

West Bath School Administrative Unit

Board of Directors Meeting Minutes

April 4, 2018 at 6:30 PM at the West Bath School

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

Members Absent: Dennis Crews

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 and the superintendent has attended a meeting on Thursday with the town administrator and Selectmen Hennessey. He stated that it was productive, and that plan to meet quarterly at a minimum to build collaboration between the town and school, and other town committees as well. It was a positive step.

Approve/Amend Minutes of 3/19/18 & 3/28/18

Mr. McDaniel made a motion to approve the minutes from 3/19 and 3/28 as written. Mrs. Randall seconded the motion. Vote (4-0).

Adjustments to Agenda:

Mr. Hinds made an adjustment to the agenda. He added executive session to discuss a personnel issue.

Public Comments:

None

Committee Reports:

1. Policy Committee – Mr. Hinds said that there is one revision on the agenda otherwise the committee work is status quo.
2. Technology Committee – No Update
3. Facilities – No Update

4. Finance Committee
 - a. Payroll Warrants – Mr. Hinds said that he reviewed and signed payroll on 3/20 and 4/2.
 - b. AP Warrants – Mr. Hinds said that he and Mr. Crew reviewed and signed the AP on 3/7 and 3/23.

Superintendent's Report

1. Financial Report
 - a. Mrs. Thompson stated that with 25% of the year remaining, 45% of the budget remains. She also said that when the anticipated carryover is removed from the budget, 38% of the budget remains. She said that she felt that all areas of the budget were tracking well, with the exception of electricity, which was high. Because the overall maintenance lines are tracking well it's not an issue in the big scheme of things, but it's something that should be watched as the electricity was not increased in the next fiscal year. Mr. McDaniel commented that CMP is under a lot of pressure in regards to their billing.
2. District Updates
 - a. MEA Testing – Mrs. Thompson said that the school is almost completely through the MEA testing, which as run seamlessly. She thanked Mr. Bowdish for ensuring that the technical side of testing ran flawlessly.
 - b. Maine Maritime Museum 5th Grade Open House – Mrs. Thompson said that last Thursday the 5th grade hosted their open house. It was a full house and outstanding. She said that she had included a newspaper article in the board packet, and that the reporter commented after interviewing students that he has interviewed many high school students and has not experienced more knowledgeable and articulate students than our 5th graders.
 - c. KELT – Mrs. Thompson reminded the board that the KELT Open house is the next day at Maine Maritime Museum at 5:30 and that Mrs. Harris and Mrs. Sawyer and their students will be presenting.
 - d. Battle of the Books – Mrs. Thompson also reminded the board that the Battle of the Books will be at the Bath Middle School at 6:30 PM on Thursday as well. West Bath will have 3 student teams and 1 teacher team participating.
 - e. Student Led Conferences – Mrs. Thompson said that next Thursday will be the spring round of student led conferences.

Old Business

1. Review of Policy JFABD – Admission of Homeless Students

Mrs. Thompson shared Policy JFABD, and stated that the policy needs to have a grievance procedure added to it to meet the criteria of the Department of Education. She walked through what that procedure would be, so that it meets the ESEA regulations.

Mr. McDaniel made a motion to accept the amended policy. Mrs. Randall seconded the motion. Vote (4-0).

2. 2018-2019 School Budget

Mr. Hinds said that he and Mrs. Thompson had spent a fair bit of time working on the budget document over the last week, and had a couple of recommendations for the board to consider.

First he said they had looked at tuition. Based upon the current head counts and past practice, he proposed that the board budget at a +3 head count and 4% increase. This reduces the budget by \$50,108.92 for both tiers.

Mr. McDaniel made a motion to accept the adjustment in tuition to reflect the \$50,108.92. This was seconded by Mrs. Wallace. Vote (4-0).

Mr. Hinds said that they had received the new insurance rates. Based on that and analysis on local entitlement he feels the board can reduce the overall insurance lines by \$11,694.52.

Mrs. Randall made a motion to approve this reduction. This was seconded by Mrs. Randall. Vote (4-0).

Mr. Hinds said that he would propose that the board reduce an ed tech II position by 14.5 hours per week, at a cost of \$10,133.76. Mrs. Wallace asked if this reduced a current employee's position? Mrs. Thompson said that this was a position that was vacated and had not been refilled.

Mr. McDaniel made a motion to accept this reduction. This was seconded by Mrs. Randall. Vote (4-0).

Mr. Hinds said that given the trends on repairs and maintenance lines, he would recommend reducing the line by \$5,000.

Mr. McDaniel made a motion to reduce the repairs and maintenance line by \$5,000. Mrs. Wallace seconded the motion. Vote (4-0).

Mr. Hinds said that with those four actions, it reduced the budget by another 76937.20. The total proposed budget 3,704,249.19. This is a .55% increase. The local contribution would be \$3,148,055.45 which is an increase of 1.67%

Mr. Hinds asked the board if they had any other thoughts or discussion on the budget? Mr. McDaniel commented that in a lot of ways he felt it was rather a remarkable budget. He applauded the board for getting the 7.4% increase down to .55%. He said that he felt that was wonderful.

Mrs. Wallace said that when you look around at the other towns in the area and what their schools are proposing for an increase, this is very decent. Mrs. Randall commented that

this was particularly true in a contract year. Mr. McDaniel said that while salaries will increase, to get the budget at an only .55% in almost amazing.

Public Comments

1. Mrs. Demers thanked the board for their budget work.

Set Next Meeting Dates and Locations

1. Wednesday, April 11th at 6:30 PM - Special Meeting of the School Board of Directors – 2nd Reading and Vote
2. Wednesday, April 25th at 6:30 PM - Special Meeting of the School Board of Directors – Approve Warrants
3. Wednesday, May 2nd at 6:30 PM – Regular Meeting of the School Board of Directors
4. Mr. Hinds commented that they will be having a joint workshop with the Board of Selectmen and the Budget Advisory Committee on Monday night. Board members are welcome to attend, but not required. The Finance Committee will be there to represent the board.

Executive Session

Mr. Hinds made a motion at 6:48 PM 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 Mrs. Randall. Vote (4-0).

Return to General Session

The board returned to general session at 7:23 PM.

Adjourn

Mr. McDaniel made motion to adjourn at 7:23 PM. This was seconded by Mrs. Wallace. Vote (4-0).

Submitted by,



Emily Thompson