

## **West Bath School Administrative Unit**

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

September 2, 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:** Aggie Demers, David Hennessey, Emily Thompson

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

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

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

Congratulations to the staff of West Bath School for a Herculean task of opening school on time and successfully. He mentioned his child is very happy with her first couple of days of school.

#### **Approve/Amend Minutes of 8/17/15:**

Mr. Hinds made a motion to approve as presented. Mr. St. John seconded the motion. Vote (5-0).

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

None

#### **Public Comments:**

David Hennessey asked about teacher negotiations. Mr. Crews said that teachers' contracts were successfully negotiated with RSU 1 and that the WBSAU Board of Directors have ratified that contract.

Mr. Hennessey asked about where things stand regarding facilities. Mr. Hinds expressed that we've met with Siemens regarding the heating controls and have received a proposal.

#### **Committee Reports:**

1. Policy Committee
  - a. Mr. Hinds stated that there are several policies listed in the board agenda. 75-80% of the policies fall under the category of mandatory. Mr. Crews asked for the policy committee to create a policy regarding the length of board meetings. Mr. Hinds stated that the committee will draft a policy if

that is his wish. Mr. McDaniel expressed that meetings have gone long because the board has had much work to do.

2. Technology Committee
  - a. This committee will be scheduling a time to meet.
3. Facilities Committee
  - a. Mr. Crews expressed that the group did engage with Siemens. One of the goals of the facilities committee is to engage the community. The group will be meeting once a month on Thursdays at 8 AM

Mr. Hennessey asked if there had been other building issues. Mrs. Thompson expressed that there has been unanticipated plumbing concerns and sprinkler system testing. Both of these situations have been rectified.

4. Finance Committee
  - a. No Report

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

1. Financial Report
  - a. Mrs. Thompson shared the financial report from July 1, 2015-August 31, 2015. There is 95.82% of the budget remaining with 83.3% of the fiscal year having passed.
2. District Updates
  - a. Mrs. Thompson provided a breakdown of Opening Enrollment and the breakdown of enrolled (142), resident (115), school choice (26), and tuition students (1) overall and at each grade level, along with initial information on 6-12 students. She stated that more information regarding the 6-12 and homeschool children would be available mid-September, once school had been in session.
  - b. Mrs. Thompson acknowledged the work of Mowry and Son Landscaping, for their volunteer efforts and cleaning up our school grounds and gardens. This is the 5<sup>th</sup> year in a row that Mowry and Son have volunteered their time, resources, personnel, and materials to help to make the grounds more visually appealing.
  - c. As noted earlier, there have been a few unexpected expenses regarding the building and grounds. Prior to the start of school 3 toilets were rebuilt, the fire panel in the boiler room was repaired, and funds were expended to purchase tools and supplies. Additionally sprinkler system blockage testing needed to be completed, as it had not been done in more than 5 years.
  - d. Open house is scheduled for 9/9 at 5:30-6:30, with a picnic hosted by PTO at 4:45. All are welcome.

Mr. Hennessey asked for the number of students enrolled in each grade level. The information from the enrollment document was shared with him, citing that the following information: Pre-K: 10, K: 25, 1: 13, 2: 30, 3: 20, 4: 29, 5: 15

Mr. St. John asked what the agreed upon tuition rate was. Mrs. Thompson responded that it was \$7,000. Mr. Hinds asked about how the enrollment process went for the first time. Mrs. Thompson responded that the procedures were smooth and clear, and worked well, even with the late request for a tuition placement.

### **Old Business:**

#### 1) School Choice Discussion – No Action

1. Mr. Crews posed a question from a resident regarding school choice. He asked, if a child in grade K-5 is attending a private school will the child be an existing school choice student when he/she enters 6<sup>th</sup> grade and given priority for school choice by policy? He expressed that his opinion is that the intention of the policy is to ensure that a 6<sup>th</sup> grade student can be guaranteed a placement for 7<sup>th</sup> grade, but that he wanted to have the board discuss the question before responding to the resident. Mr. Hinds agreed that the policy speaks only to students in grades 6-12. Going elsewhere for K-5 does not grandfather a child into school choice. Mr. Crews stated that the policy regarding school choice would only grandfather students who the district is are paying for financially. The child would need to apply for school choice when he/she reaches 6<sup>th</sup> grade like everyone else. Mrs. Thompson asked if the board should review the policy at the October meeting to clarify the language around the issue. Mr. Crews responded in the affirmative.

#### 2) The board conducted second readings of the following policies:

1. Second Reading of DJ – Bidding/Purchasing Requirements  
Mrs. Thompson expressed that the policy in draft form had been shared with the Town Administrator and the Selectmen, and that their feedback had been requested. They were in support of the School Board of Directors having their own bid policy.  
Mr. McDaniel made a motion to approve the policy. Mr. St. John seconded the motion. Vote (5-0).
2. Second Reading of GBEB – Staff Conduct with Students  
A change was made to an apostrophe.  
Mr. St. John made a motion to approve the policy with change to punctuation. Mr. McDaniel second the motion. Vote (5-0).
3. Second Reading of GCG – Substitute Teacher Procedures  
Mr. Crews asked how many substitutes were currently on the list. Mrs. Thompson responded that there was 1 approved substitute, with 4 applications that have been picked up from the office. She stated that she has discussed substitute rates with three other districts, and all use the rate of \$75. Mr. St. John asked if the district repays the cost of fingerprinting. She responded that the district currently does

not. Mr. Crews said he did not feel that \$5.00 would make a difference regarding whether or not people apply for being a substitute. Mr. McDaniel said that he did not think that we needed to change the rate of pay.

Mr. McDaniel moved to accept CGC as currently written. Mr. St. John seconded that motion. Vote (5-0).

4. Second Reading of GCSA – Employee and Volunteer Use of Computers, Electronic Devices, School Network, and the Internet  
Mr. McDaniel moved to accept GCSA as currently written. Mr. St. John seconded that motion. Vote (5-0).
5. Second Reading of GCSA-E – Employee and Volunteer Computer/Internet Use Acknowledgement Form  
Mr. McDaniel made a motion to accept the policy. Mr. St. John seconded the motion. Vote (5-0).
6. Second Reading of GCSA-R – Employee and Volunteer Computer/Device and Internet Rules  
Mr. McDaniel made a motion to approve the policy. Mr. St. John seconded the motion. Vote (5-0).
7. Second Reading of GCSB – Employee Use of Social Media  
Mr. McDaniel moved to accept the policy. Mr. St. John seconded the motion. Vote (5-0).
8. Second Reading of IJNDA – Web Use  
Mr. McDaniel made a motion to accept the policy. Mr. St. John seconded the motion. Vote (5-0).
9. Second Reading of IJNDB – Student Computer and Internet Use  
Mr. McDaniel made a motion to accept the policy. Mr. St. John seconded the motion. Vote (5-0).
10. Second Reading of IJNDB-E(1) – Internet Network Access Agreement – Students  
Mr. St. John made a motion to accept the policy. Mr. McDaniel seconded the motion. Vote (5-0).  
Mr. Hennessey asked if Chrome Books have arrived. Mrs. Thompson responded that they would be ordered the following week, but the specs had been determined and a vendor had been chosen.
11. Second Reading of IJNDB-E(2) – Internet Network Access Agreement – Parent/Guardian  
Mr. St. John made a motion to accept the policy. Mr. McDaniel seconded the motion. Vote (5-0).
12. Second Reading of IJNDB-R – Student Computer and Internet Use Rules  
Mr. McDaniel made a motion to accept the policy. Mr. St. John seconded the motion. Vote (5-0).
13. Second Reading of IJNDC-E – Agreement to Publish Student Information on School Department Websites  
Mr. Hinds explained that after absorbing all of the information discussed in first reading, the policy committee felt that policy JRA-E covered the areas of

concerns and that no changes were necessary. Mrs. Thompson expressed that a cross reference to JRA-E be added to help to clarify. Mr. McDaniel asked for the first reading dates to be added.

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

14. Second Reading of IJNDC-E(2) – Parent/Guardian Agreement Form to Publish School Information on School Department Websites

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

15. Second Reading of KA – Classroom Visitation Policy

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

16. Second Reading of KA-EI – Parent/Provider Visitation Request Procedures

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

### **New Business**

1. Annual Notification of the Plan of Expenditures for Federal Funds – No Action

- a. Mrs. Thompson shared a document with the board, that showed the purpose, goals, allocation, projects, and budgeted expenses of the Title IA, Title IIA, and Local Entitlement grants. Mr. Hinds asked how the grant funds aligned with the budget. She explained that the Title I and Local Entitlement funds are part of salaries for teachers and ed techs, and are part of the overall school budget to pay for those positions. The Title II funds are supplementary to the professional development budget.

2. Approval of the WBSAU Certification Committee – Action

- a. Mrs. Thompson presented the membership and the responsibilities of the PLCSS to the board. The membership is made up of 1 teacher (Mrs. White – 2 year position), 1 chair person (Mrs. Franklin-1 year position), and 1 administrator (Emily Thompson). She stated that she may need to return to the board in the future to make an amendment to the committee if ed tech representation is needed in order to approve their certification process.
- b. Mr. Hinds made a motion to approve the committee as presented. Mr. St. John seconded the motion. Vote (5-0).

3. First Reading of Board Policies – No Action

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

- a. First Reading of ADA – School District Goals and Objectives
- b. First Reading of DD – Grants  
Change “district account” to “designated account” in 2 spaces.
- c. First Reading of HA – Negotiations Goal
- d. First Reading of HB – Negotiations Legal Status

In the last sentence, change “rights” to “right”.

Remove “adopted” date.

- e. First Reading of HF – Board Negotiating Agents

**Public Comments:**

Aggie Demers asked what the status was regarding the facilities committee and capital improvement funds. She asked what the next step would be. Mrs. Thompson responded that the board was in the process of forming a facilities committee, which would include members of the public, to create a facilities plan. The facilities committee would make recommendations of the school board regarding capital expenses. The capital improvement funds could only be accessed via a 2/3 approval vote by the Board of Selectmen.

Mr. Hennessey stated that there were priorities with the way the facilities money was allocated and asked if the PTO has considered applying for Pine Tree Grants.

**Executive Session:**

1. Request to enter into an executive session pursuant to Title 1, Chapter 13, Section 405,6,A. of the M.R.S.A. for the purpose of discussing personnel issues

Mr. Hinds made a motion to enter executive session. Mr. McDaniel seconded it.  
Vote (5-0)

The board reentered public session at 8 PM.

**Set Next Meeting Dates and Locations:**

- Wednesday, October 7, 2015 at 6:30 PM at the West Bath School
- Wednesday, November 4, 2015 at 6:30 PM at the West Bath School
- Wednesday, December 2, 2015 at 6:30 PM at the West Bath School

**Adjourn:**

Mr. Hinds made a motion to adjourn at 8:00 PM. Mr. McDaniel seconded that motion. Vote (4-0).

Submitted by,



Emily Thompson