

Tisbury School Committee
8:30AM, Monday, January 28, 2019
Tisbury School Conference Room

1

TSC Members Present: Chair Amy Houghton, Colleen McAndrews, Janet Packer,

Staff: John Custer – Principal, Sean Mulvey – Assoc. Principal;
Melissa Ogden,
Matt D’Andrea – Superintendent, ichie Smith – Asst. Supt.
Amy Tierney – Business Administrator,

Others: Selectman Melinda Loberg, Facilities Director Kirk Mettell,
Marni Lipke – Recorder

* Late Arrivals or early departures.

The Tisbury School Committee (TSC) meeting was called to order at 8:33AM.

I. Fiscal Year 2020 (FY20) Budget

A. Maintenance/Repair Lines

- This meeting was called to work out the details of a new strategy whereby the School facility would be overseen by the Town Facilities Department. The proposal was to shift the \$68,500 from the School Budget Maintenance/Repair lines into the Facilities Department, leaving a balance of \$10,000.

II. Memorandum of Understanding (MOU) Regarding Facilities Manager and School Maintenance

No draft was available and Town Administrator Jay Grande requested input on TSC objectives. Facilities Director Kirk Mettell suggested options to shift the money into the Facilities General Fund or to place it in a School dedicated line item. The Facilities Department worked with the web-based program SeeClickFix and School staff requests could be funneled through Prin. Custer. Facilities would add a minimum of three staff to cover municipal repairs for all Town Departments. There was confusion over the separated \$10,000 for Facilities Management Services. After some discussion the TSC suggested the following MOU criteria:

- one-year MOU to be reviewed/revised annually;
- delineation by position (Principal, Facilities Manager, etc.);
- \$68,500 to be placed into a separate Facilities Dept. Tisbury School line item;
- protocol for when/if expenses exceed the School line or the Facilities Dept. budget;
- repair/maintenance requests oversight and prioritization by School Administrators;
- consumables (light bulbs, etc.) coverage in School budget lines #339 Custodial Supplies and #350 Custodial Equipment;
- emergency repair protocol (e.g. 4AM custodian finds heat off and calls the plumber);
- regular (monthly) reports to the TSC by the Principal and/or Facilities Manager;
- major decisions or capital improvements to require TSC approval.

The MOU would be submitted to School counsel and an extra meeting was rescheduled to review the MOU and recertify the budget (see below: Meeting/Events).

III. Personnel

A. Maternity Leave Request

• **ON A MOTION DULY MADE BY MS. MCANDREWS AND SECONDED BY MS. PACKER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED MATERNITY LEAVE FOR PRIMARY GRADE SPECIAL EDUCATION TEACHER MS. SARA SMESTAD STARTING APPROXIMATELY JUNE 3, 2019 TO THE END OF THE SCHOOL YEAR WITH CONGRATULATIONS AND GOOD LUCK; 3 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **ON A MOTION DULY MADE BY MS. MCANDREWS AND SECONDED BY MS. PACKER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED FAMILY MEDICAL LEAVE FOR MIDDLE SCHOOL LITERACY SUPPORT TEACHER MS. TAMZIN PARTRIDGE FROM JANUARY 28, 2019 TO APRIL 12, 2019; 3 AYES, 0 NAYS, 0 ABSTENTIONS.**

The TSC welcomed Ms. Laurie DeBettencourt as a substitute for Ms. Partridge, and noted the many dedicated retirees that continued as substitutes for the School; Mr. Greg Coogan, another retiree, was chaperoning the annual ski trip.

• **ON A MOTION DULY MADE BY MS. MCANDREWS AND SECONDED BY MS. PACKER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED TWO PART-TIME WELLNESS INSTRUCTION POSITIONS TO BE HIRED AS SOON AS POSSIBLE; 3 AYES, 0 NAYS, 0 ABSTENTIONS.**

Adjournment

• **ON A MOTION DULY MADE BY MS. MCANDREWS AND SECONDED BY MS. PACKER THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 9:14AM.**

Appendix A: Meetings/Events:

- TSC Meeting - 4:00pm, Monday, February 4, 2019 at the MVRHS
- MVRHSC - 5:00pm, Monday, February 4, 2019 at the MVRHS LCR
- Tis. FinCom - 6:30pm, Wednesday, February 6, 2019 at the MVRHS LCR
- TSC Meeting – 8:30am, Tuesday, February 19, 2019 at the Tisbury School
- AISC - 5:00pm, Monday, February 11, 2019 at the MVRHS LCR
- BOS Meeting – 4:30pm, Tuesday, March 12, 2019 at the Katherine Cornell
- AISC - 5:00pm, Monday, March 25, 2019 at the MVRHS LCR
- TSC Meeting – 8:30am, Tuesday, March 26, 2019 at the Tisbury School

Appendix B: Actions

Prin. Custer/Ms. Houghton – contact Mr. Grande re: Facility Management Services
 Ms. Lipke – send MOU bullet points to Mr. Grande ASAP.
 Prin. Custer/Ms. Houghton – post 2/4/19 TSC meeting.

Appendix C: Documents on File:

- Agenda 1/28/19
- Kral memo re: Budget Review Schedule (4 p.) 1/8/19

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Appendix C: Documents on File (cont.):

- Tisbury School FY'20 Budget Analysis Draft #5D 1/28/19
- Tisbury School Budget for 2019/2020 Draft #5D January 28, 2019 (7 p.)
- Partridge letter re: Leave of Absence Request 1/25/19
- Smestad letter re: Leave of Absence Request 1/25/19

Minutes respectfully submitted by Office On Call/Marni Lipke.

Marni Lipke – Recorder

Date

Amy Houghton – TSC Chair

Date

Minutes approved 2/19/19