

West Bath School Administrative Unit

Board of Directors Meeting Minutes

June 17, 2020 at 4:30 PM (Remote Meeting)

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

Members Absent: None

Others Present: Patrick Bowdish & Emily Thompson

Call to Order:

The meeting was called to order at 4:30 PM by Keith Hinds. A verbal roll call attendance was conducted.

The Pledge of Allegiance was recited.

Comments from the Chair:

Mr. Hinds commented that the board had been meeting for several consecutive weeks. He thanked the West Bath School for the reverse parade that had been held earlier in the day. He said that it brought a lot of laughter and cheer to the neighborhood. He congratulated all West Bath students who had graduated and wished the well on whatever their next steps might be.

Approve/Amend Minutes of 5/13/20, 5/20/20, 5/27/20, 6/3/20, 6/10/20:

Ms. Randall made a motion to approve the minutes of 5/13/20, 5/20/20, 5/27/20, 6/3/20, and 6/10/20. Mr. McDaniel seconded the motion. Vote (5-0).

Adjustments to Agenda:

Mr. Hinds added Confirmation of Audit Services, an action item, to 10.5 on the agenda.

Public Comments:

Mr. Hinds said that he had received an email that is relevant to the budget topic, and that he will read it at that time. There was no other public comment.

Committee Reports:

1. Policy Committee – No report
2. Finance Committee -
 - a. Payroll Warrants – Mr. Hinds stated that he had signed the payroll warrant on 5/19/20 & 6/4/20.

- b. AP Warrants – Mr. Hinds said he signed AP warrants were signed by Mr. Hinds and Mrs. Randall on 5/19/20 and by Mrs. Wallace on 5/20/20. A second AP warrant was signed by Mr. Hinds, Mrs. Randall, and Mrs. Wallace on 6/5/20.

Superintendent's Report

1. Financial Report

Mrs. Thompson said that other than a few bills that may come in towards the end of the month and be applied back, the school systems has completed the AP and payroll cycles for the year. She commented that once the carry forward that is being applied to the next fiscal year is removed, there is \$167,489.67 or 4% of the budget. She said that this was slightly less than we had planned for, as the board was aiming for \$175,000, but this difference could be accounted for due to the change made in carry forward to balance the budget, and a PPE order that was made. Mrs. Thompson said that in terms of cost centers, all cost centers track appropriately, except 07 - student and staff support. This cost center is \$4,563.51 over expended, which was in part due to an increase in coursework that faculty members took this year as compared to prior years, which they are permitted to do by contract. Mrs. Thompson said that she would either apply those to other Professional Development funds, or utilize the 5% cost center transfer rule.

2. District Updates

Mrs. Thompson said that the instructional year has been completed. She said she was grateful for the work of the West Bath faculty during this challenging time, and the devotion of the students and families for persevering through remote learning. She said that the school system had tried to hold end of year ceremonies remotely to hold some sense of normalcy. She credited the specialists for making field day work, Ms. Marco and Ms. Goulet for all of their work with the talent show, Ms. Goulet for 5th grade step up, and thanked Mr. Bowdish who made everything work from behind the scenes.

She said that the school nutrition staff, Jessie Sutfin and Wendy Morton had prepared 4,554 meals during the time the building has been closed, and these have all been delivered by Bath Bus.

She commented on the reverse parade that had been held that day for families to drop off materials, pick up student belongings and gifts, and to celebrate students. It was the first time the staff has met in person (outside, with masks, socially distancing) since March 13th, and it was incredible to be together and to see our students and families come through the line.

She stated that end of year progress reports will be mailed out on Monday.

Mrs. Thompson explained that for the past week and half, the staff has been diligently reflecting on what worked this spring, and reorganizing curriculum and instruction for the fall so that the school is more prepared to teach to the school's mission and vision whether we are teaching in person or remotely. She said the teachers trained on a few new resources, and purchased a software platform that will enable teachers to teach our module lessons regardless of whether the school is delivering instruction in-person or remotely. She said staff members have specifically looked at their math programs, and identified how to ensure math is being taught daily math instruction in every classroom if instruction is remote, which will help the school to move away from some of the IXL and

Kahn Academy options we were being used for instruction. She said that while it was a hard time of year to reflect and plan, as everyone is tired after a very busy spring, it was worthwhile and productive, and with everyone already feeling better about how we move forward with instruction, the variables end up being less important.

Mrs. Thompson said that schools had received the draft framework for returning to classroom instruction, and she had forwarded it to the board that evening. She says that it's not the guidance on all that we need to adhere to open schools, but it gives us the list of items to work towards so that we are preparing while we await the guidance. She explained that the faculty conducted a jig saw read of the framework, and started drafting key take aways, questions, and big ideas, and faculty members have indicated what areas they are interested in planning for during summer committee work. Next week we'll begin to pull those committees together and start building our response to the framework. She provided an overview of the 5 sections of the framework, and stated that the staff had been heavily focusing on parts 3 and 4 for the past two weeks. Mrs. Thompson said that the Department of Education is going to let schools know when their community has met all of the health markers for reopening. The commissioner has been very clear that this will likely be decided on either county by county, or by region. She said it is the school system's responsibility to have a local plan, and have that plan approved by the board.

Even just having spent today at school, seeing the staff rally in their PPE, and seeing the smiles of our students, we are looking forward to planning and checking items off the list and preparing for what comes next, so that we can get that plan approved by you, and be able to communicate with parents how we're going to make it all work.

Mr. McDaniel said that his initial thought is that the board, superintendent, faculty and staff have done their collective best to address all of those things before it even came out in written form.

Mrs. Randall asked if a date is given by the commissioner and the school is told that it is able to go back, has there been any thought about going back to school earlier, or at this point will the district just adhere to the school calendar? Mrs. Thompson responded, that the question had been posed to the commissioner by superintendents the week prior, and she had said that she was not looking for schools to open early. Mrs. Thompson commented that if anything, they may choose to open one week later to allow staff to have an extra week of time to plan effectively prior to starting the school year. But at this time, the district plans to follow the school calendar as voted on. Mrs. Randall asked if there have been hints about the lead time regarding when schools will be told that they can open. Mrs. Thompson said that conversation has not taken place, but that she would poste that question to the commissioner during her Thursday call in the morning.

Old Business

1. Second Reading and Vote of the 20-21 School Budget

Mr. Hinds said that the board has spent a number of weeks working on a complex and challenging budget. The total \$3,902,674.78. This is increase from the current budget of \$78,321.54 or 2.05%. State subsidy is \$246,948.63. Carry forward from last year's audit is \$185,833.77, and carry forward from this year's budget is \$180,228.73. The total local

contribution is \$3,289,663.65 or a 0.00% from the current year.

Mr. Hinds said that he received an email with a couple of questions for the board to consider. One question was about transportation, and the understanding was there was \$150,000 of COVID related expense in the budget. The question was, what would happen if that money was not needed? Mr. Hinds said that question lingers from an earlier draft of the budget. That money has been removed, and what is in the current budget is enough transportation funds to run buses as the district has normally. It is a reduction of \$25,000 from the current year because of changes in needs for special education transportation. A second question was about the school nurse. The question is could an ed tech perform some of the functions, and could the school partner with an organization like Chans for daily temperature checks. Mr. Hinds said that was discussed at the last meeting and it poses significant challenges to find a reliable partnership, it increases the likelihood of bringing in COVID, and given what the board knows regarding some of the medical needs, a nurse is the appropriate person to provide the services.

Mr. Hinds asked if the board would like to add to his responses to those questions, or discuss the budget. Ms. Powers said that Chans is a very good organization, and she has employed Chans with her father's care. She said she feels that the school needs a nurse. No one knows what the fall is going to bring and having a nurse in house all the time is safest. Being more prepared for whatever will come makes sense.

Mr. Hinds made a motion to approve the budget as presented. Mrs. Randall seconded the motion. Roll call vote (5-0).

New Business

1. Approval of the 20-21 School Budget Warrants

Mr. Hinds presented the warrant articles for the approved school budget. There was no discussion.

Mrs. Randall made a motion to approve the warrants as presented. This was seconded by Mr. McDaniel. Roll Call Vote (5-0).

2. Request to Provide Authority to the Superintendent to Transfer 5% of funds Within the 2019-2020 Budget

Mr. Hinds explained that with a board vote, the superintendent can transfer 5% of funds within the budget from one cost center to another, and this is a vote the board takes annually.

Mr. McDaniel made a motion to provide authority to the superintendent to transfer 5% of funds within the school budget. Mrs. Randall approved this motion. Roll Call Vote (5-0).

3. 2020-2021 School Board Meeting Calendar

The board reviewed the proposed meeting calendar. The July meeting was scheduled to be held remotely at 4:30. The August meeting was scheduled to be the beginning of in-

person meetings, as the board can only meet remotely for 30 days following the conclusion of the state of emergency order. This date will be revisited as the summer progresses. The board discussed and decided to change the regular start time of in-person meetings from 6:30 to 6:00.

4. Confirmation of Audit Services

Mr. Hinds said that it is a standard matter of the board to allow the superintendent to sign an agreement to complete the annual audit. Mr. Hinds made a motion to authorize the superintendent to sign the letter to engage in audit services. Mr. McDaniel seconded the motion. Roll call vote (5-0).

Public Comments

None

Set Next Meeting Dates and Locations

1. Wednesday, July 15th at 4:30 PM - Remote Meeting

Adjourn

Mr. McDaniel made a motion to adjourn at 4:58 PM. Mrs. Randall seconded the motion. Roll Call Vote (5-0).

Submitted by,

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

Emily Thompson