

## **West Bath School Administrative Unit**

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

January 17, 2024 at 6:00 PM

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**Members Present:** Nathan Briggs, Keith Hinds, and Joanne Powers

**Members Absent:** Casey Whorff and Izabela Werner

**Others Present:** Patrick Bowdish, Emily Thompson, and Bobbi Brewer (remotely)

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

The meeting was called to order at 6:09 PM by Mr. Hinds. The Pledge of Allegiance was recited.

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

Mr. Hinds welcomed the board to the meeting and the new year.

#### **Approve/Amend Minutes of 11/15/23**

Ms. Powers made a motion to approve the minutes of 11/15/23. Mr. Briggs seconded the motion. Vote (3-0).

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

1. Agenda item 11.1 Auditors report was moved to be the next agenda item.

#### **11.1 Auditors Report:**

Bobbie Brewer joined the meeting remotely to present the findings of the audit of the fiscal year ended 6/30/22. She walked the board through each item and pointed out information about special revenues and school nutrition. She commented that they did not have any difficulties, there were no issues with management, and there were no findings. She stated the budget was under expended by about \$260,000. Mr. Hinds reminded the board that those funds had already been allocated to the next fiscal budget and no longer remain.

#### **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 6:26 PM. This was seconded by Mr. Briggs. Vote (3-0).

The board returned to regular session at 6:39 PM.

**Public Comments:**

None

**Committee Reports**

1. Finance Committee
  - a. Payroll Warrants – Mr. Hinds signed payroll warrants on 11/21, 12/8, 12/21, and 1/5.
  - b. AP Warrants – The AP warrants were signed by Mr. Hinds and Mrs. Whorff on 11/27 and 12/13, but Mr. Hinds on 12/18 and 1/3, by Mrs. Whorff on 12/19 and 1/4, and by Mr. Hinds, Ms. Powers, and Mr. Briggs on 1/17.

**Superintendent's Report**

1. Financial Report – Mrs. Thompson reported that with 50% of the year remaining, 55% of the budget remains. She highlighted the facilities line as being overextended, commenting that that will remain that way until the 22-23 audit is completed and journal entries are done, as some of last year's expenses were paid after July 1. She also stated that they were over extended in staff development, as more staff members are taking graduate classes than has been typical, which is a good thing.

She said that the new tuition rates had been received, and 6-8 rates had increased by 5% while the 9-12 rates had increased by 5.5%. The school department had budgeted for a 3% increase and 4 more students than the prior year enrollment. She explained that it does mean that they've underestimated tuition in the budget for this year, as there is also an increase in resident enrollment.

She explained that if the resident enrollment remains the same, they are going to be overextended by \$78,473.76. At the 9-12 level there will be slight surplus of \$60,872.65, meaning the district will be overextended by approximately \$17,600.81.

She commented that in all aspects of our budget, she's monitoring every expense carefully, and will be looking for areas where costs can be saved through the rest of the fiscal year.

Mrs. Thompson also commented that the town had officially changed the bank in which they are dispersing payroll to employees through. One payroll cycle had been completed and kinks are still being worked out but hopefully the change makes things easier on the town's side of things.

2. District Updates –

Mrs. Thompson shared that they had completed 2023 with excitement - including hosting the winter celebration of learning.

The instructional leadership team attended the national EL conference in Denver, CO where Mrs. Beal, Miss Marco, and Mrs. Jarvis all taught master classes and received rave reviews. She said it was a privilege to be able to be part of the national network again after not attending the conference for the last 3 years.

The school has also learned that their application to be considered for EL credentialing renewal was approved. Currently they are working through the steps of preparing for our credential presentation, which is scheduled for April 3rd. This means that the school met or exceeded all standards in each of the three dimensions of student achievement - mastery of knowledge and skills (test scores), character, and high quality work.

Mrs. Thompson also announced that the US News and World Reports ratings on schools were posted. She said she typically avoids looking at them because in a tiny school, testing data varies with enrollment, so it is not always a reliable indicator. But it was hard to turn away from the results when she saw that West Bath School's current ranking is #7 of 497 elementary schools in the state.

She stated that they've started out the new year by once again participating in the Winter Kids Winter games, which the students love. Last week we kicked off the games with a visit from linemen from CMP, where we got to thank them for all they do for us to keep the us in electricity, but also for sponsoring the games. Additionally, Mrs. H. has again partnered with Chuck Mainsville to teach the 4th graders how to cross country ski. We're also cross pollinating our resources and have partnered with Midcoast Hospital and have tackled some of the nutrition components of the winter games with expert speakers from Midcoast 5-2-1-0... additionally, Tis expert, Ally, is going to continue to work with us once a month to reinforce some of the teachings from the harvest of the month program in the cafeteria and garden, and help us to better meet learning result standard for nutrition.

She said the school is currently in the midst of our midyear testing window, to get a check on student progress and set goals for the remainder of the year, and have begun preparations for winter expeditions and the upcoming kindness day in February

## **New Business**

### 1. Calendar Waiver Consideration for the Department of Education

Mrs. Thompson and Mr. Hinds shared the letter that we be sent to the Department of Education pending board approval requesting to have two October instructional days waived.

Mr. Briggs made a motion to approve the letter. Ms. Powers seconded the motion. Vote (3-0).

### 2. Board Goals

Mr. Hinds shared last year's board goals with the board members who were present. Ms.

Powers commented that she would like to wait to have the other board members present and discuss board goals together.

Mr. Hinds made a motion to table board goals until the next regular meeting. Mr. Briggs seconded the motion. Vote (3-0).

### **Public Comments**

None

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

1. February 14, 2024 – WBSAU School Board of Directors Meeting at 6 PM.

### **Adjourn**

Mr. Briggs made a motion to adjourn at 6:59 PM. This was seconded Ms. Powers Vote (3-0).

Submitted by,

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

Emily Thompson