OCTOBER MONHEGAN SCHOOL COMMITTEE REGULAR MEETING

Monday, **October 27**, 2025, 4:30 pm, **Monhegan School & via Zoom**,

Present Via Zoom: Supt. Tonya Arnold, Business Manager Belinda Waterhouse, Maria Libby
Present: Chair Daphne Pulsifer, Treasurer Felicia Dunson, Secretary Maura Conley, Teacher Kat Radune

Call to Order: 4:35
CHANGES TO AGENDA : none

Motion by Daphne Pulsifer to accept MINUTES of 09/28/25 Regular Meeting, 9/29/25 Special Meeting, 9/30/25 Special Meeting, 10/01/25 Special Meeting, 10/05/25 Special Meeting, 10/06/25 Special Meeting, and 10/14/25 Special Meeting. Second by Felicia Dunson. Motion passes unanimously by show of hands.

FINANCIAL - Part 1- TABLED

Presentation of 2023-24 School Year Audit by Fred Brewer and Vote to accept 2023-24 School Year Audit as presented by Auditor Fred Brewer was TABLED to next month as it was not prepared.

PUBLIC COMMENT ON AGENDA ITEMS (including comments/questions): none

SUPERINTENDENT'S REPORT was received (Appendix A)
TEACHER'S REPORT was received (Appendix B)
CHAIRMAN'S REPORT was received (Appendix C)

FINANCIAL - Part 2

-Belinda Waterhouse and Tonya Arnold presented the warrants

Daphne Pulsifer makes a motion to accept EDU 04 Payroll warrant in the amount of $8,972.89. Second by Felicia Dunson. Motion passes unanimously by show of hands.

Daphne Pulsifer makes a motion to accept warrant EDU 04 Accounts Payable in the amount of $6,669.32 with $456.86 coming from the REAP account. Second by Felicia Dunson. Motion passes unanimously by show of hands.

OLD BUSINESS

- Daphne Pulsifer stated that she would like to thank Kat Radune and Jim Bucherri for their part in hiring a school superintendent. The committee was impressed by a large, strong candidate pool and after multiple rounds of interviews one

candidate rose to the top. Maria Libby is announced as the selected incoming superintendent.

Maria is in her eleventh and final year as the Superintendent of the Five Town CSD and MSAD 28 in the Camden/Rockport area. She grew up in Camden and has worked in the school system there for the past 28 years. After graduating from Bowdoin College and prior to her current career, Maria worked for the Hurricane Island Outward Bound School, Save The Bay, and Proctor Academy where she started programs that endure today. She has clung to her passion for education, the outdoors, and the environment as her career in education leadership has advanced, helping to start a nature-based pre-K program in Camden, promoting outdoor education at every grade level, and leading sustainability project within her district. Maria presents at state and national conferences, hosts the podcast "SuperStory: Inside Education," and always looks forward to engaging audiences in candid conversations that reflect her signature style of honest dialogue and deep analysis. She loves the rugged coast of Maine, its many islands, and is thrilled to join the Monhegan community in this capacity.

Daphne Pulsifer Motions to nominate Maria Libby as superintendent with contract from 12/1/25 to 6/30/26. Second Maura Conley. Motion passes unanimously by show of hands.

NEW BUSINESS

POLICY

Daphne makes a motion to accept a first read of new Policy EBBD Temperature Standards for Schools required based on legislative action in 2025. Felicia Seconds. Motion passes unanimously by show of hands.

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

- Next Regular Meeting will be Mon., November 17, 2025, 4:30 pm, Schoolhouse & Zoom
- Additional future meetings are tentatively scheduled for:
    - Mon., December 15, 2025, 4:30 pm, Library & via Zoom
    - Holiday Party Thurs., Dec. 18 @ 5:00 pm; PM session early release; return early evening for event prep.
    - Budget Workshop #1: *Wed., Jan. 7, 2026, 12:30-3:00 pm & 3:30-4:30 pm, Library? 3b. Sch Comm. Meeting - Exec Session, Wed., Jan. 7, 2026*
    - Budget Workshop #2: *Thu., Jan. 8, 2026, 8:30-11:15 am, Library? Back-up Date: Fri., Jan. 9, 8:30-11:15 am, Library*
    - Budget Workshop #3: *Wed., Jan. 14, 2026, 8:30-11:15 am & 12:30-3:00 pm, Zoom and/or Library?*
    - Budget Hearing: *Mon., Jan. 27, 2026 at 4:30 pm, Schoolhouse & via Zoom*
    - Regular Meeting: *Mon., Jan. 27, 2026, 5:00 pm, Schoolhouse & via Zoom*
- A charter boat was secured for the return from a field trip on 11/14 from the list

of charters.

BUILDING & GROUNDS

- Daphne stated she has contacted Lucas about talking about future construction planning for the schoolhouse.

Daphne Pulsifer motions to adjourn. Maura Conley second. Motion passes unanimously by show of hands.

Adjourn 5:33
Respectfully Submitted,
Maura Conley
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

Appendix A

MONHEGAN PLANTATION SCHOOL DEPARTMENT
REPORT TO THE BOARD

Presented by: Tonya Arnold, Superintendent Date: October 27, 2025

SUCCESSES

Professional Growth and Learning

- Watched Economic Status Form for EPS Requirement Webinar & sent form to families
- Dangerous Behavior update MSSA on 10/1/25
- DOE Commissioner briefings through the Mid Coast Superintendent group 10/16
- Read and analyze weekly Priority Notices from DOE and Drummond updates

Process for Increased Student Growth and Achievement

- Conversations, support and observations with teacher
- Provide emails about training opportunities

School Planning and Process

- Work on drafting first pass draft of 26/27 budget and administrative note documents
- Communicate with tech lead volunteer on technology tasks completed
    - Backup options for internet outages
- Supported Superintendent search process
- Prep for meeting and participation in School Committee meetings special meetings and regular meeting 10/27/25
- Review minutes 9/28/25, and for special meetings 9/22/25, 10/1/25, 10/5/25, 10/6/25 and 10/14/25
- Planning for next agendas 10/27/25
- Various expense approvals for REAP, teacher house account and regular budget
- Review budget to actual, sign September warrants
- Review payroll for Sept/Oct
- 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

Appendix A

Professional Qualities and Instructional Leadership

- Provided teacher evaluation materials and overview of process to teacher, requesting the self evaluation and goal setting piece by 10/31. The confidential summary evaluation needs to take place in April 2026. A decision about renewal is communicated by May for probationary teachers (first 3 yrs are probationary).
- Observed and met with new teacher on island 9-24-25, as well as weekly zoom and/or phone consultations
- Forward free learning opportunities to new teacher as appropriate

Stakeholder Support and Engagement

- 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
- Certify Q1 reports in DOE system NEO: daily attendance, truancy, behavior, bullying, bomb threats
- REAP (Yr 21) close out of FYE 2024 grant set to expire with obligations through 9/30/25.
- Audits for School FYE 2024 originally due to DOE 12/31/24 - new extension applied/approved with DOE after calling and email Brewer;'s Office for an update on timeline. Emailed again 9-17-25 and Brewer asked for another extension through 10/31 for which I applied & was granted.
- Monitor health and risk updates in Maine
- 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

Appendix A

- 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 10/31/25
- Expanding substitute list

UPCOMING EVENTS:

November '25 **Ferry runs reduce to ONCE in each direction ONLY M-W-F (No Holidays)**
Departs Port Clyde at 9:30 **Departs Monhegan immediately on reloading**
MAY BE SUBJECT TO CHANGE: CALL TO CONFIRM

6-7	Island Readers & Writers Conference in (Bangor ME) - (Would Need Substitute for Teacher)
11	**No School**: Veterans' Day
3-14?	Tentative Parent-Teacher Conferences
12-14	TLC Fall Field Trip Activities Week **(Farmington Area)**
17	School Comm. Meeting at @ 4:30 pm, Supt. participates remotely
20	End of 1st Trimester
21	**Early Release** - School ends @ 10:30 am
24-28	Thanksgiving Break (Nov. 22-Nov 30 inc. weekends & holiday)

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Departs Port Clyde at 9:30 **Departs Monhegan immediately on reloading**
MAY BE SUBJECT TO CHANGE: CALL TO CONFIRM

1	**Delayed Start -** School starts at 12:00 pm
15	School Comm. Meeting @ 4:30 pm, @ Library if in-person; Supt. participates remotely
18	School Program @ 5:00 pm; PM session early release if needed; return early evening for event prep Community sponsored meal and gifts typically immediately after school program.
19-31	**Winter Break** (Dec. 19-Jan. 4 inc. weekends & holidays)

ESTIMATED TIME SPENT: by monthly report below

For 24-25, was paid an additional 8 days out of 18 days worked beyond contract.

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	40 hrs through 9/23/25

Approved 11/17/2025

Appendix A

October 61 hrs through 10/26
November
December

249 hrs worked to 10/26 out of 224 hrs (28 days) to be worked from 7/1-12/19.

Contracted 28 days from 7/1/25 to 12/19/25 — Total worked to date 28 days as of 10/26/25

Appendix B

10/27/25 Teacher's Report

Updates:

- Use of hotspot and Starlink provided by Jes during internet outage has been essential for completion of standardized testing and lesson preparation. It also allowed students to attend TLC book groups and Friday morning exercises.
- NWEA testing was completed on Friday, 10/24.
- Students are now in a solid routine of daily literacy and math lessons, independent work times, and group theme study projects.
- Felicia has been supporting daily during math time, and Hannah has been supporting 3-4 days a week during literacy.
- Nola Gallo (Paul Hitchcox's niece) is doing her senior thesis on rural education (particularly one room schoolhouses and the relationships that develop between a school and the community/place). She will be with us at school December 12-19 and January 5-16 to observe, help out, and chat with Kat.

Late October/November Important Dates:

- Thurs. 10/30 @ 1 PM- Pumpkin Carving (families welcome)
- Friday, 10/31 @ 2:45 PM- Halloween Music Performance for families
- Tuesday, 11/11- Veteran's Day (No School)
- Wednesday, 11/12-11/14- TLC Field Trip to Farmington
- Week of 11/17- Parent Conferences
- 11/20- Fall Learning Showcase (proposed)
- Friday, November 21- Early Release @ 10:30 AM

Appendix C

Monhegan School Committee

Chairman's Report

10/27/25

Superintendent Hiring: I have been scheduling meetings and communicating with all those involved in the process.

Schoolhouse: Checked on the heater at the school and made sure it was working.

Had further communication concerning refinishing school floors.

Teacher House: Reached out to Fenris for repair to a minor plumbing problem.

Communication: Spoke with the Superintendent as needed. Provided Secondary School Policy to a community member when requested.

Daphne Pulsifer

Committee Chair