

**Tisbury School Committee
in Joint Meeting with the
Tisbury Select Board
4:00PM, Tuesday, September 12, 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, Christina Colarusso,

Staff: John Custer – Principal, Melissa Ogden – Asst. Principal,
Richie Smith – Superintendent, Hope MacLeod – Student Support,
Mark Friedman – Business Administrator,
Sean DeBettencourt, Jane Taylor – Teachers,

Town: Jay Grande – Town Administrator, Louise Clough – FinCom,
Melinda Loberg – Climate Com., Planning Bd. - Ben Robinson,
John Custer, Sean DeBettencourt, Michael Watts – TSBC,

Others: Aditya Modi, Michael Owen – CHA/Daedalus,
Dan Anjo, Steve Brenner, Evan Moore – W.T. Rich,
Chris Blessen – Tappé Architects, Marni Lipke – Recorder,

Press: Louisa Hufstader – Vineyard Gazette,

* TSC/TSB members late arrivals or early departures

- The Tisbury School Committee (TSC) was called to order at 4:14PM. TSC Chair Amy Houghton arrived at 4:16PM, apologized for the delay and welcomed everyone.
 - Chair Roy Cutrer called the Tisbury Select Board (TSB) to order at 4:14PM.
- (Recorder's note: Discussions are summarized and grouped for clarity and brevity.)*

I. Tisbury School Building Project Report

A. Project Update (See documents on file.)

The Professional Team (Tappé Architects, Construction Manager W.T. Rich, and Owner's Project Manager (OPM) CHA/Daedalus) continued to work well with the community and resolve challenges. The Project was on-time and on-budget.

- The TSC, TSB and press toured the site. Work was focused on the inside of the 1929 Building with steel framing and insulation. Even without windows the classrooms demonstrated remarkable acoustics. Masonry restoration was ongoing and the new roof would be sealed in about 2 weeks.

- The steel framing and for the new wing was almost complete. The tour included the vestibule and athletic space. The TSC thanked everyone for their ongoing work and for coordinating this Friday's topping ceremony when the last beam will be placed. The Select Board members were impressed by Project progress.

- Mr. Chris Blessen of Tappé attested everything was going very well and he enjoyed watching the vision unfold. The team was starting to think about final phases such as Furniture and Fixtures (FF). Tappé's current role was to support/review; for example,
 - approving W.T. Rich submittals of all materials from screws to insulation,
 - and engineers currently on site inspecting ductwork before Town officials' sign-off.

- Mr. Aditya Modi of CHA reviewed the budget, latest progress and photos including the entrance to the new gym, the sky-bridge over the cafeteria, and slabs, grating, etc. Electrical switch gear was still in national backlog, however W.T. Rich was able to find a set that would fit the current move-in timeline—one photo showed the feed conduits and slab excavation to accommodate the new gear.

- The Budgets were: Architect and Design – 71%, Construction – 37%, Miscellaneous Costs – 60% and Furniture/Fixtures (FF)– 9%.

- The Owner's and the Construction Contingencies were untouched so far. Unforeseen Potential Work Costs were currently estimated at \$1,480,549 of which \$736,846 was approved by the OPM and Architect and would be taken from Construction Manager Buyout Savings—leaving a \$66,249 buyout residual. The remainder of the current Unforeseen Work Costs total was still being vetted and would be drawn from the Construction Contingency first (see 4/11/23 Minutes p.4). At this point most unknowns/surprises in the 1929 and 1995 buildings were accounted for, however further unknowns might include procurement/supply chain issues.

- Budgeting was in a good enough position to consider reinstating the procurement and installation of the bleachers (~ \$80,000), which had been eliminated for savings.

- Both the General Conditions/General Requirements (GC/GR) and Construction Manager (CM) Allowances (see 3/14/23 Minutes p.3 #V B) were partially drawn down for such things weather related expenses (snow plowing, winter heating, securing the site for storms, etc.). The team was monitoring the Project schedule closely to determine if extraordinary spending was needed to accelerate the project or extend the modulars/temporaries lease—currently until April 2024 possible extension through July (\$500,000). TSC and TSB approval was required for further extensions but deep schedule analysis set the partial Certificate of Occupancy (CO) date at August 9, 2024.

- Aside from the lease deadline, it was in the Project's best interest to move out of the modulars so that construction could continue on that part of the site. The logistics for the September 2024 move-in target were as follows:

- Lock down the FF and technology procurements—Professional Team and Tisbury School Building Committee (TSBC) would attend a November FF show.

- Hopefully, moving company and FF delivery scheduling would be discussed around the beginning of 2024.

- As soon as a partial CO was granted Principal John Custer and Assistant Principal Melissa Ogden would oversee the narrow delivery/moving window including the inventoried items in storage or in use in the modulars.

- Teacher classroom setup would take another 2 weeks and it was important this be completed before children walked through the door.

- W.T Rich would continue outside site work: grading, landscaping, etc. through November 2024.

B. Approval of Invoices (See documents on file & below: Actions.)

These were standard payments with nothing unusual. (CHA Commissioning was a separate entity.)

• ON A MOTION DULY MADE BY MS. JEN CUTRER AND SECONDED BY MR. MICHAEL WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED AND RECOMMENDED (3 AYES, 0 NAYS, 0 ABSTENTIONS) THE FOLLOWING AUGUST 1 THROUGH 31, 2023 INVOICES TOTALING \$2,399,470.30 TO BE SENT TO TOWN HALL FOR APPROVAL AND PAYMENT:

- CHA AUGUST 31, 2023 INVOICE FOR \$45,000.00,
 - W.T. RICH AUGUST 31, 2023 INVOICE FOR \$2,296,174.00
 - TAPPÉ ARCHITECTS AUGUST 24, 2023 INVOICE FOR \$48,994.82,
 - CHA COMMISSIONING AUGUST 8, 2023 INVOICE FOR \$9,300.48:
- MS. CUTRER—AYE, MR. WATTS—AYE, MS. AMY HOUGHTON—AYE.

Adjournment (TSB)

- *Ms. Christina Colarusso moved and Mr. Roy Cutrer seconded a motion to adjourn at 5:03PM, which passed unanimously: Ms. Colarusso—aye, Mr. Roy Cutrer—aye.*

II. Approval of Past TSC Meeting Minutes (See below: Actions.)

• ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE MINUTES OF THE FOLLOWING TISBURY SCHOOL COMMITTEE REGULAR MEETINGS: WERE UNANIMOUSLY APPROVED (3 AYES, 0 NAYS, ABSTENTIONS AS ABENT):

- JUNE 20, 2023,
- JULY 11, 2023,
- AUGUST 8, 2023;

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

III. Superintendent's Report

A. All Island School Committee (AISC)

Superintendent Richard Smith saluted the TSC's dedicated participation: Ms. Houghton was the new AISC Chair, Mr. Watts was Negotiations Subcommittee Chair, and Ms. Cutrer was Personnel Subcommittee Chair.

B. Student Support Services Update

(See documents on file & 5/9/21 Minutes p.1 #II B.)

The Department of Elementary and Secondary Education (DESE) Tiered Focus Monitoring Report cited 27 items: 10 on Special Education (SpEd) which had all been rectified, and of the 17 on civil rights, 11 had been met. The remaining 6 were:

- the 3 policy amendments (see 8/8/23 Minutes p.2),
- an annual letter from the Martha's Vineyard Regional High School (MVRHS); and
- 2 required trainings for teachers and leadership—scheduled for the end of September.

Trainings would include work on school climate and staff support. The TSC thanked Student Support Director Hope MacLeod for all her administrative coordination work.

- The TSC was looking forward to coordinating TSC and AISC goals. Members were struck by the lack of awareness within the larger Island community and the costly effect on school budgets of the Martha's Vineyard Public School (MVPS) numbers of English Language Learners/ELL and high need student populations. The MVPS leadership was pushing for all students to contribute culturally to the strength of classes and learning.
- The TSC was also monitoring and hoping to be proactive on climate change impact.

IV. Principal's Report

A. Opening Enrollment

Opening enrollment (263) was subject to the usual school year start fluctuations. The official October 1st census would show the percentages of ELL, High Needs and SpEd students that would determine service levels.

B. School Events

- The Synergy Solutions (see Minutes: 3/14/17 p.4 #VII A, & 9/11/18 p.3 #IV B) conducted a very valuable full staff safety/security training on August 30th.
- This week was Back to School nights for the middle school as well as the construction Project Topping Ceremony. Next week was the elementary school Open House.
- October 6th would be a teacher Professional Development (PD) day.
- The sixth grade would be in Groton, MA October 11-13th for Nature's Classroom.
- Homework Club had started and fall field trips included: Penikese Island, Polly Hill, and Island Grown Schools.

C. Personnel

1. Staffing Update

The School was fully staffed except for 2 positions (part of the nationwide staffing challenges) the Assistant Cafeteria Cook, and the part-time Industrial/Technology teacher shared with Edgartown School.

- Teacher Jane Taylor reported on the great first 6 days of the school year. Students were happy to be back and the teachers were glad to see them. The TSC confirmed that modular classroom temperatures were adequate for learning/instruction.

2. Retirement

- **ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MS. CUTRER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY ACKNOWLEDGED (3 AYES, 0 NAYS, 0 ABSTENTIONS) THE RETIREMENT OF EDUCATION SUPPORT PROFESSIONAL MS. TERESA TEMPLE AS OF AUGUST 18, 2023: MR. WATTS—AYE, MS. CUTRER—AYE, MS. HOUGHTON—AYE.** The position had been filled.

III. Financial Report

At the end of the meeting, the TSC was reminded that Island Grown Initiative/School's (IGI/IGS) goal was for MVPS to fund 50% of their program costs. Tisbury's Fiscal Year 2025 (FY25) share was \$14,030 with \$7,691 in its FY24 Budget (see below: Actions).

A. Fund Balances (See documents on file.)

Fund balances had not yet been rolled over from Town Accounting, and so only showed revenue since July 1st. School Choice balance was ~ \$260,000.

B. Manter Fund Interest (See documents on file.)

Thanks went to Tisbury Treasurer Jon Snyder for his oversight and the significant interest generated for the Manter Fund.

C. Grants – nothing to report.

D. School Choice Requests (See documents on file.)

Rather than wait for Town Meeting approval it was common practice for the School to pay prior year bills with School Choice Funds.

- 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) PREVIOUS YEAR INVOICES AS FOLLOWS:
 - \$600.41 E. L. HARVEY & SONS MAY/JUNE 2023 FOR WASTE AND RECYCLING,
 - \$175 A.P. FORTES PLUMBING AND HEATING FOR JANUARY 2023 REPAIRS;
 MS. CUTRER—AYE, MR. WATTS—AYE, MS. HOUGHTON—AYE.

E. Student Activity Account Transfers

- ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MS. CUTRER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED (3 AYES, 0 NAYS, 0 ABSTENTIONS) TRANSFERS WITHIN THE STUDENT ACTIVITY FUNDS AS FOLLOWS:
 - \$181.02 FROM EIGHTH GRADE ACTIVITIES INTO THE CLASS OF 2024, AND
 - \$7.38 FROM CLASS OF 2024 INTO EIGHTH GRADE ACTIVITIES;
 MS. CUTRER—AYE MR. WATTS—AYE, MS. HOUGHTON—AYE.

Adjournment

The TSC welcomed and thanked Finance Committee member Ms. Louise Clough and Vineyard Gazette reporter Ms. Louisa Hufstader.

- ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 5:35PM: 3 AYES, 0 NAYS, 0 ABSTENTIONS: MS. CUTRER—AYE, MR. WATTS—AYE, MS. HOUGHTON—AYE.

Appendix A: Meetings/Events:

- TSC – 4:00PM, Tuesdays, - ESF/Zoom

October 10, 2023

January 9, 2024

May 14, 2024

November 14, 2023

February 13, 2024

June 11, 2024

December 12, 2023 (with SAC)

March 12, 2024

April 9, 2024

- Project Status & Planning – 1:00PM Tuesdays,

- Project Topping Ceremony – Friday, September 15, 2023

Appendix B: Actions

Prin. Custer/Ms. Houghton – send project motion & invoices for Town Hall payment.

Prin. Custer/Ms. Houghton – invite IGI/IGS (Emily Anderson) to October meeting.

Ms. Macleod/Office – send out start of year snapshot document.

Ms. Lipke – drop off hard copy of 6/20/23 Executive Session Minutes at Central Office.

All – review Executive Session Minutes at Central Office

October Agenda:

- Minutes: 6/20/23 Executive Session, 9/12/23

- Approval of Project Invoices

- Policy Amendments – First Reading (!)

- Island Grown Schools Presentation/Funding Request

Long term:

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

continued >

Appendix C: Documents on File

- Agenda (3 p.) 9/12/23
- Tisbury School, Committee Meeting September 12, 2023 (14 p.)
- Tisbury School Renovation/ Addition Project Update Newsletter, August 2023 (2 p.)
- Tisbury School Addition and Renovations Project Invoices, For Period: August 01, 2023 –August 31, 2023
- Custer email re: school building project ceremony 9/15/23
- Woodland Elementary School Building Project, History of Topping Off Ceremony
- Custer email re: Tisbury School meetings 2023-24 school year (2 p.) 8/25/23
- Custer/Hickey email re: Manter Fund 8/23/23
- Tisbury School Fund Balances Fiscal Year: 2023-2024 9/12/23
- Tisbury School Site Budget Fiscal Year: 2023-2024 (4 p.) 9/12/23
- Hickey email re: TSC meeting requests 9/6/23
- Harvey Waste & Recycling Services invoice 8/31/23
- A.P. Fortes Plumbing and Heating invoice 2/6/23
- Tisbury Special Education – Snapshot SY 2022-23 (2 p.)

Minutes respectfully submitted by Office On Call/Marni Lipke.

Marni Lipke – Recorder

Date

Amy Houghton – TSC Chair

Date

TSC Minutes approved 10/10/23