

## **West Bath School Administrative Unit**

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

March 28, 2018 at 6:30 PM at the West Bath School

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

**Members Absent:** None

**Others Present:** Patrick Bowdish, David Hennessey, 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,D. of the M.R.S.A. for the purpose of discussing contract negotiations between the WBSAU and the WBEA. Mr. Crews seconded the motion. Vote (5-0).

#### **Return to Regular Session:**

The board returned to regular session at 6:38 PM.

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

Mr. Hinds made an adjustment to the agenda, adding 7.2 School Calendar/Storm Days as an action item.

#### **Public Comments:**

Mr. Hennessey spoke to say that he would wait until the second public comment session in the agenda.

#### **New Business:**

1. Approve Labor Contracts

Mr. Hinds said that the board has before them a tentative agreement of a labor contract between the board and the West Bath Education Association for the teachers. It includes a lot of house keeping, cleaning up language from the RSU1 days, and a change to the longevity pay out and sick leave bank. There is cleaned up language around reassignments, clarifications to the grievance procedure, and changes to the salary scale.

Mr. McDaniel made a motion to approve the contract proposal as written. Mr. Crews seconded the motion. Mr. Hennessey asked from the floor if there were any changes to health care? Mr. Crews said that there was no change to the language. Vote (5-0).

## 2. School Calendar

Mrs. Thompson presented the board with a proposal to add 5 hours back to the school calendar, moving the current last day of school from June 25<sup>th</sup> to June 22<sup>nd</sup>. After discussing the calendar with the faculty, she proposed making April 12<sup>th</sup> a full day of school, and eliminating the late starts on May 16<sup>th</sup> and 30<sup>th</sup>.

Mr. Crews made a motion to accept the changes to the calendar. Mr. McDaniel seconded the motion. Vote (5-0).

## Old Business

### 1. Discussion of and Adjustment to the 2018-2019 School Budget

Mrs. Thompson provided the board with an updated budget document based on the changes that were made at the prior meeting as well as a correction to the computer leases and transportation agreement. Mr. Hinds said that the proposed budget is an increase of 5.40% with a proposed increase to the local contribution at 7.36%. he said that now that the board has had an opportunity to look at it and think about it, he does not feel good about going to the voters and asking for a \$227,000 increase. He would like for the board to sensibly trim it down.

Mr. Crews asked if the budget included all of the capital projects. Mrs. Thompson said that it includes all that were recommended by the facilities committee. Mr. Hinds said that he was thinking about the \$6,000 for the 3-way valve. Knowing that this has been discussed for years, he would like to approach the Board of Selectmen about taking care of it immediately before there is a failure, and taking the funds out of the remaining facilities money that was set aside. This would take it out of the budget. Mr. McDaniel said that sounded reasonable. Mr. Crews said that it would depend on the Board of Selectmen. Mr. Hinds said that he would like to get a firm price and then ask them.

Mr. Hennessey asked if this was a good time to ask questions? He said that he would propose that the board cut Chewonki and Boat Building and asked what those costs were. Mrs. Thompson said that it was about \$25,000. He asked if there were any thoughts about cutting either of those. Mr. Hinds responded that the expenses were removed from the budget at the last meeting. Mr. Hennessey asked if there was still \$40,000 for

furniture in the budget? Mr. Hinds said that there was about \$8,000 in the budget for furniture, \$44,000 was for flooring and shelving upgrades.

Mr. Hennessey asked why there was only \$3445.30 of carryover. Mrs. Thompson said that amount is carryover from the undesignated fund balance, but that \$285,000 of carryover was being applied to this budget. He asked where the carryover came from. Mrs. Thompson responded that it comes from regular education tuition due to a decrease in enrollment, pre-k due to a decrease in enrollment, library due to having the library staffed with a long-term sub, special education due to a change in a child's program, and transportation due to not transporting a child out of district due a change in the child's program. Mr. Hennessey asked why there was \$60,584 less of undesignated funds and where that money went? Mrs. Thompson said that funds were moved after the audit, as approved at town meeting, to a special education emergency fund. The board at that time chose to not designate the remaining \$3,445.30. Mr. Hennessey asked why the budget was increasing by \$227,939.88, to which Mrs. Thompson said that the proposed budget was increasing by \$198,872.04, but that the local contribution was increased because of less revenue. Mr. Hinds said that last year the budget was decreased by \$280,000 because of carryover and this year it would be decreased by \$280,000 because of carryover. Mr. Hennessey said that he hoped the board would find ways to take more out of the budget. He asked what the proposed maintenance projects were. Mr. Hinds responded that there is 3-way valve for \$6,000, heating supply pumps for \$20,000, 1 unit ventilator for \$16,000, flooring and shelving upgrades for \$44,358.50, and a roofing set-aside for \$35,000. Mr. Hennessey asked if there had been any further conversations about generators. Mr. Hinds said that there had not been any further conversations since the last board meeting. Mr. McDaniel said that the generator is under deferred improvements.

Mr. Hinds asked Mrs. Thompson if there has been an oil bid? Mrs. Thompson said that she is still waiting.

Mrs. Wallace said that she thinks the garden liaison should go, as it is not worth it. Mr. Crews said that his first instinct is to revisit the maintenance issues. Mr. Hinds said that the school board and town has done a lot. There have been improvements when budgets allowed for them. Mr. Crews said that the hallway is buckling, and he does not know if that should be deferred. Mr. McDaniel said in regards to the roof that the board has been told by the town that they plan to use the funds from the settlement. Mr. Crews said that if worst came to worst with roofing, the town would just have to ask for a bond when the time came. Mr. Hennessey said that the money should be there. Mr. Crews restated that the worst case scenario would be that the town would need to request a bond, but that he would be comfortable deferring it.

Mr. McDaniel made a motion to remove the roofing contingency of \$35,000. Mr. Crews seconded the motion. Vote (5-0).

Mr. Hinds suggested that they run through the rest of the projects beginning with floor and shelving. Mr. Crews said that the hallway is the critical part because of the buckling.

Mrs. Randall said that as part of the facilities committee, they had identified what had needed to be done and pushed some work off. She wants to be sure that the board does not keep pushing and pushing and then the school gets back in the place where needs become emergencies again. Mr. McDaniel said that he suggested that the flooring and shelving be reapportioned so that it moves beyond the 3 years, and gets reprioritized. Mr. Crews suggested that they just do the hallway and the classrooms. Mrs. Wallace said that she suggests that rather than doing classrooms, that the teachers' room should be done. Mr. Crews suggested that the library be looked at as it is used for many purposes. Mrs. Wallace said that there is nothing wrong with the library floor, and it is not impacting the students and that the teachers' room is a daily annoyance. Mr. Hinds said he was only inclined to support the hallway. Mrs. Wallace responded that she'd much rather cut all flooring and shelving than be questioned about Chewonki and boat building.

Mrs. Randall made a motion to put the flooring and shelving budget at \$10,900 to cover the cost of the hallway. Mr. McDaniel seconded the motion. Vote (5-0).

Mr. Hinds asked if the board would like to ask to have the 3-way valve covered by capital funds? Mr. Crews says that he is hesitant to cut it until it is verified. Mr. Hinds said that it could be added back in. Mr. Crews made a motion to remove the valve at a cost of \$6,000 and pursue the capital improvement fund. Mr. McDaniel seconded the motion. Vote (5-0).

Mr. Crews said that his current instinct is to keep the heat pumps and ventilators, as they are past their life expectancy and he would rather not deal with failures. Mr. Hennessey commented from the floor that maybe a way to make a start on fixing the unit ventilators would be to cut Chewonki or boats. Mr. Hinds said that he was not interested in cutting either program. Mr. McDaniel said that you can get pushback at meetings if popular programs are cut. Mr. Hinds said that it is the board's role to support important programs for kids.

Mrs. Randall asked what reductions could be made in pre-k. Mrs. Thompson said that currently the board has 12 slots, but that the board could continue to have 12 slots if 8 are at paid programs and 4 are at Head Start. Mrs. Wallace made a motion to reduce the pre-k slots from 12-8, saving \$16,640. Mrs. Randall seconded the motion. Mrs. Thompson clarified that there would still be 12 slots, just that 4 would be at Head Start. Mr. Crews said that maybe the board should plan for 10 slots, while Mrs. Wallace commented that Head Start is as high quality as the other programs are, as she observes them everyday. Mrs. Randall asked if there were any legal obligations to fund pre-k, to which Mrs. Thompson said that there was not yet. Vote (5-0).

Mr. Hinds asked what the board would like to do about tuition. The current budget allows for 5 extra students to move in at each level at a 4% increase. Mrs. Wallace said that she was comfortable with the board's current practice of planning for 3 extra students. The board chose to revisit the tuition conversation at a later time.

Mr. Hinds said that there is about \$8,000 in furniture that was not recommended by the facilities committee. Mr. Crews asked why it was not recommended, and Mrs. Wallace said that the current furniture is in good shape. Mrs. Randall said that they had to prioritize projects. Mrs. Wallace stated that when prioritizing heating versus furniture, they chose heating. Mr. Crews made a motion to take the facilities committee recommendation and reduce the instructional equipment line by \$8,000. This was seconded by Mr. Hinds. Vote (5-0).

Mr. Hinds asked the board if there was a general consensus to know what increase they were comfortable with? He said that with the reductions made thus far, the board was looking at a 4.21% of an increase to the local contribution.

Mr. McDaniel said that he would like to relook at the garden liaison for \$1,218.40. Mrs. Wallace said that she would like to make a motion to remove the garden liaison from the budget. This was seconded by Mr. McDaniel. Vote (5-0).

Mr. Hinds said that he would like to ask Mrs. Thompson to request oil bids to make sure the board has properly set aside oil funds. Mr. Hennessey said that he would like to see that coordinated with the town office.

Mrs. Wallace asked if Mrs. Thompson had looked any further into copier bids. Mrs. Thompson said that she had not, as the contract she was looking at was half the cost of the current contract.

Mr. Hinds asked Mrs. Thompson if there were other areas that the board should consider? She suggested that perhaps \$5,000 in food service. She said that while the auditors suggested they keep it consistent, current sales trends show that a \$5,000 reduction could be managed.

Is there a general consensus to know what our comfortable increase is? He said that based on what has been done tonight, there's still about a 4.1% increase to the local contribution. Mr. Hinds said that the board needs to keep in mind that there is \$100,000 of tuition credit that is going to very quickly disappear.

### **Public Comments**

None

### **Set Next Meeting Dates and Locations**

1. Wednesday, April 4<sup>th</sup> at 6:30 PM – West Bath School Administrative Unit Board of Directors Meeting

### **Adjourn**

Mr. Hinds made a motion adjourn at 7:57 PM. Mr. Crews 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