

## **West Bath School Administrative Unit**

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

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

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

**Members Absent:** None

**Others Present:** Ida Beal, Patrick Bowdish, Aggie Demers, David Hennessey, Kelsey Marco, Jennifer Miedema, Emily Thompson, and student presenters

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

The meeting was called to order at 6:30 PM by Keith Hinds. The Pledge of Allegiance was recited.

Jordi St. John arrived at 6:31.

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

Mr. Hinds welcomed the audience. He extended an invitation to all present to attend the chili/chowder cook-off the following day from 5:30-7. He said all proceeds go to the PTO and he thanked them for organizing this and all that they do.

#### **Approve/Amend Minutes of 1/6/16:**

Ms. Hennessey made a motion to accept the minutes for 1/6/16 as presented. This motion was seconded by Mr. McDaniel. Vote (5-0).

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

Removal of the executive session.

#### **Public Comments:**

Mr. Hennessey tabled his comments until the end of the meeting.

#### **Staff Reports:**

1. Second Grade Expedition Presentation – Ida Beal and Kelsey Marco with students Colten Miedema and Zoe Nicholson

Mrs. Beal and Miss Marco introduced themselves and the students to the board. Mrs. Beal provided an overview of the standards that the student work is demonstrating achievement of. She said that one of the standards that second graders have to meet is that they have developed an understanding of what makes up a country, a state, and a

community, and how counties, states, and communities are recognized. She explained the various case studies the students took part of as part of their fall expedition, which led students from large studies of counties, to a focused study of the state of Maine, to an in-depth study of our local community. As an outcome of their expedition, the students would like to create a product that puts West Bath School, the heart of the town of West Bath, on the map, and propose that they install a new school sign.

Zoe Nicholson read the board a letter she had written with her reasons for why she proposes upgrades to the school sign. Colten Miedema shared sign options with the Board of Directors, and gave reasons for why the students support option 2. Miss Nicholson described to the board the fundraising they've already completed, and what the upcoming plans were for fundraising as they work towards a goal of \$2,500.

Mr. Hinds said that he would like to entertain a motion to allow the second graders to continue this project and to endorse their work. Mr. Crews made the motion. Mr. McDaniel seconded that motion. Vote (5-0).

Mr. Hinds thanked the students and teachers for taking some time out of their evening, to stand and advocate for something they believe in.

### **Committee Reports:**

1. Policy Committee
  - a. Mr. Hinds stated the board is well on the way towards meeting all policy requirements and that during this meeting some of the last remaining ones would be addressed.
2. Technology Committee
  - a. Mrs. Thompson stated that she recently had a work session with Mr. Bowdish where they drafted the components of the plan. The work continues.
3. Facilities Committee
  - a. Mrs. Thompson said that they had received a fair number of responses to the Request for Proposals for the back parking lot and playground. Meagan – fair amount of responses to the RFP.
  - b. Mrs. Thompson, Ms. Demers, and Ms. Hennessey completed a walk-through of the building. Ms. Hennessey shared a spread sheet that shared the collected data and the list of immediate priorities that should be addressed. Ms. Hennessey noted that one of those items that needs to be handled immediately is a crack in the kitchen floor, as it was an area of concern during the kitchen inspection.
  - c. Mr. McDaniel asked when the RFPs were due. Mrs. Thompson responded that they are due on February 14<sup>th</sup>.
  - d. Mr. Hennessey spoke from the audience and asked if the back parking lot was engineered and suggested that it would be worth spending \$2,000 - \$3,000 to get it engineered before the RFP is put out. He said that the town

has spent \$40,000-\$50,000 in the past to have it fixed and it needs to be fixed correctly this time. Ms. Demers asked from the audience how he would suggest the board best engage an engineer. Mr. Hennessey said that the board should ask a local engineer. Mr. Hinds responded that the suggestion was worth considering and the board would take his suggestion under advisement.

4. Finance Committee
  - a. Mr. Hinds stated that the finance committee had nothing to report at this time, but would be very busy over the next month with the budget process.

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

1. January – School Board Recognition Month
  - a. On January 26<sup>th</sup> the state legislature named the month of January as School Board Recognition Month. Mrs. Thompson read the full proclamation and thanked the board for the hours of time they volunteer in support of the school, students, and the town.
2. Financial Report
  - a. Preliminary Financial Audit
    - i. Mrs. Thompson explained that On January 25<sup>th</sup>, at the request of the Town Administrator, she and Mrs. Donovan met with the town's auditor to review the school's financial records. The intention was to identify areas that may be problematic in the finances now, half-way through the year, rather than after the fiscal year is completed in July. The auditor asked that Mrs. Thompson communicate with the board that he was impressed with the organization of the system, and that he sees clarity in the school department's reporting and paperwork that he does not see in districts that have been running for several years, and that the district should feel pleased with the progress. He will be putting together a list of recommendations for the school district to consider, as they did identify that in some areas, such as when listing revenue, we are duplicating efforts and can simplify some practices. The auditor will be meeting with the school board to review full audit results after the fiscal year is complete.
  - b. Preliminary 279s
    - i. Last week preliminary 279s were released, to allow for school districts to begin the budgeting process. The board will need to be aware in the budgeting process that the district's projected state subsidy has decreased by \$22,602.69 – which brings us to \$112,558.95. The reason for this is directly related the reduction we have in our current year from prior years in our special education costs. Because we are a minimum receiver, our subsidy comes directly from a state adjustment of 30% of our special

education costs. The district's projected Title I revenue, is increasing by \$6,813. This is generated by the number of students who receive free or reduced lunch. The overall net reduction that we'll need to plan for is \$15,789.69.

c. Budget Report

- i. Mrs. Thompson said that overall the budget continues to track well. With 41.7% of the year remaining, 63.3% of the budget still remains. The areas that are under-budget continue to be the same as prior reports, including retirement, technology support, special education transportation, and printing.
- ii. Mr. McDaniel asked if the board should consider increasing supplies in the next budget. Mrs. Thompson said that it does not necessarily need to happen, as this year there were start up costs in supplies to support physical education, special education evaluations, and a change in the math program.
- iii. Mr. Hennessey asked from the audience how things are working with the cleaning service. Mrs. Thompson said that there are pros and cons for all scenarios and that at this time of still being a start-up district having a cleaning service is working out well, as it is simply one less thing to have to manage, particularly in terms of snow removal.

3. District Updates

- a. Mrs. Thompson updated the School Board of Directors with the following updates:
- b. The school year is officially half-way through!
- c. The first winter Celebration of Learning was well attended and successful. Typically the school has a large end of year celebration of learning, focused on end products. This celebration was instead focused on the learning process and process of revision. The presentations were focused around the standards, and visitors were able to see how students revised their work and their learning progressed throughout the expedition. Visitors stated they felt these were the strongest expeditions thus far, which faculty wonders whether it's a result of the structure of the celebration. Mrs. Thompson said she had included an article about the celebration of learning that was in the Times Record in the board packet.
- d. Last month Mrs. Thompson had mentioned that there was an article about Mr. Schulz's mindfulness expedition in the Coastal Journal. Shortly thereafter, the article was picked up by the National Expeditionary Learning website and rereleased. The article was then retweeted and shared by the Deeper Learning Organization. It was also featured in this month's EL newsletter!
- e. The school was contacted by Maine Math and Science Alliance as a school who is creating innovative learning opportunities for students in the

area of science. They've asked the school to consider being part of a panel that meets in April to discuss innovation in schools.

- f. Mrs. Thompson said she would like to give special thanks to the West Bath town office for housing the 4<sup>th</sup> grade students' Wabenaki village for the last few weeks, to allow residents the opportunity to view the student work. The village will next move to the Patten Free library for patrons to view. This was a great opportunity for our students to have their work viewed by a larger audience.
- g. Mrs. Thompson said she would like to bring attention to Mrs. Upham's third grade class, which focused their fall expedition around food insecurities. One product of their expedition was to create a coin drive to raise funds for the Bath Area Food Pantry, as they learned that it is more beneficial for the food pantry to have money donated to purchase their own food than it is to provide them with food. The students raised \$445 and presented a check and copies of the healthy food cookbook they wrote to Kimberly Gates, Director of the Food Bank. The students also organized a peanut butter drive, as peanut butter is considered "gold" at the food bank. They were able to deliver 166 jars or 3,725 ounces of peanut butter to the food bank. Mrs. Gates was so impressed by the third grade students' learning, questions, and presentation, that she then asked them to come to Morse High School to present to the high school students, in an attempt to help to motivate them to be as involved as these children. The video of their presentation will be used to help to further support the food bank. The children will be presenting at Morse High School on February 11<sup>th</sup> at 9 AM.
- h. Last Friday the faculty had a full professional development day. This allowed teachers to begin curriculum mapping the new Next Generation Science standards.
- i. Mrs. Thompson reminded the School Board of Directors that PTO is hosting a chili/chowder cook off at the West Bath fire station from 5:30-7 PM on February 4th.

### **Old Business:**

The board conducted second readings of the following policies:

1. Second Reading of BBBA – Board Member Qualifications  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
2. Second Reading of KBF – Parent Involvement in Title I  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
3. Second Reading of JJIF – Management of Concussions and Other Head Injuries

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

4. Second Reading of BDB – Board Officers

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

5. Second Reading of BDE – Board Standing Committees

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

**New Business:**

1. 403 (b) Plan

- a. Mrs. Thompson stated that the IRS has annual allowable contribution limits for 403(b)s for public employees. Therefore the district is required to offer the opportunity for a 403(b) plan to employees, and must have a 3<sup>rd</sup> party administrator. The office has worked with Retirement Solutions to develop our plan, as the administrator that the school worked with in the past had high rates due to our low number of employees. Mrs. Thompson said that Retirement Solutions agreed to waive the base fee and participant fee, and will maintain the 403b document at the rate of \$50/per year in the second year. There is an initial \$350 design, development, and implementation fee that the district will be responsible for if the plan is approved.

Mr. McDaniel stated that things are pretty much mandated by the federal government and the document looked standard. If it is the appropriate administrator and was cost effective he said he had no concerns.

Mr. McDaniel made a motion to approve the 403b plan as presented. Mr. Crews seconded that motion. Vote (5-0).

Mr. Hinds told the board that there is a signature page that the board needed to sign at the conclusion of the meeting.

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 ADAA – School System Commitment to Standards for Ethical and Responsible Behavior

Mr. McDaniel asked that the word file in the title be changed to the word policy. He also asked if the code of conduct will be policy. Mrs.

Thompson responded that the code of conduct or code of character is

procedure, not policy and is located in the school handbook. Mr. Hinds commented that it is something that we already have in place.

- b. First Reading of DJH – Purchasing and Contracting: Procurement Staff Code of Conduct
- c. First Reading of GCI – Professional Staff Development
- d. First Reading of IHBA – Individual Education Plans (IEPs)

Mrs. Thompson commented that at the 6-12 level we are fiscally responsible for the IEP, and have a district representative who attends student IEP meetings. Mr. St. John asked if that process was redundant in terms of resources? Mrs. Thompson responded that they are still West Bath students and need representation from the district.

- e. First Reading of JL – Student Wellness

Mr. McDaniel stated that the wording of committee needed to be changed to counsel to be standard throughout the policy. He also asked for the first reading and the heading to be added to the policy. Mr. Hinds said that he expected the the wellness policy will be a fluid document. Mrs. Thompson stated that this significantly reduced the document that the school has been operating under. The policy committee reviewed the regulations and pared the wellness policy down to give the school district's wellness counsel a place to start.

**Public Comments:**

None

**Next Meeting Dates and Locations:**

- Wednesday, February 24, 2016 at 6:30 PM at the West Bath School - First reading of the school budget
- Wednesday, March 2nd, 2016 at 6:30 PM at the West Bath School

**Adjourn:**

Keith Hinds made a motion to adjourn at 7:24. Mr. McDaniel seconded the motion. Vote (5-0).

Submitted by,



Emily Thompson

