

West Bath School Administrative Unit

Board of Directors Meeting Minutes

June 21, 2023 at 6:00 PM

Members Present: Keith Hinds, Joanne Powers, Izabela Werner. Casey Whorff

Members Absent: Alexandra Jungbluth

Others Present: Patrick Bowdish and Emily Thompson

Call to Order:

The meeting was called to order at 6:03 PM by Mr. Hinds. The Pledge of Allegiance was recited.

Comments from the Chair:

Mr. Hinds welcomed board members to the meeting, congratulating the graduates of the class of 2023 for finishing up their last day. He gave a statement of appreciation to the staff for their work this year. He wished everyone a great summer break.

Approve/Amend Minutes of 5/17/23

Ms. Powers made a motion to approve the minutes of 5/17/23. Mrs. Whorff seconded the motion. Vote (3-0).

Adjustments to Agenda:

None

Executive Session:

Mr. Hinds made a motion 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 personnel matters at 6:05 PM. Mrs. Whorff seconded the motion. Vote (3-0).

Return to Regular Session

Mrs. Werner arrived at 6:10 PM.

The board returned to regular session at 6:30 PM.

Public Comments:

None

Committee Reports

1. Policy Committee – Mr. Hinds reported that the policy committee met briefly the previous week, and had a policy review later on the agenda.
2. Facilities Committee – Mrs. Thompson provided the board with an update on the water filtration. She said that filtration had been added to the teachers' room, nurses' station, and kitchen. Samples had been sent to the testing facility, and they are awaiting results. All antiquated classroom fountains were removed to avoid confusion, and the preliminary steps of the remediation plan had been met, pending testing results.

Mrs. Thompson stated that they've been having repairs done to the pole lighting in the parking lot, as one of the poles was hit by a plow during a winter storm and the wire had snapped at the base. The work could not be done until the ground thawed.

She commented that she had received an email from a resident who was concerned about the safety of walking to school and the lack of sidewalks and cross walks. Mrs. Thompson said that she would be reaching out to the DOE to learn more about state responsibilities versus community responsibilities, and with this information would love for the facilities committee to take on the task of improving the walkability to school.

She said that the custodial staff is prepping the summer cleaning and maintenance schedule, and the kitchen and flooring repair.

3. Finance Committee
 - a. Payroll Warrants – Mr. Hinds signed payroll warrants on 4/19, 6/2, and 6/16. Mrs. Werner signed on 6/20.
 - b. AP Warrants - Mr. Hinds and Mrs. Werner signed AP warrants on 5/30 and 6/14.

Superintendent's Report

1. Financial Report – Mrs. Thompson reported that with 0% of the fiscal year remaining, there is 4.65% of the budget remaining. With the funds removed to cover what was allocated for the next fiscal year, there's only 2% of the budget remaining. She explained that this will shift slightly, as bills are paid that need to be applied to this year, and there are still bills that were paid for last year in this fiscal year as the audit hasn't been completed, but it will mostly even out.

She explained that there are slight overages in operations/maintenance - by about \$600, and in transportation by \$2,600. Otherwise, cost centers remained in the positive, and funds will be able to be transferred to cover these pending the board's vote later in the agenda.

She also stated that she wished to report that while the 20-21 audit has not yet been completed districts are able to apply for extensions, which she has some have done each month since January, and that for the first time districts are being permitted to extend past June 30th given challenges completing audits currently.

2. District Updates –

- a. End of Year Events – Mrs. Thompson commented that it has been a successful and busy end of year, with concerts, celebrations of learning, talent shows, field day, a 5th grade boat launch, a 5th grade step-up ceremony, and today’s final day of school.
- b. Spring Expeditions – Mrs. Thompson said that while there were many highlights from the spring expeditions, she wished to raise up an outcome from Mrs. Sawyer’s 4th grade immigration expedition. She said that Mrs. Sawyer's 4th Grade students had the opportunity to attend field work at the Edward T. Gignoux Courthouse in Portland on Wednesday, after digging deeply into an expedition focused on immigration this spring. As their final product, the students had created welcome packets for new citizens, and after experiencing a naturalization ceremony for 33 new citizens from 22 countries, they were able to give their packets to our newest citizens. Kay Lord Fallon, Deputy Chief of Staff for the Department of Homeland Security was a guest speaker at the ceremony, and she took a handful of Welcome Packets back to Washington, D.C. with her to share at the Department!
- c. ESY – Mrs. Thompson reported that the school will be running two different ESY programs this year – the traditional summer stem program, which will be taught by Miss Marco, Ms. Goulet, and Mrs. Fuller, and a more self-contained type program, taught by Mrs. Franklin and Mrs. Iverson. She said that she had written a grant to help to fund Summer Stem, which allowed the school to then open the second program with the funds that had been allocated in the local budget. Summer Stem will start the week of July 4th through July 28th, with the second program starting the week of July 17th and running through August 17th.

Old Business

1. Review of Board Policies

1. JFABD – Admission of Homeless Students

Mr. Hinds explained that the policy committee had reviewed policy JFABD following an audit of the school district’s McKinney-Vento program. The only finding of the audit was to update the policy to change the language to match the current law. He reviewed those changes.

Mr. Hinds made a motion to approved the amended policy. Mrs. Whorff seconded the motion. Vote (4-0).

2. Comprehensive Plan Review

Mr. Hinds shared the draft language that the comprehensive planning ad-hoc committee had prepared for the board review. He asked that board members take a few minutes to read through it. Board members felt that the changes were appropriate. They discussed future needs, and wished to add in language around the playground and walkability.

Mrs. Hinds made a motion to permit the superintendent to make changes and

summarize future needs, and to share the document directly with the town's committee. Mrs. Whorff seconded the motion. Vote (4-0).

New Business

1. Request to Provide Authority to the Superintendents to Transfer Funds within the 2022-2023 budget

Mrs. Whorff made a motion to provide authority to the superintendent to transfer funds with the 2022-2023 budget. Ms. Powers seconded the motion. Vote (4-0).

2. Request to Elect MSBA Delegate

Mr. Hinds shared the information from MSBA regarding electing a delegate and the assembly. He said that historically they board had not participated, but that Mrs. Randall had two years ago, and felt that much of the conversation did not apply to the configuration of the school district. He asked if any members of the board were interested in participating. No members elected to.

Mr. Hinds made a motion to not have the board participate in the upcoming delegate assembly. Ms. Powers seconded the motion. Vote (4-0).

3. Set 2023-2024 Board Meeting Dates and Times

Mr. Hinds provided the board with the meeting dates and times for the upcoming year. He stated that the dates were subject to change.

Mr. Hinds made a motion to approve the calendar for the upcoming year. Mrs. Whorff seconded the motion. Vote (4-0).

Public Comments

None

Set Next Meeting Dates and Locations

1. July 19, 2023 – WBSAU School Board of Directors Meeting at 6 PM

Mr. Hinds stated that this meeting would be tentative, and only scheduled if there was time sensitive business.

Adjourn

Mr. Hinds made a motion to adjourn at 7:12 PM. This was seconded Mrs. Whorff. 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