

# West Bath School Administrative Unit

## Board of Directors Meeting Minutes

Wednesday, April 29, 2015 at 6:30 PM

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**Members Present:** Dennis Crews, Meagan Hennessey, Keith Hinds, Meagan Hennessey, Robert McDaniel, and Jordi St. John

**Members Absent:** None

**Others Present:** David Hennessey, Emily Thompson, Steve Winter

### **Call to Order:**

The meeting was called to order at 6:32 PM by Dennis Crews and the Pledge of Allegiance was recited.

### **Approve/Amend Minutes of April 23, 2015:**

Amendments: None

A motion was made to accept the minutes as written by Robert McDaniel, and was seconded by Keith Hinds. Vote (5-0).

### **Adjustment to Agenda:**

Agenda items 5 and 6 were moved to a latter part of the agenda, pending arrival of budget committee members.

### **Public Comment:**

None

### **Committee Reports:**

8.1. Policy committee: The policy committee has drafted several dozen policies, of which the first group will be reviewed during new business.

8.2. Technology Committee: The technology committee has been notified that the most recent guidance for technology planning is from 2002. The committee has reviewed with RSU 1 plan and will use that as a template for the WBSAU plan.

### **Old Business:**

9.1 Second Reading of the WBSAU School Choice Policy

Mr. Crews presented the policy with the changes in terminology that were made after the last meeting. The changes included changing all West Bath references to WBSAU and simplifying the wording regarding residency procedures.

Keith Hinds made a motion to approve the policy. Jordi St. John seconded the motion. Vote (5-0).

### **New Business:**

10.1 Budget Calendar - Mrs. Thompson presented the budget calendar to the board, and explained the double validation process. Mr. Crews explained that in the future we hope to be in a single approval budget cycle, and to have our budget meetings aligned with the regular town meeting.

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### **Budget Workshop:**

Budget Advisory Committee member David Hennessey indicated that there would be no further members of the committee attending tonight's meeting and that it would be appropriate to return to the budget workshop agenda item that had been listed earlier on the agenda.

The changes to the budget since the budget was presented on 4/27 at the Selectmen's meeting were reviewed by Mr. Crews with the BAC members. Those changes had been made to article 08 – system administration.

Mr. Hennessey expressed that if the budget goes forward as it is written, it is an increase in the mil rate of \$1.50 for every \$1,000.

Mr. Crews explained that the biggest constraint that the board is experiencing with the budget is in regards to the numbers that were missed in special education. He explained that the process of creating the hypothetical withdrawal budget was that they were provided with the WB side of the RSU budget, and taken the shared cost portion of the budget, and tried to pull out West Bath's share. Mr. Crews said that it would have been difficult to find the federal money without guidance. However, he indicated that special education costs should have been seen and that the withdrawal committee had trusted the numbers that they had been given.

Mr. Hinds expressed that there were also instances when the numbers had been discussed in the first draft withdrawal group's budget, but that they did not make it to the final budget. These expenses were areas such as in gifted and talented, and amount to approximately \$70,000.

Mr. Hennessey asked if there was room to cut or postpone any expenses, or any areas of the budget where there was room to give, such as with the Chrome Books? It was explained that the BAC is anticipating they will

recommend that the town vote to use \$150,000 of the settlement money to begin a capital fund, and \$100,000 to take care of start-up costs. If the budget could be reduced by \$25,000-\$50,000 and the town does the same, that would help the tax burden to the town.

Start-up costs were discussed. Mr. Winter expressed that he feels we would need to take care of critical things, such as the back parking lot because it is a safety issue. He questioned whether to do the heating controls as a one time project or over three years.

Mr. Hennessey suggested that the board investigate areas that could be supported through grants, such as Efficiency Maine Funds. He also suggested having CMP complete a lighting evaluation.

Mr. Winter asked about the development of a capital improvement plan and specifically mentioned need for wiring and determining the lifetime of the septic tanks and field. He also encouraged the board to stay away from investing in servers and to use the cloud as much as possible for storage. He felt that it was worth having the school board give feedback to the consulting group that supported the withdrawal process.

Mr. Crews stated that he's found it most helpful to look back at the 2008 budget, the last budget as part of School Union 47. That budget included locally raised funds that were just over 2.8 million.

Mr. Winters asked for Mrs. Thompson to obtain quotes for the back parking lot project and heating controls and requested she send salary information for all current employees to him.

The school board intends to adopt a budget on Wednesday, May 6<sup>th</sup>.

### **Public Forum:**

There were no members of the public present.

Mr. Crews provided updates for the full board regarding the cost of dues for memberships, and indicated that the paperwork to complete liability insurance is in process.

The board discussed areas of the budget that could be looked at differently. There was conversation regarding how much revenue may be anticipated from food services. Additional areas that were proposed to be reviewed for reduction were changing the salary increases from 5% to 4%, removing the extra ½ day of music, re-looking at the custodial/maintenance contract and the autoscrubber, removing school board stipends, and removing \$1,000 from supplies. It was determined that we would leave the Maine Care Seed Money and technology in place at this time. Mrs. Thompson will calculate the budget changes and other areas to possibly consider and send it to the board

for review. Mrs. Thompson said that she would reach out to the BAC for clarity around the presentation of the budget as it relates to start-up costs.

**New Business:**

10.2-10.9 - First Reading of Policies: The following policies were reviewed as a first reading. Any changes made to the policies are noted.

First Reading of Policy ACAD – Hazing

First Reading of Policy BBA – School Board Powers and Responsibilities

First Reading of Policy BCA – Board Member Code of Ethics

First Reading of Policy BCE – Executive Session

First Reading of Policy BCE-E – Executive Session Law

First Reading of Policy EBCC – Bomb Threats

- The board changed the wording of PET to IEP, and made a formatting adjustment to the cross-references.

First Reading of Policy JLCB – Immunization Requirements

- The board clarified wording around the exclusion of non-immunized students from school.

First Reading of Policy JLCC – Communicable Diseases

- The board added wording to allow for the policy to include a designee to carry out responsibilities.

10.10 - Approval of Probationary Teachers

Probationary I to Probationary II

- Chelsea Coffin (grade 5)
- Sheryl Winchester (special education)

Keith Hinds made a motion to approve the probationary 1 to probationary 2 advances as presented, with appreciation and gratitude. The motion was seconded by Robert McDaniel. Vote (5-0).

Probationary II to Probationary III

- Allison Cosgrove (social worker)
- Kelsey Marco (grade 2)
- Robert Schulz (grade 5)
- Julie Upham (grade 4)

Keith Hinds made a motion to approve the transition from Probationary II to Probationary III as presented. The motion was seconded by Jordi St. John. Vote (5-0).

**Public comment:**

None

**Executive Session:**

Mr. Hinds made a motion at 9:13 PM that the board enter into executive session pursuant to Title 1, Chapter 13, Section 405,6,A. of the M.R.S.A. for the purpose of discussing personnel issues. The motion was seconded by Robert McDaniel. Vote (5-0).

The board re-entered public session at 9:32 PM.

Mr. Hinds made a motion to approve a contract for a combined superintendent/principal position as presented. Mr. McDaniel seconded that motion. Vote (5-0).

**Next Meeting Date and Location:**

The next meeting is scheduled for Wednesday, May 6, 2015 at 6:30 PM at the West Bath School.

**Adjourn:**

Keith Hinds made a motion to adjourn at 9:39 PM. This was seconded by Jordi St. John. 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