

## **West Bath School Administrative Unit**

### Board of Directors Meeting Minutes

January 6, 2016 at 6:30 PM at the West Bath School

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

**Members Absent:** Jordi St. John

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

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

The meeting was called to order at 6:30 PM by Superintendent Emily Thompson. The Pledge of Allegiance was recited.

#### **Nomination and Election of Board Chair:**

Mrs. Thompson called the meeting to order. She explained that typically West Bath seats their Board of Selectmen at the first November meeting. In the future, new school board members will be seated at the first meeting following the November election. At that time nominations and elections of board chair and vice chair will take place as well.

Mrs. Thompson asked if there were any nominations for board chair.

Ms. Hennessey stated that in the interest of shared responsibilities, she nominated Keith Hinds for Board chair. Mr. McDaniel seconded that nomination.

There was no discussion. Vote (3-0, 1 abstention).

Mrs. Thompson thanked Dennis for his work and dedication leading the school district in its first year.

Ms. Hennessey commented that she especially appreciated his work on the transition team, and that he brought that knowledge into the first year of the new school board.

#### **Nomination and Election of Vice Chair:**

Mr. Hinds asked the board if there were any nominations for vice chair.

Mr. McDaniel nominated Mr. Crews. This was seconded by Ms. Hennessey.

There was no discussion. Vote (3-0, 1 abstention).

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

Mr. Hinds commented that Mr. Crews did an excellent job as chair of the Board of Directors. He anticipates that they will co-steer the ship and continue to work together. He commented that there is still a lot of work to do.

**Approve/Amend Minutes of 12/2/15:**

Mr. McDaniel made a motion to accept the minutes for 12/2/15 as presented. This motion was seconded by Ms. Hennessey. Vote (4-0).

**Adjustments to the Agenda:**

None

**Public Comments:**

Mr. Hennessey said that he was curious about whether the school had applied to the Berlin Auto Group or Senters for grants, and wanted to know if the PTO had received money from Pine Tree.

Mrs. Thompson said that she was not aware of the first two grants mentioned but would look into them. She said that she knows that a facilities committee member had looked into the Pine Tree grant and stated that she would follow up with her.

**Committee Reports:**

1. Policy Committee
  - a. Mr. Hinds stated that the board is well on the way to completing the 9-month task of adopting the required the policies.
2. Technology Committee
  - a. Mrs. Thompson said that the technology committee had met and reviewed the requirements of the state plan, along with sample plans. The group completed initial visioning work and divided up the responsibilities of plan development. Mr. Bowdish and Mrs. Thompson will be meeting in the next week to continue to develop the plan.
3. Facilities Committee
  - a. Mrs. Thompson stated that the facilities committee has finalized the RFP which would be released on January 11<sup>th</sup>. The team also has been discussing roofing data and needs, and planned for a building inventory to take place in two weeks.
  - b. In regards to the heating system upgrade, Mrs. Thompson stated that during Christmas break the gym handler, the library, and the 3-5 classrooms with unit ventilators were completed and controls were mounted. In the next week the electricians will update the boiler room controls and then will do the cut over to the new controls in the classrooms. She explained that the school is still waiting on software to allow for her to control the system. The K-2 wing will be completed during February break.

- c. Mr. Hennessey asked if the school was pleased with the relationship, with the work, and with the timeframes. Mrs. Thompson stated that they are more than pleased to finally have heat in classrooms. The project was delayed slightly due to scheduling difficulties, but the most concerning areas were addressed first and all will be completed by mid-February.
- 4. Finance Committee
    - a. Mr. Hinds stated that other than an update to the budget calendar timeline, there is nothing for the Finance Committee to report.

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

- 1. Revised Budget Development Calendar
  - a. Mrs. Thompson shared the updated budget development calendar with the board. She stated that the change was to move the Public Information Session from April 27<sup>th</sup> to May 17<sup>th</sup> to decrease the time between the public session and the town meeting.
- 2. Financial Report
  - a. Mrs. Thompson said that overall the budget is tracking well. There is 69.62% of the budget remaining with 50% of the year to go. She identifies areas that appear to be under-budgeted currently, which included special education transportation with 50% remaining, water/utilities with 30% remaining, and retirement with 35% remaining.
  - b. Mr. Hennessey asked when the school board would be meeting with the budget committee. Mrs. Thompson provided Mr. Hennessey with a budget timeline and said that that meeting had been scheduled via the town administrator for March 14<sup>th</sup>.
- 3. District Updates
  - a. Celebration of Learning – Mrs. Thompson invited the board to attend the upcoming Celebration of Learning on Friday from 1:30-2:30. The celebration will have a focus on process and revision as students work towards creating high-quality work.
  - b. Professional Development Opportunity – Prior to vacation WBS had the opportunity to have the special education educational technicians attend a full day Executive Functioning conference to support students who have ADHD, Executive Dysfunction, and autism – an opportunity they've not been provided with in the past. They found the day completely rewarding, and are working with our special education teacher Sheryl Winchester to develop modules to implement in classrooms to better support students. Additionally, the ed-techs will be providing a professional development session to the teaching staff.
  - c. Grants Awarded Since December 15<sup>th</sup> – WBS has been awarded \$10,100 in various grants.

- i. \$4,600 PEPG Development Grant – Allows for time & professional development for a school district to develop the new required evaluation system
    - ii. \$500 – ExxonMobil Math/Science Grant – Supports math, science, and technology in schools
    - iii. \$5,000 Lowes Toolbox for Education Grant – Tools and materials to support the building and creation of an outdoor classroom. The grant was written by Beth Jarvis.
  - d. Learning and the Brain Conference – Mrs. Thompson has the opportunity to attend the winter Learning and Brain conference in February, just prior to vacation. The topic is on how changing mindsets can motivate achievement, and focuses on promoting the academic attitudes that we utilize through our Habits of Scholarships. She stated that as she was not able to attend the annual National EL conference this fall due to the need to be here as the district was getting up and running, she is excited to have this opportunity to stretch her own thinking and learning, and to bring back ideas that are so relevant and timely for the staff.
  - e. School Choice Application Window – Mrs. Thompson reminded the board that the window opened for school choice registration for grades 6-12. By policy, the registration window will run through February 14<sup>th</sup>. 5<sup>th</sup> grade parents and families who currently have school choice students in grades 6-11 received mailings. Packets are at the town office, and all of the necessary information is on our school website.
  - f. Article about Mindfulness – An article about Mr. Schulz and mindfulness was printed in the Coastal Journal during the December break. It was included in the board packet.
4. Mr. Hinds commented that many students had artwork published in the Times Record during vacation as well.

**Old Business:**

The board conducted second readings of the following policies:

- 1. Second Reading of EBBB – Accident Reports  
Mr. McDaniel made a motion to accept the policy as written. Mr. Crews seconded the motion. Vote (4-0).
- 2. Second Reading of EBBB-E(1) – Student Accident Report Form  
Mr. McDaniel made a motion to accept the policy as written. Mr. Crews seconded the motion. Vote (4-0).
- 3. Second Reading of EBBB-E(2) – Faculty Accident Report Form  
Mr. McDaniel made a motion to accept the policy as written. Mr. Crews seconded the motion. Vote (4-0).
- 4. Second Reading of GCFA – Employee Social Media Privacy

Mr. McDaniel made a motion to accept the policy as written. Mr. Crews seconded the motion. Vote (4-0).

5. Second Reading of JLF-E – Suspected Child Abuse Form

Mr. McDaniel made a motion to accept the policy as written. Mr. Crews seconded the motion. Vote (4-0).

**New Business:**

1. Review of Standing Committee Assignments

a. Mr. Hinds read through the current WBSAU Board Committee Assignments:

- i. Facilities Committee: Dennis Crews, Meagan Hennessey
- ii. Finance Committee: Dennis Crews, Keith Hinds
- iii. Technology Committee: Dennis Crews, Jordi St. John
- iv. Policy Committee: Keith Hinds, Robert McDaniel

b. Mr. Hinds made a motion to approve standing committees as they are. This was seconded by Mr. McDaniel. Vote (4-0).

2. First Reading of Board Policies

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

a. First Reading of BBBA – Board Member Qualifications

Mr. McDaniel asked if members whose terms are up need to go through the same process of collecting signatures to rerun. Mr. Hinds responded, yes.

b. First Reading of KBF – Parent Involvement in Title I

The policy name needs to be added to the title.

c. First Reading of JJIF – Management of Concussions and Other Head Injuries

d. First Reading of BDB – Board Officers

The footer and the dates need to be added.

e. First Reading of BDE – Board Standing Committees

The dates need to be added.

Mr. McDaniel asked whether committees could be a member of 1? Mr. Hinds responded that by policy it could be the situation.

**Public Comments:**

None

**Executive Session:**

None

**Next Meeting Dates and Locations:**

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

- February 24, 2016 - first reading of the school budget

**Adjourn:**

Mr. McDaniel made a motion to adjourn at 7:06. Mrs. Hennessey seconded the motion. Vote (4-0).

Submitted by,

A handwritten signature in black ink, appearing to read "Emily Thompson", with a long horizontal flourish extending to the right.

Emily Thompson