

**MINUTES**  
**JULY MONHEGAN SCHOOL COMMITTEE REGULAR MEETING**

Friday, **July 26**, 2024, scheduled to begin at 4:30 pm. Monhegan Schoolhouse and via Zoom.  
Present: Chairman Jes Stevens, Treasurer Felicia Dunson, Secretary Daphne Pulsifer,  
Superintendent Tonya Arnold.  
Present via Zoom: Business Manager Belinda Waterhouse.

Called to Order at 4:34 pm.

CHANGES TO AGENDA: none

**MINUTES**

Motion by Jes Stevens to approve the minutes of [06/18/24](#) as amended. Second by Felicia Dunson. Motion passed unanimously,

Motion by Jes Stevens to approve the minutes of [06/28/24](#) as amended. Second by Felicia Dunson. Motion passed unanimously.

PUBLIC PARTICIPATION ON AGENDA ITEMS: None

SUPERINTENDENT'S written [REPORT](#) was received. Highlights of her month included editing and updating the Parent Handbook and hiring an Ed Tech for the 24-25 school year.

TEACHER'S REPORT - None. Lead Teacher Terry Wood is in Washington DC for a conference with the National Council for History and Education.

CHAIRMAN'S REPORT: Jes Stevens is hoping to attend the TLC Teacher Retreat in August via Zoom. As a member of the Advisory Board, she is invited to an introductory meeting with new Teachers.

Inspections of town properties including the Schoolhouse and Teacher House property are scheduled for July 30. MMA Risk Assessment representatives will arrive for the day on the 8:00 am boat. Jes Stevens will be walking them to most of the town properties. Felicia Dunson and Daphne Pulsifer plan to meet them at the schoolhouse.

Travis is scheduled to clear brush and shrubs from the septic field in the fall, unless someone else is found to do it.

Chairman removed all the wild parsnip from the septic field.

**FINANCIAL**

1. Business Manager's written report was received.

There is still no word from the auditor Fred Brewer regarding presentation of the 2022-2023 Audit..

All financial spreadsheets were reviewed. Corrections were made.

MSLN is negotiating a contract with Axiom for the school internet service. The school hopes to have a \$99 credit with Axiom once the contract is settled. Jes will call Axiom.

There were questions regarding cash flow with Plantation accounts and funds available to the school for monthly warrants. Belinda will follow up with the Municipal Administrator to clarify. Year End Transfers for Capital Improvements (\$18,000) and Secondary Reserves (\$13,000), as approved in the

June Warrant, will be made from the School's General Account which currently shows a balance of \$62,031.95.

#### VOTE ON WARRANTS

Motion by Felicia Dunson to approve Warrant EDU 01 - PR in the amount of \$8,239.50.

Second by Daphne Pulsifer. Motion passed unanimously.

Motion by Felicia Dunson to approve Warrant EDU 01 - AP in the amount of \$12,779.36, with \$532.96 of that total to be paid from the Teacher House Account. Second by Daphne Pulsifer.

Motion passed unanimously.

3. REAP has been billed through 6-30-2024 and reimbursements have been received. GAN Grant Award notification for REAP Y 22 has not been received yet.

Felicia Dunson will try to work with the store to pay any balance due on the current school account and establish a new account for the fiscal year 2024-25.

She will also follow up with the Monhegan Boat line regarding a credit on the school account with them.

#### POLICY

1. [Policy EBCA](#) - **Comprehensive Health, Safety and Emergency Management**

**Plan** was reviewed. Superintendent updated contact information 7/22/24. There were no incidents in 23-24 requiring debrief or further review.

OLD BUSINESS: none

#### NEW BUSINESS

1. [2024-25 Student & Parent Handbook](#) was reviewed.

2. Motion by Jes Stevens to authorize, for the 2024-25 fiscal school year, the superintendent and business manager to process payroll, insurance premium payments for existing policies, and the auto renewal of existing online subscription expenses between meetings with those expenses to be placed on the warrant at the next meeting following payment in accordance with Plantation authorization under 30-A M.R.S.A. § 5603; 20-A, M.R.S.A. § 15006 for municipal school expenses. Second by Felicia Dunson. Motion passed unanimously.

#### SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

1. Next Regular Meeting: Mon., August 26, 2024, 4:30 pm, Schoolhouse & via Zoom
2. Teacher House Property Special Meeting:

The Teacher House Property Special Meeting previously scheduled for July 16th was canceled due to a 911 emergency to which the Chairman was responding.

Next Teacher House Property Special Meeting: Tuesday August 20th, 2024, 4:00.

Location to be determined.

#### BUILDING & GROUNDS

1. Schoolhouse

- a. Jes Stevens and Tonya Arnold walked around the school before the meeting and identified areas that need paint and general maintenance. There is some rot on the cover of the

septic pump.

Branch Wood will install a new sprayer handle.

All the new tech equipment that was ordered has arrived, including the Smartboard. Bryan Barrows may be able to help with the installation of the Smartboard. Jes is working to get this installation done for the new school year.

2. Teacher House Property

- a. Terry Wood was provided paint for the kitchen ceiling.
- b. No specific dates have yet been given by Fenris for the Roof & Mud Room Project.
- c. In the future tenants will be asked not to stack cordwood against the shingled walls of the TH or the LTH. If possible, wood racks can be constructed.

EXECUTIVE SESSIONS: none

Motion by Jes Stevens to adjourn. Second by Felicia Dunson. Motion passed unanimously.

Adjourned at 7:40 pm

Respectfully submitted,  
Daphne Pulsifer  
Secretary

***Join Zoom Meeting:***

<https://us02web.zoom.us/j/81247831308?pwd=SFROb3E5ZHF0dUxadDRkanpFNUOzOT09>

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=OE9PSXRrT3IyYzY5RnZoVE9wUkUxZz09>

Meeting ID: 869 879 9458 Passcode: 7GKS98