

MINUTESAPRIL MONHEGAN SCHOOL COMMITTEE REGULAR MEETING

Monday, **April 24**, 2023

Monhegan Library & via Zoom

Present: Committee Chair Jes Stevens, Secretary Daphne Pulsifer, Treasurer Felicia Dunson
Present Virtually (link below): Supt. Tonya Arnold, Teacher Kaitlyn O'Donnell, Business Manager Belinda Waterhouse, Monhegan Plantation Municipal Administrator and Acting Plantation Treasurer Carley Feibusch, and Brandon Bezio.

Called to Order at 3:37 pm

MINUTES: Motion by Jes Stevens to approve the minutes of 03/27/23 as read. Second by Felicia Dunson. Motion passed unanimously. Motion by Jes Stevens to approve the minutes of 04/16/23 as read. Second by Felicia Dunson. Motion passed unanimously.

CHANGES TO AGENDA: Financial items 2 and 3 will be Tabled.

PUBLIC PARTICIPATION ON AGENDA ITEMS

There was no public participation at this point in the meeting as public attendees had not yet arrived.

SUPERINTENDENT provided a written REPORT.

Of note: Avel eCARE contract will be ending and arrangements will have to be made to return the cart and tools.

TEACHER provided a written REPORT

The current Nurse and the new Nurse are both planning to visit the island May 30 with Superintendent Arnold.

NWEA's will be administered May 1 before Teacher Applicants visit the school.

1. May Field Trip: Tonya and Belinda have been added to the Cuttyhunk field trip budget worksheet to facilitate planning.

FINANCIAL

1. Annual Town Meeting Update:

All the warrant articles for the school budget passed as were read. Daphne Pulsifer was elected to finish the term ending June 30th, 2023 and for a three year term beginning July 1, 2023. Jes Stevens was elected to fill the vacant two year term beginning July 1, 2023. Use of the school for Town Meeting was without issues for school staff.

Agenda items below were Tabled until the regular May Meeting. Supt. Arnold made a thorough attempt to schedule the presentation of the Year Ending 2021 Audit for today, but the audit is not ready. She applied today for DOE to grant an Audit Extension due to audit delay.

2. TABLED: Presentation of School Audit 2021-22 School Year by Fred Brewer
(tentatively joins remotely at 4:00 pm)
3. TABLED: Vote to accept School Audit as presented by Auditor Fred Brewer for 2021-22 School Year

4. Business Manager & Treasurer's Reports: Review of Financials

The Plantation Treasurer resigned April 19. Jes Stevens communicated this change with the committee immediately. Belinda Waterhouse is working to update Treasurer signatures on all our accounts. Carley Feibusch is the Acting Treasurer until a new Treasurer is appointed.

The Financial Report indicates that a surplus is expected at the end of our fiscal year. Cost Centers with extra funds were noted and year end expenses considered. Extra funds at the end of the year will go into reserves to offset future expenses.

5. VOTE ON WARRANTS

Daphne Pulsifer made a motion to approve EDU 10 - PR in the amount of \$9,413.49. Second by Felicia Dunson. Motion passed unanimously.

Daphne Pulsifer made a motion to approve EDU 10 - AP in the amount of \$3,579.63, with none of that total paid with REAP funds. Second by Felicia Dunson. Motion passed unanimously.

6. REAP Fund Use Planning for REAP19 FY2021: Tonya and Belinda will be working together to clarify and update the REAP spreadsheet.

7. Contribution to Island Institute for Outer Islands TLC Services: The anticipated contribution will be \$4,000. This expense can meet REAP qualifications. Clear communication with TLC will allow the contribution to be paid with REAP Funds.

8. Review all Insurance Coverage

Schoolhouse & Teacher House Property insurance is covered through the Plantation Insurance.

MSMA Insurance covers School Committee Liability, Superintendent Liability, and Workers' COMP.

Health/Dental is covered through MEABT.

Device Insurance for Technology equipment used off school grounds is covered through MSMA's laptop insurance program.

Recess 5:30 pm for ten minutes.

CHAIRMAN'S REPORT:

No Written Report. Work on Agenda items reported under those topic headings.

Chair will submit a list of custodial supply needs to be purchased to Tonya Arnold for approval.

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

1. Next Regular Meeting: Mon., May 22, 2023, 12:30 pm, Location TBD & Zoom
2. Logistics : Tonya Arnold will come to the island for the Regular Meeting on May 22. She will stay for an overnight and leave on the 12:30 boat the next day. May 4 and 5 Tonya will be the substitute teacher in the classroom. Eileen Pew is coming at the end of May or beginning of June and staying with the Teacher.

BUILDING & GROUNDS

1. Schoolhouse

- a. School Floor Refinishing: The Mr. Sandless contractor who provided an estimate before our March meeting is no longer offering his services. Felicia will reach out to the Director of Facilities at the Camden and Rockland School for more information about floor refinishing. If a contractor can be found, early July would be the best time to have the floors refinished.
- b. Spring/Summer 2023 Work Priorities: The west side of the school house, especially the window trim, needs to be painted. Jes will post a sign advertising the work. She will also speak with Lucas to see what other small projects he might have time for.
Travis is willing to clear the septic field. He is also willing to do this annually.
- c. Any New Needs: Garden Cart:

Motion by Jes Stevens to approve putting the Garden Cart, donated by the Island Farm Project, on the left side of the driveway below the flagpole. Second by Daphne Pulsifer. Motion passed unanimously.

Motion by Jes Stevens to approve the temporary location of the Garden Cart near the school flagpole, in the school driveway or to the left at the base of the school driveway. Second by Daphne Pulsifer. Motion passed unanimously.

Motion by Jes Stevens to approve site preparations for Garden Cart which might include removal of invasive plants and also pruning or at most removal of one apple tree and placement of fill to level the site. Second by Daphne Pulsifer. Motion passed unanimously.

2. Teacher House Property

- a. Any New Needs: Brandon Bezio asked to discuss the Little Teacher House Property.

Motion by Jes Stevens to go into executive session to discuss use of the Teacher House Property pursuant to M.R.S.A. §405(6)(c). Daphne Pulsifer second. Motion passed unanimously.

Enter executive session at 6:49 pm.

Leave executive session at 9:11 pm.

The rest of the Agenda is TABLED.

Agenda items will be taken up at an Emergency Meeting, Wednesday, April 26, 2023, from 10:00 pm to 2:00 pm. At the Monhegan Library and via Zoom.

TABLED:

- b. Teacher House Property Maintenance Plans
- c. Teacher House Property Budget
- d. Teacher House Mortgage
- e. Spring/Summer 2023 Work Priorities

POLICY: TABLED:

1. First Reading & Replacement/Revision of the following policies: none
2. Second Reading & Repeal of the following policy:
 - a. Policy ADB - Drug/Alcohol Use and Possession - repeal due to changes in law related to policies GBEC & JICH below
3. Second Reading & Enactment of the following policies:

- a. Policy GBEC - Drug-free Workplace - changes required by new laws enacted in 2021 & 2022 - new to us
- b. Policy JIC - Monhegan School Student Code of Conduct - changes required by new laws enacted in 2021 (revision)
- c. Policy JICIA - Weapons, Violence and School Safety - changes required by new laws enacted in 2021 & 2022 (revision)
- d. Policy JICH - Drug and Alcohol Use by Students - a required policy - new to us
- e. Policy JKD - Suspension of Students - changes required by new laws enacted in 2021 (revision)
- f. Policy LB - Secondary School Tuition, Room and Board, and Other Expenses - changes to consider related to “insured value factor” and “debt service factor” referenced in Chapter 219 of Maine Statute 20-A. (revision)

OLD BUSINESS: TABLED

1. Teacher Search Process

NEW BUSINESS: TABLED

1. Action on Secondary School Room & Board Request(s)
2. Superintendent Employment Agreement Annual Salary Notification

EXECUTIVE SESSIONS: TABLED

1. Consider motion to go into executive session to consider Compensation of Employee pursuant to M.R.S.A. §405(6)(a)

Meeting adjourned at 9:22 pm

Respectfully submitted by
Daphne Pulsifer
Secretary

Join Zoom Meeting:

<https://us02web.zoom.us/j/81247831308?pwd=SFROb3E5ZHFOdUxadDRkanpFNUQzQT09>

Meeting ID: 812 4783 1308, Passcode: 252588

One tap mobile

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*+13126266799,,81247831308#,,, *252588# US (Chicago)*

Back Up Zoom Link:

<https://us04web.zoom.us/j/8698799458?pwd=OE9PSXRST3IyYzY5RnZoVE9wUkUxZz09>

Meeting ID: 869 879 9458 Passcode: 7GKS98