



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Thursday, June 12, 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](#)

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

Members not present: Ryan Clarke, 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 Henderson

B. Approval of Meeting Minutes

i. May 8, 2025

MOTION: Betty Gray moved to approve the minutes from May 8, 2025, seconded by Jackie Zibrat-Long

Ayes: Betty Gray, Meredith Henderson, Jackie Zibrat-Long, Brad Schiff

Abstain: Stephen Davol, Ryan Edwards

The motion passes.

ii. May 22, 2025

MOTION: Jackie Zibrat-Long moved to approve the minutes from May 22, 2025, seconded by Brad Schiff

UNANIMOUS: the motion passes

C. MRHS Student Representative

Student representative not in attendance

D. Public Comment:

None

E. Reports and Discussions

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

On behalf of the Policy Subcommittee, Brad Schiff reviewed the updated verbiage for each policy and moved all but one policy on to a second reading at the next meeting. The committee requested clarification on language in policy ACAB which will be brought back to the subcommittee.

ii. Overview of School Committee Financial Responsibilities

MRSD Business Manager Michael MacMillen presented the members an overview of their financial responsibilities including the budget process and timeline, yearly financial monitoring, the expenditure process, capital and debt approval, policies and contracts and student activities.

iii. Appointment of the Chief Procurement Officer

MRSD Business Manager Michael MacMillen explained the role and responsibilities of the Chief Procurement Officer. The CPO is responsible for all activities related to buying, leasing, renting or otherwise acquiring supplies or services for all departments regardless of value, including overseeing solicitations; evaluating quotes, bids and proposals; awarding contracts. The CPO ensures the local jurisdiction's contracting practices are carried out in accordance with state law and local requirements. There are also certain procurement processes that only a CPO can carry out, including issuing of Requests for Proposals.

At MRDS, the Business Manager is already fulfilling the role as CPO and is required to hold a Massachusetts Certified Public Purchasing Official (MCPPO) designation. The school committee's approval of this appointment will formalize

the procurement process and align the requirements of M.G.L., Chapter 30B. Future holders of the Business Manager position will automatically take on the Procurement Officer appointment.

iv. 2025-2026 Subcommittee preferences - due by June 20

School Committee members should pick a total of five spots on the form, ranked in order of preference, which includes two subcommittees from the first column, due back to the Committee Chair and Vice-Chair by June 20, 2025.

v. School Committee 2025-2026 meeting dates/summer workshop

The summer workshop will be held on July 24, 2025 at 5:00 PM. The draft agenda will be ready for the July 10, 2025 regular business meeting for the Committee to review.

vi. Donation to SupplyBank for schools affected by the California fires

MOTION: Betty Gray moved to approve the donation to SupplyBank, seconded by Jackie Zibrat-Long

UNANIMOUS: the motion passes

vii. Donation to Sharing Kindness

MOTION: Betty Gray moved to approve the donation to Sharing Kindness, seconded by Brad Schiff

UNANIMOUS: the motion passes

viii. Donation to Chatham Fire/Rescue Department

MOTION: Betty Gray moved to approve the donation to Chatham Fire/Rescue, April Fools Polar Plunge, seconded by Brad Schiff

UNANIMOUS: the motion passes

ix. New Student Activity Account, MRHS - JiuJitsu Club

MOTION: Betty Gray moved to approve the creation of the new student activity account, JiuJitsu Club, seconded by Brad Schiff

UNANIMOUS: the motion passes

F. Subcommittee, Representative, Liaison Reports

i. Middle School Building Committee update

Meredith Henderson expressed the MRMS Building Committee's gratitude to the communities of Harwich and Chatham for supporting the project at Town Meeting and the ballot. Dr. Carpenter shared that the MRMS Building Committee voted on the siding selection at their last meeting choosing a fiber cement product for the project. At the next meeting, the MRMS Building Committee will need to make a decision regarding the design of shingles/clapboards/white panels, as well as the window configuration, in order to keep the project on the timeline. The bid specifications are expected to be ready July 31, 2025. Dr. Carpenter also discussed the phasing plan for the project.

G. Superintendent's Report

i. Recognition of Donations, Grants, and other Acknowledgments

Dr. Carpenter congratulated the High School team for their successful graduation ceremony.

The Computer Science program at Monomoy Regional High School has been recognized with another award for a video series. The students who participated as narrators for this project were honored with a Bronze Award in the Narration/Voiceover Craft Category by the Telly Awards. The students honored for their voiceover work are Alexis Arruda, Thomas Chase, Alexa Ford, Wellington Holmes, Patrick Jordan, Payton MacRoberts, and Mayur Patel. The video series, produced in collaboration with Chris Seufert of Mooncusser Films, can be found on the Monomoy Regional School District website.

Many thanks to Lissy Perna from Get Outside Cape Cod for the donation of 50 trail guide books to Monomoy Middle School students! These guides will help our students explore our community this summer.

Monomoy Regional High School celebrated the expansion of the “SHORE Pantry,” an initiative to combat food insecurity in the community. The pantry is run by students enrolled in the high school's SHORE program, which provides vocational training and transitional services to young adults ages 18-22 with autism or intellectual disabilities. The students oversee the day-to-day operation of the pantry, which serves daily snacks for 100 students and helps provide food boxes for more than 30 Harwich families each week. In addition to the weekly food donations from the local Harwich store, The Stop & Shop School Food Pantry Program has committed a total of \$10,000 to help support the SHORE Pantry and stock its shelves with nutritious food. Many thanks to the students and educators in the SHORE program for their hard work on this important project, and thank you to the Stop & Shop organization for their continuing support of our entire school community.

ii. Remembering Pat Smith

Pat Smith was an educator with our district for 29 years and touched the lives of 1 in 9 students. She will be greatly missed by her colleagues.

H. Action Items -Vote Required

- i. Second Reading Policy Files: BBBC- School Committee Member Resignation, BCA - School Committee Member Ethics, BCB - Committee Members Conflict of Interest, BDD - School Committee Superintendent Relationship, BDE - Subcommittees of the School Committee, BDG- School Attorney, BEC - Executive Session, BEDA - Notification of School Committee Meetings

After discussion amongst the members, File BBBC will be brought back to the Policy Subcommittee for review.

MOTION: Brad Schiff moved to approve the Policy Files BCA, BCB, BDD, BDE, BDG, BEC, BEDA as presented in the agenda packet for approval, seconded by Betty Gray.

UNANIMOUS: the motion passes.

ii. MRHS Indoor Track & Field Team

MOTION: Jackie Zibrat-Long moved to approve the creation of the MRHS Indoor Track & Field team, seconded by Betty Gray

UNANIMOUS: the motion passes.

iii. Appointment of the Chief Procurement Officer

MOTION: Jackie Zibrat-Long moved to approve the role of Business Manager as the Chief Procurement Officer for the Monomoy Regional School District in accordance with Massachusetts General Law Chapter 30B, seconded by Brad Schiff

UNANIMOUS: the motion passes.

iv. Donation to SupplyBank for schools affected by the California fires

MOTION: Betty Gray moved to approve the donation to SupplyBank, seconded by Jackie Zibrat-Long

UNANIMOUS: the motion passes

v. Donation to Sharing Kindness

MOTION: Betty Gray moved to approve the donation to Sharing Kindness, seconded by Brad Schiff

UNANIMOUS: the motion passes

vi. Donation to Chatham Fire/Rescue Department

MOTION: Betty Gray moved to approve the donation to Chatham Fire/Rescue, April Fools Polar Plunge, seconded by Brad Schiff

UNANIMOUS: the motion passes

vii. New Student Activity Account, MRHS - JiuJitsu Club

MOTION: Betty Gray moved to approve the creation of the new student activity account, JiuJitsu Club, seconded by Brad Schiff

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 7:35 PM.

Respectfully Submitted,
Roberta Simmons
Recording Secretary