MINUTES NOVEMBER MONHEGAN SCHOOL COMMITTEE REGULAR MEETING

Monday, **November 17**, 2025, 4:30 pm, **Monhegan School & via Zoom**

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

Call to Order 4:33
CHANGES TO AGENDA: none

Motion by Daphne Pulsifer to accept MINUTES of 10/27/25 Regular Meeting. Second by Felicia Dunson. Motion passes unanimously by roll call vote.

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.

- The 2024-2025 School Year Audit is due 12/31/25, so an extension will likely need to be for that audit by December 19th - an extension through 3/30/26 is recommended.

PUBLIC COMMENT ON AGENDA ITEMS: none

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

FINANCIAL REPORT

- Belinda Waterhouse and Tonya Arnold presented the warrants

Daphne Pulsifer makes a motion to accept EDU 05 Payroll warrant in the amount of $9,405.11. Second by Felicia Dunson. Motion passes unanimously by roll call vote.

Felicia Dunson makes a motion to accept warrant EDU 05 Accounts Payable in the amount of $21,939.79 with $4,650.64 coming from the REAP account, $71.36 coming from the Friends of MS account, and $650 coming from the teacher house account. Second by Daphne Pulsifer. Motion passes unanimously by roll call vote.

OLD BUSINESS

POLICY

- Policy EBBD Temperature Standards for Schools required based on legislative action in 2025 was reviewed.

- It was discussed that the teacher should feel comfortable raising the heat whenever needed.

Felicia Dunson Motions to accept second reading and enact Policy EBBD. Second Daphne Pulsifer. Motion passes unanimously by roll call vote.

NEW BUSINESS

- An overview of Budget Development & Approval Process was given by Tonya Aenold and Daphne Pulsifer
  a. Now-January - Review/Set Goals
  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

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

1. Next Regular Meeting is scheduled for Mon., December 15, 2025, 4:30 pm, Library & via Zoom
2. Holiday Party Thurs., Dec. 18 @ 5:00 pm; PM session early release; return early evening for event prep. School December Holiday Event Planning
3. Budget Workshop #1: *Sat., Jan. 17, 2026, 9:00am -12:00 pm, Schoolhouse? Back-up Date Sunday Jan 18, or via Zoom.*
4. Budget Workshop #2: *Sat., Jan. 17, 2026, 1:30 - 4:30 pm, Schoolhouse? Back-up Date: Sunday., Jan. 18, or via Zoom.*
   4b. Sch Comm. Meeting - Exec Session, Sunday., Jan. 18, 2026
5. Budget Workshop #3: *Wed., Jan. 21, 2026, 8:30-11:15 am & 12:30-3:00 pm, Zoom and/or Library?*
6. Budget Hearing: *Mon., Jan. 27, 2026 at 4:30 pm, Schoolhouse & via Zoom*
7. Regular Meeting: *Mon., Jan. 27, 2026, 5:00 pm, Schoolhouse & via Zoom*
8. Logistics (inc. charters, hosting, and phone/video conferencing)

BUILDING & GROUNDS

1. Schoolhouse

   The possibility of having the floors refinished in February during the school trip was discussed. The chair highlighted that the Ell is due to have serious renovations this summer that would negate floor refinishing, thus we should focus just on the classroom.

Felicia Dunson motions to adjourn. Maura Conley seconds. Motion passes unanimously by roll call vote.

Adjourn 6:13

Respectfully Submitted,
Maura Conley
Secretary

Appendix A

MONHEGAN PLANTATION SCHOOL DEPARTMENT
REPORT TO THE BOARD

Presented by: Tonya Arnold, Superintendent Date: November 17, 2025
SUCCESSE1

Professional Growth and Learning

- DOE Commissioner briefings through the Mid Coast Superintendent group
- 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 - (free Wabanaki studies resources)

School Planning and Process

- Created “Transition Info For Maria” document on desktop of superintendent computer to help with awareness of critical tasks (and linds to resources to accomplish) monthly Dec-August.
- Navigating extended Axiom outage from October through 11/3 with teacher and tech lead.
- Reached out to Maria regarding time to meet in person and pass along computer and files as close to 12/1 as possible. Since I have exceeded my hours already, I would like to serve as back up support to her from 12/1 to 12/19.
- Organizing files, and preparing for the hand off of confidential superintendent file case with personnel and erate records, leadership resources (Leading with Trust book, Under-Resourced Learners book, ME Ed & School Statutes 25-26, two Board Structure paperback books, Maine School Law and Practices for Board Members spiral bound)
- Supported nurse ordering free epipens for schools- shipment on the say 11/16/25
- and resources that can be used with coaching teachers in pedagogy
    - Teach Like A Champion book
    - 2 - The Skillful Teacher paper back manuals and 1 Binder of Research for Better Teaching, Inc (The Skillful Teacher) Program Handouts
    - Classroom Assessment for Student Learning paperback
    - The Restorative Practices Handbook paperback and handouts and the Respectful School paperback
    - Stan Davis Positive Discipline handouts in folder
    - Positive behavioral supports spiral bound guide, Positive Discipline paperback, Behavior Solutions for the Inclusive Classroom paperback, Responding to Problem Behavior in Schools paperback
    - Spark Student Motivation paperback
    - Understanding Learning: The how, the why and the what - paperback
    - Fostering Algebraic Thinking paperback for elementary math
    - Active Literacy Across the Curriculum paperback

Appendix A

    - Reading Aloud Across the Curriculum paperback
    - Team building activities packet in folder
    - 10 Ways To Be a Better Learner paperback to use with students
    - Social-Emotional Learning and the Brain paperback
    - Multiple Intelligences of Reading and Writing paperback
    - Multiple Intelligences and Student Achievement paperback
    - DOE binder for Mentor Training Program for coaching teachers
    - RTI Handbook binder
- Work on drafting first pass draft of 26/27 budget and administrative note documents
- Communicate with tech lead volunteer on technology tasks completed
    - Discussed idea of automatic generator for school given power fluctuation issues along with internet - MVFD is searching for grants that may help with cost sharing with both departments for such plan
- Prep for meeting and participation in School Committee regular meeting 11/17/25
- Review minutes 10/27/25
- Planning for next agendas 11/17/25
- Various expense approvals for REAP, teacher house account and regular budget
- Review budget to actual, sign October warrants
- Review payroll for Oct/Nov
- 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

- Provided teacher evaluation materials and overview of process to teacher, requesting the self evaluation and goal setting piece. Reviewed together on 11/3. 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 through 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

- Dental Plan audit with Deb Roberts of MSMA completed

Appendix A

- DOE required Certification of No Policy Prohibiting Prayer filed
- Completed E-rate submissions of Form 459 with survey info due 11/7 and Form 479 due in January 2026
- Dental Plan audit with Deb Roberts of MSMA completed
- DOE required Certification of No Policy Prohibiting Prayer filed
- Certified October 1 sped and enrollment reports in DOE system NEO, as well as the drop out report
- 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. Extension is now through 11/30 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
    - 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 11/30/25
- 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

20 End of 1st Trimester
21 **Early Release** - School ends @ 10:30 am
24-28 Thanksgiving Break (Nov. 22-Nov 30 inc. weekends & holiday)

Appendix A

December '25 **Ferry runs reduces 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

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
October	61 hrs through 10/26
November	37 hrs 10/27-11/16
December	

286 hrs worked to 11/5 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 35.75 days as of 11/16/25

PLUS ANTICIPATE ANOTHER 8-10 Hrs through 11/30, then uncertain from 12/1-12/19 as backup to Maria Libby.

Appendix B

11/17/25 Teacher's Report

Updates:

- Due to weather, we did not attend the November TLC field trip. All reservations and plans were able to be changed quickly on Monday morning. We still held an early dismissal on 11/10, and regular school on Wed.-Fri.
- We had an engaging lesson on Monhegan history with Jenn Pye on Thursday, 11/13. Students observed and documented artifacts from different centuries and hypothesized about the use of each tool. They will be relying on their journal illustrations and notes to create a timeline of Monhegan inhabitants.
- Family conferences are taking place this week. Students have been reflecting on their learning from the fall, choosing work to share with families, and setting academic SMART goals for the winter. They will be helping to lead conferences.
- We will be hosting a learning showcase on Thursday, 12/4. Families and community members will be invited to attend and interact with students as they share place-based theme study work including scientific models, maps, nonfiction books, and timelines.
- We are planning to do two short plays on 12/18: The Mitten and Mr. Willowby's Christmas Tree. The students and I are excited about these options because both plays feature animals, offer low stakes opportunities for younger children to learn how to be on stage (minimal, rhyming lines or no line at all, focus on movement, etc.), and have plenty of parts for community members who want to join us. We will also be learning about the various ways people around the world and throughout history celebrate at this time of year, and will share a few fun facts prior to the plays. I will be posting a sign on Tuesday, asking community members to reach out if they want to take part.

November/December Important Dates:

- **Week of 11/17**- Family Conferences
- **Friday, 11/21 @ 10:30 AM**- Early Release for Thanksgiving Vacation
- **Monday 12/1 @ 12 PM**- Delayed Start
- **Thursday, 12/4 2:30-3:30 PM**- Showcase of Learning
- **Thursday, 12/18-** Early Release and return for holiday play and dinner

Appendix C

Monhegan School Committee

Chairman's Report

11/17/25

Schoolhouse and Teacher House: This month I met with our Caretaker and we discussed issues and priorities for the Schoolhouse and Teacher House property. We looked at rot around the school ramp and entry door there. We discussed new window options for the Teacher House. He will be looking at his summer calendar and getting more information on scheduling and cost.

Looked at the summer calendar to consider a timeframe for refinishing the classroom floor.

With Kat's help, installed the inserts in windows in the classroom for the winter.

Communication: Spoke with Superintendent Tonya Arnold as needed. New Superintendent Maria Libby and I have scheduled a meeting for Wednesday November 19.

Spoke with Secretary Maura and Treasurer Felicia about the upcoming Community Pot Luck/ Holiday Party and scheduling possibilities for January Budget Workshops. Also checked with both to be sure they were able to access drive documents. Maura and I worked together on her access to the school website.

Daphne Pulsifer

Committee Chair