

West Bath School Administrative Unit

Board of Directors Meeting Minutes

March 17, 2021 at 4:30 PM (Remote Meeting)

Members Present: Keith Hinds, Joanne Powers, Ashleigh Randall, and Casandra Whorff

Members Absent: Alexandra Jungbluth

Others Present: Patrick Bowdish, Emily Thompson

Call to Order:

The meeting was called to order at 4:30 PM by Keith Hinds. Roll call attendance was taken. The Pledge of Allegiance was recited.

Comments from the Chair:

None

Approve/Amend Minutes of 2/10/21, 3/3/21, and 3/10/21

Mrs. Randall made a motion to approve the minutes. Ms. Powers seconded the motion. Roll call vote (4-0).

Adjustments to Agenda:

None

Public Comments:

None

Mr. Hinds reminded the public how to submit public comment during remote meetings.

Committee Reports

1. Policy Committee - Mr. Hinds reported that the policy committee met the prior week and reviewed policies, some of which would be discussed later in the agenda. The team reviewed the required list from MSMA and the board is on track with required policies. The group will now circle back to check cross references.
2. Facilities Committee - No report
3. Finance Committee
 - a. Payroll Warrants - Mr. Hinds reported that he signed the payroll warrant on 2/12 and 3/15, and Mrs. Randall signed it on 3/1.

- b. AP Warrants - Mr. Hinds said that both he and Mrs. Randall signed the AP warrant on 2/12 and 3/3, and it was reviewed and signed by Mrs. Randall, Mrs. Whorff, and Mrs. Jungbluth on 3/10.

Superintendent's Report

1. Financial Report
 - a. Mrs. Thompson reported that with 30% of the year remaining, there is 38.3% of the budget remaining. She explained that when the setaside for carryover is removed from the budget, there's 34% of the budget remaining, which is tighter than the board typically likes to be. She said that all line items are on track. She pointed out that payroll lines are at 28% remaining, but that is line with the number of payrolls still remaining in the fiscal year.
2. District Updates
 - a. Mrs. Thompson commented that the board has met frequently over the past month, and was up to date on most events. She reported that the second trimester had ended, and report cards were going home with students the next day. She commented how grateful she felt to have reached the third trimester, in person.
 - b. Professional Development Day - Mrs. Thompson reported that the school department was having a professional development day on Friday, giving the faculty the first opportunity since last spring to spend an entire day focused on teaching and learning, rather than on COVID operations. She said that the group will spend the morning thinking through authentic field work and working with experts and developing products for the final modules of the year, and discussing how to create some version of a Celebration of Learning for the spring. She said the afternoon would be focused on math, the new math program, reviewing student data, and prioritizing math modules for the spring. She said that the EL school designer would be able to facilitate part of the day remotely, and that the staff was excited to be able to have some interaction with her throughout the day.
 - c. COVID Case - Mrs. Thompson reported that the school had its second COVID case associated with it the prior day, however given the protocols that are in place, the situation was addressed seamlessly as soon as the case was known. She reported that one class of students and 4 adults were quarantined. The adults would be scheduled to teach their classes from home to the students at school, with the help of adults onsite, and students who are home in quarantine would follow the school's remote learning plan in the reopening guide. She said that provided there were no further cases, staff and students would be able to return to school the following Tuesday. She stated that while no one wants a positive case, it again gave the opportunity to pause and reflect, celebrate what is working, and make improvements where needed.

Old Business

1. In-Person Instruction Updates

Having just reported on a case, Mrs. Thompson opened the floor up for questions. Mrs. Randall asked if a decision had been made about Chewonki for the fifth graders for the spring. Mrs. Thompson said that Chewonki had reached out to say that they would not be hosting schools this spring, and instead would be turning their focus on planning for the

fall. She said that she and the fifth grade teachers were beginning discussions about end of year celebrations for 5th graders, and thinking about other ways to make their spring feel special. Mr. Hinds asked if we had the seen the results from the MSMA survey regarding the number of school who were 5 days a week in person. Mrs. Thompson said that she had followed up about the results, but they've not yet been shared. Ms. Powers asked how boat building was working out. Mrs. Thompson said that it been going very well. The shop is set up well to accommodate the students, keep them distanced, and has plenty of ventilation. She said boat building has been a real bright spot.

2. 2021-2022 School Budget

Mrs. Thompson stated that after meeting with the budget advisory committee last week, where it was discussed that there was an increase in the amount expected in the undesignated fund balance, she was contacted by the auditors who said that they had unfortunately made an error in calculations. She stated that there is instead \$116,854.27, which is about \$14,000 less than had been on the original cover sheet. She said that the increase to the local budget remains at 2.02%, but the increase to local contribution is 4.99%.

Mr. Hinds said they've had a few meetings, workshops with the budget advisory committee, and there are still a number of lingering items so he feels the board should be cautious in taking action at the moment, but that there is also a short deadline, where the board has to adopt a budget next week.

Mr. Hinds asked for board thoughts. Ms. Powers said that she felt that the board could consider not collecting stipends for another year. There is a lot of effort and time that is put into the position of being a board member, but if that \$3,000 helps she would be willing to forgo a stipend. Mr. Hinds said they could and should consider that before final adoption. Mr. Hinds said that there are limited opportunities to make changes to the budget, as a lot of what is in there is driven by head count needs or contractual obligations. He suggested that capital improvement and tuition might be two areas to look at as the board gets closer to final adoption.

He said that the finance committee will meet again in the morning, and try to identify other areas to dig into. He said that it has been challenge, as there's no fat in the budget, and the board has been frugal for a number of years, but that he did not love the 4.99% increase. Ms. Powers said she wished she knew what the CARES funding would look like. He responded that that information would not be available until April, which will be after the budget is adopted. She said that maybe technology could be reduced anticipating that CARES funds could be used. Mrs. Thompson said that the board could consider that, but that there's very little in the budget for technology because of all that they were able to do with CARES funds throughout the year.

Mr. Hinds made a motion to modify the revenue of the budget sheet to reflect the change in carryover in the undesignated fund balance. This was seconded by Ms. Powers. Roll call vote (4-0).

3. Second Reading of Board Policies

- a. Second Reading of Policy GBP - Earned Paid Leave
Mrs. Randall said that there had been no changes since the first reading. She made a motion to approve the policy as written. This was seconded by Ms. Powers. Roll call vote (4-0).
 - b. Second Reading of Policy GBP-R - Earned Paid Leave Procedure
Mrs. Randall made a motion to approve the policy as written. This was seconded by Mrs. Whorff. Roll call vote (4-0).
4. Review of Board Policies
- a. Review of JLCB - Immunization Requirements
Mrs. Thompson provided a summary of the changes, explaining that the policy the board is reviewing reflects the rule changes that will go into effect in the next school year. Mrs. Randall made a motion to approve the policy as written. Ms. Powers seconded the motion. Roll call vote (4-0).

Public Comments

There were no public comments. Mr. Hinds reminded the public the procedures for making a public comment.

Set Next Meeting Dates and Locations

1. March 24 at 4:30 PM (held remotely) - Special Meeting of the School Board of Directors - Second Reading of the school budget & Board Vote
2. March 29 at 4:30 PM (held remotely) - Special Meeting of the School Board of Directors - Approve Budget Warrant

Adjourn

Mrs. Randall made a motion to adjourn at 4:53 PM. Ms. Powers seconded the motion. Roll Call Vote (4-0).

Submitted by,



Emily Thompson