MINUTES
MONHEGAN SCHOOL COMMITTEE
AUGUST REGULAR MEETING

Monday, **August 25**, 2025, 4:30 pm, **Monhegan School & via Zoom**,

Call to Order 4:32
Present: Chairman Daphne Pulsifer, Treasurer Felicia Dunson, Secretary Maura Conley, Teacher Katherine Radune, Angela Ianicelli
Present via Zoom: Supt. Tonya Arnold, Business Manager Belinda Waterhouse

Changes to agenda: Next month's meeting will be scheduled before entering into executive session.

Motion to accept minutes of 07/28/25 Regular Meeting and 08/11/25 Special Meeting by Daphne Pulsifer, Second by Felicia Dunson. Motion passes unanimously by show of hands.

PUBLIC PARTICIPATION ON AGENDA ITEMS (including comments and questions):
A comment was made that a desirable trait of a future Superintendent would be that they are supportive of the Teacher.

SUPERINTENDENT'S REPORT(Appendix A) was received

TEACHER'S REPORT was made verbally. Kat was able to attend the recent TLC training and has been working hard to prepare the schoolhouse for the first day of school tomorrow. She noted that the inter-island event is coming up and that she has communicated with the counselor and curriculum advisors. She plans to have a written report next month.

CHAIRMAN'S REPORT(Appendix B) was received
Schoolhouse rentals have gone generally smoothly. Maura will follow up with the Museum and MAI on rental payment.

OLD BUSINESS

FINANCIAL
Belinda Waterhouse reported that the Audit is nearly complete and may be presented in September.
Belinda Waterhouse and Tonya Arnold presented the warrants.
Other financial information including budget update, revenues, and bank balances were reviewed.

VOTE ON WARRANTS
Daphne Pulsifer makes a motion to accept EDU 02 Payroll warrant in the amount of $19,060.19. Second by Felicia Dunson. Motion passes unanimously by show of hands.

Daphne Pulsifer makes a motion to accept warrant EDU 02 Accounts Payable in the amount of $23,029.22 with $2,731.59 coming from REAP account, $3,200.00 coming from Friends of Monhegan School account, and $1,655.00 coming from the teacher house account. Second by Maura Conley. Motion passes unanimously by show of hands.

NEW BUSINESS

BUILDING & GROUNDS
A letter was received from the caretaker updating on his work in the ell part of the schoolhouse. He completed his planned work and found that a larger structural repair will be needed in the future, but feels the building is safe for use and that the work can wait to be repaired when school is not in session.

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)
Next Regular Meeting is scheduled for Mon., September 29, 2025, 4:30 pm, at the School and via Zoom

Daphne Pulsifer motions to enter EXECUTIVE SESSION pursuant to M.R.S.A. §405(6)(A, D, E and F) related to employment matters connected to superintendent search. Second by Felicia Dunson. Passed unanimously by show of hands.

Enter executive session 5:46
Leave executive session 7:54

Daphne Pulsifer motions to adjourn. Felicia Dunson second. Motion passes unanimously by show of hands.

Adjourn 7:55

Respectfully Submitted,
Maura Conley
Secretary

Appendix A; Superintendent's Report

MONHEGAN PLANTATION SCHOOL DEPARTMENT
REPORT TO THE BOARD

Presented by: Tonya Arnold, Superintendent Date: August 25, 2025

SUCCESSES

Professional Growth and Learning

- Participated in DOE in person data training on 8-12-25 in Augusta. Synergy system that feeds NEO will be replaced by a new CONNECT system.
- Listened to legislative brief videos by MSSA

  New Required Policies:
  In this legislative session, lawmakers have taken the tact of mandating that school districts adopt new policies — but will leave the full details of those policies up to districts.

  - **LD 1234 (Cell Phones in Classrooms):** As you've probably heard about in the press, this new law requires that *"by August 1, 2026, a school board shall adopt and implement a policy related to use of personal electronic devices during the school day,"* including the use of cell phones and smartwatches. While school boards must adopt such a policy, they are free to determine what will be included in such a policy and how they wish to police these devices.
  - **LD 11 (Temperature Standards):** This law requires school districts to create policies around minimum and maximum temperature standards in school buildings. However, similar to the above measure, the school board is free to determine the details of their local policy. The DOE is required to provide guidance to schools around this policy.
- DOE Commissioner briefings
- Read and analyze weekly Priority Notices from DOE and Drummond updates

Process for Increased Student Growth and Achievement

- Worked on obtaining MLTI grant for new technology devices, order placed and devices received. DOE reimburses $479 per device.
- Conversations and Q&A with new teacher
- Provide emails about training opportunities - Free UMaine supports

School Planning and Process

- Supported posting of Superintendent position
  - http://www.monheganschool.org/employment.html
  - https://www.servingschools.com/job/wlnsfu/superintendent-of-schools/monhegan/me
  - https://www.schoolspring.com/jobdetail?jobId=5345151
- Finish 25-26 student database for demographics, attendance, test scores
- Communications with parents re calendar and re-enrollment paperwork
- Prep for meeting and participation in School Committee meetings 6/23/25, 7/28/25, 8/11/25

- Review minutes 6/23/25, 7/28/25, 8/11/25
- Planning for next agendas 7/28/25, 8/11/25, and 8/25/25
- Various expense approvals for REAP, teacher house account and regular budget
- Review budget to actual, sign July warrants
- Review payroll for June and assist with set up for new payroll as of 7/1/25 and 8/15/25
- Communicate with Belinda and Daphne and/or Felicia

School Culture

- Conversations with Committee Chair regarding transition planning, answer committee member questions
- Provide supportive resources to staff and families as needed

Professional Qualities and Instructional Leadership

- Met with new teacher on island 7-16-25 at school to show her the school, resource storage areas, provide the teacher laptop and a student ipad for her to explore and began the orientation process
- Additional orientation with teacher 8-13-25 via zoom and set up weekly meeting time
- Check ins re finalizing teacher transitions in/out
- Forward free learning opportunities to new teacher as appropriate

Stakeholder Support and Engagement

- Update Parent Student Handbook for 2025-26 and review it with teacher
- Update school website with 25-26 calendar, sub application, staff/committee, meet our teacher bio, and checked links and all pages for accuracy
- Update school directory
- Updated school calendar 7-7-25 with new tlc trip dates
- Continue to receive/read risk assessment alerts from ME and US school safety centers
- Prepare Superintendent's Report to Board
- Email reading and responding

Cooperating/Coordinating with Organizational Partners

- Respond to DOE directives regarding reporting
- Completed Maine School Approval Report, worked on NEO staff report and student data systems
- Letter to transfer 20 sick days for former teacher to next district under MRSA Title 20-A, Part 6, Ch 507 §13601. Sick leave, item 2. No funds change hands.
- DOE data training in person on 8-12-25 re new reporting system and 8-14-25 CDS shift
- Review and sign CRHS Tuition agreement and payment schedule
- Review and set up Putney Tuition payment schedule
- REAP application FYE26 update- rulings are expected in July
- Audits for School FYE 2024 originally due to DOE 12/31/24 - new extension applied/approved to 8/30/25, then on 8/14/25 applied for ext to 9/30/25 with DOE after calling and email Brewer;'s Office for an update on timeline.

- Monitor health and risk updates in Maine, shared with families info on tic-bourne illness and browntail moth
- Created and sent contractor rate agreements for invoicing services as follows:
    - Custodial-Christian Dederer - sent 5/30/25 with ECD and sample invoice & texted - connected in person with Christian 6-10-25 who will invoice us going forward
    - Bus Manager-Belinda Waterhouse - 5/30/25 - COMPLETE
    - Literacy Coach-Eileen Pew - sent for REAP&Reg Budget 5/30/25 - COMPLETE
    - Math Coach-Gillis Kallem - sent for REAP project 5/30/25, resent 7/1/25 - COMPLETE
    - School Guidance-Scott Harris - sent 5/30/25 -COMPLETE
    - School Nurse-MaryBeth Bachman - sent 5/30/25 - COMPLETE
    - Garden Project Consultant-Hanna Mellor - sent 5/30/25 - COMPLETE 7/28/25
    - Logistic Support for Teacher-Terry Wood- COMPLETED
    - John Armentrout - School Technology - reached out to him by email
- Created and sent Substitute Reasonable Assurance with new rate
    - Hanna Mellor - sent 5/30/25 - COMPLETE 7/28/25
    - Naomi Wood - confirmed will do if available
    - Inquired with Lisa B - She will not be able to sub
    - Inquired with Mia B - She will not be able to sub
    - Discussed with Kat, retired educators in Maine she knows who may be willing to be on our substitute list. She will pursue those ideas and connect anyone interested with me.
- Email reading and responding

CHALLENGES:

- Audits for Sch/Mun FYE 2024 - new extension to 8/30/25, applied for another to 9/30/25
- Expanding substitute list

UPCOMING EVENTS:

September '25 **9/1-9/2: Ferry: 3 runs/day depart Monhegan 9:00 (Tue-Sat only), 12:30, 4:30**
Ferry: 3 runs/day depart Port Clyde 7:00 (Tue-Sat only), 10:30, 3:00

9/3-9/16: Ferry: departs Monhegan 9:00 (Wed-Sat only), 12:30, 4:30
Ferry: departs Port Clyde 7:00 (Wed-Sat only), 10:30, 3:00
9/17-9/30:
Ferry: departs Monhegan 9:00 (Wed & Sat only), 12:30, 4:30
Ferry: departs Port Clyde 7:00 (Wed & Sat only), 10:30, 3:00
CALL TO CONFIRM

1	**No School**: Labor Day
TBD	**Nurse Visits the Island - (review files, med kit, and health screenings)**
10-12	**In-person** Inter-Island Event Activities **(Great Cranberry Island)**
29	School Comm. Meeting at 4:30 pm Supt. participates remotely

Appendix A; Superintendent's Report

October '25	**10/1-10/13: Ferry 2 runs/day depart Monhegan 12:30, 4:30** **Depart Port Clyde 10:30, 3:00** **10/14-10/31: Ferry 1 run/day depart Monhegan 11:30** **Depart Port Clyde 9:30**	**CALL TO CONFIRM**
1	(Trap Day tentatively scheduled)	
10	**Early Release -** School dismissal at 10:30 AM	
13	**No School:** Indigenous Peoples' Day	

FERRY RUNS REDUCE ON 10/15 (NO MONDAY HOLIDAY RUNS; switches to TUE)

15	**Delayed Start -** School starts at 12:00 pm
14-31	DOE's Required Fall NWEA Math & Reading Testing (Gr 3-8)
27	School Comm. Meeting at @ 4:30 pm, Supt. participates remotely

ESTIMATED TIME SPENT: by monthly report below

10 days (80 hrs) worth of work already completed, but unpaid from 24-25 prior to 7/1/25

	80 hrs
July/August	68 hrs through 8/20/25
September	
October	
November	
December	
January	
Feb/Mar	
Mar/Apr	
Apr/May	
May/June	

Contracted 56 days— Total worked to date

Appendix B; Chairman's Report

Monhegan School Committee

Chairman's Report

08/25/25

Superintendent Hiring: Eileen King and I worked to finalize the content for the posting of the Superintendent position. We have agreed that MSMA will receive all the applications and load them to a secure site to maintain confidentiality. Application deadline is September 17th.

Schoolhouse: I cooperated with Maura Conley to see that all our summer rentals in the Schoolhouse went smoothly. Our last rental was August 14th. Our custodian began cleaning the schoolhouse on the 15th. I have been available to help both the Teacher and Custodian as the schoolhouse is prepared for the first day of school.

I coordinated with our caretaker to schedule their repairs to rot under the ell.

Teacher House Property: Checked to be sure MPPD billing has been switched to the new tenant.

Communication: Spoke with Superintendent as needed. Gave Secretary Maura Conley information and access to the school website so that she can update agendas and minutes.

Charters: Communicated with boat captains. The Teacher will be contacting captains directly when scheduling charters for school field trips.

Daphne Pulsifer

Committee Chair