

Monroe Consolidated School
Meeting Minutes
August 18, 2025

School Board Members: J. Lang, Chair; B. Regis; M. Jones; A. Clement; R. Gibson

Administration: L. Holz, District Administrator; R. Bogie, Business Administrator

Minute Taker: E. Bushway

The School Board meeting was called to order by Chair James Lang at 5:30pm.

Public Input: Never received an email with the agenda about tonight's meeting. The Board addressed the concern and will look into sending out an email with the meeting's agenda for the next school board meeting.

Agenda Adjustments: Added Staffing with Contracts under Job Description.

Approval of Board Minutes:

June 23, 2025: Member Michael Jones motioned to accept the minutes of June 23, 2025. Member Bob Regis seconded the motion. Motion carried 5-0.

New Business:

Board Organization:

- **Vice-Chair Seat:** With Electra no longer on the board a new vice-chair is needed. Member Bob Regis nominated Anna Clement to take Electra's place. Member Michael Jones seconded Member Regis' choice. Motion carried 4-0. Member Anna Clement accepted the position.
- **Subcommittees:** Electra was a part of the Capital Improvement Committee and the Negotiations Committee. Chair Lang said he would stay on the Negotiations Committee. Chair Lang asks if Member Randy Gibson would be interested in joining the Negotiations Committee. Member Randy Gibson accepts to be on the committee. Member Jones is on the Capital Improvement Committee. Member Gibson accepts to also be on the Capital Improvement Committee.

Self Evaluation results:

Chair Lang explains that the results will be tabled until the next meeting. District Administrator Holz will look for the results.

Approval of DOE25 and MS25:

Business Administrator Bogie explains that she has the annual report to the Department of Education and Revenue. There were no errors on the report and all the lines were in balance. There is still a fund balance of \$113,826.00. Food service is down to \$7,300.00. Business Administrator Bogie passed around the report to have all board members sign it so she can send it back to the state.

Job Description:

District Administrator Holz described the bus monitor position, stating that it is still not filled. The job is two hours a day and is one-on-one with a student to their placement. District Administrator Holz asked the board to approve the job description. The public asked a clarifying question about if it was posted and District Administrator Holz said it has been posted. Member Michael Jones made a motion to approve it and Member Bob Regis seconded the motion. Motion carried 5-0.

Staffing:

District Administrator Holz explained that she has two resignation letters that came after the board met last time. One letter is from Molley Gilley, who resigned as the Administrative Assistant to the District and the second letter is from Sarah Corey, who resigned as a paraprofessional. Both positions have been filled. The only position that is not filled is the bus monitor position. District Administrator Holz gave Chair Lang Emily Bushway's contract for him to sign, who is taking over the Administrative Assistant to the District position. Chair Lang took a motion to accept the contract. Member Jones approved the motion and Member Clement seconded the motion. Motion carried 5-0. District Administrator Holz presented a teacher contract for Courtney Dobart, who is the part-time physical education and health teacher. This contract is a re-do because the days were miscounted. Member Michael Jones motioned to accept the contract and Member Anna Clement seconded the motion. Motion carried 5-0. District Administrator Holz presented a part-time paraprofessional contract for Gena Mccarson. Member Michael Jones motioned to accept the contract and Member Anna Clement seconded the motion. Motion carried 5-0. Chair James Lang signed all three contracts.

Employee Accident & Injury Reporting & Investigation Handbook:

Business Administrator Bogie explained that her and Molley Gilley found this handbook that other schools have and all handbooks are supposed to be approved by the board. This handbook explains what to do for employees and also what forms to fill out. Member Michael Jones asks if we should remove Molley Gilley's name from the author. Member Jones points out a spelling error that should be fixed. Member Michael Jones makes a motion to accept the handbook with the mistakes.

Old Business:

Capital Improvement List:

Business Administrator Bogie does not have anything new to add to the list. She did report that the state fire marshall came in and installed carbon monoxide detectors that they got through a grant. One was installed in the kitchen and the second one was installed downstairs across from the boiler room. Member Randy Gibson asked if they were hard wired or ran off of batteries. Business Administrator Bogie said that they run off batteries with a 10 year life guarantee. HVAC control system update: they are at the point where they are doing remote testing and setting up the program. All rooms have new control units. The asbestos project is complete. The flooring just needs to be finished with the transition pieces from the bathrooms into the hallways. Member Michael Jones asked about the molding around the cafeteria. Business Administrator Bogie said Bill will be putting in back up and we have all the material to do it. Member Randy Gibson asked about the final billing for the projects. Business Administrator Bogie said she will have it by the next meeting. She also explained that there was not asbestos in the box in the boiler room but in the box was an incinerator and the company who was taking care of the asbestos took away the box.

Incoming Tuition:

District Administrator Holz said we should leave it open for the next meeting. Member Michael Jones asked if there was anything new. District Administrator Holz explained that the education spending accounts were changed to no income cap, which means that any family can apply for a voucher. The other changes that have to do with tuition won't be put into effect until January 1st. Chair James Lang asked District Administrator Holz to come to the next meeting with class sizes. Public input: asked about a law about tuition and vouchers. District Administrator Holz explained that was what was going into effect on January 1st. She said the bill is HB741 and will update the board as more information is released.

Subcommittee Reports

- Policy
 - First Reading
 - AB: New Hampshire Parental Bill of Rights: Member Michael Jones motioned to move the first reading and the first adoption of policy AB. Member Bob Regis seconded the motion. Motion carried 5-0.
 - Second Reading and Revisions:
 - IIB: Class Sizes and Student-Educator Ratios: this policy is staying on the agendas. Board discussed changing the number of class sizes to reflect the state numbers. Member Michael Jones motioned to have policy IIB adopted with the changes. Member Anna Clement seconded the motion. Motion carried 5-0.
 - IKFG: Career Exploration, Readiness, Pathways & Credentials: Member Michael Jones put in a second motion for policy IKFG. Member Anna Clement seconded the motion. Motion carried 5-0.

○ Revised

- **Renovation:** nothing new to add. Chair James Lang and Member Bob Regis motioned to have renovations come off the agenda.

Administrative Report:

District Administrator's Report:

District Administrator Holz shares free webinars that pertain to school board members. District Administrator Holz explained that her and Brittany Kempton went to a few presentations about ED 306, which are the state laws on how schools run. She explained that Monroe is doing what we are supposed to be doing and doesn't have to change much. Academic Standards Approval form is something the board will have to approve in the future and only has to be approved by the school board every 10 years. There is a new bell-to-bell cellphone ban that was passed in New Hampshire. District Administrator Holz is going to send out a video and information to parents about it. We already have a policy - JICJ - that explains about having personal devices in school. District Administrator Holz discusses putting policy JICJ on the next school board agenda along with the new RSA.

Business Administrator's Report:

Business Administrator Bogie explained that we are in our last year with our transportation and auditor contracts. She is going to send out the two RFPs by the end of September. All the bids are in by the end of October, so they are ready for the November meeting.

Other Business:

Public Input: Nothing

Next Meeting: September 15, 2025

Adjournment:

Member Michael Jones called for a motion to adjourn the meeting at 6:55pm. Member Anna Clement seconded the motion. Motion carried 5-0.

Respectfully submitted

Emily Bushway

Emily Bushway

Administrative Assistant

The MCS School Board normally meets on one Monday each month at 5:30 pm. There are no meetings in July. If needed, the Board will meet more often, usually on a Monday night at 5:30 pm. A meeting schedule is posted on the school website at www.monroeschool77.com. In addition, the School Board Secretary maintains an email list for meeting notifications. She may be contacted at schoolboard@monroeschool77.com

THE MONROE SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.