

## **West Bath School Administrative Unit**

### Board of Directors Meeting Minutes

May 4, 2016 at 6:30 PM at the West Bath School

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

**Members Absent:** Dennis Crews

**Others Present:** Emily Booth, Patrick Bowdish, Emily Thompson, Steven Hinds, Abbie Longley, Eric Hinds, Jillian Hinds, Elizabeth Jarvis, Amanda, Walden, Drew Walden, Ken Walden, student members of the West Bath Build Team

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

The meeting was called to order at 6:30 PM by Keith Hinds.

The Pledge of Allegiance was recited.

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

Mr. Hinds commented that he would like to recognize teacher appreciation week. On behalf of the board he wished to recognize and thank the West Bath teachers and all of our staff. He stated that we have a tremendous team who is doing great things. Special thanks to all of them and keep up the good work.

Mr. St. John arrived at 6:32 PM.

#### **Approve/Amend Minutes of 4/6/16:**

Mr. McDaniel made a motion to accept the minutes for 4/6/16 as presented. This motion was seconded by Mr .Hinds. Vote (4-0).

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

None

#### **Public Comments:**

None

#### **Staff Report:**

Mrs. Jarvis presented with the student members of the West Bath Build Team, Sophie Booth, Abby Hinds, Lucas Hinds, and Gideon Walden, to allow them the opportunity to present their final vision of the outdoor classroom.

Sophie Booth began by telling the board why an outdoor classroom is beneficial. She said that allowed for opportunities to learn about the outdoors, and it can peaceful and calm so they can be relaxed and focused. Lucas Hinds explained the storage options that they

were considering for the classroom space. Gideon Walden said the roofing would be made with polycarbonate plastic that has a smoky color to spread light to make the classroom shadier. He said the students are considering adding a fishnet to increase the shade and a gutter to collect water for the garden. Abby Hinds explained that for the structure they would be using a simple, rectangular design that can be added onto later. The walls would be made from vines. It is approximately 300-500 square feet, depending on the cost of the materials. Lucas said wood chips would be used for flooring because it is comfortable and natural, with crushed gravel being the backup. Sophie said that seating would be stumps with waterproof cushions. They would add Mexican palm thatch paneling to roll up or down to provide a windbreak and extra shade to prevent distractions.

Mr. Hinds asked where the outdoor classroom will be. Sophie responded that it will be right next to the garden. He asked what the timeline is. Abby said that the project will start in a few weeks and it will be done by the end of the year.

Mr. Hinds reminded the board that this was grant funded.

Mrs. Jarvis stated that the children had done a wonderful job giving the overview of the classroom plans. They were right about the spot and the timeline. Mr. Frohmiller will be our lead builder. In the newsletter this week will be an invitation for the WB Build team task force with a tentative build date for May 21<sup>st</sup>. People can help ahead of time.

Mr. Hinds told the students they did a great job presenting today, and that it is not always easy to present to adults. He thanked Mrs. Jarvis and Lowes and stated that the classroom will be a great addition to our school. He suggested that the board considering having a board meeting out there this summer to get the full feel of what an outdoor classroom is all about.

### **Committee Reports:**

1. Policy Committee
  - a. Mr. Hinds said that the first reading policy list is getting smaller. The next project is to make sure that all of cross references are there.
2. Technology Committee
  - a. none
3. Facilities Committee
  - a. Mrs. Thompson said they are about to begin work on our back parking lot. She met with Mr. Mitchell last week, and he's ready to begin as early as next week. Dig safe was here today marking the pavement. Mr. Mitchell plans to take 5-7 days to complete the back lot and then will move to the playground which will take another 5-7 days.
  - b. She also said that Midcoast Excavation is donating their services to repair the 3 potholes in our front parking lot, two which are extensive. While I requested that we pay for materials, they will provide all equipment and labor to take care of

these problematic areas and hopefully buy us a few more years before we need to repave the parking lot.

Mr. Hinds asked what the impact on busing would be in regards to the back parking lot project. Mrs. Thompson said that there would be no impact. The project begins outside of the bus loop.

4. Finance Committee

- a. The town hearing is Tuesday May 17<sup>th</sup> at 5:30. Mr. Hinds said that the Finance Committee will take the lead. All board members are invited to attend. May 31<sup>st</sup> is the town meeting.

**Superintendent's Report:**

1. Financial Report

- a. Mrs. Thompson reported that with 17% of the year left there was 38% percent of the budget remaining. She reminded the board that the target for carryover in the proposed budget was \$169,717.76.

Mr. Hinds asked why there were no expenses for a long-term sub in the long-term sub line when the school had utilized one. Mrs. Thompson said that it was a special education long-term sub and it was in a different line.

2. School Nutrition Review

Mrs. Thompson explained that the school district has had its first school nutrition review. The process was extensive in terms of paperwork that had to be submitted early for preview, then an afternoon phone conference to further consult. On April 12<sup>th</sup> the district had a full day review of all of our practices.

Overall it was very positive and informative. The district was given the feedback that our paperwork and eligibility determinations have all been completed correctly, and they commented on the organization of the files. They also commented on timely monthly submission of reports to the state. Meal counts for the month of March were verified and no errors were discovered. There were a couple of errors with the meal patterns (page 3) which were correctable and will inform our future menus.

Mrs. Thompson referred to page 4 that focused on the Paid Lunch Equity Tool, which basically is a calculator that makes sure that the subsidy we receive for free and reduced lunch sales is not funding too much of a portion of the purchased lunch sales. The state requires that lunches at the elementary level are 2.75 per meal. We are currently at 2.45. The equity calculator requires that we increase paid meals to 2.55 for next year, to stay on track with reaching the state

requirement. That would be increase of 17.50 for a student who purchases lunch every day over the course of the year.

There was a labor management calculation that showed that our labor productivity falls below recommended guidelines. Mrs. Thompson said that in some ways this is good news, because it means the school has the capacity to do more. It allows for more opportunity to cook from scratch, implement farm to school, and to improve our school breakfasts.

The report shows that the school district is in compliance with all USDA rules, food safety and sanitation, civil rights training, wellness, and professional development requirements. She stated that she was overall very pleased with the results of the review as this was an entirely new area of expertise for us to implement. Wendy Morton and Jessie Sutfin have done a great job at ensuring that we have everything in place that needs to be in place.

Mrs. Thompson said that there were two areas of corrective action. One is that we have a point of sale at breakfast as we do at lunch. Prior to the review Mrs. Sutfin was writing kids' names down. Now we are having an educational technician use the point of sale computer. Secondly we need to adjust the meal pattern requirements to include whole grain rich bread. This has been corrected. Mrs. Thompson asked if there are any questions. Mr. McDaniel that he is pleased to see that sanitation is not an area of concern, as in many districts it is.

3. District Updates - Mrs. Thompson provided the board with the following updates:
  - a. Mrs. Thompson said the school was in full scale expedition mode. She reminded the Board that the Celebration of Learning is June 8<sup>th</sup> at 3 PM.
  - b. Field work is happening every where you look. Children are participating in field work at the Botanical Gardens, State House Museum, Maine Maritime Museum, Fort Western, Colburn House, which is the location of the entry point to the Arnold Expedition, Green Point Reserve, Hamilton Sanctuary, and the Boston Freedom Trail. Local experts have been streaming into the building several times per week. Mrs. Thompson said that on one day alone in the prior week Channel 8 news broadcasters were present to work with students on weather topics, and 2<sup>nd</sup> graders had an opportunity to promote their fall expedition topic. Kennebec Estuary Land Trust worked with kindergarten students on the topic of squirrels and predators versus prey. They also worked with 1<sup>st</sup> graders on the adaptation of a variety of bird beaks, so children were able to make connections between shapes of beaks and their uses. A designer from Lowes worked with a group of students to further develop their plans for the outdoor classroom. The Times Record was present taking it all in. And our school designer was in the building making observations towards our accreditation and to work with teachers on their own professional development needs.

Mr. McDaniel asked if the students had studied what the weasel had done at CERN. He explained that it had shut down an electrical substation. Mrs. Thompson said that they had not at this time.

- c. On the topic of accreditation, Mrs. Thompson said she had received an email this week from the Director of school services from Expeditionary Learning, asking if they could produce a case study about West Bath to to inform the recommended Core Practice implementation sequence for new partners. Quoting from her email she wrote, “West Bath is a school who, in it’s 5<sup>th</sup> year, met its IR target score and also outperformed the state and district on standardized assessments. Not all 5<sup>th</sup> year schools accomplish this, so I am interested to know what you think are the key drivers that have led to promising results at West Bath.”
- d. Mrs. Thompson said that there is a new partnership in the works with Maine Maritime Museum. We are currently able to send our 5<sup>th</sup> grade for 10 half days to work on a boat building project that is in support of their spring expedition. Mrs. Thompson said that the goal of this is that we build on this new relationship to establish a full boat building project.
- e. We have finally been able to solidify an opportunity for WBS 3<sup>rd</sup> graders to continue a learn-to-swim program as was in place when we were part of RSU 1. This was late in the planning stages as RSU1 was not going to be able to continue it, and Y aquatic staffing changed. But it’s a go for this year, and we’ll continue to champion the need to have swimming be part of our PE programming.
- f. Also in the works is a project with Chewonki, instituting team building, canoeing, and camping, and survival skills. There is still work to be done in terms of creating this proposal, partnership, and fiscal resources, but the overall plan is that we have an multi-day experience for the fall of the 5<sup>th</sup> grade year, beginning next fall.
- g. There’s so much happening in terms of beautifying our playground spaces. In addition to the work with the basketball court the outdoor classroom and the 2<sup>nd</sup> grade butterfly gardens are about to be built. It’s exciting to dream about what our outside space may look like in the near future.
- h. Mrs. Thompson reminded the board that pre-k applications are available for next year for students who will be 4 years old by October 15<sup>th</sup>. We’ll have slots at the Children’s Schoolhouse, the YMCA, and Head Start. Applications are due by May 13<sup>th</sup>.
- i. Mrs. Thompson provided the board with a copy of the town report and said that it has been a busy pace to keep up with this year, the first on our own, which hasn’t provided much time for reflection. But writing this year’s town report created that opportunity, and upon reviewing our year through April 1, I am so proud of the work of this group of teachers, our students, our parents, and the support of our community.
- j. Mrs. Thompson said that she wanted to end by thanking the PTO who has donated \$1,000 to the 2<sup>nd</sup> grade fundraiser in support of the new school sign and butterfly garden!!

Mr. St. John asked where the school was with the new school sign. Mrs. Thompson said it is fully funded, and ready for the 2<sup>nd</sup> graders to implement, and that there will be a ribbon cutting ceremony on June 8<sup>th</sup>.

Mr. Hinds said that was a good report with lots going on. He asked how many applications had come in for pre-k, to which Mrs. Thompson responded with approximately 8.

Mr. St. John asked if there was a problem with a pre-k provider? Mrs. Thompson said that Family Focus would not be providing services for West Bath for the next year. Slots would be held at Children's Schoolhouse, the YMCA, and Family Focus.

### **Old Business:**

1. Second Reading of Board Policies - The board conducted second readings of the following policies:
  - a. Second Reading of CBD – Superintendent's Contract  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
  - b. Second Reading of GCE – Recruitment, Nomination, and Appointment of Staff  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
  - c. Second Reading of GCF – Professional Staff Hiring  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
  - d. Second Reading of GCFB – Recruiting and Hiring of Administrative Staff  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
  - e. Second Reading of GCFB-R – Recruiting and Hiring Administrative Staff – Procedures  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
  - f. Second Reading of GCK – Professional Staff Assignments  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).
  - g. Second Reading of GDA – Support Staff Positions  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (4-0).

### **New Business:**

1. Review of 2016-2017 Warrant Articles for the purpose of preparing for town hearing and town meeting – No Action

Mr. Hinds oriented the board with the warrant articles for the town meeting, noting that the school articles were articles 47-62. He recalled that the board reviewed the articles and voted on them at the last meeting. Mr. Hinds also pointed out article 39, and said that article refers to the \$102,000 surplus funds that were returned from the RSU1 surplus funds to the WBSAU. He explained that it is the town's belief that the funds are general fund revenues and they should be put into the town reserve account.

Mr. McDaniel asked if that reserve account is dedicated to the school? Mr. Hinds said that it was his understanding that if the fund gets established in article 38, this will go into the general capital improvement fund. He said that in article 39 they add the \$102,000, and in article 40 they spend \$370,000 for the sand and salt shed.

Mr. Hinds reminded the board that the meeting on May 17<sup>th</sup> is a public hearing to run through articles and to allow the members of the public to ask questions if they do not understand what is in the article. He stated that he and Mr. Crews, as the finance committee would field the questions during the public hearing. Regarding the town meeting, Mr. Hinds reminded the board that at the last town meeting the moderator read the articles, Mr. Crews read the explanation, and he made the motions. He said that he is prepared for it to run the same way that the board should be ready to move motions and second as necessary.

Mr. McDaniel said that some of the public made changes last year. Mr. Hinds said that all articles are amendable from the floor and asked the board members to encourage all friends and neighbors to attend. Mr. McDaniel commented that that concerned parents were very active with what should and shouldn't be included in the budget. Mr. Hinds said that he hoped that being articles 48-62 isn't a problematic factor. He also reminded the board that if town meeting goes over allotted hours, it goes into the next night, which is the regularly scheduled board meeting, and that the town meeting would take precedence over the school board meeting.

## 2. Approval of Probationary Teachers

### a. Probationary I to Probationary II

#### i. Jennifer Harris (grade 1)

Mr. McDaniel made a motion to approve the status change for Jennifer Harris. Mr. St. John seconded that motion. Vote (4-0).

### b. Probationary II to Probationary III

#### i. Chelsea Coffin (grade 4)

#### ii. Sheryl Winchester (Special Education)

Ms. Hennessey made a motion to approve the status change for Chelsea Coffin and Sheryl Winchester. Mr. McDaniel seconded that motion. Vote (4-0).

### c. Probationary III to First Year Continuing Contract

- i. Allison Cosgrove (School Counselor)
- ii. Kelsey Marco (grade 2)
- iii. Robert Schulz (grade 5)
- iv. Julie Upham (grade 4)

Ms. Hennessey made a motion to approve the status change for Allison Cosgrove, Kelsey Marco, Robert Schulz, and Julie Upham. Mr. McDaniel seconded that motion. Vote (4-0).

3. Approve School Lunch Price Increase from \$2.45 to \$2.55

Mrs. Thompson referred back to the school nutrition update that she provided during the Superintendent's Report and reminded the board, where she had shared that during the review they had looked at the Paid Lunch Equity Tool and determined that lunch prices need to be increased for paid lunches. The state requires that elementary lunches are \$2.75 and to be on track to reach that amount the district would need to increase paid meals to \$2.55 for next year.

Mr. McDaniel made a motion to increase school lunches to \$2.55 for next year. Ms. Hennessey seconded that motion.

Mr. Hinds asked if it would be wise to raise the rates to 2.60 to meet in the middle? Mrs. Thompson said that the board can elect to do more, but the 10 cent change puts the district on track.

Vote (4-0).

4. Approve School Nurse Job Description

Mrs. Thompson stated that she's been writing job descriptions for each position that we are currently anticipating we can hire for. She explained that the nurse falls under the teaching contract, and described the roles of the administration and daily routines as written in the job description.

Mr. Hinds asked if the board should consider making a job requirement having prior experience with children? Mrs. Thompson said that she would prefer to not limit the applicant pool, but would rather be able to make decisions about candidates during the interview process. Mr. St. John said that he agreed. Mr. Hinds asked if proper certification included a background check, to which Mrs. Thompson responded affirmatively.

Mr. St. John made a motion to accept the job description. Mr. McDaniel seconded the motion. Vote (4-0).

5. Approve Gifted and Talented Job Description

Mrs. Thompson reminded the board that this year we were granted a waiver and we were able to implement GT programming with an educational technician, Mrs. Jarvis. That will not be the case for next year and we need to have a teacher with a GT endorsement on his or her certification. The position falls under the teaching contract.

Mr. St. John made a motion to approve the job description. Mr. McDaniel seconded that motion. Vote (4-0).

6. First reading of Board Policies - The board completed first readings of the policies listed below. Any discussed changes are noted.
- a. First Reading of IHBAB – Free Appropriate Public Education
  - b. First Reading of IHBAL – Free and Appropriate Public Education for Students with Disabilities under Section 504
  - c. First Reading of IBHAL-R – Grievance Procedures for Persons with Disabilities
  - d. First Reading of IHCA – Extended School Year Services for Students with Disabilities

**Public Comments**

1. Mrs. Jarvis thanked the board for doing a good job.

**Set Next Meeting Dates and Locations**

- Tuesday, May 17<sup>th</sup> at 5:30 PM – Public Information Night – West Bath Fire Station
- Tuesday, May 31<sup>st</sup> at 6:00 PM - West Bath Town Meeting – West Bath School
- Wednesday, June 1<sup>st</sup> at 6:30 PM – West Bath School Administrative Unit Board of Directors Meeting

**Adjourn**

Mr. St. John made a motion to adjourn at 7:34. This was seconded by Ms. Hennessey. Vote (4-0).

Submitted by,



Emily Thompson