

## **West Bath School Administrative Unit**

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

August 17, 2015 at 6:30 PM at 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:** Emily Thompson

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

The meeting was called to order at 6:31 PM by Dennis Crews. The Pledge of Allegiance was recited.

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

Mr. Crews stated that he hoped all board members have had a good break.

#### **Approve/Amend Minutes of 7/8/15:**

Mr. Hinds made a motion to approve as presented. Mr. Crews seconded the motion. Vote (3-0).

Ms. Hennessey arrived at 6:33 PM.

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

None

Mr. St. John arrived at 6:35

#### **Public Comments:**

None

#### **Committee Reports:**

1. Policy Committee
  - a. Mr. Hinds stated the group is continuing to plug away with policies. There are more to come.
2. Technology Committee
  - a. Mr. Crews stated that there are technology policies for first reading included in the agenda.
3. Facilities Committee
  - a. Mrs. Thompson stated that Siemens is ready to meet with a committee to discuss their bid.

4. Finance Committee
  - a. Mr. Crews explained that he wanted to update the board on the meeting with the Selectmen that was scheduled to discuss the disbursement policy. He expressed that he felt it was a productive meeting. The language of the policy has been changed to allow for a finance committee to sign the AP and one board member to sign the payroll. Mr. St. John asked for clarification regarding the general fund, and whether school and town monies would both be placed in the fund. Mrs. Thompson explained that all revenues would be placed in the general fund and that that revenue would be marked for the school and carryover would remain allocated to the school. Mr. Crews stated he still felt the need for some clarity around the food service account. Mrs. Thompson said she and Mrs. Donovan plan to meet with Debra Clark soon for support around that. Mr. Crews mentioned that he felt the Board of Selectmen were very positive in the meeting and it was a helpful meeting. Mr. Hinds echoed that feeling.

**Superintendent's Report:**

- 1) Summer school was a huge success. The children spoke about how much fun they were having, parents mentioned that children refused to miss it (even for a trip to Funtown/Splashtown) and Mrs. Thompson observed first hand the amount of math, science, and literacy students were engaged with. Summer school was structured as an expedition, and was STEM based. Mrs. Thompson thanked Mrs. Franklin and Mrs. Winchester for designing and delivering this program for the West Bath students, and also ed techs Ms. Barnes and Mrs. Tracy for supporting the work.
- 2) At the end of June, the WBSAU contracted with Patrick Bowdish, a parent of 2 WB students, to complete the networking and server support. His support and knowledge has been immensely important, as all network and software transitions were much more difficult than expected. Both Scott Bodeen and Matt Frey-Davis from RSU 1 have been helpful with regular feedback and support throughout this transition as well. Mrs. Thompson stated that she is concerned about the budgeted amount for network support, as she felt that the budget did not allow enough funds for the unanticipated start-up struggles. This line will need to be watched closely.
- 3) The WBSAU website went live on July 1. It can be accessed at <http://www.westbathschool.org>.
- 4) WBS has been notified that Mrs. Franklin and Mrs. Winchester have been selected to present a master class at this year's EL National conference in San Diego, CA in October. Their presentation will be focused on how to best support students with special academic and behavioral needs in an Expeditionary School setting.
- 5) The first Day of School is Sept 1<sup>st</sup>.

**Old Business:**

1. The board conducted second readings of the following policies:

- 1.1.1. Second Reading of AC – Nondiscrimination/EO and AA  
Motion to approve by Mr. McDaniel, seconded by Mr. St. John. Vote (5-0).
- 1.1.2. Second Reading of ADF – School District Commitment to Learning Results  
Motion to approve by Mr. McDaniel, seconded by Mr. St. John. Vote (5-0).
- 1.1.3. Second Reading of GBEC – Drug Free Workplace  
Motion to approve by Mr. McDaniel, seconded by Mr. St. John. Vote (5-0).
- 1.1.4. Second Reading of GBJAA – Confidentiality in the Hiring Process  
Motion to approve by Mr. McDaniel, seconded by Mr. St. John. Vote (5-0).
- 1.1.5. Second Reading of GBJAA-E – Confidentiality in the Hiring Process-  
Form  
Motion to approve by Mr. McDaniel, seconded by Mr. St. John. Vote (5-0).
- 1.1.6. Second Reading of IHBAC – Child Find Policy  
Motion to approve by Mr. McDaniel, seconded by Mr. St. John. Vote (5-0).
- 1.1.7. Second Reading of IJJ-E – Challenge of Instructional Materials Form  
Motion to approve by Mr. McDaniel, seconded by Mr. St. John. Vote (5-0).
- 1.1.8. Second Reading of IKE – Promotion and Retention of Students  
Motion to approve by Mr. McDaniel, seconded by Mr. St. John. Vote (5-0).
- 1.1.9. Second Reading of IKE-R – Promotion and Retention of Students –  
Procedures  
Added “or promotion” to the second line of D.  
Motion to approve the policy with the revisions by Mr. McDaniel, seconded  
by Mr. St. John. Vote (5-0).
- 1.1.10. Second Reading of JLCD – Medication Policy  
Add the file name.  
Motion to approve with the above change by Mr. McDaniel, seconded by  
Mr. St. John. Vote (5-0).

## **New Business**

1. Ratify the Collective Bargaining Agreement Negotiated by the Lower Kennebec Regional School Unit, RSU1 and the Council 93, American Federation of State, County, and Municipal Employees
  - a. By withdrawal agreement, the WBSAU is obligated to follow the negotiated agreements for the collected bargaining units with any contract that was voted on prior to July 1<sup>st</sup>.  
  
Mr. Hinds makes a motion to ratify the agreement. Mr. St. John seconded the motion. Vote (5-0).
2. Personnel Item(s): Action
  - a. Nomination – Jennifer Harris, First Grade Teacher

Mr. Hinds made a motion to approve the hiring of Jennifer Harris and looks forward to having her as part of the team. Mr. McDaniel seconded the motion. Vote (5-0).

b. Nomination – Wendy Morton, Food Service Assistant

Mr. Hinds made a motion to approve the hiring of Wendy Morton, and looks forward to having her join our team. This was seconded by Mr. St. John. Vote (5-0).

3. First Reading of Board Policies

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

1. First Reading of DJ – Bidding/Purchasing Requirements

Mr. Hinds stated that one of the things that came out of the meeting with the Selectmen was that we would not be bound by the town's bidding policy and the school board was charged with creating one.

The RFP procedures were changed to section 5.

Mr. Crews asked if the board wanted to create a window for bidding under section 2, such as \$4,000-10,000. Mr. Hinds said that was discussed in a prior draft. Mr. McDaniel expressed that it created a hoop to jump through that was not always logical or productive.

2. First Reading of GBEB – Staff Conduct with Students

3. First Reading of GCG – Substitute Teacher Procedures

Mrs. Thompson requested that the board include language about fingerprinting. She also asked for the board to think about increasing the rate of pay for subs. She will investigate the sub rate for neighboring districts.

4. First Reading of GCSA – Employee and Volunteer Use of Computers, Electronic Devices, School Network, and the Internet

Added the S in WBAU under number 4.

5. First Reading of GCSA-E – Employee and Volunteer Computer/Internet Use Acknowledgement Form

Changed the word “personal laptop” to devices.

6. First Reading of GCSA-R – Employee and Volunteer Computer/Device and Internet Rules

Mr. McDaniel asked if we need to consider “certifying” student devices as allowed on the network. He stated that this might be something we want to think about in the future.

7. First Reading of GCSB – Employee Use of Social Media

8. First Reading of IJNDA – Web Use

9. First Reading of IJNDB – Student Computer and Internet Use

In the fifth paragraph, change the district to the WBSAU.  
Remove parents from paragraph 3.

Make “schools” singular.

10. First Reading of IJNDB-E(1) – Internet Network Access Agreement – Students
11. First Reading of IJNDB-E(2) – Internet Network Access Agreement – Parent/Guardian
12. First Reading of IJNDB-R – Student Computer and Internet Use Rules  
Add the cross reference for cyberbullying
13. First Reading of IJNDC-E – Agreement to Publish Student Information on School Department Websites  
Change B – Will not be identified by full name.  
The board discussed at length concerns about media and websites and how to best word the agreement form.
14. First Reading of IJNDC-E(2) – Parent/Guardian Agreement Form to Publish School Information on School Department Websites
15. First Reading of KA – Classroom Visitation Policy
16. First Reading of KA-EI – Parent/Provider Visitation Request Procedures

**Public Comments:**

In lieu of public comment Mr. McDaniel suggested that the school board contract with an attorney to be able to speak to as needed.

Mr. Crews stated that we will be able to access the town’s attorney that we can speak with if we have questions, as long as it is not a conflict of interest with the town. We also have a list of attorneys that we can contact if there’s a need.

Mr. St. John asked what the benefit might be of having the same attorney as the town might be. Mr. Hinds expressed that the historical knowledge of the withdrawal is beneficial. Mr. Crews said that in most cases, the school and the town are going to be standing as one.

Mrs. Thompson expressed that it’s likely alternative counsel will be needed in regards to special education, but that the special education director has those contacts and we would utilize them if necessary.

Mr. Crews asked what the consensus of the board was regarding whether the board should or should not approach alternative attorneys.

Mr. McDaniel asked if the board should make preliminary contact with a legal firm to explore relationships.

Mrs. Thompson expressed that we have identified Drummond and Woodsum as a resource for potential school legal issues, if needed.

**Executive Session:**

No Executive Session

**Set Next Meeting Dates and Locations:**

- Wednesday, September 2, 2015 at 6:30 PM at the West Bath School
- Wednesday, October 7, 2015 at 6:30 PM at the West Bath School

**Moment of Silence:**

Mr. Crews stated that Dr. David Barber, a West Bath board member from 2008 to 2015 has passed away. In honor of the long history with the school board, the board held a moment of silence.

**Adjourn:**

Mr. Hinds made a motion to adjourn at 8:34 PM. Mr. St. John seconded that motion. Vote (5-0).

Submitted by,

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

Emily Thompson