

To: Brooklin School Committee
From: Todd West
Re: Principal's Report
Date: August 12, 2025

As the calendar flips to August, the pace of daily life around the school is picking up as staff begin preparing for the coming year in earnest. Aside from the logistical preparations for the start of the school year, my focus this month has been connecting with community members. I have already had several good conversations with various community members and am working on arrangements for several others.

ENROLLMENT [as of 8/6/25]

PK	K	1	2	3	4	5	6	7	8	T
6	5	5	3	8	4	3	8	5	5	52

1. **Handbook Revisions.** The draft [2025-26 Student Handbook & Family Resource Guide](#) is ready for review. Substantive changes were minimal, as most changes were related to editing/formatting for clarity and/or brevity. Additional changes include:
- a. adding a welcome message;
 - b. changing “parents” to “parents & family” in most cases;
 - c. adding a staff directory and other important contact information;
 - d. removing insertions of full policies in favor of short summaries/descriptors and direct links to online policy;
 - e. adding mention of/links to policies that are required/recommended to be included in handbooks but were missing such as: non-discrimination, hazing, restraint & seclusion, general education interventions, and child find policies;
 - f. aligning language in attendance and behavior expectations/consequences section to align with policy and/or statute.

On the theory that the number of families who read the student handbook is inversely proportional to its length, the draft handbook has been reduced from 49 to 34 pages overall.

Another substantive change was the removal of most language around athletics and extra-curricular activities from the Student and Family Handbook in favor of linking directly to the [2025-26 Brooklin Extra-Curricular Handbook](#). The Extra-Curricular Handbook is a slight reformatting of the “Co-Curricular Rules” packet that has been passed out at the start of sports seasons for students and families to review.

2. **Facilities.** We are in the home stretch of summer cleaning and preparing the building for students and staff to return. Cleaning is on schedule and access to the building will be limited the week of 8/11 as hallways are waxed. The hardwood floors in the gym and library are slated to be refinished 8/7 and will need to cure for a week or more. Please note that the school board meeting will be in the cafeteria as a result.

I have had a meeting with Tressa Versteeg regarding the indoor soccer building use situation. I think the situation has been satisfactorily resolved from everyone's perspective. The soccer group has a copy of the building use form which can be submitted for approval when they are ready to move back indoors. Lines of communication have been established and agreements reached on how to maintain open and proactive communication going forward.

3. **Summer Program Wrap Up.** The last day of summer programming is 8/7, when the 21st Century Community Learning Center [21st CCLC] grant "science camp" ends its one week run. The science camp and another one-week long 21st CCLC grant offering, "adventure camp", book ended the four week summer program. Depending on the day, four to seven students participated in the 21st CCLC programs while ten students participated in the summer program.

As part of my entry plan, I am highlighting "bright spots" and opportunities. The parent showcase for the summer program on 7/31 was a real bright spot. The students celebrated their learning with a cookout for their parents, demonstrating the scale model community that they had built [with real working street lights!] to their parents. In addition to parent and family participation, the students had invited the construction crew working on the siding to a special presentation where they presented them with a thank you card for the work they were doing on the building. It made a noticeable impact on several of the construction workers. It was a great example of our mission-kindness, taking care of others, and making the world a better place.

4. **Professional Development.** Preparations are underway for the start of school inservice days 8/25-8/27. In addition to partaking in professional development around *The Regulated Classroom* with other Union 76 schools on the morning of the 25th, Brooklin staff will focus on creating an action plan for the coming school year and setting the stage for some curriculum mapping that is needed to refocus our math and literacy efforts after all of the changes of the past year.
5. **Rt. 175 Culvert Replacement.** I have been in contact with both the Maine Department of Transportation project manager for the Rt. 175 culvert replacement as well as Andrea Brown. Andrea is beginning to work on contingency plans should the culvert work not be completed by the anticipated 8/25 end date. I have also given Dan Welch at GSA a heads up that high school students could be arriving late if project completion is delayed.

6. **Calendar of Upcoming Events.**

Saturday	8/16	School spruce up 9:00-11:00am; families welcome!
Monday	8/25	First staff day
Thursday	8/28	First student day
TBD		Soccer preseason meeting & first practice
TBD		PTF back to school barbecue

Respectfully submitted, Todd West