

West Bath School Administrative Unit

Board of Directors Meeting Minutes

March 20, 2019 at 6:30 PM at the West Bath School

Members Present: Keith Hinds, Robert McDaniel, Joanne Powers, and Ashleigh Randall

Members Absent: Mary Wallace

Others Present: Patrick Bowdish, Aggie Demers, Jeff Emerson, David Hennessey, Marilee Harris, Madeline Hennessey, Emily Thompson, and Mark Travis

Call to Order:

The meeting was called to order at 6:30 PM by Keith Hinds.

The Pledge of Allegiance was recited.

Executive Session

Mr. Hinds made a motion at 6:31 PM to enter into an executive session pursuant to Title I, Chapter 13, Section 405,6,A of the M.R.S.A. for the purpose of discussing personnel issues. Mr. McDaniel seconded the motion. Vote (4-0).

Return to Public Session:

The board returned to public session at 6:52 PM.

Comments from the Chair:

Mr. Hinds wished the board and audience a happy spring. He stated that the board has a long agenda and that he would be limiting public comment during the public comment session and during the budget session.

He said he encouraged the board to look into the Raise the Floor initiative. It has become an LD, LD 1170. He said he has conversed with both Representative McCreight and Senator Vitelli, and was pleased to find that Senator Vitelli is the co-sponsor of the bill. He said he hopes that the bill will continue to move forward as it could mean good things for state subsidy for West Bath.

Approve/Amend Minutes of 2/19/19, 3/6/19, & 3/13/19:

Mrs. Randall made a motion to approve the minutes of 2/19, 3/6, and 3/13 as written. Ms. Powers seconded the motion. Vote (4-0).

Adjustments to Agenda:

None

Public Comments:

None

Committee Reports:

1. Policy Committee – Mr. Hinds said that the committee has some policies for second reading along with a policy review.
2. Technology Committee – No update
3. Facilities Committee –

Mrs. Thompson said that the facilities committee met on February 26th and also on March 5th and the minutes of the meeting have been included in the board packet. She stated that through the first reading of the budget, the board has already been updated on the latest outcomes of the facilities committee. However, she said she had other facilities updates to inform the board of.

Mrs. Thompson stated at the request of David Hennessey, she has contacted Gerry Mitchell in regards to having the school's septic inspected so that the board would have the information needed for the overall capital improvement plan. Mr. Mitchell had said the school does not need to worry about it if we're not currently experiencing issues, but that if we would like to go forward with an inspection so we know our effluent levels and condition, he recommends running a video camera through the leech field to inspect it, at a cost of approximately \$1,500. He said that the end of April will be the ideal time for that to take place, when the ground is wet, school is in session, and the water table is high.

It was also suggested by Jeff Emerson on the Budget Advisory Committee that we look into extending or lowering the sprinkler system in the 3-5 hallway and then replacing the tiles with regular ceiling tiles rather than meltaway tiles. Mrs. Thompson said she has contacted our sprinkler company and am waiting for a quote for that work.

She continued that the school's finance committee asked that we have the kitchen hood looked at to see if a temporary repair can extend the life-span of the equipment. The kitchen hood has been repaired, and it was an issue with belts, rather than being the end-of-life of the motor as was expected. She said that this repair may push out the end-of-life concerns a little further.

Finally, she said she is still waiting on the quotes from the second and third lock/key company, and also the second set of quotes for the kitchen stove. Once this information is received, the facilities committee will be re-evaluating priorities for a final time before the second reading of the budget.

Mrs. Thompson said that she does have concern that the school will not have the financial ability to both replace the locks and do the septic inspection this spring, so there may need to be prioritizing. She said she also needs to speak with the town administrator about the facilities funds that were set aside that the board had planned to use to support the 3-way valve replacement. She said that she had paid that out of current maintenance funds as the timing of requesting payment from the BoS and the bill due date did not match up and that she needs to talk with Ms. Poland about whether a reimbursement back to the account for the 3-way valve or a request for the funds to complete the lock replacements would be preferred.

Outside of the school budget, Mrs. Thompson said that she wanted the board to know that at the request of Mr. Hennessey, she has contacted Revision Energy to begin the process of scheduling the walkthrough for the town's lighting project.

4. Finance Committee -
 - a. Payroll Warrants – Mr. Hinds said that payroll warrants were reviewed and signed by Mr. Hinds on 3/5 and 3/19.
 - b. AP Warrants – Mr. Hinds stated that warrants were reviewed and signed by Mr. Hinds and Mr. McDaniel on 2/19 and 3/16.

Superintendent's Report

1. Financial Report – Mrs. Thompson said that with the financial statement in front of the board through February, there is 33% of the year remaining, there's 40.91% of the budget remaining. Overall cost centers are tracking as they should be, right as they should be. She said that if the carryover that has been currently allocated in the 19-20 budget is removed from the budget, there is 37% of the budget remaining and that in April the board will need to make a final decision about how much carry forward can be used to offset next year's budget.
2. District Updates
 - a. WinterKids Winter Games – Mrs. Thompson said that the school had the final wrap up of the Winter Kids Winter Games, finishing 7th place overall and earning outdoor equipment for the school. Winterkids delivered 18 new sleds and 10 sets of LL Bean snowshoes. The day they delivered there was enough snow still on the ground to sled. The school faculty is excited to be able to have the winter equipment to add to our activities.
 - b. Community Crew Battle of the Bowls – Mrs. Thompson said she wished to thank the Community Crew for organizing and hosting the Battle of the Bowls – an event that was exciting and well-attended. This year's champion is Lindsay Davis with her Mac&Cheese!
 - c. 2019-2020 Pre-K Program – Mrs. Thompson stated that the Pre-k applications for 4 year olds have been released. West Bath will once again will be partnering with The Childrens Schoolhouse, Bath YMCA, and Head Start to offer programming for up to 12 students. Applications are available on the school's website and in

the office, and at each partnering agency. They are due back at school by May 17th

- d. EL Midyear Review – Mrs. Thompson stated that on March 5th the school held its midyear review with EL Education, which is a mid-year check in regarding the progress towards the year’s work plan. Included in this year’s review was a learning walk, a student focus group, a teacher focus group, and a leadership meeting to review all data sets. Mrs. Thompson said that the review summary was included in the board packet and contains the summary of highlights, and areas of progress in each area of achievement, as well as next steps. Mrs. Thompson highlighted peer observations, use of data to inform instruction and flexible grouping, development of stewardship, feedback and critique cycles, and students use of rubrics and willingness to engage in the critique process as areas of success. She stated that the leadership team identified the areas of next steps to be to evaluate the alignment of current math curriculum with standards, continue to dig into the concept of stewardship and the development of the skills needed to be stewards of our community, and continue the development of the staff’s skills in regards to providing high quality feedback to students in the revision process. She also explained that the school is going to begin the process of revising the code of character, as the current traits have been in place for a decade and the school and the people within it have evolved. She said that it is time to take the culture and character work to a new level that aligns with the school’s stewardship goals.
3. Upcoming Events – Mrs. Thompson provided the board with a notice of upcoming events:
 - a. 3/21 – Battle of the Books @ 6:30 at Woolwich Central School
 - b. 3/23 – District 3 Elementary Honors Music Festival @ Harriet Beecher Stowe School – This Saturday Mrs. Ouelette will be taking 8 4th and 5th grade students to the District 3 Elementary Honors Music Festival for a day of singing and instrumental instruction. The group will perform for parents at the end of the day
 - c. 3/26 – Gelato Fiasco Community Event from 3-7 PM
 - d. 3/28 – 5th Grade Boat Shop Open House @ Maine Maritime Museum from 11:30-12:30

Old Business

1. Discussion of the Proposed 2019-2020 School Budget
Mr. Hinds said that he received several questions via email and that he will start by addressing those first, and then will open the conversation up to the board for questions, and then will open the floor to the public for questions. Mr. Hinds said, the first question that was received was: How are the duties of the librarian set. He stated that those duties are set through board policy as well as the requirements that the state has put in place. It is required that they are a certified school librarian and have a Masters degree in library sciences in order to qualify for that position.

The second question was: How many unions are there? Mr. Hinds responded that technically there is one union though it has two umbrellas. He said the only positions that are not covered by the union are the principal/superintendent, office manager, special education director, and the technology coordinator. He said that the food service could unionize but when the town withdrew they chose to not form a union. The third question was: How does the school budget change if the part-time finance position moves to the town? Mr. Hinds said that it was far too early in the conversation to know what impact that would have on the school budget. There are too many unknowns in regards to what that would look like to be able to answer that question.

The fourth was a suggestion that said that the school should not rely on a capital fund to replace the roof a few years down the line and instead to use the investment account established by the town. Mr. Hinds said that this budget did not include funds for the roof. The board will continue to move forward with the idea that when the school needs to replace the roof the Board of Selectmen and the Budget Advisory Committee will support that through the reserve fund/town bank that was set up for that purpose.

Another question that was received was: Are there more than 2 people filling the roles of principal/superintendent and office manager? Mr. Hinds said no. There are two people in those roles. The way it needs to be broken out and reported to the state is that we have more than 2 full time equivalents. When the town withdrew and the transition committee decided to have one person serve both the roles of the principal and superintendent, no tasks were taken off the plate of the principal. That remained a fulltime position. In fact a long list was added to those. The board needs to break out school administration tasks and school administration talks. The term FTE is common. If we had to replace positions tomorrow, we would need more than two people to do them. We are fortunate that we have people in those positions who are willing to work more than a full time role and we are thankful to them for being willing to do that, which saves the community money. Mr. McDaniel said that he would like to point out that West Bath is not the only community that combines the positions. Mr. Hinds said that a teacher could not be more than 1 FTE as a teacher, but they could be a 1FTE teacher and a part time curriculum coordinator. It is how it needs to be reported to the state. Mr. McDaniel said that he was familiar with being a 1 FTE teacher and then having portions of FTEs for committee roles. Mrs. Thompson said that is exactly how it is reported to the state.

Mr. Hinds said he also had a question about a portion of the budget that is under school administration where there is a salary line that is reported that is less than the salary line in salary sheet for the annual report. The reason for that is that years ago when this position was an hourly position, under the school administration overhead other the current budget is \$9,583, the proposed budget is \$9,823. When this position was hourly, the board added summer hours, and scope of the position. We never thought of moving that portion up to the salary line. Mr. Hinds said that he suspects that in a few minutes

there will be a motion to move the funds to the salary line. It was an oversight, as it's been there for several years now, and never thought to move it up.

Ms. Harris asked from the floor if that is a 10 month position or a 12 month position. Mr. Hinds said that it is a year-round position. He said those are the questions that he received via email. He asked the board if they had any questions, comments or revisions to discuss? Mr. Hinds said that he wanted to make two motions. First he would like to suggest that that the board revise on page 4 under library health insurance the \$14,162.18 to be \$9,136.80 to reflect a change in the selection the individual chose. Mr. McDaniel made the motion. Mrs. Randall seconded the motion. Vote (4-0). Mr. Hinds also made a motion to move out of other expense line \$9,823.41 to salaries regular. This was seconded by Mrs. Randall. Vote (4-0).

Mr. Hinds also said that after this budget was released, the board found out that the school qualified for a grant for inhalers. Mr. Hinds made a motion to reduce the health supply lines from \$971.95 to \$281.95. Mr. McDaniel seconded the motion. Vote (4-0).

Mr. Hennessey said he had some thoughts on the library. He asked if the board considered having someone for a half day to oversee the library and have an educational technician to run the library? Mr. Hinds said that that was how the library was run in the first year, and it cost more to do it that way than what is in the current budget. 1/10th of a librarian and full time educational technician which at the time cost \$57,149.90. Mr. Hennessey asked what the basic wage of an ed tech III, ballpark? Mrs. Thompson said at the time it was \$35,361. He asked what the librarian was being paid? Mr. Hinds responded that it was \$5,400 for a ½ day per week. Mr. Hennessey asked if that added up to \$57,000 to which Mr. Hinds responded that it does when you add in the \$16,000 of benefits.

Mr. Hennessey asked how the library is being staffed now. Mrs. Thompson said that it is being staffed by substitute teachers. She said that last year they were able to have a long-term substitute who had a certification in Connecticut, but because she was not certified in Maine, and because Maine would not give reciprocity, the school was unable to continue that way. Mrs. Thompson said that the library program is not being run. Children are able to browse, but they are not getting the library instruction that is expected. Mr. Hennessey asked if Curtis or Patten Free was approached? Mrs. Thompson said that she spoke with Patten Free and they were very excited and graciously offered to help, but that none of their librarians met the qualifications of a school librarian. They were wonderful about asking what could be done to support the school in the meantime. Mr. Hennessey said that if he understood it correctly, this position is being funded at 3 days per week at \$40,000 plus benefits? Mrs. Thompson said that the benefits are 60% of full benefits, as it is a 60% position. Mr. Emerson asked if the \$39,000 included benefits? Mr. Hinds responded that that is salary. Mrs. Thompson said that the position of a librarian is covered on the teachers' salary scale, and it is a position that requires a

master's degree. Where they fall on the scale is based upon what experience they've had. He asked what the whole package would cost, to which Mr. Hinds responded \$48,500. Mr. Hennessey asked if it was year round position or school year, to which Mr. Hinds responded it is a school year position. Mr. Emerson asked if the ed tech was 3 days or 5 days. Mrs. Thompson said that it was 5 days per week.

Mr. Hennessey asked if it was the board's intent to apply any of last year's carryover to offset this year's budget? Mr. Hinds said that the budget includes carryover to offset the budget. He asked if all of it was applied? Mr. Hinds said that it has not all been applied yet. Mr. Hennessey clarified that he is speaking about last year's funds. Mrs. Thompson said that currently it has not all been applied, but hopefully it all can be. When the budget was proposed, there were some significant changes in special education at the 6-12 level, and \$15,000 was held out in reserve to make sure that there were enough funds available to support a current need in special education and to ensure that reimbursements were coming back in appropriately.

Mr. Emerson asked if the board can explain what a librarian does, and what makes it different from what an educational technician would do. Mrs. Thompson said that a librarian teaches information literacy, how to evaluate resources, works with students to gather, evaluate and use information, coordinates selection and deselection of materials, do the cataloging, match students up with books that encourage them to read, promotes literacy and the love of reading, supports classroom selection of books and materials. Having a librarian is linked to increased student performance. It is a teaching position, so the librarian is teaching specific skills and standards, where the educational technician does not have the background to do these pieces. While an educational technician can run lessons that a librarian plans, typically the library class would be a read aloud and book browsing time, where a certified librarian offers much more instruction to students in how to evaluate and use resources. It is a different philosophy depending on how the library is staffed. This board, after the first year of withdrawal had to make a choice in how to proceed, as RSU1 pulled back their 1/10 of a librarian. The board chose to hire a librarian to service students directly, feeling that was in the best interest of our students. For several years we've been trying to fill this position, and have struggled to do so because it is a part time position. Ms. Harris thanked Mrs. Thompson for her explanation.

Mr. Hennessey asked about the accounting position that was created at the onset of the district. He said that he thought that there was about \$10,000 added to that position at that time, and if those duties are taken away, why would the budget not have \$10,000 taken out of it? Mr. Hinds said that there is not information to understand what is being proposed to be taken away. Secondly this board carries a legal obligation to maintain the financial stability of the school district. If we are not directly entering the figures into the system, we need someone who can oversee it to make sure that it is happening appropriately. Mr. Hinds said that the board never created an accounting position. The

board created an office manager that was far above and beyond an accounting position. Mr. Hennessey asked if duties were taken away and moved to town office that there should not be a reduction in that salary? Mr. Hinds said that based on what he knows, that is his position right now. Perhaps that would change when more information comes out, but that is what he believes right now.

Mr. McDaniel said that the auditor made supportive remarks about the value of that position. It was specifically pointed out. Mr. Hennessey asked if he would say more about why he feels this way. Mr. Hinds said that he does not have enough information, as it has not been shared. He stated that no matter who is entering the bills into a system, the board still has the legal obligation to account for the educational funds that the town entrusts the board to manage. Either the school system needs to enter it, or provide oversight, but the board is not going to go lax on ensuring the town's funds are appropriately managed. Mr. Hennessey said that he would not expect them to.

There were no additional board comments on the budget.

2. Review of Board Policies

a. JL – Student Wellness

Mrs. Thompson said that the revisions in front of the board are being brought forth because they were the two segments that were missing from the policy as determined by the school nutrition review. Mrs. Thompson said that she had already had the revisions checked by the Department of Education, and these changes would comply for the purposes of school nutrition. Mrs. Thompson said that the board would again see the policy in the near future for the triennial review. Mr. McDaniel said that the board would see that the changes included specific references to the federal Smart Snacks guidelines.

Mr. McDaniel made a motion to approve the policy as amended. Ms. Powers seconded that motion. Vote (4-0).

3. Second Reading of Board Policies

a. IKE – Student Acceleration – Form

Mr. McDaniel stated that there were no changes from the first reading. He made a motion to approve the form. Ms. Powers seconded the motion. Vote (4-0).

b. CBI-R – Evaluation of the Superintendent-Process

c. Mr. Hinds stated that this policy was to outline the evaluation process for the superintendent portion of the position, not the principal portion. He said that he recommended some adjustments to the timeline in order to make it consistent with managing the budget process. He suggested that the mid-year performance review take place in July-August and the data collection from September to October, and

4. Mr. Hinds made a motion to amend the policy as suggested. This was seconded by Mr. McDaniel. Vote (4-0). Mr. Hinds made a motion to approve the policy. This was seconded by Mr. McDaniel. Vote (4-0).

New Business

1. Request for Joint Workshop
Mr. Hinds announced that the school board has been invited by the Board of Selectmen to participate in a joint workshop for the purposes of discussing finance and accounting on April 8th. He said that he feels that a meeting is a good idea, but was concerned about having the meeting be on the 8th if the final budget is scheduled to be voted on on the 10th. Mrs. Hennessey said that the Board of Selectmen are open to another date. The meeting was tentatively scheduled for 5:30 PM on April 3rd at the West Bath School, to be followed by a budget workshop for the school board at 6:30 PM.
2. Approval of Contract Extension with BSC Cleaning
Mrs. Thompson said that it was recommended by the facilities committee that we extend the cleaning contract with BSC cleaning, as the facilities committee feels that the company is meeting expectations appropriately, and the relationship is getting stronger and better as we go. She stated that the prior contract had a clause allowing for an extension.

BSC has provided a new agreement for consideration, which keeps all terms the same with the exception of the payment. Mrs. Thompson said that the board would be looking at a price per month of \$5,370 or an annual total of \$64,440. This is an increase of \$2,440 or 3.94% over all, and would remain the same for 2 years.

Mr. McDaniel made a motion to accept the contract as presented. Mrs. Randall seconded the motion. Mr. Hinds recommended the board amend the motion to make it contingent upon the passing of the school budget. Mr. McDaniel said that unless someone has a reason to make it contingent, he feels that the contract ends this year, and the building needs to be cleaned. If we need to end the contract, that would be doable through the contract termination clause. Vote (4-0).

3. Approval of RFP #2019-1 Transportation Contract Bid Winner
Mrs. Thompson reported that the contract with Bath Bus expires in August, and there was no clause in the contract that allowed for an extension. State law dictates that without that clause, school's must go out to bid. Mrs. Thompson said that she had released a transportation bid, which was advertised in the paper, on Facebook, and in the school newsletter and received 1 bid, from Bath Bus Service.

The stated that the base bid is \$11,251.90 per month or \$135,022.80 a year. Mrs. Thompson reported this is an increase of \$14,760.30 or 12.27%, however it would be

same rate for 3 years. She said the cents per mile for all other transportation increased by 10 cents per mile.

Mr. McDaniel made a motion for the approval of the contract. Mrs. Randall seconded the motion. Mr. McDaniel asked if the new contract contained a provision for continuing the contract in the future. Mrs. Thompson affirmed that it did. Vote (4-0).

4. Out-of-State Field Work Request – 5th Grade to Visit Boston, MA
Mrs. Thompson presented the board with an out of state field work request for the 5th grade students to conduct field work in Boston on May 24, 2019. She stated the students would leave the train station in Brunswick at 7:30 AM, travel to North Station, participate in field work along the Freedom Trail, and return to Brunswick via train at 8 PM. She said that the 5th grade students would be fundraising to cover the cost of the trip.

Mrs. Randall made a motion to approve the field work request. This was seconded by Mr. McDaniel. Vote (4-0).

Set Next Meeting Dates and Locations

1. Tuesday, April 2nd @ 6:00 PM - Brunswick School Department – Collaborative Board Workshop with MSMA
2. Wednesday, April 3rd at 5:30 PM - Joint Workshop with the West Bath Board of Selectmen
3. Wednesday, April 3rd at 6:30 PM – WBSAU Budget Workshop
4. Wednesday, April 10th at 6:30 PM – Regular Meeting of the School Board of Directors

Adjourn

Mr. McDaniel made a motion to adjourn at 7:56 PM. Mrs. Randall seconded that motion. Vote (4-0).

Submitted by,



Emily Thompson