

**MINUTES**

**NOVEMBER MONHEGAN SCHOOL COMMITTEE REGULAR MEETING**

Monday, **NOVEMBER 18**, 2024, scheduled to begin at 4:30 pm.

Monhegan Schoolhouse & via Zoom.

Present: Chairman Jes Stevens

Present via Zoom: Secretary Daphne Pulsifer, Treasurer Felicia Dunson, Superintendent Tonya Arnold, Business Manager Belinda Waterhouse, Maura Conley, Melanie Greatorex-Way.

Called to Order at 4:38 pm.

CHANGES TO AGENDA: Financial - Part I Tabled again. Auditor not able to present as audit not yet complete. Superintendent will request another extension from the DOE.

PUBLIC COMMENT ON AGENDA ITEMS: None

MINUTES: Motion by Jes Stevens to approve minutes of 10/28/24 as read. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

OLD BUSINESS:

1. FINANCIAL - PART 1 (tabled from 10/28/24 meeting) TABLED

a. Presentation of 2022-23 School Year Audit by Fred Brewer TABLED

b. Vote to accept 2022-23 School Year Audit (FYE 06/30/23) as presented TABLED

SUPERINTENDENT'S written REPORT was received.

She has begun gathering information for the budgeting process coming up in January.

Superintendent explained the Home School Submissions requirement for DOE reporting.

TEACHER'S written REPORT was received. The TLC Fall Field Trip to Bethel was a success. Students visited Gould Academy, The Maine Mineral and Gem Museum and benefited from lots of other programming and activities.

Bingo was held at the school Nov 15th. The Teacher plans for Bingo to be a monthly event through the winter.

CHAIRMAN'S REPORT:

There was a virtual Boardsmanship 101 training presented by MSBA for school board members and individuals interested in becoming school board members on Wednesday evening, November 13, beginning at 6 p.m. From Monhegan, two board members and one community member attended.

The Chair started submitting written monthly reports to the Superintendent to help document Chair's work & new developments in preparation for the transition off the Committee and because of the large number of items to track.

OLD BUSINESS

2. December Holiday Event Planning: Teacher Terry Wood has put up signs inviting Islanders to be involved in the Holiday production she is planning with the kids. The event date of December 19th is confirmed. Additional planning and outreach will continue. Board members will organize non-school community party plans as needed outside of regular meetings.

FINANCIAL - PART II

No written report was received from the Business Manager as 23/24 audit prep. dominated work time. Updates provided during meeting.

1. All Financial Spreadsheets were reviewed. The PR Warrant includes the 10/25 payroll, but not 11/8 as this information has not yet been received from the Plantation. The 11/8 payroll will be included in the warrant next month.
  - a. REAP Grant Update: Belinda is working on the SAM renewal. Funds for FY 23 have all been used. We are now drawing on FY 24 and have spent approximately \$6,900. The REAP spreadsheet is not up to date.
  - b. Status of 2023-2024 Audit: Business Manager expects all relevant documents will have been sent to the Auditor within two weeks.
  - c. Reporting on 2024 Schoolhouse & Equipment Rental Income: Final figures for rentals are not yet available.
2. VOTE ON WARRANTS
  - a. Motion by Daphne Pulsifer to approve Warrant EDU 05 - PR in the amount of \$5,780.53. Second by Felicia Dunson. Motion passed unanimously by roll call vote.
  - b. Motion by Daphne Pulsifer to approve Warrant EDU 05 - AP in the amount of \$11,350.55, with \$1,211.61 of that total to be paid from the REAP account and \$628.00 paid from the Teacher House account. Second by Jes Stevens. Motion passed unanimously by roll call vote.

Recess from 5:54 to 6:08 pm.

3. The Committee briefly reviewed the Budget Development & Approval Process as listed below:
  - 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: There were questions and discussion about policies related to Nondiscrimination and Sexual Harassment. New laws have required changes to old policies.

1. Motion by Jes Stevens to accept second read and enact policies  
AC - NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION, ACAA - HARASSMENT OF STUDENTS, and ACAB - HARASSMENT OF EMPLOYEES as reviewed today. Second by Felicia Dunson. Motion passed unanimously by roll call vote.
2. Motion by Jes Stevens to repeal ACAA-R and ACAB-R and replace them with the second reading and enactment of the following:
  - a. ACAA-R1 - STUDENT DISCRIMINATION AND HARASSMENT MONHEGAN SCH Policy ACAA - DRAFT Rev 10-28-24 COMPLAINT PROCEDURE
  - b. ACAA-R2 STUDENT SEX DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE
  - c. ACAB-R1 - EMPLOYEE DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

d. ACAB-R2 - EMPLOYEE SEX DISCRIMINATION/HARASSMENT  
COMPLAINT PROCEDURE

as reviewed today. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

3. Motion by Daphne Pulsifer to accept first read of new policy JIE - PREGNANT STUDENTS. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

NEW BUSINESS

1. There was a brief Review of Teacher, Ed Tech, Superintendent & School Committee Goals (2024-2025 & earlier).

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

1. Next Regular Meetings:
  - a. Mon., December 16, 2024, 4:30 pm, Library (to be confirmed) & via Zoom
2. Holiday Party Thurs., Dec. 19 @ 5:00 pm; PM session early release (to be determined; return early evening for event prep.)
3. Budget Workshop #1: *Wed., Jan. 8, 2025, 12:30-3:00 pm & 3:30-4:30 pm, Library? (Supt. arrives by charter)*
4. Special Meeting - Executive Session re: Budget: *Wed. Jan. 8, 3:30-4:30*
5. Budget Workshop #2: *Thu., Jan. 9, 8:30-11:15 am, Library? (Supt. leaves on ferry), Back-up Date: *Fri., Jan. 10, 8:30-11:15 am, Library?**
6. Budget Workshop #3: *Wed., Jan. 15, 8:30-11:15 am & 12:30-3:00 pm, Zoom and/or Library?*
7. Budget Hearing: *Mon., Jan. 27, 4:30 pm, Schoolhouse & via Zoom*
8. Regular Meeting: *Mon., Jan. 27, 5:00 pm, Schoolhouse & via Zoom*

BUILDING & GROUNDS

1. Schoolhouse:

Water tests have been done. Schoolhouse water passed the lead and copper first draw. However, the well needs to be bleached. This will be scheduled for a weekend so as not to be disruptive when school is in session.

2. Teacher House Property:

Water tests have been done. The Teacher house well water failed the first draw lead and copper test. This may be due to old plumbing in the Teacher House Basement. It will be looked into. The well also needs to be bleached. This treatment will be coordinated with Tenants in both the Teacher House and the Little Teacher House.

Mold was discovered behind the refrigerator in the Teacher House. Cost of supplies for cleaning and painting this area can be paid for from the Teacher House Account. The tenants will clean and paint the area. Thank you Terry and Branch!

EXECUTIVE SESSIONS: none

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

Adjourn at 8:09 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*

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

***Back Up Zoom Link:***

*<https://us04web.zoom.us/j/8698799458?pwd=OE9PSXRrT3IyYzY5RnZoVE9wUkUxZz09>*

*Meeting ID: 869 879 9458 Passcode: 7GKS98*