

Tisbury School Committee
4:00PM, Tuesday, August 13, 2024
By Zoom Cloud Conference

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TSC Members Present: Acting Chair Jen Cutrer, Amy Houghton, Michael Watts,

Others: Daedalus/CHA – Aditya Modi, Michael Owen,
Recorder – Marni Lipke

Staff: Superintendent Richie Smith, Business Manager – Mark Friedman,
Principal John Custer, Asst. Principal – Melissa Ogden

Town: Finance Committee – Louise Clough

* Late Arrivals or early departures of TSC members.

The Tisbury School Committee (TSC) meeting was called to order at 4:03PM.

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

I. Approval of Past Meeting Minutes

• **ON A MOTION DULY MADE BY MR. MICHAEL WATTS AND SECONDED BY MS. AMY HOUGHTON THE MINUTES OF THE FOLLOWING TISBURY SCHOOL COMMITTEE MEETINGS WERE UNANIMOUSLY APPROVED: 3 AYES, 0 NAYS, 0 ABSTENTIONS:**

- **JULY 9, 2024, AND,**

- **JULY 15, 2024:**

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

II. Tisbury School Building Project (See documents on file.)

A. Project Update

• Exterior: windows (including palladium), millwork panels, storefronts, curtain walls, masonry, siding and gym vestibule glass doors were all complete.

• Interior: the 1st, 2nd, and 3rd floors were in final cleaning stage, with furniture being assembled in the gym and moved to the correct classrooms and locations.

- The ground (gym/Music) floor was in rough clean and punch-list stage. The Music room was going through final painting and cleaning, along with the bathrooms and stairway #3. The gym/stage equipment and flooring should be finished in September.

- The cafeteria baffles were complete and kitchen equipment was on-line; all in final cleaning and punch list stages. The provisioning process was being negotiated.

• Landscape/Grading: The temporary/modulars were all off-site.

- West and South sides drainage and binders were done. Concrete walkways were finishing up with asphalt expected next week. West side playground equipment was being installed.

- East side drainage was wrapping up. The Basketball Court binder was complete and grading and walkways were in process.

• The final plumbing inspection had been received. The final electrical inspection was scheduled for this week and the final elevator inspection for next week.

- Construction spending was at 86%—about as it should be.
- After \$863,561 in expenditures, the Owners Contingency balance was \$2,583,000:
 - ~ \$225,000 on Furniture, Fixtures and Equipment (FFE),
 - ~ \$50,000 for the move from the modulars to the classrooms (see below: # II B);
 - ~ \$175,000 architect/ designer fee for rooftop solar (see 5/14/24 Minutes p.2).
- There was a discussion on the intensity and complexities of FFE coordination and logistics from unpredictable ferry scheduling to early tractor trailer arrivals. The old furniture in storage containers would be inspected for damage and usefulness.
- Thanks to the efforts of new Facilities Manager Mike Taus and Ms. Connie Alexander the memorial tree would be relocated to a better site tomorrow—and if the move was not successful, would be replaced in consultation with the family.
- The temporary Certificate of Occupancy (TCO) target was August 21st. Mr. Michael Owen of CHA/Daedalus Owners Project Manager (OPM) categorically and definitely declared that school buses would deliver students to the renovated building on opening day, September 3rd.
- The TSC praised the new School and felt the community would be very pleased, noting that even the value engineered items looked intentional.

B. Approval of Invoices

• ON A MOTION DULY MADE BY MS. HOUGHTON AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED AND RECOMMENDED (3 AYES, 0 NAYS, 0 ABSTENTIONS) THE FOLLOWING JUNE 1 THROUGH 30, 2024 INVOICES TOTALING \$3,663,725.59 TO BE SENT TO TOWN HALL FOR APPROVAL AND PAYMENT:

- CHA – OPM INVOICE # 39235-41 FOR \$50,000.00,
- W.T. RICH JULY 31, 2024 INVOICE FOR \$3,456,409.00,
- TAPPÉ ARCHITECTS JULY 31, 2024 INVOICE FOR \$109,695.39,
- HUB TECH JULY 16, 2024 INVOICE FOR \$853.09,
- HUB TECH JULY 16, 2024 INVOICE FOR \$3,120.00,
- EASTVILLE CONSTRUCTION INVOICE # 28-2080 FOR \$1,687.50,
- CARROLL'S MVRT JULY 9, 2024 INVOICE FOR \$24,567.00,
- CARROLL'S MVRT JULY 10, 2024 INVOICE FOR \$4,454.85
- CARROLL'S MVRT JULY 10, 2024 INVOICE FOR \$2,154.85,
- CARROLL'S MVRT JULY 23, 2024 INVOICE FOR \$2,179.59,
- CARD MY YARD INVOICE FOR \$377.19,
- BRIGGS ENGINEERING & TESTING INVOICE # 0226474 FOR \$1,666.98,
- BRIGGS ENGINEERING & TESTING INVOICE # 0226681 FOR \$1,618.00,
- RDA SOFT NET INVOICE # 2407671 FOR \$4,942.15

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

III. Personnel (See documents on file.)

A. Staffing Update

Despite the current Islandwide challenge in recruiting staff, Tisbury School was able to fill 3 of its 6 vacancies:

- a high-needs Special Education (SpEd) Teacher with extensive Compass program experience;

- an Education Support Professional (ESP) – with bilingual capabilities, and
- a long-term substitute for 7th/8th grade math (see below: # III B)—a retired veteran middle school math teacher from North Redding.
- The 3 remaining vacancies were:
 - a one-year-only (OYO) required, critical 5th grade math teacher (interviewed, offered, accepted and then withdrawn and re-advertised);
 - the new custodian position (see 1/9/24 Minutes p.2 #III A)—interviews ongoing;
 - a one-on-one Special Education ESP (see below: # III C).

B. Maternity Leave Request

- **ON A MOTION DULY MADE BY MS. HOUGHTON AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED (3 AYES, 0 NAYS, 0 ABSTENTIONS) A LEAVE OF ABSENCE FOR 7TH/8TH GRADE MATH TEACHER KARI LEAL FROM AUGUST 28, 2024 TO NOVEMBER 19, 2024 MS. HOUGHTON—AYE, MR. WATTS—AYE, MS. CUTRER—AYE.**

C. Vote to Create One-Year-Only (OYO) 1:1 Education Support Professional (ESP) Position

A student's updated Individual Education Plan (IEP) required an unanticipated one-on-one ESP, estimated (depending on seniority, benefits, etc.) at \$50-55,000. The State allowed not more than two funding sources, and Principal John Custer recommended using School Choice; which stood as follows:

- Fiscal Year 2024 (FY24) ending balance ~ \$315,000;
- minus \$28,000 to balance the FY24 budget (see 7/15/24 Minutes); and
- an additional \$150,000 encumbered to the FY25 Budget (for ~ \$137,000 balance);
- estimated FY25 income ~ \$50,000, for a total of ~ \$185,000 available for FY25.
- The TSC was reluctant to withdraw so much from a comparatively low balance, so early in a year likely to have many unknowns.
- Title One (high needs) and Rural Education Assistance Program (REAP) funds were less than usual and already committed. There was a suggestion to add 2025 Summer School funding into the FY26 budget—instead of using Title One.
- It was agreed to move forward without specifying sources, allowing administration to review budget status and report back to the School Committee.
- **ON A MOTION DULY MADE BY MS. HOUGHTON AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED (3 AYES, 0 NAYS, 0 ABSTENTIONS) UP TO \$55,000 FOR A ONE-YEAR-ONLY ONE-ON-ONE EDUCATION SUPPORT PROFESSIONAL WITH AUTHORIZATION TO USE SCHOOL CHOICE FUNDS ONLY AS NECESSARY; MS. HOUGHTON—AYE, MR. WATTS—AYE, MS. CUTRER—AYE.**

Adjournment

- **ON A MOTION DULY MADE BY MS. HOUGHTON AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 4:53PM: 3 AYES, 0 NAYS, 0 ABSTENTIONS: MS. HOUGHTON—AYE, MR. WATTS—AYE, MS. CUTRER—AYE.**

continued >

Appendix A: Meetings/Events

- **TSC – 4:00PM, Monday, August 26, 2024 – ESF Building (TBD)**

- Project Status & Planning – 1:00PM Tuesdays

- **TSC – 4:00PM, Tuesdays:**

September 10, 2024**January 14, 2025****May 13, 2025****October 8, 2024****February 11, 2025****June 10, 2025****November 12, 2024****March 11, 2025****December 10, 2024 (with SAC)****April 8, 2025****Appendix B: Actions**

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

Prin. Custer/Ms. Houghton – include 2025 Summer School costs in FY26 budget.

Prin. Custer/Mr. Friedman – report on SpEd ESP funding.

September Agenda

- Minutes 8/13/24

Appendix C: Documents on File

- Agenda 8/13/24

- Tisbury School Meeting Dates, 2024-25 School Year

- Tisbury School Addition and Renovations Project Invoice Summary Sheet, For Period:
July 01, 2024 – July 31, 2024, 8/8/24

- TSC/SBC Meeting – Construction Manager Update 08/13/24 (6 p.)

- Tisbury School, School Committee Meeting, August 13, 2024 (7 p.)

- Tisbury School, Staffing – Update (as of August 13, 2024)

Minutes respectfully submitted by Office On Call/Marni Lipke.

Marni Lipke – Recorder

Date

Amy Houghton – Chair

Date

Minutes approved 8/26/24