

## **West Bath School Administrative Unit**

### Board of Directors Meeting Minutes

March 2, 2016 at 6:30 PM at the West Bath School

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

**Members Absent:** None

**Others Present:** Patrick Bowdish, Aggie Demers, Jeff Emerson, David Hennessey,

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

The meeting was called to order at 6:31 PM by Keith Hinds. The Pledge of Allegiance was recited.

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

Mr. Hinds thanked the board for coming during this busy budget season. He provided a reminder that the gelato event is next Monday and stated it was hugely successful last year. Mr. Hinds encouraged all present to take time to enjoy a gelato for a good cause.

#### **Approve/Amend Minutes of 2/3/16 and 2/24/16:**

Mr. McDaniel made a motion to accept the minutes for 2/3/16 as presented. This motion was seconded by Mr. Crews. Vote (5-0).

Mr. Hinds made a motion to accept the minutes for 2/24/16 as presented. This motion was seconded by Mr. St. John. Vote (5-0).

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

None

#### **Public Comments:**

Mr. Hennessey asked if the board would consider reducing the amount of funds in the building/maintenance account by \$15,000 to allow the town to increase their capital account to \$30,000. He stated that he was not sure if the auditor would allow it, but it would be an amount set aside for the town buildings just in case. He also encouraged the board to add a line item for unexpected building maintenance. Mrs. Thompson said that the money that is in the maintenance account is tied up with contracts and expected services. She said she would provide a breakdown of that line for Mr. Hennessey and the board at the next meeting.

#### **Committee Reports:**

1. Policy Committee
  - a. Mr. Hinds stated the policy committee is continuing to work through the required policies. There are 4 more left on the original, mandated list.
2. Technology Plan

- a. Mrs. Thompson said that there was no update at this time. The group continues to work on the technology plan for the board to review later this spring.
3. Facilities Committee
  - a. Update on the RFP Process for the Playground and Back Parking lot – Mrs. Thompson reported that the facilities committee received and had publicly opened 7 bids on February 25<sup>th</sup>, and provided the board with a list of the bids and the rates. She expressed that the committee is confident they have the information they were seeking in the bids to complete the project appropriately and will continue to work through the process to identify the bid winner.
  - b. Mrs. Thompson provided the board with a list of capital improvement areas as identified by the facilities committee.
4. Finance Committee
  - a. None

### **Superintendent's Report:**

1. Financial Report
  - a. Mrs. Thompson provided the board with the budget expenditures through February 29, 2016. She reported that with 33% of the year remaining, there was still 56% of the budget. There was no change from the prior month in regards to the areas that were tracking low. Those areas, such as special education transportation, retirement, technology support, and printing have been increased in the proposed budget.
2. District Updates – Mrs. Thompson provided the board with the following updates:
  - a. School Choice - The school choice window for families to apply for choice for grades 6-12 runs from January 1 to February 14<sup>th</sup> per board policy. She said that she wanted the board to be aware of the steps that she had gone through to make sure that she had reached all possible families who may be interested in school choice. All information regarding the policies, procedures, and forms were posted on our website. All of current 5<sup>th</sup> grade families were provided with packets that included the same information. All families who are currently accessing school choice were also provided with packets of information regarding their required next steps. Information was posted at the town office for residents, and the town clerk sent an email announcement on her email list to let families know that the window would run through February 14<sup>th</sup>. She stated that at this time the budget has been developed based upon the responses that were provided. Families who have applied have been notified that they have been approved and have been provided with information regarding their next steps. The school choice application has completed for the 2016-2017 school year with 12 students who are requesting access to school choice for next year.
  - b. Community Read Aloud – Mrs. Thompson said that today was the community read aloud sponsored by the United Way, celebrating Read Across America. The school would like to give special thanks to our readers: Sally Haggett, Jill Kornrumpf, Thomas Nyree, Jennifer DeChant, Amy Carmichael, Bill Browning, Colleen Farrell, Fred Fahrl, and Elaine McGee.

- c. Ready, Set, Go – On Monday, March 7<sup>th</sup> the school will host the first of our Ready, Set, Go nights, where we welcome incoming kindergarten families to school for an hour so that kids and families can get to know the primary teachers and the school, and we can get to know them. Mrs. Thompson said she would like to give special thanks to Mrs. Franklin and Mrs. White who have organized these evening events.
- d. Gelato Fiasco – Monday, March 7<sup>th</sup> is also the PTO Gelato Fiasco night and she encouraged all to attend.

**Old Business:**

1. Second Reading of Board Policies - The board conducted second readings of the following policies:
  - a. Second Reading of ADAA – School System Commitment to Standards for Ethical and Responsible Behavior  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
  - b. Second Reading of DJH – Purchasing and Contracting: Procurement Staff Code of Conduct  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
  - c. Second Reading of GCI – Professional Staff Development  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
  - d. Second Reading of IHBA – Individual Education Plans (IEPs)  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
  - e. Second Reading of JL – Student Wellness  
Mr. McDaniel made a motion to accept the policy as written. Mr. St. John seconded the motion. Vote (5-0).
2. Review/Revision of BDE – Board Standing Committees  
Mr. Hinds explained that the policy committee has reviewed policy BDE and brings forward a suggested revision in regards to committees where some members of the committee are members of the public. Another look at the board standing committee – the committee brings forward a suggested revision. As you recall we have some committees where members of the public. The committee suggested the following language be added:
  - a. If an appointed community member is unable to attend a committee meeting, they are expected to contact the committee chair. If the committee member finds that he/she is unable to attend committee meetings on a regular basis, it is expected that he/she will inform the committee chair so that a vacancy may be declared and a new member can be appointed to fill the position.
  - b. Community members who miss three consecutive committee meetings, without properly notifying the chair, will be replaced on the committee by the committee chair.

Mr. McDaniel made a motion to approve the policy as proposed. Mr. St. John seconded the motion. Vote (5-0).

### **New Business:**

1. WBSAU 2016-2017 School Budget – Public Hearing
  - a. Mrs. Thompson reviewed the coversheet for the budget that was provided to the board. The budget as proposed is a total budget of \$3,209,263.70 which is an overall increase of 1.69%. The local contribution is \$2,737,811.99 which is decrease of 4.87%. There have been no changes to the budget since the first reading.
  - b. Mr. Hinds stated that since this is a public hearing, he wanted to open the floor to members of the public first and asked if there were any comments, questions, or feedback. There was none.
  - c. Mr. Hinds asked the board if there were any board questions, comments or feedback, or anything a board member does not agree with or would like changed? Hearing nothing, he continued that the board should consider Mr. Hennessey's point in regards to the capital improvement line. He said he was not sure where capital improvement belongs and that perhaps there would be more clarity at the meeting with the Budget Advisory Committee.

Mr. McDaniel said that right now there is a carryover that allows for a decrease of 4.87%. He asked, what is better for the Board of Selectmen? Mr. Crews stated that the difference is in how the money is accounted for. Having a line item for capital improvement is a different way to organize things. Mr. McDaniel said that the school department came into this year with no carryover. Mr. Hinds said that the school had no carryover because there was no carryover to bring forward. Mr. Crews said that the budget currently has carryover as revenue in the proposal. Mr. Hennessey asked from the floor whether there can be an amount that is carried over as a plan in the budget to cover capital improvement. Mr. Crews responded that it is not possible. Mr. Hennessey said that that was not the way to do it then.

Mr. Hinds asked if the board can budget for a contribution to a fund. Mr. Crews said that he didn't know, but did not think that the board can. Mr. Hinds said that this sounded like a conversation that the finance committee will need to have with the Board of Selectmen. Mr. Crews said it was similar to a rainy day fund, which can not be in the school budget. Mr. St. John asked if it was a rainy day fund or capital improvement? Mr. Crews said that he meant capital improvement. Mr. Hennessey said that if there was \$5,000 in the budget for capital improvement, it would save the town from having to have a town meeting for an emergency. He asked how much was still in the capital improvement fund. Mrs. Thompson responded that there is still approximately \$50,000. Mr. St. John asked what that means for the parking lot. She responded that those funds have not been requested, but will come out of there when they are requested.

- d. Mr. Crews said, it was his understanding that there was another set of Chromebooks in the budget for next year. Mrs. Thompson responded affirmatively, and stated that there was also a cart budgeted to house them. Mr. St. John asked if the budget reflected the technology support being added? Mrs. Thompson reiterated that to make the technology support position happen in the budget, the stipends for technology were removed and the salaries and benefits were added to budget.
  - e. Mr. Crews asked to be reminded whether contract negotiations for transportation had begun yet. Mrs. Thompson said that they had not, and said that as she had shared earlier, this is not an area that she was feeling confident about. She had increased the contractual line by 15%, having reviewed Georgetown's new contract. She stated that it was not appropriate for her to talk to Bath Bus Service about proposed increases because it needs to go out to bid.
  - f. Mr. Hennessey spoke from the floor that the actual budget has gone up 1.69%.
  - g. Mr. Hinds said that the board should also keep in mind that there are still some areas where the school district is not compliant. There is no foreign language. Mr. St. John asked if there was foreign language at the middle school. Not aware of what was added to the budget last spring, Mrs. Thompson asked Jeff Emerson to respond as a parent of a middle school student. He said that there was an exploratory. Mr. Crews said that it works at the same level of art and shop, as an 8 week class.
  - h. Mr. Hinds said that he wanted everyone to be aware that the full board will meet next week, and the finance committee will meet on the 14<sup>th</sup>. The full board will be doing the 2<sup>nd</sup> reading and vote on March 16<sup>th</sup>. The finance committee will meet again on the 21<sup>st</sup>.
2. Technology Support Specialist Job Description
    - a. Mrs. Thompson shared highlights of the job description, focusing on the job goal and the performance responsibilities. Mr. Hinds asked the board if they wanted to discuss this. Mr. McDaniel made a motion to approve the job description for the Technology Support Specialist. Mr. St. John seconded the motion. Mr. St. John asked if the wording around the principal/superintendent should be reworded? Mrs. Thompson responded that the language is consistent with how the policy committee has been writing policies, with two positions, in the event the structure changes in the future. Mrs. Thompson said, with the board's approval, she would post this position this spring as an anticipated opening. Mr. Hinds stated that there was a motion on the floor. Vote (5-0).
3. First Reading of Board Policies  
The board completed first readings of the policies listed below. Any discussed changes are noted.
    - a. First Reading of GAB – Job Descriptions
    - b. First Reading of IHBAA-R – Referral Policy-Procedures  
Add point 8, correct 9 and 10.
    - c. First Reading of ILD – Educational Research – Student Submission to Surveys, Analyses, or Evaluations  
Add the \* before insofar
    - d. First Reading of IMBB – Exemption from Required Instruction

4<sup>th</sup> paragraph, add “or in the absence of a separate superintendent, to the school board.” Add an or in the second line of final paragraph. Add punctuation in final sentence.

**Public Comments:**

None

**Executive Session:**

Mr. Crews 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 issues at 7:36 PM. Ms. Hennessey seconded that motion. Vote (5-0).

The board returned to public session at 8:20.

**Next Meeting Dates and Locations:**

1. Wednesday, March 9<sup>th</sup> at 6:30 PM – WBSAU School Board of Directors Budget Workshop with Budget Advisory Committee
2. Wednesday, March 16<sup>th</sup> at 6:30 PM – WBSAU School Board of Directors Meeting- 2<sup>nd</sup> Reading of the Budget
3. Wednesday, April 6<sup>th</sup> at 6:30 PM – School Board of Directors Meeting

**Adjourn:**

Mr. Crews made a motion to adjourn at 8:07 PM. Mr. McDaniel seconded the motion. Vote (5-0).

Submitted by,



Emily Thompson