

**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