

West Bath School Administrative Unit

Board of Directors Meeting Minutes

March 16, 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: Patrick Bowdish, Emily Thompson

Call to Order:

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

Adjustments to the Agenda:

None

Public Comments:

None

Second Reading and Approval of the 2016-2017 School Budget

Mr. Hinds stated that there had been several budget changes since that board had met last, and he apologized for the schedule changes that were made the prior week due to illness. He walked the board through the budget documents that were provided in the board packet. He presented the first budget sheet, and explained that it was the budget that was presented to Board of Selectmen on Monday. The budget contained the contractual terms that were agreed upon previously by the board, and it reflected 4 additional tuition students at the 6-12 level.

Mr. St. John entered at 6:32.

Mr. Hinds also stated that an additional change was made to add \$30,000 to food service. He explained that it was felt that if we did not do that, then we would need to raise the entire amount in the following year, and that raising \$30,000 now and \$30,000 the following year would be a better option.

Mr. Hinds explained that the second page provided a breakdown regarding the \$48,000 that is in the repairs/maintenance line in facilities, and how it is broken out, as was requested by a member of the public. The list on the left contained the contractual agreements, and the right side contained the services needed.

Mr. Hinds stated that the finance committee had met with the Board of Selectmen and Budget Advisory Committee on Monday where Mrs. Thompson presented the budget. He said that the boards listened and expressed appreciation for the work that had gone into the budget development. He said that it was requested by the Board of Selectmen and the Budget Advisory Committee that the list of items that were presented as capital improvement items get added to the regular budget rather than to an extra capital improvement line. Mr. Hinds explained that to do so, there was a \$10,000 addition to the regular instruction line in equipment, and \$43,000 was added in operations and maintenance to cover the repairs that facilities committee had identified.

Mr. Hinds said that there is an additional \$37,000 for the roof restoration, and whether it gets placed in the school budget is up for the Board of Directors to discuss, and if it does get added in, the board has the Board of Selectmen's blessing to do so.

Mr. Crews asked a clarifying question, asking, if the choices up for discussion are whether the board puts the money in the budget, or postpones the request and tries to fund it through a town bond? Mr. Hinds answered that that was an accurate summary of the two scenarios.

Mr. St. John asked why the Board of Selectmen wanted to add these items to the regular budget. Mr. Crews explained that the School Board of Directors are looking at essentially a flat budget. The funds can be added in without really effecting taxes. He also stated that there was conversation at the Board of Selectmen's meeting regarding whether the requests really were capital improvements. Mr. Hinds commented that is also possible that the board does not put it in the budget and then there are no capital funds available for the school.

Mr. Hinds said that another agenda item at the Board of Selectmen's meeting was in regards to the check the town received from RSU 1 to settle the carryover amount that was owed to West Bath. He stated that he was of the opinion based on how the withdrawal agreement was written, and how the check was written out, that the revenue should be reported by the school department. He expressed his concern that there is now revenue that has not been accounted for on school department books, and worried that if it is not accounted for and an audit takes place, will that be an issue?

Mr. McDaniel stated that it would be nice if that money could be used this year to complete the roof. Mr. Hinds said that that was suggested at the Board of Selectmen's meeting, but the Board voted instead to lump it into the settlement money.

Mr. Crews said that the withdrawal agreement states that the payment will be made to the West Bath School Administrative Unit, and the check was written to the West Bath

School Administrative Unit. He said that he agreed that the school department needs to account for the money, before it comes up as an issue in a few years.

Mr. St. John asked what the Board of Selectmen's opinion was about that. Mr. Hinds expressed that the town auditor said that the funds belong in the general fund. Mr. Crews followed up and said it goes in the general fund because it was raised and taxed, but he is concerned that the signed agreement states that it goes to the school and this needs to be handled the right way.

Mr. McDaniel stated that he has no qualms of putting \$37,000 in the budget or in a separate warrant for capital improvement. Mr. Crews expressed that he would prefer a separate warrant. Mr. Hinds said that without adding the \$37,000 into the budget, we are asking for \$18,000 less from the local contribution. If the board added it, we are looking at a .66% increase, and that arguably the budget is flat. He said he was not sure which was a better way, but that the Board of Selectmen and the Budget Advisory Committee were supportive about adding it in. He stated that if a separate warrant does not get approved, it puts the work out for another year.

Mr. St. John asked what the argument was about the funds going into the budget. Mr. McDaniel responded that the roof was a one-time repair. Mr. Crews equated the project to the parking lot project. Mr. Hinds said that he completely agreed, but if it was in the school's budget then the school had control over it.

Mr. Crews said that working through the capital improvement process has not been a bad experience so far, and that he was not concerned about not having control of the funds. He gave the example that with the heating controls, the team did their research, developed the plan, presented it, and there were no issues. He said that the work with the parking lot seems to be going along in the same trajectory and that the town has a strong interest in maintaining good facilities.

Mr. McDaniel said that he would have no problem asking for the additional \$37,000 if the budget was at -2%, but that we do not want to have our budget increasing, because what does it mean for the following year? Mr. Hinds said that adding it does help to keep things more flat, which was preferable from the auditor's perspective. Mr. St. John said that it is also possible that in a few years the school department may be able to bring the budget back down. Mr. Crews said that planned facilities and maintenance is the key and that the facilities committee is working on long-term planning. This provides the potential of being flat across years, as there is a plan for each year and the board is not then responding to an emergency.

Mr. McDaniel said that he presumed the \$37,000 would go into article 11, which would make a 23.82% increase rise to a 48.49% increase. Mr. Hinds said that personally as a tax payer he is concerned whether his taxes are going up or going down, but what he would save from a .62% decrease to a .66% increase is negligible. He stated that he worried that if the School Board did not put it in the roof project would happen.

Mr. Crews proposed that the \$37,000 get placed in article 11 because the Board of Selectmen and the Budget Advisory Committee were supportive of it. It would set the precedent that items like this would be in the budget in the future when needed. Ms. Hennessey said that her only concern is that the town was given a lot of assurance that costs were higher than expected because of the district being a start-up. Mrs. Thompson stated, that if we calculated the amount of money that was added into the capital improvement costs with the overall money raised last year, then this year's budget is still decreased. Mr. Hinds agreed, that with the \$147,000 capital funds and the \$50,000 of start up funds being considered, the requested local contribution would be lower than the prior year. Mr. McDaniel said that overall the board is not looking at any more money, and it would be easier than the current structure for capital improvement.

Mr. St. John asked what that meant for the money from RSU 1. Mr. Hinds said that if the board agreed, he feels they should ask Mrs. Thompson to discuss the funds with the town's administrator regarding accounting liability. Mr. Crews said that he would like a second opinion regarding how the town and school department funds comeingle. Mr. Hinds stated that it was the board's opinion that they would like a second opinion and asked Mrs. Thompson to speak with Mr. Garland.

Mr. Hinds said that there is board consensus to put the \$37,000 for the roof into the budget. That brings the budget to a total of \$3,368,627.83 with a local contribution of \$2,897,176.12 which is a .66% increase. Mr. Hinds stated that it was determined that with the additional 15 million that was added to school funding, there is no increase in subsidy to West Bath.

Mr. Hinds asked for a motion to approve the budget as adjusted. Mr. McDaniel made the motion. Mr. St. John seconded the motion. There was no further discussion. Mr. Hinds asked if any members of the public would like to comment. There were no comments. Mr. McDaniel asked if all salary amounts were updated as discussed, to which Mr. Hinds responded affirmatively.

Vote (5-0).

Mr. Hinds explained to the board that in order to implement the changes to the budget, the following positions would need to be eliminated:

- 0.5 FTE Gifted and Talented Ed Tech III
- 0.5 FTE Special Education Educational Technician II

Mr. Crews made a motion to eliminate the two listed positions. Ms. Hennessey seconded that motion. Vote (5-0).

Mr. Hinds requested that the following positions that were added in to the budget be created. He listed:

- 0.5 FTE Gifted and Talented Teacher
- 0.5 FTE Regular Instruction Intervention Teacher

- 1.0 FTE Technology Support Specialist
- increase 0.05 FTE School Nurse to 0.1 FTE
- increase 0.05 FTE Librarian to 0.1 FTE

A motion was made by Mr. Crews to create the listed positions. This was seconded by Mr. McDaniel. Vote (5-0).

Recommendation from the Facilities Committee Regarding RFP 2016-1

Ms. Demers represented the Facilities Committee and spoke with the School Board of Directors regarding RFP 2016-1. She said that the committee put out an RFP in January with the parking lot as project 1 and the playground as project 2. 7 bids were received on time. The committee publicly opened the bids. They created a matrix and compared responses to the specs of the request, and narrowed the field to 3 vendors. Ms. Demers called the references for those vendors. She stated that based on the matrix of work the committee put together and the reference checks, the committee is recommending Mitchell Construction do both projects.

Mr. Hinds read the monetary figures for the board, stating that the total expenditures would be \$45,090, with the parking lot being \$26,370 and the playground being \$18,720. He said that he assumed that the committee is confident that the bidders knew what they were bidding on and that that the project will solve the problems that the school has. Ms. Demers responded that that was the first thing the committee did, to see if the responses that were received met the bids that were put out. Once that was determined, the committee was able to move forward with the process.

Mr. Hinds said that the board has a request of \$45,090 to approve the projects and to request funding from the school department's capital improvement fund. Mr. McDaniel made a motion to approve the projects and request the funds. Mr. St. John seconded that motion. Vote (5-0).

Public Comments:

None

Executive Session:

Mr. Hinds made a motion 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 at 7:12 PM. Mr. Crews seconded that motion. Vote (5-0).

The board returned to public session at 7:20.

Next Meeting Dates and Locations:

- Monday, March 21st at 5:30 PM at the Town Office - The finance committee will meet with the Board of Selectmen to provide the final budget.
- Wednesday, April 6th at 6:30 PM at the West Bath School – regular school board meeting and approval of warrant articles

Adjourn:

Ms. Hennessey made a motion to adjourn at 7:22 PM. Mr. St. John 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