Approved 7/28/25

MINUTES JUNE MONHEGAN SCHOOL COMMITTEE REGULAR MEETING

Monday, June 23, 2025, Scheduled to begin at 1:00 pm. Schoolhouse & via Zoom.
Present: Chairman Jes Stevens, Secretary Daphne Pulsifer.
Present via Zoom: Treasurer Felicia Dunson, Superintendent Tonya Arnold, Business Manager Belinda Waterhouse, Maura Conley, and Mel Greatorex Way (briefly).

Call to Order at 1:12 pm.
CHANGES TO AGENDA: Move New Business to the Beginning of the Agenda.
NEW BUSINESS:
EXECUTIVE SESSION:
Motion by Jes Stevens to enter into executive session for the purpose of discussion of employee compensation pursuant to 1 M.R.S.A. § 405(6)(A). Second by Felicia Dunson. Motion passed unanimously by roll call vote.

Entered executive session at 1:17 pm.
Leave executive session at 2:25 pm.

NEW BUSINESS

A. Employee Compensation:

Motion by Jes Stevens; "In consideration of the number of days the Superintendent has logged beyond the contracted days required in their 2024-2025 contract, the Committee authorizes an additional payment to the Superintendent of $4,785.00, to be paid from funds available in the Office of Superintendent Budget line item." Second by Felicia Dunson. Motion passed unanimously by roll call vote.

B. Arrival of Incoming Teacher in early July: The new Lead Teacher Katherine Radune is planning to arrive on island July 2nd, depending on weather and conditions on the water. Chairman is finalizing the Teacher House Lease. A cleaning person has been arranged to clean the Teacher House before her arrival. Committee members will arrange for community members to help move her belongings from the dock to the Teacher House.

C. Payroll Authorization - Motion by Jes Stevens to authorize, for the 2025-26 fiscal school year, the superintendent and/or business manager to process payroll, including corresponding benefit payments, monthly utility bills, and the auto renewal of existing online subscription expenses between meetings with those expenses to be placed on the warrant at the next meeting following payment in accordance with Plantation authorization under 30-A M.R.S.A. § 5603; 20-A, M.R.S.A. § 15006 for municipal school expenses. Second by Daphne Pulsifer. Motion passed unanimously by roll call vote.

MINUTES:
Motion by Jes Stevens to approve minutes of 05/19/25 as read. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

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PUBLIC COMMENTS ON AGENDA ITEMS: none

SUPERINTENDENT'S written REPORT was received. Highlights of the Superintendent's work this month include year end reporting to the DOE, attending the graduation on island, preparing Transfer Warrants, and emailing contracts to consultants for the upcoming school year.

TEACHER'S REPORT: The Chair reported on behalf of the Teacher. Lead Teacher Terry Wood did an end of year cleaning in the schoolhouse and left things in good shape for summer rentals. The Superintendent reports that the Teacher did an excellent job with year end wrap up in the classroom and that things are organized for the anticipated arrival of the new teacher.

CHAIRMAN'S REPORT: The Chairman Jes Stevens reports participating in preparations for the graduation. She is finalizing Leases for the Teacher House and the Little Teacher House. Billing for the power and internet accounts at the Teacher House are being switched to the new tenant. Inspections of the Teacher House and Little Teacher House need to be scheduled. Committee members and incoming Committee Member Maura Conley will participate in inspections if possible. Chair has finalized the Superintendent Agreement for 2025-2026. She has begun organizing for the transition to a new Chairman in July.

FINANCIAL

Business Manager's written report was received. The last payroll for 2024-2025 could not be included in this warrant. An additional warrant will need to be approved. It can be added to the June meeting as a 12-C Warrant so that it is included in fiscal year 2024-2025. Additional items to be added to a 12-C Warrant include secondary Room and Board, July Anthem and Dental payments for 2024-2025, and any additional invoices for 2024-25 that are received late.

All Financial spreadsheets were reviewed. Belinda Waterhouse will check with Town Manager Carley Feibusch about overpayment the Town has made to the School Account. There are only eight payments left on the Teacher House mortgage.

Status of 23-24 Audit: Belinda continues to work with the office of the Auditor.

VOTE ON WARRANTS:

Motion by Jes Stevens to approve Warrant EDU 12 - PR for the amount of $11,681.25. Second by Daphne Pulsifer. Motion passed unanimously by roll call vote.

Motion by Jes Stevens to approve Warrant EDU 12 - AP in the amount of $13,592.69, with $1,809.70 of the total paid from the REAP Account, and $267.48 paid from the Friends of Monhegan School Account. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

TRANSFER WARRANTS

Estimated budget balance as of 6/30/25 and town articles related to reserve accounts voted upon in April 2024 and 2025 were reviewed.

Motion by Jes Stevens to approve Warrant EDU 12A - Transfer Warrant TEACHER HOUSE as written and reviewed. Second by Felicia Dunson. Motion passed unanimously by roll call vote.
Motion by Jes Stevens to approve Warrant EDU 12B - Transfer Warrant to add some remaining funds to Reserves. Second by Felicia Dunson. Motion passed unanimously by roll call vote.
REAP Update: The new REAP Application was received and notice of approval is expected in July.

Break from 3:57 to 4:08 pm.

POLICY
Policy ECD Custodial Services was discussed.
Vote on Second reading and Enactment was Tabled.

BUILDING & GROUNDS

1. Schoolhouse
    a. Any New Needs: mold on bathroom window needs to be cleaned and painted.
    b. Upcoming Priorities
        i. Floor Refinishing: No new information.
        ii. Ell Water Damaged: All items that had been moved to the shed have been cleaned and or removed by Jes Stevens. No additional information regarding repairs is available.
2. Teacher House Property
    a. Upcoming Priorities: Teacher House needs to be prepared for the new tenant. Cord wood has not been ordered yet. Chair will prepare a list of things to be purchased from amazon or elsewhere. A Cleaner has been scheduled to clean between tenants. The School Committee will review furnishings and items in the house for tenant and tidy and clean the basement.
    b. Leases are being finalized.

SCHEDULE NEXT MEETINGS & STAFF VISIT(S)

A. Next Regular Meeting: Mon., July 28, 2025, 12:30 pm, TBD (possibly Library) & Zoom.
B. Tonya Arnold is communicating with MSBA to arrange for a Board Member Training in July.

OLD BUSINESS: none

With gratitude and admiration, we acknowledge the hard work and dedication Jes Stevens has given to the Monhegan School. For 23 years she has served on the School Committee. Tonight is her last Committee Meeting as a member of the Committee and as the Committee Chairman.

We will miss her inspiring leadership and look forward to her assistance as we transition to a new Committee.
Thank You Jes!

Motion by Jes Stevens to adjourn. Second by Felicia Dunson. Motion passed unanimously by roll call vote.

Adjourned at 5:30 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