

## **West Bath School Administrative Unit**

### **Board of Directors Meeting Minutes**

April 5, 2017 at 6:30 PM at the West Bath School

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

**Members Absent:** Dennis Crews

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

#### **Call to Order:**

The meeting was called to order at 6:32 PM by Keith Hinds.

The Pledge of Allegiance was recited.

#### **Comments from the Chair:**

Mr. Hinds welcomed the board and the audience to the first recorded meeting of the West Bath School board.

#### **Approve/Amend Minutes of 3/1/17, 3/8/17, and 3/15/17**

Mr. McDaniel noted that the March 1<sup>st</sup> minutes had a typo on page 8. The word ‘though’ needed to be changed to ‘thought’. Mr. Hinds made a motion to approve the minutes as amended. Mr. St. John seconded the motion. Vote (4-0).

Mr. McDaniel made a motion to approve the minutes of March 8<sup>th</sup>. Mr. St. John seconded the motion. Vote (4-0).

Mr. St. John made a motion to accept the minutes of March 15<sup>th</sup>. Mr. McDaniel seconded the motion. Vote (4-0).

#### **Adjustments to Agenda:**

None

#### **Public Comments:**

None

#### **Committee Reports**

1. Policy Committee - No Report
2. Technology Committee – No Report
3. Facilities Committee
  - a. Mrs. Thompson said that the Facilities Committee met on March 31<sup>st</sup> at 3 PM to open the bids for RFP #2017-1. The read the bids as follows:
    1. BSC Cleaning Services – \$61,360.00
    2. Benchmark – \$66,000.00
    3. 3 Point Cleaning – \$81,216.00, option2 – \$98,688.00
    4. Xtra Mile – \$126,000.00

- b. The facilities committee met on April 3<sup>rd</sup> at 3:45 PM to review and evaluate the bids. The committee will be scheduling interviews during the next two weeks. The bid calendar states that the committee will offer contract by May 1<sup>st</sup>, pending board approval at the May 3<sup>rd</sup> meeting.
  - c. The facilities committee made the recommendation that the board consider reducing the repairs/maintenance line from \$128,000 to \$98,798, keeping only the suggested “phase one” projects and those that address building safety and security, which would be a savings in this line of \$29,202.
4. Finance Committee
- a. Mr. Hinds said that payroll warrants were reviewed and signed on March 6<sup>th</sup> and March 24<sup>th</sup>.
  - b. Mr. Hinds said that AP Warrants were reviewed and signed on March 8th and March 23rd by Mr. Crews, and March 8th and March 24th by Mr. Hinds.

## **Superintendent’s Report**

1. Financial Report
- a. Mrs. Thompson said that with 25% of year remaining, 39.80% of budget remains. She stated that the budget document does not include the amount raised at the special town meeting, however it does include the project carryover amount of \$282,214.95 that is planned to be applied to the next fiscal year. If the projected carryover amount is removed from the budget, approximately 31% of the budget is remaining.
  - b. Educational Efficiencies and Opportunities Grant – Mrs. Thompson said that the prior day the state had released the award winners of the Educational Efficiencies and Opportunities Grants. 21 applications were sent in. She reminded the board that West Bath did submit a collaborative grant with Brunswick, Topsham, Bath, and Wiscasset to look at regional transportation for special education and homeless. She said she was disappointed to learn that the grant did not get funded, but that she will continue to work with West Bath’s neighbors to identify areas where the districts can partner, when possible.

Mr. McDaniel stated that he noticed that RSU 1 had received a grant. Mrs. Thompson said that RSU1 was part of a grant with Wiscasset and AOS93 that would be providing day treatment services at Wiscasset, which is very necessary for the area.

2. District Updates
- a. Professional Development Update – Mrs. Thompson said that on March 17<sup>th</sup> the school had a fantastic professional development day, focused around the use of protocols to effectively engage students in their learning, building models into the expedition templates for the spring, and a peer feedback loop on criteria and rubrics for final products. This was followed up by an embedded professional development day the following Wednesday identifying, focused on complex texts and building effective text-dependent questions for spring expeditions.
  - b. Spring Expeditions – Mrs. Thompson said that expeditions had been kicked off over the past two weeks, but as some were still in the building background

knowledge phase, and topics have not fully been unveiled, she wished to wait until the next meeting to report out topics, guiding questions, experts/field work, and final products.

- c. Author Visit – Mrs. Thompson announced that the school was fortunate to have a visit by Maine author Sarah L. Thomson, who is the author of a wide variety of books; from picture books to non-fiction early readers, to middle level chapter books to poetry. She worked with each of the grade levels in a writers’ workshop that was tailored to support their expedition work. Kindergarten students had a book making workshop about animals in their neighborhood. 1st and 2nd grade students had a non-fiction writing workshop. 3rd and 4th graders took part in a poetry writing workshop. 5th graders worked in a historical fiction writing workshop. It was an inspiring day for all. She wished to thank you the school’s librarian, Mrs. Rosenberg, for organizing this visit!
- d. MEAs – Mrs. Thompson stated that the school was in the process of completing the math and reading portions of the MEAs, with the final session scheduled for the following day. She said that there was still a writing component that would take place later in the month, and 5<sup>th</sup> grade would need to take a science portion of the test during the first week of May. She thanked Mr. Bowdish for the technology support provided, saying it was a seamless testing period.
- e. Student-Led Conferences - Mrs. Thompson announced that Student-Led Conferences would take place on Thursday, April 13<sup>th</sup> from 12:30-7 PM.
- f. Battle of the Books - Mrs. Thompson announced that the Battle of the Books was scheduled for the following evening at 6:30 PM at Woolwich Central School. The Battle involves students in grades 4-6 from RSU1 schools, as well as Georgetown and West Bath. She said she would like to thank Mrs. Franklin for coaching West Bath’s team, and Ms. Barnes, Mrs. Ouellette, and Mrs. Rosenberg for supporting her.

### **Old Business:**

- 1. Approval of 50% Special Education Director Position for SY 17-18 – Action  
Mrs. Thompson shared the goal of the position, as it was discussed during the budget process. She said that that 2.5 day per week special education director would allow for K-5 support in RTI, social skills instruction, positive behavior supports, executive skills, mindfulness, and to provide feedback and supervision on special education service delivery, implementation, and pre-referral procedures. The position would supervise special education staff, review IEPs, help to develop 504 plans, and would provide workshops for all staff. At the 6-12 level, the director would attend all IEP meetings, ensure that IEPs are current and appropriate for student needs, and ensure that services are being effectively delivered. The person in the position would work to develop positive working relationships with neighboring districts for the benefit of our students. Mrs. Thompson said that as the board has previously discussed, the West Bath SAU is ultimately responsible and held accountable for ensuring that West Bath students’ IEPs are being met, and to do so properly this position is necessary. She explained that the position salary was based on the 220 salary scale of RSU 1, as are all

current positions in the district. This would be a 50% position during the school year only, which is 90 days.

Mr. McDaniel said that special education is obviously a high priority need and it is perfectly reasonable to exercise more oversight to the process as well as provide more day to day support. Mr. Hinds asked the public if they had any comment. There was none.

Mr. McDaniel made a motion to approve the position as outlined in the proposal. Mr. St. John seconded the motion. Vote (4-0).

## 2. Second Reading and Approval of the 2017-2018 School Budget – Action

Mr. Hinds said that in the Board's packet is an up-to-date budget with all of the changes that the board has made thus far. He stated that the finance committee did meet with the budget advisory committee and walked through the budget. They have indicated support for the budget, but have continued to ask if there is a possibility to tighten things up to please do. He said that the Budget Advisory Committee understands that special education is fluid.

Mr. St. John asked if there is anything specific that they asked questions about? Mr. Hinds said that there were a few questions around bigger ticket items, but there was a strong sense of support. That being said, if the Board can reduce the budget further, the Budget Advisory Committee would be in favor of that. Mrs. Randall asked if we are still awaiting information from the state, to which Mrs. Thompson answered affirmatively.

Mr. Hinds turned the Board's attention to the proposed changes to the budget. He explained that the first proposed reduction is the recommendation of the facilities committee that the Board consider reducing the repairs/maintenance line by \$29,202.00. Mr. St. John asked if that included all of the work for phase 1 that was proposed, to which Mrs. Thompson answered that it did. Mr. St. John restated, his question, asking if the reduction was accepted would it mean that the maintenance is not falling behind? Mr. Hinds said that he would prefer that we do it all, but that is not current reality, and if we have to trim, this is a safe place to do it. Mrs. Randall said that the Facilities Committee has addressed the major issues, like safety and security, and this is the recommendation of the committee.

Mr. St. John made a motion that the board accept the reduction of \$29,202.00 in the repairs/maintenance line. Mrs. Randall seconded that motion. Vote (4-0).

Mrs. Thompson shared the next proposed reduction of \$10,000.00 in special education insurance. She said that the funds allotted for insurance were no longer needed, as the board adopted a 50% position rather than a 60% position. Mr. McDaniel made a motion to accept the reduction. Mr. St. John seconded the motion. Vote (4-0).

The next proposed reduction presented was a reduction of \$10,200.00 in special education tuition at the K-8 level. Mrs. Thompson said this reduction was possible

because tuition costs for placements have now been received. Mr. St. John commented that it is helpful to have actual figures to work with. Mr. St. John made a motion to accept the reduction. Mr. McDaniel seconded the motion. Vote (4-0).

Next Mrs. Thompson proposed a reduction of \$40,600.00 in special education tuition, stating that she would be comfortable doing this if the board is considering creating the special education contingency fund. Mr. St. John asked if the reduction meant that there was a change in programming for students? Mr. Hinds said that it means that the totality of the need has changed, but the reduction does not allow for any contingency if there was to be movement into the district or a change in placement. It takes it all away. Mr. McDaniel commented that the Board saw that happen this year. Mr. McDaniel made a motion to accept the reduction as presented. Mr. St. John seconded that motion. Vote (4-0).

Mrs. Thompson proposed that special education transportation be reduced by \$9,168.00. Mr. St. John made a motion to accept the proposal, and Mr. McDaniel seconded that motion. Vote (4-0). Mrs. Thompson also suggested that food service be reduced by \$5,000.00. Mr. St. John made a motion to accept the proposal, and Mr. McDaniel seconded that motion. Vote (4-0).

Mr. Hinds said that the total reductions that were just voted on equaled \$104,170.00. Mrs. Thompson said that given that the Board just approved the special education director and the salary associated with that, the Board would need to consider an increase to the salary line of \$1,818.00, which allows for a net savings of \$102,352.00. Mr. Hinds said that he was not sure whether it was necessary to vote, as the position was just approved, but he would welcome a motion just the same. Mr. McDaniel made a motion to approve the special education director salary adjustment. Mr. St. John seconded that motion. Vote (4-0).

Mr. Hinds asked the board to look at the next page of their packet at the cover sheet that shows the impact of the adjustments that were just made. He said that the total budget is \$3,683,962.97, which is an increase of \$117,546.82 or 3.3%. When the Board factors in the state subsidy, tuition credit, carryover from 16-17, and remaining carryover from 15-16, the total local contribution is \$3,098,610.51. And when you factor in the funds appropriated at the special town meeting, the total local contribution is an increase of \$3,646.07 or 0.12% from the prior year, which Mr. Hinds stated he felt was phenomenal. He said that he wished to thank Mrs. Thompson for all of her hard work to get the budget to this point. At one point the Board was looking at a 337% increase in one budget alone, and to get it to this point is a phenomenal job.

### 3. Reserve Accounts

Mr. Hinds said that when the Board met with the auditors, they had suggested that the reserve accounts get established. Mr. McDaniel said that it would be a good idea to have a capital building or expense account. He said that this year the Board saw through the unpredictability of special education that the Board

requires a separate account so that we do not have to go back to the township for another 150 or 190,000 in the future. Mr. St. John said that he agreed. Mrs. Randall said that she liked the idea of using a percentage of the carryover so the Board is not setting things up that they are confined to a figure. Mr. Hinds said that the carryover is going to go down each year as the budget gets tighter and tighter. Mrs. Randall asked where the seed funds would come from, start up money or undesignated funds? Mr. Hinds responded that it would come from undesignated funds, either an amount or a percentage. Mr. McDaniel said that he wanted to do whichever would provide the greatest amount of flexibility, due the fluctuation of special education needs. He asked if there could be just one undesignated account. Mrs. Thompson responded that she was advised by the attorney to have two separate accounts.

Mr. McDaniel said that he could envision having a targeted amount for special education that is funded over three years, and then kept constant, whereas perhaps for the capital account that could continue to grow for some time. Mr. St. John asked how much the Board would envision to be in that account in three years? Mr. Hinds said that the action taken by the Board would be for next year only and reminded the Board that the school's undesignated funds by law can only be used to lower local contributions. They can not go back into the general fund.

Mr. McDaniel said that he wished to float a proposal to establish the undesignated capital accounts with a total of \$100,000, with \$70,000 going to special education contingency and \$30,000 going into a capital account. Mr. St. John asked if he was pulling the numbers from the phases from the maintenance document to which Mr. McDaniel responded that he just wanted to work with round numbers. Mrs. Thompson stated that she wanted the Board to have an eye on 18-19, as the tuition credit will continue to be reduced and the carryover figures are going to be smaller and smaller. She said that the more that is placed in these reserve accounts, the less can be used to offset the budget in the next fiscal year. Mr. McDaniel said that the Board is talking about one year, and while capital improvements will never go away, this sets a precedent.

Mr. Hinds asked if Mrs. Thompson had enough information to draft a warrant article, to which Mrs. Thompson answered affirmatively. Mr. McDaniel asked if \$30,000 was enough, and Mr. Hinds said that the Board may want to start with \$10,000 or \$15,000 to get it set up, and it is all subject to town meeting.

Mr. Hinds said that he needed to back to agenda item 9.2 – Second Reading of the School Budget, and cast votes. He reiterated that the total budget is \$3,683,962.97, which is an increase of \$117,546.82 or 3.3%. When the Board factors in the state subsidy, tuition credit, carryover from 16-17, and remaining carryover from 15-16, the total local contribution is \$3,098,610.51. And when you factor in the funds appropriated at the special town meeting, the total local contribution is an increase of \$3,646.07 or 0.12% from the prior year. Mr. Hinds made a motion to approve the budget as presented. Mr. McDaniel seconded the motion. Vote (4-0).

## **New Business:**

### **1. Approval of the 2017-2018 School Calendar – Action**

Mrs. Thompson presented the 17-18 School Calendar, pointing out that it mirrors much of what worked in the 16-17 calendar, continuing with trimesters and a professional development day within each trimester. She said that the calendar contains 175 student days, 180 faculty days, and has 5 snow days built in. She noted that West Bath will start school on September 5<sup>th</sup> after Labor Day. Mr. St. John asked how this connected to RSU1? Mrs. Thompson said that there were some differences, as there was this year. She listed that in addition to the September start, the student-led conference schedule is different, and the January professional development day is different. Mr. St. John said that he felt it makes sense to go after Labor Day. Mr. McDaniel commented that as long as it is workable for parents, as it can be difficult when families have children at different levels in different districts. Mrs. Randall pointed out a mistake on the date of the last day of school, which should be listed as June 20<sup>th</sup>.

Mr. St. John made a motion to approve the calendar. Mr. McDaniel seconded the motion. Vote (4-0).

### **2. Out-Of-State Field Trip Request – 5<sup>th</sup> Grade Fieldwork in Boston, MA - Action**

Mrs. Thompson presented a field work request from 5<sup>th</sup> grade, requesting permission to travel to Boston to tour the Freedom Trail and other American Revolution historical sites on May 26<sup>th</sup>. Students would take the train to and from Boston, with the goals of the trip being to look at the various character traits of explorers, pioneers, and settlers, and tying learning to the physical place and stories of the time period.

Mr. McDaniel made a motion to accept the field trip request. Mr. St. John seconded the motion. Vote (4-0).

## **Public Comments**

Ms. Demers asked when the last day of school would be. Mrs. Thompson responded that pending snow days, the last day of school would be June 21<sup>st</sup>. She stated that typically after break once the threat of snow days is over she announces the end of year schedule.

## **Next Meeting Dates and Locations**

- a. April 10, 2017 – Board of Selectmen’s Meeting @ 5:30 @ Town Office – Present Final Budget
- b. April 12, 2017 – West Bath School Board of Directors Meeting @ 6:30 PM – Approve Warrant
- c. April 24, 2017 – Board of Selectmen’s Meeting @ 5:20 @ Town Office – Approve Final Town Warrant
- d. May 3, 2017 – West Bath School Board of Directors Meeting @ 6:30 PM

Mrs. Randall Ashleigh asked where the budget public info session would be located on May 16<sup>th</sup>. Mrs. Thompson reported that it would be at the Fire Station.

## Adjourn

Mr. McDaniel made a motion to adjourn at 7:22 PM. This was seconded by Mr. St. John.  
Vote (4-0).

Submitted by,

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

Emily Thompson