

**West Bath School Administrative Unit**

Board of Directors Meeting Minutes

September 7, 2016 at 6:30 PM at the West Bath School

---

**Members Present:** Dennis Crews, Keith Hinds, Robert McDaniel,

**Members Absent:** Meagan Hennessey and Jordi St. John

**Others Present:** Patrick Bowdish

**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 stated that nomination papers for the School Board of Directors are still available. He asked that board members speak to their friends and neighbors about taking out papers.

**Approve/Amend Minutes of 8/17/16:**

Mr. Hinds made a motion to accept the minutes of 8/17/16 as written. Mr. Crews seconded that motion. Vote (3-0).

**Adjustments to Agenda:**

None

**Public Comments:**

None

**Committee Reports:**

None

**Superintendent's Report:**

1. Financial Report  
Mrs. Thompson said that the budget document that is in the packet is the same budget document was reviewed at the end of August, although the accounts have all been corrected. With 83% of the year remaining, there is 90.42% of the budget remaining.
2. District Updates
  - a. Opening Enrollment

Mrs. Thompson provided the board with opening enrollment, which consisted of 143 students in preK-5, made up of 123 residents and 20 RSU 1 students. This is one more student than at this time last year.

b. Maine Educator Magazine Story

Mrs. Thompson stated that just as the school year was opening, Mrs. Beal and Miss Marco and their second grade students were the cover story of Maine Educator Magazine. The story shares their spring expedition. She included a copy of the article in the board packet.

c. School Work Plan & Goals

Mrs. Thompson shared the EL workplan goals for the school year with the board members. Goal #1 is to increase students' achievement and growth in reading with the longterm faculty targets being 1) I can integrate complex texts and close reading strategies into expeditions and 2) I can use Assessment for Learning strategies effectively to develop my students' complex thinking skills. Goal #2 is Students and teachers will establish a culture of quality in all classroom settings. The longterm target for this goal is I can create a classroom culture that inspires a commitment to quality, and provides structures to help students achieve it, and promotes a growth mindset.

d. Open House

Mrs. Thompson invited all board members to the PTO barbeque and the school open house, Tuesday, September 13<sup>th</sup>. PTO BBQ at 5:00, Open House 5:30-6:30 PM

### **Old Business:**

1. Second Reading of Board Policies - The board conducted second readings of the following policies:
  - a. Second Reading of CHCCA – Handbooks  
Mr. Crews made a motion to accept the policy as written. Mr. McDaniel seconded the motion. Vote (3-0).
  - b. Second Reading of DIE – Audits  
Mr. McDaniel made a motion to accept the policy as written. Mr. Crews seconded the motion. Vote (3-0).
  - c. Second Reading of GCOA – Supervision and Evaluation of Professional Staff  
Mr. McDaniel made a motion to accept the policy as written. Mr. Crews seconded the motion. Vote (3-0).
  - d. Second Reading of GCQC – Authorization to Accept Resignations  
Mr. Crews made a motion to accept the policy as written. Mr. McDaniel seconded the motion. Vote (3-0).
  - e. Second Reading of JK – Student Discipline
  - f. Mr. McDaniel made a motion to accept the policy as written. Mr. Hinds seconded the motion. Vote (3-0).
2. Review/Discussion of JFABA – School Choice

Mrs. Thompson explained that this policy had come back up for review to allow for discussion around the ability for new residents to access school choice. Mrs. Thompson said that point 9 made it clear that a student who moves to West Bath and wishes to continue in the prior school is not considered an existing school choice student. She said that the intention of the policy was that those who moved to West Bath would not be eligible to apply for school choice until after their first full year of residency, but she questioned whether the policy explicitly said that.

Mr. Hinds asked what was meant by school year, and if someone moves into town in the summer does it count? He asked how a lottery process was to be managed if someone was to move in in May. Mr. Crews responded that that the school year was to account for just that, a school year. Mr. Hinds asked if the district is not at the cap and someone moves in, should they be approved? And if so, who gets in and who doesn't? Mr. Crews said he was open to revising the wording, but wanted to be fair to the residents who are currently here. Mr. McDaniel asked if the board should allow for exceptions to be made? Mr. Crews said that he did not want to have an appearance of impropriety. Mr. McDaniel mentioned that there should be criteria and an appeal process.

Mrs. Thompson said that she felt the policy needed a point 10, that says that residents who move into the district following the registration window must attend the schools of guarantee, and may apply for school choice during the following registration window, if this was indeed what the board wanted to stand behind. Mr. Hinds asked the board if there was consensus that a point 10 was needed, which was affirmed. Mrs. Thompson suggested that the policy be revisited in the policy committee, and then brought back to the board in October.

### **New Business:**

1. Personnel Item(s) - Action
  - 1.1. Nomination of Esme Ouellette – 50% Music Teacher  
Mr. Hinds made a motion to approve Mrs. Ouellette with great enthusiasm. Mr. Crews seconded the motion. Vote (3-0).
  - 1.2. Notification of Student Intern in Second Grade – Angela Willette – No Action  
Mrs. Thompson informed the board that Angela Willette, a Morse graduate, would be interning in Miss Marco's classroom for this semester. She stated that her Criminal History Record Check was on file in the office.
  - 1.3. Approval of 16-17 Student/Parent Handbook – Action
  - 1.4. Mrs. Thompson presented the Student/Parent Handbook, and stated that the pages regarding homework had changed slightly since the board had received it, as the faculty had made some adjustments that morning. Mr. McDaniel asked that Mrs. Thompson add "breakfast" to the language about free meals. Mr. Hinds asked for an adjustment to the language around school attire, simplifying the language around

wearing clothing that covers a student's body and removing the examples of clothing that should not be worn.

Mr. Crews made a motion to approve the handbook with the changes. Mr. McDaniel seconded that motion. Vote (3-0).

2. Approval of the WBSAU Certification Committee - Action

Mrs. Thompson provided the board with the coversheet from the Professional Learning Community Support System Plan which states the membership of the committee to be teacher Robin White (year 2 of a 3-year term), chair Lori Franklin (year 2 of a 2-year term) and administrator Emily Thompson. She explained that the board needed to approve this committee annually.

Mr. Crews made a motion to accept the committee as presented. Mr. McDaniel seconded that motion. Vote (3-0).

3. Approve Service Agreement between Dr. Hanna at and WBSAU – Action

Mrs. Thompson presented the contract between WBSAU and Dr. Hanna and stated that the role of the school doctor is to provide consultation to the school nurse, review school health policies/procedures on an annual basis, and develop and revise standing orders. Mrs. Thompson noted the contract language needed to be changed from RSU1 to WBSAU.

Mr. Hinds made a motion to approve the contract with the revision. Mr. McDaniel seconded the motion. Vote (3-0).

4. J1 Visa Students – Discussion

Mrs. Thompson shared with the school board a recent scenario regarding J1 Visa students. She explained that a J1 student was placed with a West Bath family. However, Morse High School as the school of guarantee did not have any more space for foreign students and turned the student away. Brunswick was willing to take the student, but it was unclear whether that would qualify as a "school choice" situation. Mrs. Thompson had spoken with the school attorney, and he suggested that considering we do not have a high school, he questioned whether West Bath was permitted to accept J1 students. He gave a series of questions for the board to consider in relation to writing a policy. The attorney also said that there is no legal requirement for a school system to pay tuition for J1 students.

Mr. McDaniel said that a limit would need to be set in policy, and that the board would need to specify the schools that West Bath would be financially responsible for. Mr. Crews said his instinct was to treat it completely different than a school choice student. He felt it would be reasonable to accept a J1 student provided that school choice has an opening under that cap. If the district is at the cap, we would not be able to take one. Mr.

McDaniel said that there is a benefit to the area of having foreign exchange students. Mr. Crews said that there would also need to be a clause that the placement at the actual school was already set up and the districts would waive the fee. Mr. McDaniel said that the students should want to go to RSU1, as there is transportation. Mr. Hinds restated that it sounded like the suggested procedure should be that they first seek placement at RSU1, and if they do not have room for a J1 student, and we have room under our school choice cap, we can seek enrollment in Brunswick, provided they waive the fee. Mrs. Thompson said she would communicate that with the attorney who is going to draft the initial policy. She also stated that with the current situation she will provide a superintendents' agreement so that the J1 student can attend school in Brunswick. Mr. Crews recommended the J1 policy include a cross reference to the school choice policy.

5. First Reading of Board Policies - The board completed first readings of the policies listed below. Any discussed changes are noted.
  - 5.1.1. First Reading of JICFA – Hazing  
A cross reference to the bullying policy will be added.
  - 5.1.2. First Reading of LDA – Student Teaching and Internships

#### **Public Comments**

None

#### **Executive Session**

Mr. Hinds made a request at 7:36 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. McDaniel seconded that motion. Vote (3-0).

The board returned to public session at 8:14 PM.

#### **Next Meeting Dates and Locations**

Wednesday, October 5<sup>th</sup> at 6:30 PM – West Bath School Administrative Unit Board of Directors Meeting

#### **Adjourn**

Mr. McDaniel made a motion to adjourn at 8:15. This was seconded by Mr. Crews. Vote (3-0).

Submitted by,



Emily Thompson