



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Thursday, September 24, 2026 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: Brad Schiff, Katie Cutter, Stephen Davol, Ryan Edwards, Brett Fortin

Members not present: Heather Morgan, Lucia Quinn, Rich Roy

Administrators present: Dr. Robin Millen, Michael MacMillan, Melissa Maguire, Joy Jordan

Student Representative Present:

AGENDA

A. Call to Order

Brad Schiff called the meeting to order at 6:33 PM.

B. Approval of Meeting Minutes

- i. September 10, 2026 Regular Business Meeting

MOTION: Brett Fortin motioned to approve the meeting minutes from the September 10, 2026 Regular Business Meeting, seconded by Katie Cutter.

The motion passes with 4 ayes and 1 abstain.

C. Student Representative

None

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

None

E. Reports and Discussions

- i. Special Education Tiered Focus Monitoring Report

Melissa McGuire, Director of Student Services, presented the results of the state special education integrated monitoring review. The district was evaluated on 35 indicators related to special education compliance, civil rights, student services, and related requirements. 34 indicators were fully implemented, with one partially implemented involving notification of the transfer of parental rights at age 17. A tracking system has been implemented as part of the corrective action plan to ensure timely notification. Several other potential issues identified during the self-assessment were corrected before the final review. The district's special education policies and procedures were also recognized by the state as a model for other districts.

- ii. MASC Conference

MASC's annual conference will be held in Danvers, Massachusetts, November 4–6, 2026. School Committee members were encouraged to consider attending for professional development, networking, and student-focused sessions. Members may attend for individual days, and the district will coordinate registration for those interested.

- iii. Docusign for School Committee

The Committee discussed allowing electronic signatures through DocuSign/Adobe for greater efficiency and flexibility, particularly when members cannot attend meetings in person. The Policy Subcommittee will review whether the

policy should be updated to explicitly permit electronic signatures and will work through the technology and coordination procedures.

iv. School Committee Meeting Virtual Attendance

The Committee reviewed the policy provisions for remote participation in School Committee meetings. Remote attendance is permitted when physical attendance is unreasonably difficult, such as due to illness or travel, with approval from the Chair and provided that a quorum and the Chair (or designee) are physically present. The Committee also discussed extending remote participation to subcommittee meetings and agreed that the Policy Subcommittee should clarify the applicable requirements, including quorum and technology/public access provisions.

v. First Reading Policy File: ACL-Interacting with Law Enforcement Officers Engaged in Civil Law Enforcement (Protect Act)

Brett Fortin, Policy Subcommittee Chair, explained Policy File ACL is a new policy. The Committee agreed to move the policy forward to a second reading at the next meeting.

vi. Second Reading Policy Files: File JKAA-Prevention of Physical Restraints and Requirements if Used and Regulations Around Time-Out, File JLCD- Administering Medicines to Students **VOTE REQUIRED**

MOTION: Stephen Davol motioned to approve Policy File:JKAA-Prevention of Physical Restraints and Requirements if Used and Regulations Around Time-Out and File JLCD- Administering Medicines to Students as presented, seconded by Brett Fortin .

UNANIMOUS: the motion passes

vii. Massachusetts Department of Public Health Administration of Medicines **VOTE REQUIRED**

MOTION: Brett Fortin motioned to approve and adopt the policies and procedures governing the administration of prescription medications as defined by statute and regulation (MGL 94C and 105 CMR 210). The School Committee understands the Medication Program Manager role as registered nurse and manager of the medication program in the school, seconded by Katie Cutter.

UNANIMOUS: the motion passes

viii. Budget Timeline **VOTE REQUIRED**

Michael MacMillan, Assistant Superintendent of Finance and Strategic Alignment, presented the FY28 budget development timeline, which includes early development of the capital plan, budget guidance and projections, demographic information, and departmental budget requests. Key milestones include the November budget workshop, December presentation of the initial draft and line-item budget, January budget approval and submission to the towns, and a final budget vote in March after state funding and health insurance information is available. The process also includes annual reviews of substitute rates, facility rental fees, and PEG funding; a May presentation of the food service budget; and a post-budget review with administrators to assess implementation and outcomes. No vote was required on this item tonight.

ix. Prior Year Encumbrances **VOTE REQUIRED**

MOTION: Brett Fortin motioned to approve the payment of one thousand, six hundred and ninety one dollars and thirty four cents in FY26 invoices, as presented to the School Committee, seconded by Katie Cutter.

UNANIMOUS: the motion passes

F. Subcommittee, Representative, Liaison Reports

- i. Middle School Building Siding and Window Project Update

The building project remains on schedule for completion by the first week of November. Work is progressing, with the scope narrowing and punch-list items being addressed in phases. The gym remains the primary area of work, with completion dependent in part on weather and available workdays.

- ii. Regional Agreement Working Group

The Regional Agreement Working Group met on September 17th in Harwich. Dr. Millen presented historical, current, and projected enrollment trends, budget context, and school choice impacts. The group also reviewed the parameters and timeline for amending the regional agreement. The group will establish objectives, deliverables, and a timeline at its next meeting, scheduled for October 15 at 5:30 p.m. in Chatham, where preliminary town and school budgets will also be reviewed.

The subcommittee reviewed objectives from the Harwich and Chatham working groups, established goals to present at a future meeting, and identified future agenda items and meeting schedules.

G. Superintendent's Report

- i. Recognitions

It's Hispanic Heritage Month, which is celebrated each year from September 15 to October 15 to recognize the contributions and influence of Hispanic Americans to the history, culture, and achievements of the United States.

Both Harwich Elementary School and Chatham Elementary School have held their back to school Curriculum Nights last week, and both were in an open house format, with students and families attending together. Students were excited to show off their school and recent work, introduce their families to their teachers, and participate in fun activities alongside their caregivers. Our high school will hold its Curriculum Night next week on September 30 and the middle school on October 1. Those events will be geared to parents and caregivers, who will follow their student's schedule and learn more about their classes.

Monomoy participated in county emergency management planning for the weekend storm. The district will continue monitoring conditions, determine whether the scheduled weekend event can proceed, and provide updates to the affected community as needed.

H. Action Items -Vote Required

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I. Presentation of the Warrants

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

J. Adjournment

Brett Fortin moved to adjourn the meeting, seconded Ryan Edwards.

The meeting was adjourned at 7:28 PM.

Respectfully Submitted,
Roberta Simmons
Recording Secretary