

**Tisbury School Committee  
in Joint Meeting with the  
Tisbury School Building Committee – Design/Construction Phase  
and Tisbury Select Board  
4:00PM, Monday, November 7, 2022  
by Zoom Cloud Conference**

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**TSC Members Present:** Chair Amy Houghton, Jen Cutrer, Michael Watts,  
**TSBC Members Present:** Chair – Mike Watts, Connie Alexander, John Custer,  
Sean DeBettencourt, Rita Jeffers, Reade Milne, Jim Rogers,  
Sarah York,  
**TSB Members Present:** Chair Roy Cutrer, John Cahill,  
**Others:** American Legion – Woody Williams, Marni Lipke – Recorder,  
Jeffrey Dubard, Barbara Lopes, Elaine Miller,  
CHA Projects – Aditya Modi, Michael Owen,  
Tappé Architects – Toby Zaltsman, Chris Blessen,  
WT Rich - Harvey Eskenas, Evan Moore,  
**Staff:** John Custer – Principal, Asst. Prin. - Melissa Ogden,  
Richie Smith – Superintendent, Ruda Stone,  
Mark Friedman – Business Administrator,  
Student Support – Hope MacLeod,  
Ruth Ambrozaitis, Shannon Gregory Carbon, Roy Cutrer,  
Sean DeBettencourt, Meredith Goldthwait, Rita Jeffers,  
Natalie Krauthamer, Sue Leonard, Emily Levett, Melinda Maveety,  
John Mode, Alison Smith, Anne Williamson,  
**Town:** Town Administrator – Jay Grande, Elena DeFoe,  
Police Chief Chris Habekost, Fire Chief – Greg Leland,  
Building Inspector – Ross Seavey, Sally Rizzo - MVRHS Bldg. Com.  
FinCom – Jynell Kristal, Mary Ellen Larsen,  
**Press:** Gabby Bottcher – MVTV, Louisa Hufstader -Vineyard Gazette,  
Rich Saltzberg – MV Times,  
\* TSC/TSBC members late arrivals or early departures

- The Tisbury School Committee (TSC) was called to order at 4:07PM.
- The Tisbury Select Board (TSB) was called to order at 4:07PM.
- The Tisbury School Building Committee Design/Construction Phase (TSBC) meeting was called to order at 4:07PM with a quorum of eight.  
(*Recorder's note: Discussions are summarized and grouped for clarity and brevity.*)
- TSC Chair Amy Houghton welcomed everyone and expressed appreciation for the number of attendees and amount of public interest.

I. Approval of Past Meeting Minutes

A. School Committee - The October 2022 Minutes were tabled.

- **ON A MOTION DULY MADE BY MS. JEN CUTRER AND SECONDED BY MR. MICHAEL WATTS THE MINUTES OF THE FOLLOWING TISBURY SCHOOL**

COMMITTEE MEETINGS WERE UNANIMOUSLY APPROVED (3 AYES, 0 NAYS, ABSTENTIONS AS ABSENT):

- NOVEMBER 9, 2021, DECEMBER 14, 2021, AND
- JANUARY 11, 2022;

MS. CUTRER—AYE, MR. WATTS—AYE, MS. HOUGHTON—AYE.

A. School Building Committee - The October 2022 Minutes were tabled.

II. Select Board Review and Approval of Proposed Traffic Circulation Plan for West Williams Street (See below: p.3 #IV.)

The move to the temporary school with changed student pickup/drop-off location and use of the American Legion Post as a cafeteria, initiated a discussion on traffic circulation and safety. After consulting with the construction team, the police and emergency services it was proposed that as of November 28<sup>th</sup>, West Williams Street between Martin Rd. and the cemetery be one-way towards Look Street, enforced with jersey barriers.

- Neighbors advocated that traffic go in the other direction (towards the cemetery), for drop-off safety and the difficult State Rd./Vineyard Haven-Edgartown Rd. intersection.
- Police Chief Chris Habekost explained student safety would be served no matter which direction but extensive traffic backup at that same intersection was a serious concern during drop-off/pickup times which added 70-100 cars.
- (School bus drop-off was on Spring St.)
- The TSC appreciated neighborhood concerns and requested further feedback as the situation progressed. The team would monitor and make adjustments as needed.

• **ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MS. CUTRER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY RECOMMENDED (3 AYES, 0 NAYS, 0 ABSTENTIONS) CHANGING WEST WILLIAMS STREET TRAFFIC TO ONE WAY TOWARDS LOOK STREET FOR THE DURATION OF THE CONSTRUCTION PERIOD WITH THE CONDITION OF MAINTAINING PUBLIC ACCESS FOR TISBURY PUBLIC SAFETY; MR. WATTS—AYE, MS. CUTRER—AYE, MS. HOUGHTON—AYE.**

• Mr. John Cahill moved and Mr. Roy Cutrer seconded a motion to accept the recommendation of the Tisbury School Committee and approve changing West Williams Street traffic to one way for the duration of the construction period with the condition of maintaining public access for Tisbury Public Safety. The vote was 2 in favor, 0 opposed, and 0 abstentions: Mr. Cahill—aye, Mr. Cutrer—aye.

III. Approval of School Project Invoices (See documents on file.)

B. School Committee

The Town continued to try for an efficient invoice approval process. These invoices had not been vetted by the TSBC but had been checked by Owner's Project Manager (OPM) Daedalus/CHA and Tappé Architects.

- **ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED AND RECOMMENDED THE FOLLOWING INVOICES TOTALING \$958,434.79:**
- **CHA CONSULTING, INC./DAEDALUS OCTOBER 28, 2022 INVOICE # 39235-20 FOR \$128,690,**

- TAPPÉ ARCHITECTS OCTOBER 24, 2022 INVOICE # 221001 FOR \$48,125,
  - W.T. RICH COMPANY, INC. OCTOBER 31, 2022 INVOICE FOR \$781,483,
  - GRANITE CITY ELECTRIC MAY 24, 2022 INVOICE # S008687211.001 FOR \$136.79;
- 3 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WATTS—AYE, MS. CUTRER—AYE, MS. HOUGHTON—AYE.

#### A. Select Board

- Mr. Cahill moved and Mr. Cutrer seconded a motion to accept the recommendation of the Tisbury School Committee and approve the following invoices as stated;
  - CHA Consulting/Daedalus October 28, 2022 invoice # 39235-20 for \$128,690,
  - Tappé Architects October 24, 2022 invoice # 221001 for \$48,125,
  - W.T. Rich Co. Inc, October 31, 2022 invoice for \$781,483, and
  - Granite City Electric May 24, 2022 invoice # S998687211.00 for \$136.72.

The vote was 2 in favor, 0 opposed, 0 abstentions: Mr. Cahill—aye, Mr. Cutrer—aye. Invoice process during construction (target payment period within 30 days) would be review, approval and signature of W.T. Rich invoices by OPM, Architect, TSC (one member signature) and then the TSB.

### IV. Transition into Temporary School

#### A. Timeline

The TSC and professional team were sending out monthly newsletters and updates. In addition there were weekly detailed meetings about the construction project which included: Town leadership, school officials, public safety officials, etc.

- Eversource had been working diligently to complete the new power lines and transformer. Fire alarm and phone/internet systems were being installed to meet the Certificate of Occupancy target for the week before Thanksgiving.
- Carrolls Movers was contracted to work with the OPM and W.T. Rich.
- The Library and other items needing climate controlled storage would be boxed up and stored starting Friday, November 11<sup>th</sup>.
- In order to meet the November 28<sup>th</sup> student move-in date, Carrolls would work Saturday and Sunday November 19<sup>th</sup>-20<sup>th</sup>.
- For safety and unpacking/set up time Administration suggested there be no school on Monday and Tuesday, Nov. 21<sup>st</sup>-22<sup>nd</sup> of Thanksgiving week. The Department of Elementary and Secondary Education (DESE) ruled the 2 days had to be added to the end of the school year.

#### B. School Committee Vote to Amend Tisbury School 2022-23 Calendar

The TSC, Administrators and staff were sensitive to the inconvenience the 2 day closing presented to working families and were feverishly exploring alternatives within union regulations (supervision) and Island resources (Boys and Girls Club, YMCA, etc.).

- Carrolls had assembled a large team to complete the move in the time allotted.
- The Administration had considered various alternate plans but had to meet the December 1<sup>st</sup> construction deadline for access to the existing building.
- Staff spoke to their own anxiety about having classrooms ready in time for students and the need for a week of preparation. Due to union regulations teachers were not required work on the Monday and Tuesday but were strongly encouraged to use all the time provided and were eligible for 8 hrs. pay for moving materials.

• ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED (3 AYES, 0 NAYS, 0 ABSTENTIONS) CHANGING THE TISBURY SCHOOL 2022-2023 CALENDAR TO BE CLOSED TO STUDENTS MONDAY, NOVEMBER 21, 2022 AND TUESDAY, NOVEMBER 22, 2022 AND THAT TWO (2) DAYS BE ADDED TO THE END OF THE SCHOOL YEAR; MR. WATTS—AYE, MS. CUTRER—AYE, MS. HOUGHTON—AYE.

• A number of cosmetic changes were necessary for use of the American Legion Post as a cafeteria (see p.5 #VI B & below: Actions). A draft lease was approved by the Legion legal counsel with minor amendments regarding summer use, and was being reviewed by Town Counsel.

- The cosmetic changes might not be ready by the November 28<sup>th</sup> opening so an agreement was made with the Martha's Vineyard Regional High School (MVRHS) to deliver lunches in the interim.

- Thanks went to Building Inspector Ross Seavey and Asst. Superintendent John Stevens for facilitating the process.

• ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MS. CUTRER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED A LEASE BETWEEN THE TOWN OF TISBURY BY AND THROUGH THE TISBURY SCHOOL COMMITTEE AND THE AMERICAN LEGION VINEYARD HAVEN POST PENDING AMENDMENTS BY BOTH TOWN COUNSEL AND AMERICAN LEGION COUNSEL AS AGREED; MR. WATTS—AYE, MS. CUTRER—AYE, MS. HOUGHTON—AYE.

• Mr. Cahill moved and Mr. Cutrer seconded a motion to approve the lease agreement as voted and recommended by the Tisbury School Committee, pending amendments by both Town Counsel and American Legion Counsel as agreed. The vote was 2 in favor, 0 opposed, and 0 abstentions: Mr. Cahill—aye, Mr. Cutrer—aye.

• Member Cahill made a motion to adjourn the meeting at 5:05PM. Member Cutrer seconded. The vote was 2 in favor, 0 opposed, and 0 abstentions: Mr. Cahill—aye, Mr. Cutrer—aye.

## V. School Building Project Report

### A. Project Update

TSBC Chair Michael Watts attested to the incredibly detailed weekly professional team/ Town meetings that were opportunities to raise issues and questions.

1. Owner's Project Manager (OPM) – Nothing to Report

2. Architect – Nothing to Report

3. Construction Manager

• W.T. Rich was awaiting execution of the Guaranteed Maximum Price (GMP) filed October 11<sup>th</sup>.

• \$57,723,000 worth of contracts had been awarded with another \$5,262,000 of un-awarded contracts to be closed out including: landscaping/site improvements, elevator, Division 10 accessory work/wood/epoxy/walk-off-mat flooring, temporary support for excavation. W.T. Rich would not exceed its GMP but at this point possible savings were unknown.

- All temporary school electrical, fire alarm and plumbing work was completed. Crews were working on paving including drop-off/pickup and lawns as final steps before the Certificate of Occupancy inspection.
- Gym wing demolition preparation (abatement, grub clearing and separation) was complete in preparation for demolition to begin shortly, followed by preparation for the 1929 building abatement. (So far monitoring found no abatement problems.)
- There was a request for sharing/coordination of the original beautiful Landscaping Subcommittee plans (see documents on file). Although WT Rich work was restricted to the GMP contract specifications, they could be compared with previous plans. The Town and Open Space Committee were soliciting alternate funding.
- The OPM and Superintendents Central Office were sending all grant and funding opportunities to the Town (see below: Actions).

## VI. Financial Report

### A. Fund Balances (See documents on file.)

\$100,000 in School Choice funds was committed to the Fiscal Year 2023 (FY23) budget (see 3/15/22 Minutes p.3).

### B. School Choice Funding Request (See above p.4.)

The American Legion post would be the School cafeteria for at least 1.5 years. The TSC, Administration and TSBC expressed enormous gratitude for the Legion's cooperation and support over the years. Although the exact cost was not yet known, the changes (painting, kitchen adjustments, etc.) were outlined in consultation with Tisbury Health Agent Maura Valley, Mr. Seavey and Head Cook Melinda Maveety.

**• ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED (3 AYES, 0 NAYS, 0 ABSTENTIONS) WITHDRAWAL OF UP TO \$50,000 FROM SCHOOL CHOICE FUNDS FOR IMPROVEMENTS TO THE AMERICAN LEGION POST TO PROPERLY OUTFIT THE KITCHEN AND DINING SPACE; MR. WATTS—AYE, MS. CUTRER—AYE, MS. HOUGHTON—AYE.**

### C. Grants – No action needed.

### D. Fiscal Year 2024 (FY24) Budget – Tabled

## III. Principal's Report

### A. Personnel

#### 1. Retirement

**• ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY (3 AYES, 0 NAYS, 0 ABSTENTIONS) ACKNOWLEDGED WITH GRATITUDE AND WISHES FOR MUCH HAPPINESS, THE RETIREMENT OF INDUSTRIAL TECHNOLOGY TEACHER MR. GREG PATTISON AS OF THE END OF THE 2022-2023 SCHOOL YEAR: MS. CUTRER—AYE MR. WATTS—AYE, MS. HOUGHTON—AYE.**

#### 2. Resignation

**• ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY (3 AYES, 0**

NAYS, 0 ABSTENTIONS) ACKNOWLEDGED THE RESIGNATION OF LITERACY SPECIALIST MS. TAMZIN PARTRIDGE AS OF DECEMBER 23, 2022: MS. CUTRER—AYE MR. WATTS—AYE, MS. HOUGHTON—AYE.

### VIII. School Staff Comments

Staff reported hard work, high morale and great appreciation for Principal John Custer and Assistant Principal Melissa Ogden. The TSC thanked staff for their support.

• ON A MOTION DULY MADE BY PRINCIPAL JOHN CUSTER AND SECONDED BY MS. CONNIE ALEXANDER THE TISBURY SCHOOL BUILDING COMMITTEE MEETING UNANIMOUSLY ADJOURNED: 7 AYES, 0 NAYS, 0 ABSTENTIONS: PRIN. CUSTER—AYE, MS. ALEXANDER—AYE, MR. SEAN DEBETTENCOURT—AYE, MR. JIM ROGERS—AYE, MS. SARAH YORK—AYE, MS. JEFFERS—AYE, MR. WATTS—AYE.

### X. Superintendent's Report

#### A. All Island School Committee (AISC)

The next AISC meeting would cover: the first draft of the FY24 Shared Services budget, non-union FY23 salary adjustments, a sabbatical and other Shared services staff issues.

#### B. Student Support Services Update (See documents on file & below: Actions.)

Central Office commended the work of its 3 school psychologists. Another position was being advertised and in the meantime work was contracted out to fill in the gaps such as running Tisbury School meetings and in-house evaluations. This month's Newsletter included family resources for anxiety and depression in children.

#### C. Fiscal Year 2023 (FY23) Non-Union Salaries (See documents on file.)

This had been delayed pending union contract resolutions. Tisbury non-union staff were Prin. Custer, Asst. Prin. Ogden and Technology teacher Ms. Sue Leonard.

• Superintendent Richie Smith praised the incredible caring and commitment of all staff throughout the Martha's Vineyard Public Schools (MVPS) system. He anchored his recommendations on objective matters, looking to incrementally build a matrix for the roughly 70 MVPS non-union positions.

- All bargaining units received a 2% raise plus \$1,000 - \$1,500 one-time payments.

- Supt. Smith recommended a 3% increase for non-union personnel.

- Unlike union positions, non-union staff were not subject to steps, however Supt. Smith proposed professional development degrees be recognized which add \$3,000 for Prin. Custer's second Masters degree.

- Prin. Custer advocated for a \$5,000 stipend for Asst. Prin. Ogden in consideration of her additional work with staff during the construction period.

- Supt. Smith recommended an Islandwide \$10,000 market correction for technologists; some districts voted and budgeted this in FY23. TSC Recorder Ms. Marni Lipke confirmed it was not part of TSC discussions, when the FY23 technology increase was cut in view of the move to the temporary school (see 3/15/22 Minutes p.2 #IV B).

The TSC raised the following issues.

• Total increase came to \$29,092 versus the budgeted \$9,790 (FY23 pool at a 2% raise)—a \$19,301 delta. The TSC expressed concern particularly in view of the tight FY23 Budget and unknown year ahead, and asked for a funding source.

- Supt. Smith and Prin. Custer recommended that lines run in deficit until early spring review and transfers. MVPS Business Administrator Mark Friedman attested to real savings from unfilled positions (September through November) such as \$81,724 in Special Education Teachers, and \$10,379 in Kindergarten (K) Education Support Professionals (ESPs). Prin. Custer was less comfortable using School Choice funds which were likely to be needed for the construction project (see above p.5 #VI B).
- The TSC preferred identifying and transferring funds now (salary line to salary line).
  - There was general TSC consensus that non-union administrative salaries should not be aligned/based on collective bargaining principles, but rather be merit based with annual evaluations. An Islandwide MVPS matrix should be raised at the AISC, in order to avoid piecemeal district hybrids.
  - Both Administrators were equally responsible for extra duties during the construction/temporary school period and consequently should both be eligible for a stipend. Similarly Asst. Prin. Ogden as well as Prin. Custer should be compensated for any additional professional degrees.
  - Supt. Smith emphasized his proposals were the result of a long thoughtful and consultive process and expected to present the same matrix to other MVPS districts.
- The discussion should be part of the FY24 Budget discussion (see below: Actions.)
- **ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MS. CUTRER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY (3 AYES, 0 NAYS, 0 ABSTENTIONS) APPROVED A 3% FISCAL YEAR 2023 SALARY INCREASE FOR NON-UNION PERSONNEL WITH THE FOLLOWING ADDITIONS:**
  - \$5,000 STIPEND FOR PRINCIPAL JOHN CUSTER FOR EXTRA RESPONSIBILITIES DURING CONSTRUCTION,
  - \$5,000 STIPEND FOR ASSISTANT PRINCIPAL MELISSA OGDEN FOR EXTRA RESPONSIBILITIES DURING CONSTRUCTION, AND
  - \$10,000 BASE SALARY CORRECTION FOR THE TECHNOLOGIST POSITION; MS. CUTRER—AYE MR. WATTS—AYE, MS. HOUGHTON—AYE.

IX. Public Comment – None

XI. Topics Not Reasonably Anticipated by the Chair - None

Adjournment

- **ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 5:12PM; 3 AYES, 0 NAYS, 0 ABSTENTIONS: MS. CUTRER—AYE MR. WATTS—AYE, MS. HOUGHTON—AYE.**

**Appendix A: Meetings/Events:**

- **AISC – 6:00PM, Thursday, November 16, 2022 – Zoom**
- **MVRHSC – 6:00PM, Monday, November 7, 2022 – MVRHS – Zoom**
- **TSC/TSBC – (TBD) 4:00PM, Wednesday, December 8, 2022 - ESF/Zoom**

continued >

**Appendix B: Actions**

- Ms. Houghton – contact Mr. Saltzberg re: Am. Legion cosmetic changes.
- Ms. Houghton/Prin. Custer/Mr. Friedman – include FY24 non-union salary pool in budget discussion.
- Ms. McLeod – present transition resources at next meeting.
- November TSC Agenda:
  - Minutes: [9/7/22](#), [9/14/22](#), 10/11/22, 11/7/22,
  - Alternate funding sources list (grants, donations, etc.) for School Building Project

**Appendix C: Documents on File:**

- Agenda (2 p.) 11/7/22
- Vineyard (BES) BR63 invoices (11 p.)
- Tappé Architects, Inc. Invoice 10/24/22
- Partridge resignation letter 11/8/22
- Smith Memo re: Management and Non-Union Salary Adjustments 11/7/22
- Tappé Tisbury School L201 & L200 (2 p.)
- Tisbury School Fund Balances Fiscal Year 2022-2023 11/3/22
- Tisbury School Site Budget Fiscal Year 2022-2023 (4 p.) 11/3/22
- Tisbury Student Support Services Update, November 2022 (2 p.)
- Martha's Vineyard Public School Enrollment Census Worksheet 10/1/22
- Chat:
  - rich to Everyone (4:04 PM) - Rich from MVTIMES
  - Melinda Maveety to Everyone (4:06 PM) - Melinda Maveety, Tisbury School Cafeteria
  - Mike Owen / CHA to Everyone (5:21 PM) - Have to run .. Thank you all
  - Hope MacLeod to Everyone (5:31 PM) - [file: Tisbury November 22-23 SC (2) (2).pdf.

Minutes respectfully submitted by Office On Call/Marni Lipke.

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Marni Lipke – Recorder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amy Houghton – TSC Chair

\_\_\_\_\_  
Date

Minutes approved 12/13/22