

**Tisbury School Committee  
in Joint Meeting with the  
Tisbury Select Board  
4:00PM, Tuesday, June 20, 2023  
Emergency Services Facility and by Zoom Cloud Conference**

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**TSC Members Present:** Chair Amy Houghton, Jen Cutrer, Michael Watts,  
**TSB Members Present:** Chair Roy Cutrer, John Cahill, Christina Colarusso,  
**Staff:** Richie Smith – Superintendent, Melissa Ogden – Asst. Principal,  
Mark Friedman – Business Administrator,  
Hope MacLeod – Student Support,  
**Town:** Jay Grande - Town Administrator, Planning Bd. - Ben Robinson,  
Nancy Gilfoy, Louise Clough – FinCom,  
**Others:** Aditya Modi, Michael Owen – CHA/Daedalus,  
Evan Moore – W.T. Rich, Marni Lipke – Recorder,  
**Press:** Louisa Hufstader – Vineyard Gazette, Eunki Seonwoo – MV Times,

\* TSC/TSB members late arrivals or early departures

- The Tisbury School Committee (TSC) was called to order at 4:09PM. TSC Chair Amy Houghton welcomed everyone and stated that in view of the size of the School Project, the TSC hoped to have regular joint meetings with the Tisbury Select Board to keep everyone informed.

- Chair Roy Cutrer called the Tisbury Select Board (TSB) to order at 4:09PM.  
- Later in the meeting he introduced new TSB member Christina Colarusso. Ms. Colarusso's family had extensive experience in education and she was passionate about it, and had been teaching swimming at the YMCA for many years. She went to vocational school, and was knowledgeable and experienced in maintenance and facilities including new schools, ships and emergency shelters.

*(Recorder's note: Discussions are summarized and grouped for clarity and brevity.)*

### I. Approval of Past Meeting Minutes

- **ON A MOTION DULY MADE BY MS. JEN CUTRER AND SECONDED BY MR. MICHAEL WATTS THE MINUTES OF THE MAY 9, 2023 AND JUNE 13, 2023 TISBURY SCHOOL COMMITTEE MEETINGS WERE UNANIMOUSLY APPROVED (3 AYES, 0 NAYS, 0 ABSTENTIONS).**

### II. Superintendent's Report

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

- There would be a 1 hour meeting (see below: Meeting/Events) to accommodate the Martha's Vineyard Regional High School Committee (MVRHSC) expanded agenda.

- Working within a limited budget, Superintendent Richie Smith was investigating Central Office organizational structure, which had not been reviewed in many years. Several needs were pinpointed.

- Mr. John Stevens was hired (within his retirement restrictions) in Fiscal Year 2023

(FY23) as a part-time Assistant Superintendent of Operations and Facilities Given the universally positive internal feedback Supt. Smith hoped to continue this for FY24.

- Supt. Smith was looking internally for staff to pick up duties he was still carrying from his Asst. Supt. of Curriculum and Instruction position, and proposed stipends for:

- ° Ms. Kim Garrison to coordinate curriculum between all Martha's Vineyard Public Schools (MVPS); and

- ° a financial or payroll staff person to support hiring, staffing and licensure.

- He expected to develop a job description and proposal for a full time Human Resources position for FY25.

#### B. Student Support Services Update (See documents on file.)

Student Support Director Hope MacLeod thanked all teachers, Education Support Professionals (ESPs), and other providers for serving the MVPS children throughout the unique school year.

### III. Financial Report

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

The Revolving Lunch Fund had a ~ \$40,000 balance due to the continued free lunch program, which Governor Healey was hoping to extend.

- School Choice continued at ~ \$270,000 after the transfer to the FY23 Budget.

#### B. Fiscal Year 2023 (FY23) Budget Transfers (See documents on file.)

The year-end line item deficits fell into 3 general categories:

- substitute (sub) increases due to staffing vacancies;

- technology and supplies needed for the transition to the temporary modulars;

- other modular and building transition issues—e.g. a Refuse Removal overage for outdated materials not needed for the modulars or the new/renovated School.

**• 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) \$291,112.65 TOTAL END OF FISCAL YEAR 2023 BUDGET TRANSFERS FROM THE DELINEATED RESIDUAL LINES TO THE DELINEATED DEFICIT LINES AS LISTED.**

#### C. Grants

**• ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MS. CUTRER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY ACCEPTED WITH GRATITUDE (3 AYES, 0 NAYS, 0 ABSTENTIONS) AN ANONYMOUS DONATION OF \$250 FOR BOOKS TO BE CHOSEN BY THE TISBURY SCHOOL LIBRARIAN IN HONOR OF RETIREE MS. RUTH AMBROZAITIS.**

### IV. Principal's Report (See documents on file.)

#### A. Staffing Update

Recent hires included:

- a one-year-only (OYO) 5<sup>th</sup> grade English/language arts (E/LA) - social studies teacher;

- a OYO early education support teacher (see 4/11/23 Minutes p.3 #VII);

- an instrumental music teacher; and an ESP.

A number of position remained unfilled including: 2 ESPs, an industrial technology, teacher and a middle school support teacher (see 5/10/22 Minutes p.2 #B 1).

### 1. Education Support Professional (ESP) Resignation

• ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY ACKNOWLEDGED (3 AYES, 0 NAYS, 0 ABSTENTIONS) THE FOLLOWING RESIGNATIONS AT THE END OF THE 2022-2023 SCHOOL YEAR:

- FOURTH GRADE EDUCATION SUPPORT PROFESSIONAL MS. WINONAH HARRINGTON, AND
- ASSISTANT COOK MS. LUCIANA COUTINHO. Ms. Coutinho had accepted an ESP position in the Tisbury School.

### 2. Request for One-Year-Only (OYO) Title One Education Support Professional (ESP) Position

• 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) A ONE-YEAR-ONLY EDUCATION SUPPORT PROFESSIONAL POSITION TO SUPPORT CHALLENGES FOR THE INCOMING KINDERGARTEN.

#### B. School Events (See documents on file.)

Teachers continued to take advantage of the many local and off-Island field trips and presentations. Today was the School's Fun Run and a celebration for retirees.

- Much gratitude went to the Department of Public Works (DPW) for preparing Veterans Park for Field Day and for their dedication to the students that went above and beyond. This was another example of Town/School partnership which also included Police, Fire and Emergency Medical Service (EMS) support.
- Thanks went to the Tabernacle for hosting the Eighth Grade graduation.
- In order to include the graduating 8<sup>th</sup> grade signatures in the School Project Topping Ceremony W.T. Rich and CHA/Daedalus staff spent their personal funds to purchase and paint a plywood plaque to be incorporated into the beam.

## V. School Building Project Report

### A. Project Update (See documents on file.)

- Tisbury School Building Committee (TSBC) Chair Michael Watts highlighted a number of issues.
- West Williams St. would return to 2-ways for the summer, but there would be periodic closings of Spring St. for the permanent utility line installations (see below: Actions). Abutters would be notified.
- Owners Project Manager (OPM) CHA/Daedalus representative Mike Owen emphasized the model partnership between the Town, School staff and administration, community, designers and construction managers. Despite some challenges the Project remained under-budget and fairly on schedule.
- The TSC and professional team stressed the importance of trained and expert facilities management staff to properly maintain increasingly sophisticated municipal buildings, not only this School but also, the Vineyard Haven Library, Chilmark Fire Station and the upcoming MVRHS project. This Project had a general one-year guarantee, although

various systems carried guarantees of different lengths. An exhaustive general and preventive maintenance manual was delivered at Project completion and Tisbury School staff would have to attend trainings.

- Financially the overall Project was at about 27% spending.
- The TSB and TSC had a lengthy discussion on contingency spending (see also Minutes: 3/14/23 p.3 #V B, & 4/11/23 p.4). Contingency reserves addressed conditions that were unanticipated in the formalized contracts—which had detailed specifications of work scopes. Such issues were especially important in renovations where existing buildings often revealed unseen problems (see below). In order to protect the Town from having to return to voters for additional funds, a number of contingencies were included in the Project cost.
  - The OPM and architect had contingency reserves and,
  - a substantial Construction Manager (CMR) contingency was built into the Guaranteed Maximum Price (GMP). Spending from all of these was closely overseen with Requests for Information (RFIs) and due diligence and then reported to the TSC. These reserves had to be exhausted before drawing on any other options. CMR contingencies were often enhanced by sub-contractor and material savings.
  - In addition, the Town itself included a contingency reserve in the Project cost.
- This month's \$309,300 reported draws on the CMR contingency covered the following.
  - additional lighting needs and pipe size changes;
  - demolition of the 1929 stairway, found to be constructed of gypsum and 8 ft. short of the ceiling resulting in instability;
  - insufficiently supported 2<sup>nd</sup> & 3<sup>rd</sup> floor subfloors requiring additional plywood and beams to support other staircases;
  - structural masonry support and shoring up of the existing vault (old boiler room sub-basement) to support the current secant piles.
  - (◦ As a previous example substantial time and materials were spent on remediating the 1929 roof supports, which had not properly attached the roof to the building—see Minutes: 2/13/23 p.3 #V B, & 4/11/23 p.4).
- The TSB was welcome to tour the site and/or attend the weekly meeting with the Professional Team (CMR, OPM and architects) the TSBC chair, Town Administrator and other stakeholders. The meetings encompassed detailed status reports, planning and progress to minimize delays and regular updates for staff, abutters, police, etc.
- The project had to forego official emergency shelter designation due to prohibitively expensive regulations (see Minutes: 1/13/20 p.2-3 #6, 3/10/20 p.4 #9); however the gym wing with attendant kitchen, bathroom and possible shower access was separate from the rest of the building (see below: Actions).
- Foundation work was well under way. Iron workers would receive materials June 27<sup>th</sup> and start steel work after July 4<sup>th</sup>—abutters would be notified of sound impacts.
- The existing building was coming together. 90% of the roof was demolished and would be replaced; exterior masonry restoration was in progress as was replication of the historic windows. The goal was a weather tight building in time for winter weather.
- The old temporary structure (the White House) would be removed June 28<sup>th</sup>.
- The Town was frugal in preserving as much of the current Furniture, Fixtures & Equipment (FFE) as possible. New FFE choices would involve the staff in strategy, wish lists, and objectives.

B. Summer Meetings for Approval of Invoices (See below: Meetings/Events.)

Adjournment (TSB)

• *Mr. John Cahill moved and Ms. Christina Colarusso seconded a motion to adjourn at 5:31PM, which passed unanimously: Mr. Cahill—aye, Ms. Colarusso—aye, Mr. Roy Cutrer—aye.*

VI. Executive Session

A. Contract Negotiations with Non-Union Personnel

• **ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MS. CUTRER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY VOTED TO ENTER EXECUTIVE SESSION AT 5:34PM TO RETURN TO REGULAR SESSION, UNDER MASSACHUSETTS GENERAL LAW (MGL) CHAPTER 30A SECTION 21 (a) (2) – I.E. TO CONDUCT STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH NON-UNION PERSONNEL OR TO CONDUCT COLLECTIVE BARGAINING SESSIONS OR CONTRACT NEGOTIATIONS WITH NONUNION PERSONNEL IF THE CHAIR HAS DETERMINED AN OPEN MEETING MAY HAVE A DETRIMENTAL EFFECT ON NEGOTIATIONS AND TO INVITE SUPERINTENDENT RICHIE SMITH, BUSINESS ADMINISTRATOR MARK FRIEDMAN, AND RECORDER MARNI LIPKE TO BE PRESENT THROUGHOUT; 3 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WATTS—AYE, MS. CUTRER—AYE, MS. HOUGHTON—AYE.**

• **ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MS. CUTRER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY VOTED TO EXIT EXECUTIVE SESSION AND TO RETURN TO REGULAR SESSION AT 6:03PM; 3 AYES, 0 NAYS, 0 ABSTENTIONS: MR. WATTS—AYE, MS. CUTRER—AYE, MS. HOUGHTON—AYE.**

(See documents on file and 11/7/22 Minutes p.6-7 #X C.)

• **ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY (3 AYES, 0 NAYS, 0 ABSTENTIONS) APPROVED A 5% FISCAL YEAR 2024 SALARY INCREASE FOR NON-UNION PERSONNEL AS PROPOSED:**

- **PRINCIPAL JOHN CUSTER'S \$5,000 FY23 STIPEND BE ADDED TO HIS BASE SALARY FOR A TOTAL OF \$151,994, AND**

- **ASSISTANT PRINCIPAL MELISSA OGDEN'S FY23 \$5,000 STIPEND ADDED TO HER BASELINE SALARY FOR A TOTAL OF \$127,309,**

- **TECHNOLOGIST SUSAN LEONARD TOTAL SALARY \$94,276.**

The unusual increases were acknowledged. The TSC thanked Supt. Smith for re-instituting written evaluations but requested a better determination process.

Adjournment (TSC)

• **ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 6:05PM: 3 AYES, 0 NAYS, 0 ABSTENTIONS.**

continued >

**Appendix A: Meetings/Events:**

- **TSC – TBD, 12:30PM, Tuesday, July 11, 2023 – ESF/Zoom**
- **TSC – TBD, 12:30PM, Tuesday, August 8, 2023 – ESF/Zoom**
- **Project Status & Planning – 1:00PM Tuesdays,**

**Appendix B: Actions**

- Mr. Grande/W.T. Rich** – install digital traffic signage for Project route changes.
- Mr. Watts/OPM/W.T. Rich** – confirm/investigate gym wing showers or floor drains.
- Mr. Modi/Ms. Lipke/Ms. Houghton** – distribute Project background documents.

**July TSC Agenda:**

- Minutes: 6/20/23 Regular, 6/20/23 Executive Session
- Approval of Project Invoices

**Long term:**

**Prin. Custer/Ms. Houghton** – FY25 budget – pandemic recovery support teachers

**Appendix C: Documents on File**

- Agenda (2 p.) 6/20/23
- Tisbury School Fund Balances Fiscal Year: 2022-2023 6/20/23
- Tisbury School – Expenditure Report, Fiscal Year 2022-2023 (11 p.) 6/20/23
- Tisbury School FY23 Year End, Requested Year-End Budget Transfers & Actual Cafeteria Transfer, June 20, 2023
- Custer email re: TSC Meeting – June 20, 6/19/23
- Custer email re: Letter of thanks, 6/15/23
- Tisbury School, Committee Meeting June 20, 2023 (4 p.)
- W.T. Rich Company, Inc. TSC/TSBC—Construction Manager Update 6/20/23
- Tiger Tales June 2023 (11 p.)
- Martha's Vineyard Public Schools, Office of Superintendent of Schools memo re: Management and Non-Union Salary Adjustments, 6/20/23

Minutes respectfully submitted by Office On Call/Marni Lipke.

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Marni Lipke – Recorder

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Date

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Amy Houghton – TSC Chair

\_\_\_\_\_  
Date

Minutes approved 9/12/23