as the board goes through the agenda. - Most of my questions will be answers as we go through the agenda.

**Committee Reports:**

1. Policy Committee
  - a. The committee is still plugging away. There are 78 policies in final or draft form. The required list is 94.
2. Technology Committee
  - a. This committee will be scheduling a time to meet.

Mr. Hennessey asked if the Chrome Books had arrived. Mrs. Thompson responded that they had arrived, and had been deployed with the 5<sup>th</sup> grade students, and that they are very user friendly.

3. Facilities Committee

- a. Mr. Crews distributed the minutes of the last facilities meeting to the board. He summarized the minutes, stating that the team had been discussing the heating system and development of a long-term plan for building next year's facilities budget. In regards to the heating system, he stated that we have received a proposal from Siemens. The facilities committee had recommended that proposal be brought to the board that evening, as the minutes reflect. But since that meeting, the committee was able to get in touch with Scott Andresen who wanted to connect with Mechanical Services as an alternative vendor. The inclination of the committee is to recommend that we establish a special session shortly before the October Board of Selectmen meeting so we can make a final decision and notify the contractor.

Mr. Hennessey asked whether both contractors had been in the building and reviewed the scope of the work? Mr. Crews said that they are currently waiting on Mechanical Services to come to complete their visit. Both organizations say that if they are notified by the end of this month, they will be able to do the work during Christmas.

Mrs. Franklin asked what the work would look like at Christmas? Mrs. Thompson responded that the work will happen in phases. First the boiler room upgrade will happen, which can happen at any time. The unit ventilators in classrooms would be upgraded when school is not in session, and the timeframes and scope of work would be communicated with staff ahead of time.

Mr. Hennessey asked whether the meeting would be posted and public? Mr. Crews responded that they would be.

Mr. Hennessey asked if the Pine Tree Grant has been pursued. Mrs. Thompson responded that a member of the facilities committee had been in touch with them and that she was putting together an application for a project. Mr. McDaniel asked where the time fell in the grant calendar cycle. Mrs. Thompson was unsure.

Mr. Hennessey asked where the back door project stood. Mrs. Thompson said that after finalizing the heating project, the attention would be turned to writing RFPs for the back parking lot, with work to be completed in the spring. The plan is for the pavement around the back door to be excavated this winter to ensure the door opens properly, while the project goes to bid.

#### 4. Finance Committee

- a. No Report

### **Superintendent's Report:**

#### 1. Financial Report

- a. Mrs. Thompson shared the financial report from July 1, 2015-September 30, 2015. One area that needs to be corrected is that all health insurance for teaching staff is being pulled from the special education insurance line. There is 89.39% of the budget remaining, with 75% of the fiscal year remaining.

#### 2. District Updates

- a. Mrs. Thompson said that the school year continues to run smoothly, and that she can't say enough about the amazing West Bath staff, their positive outlook and collegiality, and ability to dig in and get work done. She stated that while the staff is purposefully trying to keep many systems, programs, and curricula the same during this transition period, they have also been determined to take on another expedition cycle, a winter celebration of learning, and significant responsibilities through committee work, because it is the right thing to do, and because it is work they believe in.
- b. Systems at the district level are beginning to run more smoothly. The student information system is syncing with the state, and the October 1<sup>st</sup> state reporting deadline was met. The lunch software is now running smoothly, which includes menu planning and on-line payment features.
- c. With the completion of the October 1<sup>st</sup> enrollment, we are getting a more clear picture of who has enrolled at RSU 1 schools. We're continuing to check residency on a handful of students.
- d. State assessment data from the spring was recently released. Mrs. Thompson highlighted several differences in regards to the testing as compared to prior assessments. These assessments measured Common Core standards, and they were conducted on-line. Locally we made the decision to not use any instructional time prepping for the assessment, and also made the decision to test all of our students. There were some challenges regarding the assessment data, such as it can not be connected to past data due to new standards and variables, and it can not be connected with future assessments, as there will yet again be a new test. We are currently unable to see the school demographics, and do not know what the cut score of a "meets" is. But it is a snapshot, and shows that there is always more work to do, yet we can feel proud of the progress we're making. West Bath's literacy scores were 11.94% higher than the state average. The math scores were 14.67% higher than state average. Science scores were 19.02% higher than state average. Additionally, the

participation rate was 100%, which was 11% higher than state average in math and literacy, and 10% higher in science.

**Old Business:**

1. The board conducted second readings of the following policies:
  - 1.1. Second Reading of ADA – School District Goals and Objectives  
Mr. McDaniel made a motion to accept the policy. Mr. Crews seconded the motion. Vote (3-0).
  - 1.2. Second Reading of DD – Grants  
Mr. McDaniel made a motion to accept the policy. Mr. Hinds seconded the motion. Vote (3-0).
  - 1.3. Second Reading of HA – Negotiations Goal  
Mr. McDaniel made a motion to accept the policy. Mr. Crews seconded the motion. Vote (3-0).
  - 1.4. Second Reading of HB – Negotiations Legal Status  
Mr. McDaniel made a motion to accept the policy. Mr. Crews seconded the motion. Vote (3-0).
  - 1.5. Second Reading of HF – Board Negotiating Agents  
Mr. Hinds made a motion to accept the policy. Mr. McDaniel seconded the motion. Vote (3-0).
  - 1.6. Review/Revision of JFABA – School Choice - Action  
Mr. Hinds stated that Mr. Crews had asked the question last month regarding whether a K-5 student who chooses to go elsewhere for elementary school is grandfathered into the school choice process. The board reviewed language that clarified that issue.  
Mr. Hinds also stated that he recommended one other change. Currently under point 5 it states, “all transportation to and from a school other than RSU 1 will be the responsibility of the parent of guardian.” The policy committee recommends that the wording be changed to “all transportation to and from a school other than Bath Middle School and Morse High School will be the responsibility of the parent or guardian outside of decisions made through Individual Education Plans.”  
Mr. Crews asked for this policy to be brought back to the board in November with the new wording.

**New Business:**

1. Gifted and Talented Waiver Approval
  - 1.1. Mrs. Thompson explained that school systems are required to apply for annual approval of their gifted and talented program. However, a one-time waiver can be applied for and granted to schools. The WBSAU applied for a waiver, which has been approved. This affords the school department time to build the program over the course of the year. Mrs. Thompson expressed that Mrs. Jarvis, who is organizing the gifted and talented program, has done an outstanding job building

procedures and creating the identification process in reading, math, science, and in fine arts.

2. Approve Service Agreement between Dr. Hanna at and WBSAU - Action
  - 2.1. Mrs. Thompson expressed that having a school doctor is a requirement of being an approved school. The school doctor provides consultation to the school nurse, reviews school/health policies & procedures at least annually, advocates for school health, and develops the standing orders annually.  
Mr. Hinds made a motion to approve the contract. This was seconded by Mr. McDaniel. Vote (3-0).
3. The board completed first readings of the policies listed below. Any discussed changes are noted below.
  - 3.1. First Reading of BE – School Board Meetings
  - 3.2. First Reading of IHBB – Programs for Gifted Students  
Change school unit to WBSAU
  - 3.3. First Reading of IHBEA – Lau Plan  
Mrs. Thompson explained that this was a required policy, and that it may have implications for needing to a contracted service to the budget if the need arises.  
Added LEP at the end of the first paragraph.
  - 3.4. First Reading of IIB – Class Size  
Added a cross reference to the tuition policy.
  - 3.5. First Reading of KCDA – Public Gifts to the School
  - 3.6. First Reading of KF – Community Use of School Facilities  
Mr. Hennessey asked, why town groups would have to pay for their own building? Mr. Hinds stated that in part V. it says that facility fees can be waved but that we would still need to address paying the custodian.  
The board discussed that they needed clarity and definition around the groups, such as girl scouts/boy scouts/ town groups/student groups, but that they supported the full rates charged to the commercial groups. Mr. Hennessey suggested that there be a placeholder in the budget to allow town groups to use the building and cover the custodial fee. Mr. Hinds stated that as far as the town would be concerned, it would just be moving money from one pocket to another, but that it would still need to be built into the school budget so it could be supported. Mrs. Franklin asked if costs could be zeroed out by the profits raised by commercial groups. Mr. Crews commented that building usage needs to be cost neutral.
  - 3.7. KF-1 – Community Use of School Facilities Form
  - 3.8. KFA – Public Conduct on School Property - Playgrounds

**Public Comments:**

1. Mr. Hennessey suggested that the gym be advertised as a location for weddings as a way to raise funds.

**Executive Session:**

No Executive Session

**Set Next Meeting Dates and Locations:**

- Wednesday, October 21, 2015 at 7:00 PM at the West Bath School
- Wednesday, November 4, 2015 at 6:30 PM at the West Bath School
- Wednesday, December 2, 2015 at 6:30 PM at the West Bath School

**Adjourn:**

Mr. Hinds made a motion to adjourn at 7:55 PM. Mr. McDaniel seconded that motion. 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