

MINUTES
MONHEGAN SCHOOL COMMITTEE REGULAR MEETING

Monday, **DECEMBER 16**, 2024. Scheduled to begin at 4:30 pm, Monhegan Schoolhouse & via Zoom.

Present: Chair Jes Stevens, Treasurer Felicia Dunson, Secretary Daphne Pulsifer

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

Called to Order at 4:44 pm.

MINUTES : Motion by Jes Stevens to approve minutes of 11/18/24 as read. Second by Felicia Dunson. Motion passed unanimously.

CHANGES TO AGENDA: FINANCIAL Part 1 is tabled.

PUBLIC COMMENTS ON AGENDA ITEMS: none

OLD BUSINESS

FINANCIAL - Part 1 TABLED - audit not ready for presentation.

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

2. Vote to accept 2022-23 School Year Audit as presented by Auditor TABLED

Superintendent Tonya Arnold has received extension for the audit deadline from the DOE til March 31, 2025. (School districts statewide are still struggling to meet audit deadlines.)

SUPERINTENDENT'S REPORT: No written report was received. A January written report will include information for December.

The Superintendent's worked this month to prepare for the budget process in January. She also attended two training sessions, one regarding general threats to schools, and one concerning the Paid Family Medical Leave Act.

TEACHER'S REPORT: Written report was received.

CHAIRMAN'S REPORT: Chair is still developing a written monthly report for the Superintendent. She has been working on a Master Policy Document. The Secretary and Chair met for a training session to teach the Secretary how to upload approved minutes to the school website. More training sessions for the Secretary are being planned for January.

Chair has reached out to boat captains to collect new documentation required by policy. There are fewer boats available than in the past.

There is a request for use of the schoolhouse on weekends, for an exercise group. Chair will follow-up with the Superintendent..

FINANCIAL

1. Business Manager's written report was received. MLTI funds of \$2,754.00 (laptop/ipad reimbursements) have been received.

a. All Financial spreadsheets were reviewed.

b. REAP Grant Update & Review: REAP 21 has a remaining balance of approximately \$16,000 and expires September 2025. REAP 22 has an untouched

balance of \$27,293.00. Expenses are billed to the grants quarterly.

c. Status of 2023-24 Audit: With the exception of a few documents to be shared soon, FY 2023 files have all been sent to the auditor.

Given that the school has two incomplete audits, 2022-23 and 2023-24, the auditor has recommended using conservative numbers for transferring reserves and carryover in the upcoming proposed budgets. Belinda will communicate with Fred Brewer, the auditor, for what information he may be able to give to help with the budget process that starts in January.

It was also noted that, if the Plantation used the same fiscal year as the School, audits could be performed more efficiently, potentially saving money and allowing timely reporting to the Maine DOE to avoid delay or loss of school subsidy funds. Plantation's Fiscal Year is January through December. Monhegan School's Fiscal Year is July through June. Business Manager reports that of the 488 municipalities in the state of Maine, 482 have fiscal calendars that match the school fiscal calendar.

d. Reporting of 2024 Schoolhouse & Equipment Rental Income: Final figures are not yet ready.

2. VOTE ON WARRANTS

a. Motion by Jes Sevens to approve Warrant. EDU 06 - PR in the amount of \$11,802.45. Second by Felicia Dunson. Motion passed unanimously.

b. Motion by Daphne Pulsifer to approve Warrant EDU 06 - AP in the amount of \$5,610.69, with \$475.03 of that total paid from the REAP account. Second by Felicia Dunson. Motion passed unanimously.

3. Committee reviewed Budget Development & Approval Process 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

Recess from 6:13 to 6:29 pm.

POLICY

1. Motion by Felicia Dunson to approve second read and enactment of new policy JIE - PREGNANT STUDENTS as required by new legislation.

Second by Daphne Pulsifer. Motion passed unanimously.

OLD BUSINESS

1. December Holiday Event Planning: There will be an early release at 11:15 am on December 19, the date of the annual School Play and Community Holiday Party. The Custodian will come in after the release to clean the bathroom and as needed for the evening event. Committee and Community members can begin setting up tables and preparing the school for the party after the custodian cleans, probably by noon. The children will return to school at 4:00 pm. The School Play is scheduled to begin at 5:00. The Teacher has sent email invitations for the Holiday Event with the Zoom link for those who can not attend at

the school. She will send reminders Wednesday evening and Thursday morning.

2. Review Superintendent & School Committee Goals (2024-2025 & earlier):

The School Committee discussed ideas to plan for changing student enrollment, which is currently on decline, and providing educational support and resources for all children in our community. Chair shared some history of initiatives to increase student enrollment, including helping launch and participating in the Outer Island TLC, the Early Childhood Education policy incorporating participation of 3-year-olds in some special circumstances, and logistical support offered by community members to families with serious interest in lengthy enrollments. There was also discussion of ideas to build more community involvement to help students with socialization and sports education, which are inherently limited given the number of students in the school.

Further discussion considered a need to support high school students and their families with the transition from the unique island life to a mainland school environment.

The extensive discussion will help inform the School Committee Goals for 2025-2026, REAP Goals and the budget process beginning in January.

NEW BUSINESS

1. Develop School Committee Goals for 2025-2026:

SEE ABOVE: Review of Superintendent and School Committee Goals. Work on the 2025-2026 Goals will continue during the January Budget Workshops.

2. Secondary School Room & Board: Motion by Daphne Pulsifer to approve payments to a private individual who is not a family member of the secondary student (nor the student's parents/legal guardian) for room and board at a prorated daily rate in accordance with Policy LB. Second by Felicia Dunson. Vote: Felicia Dunson approves, Daphne Pulsifer approves, Jes Stevens recused herself from this vote. Motion passes.

3. Motion by Jes Stevens to approve the 2025-26 School Calendar as reviewed. Second by Felicia Dunson. Motion passed unanimously. Tentative Opening Date for 2025-2026 School Year is August 26.

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

1. Holiday Party Thurs., Dec. 19 @ 5:00 pm; PM session early release 11:15 am.

2. Budget Workshop #1: *Wed., Jan. 8, 2025, 12:30-3:00 pm & 3:30-4:30 pm, Library, (Supt. arrives by charter)*

3. Special Meeting - Executive Session re: Budget: *Wed. Jan. 8, 3:30-4:30, Library*

4. Budget Workshop #2: *Thu., Jan. 9, 8:30-11:15 am, Library, (Supt. leaves on ferry), with Back-up Date: Fri., Jan. 10, 8:30-11:15 am, Library*

5. Budget Workshop #3: *Wed., Jan. 15, 8:30-11:15 am & 12:30-3:00 pm, Zoom and/or Library*

6. Budget Hearing: *Mon., Jan. 27, 4:30 pm, Schoolhouse & via Zoom*
7. **Next Regular Meeting: Mon., January 27, 2025, 5:00 pm, Schoolhouse & via Zoom**
8. Logistics (inc. charters, hosting, and phone/video conferencing and/or in-person) Options for charter and transportation to island for Superintendent in January were discussed.

BUILDING & GROUNDS

1. Schoolhouse
 - a. New Needs: Tabled
 - b. Upcoming Priorities
 - i. Floor Refinishing : Daphne will share information about the school floor with a contractor who may be able to refinish the floors next June. Request for bids will be posted.
 - c. Selection of Summer 2025 School Rental Manager: Tabled
2. Teacher House Property
 - a. New Needs: Tabled
 - b. Upcoming Priorities: Tabled
 - c. Leases: Tabled

EXECUTIVE SESSIONS (if any)

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 Felicia Dunson. Motion passed unanimously.

Enter executive session at 10:38 pm.

Leave executive session at 11:09 pm.

Motion by Jes Stevens to recess until Wednesday, December 18, 9:00 am at the Parsonage to complete the meeting business. Second by Felicia Dunson. Motion passed unanimously.

Recess from 11:12 pm, December 16, to 9:18 am, December 18.

Present at Parsonage: Chair Jes Stevens, Treasure Felicia Dunson, Secretary Daphne Pulsifer. Chair posted information regarding the recess on the school website Monday evening and sent notice in an email to the school community.

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 Felicia Dunson. Motion passed unanimously.

Enter executive session at 9:20 am.

Leave executive session at 1:45 pm.

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

Adjourned at 1:46 pm, December 18, 2024.

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