



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Wednesday, August 14, 2024 at 6:00 PM
Monomoy Regional High School Library, 75 Oak Street, Harwich, MA 02645**

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

AGENDA

A. Call to Order

- B. Adjournment to Executive Session** Roll Call Vote to adjourn to Executive Session pursuant to G.L. c. 30A, sec. 21(a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares it. Regular Open Session to resume at approximately 6:30 PM.

C. Approval of Minutes:

- i. July 11, 2024 MRSC Meeting ii. July 31, 2024 MRSC Workshop

- D. Public Comment:** Speakers are limited to three minutes; additional time is at the discretion of the Chairperson

E. Reports and Discussions

- i. School Handbooks: updates for the 2024 - 2025 School Year
ii. Formation of Restorative Justice Positions Potential vote
iii. First Reading: 2024-2025 MRSC Goals
iv. Approval of Student Activity Account: Class of 2029
v. FY24 Quarter 4 Budget Report and Budget Transfer Vote
vi. Professional title change: Director of Curriculum, Instruction and Assessment to Assistant Superintendent of Curriculum, Instruction and Assessment

F. Subcommittee, Representative, Liaison Reports

G. Superintendent's Report

- i. Recognition of Donations, Grants, and other Acknowledgments
ii. Recap of Administrative Retreat
iii. Update on the Status of the MRMS Siding Project

H. Action Items - Vote Required

- i. Approval of Student Activity Account: Class of 2029
ii. Professional title change: Director of Curriculum, Instruction and Assessment to Assistant Superintendent of Curriculum, Instruction and Assessment
iii. Payment approval of Prior Year (FY24) Invoices
iv. Formation of Restorative Justice Positions Potential vote
v. FY24 Quarter 4 Budget Report and Budget Transfer Vote

I. Presentation of the Warrants

J. Adjournment

Authorized Posting Officer

Leah Tambolleo
August 12, 2024

Monomoy Regional School Committee

Annual Workshop

Wednesday, July 31, 2024

6:00 p.m.

Minutes

School Committee Members Present: Betty Gray, Tina Games, Meredith Henderson, Brad Schiff, Ryan Clarke, Jackie Zibrat-Long, Bre Rose

Administrators Present: Dr. Scott Carpenter, Superintendent; Dr. Robin Millen, Director of Curriculum, Instruction and Assessment; Melissa Maguire, Director of Student Services; Joy Jordan, Community Engagement Coordinator; Michael MacMillan, Business Manager; Dr. Abigail Dudley, Monomoy Regional Middle School Principal; Jennifer Police, Monomoy Regional High School Principal; David Alexander, Monomoy Regional High School Assistant Principal

School Committee Members Absent: Jessica Rogers

The workshop was called to order at 6:01 pm by Chair Betty Gray who reviewed several housekeeping items, including a reminder that all School Committee members needed to complete their annual Conflict of Interest Summary and to notify School Committee Clerk Leah Tambolleo upon completion. Chair Gray then turned the meeting over to members of the Monomoy Regional School District administration to present information and proposals for consideration by the School Committee for the purpose of goal-setting for the 2024-2025 school year.

- Communications Update – Community Engagement Coordinator Joy Jordan presented an overview of Monomoy's communication plan, both internal and external, which included social media. This led to a discussion regarding some of the challenges related to social media and what prompted the district's exit from Twitter/X – and the new district policy to close the comment section on all social media platforms which was recommended by the Massachusetts Association of School Committees (MASC). School Committee members asked clarifying questions which segued into the next presentation regarding student discipline.
- Restorative Justice – MRHS Principal Jennifer Police and MRMS Principal Dr. Abigail Dudley presented student management trends at both the high school and middle school, sharing data as it relates to student discipline over the past three years, noting some of the influences, one being social media. Both principals agreed that our students are growing more dysregulated which is causing great concern for their mental health and its impact on their day-to-day learning. Referencing revisions to Massachusetts General Law that

require consideration of alternative methods to re-engage students in the learning process, both principals recommended that the district transition to a restorative justice approach. MRHS Assistant Principal David Alexander explained the impact it would have on the overall wellbeing of students and the student body as a whole and pointed to a report on Restorative Justice in U.S. Schools which was shared with School Committee members. The recommendation also included the proposal of two additional staff members, one at the high school and one at the middle school, who would be responsible for the implementation and oversight of a restorative justice approach in collaboration with building administrators and teachers. School Committee members asked clarifying questions which led to the next presentation on mental health supports for students.

- **Mental Health** – Director of Student Services Melissa Maguire walked School Committee members through a brief presentation on the district’s comprehensive tiered system of mental health supports, highlighting screeners and what is involved in the three-tiered system. The assessment process was outlined with examples that tied directly to the strategic plan, noting what community partnerships are in place.

After the completion of presentations, School Committee members took a 10-minute recess before returning to discuss goals for the 2024-2025 school year. This process began with a review of the committee’s goals from 2023-2024, determining which, if any, needed to be carried into the 2024-2025 goals.

School Committee members settled on five main goals and agreed to review the first draft at the August 14th School Committee meeting.

- **Goal #1:** The MRSC will advocate for affordable and attainable housing to recruit and sustain high-quality teachers and staff. We will also follow any housing challenges that might affect student enrollment causing families to leave the area.
- **Goal #2:** The MRSC will support a Diversity, Equity, and Inclusion audit within our district.
- **Goal #3:** The MRSC will recognize and highlight Monomoy’s decade of success in educational thought leadership and student achievement.
- **Goal #4:** The MRSC will support discipline improvements at MRHS and MRMS using the restorative justice approach.
- **Goal #5:** The MRSC will review and support the implementation of the strategic plan.

A motion was made by Meredith Henderson to adjourn the meeting, seconded by Jackie Zibrat-Long with all in favor. The workshop was adjourned at 8:41 pm.

Respectfully submitted,

*Tina Games, Vice Chair
Monomoy Regional School Committee*

Monomoy Regional School District - Monomoy Regional School Committee
Meeting Minutes for Thursday, July 11, 2024 at 6:00 PM
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: Betty Gray, Chair; Tina Games, Vice Chair; Meredith Henderson; Jessica Rogers; Brad Schiff; Ryan Clarke (departed at 6:27pm); Jackie Zibrat-Long; Bre Rose.

Administrators present: Dr. Scott Carpenter, Superintendent; Dr. Robin Millen; Michael MacMillan; Joy Jordan.

A. Call to Order The meeting was called to order at 6:30PM by Chair Betty Gray.

B. Adjournment to Executive Session Roll Call Vote to adjourn to Executive Session pursuant to G.L. c. 30A, sec. 21(a)(2) to discuss strategy with respect to contract negotiations with nonunion personnel if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares it. Regular Open Session to resume at approximately 6:30 PM.

MOTION: Meredith Henderson moved to adjourn to Executive Session, seconded by Jackie Zibrat-Long.

ROLL CALL VOTE: Bre Rose: aye; Brad Schiff: aye; Ryan Clarke: aye; Jackie Zibrat-Long: aye; Meredith Henderson: aye; Jessica Rogers: aye; Betty Gray: aye.

UNANIMOUS the meeting adjourns to Executive Session at 6:01 PM.

Regular Open Session resumes at 6:30PM.

C. Approval of Minutes:

i. June 26, 2024 MRSC Meeting

MOTION: Tina Games moved to approve the meeting minutes from the June 26, 2024 MRSC meeting, seconded by Meredith Henderson.

The motion passes with all with 7 ayes and Jackie Zibrat-Long abstaining from the vote.

D. Public Comment

Harwich resident Charles Gruszka addressed school committee members commending MRSD teachers Pauline Linnell and Shana Grogan for their presentation before the Harwich Select Board. Mr. Gruszka also asked the committee to consider recording their Annual Workshop scheduled for July 31, 2024.

E. Reports and Discussions

i. Curriculum Update - Dr. Robin Millen

Ms. Lindsay Parker, Grade 5-12 ELA/Humanities Curriculum Director, was welcome to the podium to share an overview of the department's work accomplished this year, which included a review of their goals, 2 educator reflections, and next steps. Mr. Parker recapped the three goals - in the areas of Curriculum, Instruction and Assessment- and went over the measurable tasks, areas of focus and progress summaries. Ms. Parker also explained that the year was broken into three separate periods of time: August - November - focusing on walkthroughs, needs assessment, action planning, observations and feedback; December - March - finaling priority standards, creating common assessments; and April through June - developing

review cycles, scope & sequence work, peer observations, and evaluating effectiveness of current curricular materials.

After speaking on next steps, Ms. Parker took questions and comments from committee members.

ii. MRSC Annual Workshop Topic Discussion

In a continuation from the June 26, 2024 MRSC meeting, committee members discussed topics for their annual workshop, including social media, SEL/mental health supports, branding/messaging and a potential promo video to mark Monomoy's 10th anniversary.

iii. Transportation offset to Assessment

MRSD Business Manager provided the following information related to the Regional Transportation Offset: *"Each year Monomoy Regional School District receives state transportation reimbursements. The estimated reimbursement is used in the budget to offset the town assessments for that year.*

If the actual state reimbursement received is greater than the estimated amount used in the budget, the school committee can vote to use the excess to offset future assessments.

The table below shows the history of these transactions. In FY24, the district received \$212,704 more than was estimated for regional aid. This amount can be used to offset the FY26 assessments. This is more than in previous years as the budget amount was much less than the actual amount received, and means that more funds will be available to offset the town assessments in FY26."

MOTION: Jackie Zibrat-Long moved to approve an offset of \$212,704 to be applied to the FY26 transportation portion of the Assessment. The motion was seconded by Meredith Henderson.

UNANIMOUS the motion passes.

iv. FY24 Prior Year Encumbrances

MRSD Business Manager provided the following information related to the Prior Year Encumbrances:

"Under Massachusetts General Law, the general fund appropriation must only be used to pay for costs related to the fiscal year intended. In practice, this means that each year's budget must only be used to pay for goods and services ordered and received in that year. If the district has received goods or services but has yet to receive an invoice by the close of the financial year, the funds required to pay those invoices will be carried over from that year's budget to the following year to pay the invoices when they arrive. These funds are 'prior year encumbrances'. Carrying over these funds requires a vote of the School Committee. The prior year encumbrances required to be carried into FY25 from FY24 are attached. This list includes a number payments for reimbursement of tuition costs where the courses have been completed but the course certificate has not yet been received.

In the event that funds are encumbered for a certain invoice but not required, e.g. the costs were less than anticipated, then the balance of the encumbrance will flow to the district's Excess and Deficiency fund. Alternatively, if the district receives an invoice and sufficient funds have not been encumbered a subsequent vote of the School Committee will be requested to approve payment."

MOTION: Jackie Zibrat-Long moved to approve the General Fund FY24 encumbrances of \$145,057 to be paid during FY25. The motion was seconded by Jessica Rogers.

UNANIMOUS the motion passes.

v. Middle School Siding Project Design Contract

MRSD Business Manager provided the following information related to the Middle School Siding Project:

"The district has started work on the project to replace the siding at the Monomoy Regional Middle School. This project could begin after the successful debt approval votes at both town meetings, and the subsequent successful ballot question vote in Harwich.

One of the first steps of the project is to prepare the technical specifications and procurement documents. For this step a designer/architect is required. The district recently entered into a 'House Architect' contract with three firms and, in accordance with Massachusetts Designer Selection law (MGL c. 7C) and the district's designer selection procedure (attached), the selection of the architect is based on qualifications. Raymond Design Associates (RDA) was ranked first among the district's three house architects for this project. RDA staff have worked on several similar building envelope projects, including the Harwich Community Center, the Chatham Railroad Museum, and both the Barnstable Intermediate School and Barnstable High School. RDA also completed a structural and building envelope evaluation at the (former) George Mitchell Elem School in Bridgewater – including air testing, destructive testing in the exterior wall, very similar to the Feasibility Study scope of work for this project.

The proposal provided by RDA (attached) will meet the district's need for the first step of this project. The fee proposed by RDA is \$100,000. This includes testing of the building to ensure the specifications capture as much of the existing conditions as possible (thus reducing the likelihood of future overages), it also includes cost estimates, preparation of technical specifications and planning for the construction phase of the project.

This cost covers the work of RDA staff and up to 6 sub-contractors. This fee appears to be in line with the designer base fees table prepared by the Division of Capital Asset Management & Maintenance.

Once this part of the project is completed, the district will select an architect to carry out the procurement and oversee the construction phase of the project. If the district has a positive experience with RDA during this first phase, they are more likely to be chosen for the next phase."

MOTION: Brad Schiff moved to approve that the district accept Raymond Design Associates' proposal for the feasibility study of the Middle School Siding Replacement Project and issue a notice to proceed under the existing House Architect contract. The motion was seconded by Meredith Henderson.

UNANIMOUS the motion passes.

F. Subcommittee, Representative, Liaison Reports

MRSC Vice Chair Tina Games shared that she was nominated to be a school committee member on the MA Association of Regional Schools (MARS).

G. Superintendent's Report

i. Recognition of Donations, Grants, and other Acknowledgments

Dr. Carpenter shared the following recognitions with school committee members:

The Harwich Elementary PTO and the Garden Club of Harwich collaborated on a project to plant additional trees around the playground at the elementary school, as well as install some benches. Donors contributed funds for the trees and benches, along with funding from the Garden Club and Chatham-Harwich Women's Club. A number of community organizations donated materials and time to the project, and we thank them all for their participation.

The staff of Chatham Elementary School entered a float in this year's Chatham Fourth of July Parade. Staff and students from the current 3rd and 4th grades joined the float with the theme of "Success at CES - It's a Shore Thing!" The parade judges awarded CES the Best Civic Float award - congrats to all who participated.

H. Action Items - Vote Required

i. Transportation offset to Assessment

MOTION: Jackie Zibrat-Long moved to approve an offset of \$212,704 to be applied to the FY26 transportation portion of the Assessment. The motion was seconded by Meredith Henderson.

UNANIMOUS the motion passes.

ii. FY24 Prior Year Encumbrances

MOTION: Jackie Zibrat-Long moved to approve the General Fund FY24 encumbrances of \$145,057 to be paid during FY25. The motion was seconded by Jessica Rogers.

UNANIMOUS the motion passes.

iii. Middle School Siding Project Design Contract

MOTION: Brad Schiff moved to approve that the district accept Raymond Design Associates' proposal for the feasibility study of the Middle School Siding Replacement Project and issue a notice to proceed under the existing House Architect contract. The motion was seconded by Meredith Henderson.

UNANIMOUS the motion passes.

iv. Second Reading of Policy Files: DJ-A - Purchasing Policy: Credit Card Program; IHBA - Programs for Students with Disabilities

MOTION: Meredith Henderson moved to approve policy files DJ-A - Purchasing Policy: Credit Card Program and IHBA - Programs for Students with Disabilities as presented in the agenda packets. The motion was seconded by Jessica Rogers.

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 Tina Games.

UNANIMOUS the meeting adjourns at 7:48 PM.

Respectfully Submitted,

Leah Tambolleo
Recording Secretary

School Handbook Updates for 2024-2025

Presentation to School Committee
August 14, 2024



MONOMOY
REGIONAL SCHOOL DISTRICT



Global Handbook Updates

- Staff updates
- Insert new MRSD Mission, Vision, Core Values, and Strategic Plan
- Addition of Portrait of a Graduate information
- Clarification on attendance and tardy language/timelines

Chatham Elementary School Handbook Updates

- Updated new staff information and room/extension changes
- Clarified arrival and dismissal procedures
- Updated language around absenteeism and tardiness
- Updated After-School Club information

Harwich Elementary School Handbook Updates

- Updated staff list to show new staff
- Updated the door numbers for arrival/dismissal (door 3 is now door 15, door 2 is now door 17)
- Noted the correct times of dismissal in a few spots (early release is 1:20 p.m. and end of day is 2:05 p.m.)
- Updated our Student Ambassador statement

Monomoy Regional Middle School Handbook Updates

CHANGE	Page #	EXPLANATION
Principal's Letter	7-8	• Updated
Schedule	10	• Updated to reflect change to trimesters
Report Card and Progress Report Schedule	14	• Report Card Schedule updated to reflect 2024-25 dates
Code of Conduct	26	• Updated to address social media issues that carry over into the school day
Search Policy	31	• Updated to include the use of dogs for searches in partnership with the police departments • Language aligned with High School

Monomoy Regional High School Handbook Updates

- Final Exam language (p. 21 & 23)
- Summer school policy (p. 27)
- **Internet usage outside of school (p.36)**
- **List of restorative interventions (pp. 36-37)**
- Revised and updated search policy (p. 39-40)
- **Parking Pass system (p. 41)**
- Cape Cod PASS (pp. 49-.50)
- **Additional suspension language (p. 61)**
- **Videoing fights (p. 65)**
- Athletic eligibility (p. 87)
- Field trip eligibility (p. 96)

MRSC 2024-2025 Goals

Goal #1: The MRSC will advocate for affordable and attainable housing to recruit and sustain high-quality teachers and staff. We will also monitor and address any housing challenges that might affect student enrollment causing families to leave the area.

Action Steps:

1. Create a cross-district task force to discuss and develop a statement of support for attainable housing.
2. Build opportunities for the school committee and town boards to discuss recruitment and sustain high-quality employees.
3. Support the MRHS Career Education Internship program to initiate a conversation with Housing Assistance Corporation.

Goal #2: The MRSC will support a Diversity, Equity, and Inclusion audit within our district.

Action Steps:

1. Work with the administration to identify and secure funding for the audit.
2. Review the administration's recommendations regarding the scope of the audit.
3. Receive updates on DEI professional development and any opportunities for continuing education.

Goal #3: The MRSC will recognize and highlight Monomoy's decade of success in educational thought leadership and student achievement.

Action Steps:

1. Support the Community Engagement Coordinator in the development of a public relations and local media campaign on a quarterly basis.
2. Participate in opportunities to engage and include the community.
3. Define the principles, culture and character which set MRSC apart from other districts.

Goal #4: The MRSC will support discipline improvements at MRHS and MRMS using the restorative justice approach, resulting in a decrease in the overall number of incidents.

Action Steps:

1. Review job descriptions for the two restorative justice positions at MRHS and MRMS.
2. Support implementation of the restorative justice approach at MRHS and MRMS.
3. Monitor quarterly data

Goal #5: The MRSC will review and support the implementation of the strategic plan.

Action Steps:

1. Receive ongoing updates throughout the year that highlight the three key pillars: Portrait of a Graduate, Being and Wellness, Learning and Academics.
2. Review professional development opportunities that are aligned with the strategic plan, including trauma-informed care and mental health support.

Monomoy Regional School District

Dr. Scott Carpenter

Superintendent

Dr. Robin Millen

Director of Curriculum, Instruction and Assessment

Melissa Maguire

Director of Student Services



Michael MacMillan

Business Manager

Paul G. Donlan

Treasurer

To: Monomoy Regional School Committee
From: Michael MacMillan
Date: August 1, 2024
Re: Approval of a student activity account for the Class of 2029

MOTION

To approve the creation of a student activity account for the Class of 2029

BACKGROUND

Massachusetts General Law allows school districts to receive, deposit and expend funds on behalf of students in connection with student activities (MGL c.71 § 47). The district has bank accounts set up for this purpose and a number of recognized activities. Each activity should be approved by the School Committee at the time it is created.

The School Committee is asked to approve the creation of a student activity account for the Class of 2029.

School:	MRHS
Advisor(s) Name:	TBD
Mission/Purpose of Club:	Class of 2029 fundraising account class based activities such as the prom, senior year activities, etc.
Fundraising plans:	Various fundraisers throughout 5 years at MRHS
Expenditure plans:	Fund class activities, senior prom, senior trip, other events

Michael MacMillan

School Business Manager