

**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Minutes for Thursday, January 26, 2023 at 6:30PM
Monomoy Regional High School Library - 75 Oak Street, Harwich, MA 02645**

This meeting was broadcast to Channel 22 as well as live-streamed/recorded to the [MRSC YOUTUBE CHANNEL](#)

Members present: Jackie Zibrat-Long, Chair; Meredith Henderson, Vice Chair; Terry Russell; Jessica Rogers; Betty Gray; Tina Games

Members attending remotely via Zoom: Sharon Stout

Administrators present: Superintendent Scott Carpenter; Michael MacMillan; Marc Smith; Jim Birchfield; Joy Jordan

A. Call to Order The meeting was called to order at 6:30 PM by Chair Jackie Zibrat-Long.

B. MRHS Student Representative

MRHS Student Representative Samantha Goode shared an update with the school committee of events at the Monomoy Regional High School. Some highlights included were the celebration of the Chinese Lunar New Year, the Mock Trial team win over Cape Cod Academy and the Alumni show. Ms. Goode also shared that the HS will be performing the musical 9 to 5 for their spring show and shared Monomoy sports scores and standings.

C. Public Comment: Dr. Carpenter shared a letter written by MRHS teacher and theater director Rachel Barnes praising new MRHS Theater House Manager Aaron Bolton for his knowledge and efforts to fully utilize the equipment in the MRHS auditorium. His expertise continues to enrich student performances and experiences with the full range of tools available to them.

D. Approval of Minutes

i. December 22, 2022

MOTION: Meredith Henderson moved to approve the minutes of the December 22, 2022 MRSC meeting. The motion was seconded by Terry Russell.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the motion passes.

ii. January 12, 2023

MOTION: Meredith Henderson moved to approve the minutes of the January 12, 2023 MRSC meeting. The motion was seconded by Betty Gray.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the motion passes.

E. Reports and Discussions

i. Monomoy All Sports Booster Club report

Terry Deveau, President of the Monomoy All Sports Booster Club, shared an overview of their mission and annual fundraising events and how those funds are used to support team needs in a variety of ways. Mr. Deveau noted that they are currently focusing on raising funds for a press box at the MRHS athletic field.

ii. Student trip to Italy proposal - February 2024

MRHS Latin teacher Robert Smeltzer shared his proposal to travel to Italy in February 2024. According to the itinerary provided, the group of students and chaperones will travel to Italy with EF Educational Tours from February 17-24, 2023 and visit Venice, Florence and Rome. The cost is estimated to be \$3,379 per student traveler.

School Committee members asked questions related to fundraising and covid protocols. School Committee members will review the information provided and will vote to approve at the next meeting on February 2, 2023.

iii. Reporting out from the January 12, 2023 Executive Session

On Thursday, January 12, 2023 the Monomoy Regional School Committee met in Executive Session to review a proposal by district administrators to create two additional Curriculum Director roles starting in FY24. More information will be provided at the next agenda item: 5-12 Curriculum Director - Overview of proposed positions.

iv. 5-12 Curriculum Director - Overview of proposed positions

MRSD Director of Curriculum, Instruction and Assessment Marc Smith presented the proposal to create / hire two curriculum administrator positions starting in the 2023-2024 school year. The two roles would support grades 5-12 and be split by a Humanities focus and STEM focus. The purpose of these two positions is to provide additional supports to school administrators by:

1. Leads and supports teachers in the development & implementation of experiential and innovative approach to curriculum, instruction, & assessment
 - v. Promotes exploration of innovative teaching practices
 - vi. Provides all stakeholders with knowledge regarding best practices
 - vii. Facilitates, organizes, & leads content focused professional learning
 - viii. Engages teachers to ensure the application of best practices vertically & horizontally
 - ix. Audits current curriculum & facilitates/leads curriculum adjustments as needed
 - x. Ensures vertical alignment of curricular and instructional design within content areas supporting transition for students from middle to high school
 - xi. Supports instruction that will maximize the digital tools that we have for instruction
2. Accesses, analyzes, and responds to trends in student assessment data including supporting teachers in using data to inform instruction
3. Assists new teachers in developing pedagogical skills, content knowledge, and facility with instructional materials
4. Monitors the effective use of technology integration strategies and multiple technologies into curriculum and instructional practices across content areas
5. Supports the implementation of SEI strategies in the content areas
6. Implements all aspects of the Educator Evaluation System for teachers within their areas of curriculum supervision at both the middle and high school
7. Participates in recruitment, hiring, and mentoring of educators
8. Performs other duties as assigned by school or district administration

After his presentation, Mr. Smith took questions and comments from school committee members. Additional conversations will be held regarding these positions as we learn more about the FY24 budget.

v. Housing Partnership

MRSC member and Housing Liaison Jessica Rogers reported that she has met with the Chatham Community Housing Partnership to discuss Chatham's affordable and attainable housing issue. Ms. Rogers shared that there will be a Town of Chatham forum on February 16th to discuss the housing crisis and upcoming opportunities. A survey will be sent out to Chatham residents and will help shape the anticipated forum on the 16th.

Dr. Carpenter also added that the Town of Harwich will host a 'Housing Huddle' on February 1, 2023 - also to discuss the housing crisis on the Cape.

vi. Substitute Rate Increase

Vote Required

MRSD Business Manager Michael MacMillan shared that the state minimum wage has increased to \$15 an hour, effective 1/1/2023. School districts are not subject to the state minimum wage however it is recommended to increase all rates currently below \$15 an hour in an effort to stay competitive in the job market.

MOTION: Meredith Henderson moved to approve an increase in the hourly rate for clerical substitutes and cafeteria substitutes from \$14.25/hr to \$15/hr effective January 17, 2023. The motion was seconded by Betty Gray.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the motion passes.

vii. Qtr 2 Finance Report

Vote Required

MRSD Business Manager Michael MacMillan seeks approval from the school committee for the transfer of funds between account lines as detailed below:

Major account	Account Number	Account Name	Transfer
Replacement of roof top unit at Harwich Elementary School			
Operations and Maintenance	1000.02.4300.400.800.005.1634	HES Extraordinary Maintenance Cont Svcs	\$68,350
Programs with other school districts	1000.30.9110.970.658.005.1780	DIST SCCH Tuition Tuitions	-\$68,350

Cabling for new phone system			
Operations and Maintenance	1000.01.4300.400.800.005.1634	CES Extraordinary Maintenance Cont Svcs	\$12,061
	1000.02.4300.400.800.005.1634	HES Extraordinary Maintenance Cont Svcs	\$16,113
	1000.11.4300.400.800.005.1634	MRMS Extraordinary Maintenance Cont Svcs	\$9,967
Programs with other school districts	1000.30.9110.970.658.005.1780	DIST SCCH Tuition Tuitions	-\$38,141
Additional cost for new building management system			
Operations and Maintenance	1000.22.4300.420.800.005.1634	MRHS Extraordinary Maintenance Property Services	\$13,802
Programs with other school districts	1000.30.9110.970.658.005.1780	DIST SCCH Tuition Tuitions	-\$13,802
Additional professional development services			
Professional Development	1000.30.2358.400.184.001.3696	DIST Outside PD Inst Staff Cont Svcs	\$46,147
	1000.02.2358.400.184.001.3696	HES Outside PD Inst Staff Cont Svcs	\$33,800
	1000.22.2358.400.184.001.3696	MRHS Outside PD Inst Staff Cont Svcs	\$30,000
	1000.01.2358.400.184.001.3696	CES Outside PD Inst Staff Cont Svcs	\$23,000
Programs with other school districts	1000.30.9110.970.658.005.1780	DIST SCCH Tuition Tuitions	-\$132,947

MOTION: Meredith Henderson moved to approve the FY23 budget transfers as listed in the memorandum provided to the School Committee. The motion was seconded by Jessica Rogers.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the motion passes.

viii. Notice of Monomoy Regional School Committee Vacancy

Chair Zibrat-Long reported that Chatham School Committee member Danielle Tolley has resigned from the committee effective January 20, 2023. The other Chatham members will contact the Town of Chatham to officially inform them of the vacancy on the committee and the two boards will work together to fill the vacancy. More information will be provided as it becomes available.

F. Subcommittee, Representatives, Liaison Report

i. Legislative Breakfast - February 3, 2023

Tina Games shared that on February 3, 2023, the MA Association of School Committees (MASC) and the Cape Cod Collaborative will host a Zoom Legislative Breakfast to discuss regional education issues.

G. Superintendent’s Report

i. Recognition of Donations, Grants, and other Acknowledgments

Please see Public Comment, Section C, for the recognition.

H. Action Items - Vote Required

i. Substitute Rate Increase

MOTION: Meredith Henderson moved to approve an increase in the hourly rate for clerical substitutes and cafeteria substitutes from \$14.25/hr to \$15/hr effective January 17, 2023. The motion was seconded by Betty Gray.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the motion passes.

ii. Qtr 2 Finance Report

MOTION: Meredith Henderson moved to approve the FY23 budget transfers as listed in the memorandum provided to the School Committee. The motion was seconded by Jessica Rogers.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the motion passes.

iii. Second Reading: Policy File DFA - Investment Policy

MOTION: Meredith Henderson moved to approve Policy File DFA - Investment Policy as presented. The motion was seconded by Terry Russell.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the motion passes.

iv. Second Reading: Policy File JICK - Harassment of Students

MOTION: Meredith Henderson moved to approve Policy File JICK - Harassment of Students as presented. The motion was seconded by Betty Gray.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the motion passes.

v. Declaration of Surplus

MOTION: Meredith Henderson moved to approve the declaration of surplus materials from the Monomoy Regional HS as presented in the agenda packets. The motion was seconded by Tina Games.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the motion passes.

I. Presentation of the Warrants

Accounts Payable and Payroll warrants were presented for School Committee member signatures.

J. Adjournment

MOTION: Meredith Henderson moved to adjourn the meeting, seconded by Terry Russell.

ROLL CALL VOTE: Sharon Stout (1): aye; Tina Games (1): aye; Betty Gray (.5): aye; Jessica Rogers (.5): aye; Terry Russell (1): aye; Meredith Henderson (1): aye; Jackie Zibrat-Long (.5): aye.

UNANIMOUS the meeting adjourns at 8:26 PM.

Respectfully submitted,

Leah Tambolloe
Recording Secretary

Document reviewed and available upon request

January 26, 2023 MRSC Meeting Agenda
December 22, 2022 MRSC Meeting Minutes
January 12, 2023 MRSC Meeting Minutes
Monomoy All Sports Booster Club report
Student trip to Italy proposal - February 2024
5-12 Curriculum Director - Overview of proposed positions
Substitute Rate Increase
Qtr 2 Finance Report
Policy File DFA - Investment Policy
Policy File JICK - Harassment of Students
Declaration of Surplus