

Monroe School District
Monroe Consolidated School
Meeting Minutes
September 15, 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: Tom Scholl asked if the next meeting is on a Tuesday. Chair Lang said it was and explained that it was because of the holiday on the Monday.

Agenda Adjustments: Administrative Assistant Bushway explained that we are removing policies IGE, IHAM, IHAM-R, ILD because they need to be reviewed by the policy committee. We are going to table these policies at the next meeting.

Approval of Board Minutes:

August 18, 2025: Member Jones motioned to accept the minutes of August 18, 2025. Chair Lang seconded the motion. Motion carried 5-0.

New Business:

Self Evaluation results:

Chair Lang explains about what the self-evaluation is and it is how the board operates externally and internally. The board will look over the results and come up with goals for the year. Administrative Assistant Bushway explained that she gathered all of the answers to the questions and put them on a document that was handed out to the board members. Member Gibson made a note that since he is new to the board he didn't want to skew the results. Chair Lang noted that at the next meeting the board will come with the goals. District Administrator Holz explained that at the next meeting the board can

base their annual goals on the results of the evaluations. Then the administration will base their goals on the board goals. Chair Lang asked Administrative Assistant Bushway to email the board with the goals from last year.

School Emergency Operations Plan:

District Administrator Holz explained that every year she has to submit Monroe's School Emergency Operations Plan to the Department of Education. It is signed by the Chief of Police at Troop F, the Health Administrator in Monroe, and signed by the Fire Chief. She explained that Chair Lang also needs to sign it. She also explained that it is a public document.

Sabbatical Letter:

District Administrator Holz stated that she is sharing the sabbatical letter just to let the board know and the board does not have to approve the letter. The letter is from Laura Tobin and the sabbatical will take place in the fall of 2026 and will be gone for about 25-30 days from November and December. For sabbatical leave, it is in the teacher's CBA and they just have to give the administration notice. Laura will be going to Nepal where her son will be doing a residency there. The only difference that the school will see is there will need to be an increase in the substitute budget line this year.

Support Staff Negotiations:

Chair Lang received a letter from the support staff to start the process of negotiations and the CBA. Member Gibson and Chair Lang are on the negotiations committee and will come up with a time to meet together. The letter asks to contact the support staff to set up a date for the first negotiating session. Chair Lang explains the process of negotiations and the meetings to Member Gibson.

School Counseling Topics:

District Administrator Holz explained that some laws have changed regarding ED 306, and now the school board has to approve the guidance curriculum. The board needs to approve the curriculum every two years. District Administrator Holz read through the list of topics that will be covered this year in guidance throughout all grades. There were minor discussions with Member Gibson about one of the topics listed. Member Clement made a motion to approve. Member Regis seconded the motion. Motion carried 5-0.

Old Business:

Employee Accident & Injury Reporting & Investigation Handbook:

Administrative Assistant Bushway explained that during the last meeting there was only one board member who motioned to approve of it. She did not get a motion to second it. Member Jones made a motion to approve it. Member Regis seconded the motion. Motion carried 5-0.

Incoming Tuition:

District Administrator Holz said we should continue to table this topic until we receive more information about open enrollment from the state. Chair Lang said that District Administrator Holz sent him a template about open enrollment. There was a brief discussion about open enrollment at Monroe. District Administrator Holz suggested changing it to Open Enrollment Updates on future agendas.

Capital Improvement List - Final Billing:

Business Administrator Bogie explained about the asbestos project. Monroe borrowed \$210,000 for the project. The total cost \$157,473.58. That leaves Monroe \$52,526.42 to pay back on the loan. Chair Lang raised a question about the heating cost. Business Administrator Bogie said that the company came over the summer and said they fixed the problem. She is waiting on technology to send IP addresses to the control panels to finish that portion. Every room has a regulator to control the heat. Chair Lang talked about the concrete steps. District Administrator Holz said the topic of the concrete stairs will be added to the capital improvement list.

Subcommittee Reports

- Policy
 - Second Reading:
 - IIB: Class Sizes and Student-Educator Ratios: Member Jones made a motion to accept the policy. Member Clement seconded the motion. Motion carried 5-0.
 - Revised:
 - JICJ: Unauthorized Communication Devices: the new version of the policy was not brought to the meeting. Administrative Assistant Bushway will bring the updated version of the policy to the next meeting.

Administrative Report:**District Administrator's Report:**

District Administrator Holz spoke about Joe Avery proposing to rejoin SAU 23. Joe Avery had a meeting with Superintendent Fox. District Administrator Holz explained the process on how to rejoin and referenced NH Statute 194-C, which deals with the organization of a district. There was a brief discussion about the process of rejoining SAU 23. Open house will be held on October 9th at 5:30pm. The PTA will be there and there will be sign-ups.

Business Administrator's Report:

Business Administrator Bogie said that this past spring we had our national school lunch program administration review. The last one Monroe had done was in April 2018. Monroe had several findings and did the corrective action plans. There was a fiscal

finding due to not being compliant with the meal counting and claiming requirements, which totaled to \$3,376.94. From that sum Monroe had to send out a \$1,000 check. Business Administrator Bogie gave the board packets containing information on expenditures and revenues for the general fund and food service. Member Clement asked if Monroe received more or less applications for the lunch program. Business Administrator Bogie answered saying Monroe received less applications. At the open house there will be a table that will have the applications. Business Administrator Bogie explained to the board that Woodsville Bank changed to Bar Harbor Trust and will be closing Monroe's credit card as of December 31st. Business Administrator Bogie discussed applying for a P-Card or a procurement card for Monroe. She asked the board for approval to start the application process. Chair Lang made a motion to approve of the application process. Member Jones seconded the motion. Motion carried 5-0.

Other Business:

Public Input: Brittany Kempton discussed the Arts and Letters program which is a new knowledge building literacy program for grades K-8. In this program, the students are analyzing art and writing. She is also screening students in K-4 on math and literacy to figure out what supports students need. The reports get sent home in grades K-4. She is almost done with the screening process. Tom Scholl asked what constitutes a sabbatical. Business Administrator Bogie and District Administrator Holz explained that a sabbatical is where they receive permission from the administration to go on a sabbatical. That teacher will have their job when they return but they will not be paid or receive benefits.

Next Meeting: October 14th, 2025. Chair Lang will not be at the meeting due to a soccer game. Member Clement will be leading the next meeting.

Adjournment:

Member Jones called for a motion to adjourn the meeting at 6:28pm. Member Regis 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

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