



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Thursday, July 10, 2025 at 6:30 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. Approval of Meeting Minutes**
 - i. June 26, 2025
- C. Public Comment:** Speakers are limited to three minutes; additional time is at the discretion of the Chairperson
- D. Reports and Discussions**
 - i. Draft agenda for July 24 MRSC Workshop
 - ii. First Reading Policy Files: ACAB - Harassment Policy, BBBC - School Committee Member Resignation, BBBE - School Committee Vacancy
 - iii. Monomoy All Sports Booster Club Recognition
 - iv. Prior year encumbrances vote
 - v. Regional transportation offset to assessments vote
 - vi. Subcommittee Assignments
- E. Subcommittee, Representative, Liaison Reports**
 - i. Building Committee update
 - 1. Architect rendering of siding
 - 2. Prequalification to selecting a general contractor process
- F. Superintendent's Report**
- H. Action Items -Vote Required**
 - i. Prior year encumbrances
 - ii. Regional transportation offset to assessment
- I. Presentation of the Warrants**
- J. Adjournment**

Authorized Posting Officer

Roberta Simmons

July 8, 2025



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Thursday, June 26, 2025 at 6:30 PM
Monomoy Regional High School Library, 75 Oak Street, Harwich, MA 02645**

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Members present: Meredith Henderson, Brad Schiff, Stephen Davol, Jackie Zibrat-Long, Ryan Edwards

Members not present: Ryan Clarke, Betty Gray, Bre Rose

Administrators present: Dr. Scott Carpenter, Superintendent, Dr. Robin Millen, Michael MacMillen, Melissa Maguire, Joy Jordan

AGENDA

A. Call to Order

The meeting was called to order at 6:30 PM by Meredith Hendersom

B. Approval of Meeting Minutes

i. June 12, 2025

MOTION: Jackie Zibrat-Long moved to approve the minutes from June 12, 2025, seconded by Brad Schiff

UNANIMOUS: the motion passes

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

None

D. Reports and Discussions

i. Employee Survey Results

MRSD Business Manager Michael MacMillan presented the results of the first Employee Engagement Survey. The survey was created to measure staff engagement in the district. Engagement impacts student outcomes and staff retention. It was noted that there are increased recruitment challenges on the Cape. The emphasis of the survey is to foster school culture and trust among staff. The key components of the survey include five identified buckets driving employee engagement:

- Agency: Empowerment in the workplace.
- Alignment: Agreement with district direction and priorities.
- Recognition: Feeling appreciated both financially and personally.
- Support: Feeling supported by colleagues and leadership.
- Team Inclusion: Being part of a collective effort.

The survey was conducted from May 16 to June 2, achieving a 72% response rate. The encouragement from principals and simplified mobile-friendly format contributed to participation. The data collected will inform future decisions regarding staff engagement and support.

After the presentation, questions and comments from Committee members were asked regarding the next steps and making sure that areas of improvement are identified and acted upon before another survey is conducted.

ii. Donation to All Moms Are Heroes

MOTION: Jackie Zibrat-Long moved to approve the donation to To All Moms Are Heroes, seconded by Ryan Edwards

UNANIMOUS: the motion passes

E. Subcommittee. Representative. Liaison Reports

i. Wellness Committee report

MRSD Director of Student Services Melissa Maguire shared information from the Wellness Committee which reviewed and approved changes to the wellness policy over the past year. The committee focused on three key goal areas for improvement:

- o Food Services: Planning open houses to educate families on food programs and sending out surveys to gather feedback from families and students on food choices.
- o Physical Activity Integration: Encouraging movement breaks in classrooms across all grades, with a focus on middle and high school engagement.
- o Policy Assessment: Preparing for a comprehensive review of the wellness policy in the upcoming year.

ii. SEPAC report

MRSD Director of Student Services Melissa Maguire discussed challenges in parent engagement and strategies for improvement. The report highlighted successful virtual trainings offered to parents, including transition planning and special education processes. The committee plans to continue enhancing communication through a new brochure and regular updates on available resources for parents.

iii. Building Committee report

Jackie Zirat-Long thanked the MRMS Building Committee members for their dedication and productivity throughout the process thus far. Dr. Carpenter shared an overview of the last meeting which included a discussion on the type of windows as well as the style of operational sashes. A final decision on the siding design was determined and will be a shingle look with white trim using the fiber cement shingles. The project is expected to begin early next spring and will require a phasing plan since the work will start while school is in session. This plan will designate eight spaces as flex spaces, allowing for eight classrooms to relocate at a time for three week periods, while the work rotates around the building. The work will continue through the summer and be completed by fall of 2026.

F. Superintendent's Report

Amanda Newcomb, art teacher at Monomoy High, was recently awarded a grant for \$10,000 from the Arts Foundation of Cape Cod for her SparkRoom project.

The Coast Guard Station Chatham received the 2024 Partnership in Education Best Unit Partnership Award for small stations, honoring its ongoing work with young people, including in Monomoy schools. Station commander Senior Chief Ross Comstock credited Cheri Armstrong, the career education coordinator at Monomoy Regional High School, "without whose help these partnerships would not be possible." He thanked Armstrong for inviting crew members into the school and for allowing them to mentor students considering a future in the Coast Guard.

Monomoy Regional High School was honored to receive the MASS Hire Cape and Islands Workforce Board Partner in Education Award. This award was given for support and participation in the CIWB's outstanding programming to provide education and awareness of the many employment opportunities on Cape Cod.

H. Action Items -Vote Required

- i. Second Reading Policy Files: AC - Nondiscrimination Policy, ACA - Non-Discrimination on the Basis of Sex, ACAB-Sh Harassment Policy, ACE - Nondiscrimination on the basis of disability, GBA Equal Employment Opportunity/Affirmative Action

MOTION: Brad Schiff moved to approve the Policy Files as presented in the agenda packet for approval.

The motion was seconded by Ryan Edwards

UNANIMOUS: the motion passes.

I. **Presentation of the Warrants**

Presentation of the Warrants Accounts Payable and Payroll Warrants were presented for MRSC member signatures.

J. **Adjournment**

MOTION: Jackie Zibrat-Long moved to adjourn the meeting, seconded by Brad Schiff

UNANIMOUS: the meeting adjourns at 7:31 PM.

Respectfully Submitted,
Roberta Simmons
Recording Secretary



**Monomoy Regional School District - Monomoy Regional School Committee
Annual MRSC Workshop Agenda
Thursday, July 24, 2025 at 5:00 PM
Monomoy Regional High School Library
75 Oak Street, Harwich, MA 02645**

AGENDA

- A. Call to Order
- B. Housekeeping items
- C. Understanding Factors Underlying Our Regional Agreement
 - a. What brought the towns together to form Monomoy originally?
 - b. Trends in foundation enrollment, local effort capacity, state foundation budget, municipal revenue growth factor, and required local contribution components of the Chapter 70 formula
 - c. How these factors impact the assessment formula within the Regional Agreement and potentially fuel tension between member towns
 - i. How local contributions, state funding, grants, and other revenues are applied to the assessment (to fund the budget)
 - d. Trends in year-round resident and voter census numbers for member towns
 - e. The logic behind the change to the Regional Agreement in 2022 and the impact on each town
- D. Understanding the current and future impacts of shifting demographics since regionalization
Elementary enrollment/demographics and K enrollment/demographics when compared to secondary enrollment/demographics
 - a. Harwich:Chatham resident student ratios
 - b. English Language Learner numbers and home languages
 - c. School choice enrollment
 - d. Available classroom space in each elementary school and middle school
- E. Behind the PreK Conversation: Is it time to consider Universal Preschool?
 - a. Using the available free classroom spaces, build into a future budget funding for universal preschool for 4-year-olds (full day, full school year) and potentially 3-year-olds (if space is available)
- F. Secondary Capital Needs in the Next 5-10 Years and future planning
 - a. Middle school needs beyond the windows, siding, and roof: HVAC system?
 - b. High school needs: Turf field and track
- G. Elementary School Major Capital Needs in the Next 5-10 Years and future planning
 - a. HES Boiler and MSBA Accelerated Repairs Requirements
 - b. CES Siding, Windows, and Roof
 - c. Given the enrollment trends, family wants, and capital needs, exploring the educational benefits, potential cost savings, and challenges of theoretical elementary school consolidation
- H. How can we better engage the Select Boards and voters of our towns?
- I. Adjournment

Authorized Posting Officer

Roberta Simmons

July 22, 2025

Monomoy Regional School District
SEXUAL HARASSMENT PREVENTION POLICY AND GRIEVANCE PROCEDURE
DRAFT

The Monomoy Regional School District (“the District”) is committed to maintaining a school and work environment free of **unlawful sexual** harassment of any kind. ~~The District does not discriminate against students, parents/guardians/caregivers, employees or the general public. No person shall be excluded from or discriminated against in admission to the Monomoy Regional School District, or in obtaining the advantages, privileges and courses of study of the District on account of race, color, sex, gender identity, religion, national origin, or sexual orientation. (G.L. c. 76, §5). Additionally, the District does not tolerate harassment based upon race, color, sex, gender identity, religion, national origin, or sexual orientation. (603 CMR 26.08).~~ **Sexual harassment of any employee or student, (hereinafter “individual”), occurring in the environment or in other settings in which individuals may find themselves in connection with their relationship to the District is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing an environment free from unlawful sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with by the District.**

~~The School District will not tolerate harassment of their employees or students. Harassment of staff or students based on race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities is prohibited. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.~~

It should be noted that while this policy sets forth the goal of promoting a work and educational environment that are free of **unlawful sexual** harassment, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of **sexual** harassment.

This policy covers ~~all types of harassment apart from~~ any sexual harassment **that is not covered by Title IX**, which is addressed in Policy ACAB-SHACC.

Because the District takes allegations of sexual harassment seriously, it will respond promptly to complaints of alleged sexual harassment and, where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

~~The District expects all members of the school community, including but not limited to, administrators, teachers, staff members, students and vendors, to conduct themselves in an appropriate and professional manner and with concern for fellow members of the school community. Paramount is the maintenance of a safe and civil environment in which adults can work and students can learn and achieve high core academic standards. All persons are to be treated with dignity and respect.~~

~~Harassment in any form will not be tolerated. Harassment is any behavior which has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or behavior that creates a hostile work or educational environment. It may be verbal, non-verbal, written, physical or psychological in nature. Such behaviors may include, but are not limited to:~~

1. Unsolicited remarks, including threats, intimidation, rumors and name-calling;
2. Unwelcome or intimidating gestures;
3. Display or circulation of written materials or pictures of a derogatory nature;
4. Unwelcome touching, cornering or other physical contact;
5. Deliberate social exclusion;
6. Cyber bullying, the use of electronic information and communication technologies to threaten, harass or intimidate a person or group of persons (including, but not limited to, e-mail messages, instant messaging, text messaging, cell phone communication, internet blogs, internet chat rooms, social networking websites);

Harassment may take place on school grounds, at school-sponsored activities, at an official school bus stop, or on school-provided transportation. Harassment may be overt or subtle, but regardless of what form it may take, i.e. verbal, non-verbal or physical, harassment can be insulting and demeaning to the recipient and will not be tolerated in the District. Determinations about whether or not behavior is considered harassment will be viewed from the perspective of a reasonable person. As such, what one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Definitions

Actual knowledge—Actual notice does not exist where no member of the school staff has witnessed the harassment, or been told about the harassment, apart from the respondent. This is true even where it can be argued that members of the school staff “should have known” about the harassment, but did not.

Complainant means an individual who is alleged to be the victim of conduct that could constitute harassment.

Deliberate indifference means a response to harassment that is clearly unreasonable in light of the known circumstances.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

As indicated above, these procedures do not limit the District from removing a student from a program or activity on an emergency basis based on immediate threats to people’s physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

Mandated Reporting

Under certain circumstances, harassment (particularly sexual harassment) may constitute child abuse under M.G.L. Chapter 119, Section 51A. The District shall comply with state law in reporting suspected cases of child abuse.

The Superintendent of Schools shall appoint a district Title IX/Section 504 of Rehabilitation Act Chapter 622 Coordinator to communicate the requirements of the law relative to harassment and the contents of this policy. The Superintendent or his/her designee shall establish a district grievance procedure for reporting and investigating allegations of harassment.

Grievance Procedure: Reporting Complaints of Discrimination and Harassment Except Sexual Harassment

If any student, parent/guardian/caregiver or employee believes, in good faith, that he or she has been subjected to harassment or discrimination described above, the individual has a right to file a complaint with the District. This may be done informally or formally, as described below.

Teachers or other staff members who observe or receive reports of incidents of harassment or discrimination involving students shall report (verbal or written) such incidents immediately to the student’s Principal.

~~Administrators aware of harassment or discrimination involving any employee shall report such incidents to the relevant coordinator, listed below, or to the Superintendent.~~

~~Please note that while these procedures relate to the District's policy of promoting an educational setting free from discrimination and harassment, including sexual harassment, as detailed further in a separate policy, these procedures are not designed nor intended to limit the District's authority to discipline or take remedial action for conduct which is deemed unacceptable.~~

Coordinator Contact Information

~~The Civil Rights Coordinator for Title VI (race, color, national origin); Section 504 (disability); Title II of the ADA (disability); Religion, Sexual Orientation, Gender Identity, and Age, is:~~

~~Director of Student Services 508-945-5130~~

~~Students, parents/guardians/caregivers, or employees who wish to initiate either the informal or the formal complaint process may direct a written or verbal complaint to the relevant coordinator or to the Principal for the school in which the alleged discrimination or harassment took place. Whether formal or informal in nature, written complaints are encouraged. Students may additionally report incidents that they believe involve harassment or discrimination to their guidance counselor, any teacher, administrator or any member of the support staff, and the staff member will refer to the complaint to the Principal or the relevant coordinator.~~

~~The complaint may be written by the complainant, or it will be reduced to writing by either the school employee who receives the complaint, the building Principal, the relevant coordinator, or a designee. Whether the complaint is reduced to writing by a student, parent/guardian/caregiver, or staff member, the written complaint should include the name of the complainant, the name of the alleged victim (if different), the name of the respondent, the location of the school/department where the alleged discriminatory action occurred, the basis for the complaint, witnesses (if any), and the corrective action the student is seeking. This information will be made on or transferred to a discrimination/harassment complaint form maintained by the District.~~

~~Efforts should be made to file such complaints within twenty (20) calendar days after the alleged discriminatory action occurred in order for an expeditious investigation to be conducted, unless extenuating circumstances exist. However, the District will investigate any complaint no matter when it is filed, except that the District has discretion to dismiss a complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility.~~

~~Within two business days of receiving a complaint, the District will determine whether the complainant wishes to utilize formal or informal procedures, which the complainant can also expressly select as described below in section (1) regarding informal procedures and section (2) regarding formal procedures, and, if the complainant chooses formal procedures, begin to investigate every complaint of harassment, discrimination, or violence.~~

~~Any teacher or other employee who receives a complaint of discrimination or harassment shall immediately forward the complaint to the building Principal. The Principal will then determine whether the complainant wishes to pursue formal or informal procedures, and will forward all formal complaints to the relevant coordinator listed above, who will begin the formal procedure described below. If the complainant wishes to pursue informal procedures, the Principal and/ or the Principal's designee will first attempt to resolve the complaint at the building level.~~

~~The relevant coordinator or designee shall handle the investigation and resolution of a formal complaint. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority, and any complaint about the relevant coordinator will be investigated by the Superintendent or his designee. Any complaint about the Superintendent should be submitted to the chairperson of the school committee, who should consult with legal counsel concerning the handling and investigation of the complaint.~~

Internal Grievance Procedure

1. Informal Resolution of Discrimination and Harassment Complaints

Before initiating the formal procedure, a complainant may wish to resolve the complaint on an informal basis through discussion between the complainant and the respondent, which will be facilitated by the building Principal or designee. The complainant may request informal procedures or be given the option of electing between pursuing informal or formal procedures at the time that their complaint is received by the relevant coordinator or building Principal. Informal procedures are entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal procedures have already begun. Similarly, respondents may elect to follow formal procedures.

If the complainant and the respondent feel that a resolution has been achieved, then the conversation remains confidential and no further action needs to be taken. This voluntary conversation must occur within five (5) workdays after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.

2. Formal Resolution of Discrimination and Harassment Complaints

A student, parent/guardian/caregiver or employee who is not satisfied with the informal resolution process or who chooses not to participate in the informal resolution process may initiate the formal complaint procedure at any time.

Step One

Within forty-eight (48) hours of receiving the complaint or of the termination of an unsuccessful informal resolution process (whichever is later), the relevant coordinator or designee will meet with the complainant and/or alleged victim (if they are different) by telephone or in person. The relevant coordinator or designee will complete a discrimination/harassment complaint form based on the written or verbal allegations of the complainant within forty-eight (48) hours of meeting with the complainant. The complaint form will be maintained by the relevant coordinator or designee.

Step Two

A prompt investigation shall be completed by the relevant coordinator or designee within thirty (30) school days from the date that the District received a complaint or report, unless impracticable (e.g., the complaint is received during the summer time and witnesses are unavailable). The relevant coordinator or designee will provide written notice of the investigation to the alleged perpetrator before conducting an interview of the alleged perpetrator, including whether or not the relevant coordinator or designee anticipates that there may be discipline.

The investigation may, as appropriate, consist of personal interviews with the alleged victim/ complainant, the complainant (if different than the alleged victim), the individual(s) against whom the complaint is filed ("alleged perpetrator[s]"), and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the relevant coordinator or designee.

The complainant and the respondent(s) have the opportunity to present witnesses and information that they deem relevant to the relevant coordinator or designee. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations. However, regardless of the complainant's participation in the investigation, the District will investigate the complaint to the extent possible and will take appropriate action based on the results of its investigation.

Step Three

The coordinator or designee shall document his or her findings. The coordinator or designee shall send the written report of the findings to the Superintendent, complainant, and respondent(s) within thirty (30) school

~~days after the investigation has been completed, unless the complainant and respondent agree in writing to extend the timeline.~~

The report shall include:

- ~~a) a statement of the allegations investigated;~~
- ~~b) a summary of the steps taken to investigate the allegations;~~
- ~~e) the findings of fact based on a preponderance of the evidence gathered;~~
- ~~d) the District's conclusion, based upon a preponderance of the evidence, of whether discrimination, harassment, or violence did or did not occur;~~
- ~~e) the disposition of the complaint;~~
- ~~f) the rationale for the disposition of the complaint; and~~
- ~~g) if the District concluded discrimination, harassment, different treatment, or violence occurred, a description of the District's response. However, all discipline of the respondent will be kept confidential from the complainant unless it directly relates to the complainant (c.g., complainants will be notified of stay-away orders but not suspensions).~~

~~The coordinator or designee shall determine whether the allegations have been substantiated as factual and whether they appear to be violations of this policy, using a preponderance of the evidence standard.~~

~~A preponderance of the evidence means that it is more likely than not that the alleged conduct occurred. The coordinator or designee shall further recommend what action, if any, is required. If it is determined that harassment, discrimination or different treatment occurred, the District will take steps to prevent the recurrence of the harassment, discrimination or different treatment and correct its discriminatory effect on the complainant and others if appropriate.~~

~~Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.~~

Step Four

~~The coordinator and/or Superintendent shall maintain the written report of the investigation, findings and disposition.~~

~~The District will contact the complainant within fourteen (14) school days following the conclusion of the investigation to assess whether there has been on-going harassment or retaliation and to determine whether additional supportive measures are needed.~~

3. Supportive Measures

~~The District shall take immediate steps to protect the complainant, respondent, witnesses, and the larger school community pending the completion of an investigation or the informal process and address any ongoing harassment or discrimination. The District will take supportive measures to prevent retaliation against the complainant, respondent, witnesses, and the larger school community.~~

4. Appeals

~~Any party may appeal the decision of the Investigator in writing to the Superintendent within fifteen (15) school days of receipt of the findings of the formal procedure. The Superintendent, as an impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal.~~

External Grievance Procedure

~~Any student, parent/guardian/caregiver or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.~~

Retaliation

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

For complaints related to discrimination/harassment of students:

The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172
OR

The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000, TTY: 617-994-6196

For complaints related to discrimination/harassment of parent/guardian/caregivers:

The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

For complaints related to discrimination/harassment of employees:

The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172
OR

The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000, TTY: 617-994-6196

OR
The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000

Referral to Law Enforcement, Other Agencies

Some alleged conduct may constitute both a violation of District policies and criminal activity. The building Principal, coordinator, Superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant of the right to file a criminal complaint.

Legal References: Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendment of 1972

~~Section 504 of the Rehabilitation Act; Title II of the ADA
M.G.L. c. 151B and c. 151C
M.G.L. c. 76, section 5
M.G.L. c. 119, section 51A
M.G.L. c. 71B, section 1 Revised: 101712009
Adopted: March 27, 2013
Revised: June 25, 2020~~

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other uninvited verbal, visual or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of employment or a student’s status; or
- submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a basis for employment decisions or student status decisions; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee’s and/or students work performance by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under this definition, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to **individuals, regardless of gender, may also constitute sexual harassment.**

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its persuasiveness:

- verbal abuse of a sexual nature;
- use of sexually degrading words;
- jokes or language of a sexual nature;
- conversation or gossip with sexual overtones;
- obscene or suggestive gestures or sounds;
- sexually-oriented teasing;
- verbal comments of a sexual nature about an individual’s appearance or sexual terms used to describe an individual;
- inquiries into one’s sexual experiences;
- discussion of one’s sexual activities;
- comments, jokes or threats directed at a person because of his/her sexual preference;
- unwelcome and repeated invitations (for lunch, dinner, drinks, dates, sexual relations);
- demand for sexual favors accompanied by an implied or overt threat concerning a student’s participation in an Educational Program or Activity, including promises of preferential treatment;

- physical contact such as touching, hugging, kissing, stroking, fondling, patting, pinching or repeated brushing up against one's body;
- deliberate bumping, cornering, grabbing;
- assaults, molestations or coerced sexual acts;
- posting or distributing sexually suggestive objects, pictures, cartoons or other materials;
- sexually-oriented letters or notes;
- sending offensive or discriminatory messages or materials through the use of electronic communications (e.g., electronic mail, including the Internet, voice mail and facsimile) which contain overt sexual language, sexual implications or innuendo, or comments that offensively address someone's sexual orientation;
- staring at parts of a person's body;
- sexually suggestive gestures, leering; and
- condoning Sexual Harassment.

Sexual harassment can occur in a variety of circumstances. Here are some things to remember:

- a person of any sex or gender may be the victim of sexual harassment, and a person of any sex or gender may be the harasser;
- the harasser does not have to be the victim's supervisor;
- the victim does not have to be of a different sex or gender from the harasser; and
- the victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by the harassing conduct, even when it is directed toward another person, if the conduct creates an intimidating, hostile, or offensive environment for the victim or unreasonably interferes with the victim's performance by creating a hostile, humiliating, or sexually offensive environment.

Individual Responsibilities

Each individual of the District is personally responsible for:

- ensuring that their conduct does not sexually harass any other individual with whom he/she comes in contact;
- cooperating in any investigation of alleged sexual harassment by providing any information they possess concerning the matter being investigated;
- actively participating in efforts to prevent and eliminate sexual harassment and to maintain an environment free from such harassment; and
- ensuring that an individual who files a good-faith sexual harassment claim or cooperates in an investigation may do so without fear of retaliation or reprisal.

All individuals should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the District.

Complaints of Sexual Harassment

If any individual believes that he or she has been subjected to sexual harassment, they have the right to file a complaint with the appropriate person listed below. This may be done in writing or orally.

The District has designated Sexual Harassment Grievance Officers. If you would like to file a complaint you may do so by contacting the current Sexual Harassment Grievance Officers as follows:

The District's Sexual Harassment Grievance Officer is the Director of Student Services, who can be reached by phone at 508-945-5130.

If any individual believes he or she has been subject to sexual harassment, the employee or student should initiate a complaint regarding alleged sexual harassment by contacting the Sexual Harassment Grievance Officer as soon as possible. The individual should file the complaint promptly following any alleged incident of harassment. The individual should be aware that the longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the District to reconstruct what occurred. The individual will be requested to write out his or her complaint to document the charge or to sign a written statement.

Individuals will not have to go through the regular chain of reporting procedures when reporting sexual harassment.

The Sexual Harassment Grievance Officer is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

SEXUAL HARASSMENT INVESTIGATION

Upon receiving the complaint, the Sexual Harassment Grievance Officer will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. When the Sexual Harassment Grievance Officer has completed their investigation, they will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the District will act promptly to address the offending conduct, and where it is appropriate, the District will also impose disciplinary action.

RETALIATION

Retaliation against an individual for making a good-faith complaint of sexual harassment or cooperating in an investigation is against the law and prohibited. If any individual believes that they have been subjected to retaliation for having brought a complaint of harassment or for having participated in an investigation, that individual or student is encouraged to report the situation as soon as possible to the Sexual Harassment Grievance Officer, the Alternate Sexual Harassment Grievance Officer, the building Principal or Superintendent of Schools.

DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed, the District will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, or, for students, from counseling to suspension or expulsion, in accordance with law, and may include such others forms of disciplinary action as the District deems appropriate under the circumstances.

STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint regarding alleged sexual harassment with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 180 days, but under certain circumstances, may be filed within 300 days; MCAD – 300 days).

The United States Equal Employment Opportunity Commission (“EEOC”)

JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
Phone: 1-800-669-4000
Fax: 617-565-3196
TTY: 1-800-669-6820

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:	Springfield Office:	Worcester Office:
One Ashburton Place, Room 601	424 Dwight Street, Room 220	18 Chestnut Street, Room 520
Boston, MA 02108	Springfield, MA 01103	Worcester, MA 01608
Phone: (617) 994-6000	Phone: (413) 739-2145	Phone: 508-453-9630
Fax: (617) 994-6196	Fax: (413) 784-1056	Fax: (508) 755-3861
Email: mcad@mass.gov	Email: mcad@mass.gov	Email: mcad@mass.gov

LEGAL REF.: M.G.L. 151B:3A; 151B:4

CROSS REF.: AC, Nondiscrimination Policy Including Harassment and Retaliation
ACA, Non-Discrimination on the Basis of Sex
ACC, Title IX Policy and Procedures

Adopted: March 27, 2013

Revised: June 25, 2020

Monomoy Regional School District

School Committee Member Resignation

If a School Committee member wishes to resign from the Committee prior to the expiration of that individual's term of office, said resignation must be filed with the Town Clerk in the Town he/she represents in written form with a copy to the School Committee.

Once a School Committee member submits a letter of resignation to the Town Clerk of the Town he/she represents, said individual's duties as a Committee member are terminated unless a specific date has been stated in the notification for that resignation to take effect.

A school committee term of office shall be deemed vacated should an existing member move out of the Town of Chatham or Harwich prior to the expiration of that term.

Established by law

Legal references:

M.G.L. 41:2; 41:109

File BBBE- School Committee Vacancy

Adopted: March 27, 2013

Revised:

Monomoy Regional School District

School Committee Vacancy

DRAFT

Any vacancy occurring on the Regional District School Committee for any cause shall be filled by the local Board of Selectman and the remaining Regional District School Committee members from the town where the vacancy occurs in accordance with Section I (F) of the Regional Agreement.

The members of the Board of Selectmen shall meet in joint session with the remaining members of the Regional School District Committee from the town where the vacancy occurs. A majority vote of the members of this joint session shall be required to fill the vacant position. Such replacement shall serve until the next annual town election. At that next annual election, a person will be elected to serve the balance of the unexpired term, if any, which had become vacant.

Legal references:

Regional Agreement Section I(F) **updated 2022**

Adopted: March 27, 2013

Revised:

Monomoy Regional School District

Scott Carpenter, Ed.D.
Superintendent

Michael MacMillan
Business Manager

Melissa Maguire
Director of Student Services



Robin A. Millen, Ed.D.
Assistant Superintendent of
Curriculum, Instruction and Assessment

Paul G. Donlan
Treasurer

July 10, 2025

Dear Mr. Bowers and Members of the Monomoy All Sports Booster Club,

On behalf of the Monomoy Regional School District and the Monomoy Regional School Committee, I would like to express our heartfelt thanks for your generous donations and steadfast support of our athletic programs.

Your commitment to our student-athletes and school community is truly appreciated. The funds and resources you've provided have had a direct and positive impact—whether through new equipment, uniforms, facility improvements, or team travel support. Your efforts ensure that our students have the opportunity to grow, compete, and succeed both on and off the field.

Beyond the financial support, your presence at games, events, and fundraisers helps build the strong school spirit and pride that define our community. We are grateful for your dedication and the countless hours you devote to making our sports programs thrive.

Thank you once again for your continued partnership and for championing the success of our student-athletes.

With sincere appreciation,

A handwritten signature in blue ink, appearing to be "Scott Carpenter".

Dr. Scott Carpenter

Superintendent

11:48 AM

06/22/25

Cash Basis

Monomoy All Sports Booster Club Transaction Detail By Account July 1, 2024 through June 22, 2025

Type	Date	Num	Name	Memo	Class	Clr
Funding Requests						
Check	10/07/2024	498	Geoff Jumper	Fall Senior Banners (46 @ ...	Booster C...	
Check	11/17/2024		Nauset Screen Print...	Long Sleeve T's Fall Athletes	Booster C...	
Check	01/29/2025	101	Butler Sporting Goods	Middle School Winter Shirts	Booster C...	
Check	02/05/2025	102	Geoff Jumper	12 Banners @ \$35 each	Booster C...	
Check	02/05/2025	103	Butler Sporting Goods	Middle School Boys Winter ...	Booster C...	
Check	02/13/2025		Zhik US	Wet Suits for Sailing Team	Booster C...	
Check	02/20/2025	111	Butler Sporting Goods	Hoodies for Winter Sports	Booster C...	
Check	04/08/2025	122	Geoff Jumper	Senior Banners (43 @ \$35 ...	Booster C...	
Check	04/15/2025	123	Butler Sporting Goods	Additional Hoodies per KG	Booster C...	
Check	05/28/2025	129	CCI Engraving	Joe Cottle Brass Plate	Booster C...	
Check	05/28/2025	130	Butler Sporting Goods	Spring Sports T-Shirt Gifts	Booster C...	
Check	06/03/2025	132	Geoff Jumper	5 Stolen Banners RePrint	Booster C...	
Check	06/07/2025	133	Karen Guillemette	Joe Cottle Jersey Framing	Booster C...	
Check	06/18/2025	143	Karen Guillemette	GC for Host Fam for Trainer	Booster C...	

Total Funding Requests

TOTAL

11:48 AM

06/22/25

Cash Basis

Monomoy All Sports Booster Club
Transaction Detail By Account
July 1, 2024 through June 22, 2025

<u>Split</u>	<u>Original Amount</u>	<u>Paid Amount</u>	<u>Balance</u>
Santander Ope...	1,610.00	1,610.00	1,610.00
Santander Ope...	3,572.00	3,572.00	5,182.00
Cape Cod Five...	133.50	133.50	5,315.50
Cape Cod Five...	420.00	420.00	5,735.50
Cape Cod Five...	391.50	391.50	6,127.00
Cape Cod Five...	2,167.47	2,167.47	8,294.47
Cape Cod Five...	2,730.00	2,730.00	11,024.47
Cape Cod Five...	1,505.00	1,505.00	12,529.47
Cape Cod Five...	49.50	49.50	12,578.97
Cape Cod Five...	57.00	57.00	12,635.97
Cape Cod Five...	3,202.50	3,202.50	15,838.47
Cape Cod Five...	100.00	100.00	15,938.47
Cape Cod Five...	270.94	270.94	16,209.41
Cape Cod Five...	112.19	112.19	16,321.60
		<u>16,321.60</u>	<u>16,321.60</u>
		<u>16,321.60</u>	<u>16,321.60</u>



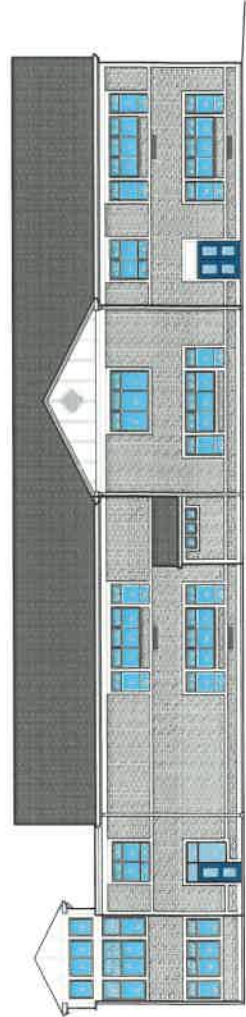
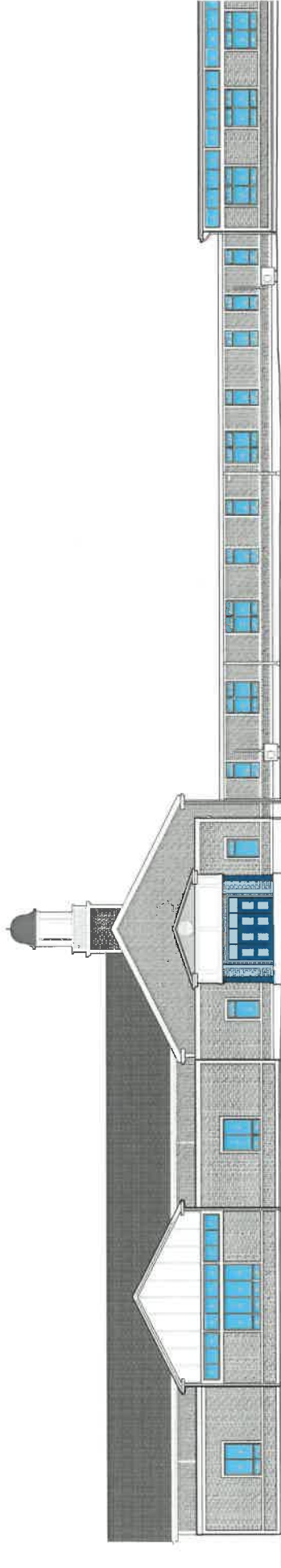
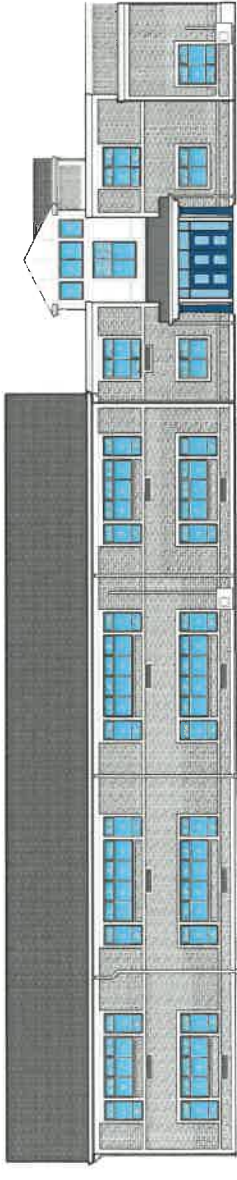
**Monomoy Regional School Committee
2025-2026**

Subcommittee, Representative and Liaison Assignments

<p>Subcommittees Small group of the school committee (less than a quorum) tasked with bringing recommendations for committee action (* Chair)</p>	<p>Representatives A school committee member who is a member of a larger committee requiring school committee representation (i.e. Cape Cod Collaborative; Wellness Committee; etc.)</p>	<p>Liaisons A school committee member who is responsible for being the communication link between the MRSC and another group or committee</p>
<p>Superintendent Evaluation</p> <ol style="list-style-type: none"> Jackie Zibrat-Long Betty Gray Ryan Edwards Bre Rose 	<p>Westgate Foundation</p> <ol style="list-style-type: none"> Stephen Davol 	<p>Special Education PAC</p> <ol style="list-style-type: none"> Meredith Henderson
<p>Finance</p> <ol style="list-style-type: none"> Jackie Zibrat-Long Brad Schiff Ryan Edwards Meredith Henderson 	<p>Sick Bank</p> <ol style="list-style-type: none"> Betty Gray 	<p>Select Board & Finance Committees</p> <p>(2) Chatham:</p> <ol style="list-style-type: none"> Jackie Zibrat-Long Brad Schiff <p>(2) Harwich:</p> <ol style="list-style-type: none"> Meredith Henderson Ryan Clarke
<p>Superintendent Search</p> <ol style="list-style-type: none"> Betty Gray Brad Schiff Meredith Henderson Ryan Clarke 	<p>Cape Cod Collaborative</p> <ol style="list-style-type: none"> Brad Schiff 	<p>Regional Agreement Working Group</p> <ol style="list-style-type: none"> Brad Schiff Stephen Davol Ryan Edwards Ryan Clarke
<p>Warrant and Payroll</p> <ol style="list-style-type: none"> Jackie Zibrat-Long Brad Schiff 	<p>District Wellness Committee</p> <ol style="list-style-type: none"> Bre Rose 	<p>Legislation</p> <ol style="list-style-type: none"> Meredith Henderson
<p>Policy Subcommittee</p> <ol style="list-style-type: none"> Betty Gray Stephen Davol Ryan Edwards Bre Rose 		

SIDING SCHEME UPDATE

- SHINGLES ONLY
- 5-1/2" LOW WATER TABLE
- 5-1/2" HIGH TRIM BAND
- NO PANELS BELOW WINDOWS



MONOMOY REGIONAL MIDDLE SCHOOL
SIDING & WINDOWS REPLACEMENT

JUNE 13, 2025

