

MINUTES
NOVEMBER MONHEGAN SCHOOL COMMITTEE REGULAR MEETING

Monday, **NOVEMBER 20**, 2023, delayed to 4:30 pm, Schoolhouse & via Zoom

Present: Secretary Daphne Pulsifer

Present via Zoom: Chairman Jes Stevens, Treasurer Felicia Dunson, Superintendent Tonya Arnold, Lead Teacher Terry Wood.

Call to Order 4:49 pm (due to supt. delay and technical issues)

Jes Stevens noted that after our last regular Committee meeting a major tragedy occurred in Lewiston, Maine. She emphasized that this event was not, is not normal. Our hope is to keep all our children, on island and everywhere, safe from this kind of tragedy. Jes encouraged anyone having a tough time because of this event, or anyone who needs help, to please reach out. There are resources available.

MINUTES:

Motion by Jes Stevens to approve minutes of 10/23/23 as read. Second by Felicia Dunson.

Motion passed unanimously.

Motion by Jes Stevens to approve minutes of 11/9/23 (2 meetings) as read. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

Motion by Jes Stevens to approve minutes of 11/12/23 as read. Second by Felicia Dunson.

Motion passed unanimously by roll call vote.

CHANGES TO AGENDA: none at this time.

PUBLIC PARTICIPATION ON AGENDA ITEMS: none

SUPERINTENDENT'S written REPORT was received.

A request under the Freedom of Access Act was processed.

The DOE requested an audit for Special Ed. Tonya spoke with them and as a result, the DOE has decided not to require a Special Ed audit at this time. This may be required next year.

Tonya will continue to make efforts to get the 2022 Plantation audit from the auditor so it can be delivered to DOE by December 31 as required. State subsidy may be withheld from the school if the deadline is not met. The auditor did not respond to recent requests for an update about the status.

TEACHER'S written REPORT was received. The Committee clarified that while efforts to wear layers, to limit turning up the temperature on the heater and to take other conservation steps are applauded, the staff can turn up the heat if the school is too chilly for students and staff to be productive.

CHAIRMAN'S REPORT:

Jes has given Belinda an updated spreadsheet for 2023 Schoolhouse rentals.

At this point, staff & student technology tools are almost all operational.

The E-Rate reimbursement process is progressing.

The school printer is not scanning. Jes will check on this next time she is in the school. Chairman has confirmation that the Teacher House and Little Teacher House, as well as the Schoolhouse, are on the list to receive broadband. The Caretaker is working to prepare conduit for the fiber optic lines.

FINANCIAL

1. Business Manager's written report was received.

Preparations for the 2022-23 School Audit are nearly finished. It is unlikely the audit will be complete by the December 31 deadline. Discussion followed regarding extensions for the audit. Extensions must be filed with Maine DOE and approved by the DOE in order for the school to continue receiving subsidies while the audit process is completed.

The SAM CAGE CODE has finally been verified. Way to go, Belinda!!!

In review of the AP Warrant, all expenses related to the new walkway at the Teacher House were recategorized from Building and Grounds expenses to Teacher House expenses. Budget Spreadsheet will need to be corrected due to alterations made on Warrant. Also on the Budget Spreadsheet, Belinda will be asked to clarify why the balance of the Elementary Instruction - HealthInsurance line is so low.

Motion by Jes Stevens to approve Warrant EDU 05 - PR in the amount of \$16,922.93. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

Motion by Jes Stevens to approve Warrant EDU 05 - AP in the amount of \$13,257.44, with \$402.24 of that amount paid with REAP funds and \$1,292.78 paid from the Teacher House account. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

All Financial Spreadsheets were reviewed.

There are no particular updates for REAP this month.

Recess from 6:45 pm - 6:59 pm

Jes Stevens presented an overview of Budget Development & Approval Process including the following timeline:

- a. Now-January - Review/Set Goals - Teacher, Superintendent, Committee
- b. Now-January - Research and Create Draft Budget
- c. Late January - Public Budget Hearing & Committee Approval of Budget
- d. February - Committee Approval of Warrant Articles & Provide for Plantation Annual Report
- e. April - Plantation Meeting for Vote on School Budget Warrants

POLICY

Motion by Daphne Pulsifer to accept the first reading of Policy LB - Secondary School Tuition, Room and Board, and Other Expenses, and Policy DJH - Purchasing, Contracting and Procurement Staff Code of Conduct. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

Note: Revisions to Policy LB, intended to clarify the definition of the term “year round” resident, were discussed. Policy DJH is being required by the insurance company to insulate the school from liability risks. Adopting this policy can lower the insurance premium.

OLD BUSINESS

1. December Holiday Event Planning was discussed.

NEW BUSINESS

1. The Superintendent will update Goal Setting documents for 2023-24 and the committee will review and discuss at our next meeting.

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

Scheduling was reviewed and updated as follows:

1. Next Regular Meetings: Mon., December 11, 2023, 4:30 pm, Schoolhouse & via Zoom
2. Holiday Party Thurs., Dec. 14 @ 5:00 pm;
PM session early release for students TBD.
3. Budget Workshop #1: *Wed., Jan. 3, 2024, 12:30-3:00 pm & 3:30-5:30 pm, Location?*
4. Budget Workshop #2: *Thu., Jan. 4, 2024, 8:30-11:15 am, Location?*
5. Budget Workshop #3: *Wed., Jan. 10, 2024, 8:30-11:15 am & 12:30-3:00 pm*
6. Budget Hearing Mon., *Jan. 29, 2024 at 4:30 pm/School Comm. Meeting at 5:00 pm*

Tonya Arnold will confirm her availability for Budget Workshops. If she can come to the island for January 3 and 4, a charter will need to be arranged for January 3rd. Tonya can stay at Jes' house.

BUILDING & GROUNDS

1. Schoolhouse

Everything is in order at the Schoolhouse at this time.

2. Teacher House Property

The Tenants at the Teacher House have their Lease, including the addendum regarding labor for rebuilding the walkway in exchange for rent. The walkway has been completed.

The Little Teacher House (LTH) has been drained and is currently unheated. Jes is making progress finding someone to paint the floors. Two tanks of propane have been hooked up.

The CBAC found a housing solution for the broadband workers and are no longer asking for temporary housing in the LTH.

One official letter of interest has so far been received for rental of the LTH. Motion by Jes Stevens to enter into executive session for the purpose of discussion of Use of the Teacher House Property pursuant to M.R.S.A. §405(6)(c). Second by Felicia Dunson. Motion passed unanimously by roll call vote.

Enter executive session at 8:21 pm.

Leave executive session at 9:17 pm.

School Committee plans to meet again Sunday, November 26 at 4:30 pm to further consider the LTH.

EXECUTIVE SESSION

Motion by Jes Stevens to enter into executive session for the purpose of discussion of evaluation of superintendent pursuant to 1 M.R.S.A. § 405(6)(A). Second by Daphne Pulsifer. Motion passed unanimously by roll call vote.

Enter executive session at 9:18 pm.

Leave executive session at 9:21 pm.

Jes Stevens motion to adjourn. Second Daphne Pulsifer. Motion passed unanimously by roll call vote.

Meeting adjourned 9:22 pm.

Respectfully submitted

Daphne Pulsifer

Secretary

Join Zoom Meeting:

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

Meeting ID: 812 4783 1308, Passcode: 252588

One tap mobile

*+13017158592,,81247831308#,,, *252588# US (Washington DC)*

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

Back Up Zoom Link:

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

Meeting ID: 869 879 9458 Passcode: 7GKS98