

West Bath School Administrative Unit

Board of Directors Meeting Minutes

March 19, 2018 at 6:30 PM at the West Bath School

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

Members Absent: None

Others Present: Patrick Bowdish, Jeff Emerson, Adam Garland, Kim Gates, David Hennessey, Justin Hennessey, Madelyn Hennesey, Kathleen Lavallee, Donna Merry, Peter Oceretko, Paula Nelson, Mark Travis, 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.

Executive Session:

Mr. Hinds made a motion at 6:31 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 student records and Title 1, Chapter 13, Section 405,6,D. of the M.R.S.A. for the purpose of discussing contract negotiations between the WBSAU and the WBEA. Mr. McDaniel seconded the motion. Vote (5-0).

Return to Regular Session:

The board returned to regular session at 6:41 PM.

Comments from the Chair:

Mr. Hinds welcomed the public to the meeting and said that the board has a lengthy agenda. He stated that public comment will be limited to the public comment portion of the agenda and the board will not take public comment on each agenda item.

Approve/Amend Minutes of 2/13/18

Mrs. Randall made a motion to accept the minutes of 2/13/18 as written. Mr. Crews seconded the motion. Vote (5-0).

Adjustments to Agenda:

Mr. Hinds said that agenda item 11.2 – Review of JFABD would be removed from the agenda and saved for a later meeting. He added 12.2.1 Budget Adjustments as an action item.

Public Comments:

1. Kimberly Gates, the executive director of the Bath Area Food Bank spoke to the board. She said that the West Bath School has been doing food drives, the most successful food drives the Bath Area Food Bank has ever seen. She said she has been working with Julie Upham who is the driving force at the school behind the project. The students not only collect the items, but she brings the kids to the food bank, to stock shelves and ask questions, and then they say things like “I want to work here” or “I want to help feed others”. She said that some of the kids who visit with Mrs. Upham’s class are clients, but they see the Food Bank as a place they belong because of the work that Mrs. Upham does. She thanked the board for supporting Mrs. Upham’s work.

Committee Reports:

1. Policy Committee – Mr. Hinds said that there are several second readings go to the board tonight and the committee is still working through required policies. Mr. McDaniel added that the board and committee did not make any changes to the policies from the first reading.
2. Technology Committee – Mr. Bowdish said that the committee has worked in the past month or so putting together a time table for the life expectancy of the technology that is in the building. He reviewed the timetable with the board, point out the teacher machines that cycle every 4 years, and Chromebooks every 4 years. This year is a non-chrome book year. In regards to ipads, the school is using the old RSU1 ipads, which stopped getting updates about a year ago. Currently the school has 20, but the committee is requesting 5, as it is the number that is typically used at a time. He pointed out the projectors, camera, and phone system, and asked the board if they had any questions. Mrs. Thompson said that the goal of creating this document was to allow the school system to better be able to predict the technology needs and the expenses of the school system in any given year.
3. Facilities Committee – Mrs. Thompson said that the facilities committee has continued to be hard at work, and the minutes of meetings had been sent ahead of time. The committee has been discussing the outdoor water fountain, updates to flooring and shelving, emergency generation, the back parking lot, and they also had a capital improvement plan put together in regards to the heating system, and all of those areas were then looked at, just as it had been done for technology, to determine what the needs and expenses for the school system are over the next several years. The committee decided that the water fountain does not need to be discussed in relation to the budget, as it will be installed using playground funds, so that work has been tabled for now. The group made a list of actionable items that include items in the mechanical assessment. The most urgent area

was determined to be the heating three-way valves. This is something that was discussed when West Bath withdrew from the former district. Equally as urgent was the heating supply pumps. The committee asked whether the pumps could be replaced in two separate years, but were told that it was best to have them replaced as one project. The next item listed was the gym fan, and it was something that has been discussed for years. The feeling of the committee was when the priorities were all reviewed that this could wait until roof maintenance was being completed and be built into that plan. The separate fin zone is a project that the committee would like to take care of in this fiscal year at a minimal cost. In the midterm capital plans, there are unit ventilators that are beyond life expectancy. The committee looked at a way to do this replacement over several years. There is also ventilation relief that should be taken care of, but the committee feels that that too can wait until the roof is being maintained. Finally, the kitchen hood was another recommendation. The committee did not discuss this as a priority. Mrs. Thompson said that her reason for not discussing this was that it could be looked at in a year when there is food service excess, but the committee will need to revisit that topic.

Another item that has been discussed at length is emergency generation. That is on the agenda for later in the meeting, but Mrs. Thompson said that the board should know that the facilities committee did not recommend moving forward with the generator project, but did provide Mrs. Thompson with further items to look into.

Mrs. Thompson pointed the board's attention to the chart that shows the action items that came out of the facilities committee. First, she spoke about the three-year plan with flooring and shelving upgrades, and said that the committee would like to recommend that the board continue with the flooring and shelving upgrades. Bathroom floors were moved down a year. The hallway has been added into the flooring plan, as there has been heaving and separating. This project has been broken into three phases as well. The proposed projects that are identified by the facilities committee are: 3-way valve, heating supply pumps, 1 unit ventilator with a plan of replacing one per year, continue the flooring and shelving projects, and plan for the roof replacements. Roof 1 needs to be replaced in 6 years at \$125,000, roof 2 needs to be replaced in 7 years at \$95,999, and roof 3 needs to be replaced 8 years from now at \$50,000. The facilities committee recommends that \$35,000 be raised to be placed in a fund to starting working towards these costs. The next column of the worksheet is the deferred improvements. It includes phase 2 and phase 3 of flooring and shelving, the remaining unit ventilators, the exhaust fan, the generator, and the rest of the roofing beyond the \$35,000 that is suggested. Ventilation needs to be added onto the list. Mrs. Thompson said that the proposed projects total \$121,358.50.

Mr. Hinds thanked the committee and said that they will have a more thorough conversation about the generator later in the agenda.

4. Finance Committee

- a. Payroll Warrants – Mr. Hinds said that payroll warrants were reviewed by Mr. Hinds on 2/15 and 3/6.
- b. AP Warrants – Mr. Hinds said that AP warrants were reviewed by Mr. Hinds on 2/15 and 3/7 and by Mr. Crews on 2/20 and 3/7.

Superintendent's Report

1. Financial Report

- a. Mrs. Thompson reported that with 33% of the school year remaining, 50% of the budget remains.
- b. School Funding in Maine – Mrs. Thompson said that she attended a ½ day school funding in Maine Superintendent's conference in Augusta on March 9th. She attended workshops on certification changes, the SAU consolidated plan, as well a session on financial updates. She said that an interesting document came out of the meeting in regards to system administration. The purpose of the SMLC was to help to decrease expenses in administration and increase the percentage of funds that go directly to students. For this year, schools are required to have 61% of the budget apply directly to students. The ultimate goal is that in 2022-2023 that 70% of the budget be applied to students. The state released lists of where districts are in their current fiscal year. West Bath ranks 18th (top 10 percent) in the state in efficiency in expenses, with already having 76% of the budget applied directly to students. The remaining funds are in the area of student and staff support, system administration, school administration, facilities, transportation, and food service.
- c. Mrs. Thompson said that districts received their Preliminary 279s and there are changes to the funding formula, however as a minimum receiver, most of the changes do not apply to West Bath:
 - i. The DOE announced that the total cost of education was increased by 44 million dollars, but was unable to say how that was distributed between school systems that are minimum receivers and those who are not.
 - ii. The student count figure has been changed to be a 2-year October average, rather than a 3 year average of October and April.
 - iii. State valuation for fiscal capacity will be a 2 year average rather than a 3 year average.
 - iv. There are increased opportunities for pre-k funding.
 - v. There is an increased weight of special education in the formula to 1.5.
 - vi. They have increased allocations for out of district placements.
 - vii. The state increased minimum receiver special education adjustment from 33-40%.
 - viii. The state has added the budgetary hardship fund. This is something that districts can apply for if a student moves into the district after a budget is already prepared, and if by having the student, the district's budget increases by more than 5%.

- d. Mrs. Thompson said that West Bath's preliminary 279 shows that state subsidy has increased due to the change from 33-40% of special education reimbursement. West Bath will receive \$165,886.42 in subsidy. She said that she has also asked for a review of the 279, as West Bath did not receive any credit for high cost out of district placements, and that appears to be an error.

2. District Updates

- a. Community Read – Mrs. Thompson said that she wishes to publicly thank the school's community readers who volunteered their time and read to West Bath's students as part of community read day on March 2nd – Sally Haggett, Karen Schneider, Martha Mayo, Marianne Hargreaves, Barbara Gaul, Lois Skillings, Joel Merry, Bill Browning, and Patrick Thomas. She said that the school loves having them in our building and looks forward to this annual event each year.
- b. Reactors Performance of The Lorax – Mrs. Thompson stated that on March 9th, the Reactors Club performed their version of The Lorax. The group was comprised of 2nd and 3rd graders, was directed by Jennifer Bowdish and Lori Franklin, had costumes by Nancy Riggs and was supported by staff Suzi Newton and Liz Detwiler. Mrs. Thompson said that the performance was of high quality and that she is proud of the student performers and thankful for the parents and staff who made it happen. She provided the board with a copy of the program.
- c. 2018-2019 Pre-K Program – Mrs. Thompson stated that she has signed MOUs with West Bath's current partners again for next year – Children's Schoolhouse, Bath YMCA, and Head Start. Applications are now available for pre-k slots for next year, due in May.
- d. 2018-2019 School Choice – Mrs. Thompson said that 6-8th grade school choice slots have been designated to students. At this time there are approximately 20% of students electing school choice for next year.
- e. EL Credentialing Process – Mrs. Thompson said that in the board packet the board has a copy of the credentialing portfolio outline that was submitted to EL education on March 1st to determine whether or not West Bath can continue with the process. The school received feedback on Friday, and with some minor adjustments is approved to continue the process, build the portfolio, and prepare for the presentation. This work is due to EL on June 1st.
- f. Emergency Preparedness – Mrs. Thompson said that emergency Preparedness has been on everyone's mind over the last few weeks, and she wished to give a quick overview of where the school is in the process. West Bath has been focusing on increasing building security over the last few years, by adding the buzz in system, having locked doors at all times, having security cameras monitoring the doors and exterior of the building 24 hours per day, and with the recent upgrade to the alarm system, the office is better able to monitor staff coming in and out of the building, and office staff also hear a chime in the office when any of the exterior doors open. Mrs. Thompson said she has been in the process of reviewing the school's emergency plan. An emergency plan committee has been reestablished and will be working with local law enforcement throughout the spring to ensure

that the school's plan is as strong as can be. She said that the school is also simultaneously preparing to practice a safety drill as it is currently written, and the Sagadahoc Sheriff's Department will be involved in that and parents will be notified in writing before it happens.

- g. National School Walkout Day – Mrs. Thompson said that schools last Wednesday were preparing for a National School Walkout Day. West Bath discussed as a faculty what role the students should have in that, and felt that the WBS children were too young to participate, for a variety of reasons. However, because the faculty also feels that West Bath kids have the capacity to be changemakers, the faculty created yet another opportunity for students to discuss kindness and compassion. The school created West Bath's 100 Commitments to Kindness and Compassion, and will be sharing the progress towards those commitments as the year progresses.
- h. Town Report – Mrs. Thompson said that she provided the board with a copy of the report that was submitted to the town for the annual report. She said that it is always difficult to write an annual report about the year when there's still a 1/3 that remains, but as always, there was much to be celebrate after only 2/3 of the year.

3.

- a. Upcoming Events:
 - i. Gelato Fiasco Fundraiser – March 20th – Gelato Fiasco donates 100% of the sales of people who mention WBS to the school during this fundraiser.
 - ii. Maine Maritime Museum 5th Grade Open House – Mrs. Thompson said that board members should have received an invitation in their mail at home to the 5th grade Open House at the Maine Maritime Museum – Thursday, March 29th from 11:30-12:30.
 - iii. Maine Education Assessments – Mrs. Thompson said she wanted to let the board know that today the window for the state annual assessments opened. The window runs from today to April 13th.
 - iv. KELT Annual Meeting –Kennebec Estuary Land Trust Annual Meeting on April 5th at 5:30 at the Maine Maritime Museum. Mrs. Thompson reminded that Mrs. Sawyer and Mrs. Harris and their students will be sharing student work.
 - v. Battle of the Books – Mrs. Thompson said that April 5th is also the Battle of the Books at 6:30 PM at Bath Middle School. West Bath's teams are coached by Mrs. Franklin and Ms. Goulet. West Bath will have 3 student teams and 1 teacher team competing.

Old Business

- 1. Second Reading of Board Policies
 - a. BBAB – School Board Self-Evaluation
Mr. Crews made a motion to approve the policy. Mr. McDaniel seconded the motion. Vote (5-0).
 - b. BDD – Board-Superintendent Relationship

- Mr. Crews made a motion to approve the policy. Mr. McDaniel seconded the motion. Vote (5-0).
- c. EBCE – School Closings and Cancellations
Mr. Crews made a motion to approve the policy. Mr. McDaniel seconded the motion. Vote (5-0).
 - d. KBF-E1 – WBSAU Title I Parent Involvement Policy – District Level
 - e. KBF-E2 – WBSAU Title I Parent Involvement Policy – School Level
Mr. Crews made a motion to approve both KBF-E1 and KBF-E2 as written.
Mr. McDaniel seconded the motion. Vote (5-0).
 - f. KE – Public Concerns and Complaints
Mr. Crews made a motion to approve this policy. Mr. McDaniel seconded the motion. Vote (5-0).
2. Review of Policy JFABD – Admission of Homeless Students – Removed from agenda
3. School Generator/Red Cross Shelter Proposal

Mrs. Thompson said that this topic has been discussed by the full board and the facilities committee for several months. After the last conversation, Mrs. Thompson was charged with finding out what other schools in the area had full generation. She found with the help of Sarah Bennett that no schools in Sagadahoc County have full generation, but that Mt. Ararat, Bowdoinham, and Georgetown have partial functionality. The Brunswick Superintendent said that he had put three generators in his budget, but did not know if they would still be there at the end of the budget process.

Mrs. Thompson said that she had met with Mr. Garland about what the school's role in the town's emergency plan would be. He said that that the fire station has already purchased a generator, and that he is moving forward with Red Cross certification for the fire station so that it may be able to be the town's official shelter. He did say that if the school is interested that the school could serve as the county shelter. The two discussed applying for the Maine Hazard Mitigation Grant, but that to be eligible for potential funding, the school would have to be designated as a shelter. She said that they registered to go to the grant training, and that the school facility would be reviewed to see how far away from becoming Red Cross certified it is, in the even the board or the town wishes to pursue it. The committee discussed whether or not to move forward with the the Red Cross certification, but there was a general feeling that the school is probably not best suited to be the county shelter due to it's size, layout, and location. The other factor is that if the school was to be the county shelter, school could not be held, and it would remain a shelter until all of the needs in the county were taken care of. The facilities committee did not favor having the school be a county shelter. The committee then discussed whether or not to continue to the discussions of full generation. The feeling was that if there were extended

outages with sub-zero temperatures, there would still be a couple of days before there was danger of freezing pipes, and pipes could be drained. Additionally, while there was \$1,800 in food losses, that seemed minimal when compared to a \$50,000 generator project. It did not feel like it was a responsible use of funds when the town does not have a need for the school to be a community shelter. Therefore, the facilities committee does not recommend that the board move forward with a full generator project.

Mrs. Thompson said that that committee did ask that she did follow up on whether the building could be wired and pad poured so that if there was an extended outage in the future they would be able to obtain an emergency generator. Mrs. Thompson has asked Bath Electric for cost proposals for that type of project, in addition to costing out what it would cost to have a smaller generator that could alternate the heating system and freezers.

Mr. Hinds said that this is on the agenda as an action item because the board has discussed this at length. He asked the board if they would like to pursue generation or move away from it? Mrs. Wallace said that she agreed with the facilities committee recommendation to not pursue it. Mrs. Randall said that she agrees with not moving forward with the full proposal, but would like to continue to investigate smaller generators and projects that may not have as much of a budget impact but that could have an impact on mitigating damages in the future. Mr. McDaniel said that it sounds reasonable and there are with smaller generators the option of supplying heat to limited zones which would help. This sounds reasonable.

Mrs. Randall made a motion to follow the recommendation of the facilities committee to not pursue the full generation project but to explore other options. This was seconded by Mr. McDaniel. Vote (5-0).

New Business

1. Approve Labor Contracts

Mr. Hinds stated that the board has reached a tentative agreement with the West Bath Education Association for the educational technicians and secretaries. He said that changes to the contract included recreating the sick bank, change longevity from \$100 to per diem, spreading pay over the full year if the employ elects to, and 3% salary adjustment. Mrs. Wallace made a motion to approve the contract. Mr. Crews seconded the motion. Vote (5-0).

2. First Reading of the 2018-2019 School Budget

Mrs. Thompson said that one of the challenges with preparing a budget this time of year, is there are no Title I funds or Local Entitlement Fund amounts available, which means that costs need to be planned for locally. She also said that at this time, other than educational technician contract that was just approved, employees have not yet completed the negotiation process and insurance information is not yet available. Additionally, retirement increases have also not been predicted, and this proposed budget holds them flat. She said that the goal of the budget presentation is to share a draft that will promote conversations and that ongoing conversations about the budget should keep the board's goals in mind. She said she would go through the budget lines and discuss areas of increase and decrease, and asked the board to think about district priorities and also to keep in mind the areas that are completely out of the district's control.

- Page 1
 - Salaries-professional – 2.07% increase anticipated due to salary increases
 - Salaries-educational technicians – 5.45% increase due to salary increases and a proposed position change. Mrs. Thompson proposed changing an ed tech II to an ed tech III for 1.5 hours per day to work as a garden liaison. This would allow the position to work plan and work directly with students in support of the garden program. The budgetary impact is an increase of \$1218.24. She shared a written rationale for the position change.
 - Health Insurance-Professional – 8.75% increase is based upon current contract agreement of 91% prior year
 - Staff development – increased by \$1,000 due to decrease in student and staff support staff development funds
 - Tuition-elementary-public – increase by 14.07% allowing for 5 extra students at a 4% increase
 - Tuition-elementary-private – increased by 5.25% based on number of students who elected school choice
 - Pre-K – Professional Educational Services – increased by 4% due to increase in tuition
 - Tuition-Secondary Public – decrease by 6.77% allowing for 5 extra students at 4% increase
 - Tuition-Secondary Private – increase by 6.09% based on number of students who elected school choice
 - Instructional equipment – increased by 53.58%, which includes \$8,000 of classroom furniture requests and whiteboard upgrades. Instructional equipment also includes a portion of the copier contract, which has the final year of payments to RSU1 as it was paid on a deferred plan, as well as new contract at half the cost.
- Page 2
 - Salaries-Professional – increase of 6.32% anticipated, no staffing change
 - Salaries-ed techs – increase of 5.03% as a result of the budget that was just adopted
 - Health insurance-professional – increase of 8.96% based on current contract
 - Health insurance-ed tech – increase of 10.83% anticipated
 - Tuition Elementary & Private – lines show cost of current student programming. No additional costs have been anticipated, knowing that in an

emergency situation the board can access the funds that were set aside in the special education account

- Co-Curricular-Other Expenses – increase of 555.56% is due to adding Boat Building and Chewonki into the budget.
- Page 3
 - Health salaries-professional – increase of 1.29% - less than other salary increases because there was a staffing change after the last budget was adopted.
 - Stipends Curriculum – increase of 13.48% with the proposal that leadership team stipends get added to the list of stipends with 5 at \$250 each, increasing the line by \$1250.
 - Staff Development – decrease of 17.21% as the school moves towards credentialed status.
- Page 4
 - Health insurance – budget for insurance as the new hire will be eligible
 - Other expenses – increase of 67.08% includes annual library catalog and furniture request
- Page 5
 - Technology contracted fees – reduction of 68.57% as will moved to self-created website versus having subscription
 - Supplies instructional – decrease of 61.96%, does include 5 ipads and 2 projectors
 - Rent/leases – increase of 53.97% as it includes a quarter of the copier contracts
 - Contracted legal fees – decrease of 60% as it is not a negotiation year.
 - Other expenses – increase of \$200 for board workshops
 - Other items – increase of \$11,140 to allow for a retirement
- Page 6
 - Health insurance – the position is eligible for 50% of health insurance
 - Other expenses – decrease of 10.63% due to anticipated actual costs
 - Rent/leases – increase of 53.97% - includes the other quarter of the copier contracts
- Page 7
 - Other expenses – increase to contract and hosting of financial software
 - Repairs/Maintenance – increase of 78.50% to include projects/upgrades supported by the facilities committee
 - Out of district transportation Purchase Price – decrease of 40% due to projected enrollment needs

The end result of the budget showed a total proposed budget that had a 5.38% increase over the prior year. With an 32.59% increase in state subsidy, a 10.56% decrease in tuition reimbursement, and a flat rate in carryover, the local contribution would increase by \$227,412.46 or 7.34% from the prior year.

Mr. Crews exited the meeting at 7:56 PM.

Mr. Hinds asked the board if they had any initial questions or comments. Mr. McDaniel said that one of the proposals of \$35,000 to go into a fund for a roof 6, 7, and 8 years out could be eliminated. The township will need to weigh in to see if the board should start putting away \$35,000 a year. It's really a question for the town. Mr. Hinds said that he did not disagree, but that if all eggs are in put in one basket and the proposal gets voted down, the roof still needs to be replaced and it will be up to the board to think about the risk of not including it. Mr. McDaniel said that he feels like it is the right thing to do unless the town has a preference for it to be done in a different way. Without any other guidance, it seems prudent.

Mr. Hinds asked what it would cost to break the copier contract. Mrs. Thompson responded that the copier contract is actually with RSU1 as part of the withdrawal agreement, so it needs to be completed. Mr. Hinds asked what was budget for for tuition last year, to which Mrs. Thompson said 3 additional students at 3%.

Mr. Hinds invited the public to comment. Mr. Hennessey said that the town should look at the number of what the funds will be for next year in regards to the fire truck and salt shed. Ms. Hennessey said that there is no history in the town of West Bath for the town to not appropriately fund maintenance of the school. Mr. Hennessey said that they would go through the account with the Mr. Garland and Mr. Oceretko and discuss pros and cons of using the town bank to fund the roof.

Mr. Hinds asked if the board had any thoughts or ideas? He asked what the board thought about boat building and Chewonki and whether the board wants to look at current funding for the programs? Mr. McDaniel said that he does not know of another project that the school has done that has generated such a positive buzz in the community and the school. They have universal raves. Mrs. Randall said that it is in the best interest of students for the program to continue. Mrs. Wallace said that it does not make a difference to her in what year the programs are funded, as long as they are funded.

Mr. Hinds made a motion to take the cost of Boat Building and Chewonki out of the budget and fund out of the current year. Mrs. Randall seconded the motion. Vote (4-0).

Mr. Hinds commented that there are several more meetings coming up to continue to hash through the budget. Mr. Oceretko thanked the board for all of the work.

Public Comments

None

Set Next Meeting Dates and Locations

1. Wednesday, March 28th at 6:30 PM – WBSAU School Board Budget Workshop
2. Wednesday, April 4th at 6:30 PM – West Bath School Administrative Unit Board of Directors Meeting

Executive Session

Mr. Hinds made a motion at 8:13 PM to request to enter into an executive session pursuant to Title 1, Chapter 13, Section 405,6,D. of the M.R.S.A. for the purpose of discussing contract negotiations between the WBSAU and the WBEA. Mr. McDaniel seconded the motion. Vote (4-0).

Return to Regular Session

The board returned to regular session 8:50 PM. Mr. Crews reentered during executive session while Mr. McDaniel exited.

Adjourn

Mrs. Wallace made a motion to adjourn at 8:50 PM. Mrs. Randall seconded the motion. 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