



**Monomoy Regional School District - Monomoy Regional School Committee  
Meeting Agenda for Thursday, November 20, 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, Ryan Clarke, Jackie Zibrat-Long, Ryan Edwards**

**Members not present: Betty Gray, Bre Rose**

**Administrators present: Dr. Scott Carpenter, Robin Millen, Michael MacMillen, Joy Jordon, Kristen Callahan**

## **AGENDA**

### **A. Call to Order**

Meredith Henderson called the meeting to order at 6:30 PM

### **B. Approval of Meeting Minutes**

#### **i. November 6, 2025 Minutes**

**MOTION:** Ryan Edwards motioned to approve the November 6, 2025 minutes, seconded by Brad Schiff.

**The motion passes with 5 ayes and Jackie Zibrat-Long abstaining from the vote.**

#### **ii. November 13, 2025 Budget Workshop Minutes**

*Since there was not a quorum at the Budget Workshop it was not considered a meeting and minutes are not necessary.*

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

None

### **D. Reports and Discussions**

#### **i. Sabbatical Request**

Erin Hofman, MRHS teacher, presented her sabbatical request for a one-year paid leave to pursue a Master's in Reading to the School Committee. She explained that data indicates that a significant portion of students in grades 3-8 are struggling with reading proficiency, with 64% needing tier two or tier three interventions. The decline in reading performance, particularly following the pandemic, raises concerns about the academic readiness of students entering higher grades.

The establishment of a reading specialist role is crucial for designing and implementing targeted interventions to address the reading gaps identified in student performance data. Hoffman believes that her training as a reading specialist would help accelerate reading growth and align literacy practices with effective educational strategies.

The School Committee members agreed to vote on the request at the next meeting.

#### **ii. MRHS/STEM Field Trip to London**

Dr. James Otto, MRHS teacher, gave an overview of the proposed STEM field trip to London:

- **Dates:** Planned for April 16-24, 2027, during spring break.
- **Purpose:** To provide students with hands-on experiences in physics, engineering, and forensics through workshops and cultural exploration.
- **Activities:**
  - Workshops at Bletchley Park and the Royal Observatory.
  - Forensics workshop related to a Jack the Ripper mystery.
  - Visits to Stonehenge, the British Museum, and the London Science Museum.

- Cultural tours including a Thames River cruise and visits to iconic landmarks like Big Ben and the Tower of London.
- **Total Cost:** \$4,719 per student, including airfare, accommodation, meals, and insurance.
- **Payment Plan:** Initial payment of \$95 followed by \$272 monthly for 17 months.
- **Fundraising:** Opportunities available through EF for scholarships and donations from families.
- **Expected Students:** Approximately 18-24 students anticipated.
- **Previous Trips:** The school has conducted similar trips in 2018 and 2021, which were theater-themed; this will be the first science-focused trip.
- **Chaperones:** One chaperone per six students to ensure safety and support.

The School Committee will vote on the proposed London field trip at the December 11, 2025 meeting.

iii. MRHS/Marine Biological Laboratory at Woods Hole Overnight Field Trip

Kristen Callahan, MRSD Curriculum Director, STEM 5-12, gave an overview of the field trip. The Marine Biological Laboratories (MBL) High School Discovery Program will take place from January 7th to 9th at the Woods Hole facility. The AP Biology and AP Environmental Science students will participate in a three-day residential research course with MBL scientists. The program is focused on adaptation and evolution in response to environmental change and is entirely free for students due to a grant.

- Targeted at interested students from two sections of AP Environmental Science and one section of AP Biology.
- A minimum of 10 and a maximum of 18 students can participate; currently, 14 students have shown interest (7 from each AP class).
- Students will stay in campus accommodations for two nights and engage in hands-on research activities.
- Registration forms are due by December 1st; consensus was sought for a vote during the meeting.

**MOTION:** Ryan Clarke moved to approve the MRHS overnight field trip to Woods Hole, seconded by Brad Schiff

**UNANIMOUS: the motion passes**

iv. Budget Workshop slides and next steps

Meredith Henderson shared that the recent budget workshop held last week did not have a quorum. The presentation materials from the Principals are included in the meeting packet and School Committee members are encouraged to review them and prepare questions before the next meeting on December 11, 2025. We should aim for an efficient discussion with the opportunity to ask questions of the principals. Select board and finance committee members from both towns have been invited to attend the meeting as well.

v. Treasury Appointment

**Vote Required**

Michael MacMillen, MRSD Business Manager, introduced Jacob Voelker as the finalist for the MRSD Treasurer position. Jacob has 18 years of experience in municipal finance and his expertise includes payroll, budget forecasting, and bond issuance. He holds a Juris Doctorate and has a strong interest in municipal practice. Approval is requested for Jacob's appointment starting December 1st.

**MOTION:** Brad Schiff moved to approve the appointment of Jacob Voelker as Monomoy Regional School District Treasurer effective December 1, 2025, seconded by Ryan Clarke.

**UNANIMOUS: the motion passes**

vi. MRMS Roof MSBA Submission

Michael MacMillen, MRSD Business Manager, provided an overview of the MRMS roof replacement project.

- The project is in collaboration with the Massachusetts School Building Authority (MSBA), which will reimburse 37% of the costs.
- The design approval is expected to be submitted to the MSBA board by December.
- Significant factors affecting the project include:

- Large square footage driving higher costs.
- Different types of roofing materials complicate the project.
- HVAC equipment requires careful management during the replacement.
- **Solar Preparation:**
  - MSBA requires a minimal solar readiness for the roof, leading to discussions about capacity and cost.
  - Initial discussions suggested more solar readiness; however, structural limitations of the current roof restrict significant solar panel installation.
  - The committee voted to proceed with minimal solar readiness to avoid high costs.
- **Roof Material Choices:**
  - Consideration between asphalt shingles (current material) and metal roofing (recommended for durability).
  - Concerns raised about sound impact and cost-effectiveness.
  - The building committee decided to keep both options open until more research is conducted.
- Estimated total construction cost is \$9.5 million, with a total budget of \$11.4 million.
- The district's anticipated cost is \$7.2 million, with additional costs for the metal roof and solar options under discussion.
- Important upcoming dates include:
  - December 11: Approval request for design submission.
  - February 25: Submission deadline to MSBA.
  - May: Town meeting for funding approval.
  - Construction is projected to start in the summer of the following year

- vii. First Reading Policy Files: File BGE - Policy Dissemination, File BGF -Suspension of Policies, File BHC - School Committee-Staff Communications, File BIA - New School Committee Member Orientation, File BIBA - School Committee Conferences, Conventions and Workshops, File CA - Administration Goals (Responsibilities), File CB - School Superintendent

Ryan Edwards reviewed the policies and highlighted any changes as presented to the committee for the first reading. A brief discussion regarding policy BGE - Policy Dissemination, which was brought back to the Policy Subcommittee for clarification of the language, was positive for the new verbiage. The policies will have a second reading at the next meeting.

#### **E. Subcommittee, Representative, Liaison Reports**

- i. Superintendent Search Subcommittee

Meredith Henderson shared that the deadline for Superintendent applicants is Friday, November 21st. The Screening Subcommittee will be reviewing the applicant information over the weekend in order to be ready to determine who will be part of the first round of interviews. The Screening Subcommittee will meet on Monday, November 24th. A reminder that two additional meetings were added to the schedule to accommodate the finalist interviews and the vote on December 17th and 18th. A new meeting calendar will be sent out to members.

- ii. Building Committee

No new information beyond the roof discussion.

#### **F. Superintendent's Report**

- i. Recognitions

Dr. Scott Carpenter, MRDS Superintendent, shared the following recognitions:

Community Engagement Coordinator, Joy Jordan, was asked to be a presenter and panelist at a webinar hosted by MEFA, the Massachusetts Educational Financing Authority, on the topic of Using Social Media to Connect with Students and Families. The session was geared toward educating school counselors and other school officials on the effective use of social media as a communications tool.

Yesterday was National Education Support Professionals Day, so I want to publicly recognize the many people who keep our schools running smoothly, from instructional assistants, cafeteria staff, and custodians, to bus drivers, nurses, administrative assistants, and more. They impact every aspect of our students' experiences in our schools and we appreciate their dedication.

Many thanks to Cape Cod Five for the donation of a fiberglass shark head to Monomoy Regional Middle School. Cape Cod Five had displayed the shark in celebration of the Jaws 50th anniversary, and once that passed, offered the piece to Monomoy Middle School, thanks to Mande Blair, Cape Cod Five exec and Monomoy parent. We would like to take this opportunity to extend our gratitude to Cape Cod 5 for their incredibly generous donation. This symbol of school spirit now proudly hangs in our middle school cafeteria. Thanks again to Cape Cod 5 for bringing this bit of excitement to our students and staff.

Today was the annual Thanksgiving luncheon at Chatham Bars Inn for Chatham Elementary students -- a tradition that began many years ago when CES did not have a kitchen, so the team at CBI wanted students to have one hot lunch a year and hosted them in November. We thank CBI for continuing this wonderful tradition for our students.

Finally, a reminder that next week is a short week in our schools for the Thanksgiving break, with no school Wednesday through Friday -- wishing everyone a happy and restful holiday.

**H. Action Items -Vote Required**

**i. Treasury Appointment**

**MOTION:** Brad Schiff moved to approve the appointment of Jacob Voelker as Monomoy Regional School District Treasurer effective December 1, 2025, seconded by Ryan Clarke.

**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 motion passes**

The meeting was adjourned at 7:30 PM.

Respectfully Submitted,  
Roberta Simmons  
Recording Secretary