

**Minutes**  
**Machias School Committee**  
**Wednesday, July 23, 2025**  
**AOS 96 Central Office**  
**9:00 AM**

**Attendance:** Teresa Saddler, Dick Shaw, Jen Weaver.

**Others Present:** Nicole Case, Sue Dow, Wendy Black.

I. Call to order at 9:00 a.m. by Teresa Saddler.

**II. Approval of the minutes of June 4, 2025.**

Motion: Dick Shaw Second: Jen Weaver Vote: 3-0.

**III. Agenda Adjustments:** None

**IV. Public Comment:** None

**V. New Business:**

**1. Teacher Nomination (Computer Science):**

The Superintendent nominated Tyler Cobb as CWCIT Computer Science Teacher.

Motion by Teresa Saddler to accept the nomination of Tyler Cobb as CWCIT Computer Science Instructor.

Second: Jen Weaver; Vote: 3-0.

**1. 2. Balance Transfer:**

FY23, Machias was over budget on several Articles:

System Administration over by \$13,000

School Administration over by \$1,500

Transportation over by \$45,000

Facilities/Maintenance \$34,000

On the recommendation of the Business Manager, the Superintendent requested the following transfers:

Transfer \$10,000 from contingency to System Administration

Transfer \$83,500 from regular instruction ( $\$2,672,171 \times 5\% =$

$\$133,608$  Max transfer amount remaining  $\$91,000$ ) to System Admin

\$3000, School Admin \$1,500, Transportation \$45,000 and Facilities/Maintenance of \$34,000

Motion by Dick Shaw to approve the transfers as recommended by the Business Manager.

Second: Jen Weaver; Vote: 3-0.

**3. Discussion of Technology:**

The School Committee discussed preprinted signatures on the payroll and accounts payable checks should the selectboard wish to do so. No vote taken as this is a selectboard decision, but School Committee approval was indicated.

The School Committee discussed using Docusign to sign the warrant.

Motion by Teresa Saddler to use Docusign for signing warrants.

Second: Jen Weaver; Vote: 3-0.

**4. Executive Session: Negotiations: 1 M.R.S.A. § 405 (6)(D):**

Motion by Teresa Saddler to enter into Executive Session at 9:10 a.m. for the purpose of discussing negotiations with the Machias Support Staff.

Second: Jen Weaver; Vote: 3-0.

Declared out of Executive Session at 9:19 a.m. by Teresa Saddler.

**5. Approval of Three Year Contract for Teachers and Ed Techs:**

No action taken.

**6. Appoint School Committee Members:**

Two School Committee members have left or are leaving the Machias School Committee.

Motion by Dick Shaw to accept the resignation of School Committee member Whitney Wood and appoint William Weaver to complete her term.

Second: Jen Weaver; Vote: 3-0

Motion by Teresa Saddler to accept the resignation of Dick Shaw, effective July 24th, and to appoint Cathy Morse to complete his term.

Second: Jen Weaver; Vote: 3-0

VI. **Adjournment:**

Motion by Teresa to adjourn at 9:21 a.m.  
Seconded: Jen Weaver; Vote: 3-0.

Respectfully submitted

Nicole Case  
Superintendent of Schools  
AOS 96  
Machias Bay Area School System