

## **West Bath School Administrative Unit**

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

March 15, 2023 at 6:00 PM

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**Members Present:** Keith Hinds, Alexandra Jungbluth, Joanne Powers, Izabela Werner, and Casey Whorff

**Members Absent:** None

**Others Present:** Patrick Bowdish and Emily Thompson

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

The meeting was called to order at 6:01 PM by Mr. Hinds. The Pledge of Allegiance was recited.

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

Mr. Hinds welcomed the board to the meeting.

#### **Approve/Amend Minutes of 1/11/23**

Mrs. Jungbluth made a motion to approve the minutes as presented. Mrs. Werner seconded the motion. Vote (5-0).

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

Mr. Hinds said that an agenda item for approval of an Out of State Field Trip has been added.

#### **Public Comments:**

None

#### **Committee Reports**

1. Policy Committee – Mr. Hinds said that there were no changes to polices. The committee reviewed some of the pending legislation in anticipation of what might be coming down the pike.
2. Facilities Committee – Mrs. Thompson shared that the committee had met to review priorities and the facilities budget. She provided the board with the capital improvements and discussion points from the committee. She explained that the proposed projects included a replacement to the kitchen grease trap, along with a contingency for a floor repair once the grease trap was replaced. This repair will be necessary in terms of passing inspection in the kitchen. The committee also is recommending \$8,644.00 in flooring

replacement and \$9,496 in shelving replacement in two classrooms. The proposed projects are estimated to be \$33,000. She explained the flooring projects that still remained, along with the deferred improvements and the parking lot of ongoing discussions. Finally, she discussed the estimated costs and timeline for the roof replacement.

3. Finance Committee
  - a. Payroll Warrants – Mr. Hinds signed payroll warrants on 2/17/23 and 3/10/23.
  - b. AP Warrants - Mr. Hinds and Mrs. Werner signed the AP on 3/7/23.

### **Superintendent's Report**

1. Financial Report - Mrs. Thompson commented that with 25% of the year remaining, 38% of the budget remains. She said there are no changes in the areas of concern in the budget lines, as they've been discussed each month. She referenced oil and electricity as example areas.
2. District Updates -
  - a. Literacy-Based Spirit Week – Mrs. Thompson said that coming off of vacation the school held a literacy-based spirit week to celebrate Read Across America. She said that it was a fun way to come back off a break, and that the school staff was appreciative of the parents who volunteered to be community readers in classrooms. She thanked Katherine Larsen, Jessica Walker, Mary Charlotte Plummer, Trent Vellella, Garrett Olson, Kate Nicholson, Joy Frohmiller, and Mandy Ackley for their time.
  - b. Second Trimester – She reported that the second trimester had come to a close, and student report cards would be going home the following day. She expressed that on Friday the staff would have their final professional development day of the year to continue the next portion of learning around mathematical discourse, plan for May's Better World Day, and focus attention on spring expedition planning.
  - c. Community Support – Mrs. Thompson said that the community crew had raised \$521.19 at the Gelato Fiasco fundraiser to help to support teacher and student needs at school. She also said that Shaws Supermarket had selected West Bath School to be the recipient of the Give Back Where it Counts bag sales for the month of April. Finally, she announced that Bath Subaru had again committed \$3,000 of supplies for the next school year – or \$500 per classroom. She said that the unexpected gifts were appreciated and she thanked the community for their support.
  - d. Health and Wellness Update – Mrs. Thompson stated that there had been 2 additional cases of COVID associated with the school since the last meeting. She commented that unless there's something atypical with the health, wellness, or case counts in the building, she would like to discontinue reporting on this monthly, as COVID is just a part of daily operations at this point.

The board members gave their support for discontinuing this report.

### **Old Business**

## 1. Board Goals

Mr. Hinds read the proposed goals to the board.

Mrs. Jungbluth made a motion to approve the board goals. Mrs. Werner seconded the motion. Vote (5-0).

## New Business

### 1. Out of State Field Trip Request

Mrs. Thompson requested permission to allow the 5<sup>th</sup> grade students to travel to Boston on May 12<sup>th</sup>. She explained that the group would travel by Amtrak from Brunswick to North Station, would take the T to Boston Common, and then walk the Freedom Trail. They'll stop to visit the Old State House, Paul Revere House, and Old North Church along the way before returning to Brunswick. She said the staff to student ratio would be 1:4, and that this was a trip they staff was well familiar with and eager to reinstate.

Mrs. Whorff made a motion to approve the field trip request. Ms. Powers seconded the motion. Vote 5-0.

### 1. First Reading of the 2023-2024 School Budget

Mrs. Thompson provided the board with a coversheet and proposed budget, and walked them through the line items of the first reading. The budget included the following:

- 01 - Regular Instruction - \$975,924.60/increase of \$53,854.09 or 5.84%
- 02 - Regular Instruction Tuition - \$1,676,356.57/increase of \$253,452.10 or 17.81%
- 03 - Special Education Instruction - \$681,666.81/decrease of \$1118,733.38 or 21.09%
- 04 - Special Education Tuition - \$28,000/decrease of \$23,000 or -45.10%
- 05 - Other Instruction - \$4,500/no change
- 07 - Student & Staff Support - \$290,982.74/increase of \$9,058.73/ or 3.21%
- 08 - System Administration - \$99,947/decrease of \$402.02 or -0.40%
- 09 - School Administration - \$206,132.28/increase of \$4,739.29 or 2.35%
- 10 - Transportation - \$188,081.38/increase of \$22,948.98 or 13.90%
- 11 - Operation/Maintenance - \$279,244.00/increase of \$55,093.00 or 24.58%
- 13 - Food Service - \$50,000/increase of \$5,000 or 11.11%

This creates a total proposed budget of \$4,480,835.87/increase of \$499,477.55 or 12.55%

The proposed revenue includes:

- State Subsidy - \$268,036.40
- Carry forward - \$125,000.00
- Carry forward from the undesignated fund balance - \$100,000.

The local contribution is \$3,987,799.47/increase of \$524,129.94 or 15.13%

The board discussed concerns around the increase to local contribution and brainstormed fundraising and donation opportunities.

### **Public Comments**

None

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

1. March 22, 2023 at 6:00 PM - School Board of Directors Workshop/Special Meeting
2. March 29, 2023 at 6 PM - School Board Budget Workshop/Special Meeting
3. April 3, 2023 at 6 PM - School Board Budget Meeting - Second Reading of the School Budget
4. April 5, 2023 at 6 PM - Regular Meeting of the School Board of Directors – Budget Vote and Approve Warrants

### **Adjourn**

Mr. Hinds made a motion to adjourn at 7:25 PM. Mrs. Whorff seconded the motion.  
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