

West Bath School Administrative Unit

Board of Directors Meeting Minutes

April 6, 2016 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: None

Others Present: Patrick Bowdish, Adam Garland, Peter Oceretko, Emily Thompson

Call to Order:

The meeting was called to order at 6:30 PM by Keith Hinds. Mr. Hinds said that he would like to hold a moment of silence for Kimi Hill, the mother of 2 children who attend West Bath School. A moment of silence was held.

The Pledge of Allegiance was recited.

Comments from the Chair:

Mr. Hinds let the board and public know that the following night is game night, sponsored by the PTO. He encouraged members to come play games, and enjoy treats and pizza available for purchase.

Approve/Amend Minutes of 3/2/16 and 3/16/16:

Mr. Hinds made a motion to accept the minutes for 3/2/16 and 3/16/16 as presented. This motion was seconded by Mr. McDaniel. Vote (4-0).

Adjustments to Agenda:

None

Public Comments:

None

Town Communications:

1. Adam Garland spoke to the board, and said that he appreciated the willingness of the board to have him at the meeting. He requested they have a discussion regarding the budget process, and asked the board if there was anything that he could do to make the process better.

Mr. Hinds said that the board has an approved budget that they have to wait for a month and a half that perhaps could have been sharpened if the wait was not so long. He explained that with it being the first year of the district, there is not a history and perhaps true costs could have been identified more closely if the process had been able to happen later in the spring.

Mr. Garland stated that the town will be planning to have town meetings in May and that rather than having a final budget by early April, they would be able to move that date to the end of April.

Mr. Crews stated that the board had to create a budget prior to having feedback from the state regarding funding and before kindergarten enrollments had taken place, which is a gamble. The board created a budget before we had all of our information.

Mr. Oceretko stated that the Board of Selectmen have to do the same thing and said that the county tax information just came in last week. They take a guess throughout the season and made adjustments just before the warrant is printed.

Mr. St. John arrived at 6:36.

Mr. Crews stated that the school board had less flexibility because they were required to have their process completed by March 16th.

Mr. Oceretko asked if the board is able to amend things? Mr. Garland responded that they have to do a first and second reading and there is a process and a number of days. He also said that there is worry that if they push it to June it wont pass.

Mrs. Thompson said that is less of a worry than it was at this time last year, as now there is a prior budget to fall back on. She said that she heard two solutions from the school board, and restated they were moving the town meeting date or moving the second reading date.

Mr. Garland said that he hoped the school board was comfortable with how the process has been going and thanked the school board for coming to the budget meetings and being part of the process.

Mr. Oceretko said that he liked the budget format this year, as it was easy to get through and understand.

2. Committee Reports:

1. Policy Committee

- a. Mr. Hinds spoke on behalf of the policy committee. He said that looking at the checklist of required policies, the board is at 79 required approved so far.

2. Technology Committee

- a. Mrs. Thompson stated the committee is continuing to work on the technology plan. She explained that the state last week released updated information regarding the formation of a plan which is causing the team to change gears slightly. However, since this is the first time the guidelines have been updated since 2003 the update was welcome. Mr. St. John asked if that meant that everyone has to update their plan? Mrs. Thompson said that that would only happen when it is their turn to submit a plan, which happens every three years.

3. Facilities Committee

- a. Mrs. Thompson said that she was excited to announce that the Board of Selectmen have approved \$45,090 for the back parking lot and playground projects. The work will be scheduled to begin once the ground is ready and the tar plants open, with the goal being having the projects completed by June 1. The complete fiscal support of the town means that we also have the \$6,500 or so in the playground fund to be able to support the costs of hoops, painting, and perhaps benches.
4. Finance Committee
 - a. Mr. Hinds said that he is pleased that we have an approved budget. Mr. St. John said the process has all gone well.

Superintendent's Report:

1. Financial Report
 - a. Mrs. Thompson provided the board with the budget expenditures through March 31, 2016. She reported that with 25% of the year remaining, there was 42% of the budget remaining.
 - b. Dennis – Mr. Crews said that it was funny that the board was worried in October that we wouldn't have enough. Mrs. Thompson said that the board should picture the year with 1/3 remaining at this time, as the budget document in front of the board does not include the last warrant, which was \$150,000, and there are still large expenses lingering, such as Maine Care Seed Money, teacher lump payments, and tuition, and transportation which are both a month behind.
 - c. Mr. Hinds asked if there was anything Mrs. Thompson was worried about for next year. Mrs. Thompson responded that she felt that this is a solid budget with a little more wiggle room than expected due to the added facilities/maintenance added in.
2. District Updates – Mrs. Thompson provided the board with the following updates:
 - a. Mrs. Thompson informed the board that 4/7 will mark the completion of the 2nd week of state testing. The state pulled out of the Smarter Balanced Consortium last year, and districts have been in limbo regarding what type of state testing would take place this year, if any. In mid-January schools were notified that state testing would be taking place, even though there were not specific details about what that testing would look like. In early February principals were notified that the state had signed a contract with Measured Progress, and computerized testing would take place in March. At the end of February, sample testing schedules and a few released items were provided, so schools could get a glimpse of what the structure of the assessment would look like. Information then became available at the beginning of March. The testing window opened on 3/21 and runs through 4/15. The school chose not to test for the first week of the window, which was a wise decision, as throughout that week the state still sent out numerous emails a day regarding problems and revisions and necessary changes that needed to be made as schools were finding errors while testing. Mrs. Thompson stated that last week the 3rd and 5th graders tested, and this week the 4th graders are testing. The school is running two testing sessions a day and she pointed the board members to the schedule provided. Mrs. Thompson stated that she had to give the West Bath students and staff a great deal of credit, because the kids work hard, no matter what is placed in front of them, and they have persevered through testing sessions.

While the information was late to come to schools, and therefore the week before testing required a great deal of preparation to make sure that the schedules and technology were going to work, the school had very few glitches. Mrs. Thompson thanked Mr. Bowdish who had been in the building for the past two weeks throughout all of the testing sessions so that he could ensure that the technology was working, and that glitches could be solved immediately.

- b. March 11th Professional Development Day – Teachers worked with the EL school designer to tighten their guiding questions and case studies for this spring’s expeditions. Guiding questions are:
 - K – What do squirrels need to survive?
 - 1 – How does nature inspire our problem solving and inventions?
 - 2 – How can we support plant and pollinator interaction at West Bath School?
 - 3 – How do my roots influence who I am?
 - 4 – What makes Maine a destination for tourism? How does tourism benefit Maine’s economy?
 - 5 – What does it take to plan for and survive an 18th century expedition?
- c. Mrs. Thompson said that on March 23rd/March 24th the teachers had the opportunity to have job-embedded professional development with the school designer. Teachers continued work on the science content curriculum map, which is getting close to completion, and had 2-hour sessions per grade level of guided expedition planning time.
- d. The Battle of the Books was on March 31st. It is an annual trivia contest about 30 of the Maine Student Book Award Books. West Bath had 3 student teams and 1 teacher team participating in the event. Mrs. Thompson gave special thanks to RSU 1 for inviting us, and to the coaches, Mrs. Franklin, Ms. Desjardins, and Ms. Barnes
- e. Ready, Set, Go has taken place two times. There are currently 14 children registered for kindergarten for the fall. Mrs. Thompson stated that she has had several inquiries regarding Superintendents’ agreements and tuition.
- f. Pre-K applications are prepared and ready to go out on Monday. Mrs. Thompson said she had met with all of the pre-k providers and has established MOUs for the next year with Children’s Schoolhouse, the YMCA, and Head Start. Family Focus will decide at the end of the week whether or not they are able to participate in the pre-k program as their building is for sale and they are developing a back-up plan regarding their location if the building sells. Children’s Schoolhouse and YMCA have committed to offering 6 slots each if Family Focus is not able to provide spaces. Otherwise, West Bath once again have 4 slots in each site. Applications are due back to the school by May 13th and the lottery for slots will take place on or by May 27th.
- g. West Bath is preparing for the first review of the school nutrition program. Requested documents were sent in to the state at the end of February. Mrs. Thompson and Mrs. Morton had a phone conference and preliminary review of paperwork by phone on the 30th, and next Tuesday will have a full day on-site review.
- h. Family Game Night, hosted by the PTO is tomorrow night from 5:30-7:30.

- i. Report cards go home one Friday. Student Led Conferences are next Thursday, and then students will enter a week of school vacation. The school will be in full expedition mode when we return from break.
3. Mr. Hinds stated that Read to Feed has also started.

Old Business:

1. Second Reading of Board Policies - The board conducted second readings of the following policies:
 - a. Second Reading of GAB – Job Descriptions
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
 - b. Second Reading of IHBAA-R – Referral Policy-Procedures
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
 - c. Second Reading of ILD – Educational Research – Student Submission to Surveys, Analyses, or Evaluations
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
 - d. Second Reading of IMBB – Exemption from Required Instruction
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).

New Business:

1. Approval of the 2016-2017 Warrant Articles
 - a. Mr. Hinds pointed the school board members towards the warrant articles and reminded them that the budget coversheet that they worked from throughout the budget process was aligned with the warrants. He said that he would entertain a motion that the board approve the warrants and forward them to the Board of Selectmen.

Mr. McDaniel made a motion to approve the warrants. This was seconded by Mr. Crews. Mr. Hinds asked for discussion but there was none. He reminded the board and public that there would be a public meeting on the warrant articles and if there is anything that they are not sure about to speak up. Vote (5-0).
2. Approval of the 2016-2017 School Calendar
 - a. Mrs. Thompson walked the school board through the proposed school calendar. She stated that schools to the north of West Bath are starting before Labor Day and schools to the south are starting after Labor Day. On the proposed calendar the first day of school is September 1st. She proposed that they school structure move to trimesters to better support the expedition cycles, allowing for 3 expedition cycles and a Celebration of Learning for each cycle. The trimesters also better align with the assessment plan. It allows student-led conferences to happen in the middle of two trimesters, and with the Celebrations of Learning provides multiple opportunities for parents and teachers to meet face to face. She also stated that there are a few differences to note in regards to RSU1's calendar.

11/8 is a day that RSU 1 is closed for voting. Because West Bath School is not a voting location, there is not a reason to close. Conferences have been moved to November 10th to be more central in the trimester. January 3rd will be a professional development day. It was proposed that we move the January professional development day to be adjacent to the holiday break so it was less disruptive for the school weeks in January and for families. Mrs. Thompson pointed out that there is one professional development day per trimester. She stated that the calendar includes 175 student days, 180 staff days, and includes 5 snow days that are built in. The proposed last day for school is June 19th, pending snow days.

Mr. Crews said that there is another change from the RSU1 calendar, as they will be having a professional development day in May.

Mr. McDaniel made a motion to approve the calendar. This was seconded by Mr. St. John. Vote (5-0).

3. Approval of the Contract of the Principal/Superintendent of Schools

- a. Mr. Hinds stated that the board needed a formal vote to enact the changes to the Principal/Superintendent contract that were discussed throughout the budget process.

Mr. St. John made a motion to approve the contract. Ms. Hennessey seconded the motion. Vote (5-0).

4. Out-Of-State Field Trip Request – 5th Grade Fieldwork in Boston, MA

- a. Mrs. Thompson provided the board with an agenda for the trip and explained the sites the students would see. Mr. McDaniel asked if they buy dinner? Mrs. Thompson said that they do purchase dinner on the train on the way home. Mr. McDaniel stated that he had exchanged emails with Mrs. Thompson that verifies that the insurance covers adults and students who are on the trip.

Mr. Hinds made a motion to approve the field trip. This was seconded by Mr. St. John.

Mr. McDaniel said that he had done some research and found that this is a normal request as in other districts there are lots of field trips to place like Boston or even Canada. Mrs. Thompson responded that no one does it like West Bath. The students have an agenda complete with learning targets and schedule of the work that they will accomplish during the day. The day provides opportunity for reflection and sketching, and work that takes place on the train on the way down and back.

Vote (5-0).

5. First Reading of Board Policies - The board completed first readings of the policies listed below. Any discussed changes are noted.
 - a. First Reading of CBD – Superintendent’s Contract
After secretary to the board, add if elected.
 - b. First Reading of GCE – Recruitment, Nomination, and Appointment of Staff
Mr. Hinds asked how often we do site visits. Mrs. Thompson said that it is more likely that they ask candidates to teach a class at West Bath. Mr. Hinds asked how Mrs. Thompson would feel about having another district coming in to observe a teacher, to which Mrs. Thompson responded that she would not like it. It was proposed that number 4 be changed to “may be observed in an educational setting prior to selection”.
 - c. First Reading of GCF – Professional Staff Hiring
 - d. First Reading of GCFB – Recruiting and Hiring of Administrative Staff
It was proposed that the board remove the first sentence, strike last line, and add legal reference.
 - e. First Reading of GCFB-R – Recruiting and Hiring Administrative Staff - Procedures
 - f. First Reading of GCK – Professional Staff Assignments
 - g. First Reading of GDA – Support Staff Positions

Public Comments:

None

Next Meeting Dates and Locations:

1. Wednesday, May 4th at 6:30 PM – School Board of Directors Meeting
2. Tuesday, May 17th at 5:30 PM – Public Information Night – West Bath Fire Station
3. Tuesday, May 31st at 6:00 PM - West Bath Town Meeting – West Bath School

Adjourn:

Mr. McDaniel made a motion to adjourn at 7:47 PM. Mr. St. John seconded the motion.
Vote (5-0).

Submitted by,



Emily Thompson