

West Bath School Administrative Unit

Board of Directors Meeting Minutes

August 17, 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: Aggie Demers

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 announced that nomination paperwork for the school board is Mr. Hinds – available at the West Bath Town Office for one seat that will be up in November. He stated that the deadline is September 26th, and let members of the public know that there is a seat on the Board of Selectmen available as well.

Approve/Amend Minutes of 6/1/16:

Mr. Hinds made a motion to accept the minutes of 7/13/16 as written. Mr. St. John seconded that motion. Vote (4-0).

Adjustments to Agenda:

None

Public Comments:

None

Committee Reports:

1. Policy Committee
 - a. Plugging away.
2. Technology Committee
 - a. Mrs. Thompson said that while there had been intention to bring forth the technology plan, the PEPG plan took priority.
3. Facilities Committee

- a. Mrs. Thompson stated that she wished to thank Dick Priest, who manages the Benchmark staff in this area. He had gone above and beyond during the summer to make sure that all had gone well with the vendors during the time Mrs. Thompson was away.
- b. Classrooms are clean and are being prepared for the opening of school.
- c. The kitchen floor has taken longer to complete than anticipated, items will be moved back into the kitchen on Friday. The special education floor was not able to be completed in time, and will be done during the Christmas break.
- d. A technology office is being added to the corner of the library. That will be completed within the week.
- e. All other anticipated building projects have been completed.

Ms. Hennessey entered at 6:36.

4. Finance Committee
 - a. No report

Superintendent's Report:

1. Financial Report
 - a. District Audit

Mrs. Thompson said that the School Department's audit took place the prior week, and continued into this week. Throughout the process there were several positives shared, and there will also be some areas that the district can improve upon. Mrs. Thompson stated that these suggestions are welcomed. The School Department anticipates hearing from the auditors next Tuesday regarding the final accounting, and the auditors will be planning to meet with the School Board of Directors during the October meeting.

Mrs. Thompson thanked Mrs. Donovan for all of her hard work in this first year!

- b. 16-17 Budget
 - i. The budget document that was shared included all expenses from July 1 through August 16th, which also includes the final payroll of the month and AP. Therefore with 83% of the year remaining, there is 90.58% of the budget remaining.
 - ii. Mrs. Thompson noted the following items that would need to be realigned in the budget document:
 1. The furniture that was ordered for classrooms was placed in supplies instructional. That will be moved to the line below – instructional equipment.
 2. Page 6 – stipends curriculum – those expenses belong to summer school and will be moved to page 11 – other expenses
 3. Page 13 in transportation – other expenses are the summer school transportation

4. There are a few positions that have salaries/benefits coming from two lines, and those need to be realigned.
5. Food Service will be removed and transferred into the food service account, and will show 0.00% remaining once that happens.

2. District Updates

- a. EL National Conference – Congratulations to Ida Beal and Kelsey Marco, who submitted a proposal to present at this year’s national conference, and were selected. Their presentation is about how to design learning expeditions with engaging and relevant products for the community, and utilizing the backwards design model. This year’s national conference is in Detroit, at the end of October.
- b. Summer STEM – Summer STEM club ended on July 28th with a Celebration of Learning. During the celebration, Mrs. Franklin collected feedback from parents and students regarding the experience. 97% of parents said they would send their children again. 86% said they would pay to have their other children attend. 97% said that their children were excited to get up and go each morning. 97% of children said they had “a lot of fun” and participating in field work and building and testing their inventions were the highlights. 100% of parents said that their children read at least 15 minute per night during the Summer STEM program. The children’s only requested change for next year is that we make the math experiences more challenging! We will eagerly await our fall data to determine what measurable impact the program had on student learning.
- c. Fifth Grade Reorganization – Given the complexity of the 5th grade experience this year with boat building, Chewonki, and incredibly rich expeditions, and given that after this year our 5th graders are headed to middle school, Mrs. Thompson said that they have decided to try a different model for 5th grade, more like a middle school. 5th grade classes are divided into to classrooms which will be their homerooms. However, Mr. Schulz will be teaching all of the 5th graders math and science, and Ms. Goulet will be teaching humanities. Science, social studies, reading, and writing will all be embedded in the expeditions, math will be separate. This reorganization meets several goals: 1) it allows the teachers to teach in the areas of their strength, 2) it prepares the students for having multiple teachers in middle school, and learning to balance expectations from different people, 3) it gives us flexibility for grouping and regrouping students for instructional purposes, and 4) it allows our 5th graders to exit with common experiences.
- d. Kindergarten & 5th Grade Open Houses – Next Thursday, August 25th @ 3 PM
- e. Curriculum Work – Next week on Wednesday and Thursday, teachers will be working with our school designers to prep their expeditions for the upcoming year.
- f. Staff Development Days – Teachers return to work on August 30th. Students begin on September 1st.

- g. School Board Nominations – Nomination papers for the vacancy in the school board became available this past Monday and need to be returned by September 26th with a minimum of 25 signatures. This is a 3-year position to be seated at the next meeting following the election.

Old Business:

1. Second Reading of Board Policies - The board conducted second readings of the following policies:
 - a. Second Reading of BGA – Policy Development
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
 - b. Second Reading of BGB – Policy Adoption and Amendment
The title needs to be changed to BGB instead of BGD.
Mr. McDaniel made a motion to accept the policy with changes. Mr. Crews seconded the motion. Vote (5-0).
 - c. Second Reading of ECAE – Video/Surveillance Camera Policy
It was suggested that the words videotape be changed to recording.
Mr. McDaniel made a motion to accept the policy with changes. Mr. St. John seconded the motion. Vote (5-0).
 - d. Second Reading of IJOA – Trips
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
 - e. Second Reading of IJOAA – Overnight Class Trips
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
 - f. Second Reading of KHB – Advertising in Schools
Mr. McDaniel made a motion to accept the policy as written. Mr. Crews seconded the motion. Vote (5-0).
 - g. Second Reading of KHC – Distribution of Non-School Materials
Mr. St. John made a motion to accept the policy as written. Mr. McDaniel seconded the motion. Vote (5-0).

New Business:

1. Personnel Items
 - 1.1. Resignation of Jill Palmer – 50% Music Teacher
Mr. Hinds acknowledged her resignation and wished her well in the future.
2. Professional Evaluation/Professional Growth Plans
Mrs. Thompson walked the board through the regulations that are required of school districts in chapter 180, and then through the highlights of the Teacher PEPG Plan and the Principal PEPG Plan.
 - 2.1. Mr. Hinds made a motion to approve the Teacher PEPG Plan. This was seconded by Mr. Crews. Vote (5-0).

2.2. Mr. Hinds made a motion to approve the Principal PEPG Plan. This was seconded by Mr. McDaniel. Vote (5-0).

3. Annual Discussion of the Plan of Expenditures for Federal Funds

Mrs. Thompson presented the handout of the plan for Federal Fund expenditures and the academic goals. The board members asked no questions.

4. First Reading of Board Policies – The board completed first readings of the policies listed below. Any discussed changes are noted.

4.1.1. First Reading of CHCCA – Handbooks

Mr. Hinds asked whether the handbooks are in print or electronic. Mrs. Thompson responded that they are electronic and posted on the website, but can be printed at the request of a parent.

4.1.2. First Reading of DIE - Audits

4.1.3. First Reading of GCOA – Supervision and Evaluation of Professional Staff

The label needs to be changed to GCOA.

Mr. Hinds asked if the board should cross reference the PEPG plan. Mrs.

Thompson felt the legal reference does that, and that the plan should be kept as procedure, not policy.

4.1.4. First Reading of GCQC – Authorization to Accept Resignations

4.1.5. First Reading of JK – Student Discipline

Public Comments

None

Next Meeting Dates and Locations

Wednesday, September 7th at 6:30 PM – West Bath School Administrative Unit Board of Directors Meeting

Adjourn

Mr. St. John made a motion to adjourn at 7:35. Ms. Hennessey seconded the motion. Vote (5-0).

Submitted by,



Emily Thompson