MINUTES
MARCH MONHEGAN SCHOOL COMMITTEE REGULAR MEETING

Monday, **March 31**, 2025. Scheduled to begin at 4:30 pm, Schoolhouse & via Zoom.

Present: Chair Jes Stevens, Secretary Daphne Pulsifer, Lead Teacher Terry Wood.
Present via Zoom: Treasurer Felicia Dunson, Superintendent Tonya Arnold, Business Manager Belinda Waterhouse, Auditor Fred Brewer.

Called to order at 4:33pm.

OLD BUSINESS

FINANCIAL - Part 1 (tabled at prior meetings)

1. Presentation of 2022-23 School Year Audit by Fred Brewer. Specific questions about the Friends of Monhegan School Account and MLTI funds were clarified. The Audit Report shows the School in compliance with State budgetary rules. Fred will file the complete report with the State tomorrow. The digital file will be shared with the school and two paper copies will be sent to the school for the Town and School permanent records.
2. Motion by Jes Stevens to accept the 2022-23 School Year Audit as presented today. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

CHANGES TO AGENDA: none

MINUTES: Motion by Jes Stevens to approve Minutes of 02/24/25 as read. Second by Felicia Dunson. Motion passed unanimously by roll call vote.
PUBLIC COMMENTS ON AGENDA ITEMS (including comments and questions): none

SUPERINTENDENT'S written REPORT was received. The focus has been on the Teacher Search process. She has been communicating with applicants, checking documents and working with the Teacher Search Committee. This process is very time consuming on top of routine tasks. It was noted that Tonya has worked more hours at this point than is specified for the year in her contract. (Thank you Tonya!)

TEACHER'S written REPORT was received.
The students have finished their history project. This project was supported by funding from the National Council for History Education. The students researched buildings on Monhegan including the Monhegan Store, the Monhegan House, The Island Inn, The School and Fish Houses. The Monhegan Museum worked with the students and the video presentation of their work can be found on the Monhegan Museum website. The presentation was also sent this morning to Regina Holland at the National Council for History Education. Great work!

CHAIRMAN'S REPORT: Chair has information to report related to other agenda items.

FINANCIAL - Part 2

1. Business Manager's written report was received.
    a. Warrants and all financial spreadsheets were reviewed.

Business Manager will communicate with auditor as to what is the best way to account for payroll deductions from Teacher's Salary that are paid to the Town for Rent of the Teacher House.

    b. Superintendent has filed for extensions through June 30th for both the 22-23 Audit & 23-24 Audit. (Extension deadlines had been approved through today, March 31.) Fred Brewer will file the 22-23 Audit Report tomorrow. Belinda Waterhouse is waiting for the auditor to provide a trial balance for the 23-24 period.

2. VOTE ON WARRANTS
    a. Motion by Jes Stevens to approve Warrant EDU 09 - PR in the amount of $26,712.23. Second by Felicia Dunson. Motion passed unanimously by roll call vote.
    b. Motion by Jes Stevens to approve Warrant EDU 09 - AP in the amount of $9,697.78, with $1,994.14 paid from REAP and $1,420.22 from the Teacher House Account. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

Break from 5:56 pm to 6:11 pm.

POLICY

1. Motion by Jes Stevens to approve Second Reading & Enactment of Policy KFB Use of Schoolhouse as reviewed today. Second by Daphne Pulsifer. Motion passed unanimously by roll call vote.

Jes Stevens will update related documents as needed: *Procedures/Rules/Forms: KFB-A Schoolhouse Rental, KFB-1 Schoolhouse Rental Form, KFB-B Rules & School Grounds Use Rules, KFB-2 School Grounds Use Request Form*, *EDCA-A Rules for Community Use of Monhegan School-Owned Tables, EDCA-B Rules for Community Use of Chairs Owned by Monhegan Organizations & Managed By Monhegan School, EDCA-1 Schoolhouse Table & Chair Use Form.*

2. First Reading:

    Policy ECD Custodial Services was discussed.

The current policy was approved in 2003. Committee Members shared thoughts for possible revisions to improve the policy and the process of ensuring the School is kept clean and in good order. Approval of a First Reading was TABLED.

BUILDING & GROUNDS

1. Schoolhouse
    a. Floor Refinishing: Teacher reports that some splintering on the floors has been an issue. Daphne will continue to communicate with potential contractor for Floor Refinishing.

b. Ell Water Damage: Jes has been going through items in the shed that were removed from the Ell. She will continue the process of sorting and taking things as appropriate inshore for recycling or disposal. Caretaker plans to address potential rot issues below the Ell this summer.

c. The cover for the base of the flagpole has arrived.

1. Teacher House Property
    a. The well has been shocked with bleach. (Thank you Rod Wood.) New water tests will be taken next week.
    b. The kitchen ceiling in the Teacher House has been painted. (Thank you Terry Wood!)
    c. Leases: Teacher House Lease ends June 30th. Little Teacher House lease is set to renew July 1st.
    d. Budget Workshop meetings are ongoing.

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

Next Regular Meeting: Mon., April 28, 2025, 3:30 pm, Schoolhouse & Zoom. Superintendent will attend via Zoom.

NEW BUSINESS

1. Insurance Coverage Reviews: The MMA Building and Property Schedule provided to the Town has the insured value for the Schoolhouse at $700,000, the listed value for the Teacher House is $300,000 and the Little Teacher House is $80,000. These values reflect recommendations made by the School Committee and Superintendent last year.

OLD BUSINESS

1. Teacher Search Process

EXECUTIVE SESSION(S)

A. Motion by Jes Stevens to enter into executive Session to discuss employment pursuant to § 405-A 6 (A1&F). Second by Daphne Pulsifer. Motion passed unanimously by roll call vote.

Enter executive session at 7:15 pm.

Leave executive session at 8:42 pm.

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

Adjourned at 8:42 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: +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