

West Bath School Administrative Unit

Board of Directors Meeting Minutes

March 8, 2017 at 6:30 PM at the West Bath School

Members Present: Dennis Crews, Keith Hinds, Robert McDaniel, Ashleigh Randall, and Jordi St. John

Members Absent: None

Others Present: Patrick Bowdish 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:

None

Adjustments to Agenda:

None

Public Comments:

None

Committee Reports

1. Facilities Committee

- a. Mrs. Thompson reported that the Facilities Committee has been hard at work since the board last met. The group prioritized projects into projects that address safety and security and all others, and then grouped projects into years 1, 2, and 3 as requested. Mrs. Thompson shared a worksheet that showed that current proposed projects would cost a total of \$38,798. This included upgrading the roof drainage, the security system, and flooring and shelving for 3 classroom spaces. Maintenance that was deferred total \$80,664.00.

Additionally, the facilities committee decided as a response to the board's feedback the prior week to write an RFP for custodial and maintenance services. The finance committee reviewed the RFP and approved it for release that day. Mrs. Thompson shared a copy of the RFP with the full board. The committee then proposed making a reduction in the operation and maintenance budget of \$18,533.48 which moved the employee positions back to a contracted business. However, repairs and maintenance would be left at \$128,000 in the event that there were not appropriate responses to the RFP and positions would need to be added in. The amount of repairs/maintenance that could be conducted would be based upon whether or not more money was needed to cover employee expenses. The committee reported that

once the RFPs are opened on March 31st, they would have a more clear idea of whether or not the operation/maintenance budget could be reduced any further and what the staffing plan would be.

Mr. McDaniel asked if supplies could be reduced? He commented that after considering everything, he wanted to be sure that the school department does not shortchange itself or the building. He reminded the board that the auditors pointed out that private schools have buildings that are more than 100 years old, because they take care of them. He said that it made sense to him that the board at least complete the flooring. Whether or not to do the shelving could be further discussed, but it makes sense to do the flooring.

Mr. St. John asked what the total cost of each room was. Mrs. Thompson pointed him back to the handout at that the total cost broken out.

2. Finance Committee

- a. Mr. Crews said that the finance committee approved the RFP. Mrs. Thompson stated that the RFP has been posted on the website, the school's Facebook page, shared with the current company, mailed to companies found through web searches, and is scheduled to be advertised in the Times Record.

Budget Workshop

Mr. Hinds made a motion to enter a budget workshop at 6:41 PM. Mr. McDaniel seconded that motion. Vote (5-0).

Return to General Session

Mr. Hinds made a motion to return to general session at 7:13 PM. Mr. Crews seconded that motion. Vote (5-0).

Old Business

1. Proposed Adjustments to the 2017-2018
 - a. Approve recommended changes of the facilities committee
 - i. Mr. Crews made a motion to approve the recommended changes of the facilities committee. Mrs. Randall seconded that motion. Vote (5-0).
 - b. Approve the change the budget allocations for the retirement accounts
 - i. Mr. St. John made a motion to approve the change to the budget allocations for the retirement accounts. Mr. St. John seconded the motion. Vote (5-0).
 - c. Approve the payment of Boat Building and Chewonki and remove from budget
 - i. Mr. Crews made the motion to approve the payment of Boat Building and Chewonki and to remove the funds from the budget for the next fiscal year. Mr. McDaniel seconded the motion. Vote (5-0).
 - d. Approve the change of transportation to reflect 10 months of transport contract instead of 12 months.

- i. Mr. St. John made a motion to reduce the transportation budget to reflect 10 months of transportation instead of 12. This was seconded by Mr. McDaniel. Vote (5-0).
- e. Approve the allocation of the remainder of the undesignated fund balance to support the local contribution
 - i. Mrs. Randall made a motion to allocate the remainder of the undesignated fund balance to support the local contribution. This was seconded by Mr. St. John. Vote (5-0). Mr. Crews asked if the board needed to have permission to do that? Mrs. Thompson stated that we learned through the auditing process that the funds that were raised for education can not go back to the Town's general fund as subsidy has been comingled within it.

Mr. Hinds asked if the board wanted to discuss increasing legal expenses? Mrs. Randall suggested that the board wait to hear back from the attorney regarding his thoughts about that.

Executive Session

Mr. McDaniel made a motion at 7:25 to 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. This was seconded by Mr. St. John. Vote (5-0).

Return to General Session

Mr. McDaniel made a motion to return to general session at 7:35. This was seconded by Mr. St. John. Vote (5-0).

Public Comments

None

Next Meeting Dates and Locations

1. March 13, 2017 – Board of Selectmen's Meeting @ 5:30 PM with School Board & Budget Advisory Committee to review draft budget at the Town Office
2. March 15, 2017 – School Board Meeting – Budget Workshop @ 6:30 PM at WBS
2. April 5, 2017 – Regular School Board Meeting @ 6:30 PM – 2nd Reading of the Budget and Board Vote at WBS

Adjourn

Mr. St. John made a motion to adjourn at 7:37 PM. Mr. McDaniel seconded that motion. Vote (5-0).

Submitted by,



Emily Thompson