

West Bath School Administrative Unit

Board of Directors Meeting Minutes

August 19, 2026 @ 6 PM

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

Members Absent: None

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 welcomed the board back from summer break.

Approve/Amend Minutes of 6/17/26:

Mrs. Whorff made a motion to approve the minutes of 6/17/26. This was seconded by Mrs. Hughes. Vote (5-0).

Adjustments to Agenda:

Item 9.6 – Select/Register MSBA Delegates was added to new business as an action item.

Public Comment

None

Committee Reports:

1. Finance Committee:
 - a. Payroll warrants were signed by Mrs. Whorff on 6/18, 6/29, 7/6, 7/15, 7/27, and 8/11.
 - b. AP warrants were signed by both Mr. Weir and Mrs. Whorff on 6/29, 7/14, and 8/19, Mrs. Whorff on 7/6 and 7/27, Mr. Weir on 7/7 and 7/29.

Superintendent's Report:

1. Financial Report – Mrs. Thompson reported that with 83% of the year remaining, 91% of the budget remains. She indicated that it was too early to really determine how lines are

tracking due to upfront costs for the year, but that there haven't been any financial surprises. She indicated that the one area that they've seen significant increases to is in shipping costs.

2. District Updates:

- a. School Board Papers – School board papers are available for 2 seats, and are due back at the town office by September 4th.
- b. Summer Maintenance/Cleaning – The building is in the final stages of summer cleaning, maintenance, and prep work for the new year. All annual and summer inspections have been completed with the exception of the cleaning of the kitchen hood which takes place tomorrow. The floors have been refinished and rooms are in the process of being put back together again. There are still two maintenance projects to be completed, including finishing the upgrading of the parking lot lights and the replacement of the bent pole. The contractor is waiting on the pole and that should be completed by mid-September at the latest. The school will have the parking lot swept and repainted next Friday.

Mrs. Thompson commented that the big project of the summer was the installation of the playground fence by CA Newcomb, and they did a fantastic job. She encouraged the board to take a peek if they haven't already.

- c. ESY – ESY was well attended. This summer it was organized by Mrs. Iverson and Mrs. Marco. Mrs. Thompson stated that she was appreciative of all that they and the rest of the summer school staff put into the program to make it a success.
- d. Projected Enrollment – Mrs. Thompson reported that enrollment has increased as compared to last year. They had exited out 16 5th graders, and entered in 16 kindergarten students and have new enrollments at most grade levels. The anticipated enrollment is 115, up from last year's anticipated enrollment of 106. Have a large increase in 4 year olds - 10 at the Y and 4 at head start. But additionally 2 others are being serviced now that have taken on the FAPE for 4 year olds, and 3 others that the school system has had communications with. Starting the year knowing there are at least 19 4 year olds in the greater community is helpful information as the board starts to think about grade level configurations for next year.
- e. Before/After Care - Once again, RMA in Brunswick will host 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 stated that she was grateful for their ongoing partnership.
- f. Staffing – Mrs. Thompson said she wished to provide a staffing update. She had been unable to hire a school psychologist. The position had been posted through early August as both a part time position and a full time position. Given that this is an essential position, she said she had reached out to contractors that work with other schools, and have contracted services with a provider who she feels is going to be a good fit for our team. So essentially, the school psychological examinations will happen as needed as they had in the past, just with a new provider. Regarding the special education director position, that has been posted for the summer, and while there have been a few inquiries, there have been no applications. The system will continue to post this position, but it remains vacant. Otherwise, all positions have been filled.

- g. Open House – Open house is scheduled for September 10th at 5:00 PM.

New Business

1. Personnel Item
 - a. Nomination – Audrey Butterfield – Classroom Teacher

Mrs. Thompson shared the nomination of Audrey Butterfield. Mrs. Whorff made a motion to approve the nomination. Mrs. Hughes seconded the nomination. Vote (5-0).

2. Approval of 26-27 Student/Parent Handbook

Mrs. Thompson discussed changes to the handbook with the board. Mr. Briggs made a motion to approve the handbook as presented. This was seconded by Mr. Weir. Vote (5-0).

3. Overnight Field Trip Request

Mrs. Thompson shared the request from the 5th grade teacher to have the 5th grade students participate in a 3 day 2 night Chewonki encampment in October. Mrs. Hughes made a motion to approve this request. This was seconded by Mr. Weir. Vote (5-0).

4. Annual Discussion of the Plan of Expenditures of Federal Funds

Mrs. Thompson shared the plan of expenditures of federal funds. There were no questions.

5. Select/Register MSBA Delegates

The board discussed the MSBA delegate assembly and whether or not to send a delegate. After discussion, Mrs. Whorff made a motion to not send a delegate to the MSBA Assesmbly. Mr. Briggs seconded the motion. Vote (5-0).

Public Comments

None

Set Next Meeting Dates and Locations

1. September 16, 2026 – Regular Meeting of the School Board of Directors @ 6 PM

Adjourn

Mrs. Whorff made a motion to adjourn at 6:39 PM. Mr. Briggs seconded the motion.
Vote (5-0).

Submitted by,

A handwritten signature in cursive script, appearing to read "Emily Thompson", with a long horizontal flourish extending to the right.

Emily Thompson