

West Bath School Administrative Unit

Board of Directors Meeting Minutes

August 20, 2025 @ 6 PM

Members Present: Nathan Briggs, Joanne Powers, Robert Weir, Casey Whorff

Members Absent: Izabela Werner

Others Present: Patrick Bowdish & Emily Thompson

Call to Order:

The meeting was called to order at 6:00 PM by Mrs. Whorff. The Pledge of Allegiance was recited.

Comments from the Chair:

Mrs. Whorff stated that Ms. Werner had decided to not take out papers for another term on the board. Mrs. Whorff encouraged the public to consider getting involved.

Approve/Amend Minutes of 5/21/25:

Mrs. Whorff made a motion to approve the minutes as presented. Mr. Weir seconded the motion. Vote (4-0).

Adjustments to Agenda:

Mrs. Whorff made a motion to remove item 9.7 Policy Review from the agenda. Mr. Briggs seconded the motion. Vote (4-0).

Public Comment

None

Committee Reports:

1. Finance Committee:

- a. Payroll warrants were signed by Mrs. Whorff on 5/23, 6/6, 6/20, 6/29, 7/15, 7/31, and 8/13
- b. AP warrants were signed by Mr. Weir and Mrs. Whorff on 6/4, 7/31, and 8/20 and by Mrs. Whorff, Ms. Powers, and Mr. Briggs on 6/30 and 7/15.

Superintendents' Report

1. Financial Report – Mrs. Thompson stated that with 83% of the fiscal year remaining, 91% of the budget remains. She said it is always hard to get a true picture of line items this time of year because so many annual expenses are upfront, such as maintenance and supplies. She said that a couple of lines will stand out - teacher salaries and ed tech salaries. Both of these line items had a retirement payment in them, so the tracking looks off. That will be something to keep in mind as they move through the year and review these lines.
2. 24-25 Budget Report - Mrs. Thompson shared the 24-25 budget document with the board. She said that it was completely finalized in terms of the movement of expenses, but that she was really pleased with being able to finish the year with approximately 5% of the budget remaining. She said that will be a significant help to the board when they reach budget season to have some potential carryforward to work with.
3. District Updates:
 - a. Summer Maintenance/Cleaning – Mrs. Thompson said that they were in the final stages of summer cleaning, maintenance and prep work for the new year. All annual and summer inspections have been completed, rooms are in the process of being put back together from summer cleaning. While the school didn't have big facilities projects this year, they did move the location of a couple of classrooms, so there is still a bit more cleanup to do, but the building will be ready.
 - b. ESY – Mrs. Thompson mentioned that they had a successful and well attended summer ESY program, taught by Mrs. Franklin & Mrs. Iverson, with families claiming it to be the best ever. Mrs. Thompson said she is appreciative of all that they put into programming to ensure students have a great experience.
 - c. Projected Enrollment – The enrollment compared to last year has remained equivalent. They have exited 13 5th graders, and currently have 13 kindergarten students entering. Anticipating enrollment is 106.
 - d. Before/After Care - Once again, RMA in Brunswick has agreed to be the host of the school's before and after school program, and will drop off students at school in the morning and pick them up at the end of the day. Mrs. Thompson said she is grateful that they are continuing to offer this service for families who need it.
 - e. Open House – Open house is scheduled for Thursday, September 11th at 5 PM.

New Business

1. Personal Item(s) Report
 - a. Retirement – Mrs. Thompson shared the news of retirement of Jessie Sutfin and Suzanne Newton, both 50 years of experience at the West Bath School between them. Mrs. Whorff thanked them for their service to the West Bath School and wished them a happy retirement.
 - b. Resignation – Mrs. Thompson shared the resignations of Kari King, Regina Chesties, Esme Ouellette, and Jennifer Mitchell. Mrs. Whorff thanked them for their service to the West Bath School and wished them well on their new endeavors.
 - c. Hiring – Mrs. Thompson shared the information packets regarding the hiring of Abigail Cote-Moreau, Heather Brassard, and Melissa Ward. Mrs. Whorff welcomed them to West Bath School.

- d. Nominations – Mrs. Thompson shared the information packets regarding the hiring of Tracy Wright and Stacey Samuelson and nominated them for employment.

Mrs. Whorff made a motion to approve the nominations. Mr. Briggs seconded it. Vote (4-0).

2. 25-26 Student/Parent Handbook

Mrs. Thompson shared the handbook with the board, and highlighted the areas where there were changes.

Mrs. Whorff made a motion to approve the 25-26 Student/Parent Handbook. Mr. Weir seconded the motion. Vote (4-0).

3. Service Agreement Between Dr. Hanna and WBSAU

Mrs. Thompson shared the service agreement between Dr. Hanna and WBSAU for the 25-26 school year. She outlined what the purpose of the relationship and agreement is.

Mrs. Whorff made a motion to approve the agreement. Mr. Weir seconded the motion. Vote (4-0).

4. Overnight Field Trip Request – 5th Grade Field Work at Chewonki

Mrs. Thompson shared a request from the 5th grade to travel to and attend overnight fieldwork at Chewonki from September 30th through October 3rd for citizen science and team building work.

Mrs. Whorff made a motion to approve the request. Mr. Weir seconded the motion. Vote (4-0).

5. WBSAU Certification Committee

Mrs. Thompson shared the overview of the WBSAU certification committee and outlined the responsibility of the board to annual approve the committee membership.

Mrs. Whorff made a motion to approve the committee membership. Ms. Powers seconded the motion. Vote (4-0).

6. Annual Discussion of the Plan of Expenditures for Federal Funds

Mrs. Thompson shared the outline for federal fund expenditures for the 25-26 school year.

Public Comments

None

Set Next Meeting Dates and Locations

1. September 17 - Regular meeting of the WBSAU School Board of Directors @ 6 PM

Adjourn

Mrs. Whorff made a motion to adjourn at 6:42 PM. This was seconded Mr. Briggs. 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