

## **West Bath School Administrative Unit**

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

February 15, 2023 at 6:00 PM

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

**Members Absent:** Casey Whorff

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

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

The meeting was called to order at 6:10 PM by Mr. Hinds. The Pledge of Allegiance was recited.

#### **Executive Session**

Mr. Hinds made a motion at 6:11 PM to request 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. Mrs. Jungbluth seconded the motion. Vote (4-0).

#### **Return to Regular Session**

The board returned to regular session at 6:40 PM.

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

None

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

Ms. Powers made a motion to approve the minutes as presented. Mrs. Jungbluth seconded the motion. Vote (4-0).

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

None

#### **Public Comments:**

None

#### **Committee Reports**

1. Policy Committee - No report

2. Facilities Committee - No report
3. Finance Committee
  - a. Payroll Warrants – Mr. Hinds signed payroll warrants on 1/13/23, 1/30/23, and 2/10/23.
  - b. AP Warrants - Mr. Hinds and Mrs. Werner signed the AP on 1/17/23, 1/27/23 and 2/14/23.

## **Superintendent's Report**

1. Financial Report - Mrs. Thompson reported that with 35% of the year remaining, 47% of the budget remained per the document in the board packet, but it was closer to 42% after warrants processed since the packet was developed. She said that trends were looking like heating oil may be 8-10,000 over expended, and that electricity costs have increased from approximately \$1,200/month to \$3,100/month. She anticipated that line being over expended by approximately \$5,000. She stated that she is monitoring carefully every expense, as costs all around are significantly different than what was budgeted for, and there's no wiggle room in the tuition lines to help offset costs in other areas. She stated that her biggest concern is that there will not be as much carry forward to apply to the next fiscal year, which creates an additional hardship when the board is going to have to already budget for increased costs. She stated that otherwise she had no other lines of concern, other than the lines that they consistently speak about which are outside of the school district's control.
2. District Updates -
  - a. School Choice Window – Mrs. Thompson notified the board that they had received 30 school choice applications, which is anticipated to be about 23% of the 6-12 population next year, and just under the permitted 25%. She said she would be sending out letters to applicants before the end of the week to notify them of their access to school choice and their next steps.
  - b. Acts of Kindness and Compassion – She reported that for the last several weeks during schoolwide crew, the staff and students had been focused on creating acts of kindness and compassion to share with others on Valentine's Day, which the school calls Kindness Day. Students were grouped in K-5 vertical teams and each teacher created an opportunity to have students create an act or product of kindness. Each week, groups rotated to a new activity, so by last Friday, with the exception of one week where there was a snow day, each student participated in each activity. Staff and students then identified groups or individuals that they wanted to share their appreciation with, for the work they do to support our greater community.

She reported that the day prior the school held a kindness day ceremony, where students gifted these people or organizations with their tokens of appreciation. She shared that they had invited individuals and organizations in to thank them for the way they support the community, including the Bath Area Food Bank, Dog Will, Midcoast Humane Society, Dr. Hanna, the Sagadahoc Sheriff's Department, Bath Police Department, West Bath Fire Department, Winship Green, and veterans' organizations. Individuals were given student created gifts, cards, and tokens of appreciation to bring back to their organizations.

She reported that it had been a fantastic stretch of vertical meetings, and the ceremony was sweet. She commented that while their hope was to show their appreciation for them, she truly appreciated that every single one of them took time out of their busy schedules to attend.

- c. Health and wellness – Mrs. Thompson reported there had been 8 cases of COVID associated with the school since the last meeting, and that there was 1 active case at that time.

## **Old Business**

### 1. Board Goals

Mr. Hinds explained that the point of the board goals is to lay out the vision for the coming year. It drives the board evaluation process, and the budget process. He read the goals as they are stated currently, and asked if the board members had any adjustments they would like to make.

Ms. Powers commented that goal #2 was written with COVID in mind. The school has spent a lot of time in the garden, and would like them to be able to have them follow through with that, and not have COVID be the focus so much.

Mrs. Jungbluth said that they could adjust the goal to focus on the health and wellness portion. Ms. Powers said the goal could support the efforts of serving healthy foods. They've had a good start. Mrs. Jungbluth said that is where her interest lie. She would be interested in revising number 2 so it had more focus on health and wellness in general, and even the efforts on kindness day fall into that category. She said she likes number 1 and 3 as written.

The board discussed language shifts in goal number 2, ending with, *“Provide an optimal educational experience while ensuring the wellness of our school community through continued support for evidence-based health and wellness initiatives.”*

The board discussed the meaning behind goal #3, and whether or not to expand upon #1.

Mrs. Jungbluth said that last year going through this process that it was challenging, as she was focused on the fiscal responsibility piece, but she found that was not 100% what the role of a board member was. While there will always be focus on the fiscal piece, the focus would be on the wellness of the students as the first priority.

Mrs. Jungbluth said in the past the board has written them down and thought about them some more. Mr. Hinds said that he would suggest that they do that, and table the vote until the next meeting.

Mr. Hinds made a motion to table the board goals and add them to the agenda for the next meeting. This was seconded by Mrs. Werner. Vote (4-0).

## **New Business**

### **1. Personal Item – Hiring of Haylee Gagnon – Ed Tech II**

Mrs. Thompson shared the hiring of Haylee Gagnon as a special education ed tech II for the remainder of this school year. She shared her credentials with the board. Mr. Hinds welcomed her to the school community.

### **2. Approval of Contract with Bath Bus Service**

Mrs. Thompson presented the proposed contract with Bath Bus Service, which is in the process of being purchased. She said that the increase in the contract is \$10,635 over the current year and has adjustments to the per mile costs, gas clause, and van transportation costs. She said that the biggest change is that this contract would begin on 8/1/23, where the current contract runs through 8/31/23, so there would be one month of double payment, which in the long run evens out, but will make the expense look larger than it is. She said that her only concern is that the sale of Bath Bus is contingent upon the board signing a contract, but if the board signs a contract and the sale does not go through then they could be left without transportation options. The board discussed possible ways to manage that scenario.

Mr. Hinds made a motion to approve the contract contingent upon receiving a signed purchase and sale agreement by May 15<sup>th</sup>. Mrs. Jungbluth seconded that motion. Vote (4-0).

### **3. School Board of Directors Budget Priorities**

Mr. Hinds commented that it was expected to be a challenging budget year. Labor costs, electricity, heating oil, food, and supplies have all increased. He also commented that the board will have to keep in mind that the pandemic has created some needs for our populations that we need to address and that the board needs to invest in making sure that they are supporting the students and staff.

Mrs. Powers said that she knows that there is interest in having Pre-K at the school, but that she would understand postponing moving it to the building at this time. Mrs. Thompson commented that she has had conversations with the Y and they are able to maintain the West Bath pre-k program for another year, and that they have discussed how to use the time to try to plan for increased accessibility for more students moving forward. Mrs. Powers said that there is a need all around the state and country.

Mrs. Jungbluth said that it would really great to find a way to offer before and after care and offer athletics and science program. She said that childcare is a strain for families. She would like to see some afternoon programming.

Mr. Hinds commented that the board will need to be mindful that in their desire to continue to add and increase that it support for how those increases are going to managed day to day are also planned for.

4. Budget Calendar

Mr. Hinds shared the proposed budget calendar with the board.

**Public Comments**

None

**Set Next Meeting Dates and Locations**

1. March 15, 2023 - WBSAU School Board of Directors Meeting @ 6 PM

**Adjourn**

Mrs. Jungbluth made a motion to adjourn at 7:53 PM. Ms. Powers seconded the motion.  
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