

West Bath School Administrative Unit

Board of Directors Meeting Minutes

September 19, 2018 at 6:30 PM at the West Bath School

Members Present: Dennis Crews, Keith Hinds, Robert McDaniel, Ashleigh Randall, and Mary Wallace

Members Absent: None

Others Present: Patrick Bowdish, Aggie Demers, and Emily Thompson

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 said that he would like to extend thank yous to the community crew for hosting the community picnic before open house. He would also like to thank the Sagadahoc County Sheriff's Department for being present for the start of the school year, and completing speed enforcement. He said their presence had been well received by parents.

Approve/Amend Minutes of 8/15/18

Mrs. Wallace made a motion to approve the minutes of 8/15. This motion was seconded by Mr. McDaniel. Vote (5-0).

Adjustments to Agenda:

None

Public Comments:

None

Committee Reports:

1. Policy Committee – Mr. McDaniel asked what the status was of the legislative changes that would impact mandatory reporting procedures and training. Mrs. Thompson

responded that the bill has not passed, and the board's policies as they stand are up to date.

2. Technology Committee – No Update
3. Facilities Committee – Mrs. Thompson said that last month she had said that summer projects had been completed with the exception of the projects. The roof annual maintenance has now been completed, and 4 sections were repaired and covered by warranty. She also said that the three projects that were planned for summer had not been completed. Mrs. Thompson said that she was assured that she would have a schedule for completion by the end of the week.
4. Finance Committee -
 - a. Payroll Warrants – Warrants were reviewed and signed by Mr. Hinds on 8/21, 8/31, and 9/14.
 - b. AP Warrants – Warrants were reviewed and signed by Mr. Hinds and Mr. Crews on 8/23 and 9/6.

Superintendent's Report

1. Financial Report
 - a. Budget Report through August – The report shows that with 83% of the fiscal year remaining, 88.38% of the budget remains. Mrs. Thompson said that in looking at account lines, the board will notice the the salary lines are in the 78% range, due to where the pay cycle falls, but that all budget lines are on track.
 - b. Audit Update – Mrs. Thompson said that although the auditors were contacted in July for scheduling the audit, the school has been waiting in queue for our turn. The school's audit is scheduled to take place on October 2nd and 3rd, which is actually similar timing to when the site visit was completed last year. She said that she anticipates that it will be a quick process and it is actually on track or earlier than it has been in past years.
2. District Updates
 - a. Opening of School
 - i. Mrs. Thompson reported that it was a very smooth and seamless start to the school year, with business as usual. She says that it helps that the teaching staff has remained the same for the third year in a row.
 - ii. Open House was held last week, and was well attended. Mrs. Thompson said she wished to give special thanks to the Community Crew for hosting a family barbeque prior to open house.
 - iii. Mrs. Thompson said that the 5th graders have begun their trips to the boat shop, the experience has already been met with positive feedback from students.
 - iv. The current 4th graders, as part of their 3rd grade expedition last spring participated in field work earlier in the week with Mrs. Sawyer, their third grade teacher. Last spring's expedition was focused on Immigration, and as a portion of their final product the students created Congratulatory Packets for newly sworn-in U.S. citizens. They attended the swearing in

ceremony at Hannaford Hall at USM Portland that morning. After, they greeted the newest citizens and presented them with their packets they created.

- v. Mrs. Thompson said she would like to thank the Sagadahoc County Sheriff's Department for the time and energy they've put into visiting the school this month. They've been working on building positive relationships with students and monitoring the speed of New Meadows Road. She said the school has appreciated their visits and support.
- b. Enrollment Update – Mrs. Thompson provided the board with the preliminary opening enrollment for WBS. She said that the school had exited out a 5th grade class of 20 students and entered a kindergarten class of 14, but enrollment has actually increased, are there are several new students at all grade levels, and many new families in West Bath. She outlined the enrollment categories, highlighting that resident enrollment continues to increase and there is a tuition student this year. She also reminded the board that next year the majority of the school choice students will exit out, which will have an impact on the budget, as there is a decrease of revenue. Finally, Mrs. Thompson pointed out that the number of identified special education students at the K-5 level has increased as compared to the prior year.
- c. Flu Clinic – Mrs. Thompson notified the board that there would be a free flu clinic at the school, open to all, on October 16th from 3-5 PM, hosted by Chans.
- d. Books on the Bus – Mrs. Thompson said she would like to thank Patten Free Library and Books on the Bus for including the 2 West Bath buses in the program. Books on the Bus has outfitted the school buses with book sacks and books for students to read, or take home.

Old Business

1. EL Education Credentialing Process

Mrs. Thompson said that the school has been notified that it has reached the final stage in the credentialing process! The last step is a presentation of the highlights our portfolio, or a defense of the claims, will be scheduled for October 15th, with the timing being either 12-3 or 1-4. She said that once the time is set she would let the board know in the event any board members wished to attend. She said that she had emailed the board a link to the portfolio with this board packet, so they could review it over the next month.

Mr. McDaniel offered his congratulations. He said that it was very impressive, looked great, and the content was great as well. Mr. Hinds said that he agreed.

2. Review of Board Policies

- a. JFABA – School Choice Policy

Mrs. Thompson said that school choice has become a hot topic. Following the August meeting of the board, she had received 6 requests for school choice, which made her realize that the board did not have a process to allow for late requests. She said that she had designated all of the school choice slots during the application process, but she was aware of at least one student who was not going to use the slot. She had no way of then giving the slot to another student. She said that she would like the board to weigh in on the concept of keeping a waitlist, and potentially reallocating the slots as they become available after August 1st.

She said she would also like clarification on the intent of #9. If a family moves to West Bath prior to the close of the application window, are they able to apply for school choice, or do they need to wait until the following year? Finally, she asked how the board feels about school choice placements taking place once the school year has started? Assuming there are students on a waitlist, does the board support a mid-year change, or would the waitlist end on September 1?

Mr. Hinds suggested that the board look at each of these scenarios separately. He said that the concept of a waitlist and lottery is addressed in the highlighted text on page 2 that says, 'new school choice enrollments must be confirmed with WBSAU by August 1st. If the student has elected to not enroll in a school choice school, that slot will become available to students on the waiting list' and 'Students who missed the application window but who wish to be considered for a school choice slot may apply after February 14th. Students will be placed on the waiting list and will be notified if and when a school choice slot becomes available'.

Mrs. Thompson said that earlier in the policy the waitlist is mentioned, but it does not clarify how the waitlist would work. That should also be clarified in the policy. Mr. Crews said he likes the idea of the waitlist. He said that the proposed language would be adequate to cover what is being discussed, and would help to clarify how the wait list would work. He said he liked having the waitlist, as it covers the idea of too many students and not enough slots. Mr. McDaniel said that it sounds reasonable that if someone who has opted for school choice moves out and there is a waiting list, we have already budgeted for and made accommodations for a certain number of people. It seems reasonable to make that slot available. Mr. Crews said that it is budget neutral, as the board is either paying the amount to the RSU or to the school of choice. But the board is contractually obligated to sending a certain number to the RSU.

Mr. McDaniel said that before point 10 is finished, the board should look at the other scenarios and see how the same language impacts the policy. Mrs. Wallace asked how the waiting list would be ordered. Mrs. Thompson said that it would be first come first served, unless it is a sibling, as siblings have existing school choice priority. Mr. Hinds says, unless the board has to go lottery. Mr. McDaniel said that the lottery is for if there are too many applications. You go to

lottery. Anyone who does not get a spot would go to the waitlist, and then the waitlist would be ordered on date of application, or whether there is a sibling. Mr. Hinds asked, if we use the lottery to meet that 75% threshold, we then have a vacancy on the school choice because someone goes to a charter school, it is theoretically possible that we would have to pay tuition to RSU1 because of the 75% of threshold, and also have to pay tuition for the school choice school? Mrs. Thompson said yes, that the 75% is determined by how many of the publicly funded students in grades 6-12 are attending RSU1 schools. Mr. Crews said that if a person went to a charter school and that actually did change the threshold, then there really is no slot to fill. Mrs. Thompson said yes, it is not fixed. Mr. Crews said that the board would be hurt if school choice slots are filled and an RSU1 student moves. Mrs. Thompson said that is an argument for keeping the February 14th deadline. Mr. Crews said there is still a risk.

Mr. McDaniel said that there should not be a problem with the first part of the proposed language in #10, but the issue is whether school choice slots are available, and what our definition of available is, and how that is determined. It should not be automatic after February 14th. It should be a school board or superintendent decision and the basis should be spelled out in #10. Mrs. Wallace said that if there is going to be a waitlist at all, it makes sense to have students on the waitlist. Mr. Crews said that if there is a waitlist, there needs to be a way to administer the waitlist. The size of the school choice list is always equivalent to the maximum number that the board can contractually send to schools outside of RSU1. Mr. McDaniel said that the question is if we are below the threshold, the numbers are frozen, and someone applies after February 14th. At the moment it says you have to wait until next year. Mr. Crews said that the way the policy is written, the slot is available, if 9 and 10 are kept as they are proposed. Mr. McDaniel said, whether or not there is an opening, and we've established a cut-off of February 14th, all we are saying is that they can apply, not that they will be granted a slot. Mr. Crews said that as written, the available slot is there. The policy right now, as proposed, there is not any wording in the policy that says those slots can't or won't be used. Mr. McDaniel said that is his point, and it should be spelled out.

Mr. Hinds proposed to add a sentence at the end of #10 that says, "available school choice slots are to be determined by the school board". Mr. Crews commented that he did not like that wording. You have a number of school choice slots that can be contractually used. Then there's the issue of how to deal with overflow. If using the wait list, then we adjudicate how to use the wait list in the policy. He said if there are open slots, there's an empty wait list, he does not like the idea that people have to go through extra hoops. Mrs. Wallace said she does not like saying at the discretion of the school board or superintendent because it says that the board has slots available, but we're not going to give it to you, which does not sit well. Mr. Hinds asked where in the policy it spells out how the number of slots are to be determined? Mrs. Wallace said that you can not determine it because it changes. Mr. Hinds said that it is theoretically possible that

we have 10 slots, then the student make-up changes and there are 9 slots. Who determines it? Mr. Crews said that the difference there is that once selected, you won't be deselected. If at the date we hold the lottery, we apply the slots, if one of the slots drops off, we eat it. Mr. Hinds said that the board built in the February deadline so that we can have a number and build our budget. If we don't keep to the February deadline we run into a situation where we build and approve our budget, and end up needing to pay tuition to two different schools.

Mrs. Wallace said that she felt that amount of slots should be determined on a particular date, and that that number should stay the same once they are determined, and that slots may become available. Mr. Crews said the problem with that is the change of the opening of the slot, may cause the slot to disappear because the child is leaving the area. Mrs. Wallace said that this discussion is about the waitlist. If the board says the amount of slots are determined by a date, then that is the number of slots. Mr. Crews said that that slot could end up double billing us, if it takes us into the RSU1 threshold. That's what we are trying to avoid in the policy. It is still something that could happen. Mrs. Wallace said that we are already setting the number of slots. Mrs. Thompson said that the number of slots is based on the projected enrollment in March for the following year. She said they have been under the 25% threshold with applications, but that that is not going to continue. Mrs. Wallace said she thinks that is what the practice should continue to be. Continue to figure out in March how many slots there are, and then award that number until the following March. If slots become available, fill those slots. Mr. Crews said he was not opposed to that. Mr. Hinds proposed adding to #10, students will be placed on a waiting list and will be notified if and when a budgeted school choice slot becomes available. Mr. Crews said that in regards to that, the board should clarify in section 1 or 2 that the lottery is for a fixed number of slots for the school year. Add the word, "budgeted" to make it consistent in point 10.

Mr. Hinds asked Mr. McDaniel if that eliminates his concern about automaticity? Mr. McDaniel asked, if there are 12 budgeted slots and the board fills 10, and a family moves in in March or April, do they automatically get a slot? Mrs. Thompson said that that is a whole different issue. One of her questions is if a family moves in before February, do they need to wait until the following year to apply? Mr. Crews said that in his mind, the original intent was to not take on the tuition cost in the school year that a student moved in. If they move in before February 14th, they are free to apply. Mrs. Thompson said that the other piece was not wanting to take away opportunity from residents who have been waiting to apply. Mr. Hinds said the hang up is first full year. Maybe this should be clarified by saying 'next application period'.

Mrs. Wallace said to put 9 and 10 of section one together into one point. Mr. Crews said that we would need to clarify that they are not eligible for the wait list until the following year. Mrs. Wallace said that the argument is that there is an empty slot, why can they not be on wait list? Mrs. Thompson said that if it is a

family of 3 students who want to go out of district, that would put the board over the 25%. Based on the prior conversation, that may not be the approach.

Mr. McDaniel said that The following remainder of the school year, 9 and 10, addition of budgeted. Address numbers 9 and 10 at the next meeting.

Mr. Hinds made a motion to table this conversation and put the proposed changes that were discussed into writing for the next meeting, and discuss page 1, #9 and 10 at the next meeting.

Mr. McDaniel seconded the motion to table. Vote (5-0).

New Business

1. School Work Plan Goals

Mrs. Thompson said that she wanted to take a moment to share with the board the current draft of the school's instructional goals for the year. The goals come from the summer review of our academic data, quality work protocols, and EL implementation reviews. Mrs. Thompson walked through impact goal, performance benchmark, rationale and learning targets. She said that this workplan guides the PD for the year, and also sets the structure for team goals, personal goals, her goals, and potentially the board goals. She said that she wanted to provide the board with the current draft so you knew what the school's instructional priorities were.

2. Appoint Local Delegate to MSBA Annual Delegate Assembly

Mrs. Thompson said that earlier in the month, board members received an email from MSBA inviting each school board to elect a delegate for the annual delegate assembly. Last year, this board did not choose to participate. She said she wanted to provide the board with the opportunity to discuss whether they would like to participate this year or not, and if so, to elect a delegate.

Mr. Hinds asked if the board would like to send someone. Mr. Crews asked if anyone would like to go? Mr. McDaniel said that if a board member wants to go, he would support that, and if there is value in it, he would be willing to go in the future.

Mr. Crews made a motion to not send a delegate to the annual meeting this year. Mr. McDaniel seconded the motion. Vote (5-0).

Public Comments

1. Mrs. Demers asked if the portfolio was public? Mrs. Thompson said that it will be, once the school completes the credentialing process.

Set Next Meeting Dates and Locations

October 17th at 6:30 PM at the West Bath School

Adjourn

Mr. Crews made a motion to adjourn at 7:28 PM. Mr. McDaniel seconded the motion.
Vote (5-0).

Submitted by,

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

Emily Thompson