

MINUTES

JULY MONHEGAN SCHOOL COMMITTEE REGULAR MEETING

Monday, **July 24**, 2023, 12:30 pm.

Jes Stevens' house and via Zoom

Present: Chairman Jes Stevens, Secretary Daphne Pulsifer.

Present via Zoom: Treasurer Felicia Dunson, Supt. Tonya Arnold, Business Manager Belinda Waterhouse.

Call to Order at 12:56pm

CHANGES TO AGENDA: none

APPROVAL of MINUTES:

Motion by Jes Stevens to approve minutes of 06/26/23 as amended. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

PUBLIC PARTICIPATION ON AGENDA ITEMS: none

Teacher Terry Wood and Literacy Coach Eileen Pew are working at the Schoolhouse today preparing for the new school year.

SUPERINTENDENT'S written REPORT was received and discussed.

TEACHER'S REPORT - Superintendent Tonya Arnold reported: Teacher Terry Wood will be attending an Educator's Summit and the TLC Teacher's Retreat in August. The School Nurse MaryBeth Bachman and Counselor Sarah Hillary have scheduled trips to the island to meet with the Teacher. Sarah Hillary is coming August 23. She will be screening Pre-K and Kindergarten students. The classroom schedule for Pre-K will be determined after consideration of all the students' needs and the capacity of the classroom, as per policy.

CHAIRMAN'S REPORT: Work this month has focused on the Teacher's House and organizing the Schoolhouse for the new teacher.

Brian Barrows is coming July 29 to install the new Wifi.

Jes plans to schedule for the piano to be tuned.

FINANCIAL

1. Business Manager's written report was received. Payroll was revised with figures provided by Monhegan Plantation Municipal Administrator and Acting Plantation Treasurer Carley Feibusch.

The Accounts Payable warrant includes a few June bills.

2. VOTE ON WARRANTS

Motion by Daphne Pulsifer to approve warrant EDU 01 - PR in the amount of \$6,370.92.

Second by Felicia Dunson. Motion passed unanimously by roll call vote.

Motion by Daphne Pulsifer to approve EDU 01 - AP in the amount of \$20,990.03, with \$250.00 of that total paid from the Friends of Monhegan School Account, \$3,518.65 to be paid with REAP funds, and \$540.00 to be paid with Teacher House funds. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

3. REAP Funds accounting on google drive is now up to date.

RECESS from 2:30 to 2:45 pm

POLICY

1. Review of Policy EBCA -**Comprehensive Health and Safety Emergency and Management Plan**: Review is ongoing. Committee comments and questions are to be directed to Tonya Arnold.

OLD BUSINESS: none

NEW BUSINESS

1. Update related to recent issues from two different names being used as the school's official name. Recently, the DOE shared that it has Monhegan Island School as the official name for our school, since 7/1/**2013**, and the MEDMS data division initially reported that they can not change the name without closing all data sets related to Monhegan Island School, and starting a new school with no historical data called Monhegan School. However, Kimberly Hall of DOE has reported that she can correct the name back to Monhegan School in all live datasets to minimize problems moving forward. Any issues in the future with grants can be referred to her to help clear up. Internal steps for all of us include ensuring all our documents use the following as DOE will have in their interconnected systems:
 - a. School name: Monhegan School
 - b. District name: Monhegan Pltn School Dept

The school has an UEI number. Belinda is completing the required annual update of UEI registration with SAM.gov.

2. 2023-24 Student & Parent Handbook was reviewed. The handbook will go out to parents soon.
3. Vote to authorize payroll and renewal expenses between meetings:

Motion by Jes Stevens to authorize, for the 2023-24 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 Daphne Pulsifer. Motion passed unanimously by roll call vote.

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

1. Next Regular Meeting: Mon., August 28, 2023, 12:30 pm, Schoolhouse & via Zoom. Belinda Waterhouse and Tonya Arnold may be able to come to the island for this meeting.
2. Logistics: Scott Harris, MaryBeth Bachman and Sarah Hillary will all be making day trips to the island.

BUILDING & GROUNDS

1. Schoolhouse

- a. Jes Stevens will remove wild parsnip from behind the schoolhouse. Roller blinds are getting worn out and should be replaced. Lucas has fixed screens and renailed the loose boards on the ramp to the Ell. Jes will send in the water test.
- b. School Floor Refinishing: Daphne will send the floor plan of the school with dimensions to Felicia and Felicia will reach out to floor refinishers for more information and estimates.
- c. Maintenance Plan & Summer 2023 Work Priorities: Painting the exterior of the north side of the building is still a priority. If a painter can be found they might also be asked to paint the Garden Shed.
- d. Installation of the Garden Shed is not complete. It still needs to be leveled and plants around the shed should be trimmed back. There is a new padlock on the shed. Superintendent, School Committee Chair, Teacher & educator Hanna Mellor have the combination.

2. Teacher House Property

- a. The following projects were considered:
 - Replace entrance walkway and steps.
 - Make racks for holding cordwood.
 - Refinish kitchen table.
 - Paint interior spaces with priority to living room, master bedroom, pantry shelves, stairwell/hallway.
 - Install upstairs hallway trim around doors and baseboards.
 - Remove carpet in spare bedroom.
 - Install new flooring in spare bedroom and possibly the master bedroom.
- b. Lucas changed the bathroom vanity light and upgraded plumbing in the basement. Jes will speak with Lucas about his availability for replacing windows this year.

POWER OUTAGE at 4:39pm. Zoom connection lost.

- c. Maintenance Plans & Summer 2023 Work Priorities:
 - The new tenants of the Teacher House will be asked if they would like to replace the entry walkway and steps in exchange for August rent. The School would pay for all materials. An addendum to the lease stating “the \$650 rent for August will be paid through labor.” would be written and signed.
- d. Lease Renewals - TH and LTH leases are signed and in place. Documentation will be sent to Belinda. Jes has prepared a revision to the LTH lease that includes the map of the basement and language referring to the map. She will get the revised lease to the LTH tenants.

POWER ON at 5:04. Zoom connection resumed.

EXECUTIVE SESSIONS:

Motion by Jes Stevens to go into executive session to discuss the Teacher House lease. Second by Daphne Pulsifer. Motion passed unanimously by roll call vote.

Enter executive session at 5:05 pm

Left executive session at 5:57 pm.

Motion by Daphne Pulsifer to authorize Chair Jes Stevens to communicate with previous tenant regarding distribution of security deposit and pet deposit. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

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

Adjourn at 6:04 pm

Respectfully submitted,
Secretary Daphne Pulsifer

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