

Tisbury School Committee
4:00PM, Tuesday, August 26, 2024
Tisbury Town Hall, Katherine Cornell Theatre

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

Others: Daedalus/CHA – Michael Owen, W.T. Rich – Dan Anjo,
Recorder – Marni Lipke

Staff: John Custer – Principal, Melissa Ogden – Asst. Principal;
Richie Smith – Superintendent,

Town: Finance Committee – Louise Clough

* Late Arrivals or early departures of TSC members.

The Tisbury School Committee (TSC) meeting was called to order at 4:07PM.
(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. JEN CUTRER THE MINUTES OF THE AUGUST 13, 2024 TISBURY SCHOOL COMMITTEE MEETING WERE UNANIMOUSLY APPROVED: 3 AYES, 0 NAYS, 0 ABSTENTIONS.**

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

A. Project Update

- The TSC expressed their admiration and offered their help with the impressive progress and the phenomenal amount of work going into preparing for opening day during final construction, including:
 - sorting and relocating stored items (see below: Actions)—commendations went to Carrolls Trucking without whom the process would be impossible;
 - directing Furniture Fixtures and Equipment (FFE) to the correct locations; and
 - re-shelving 14,000 books in the media center.
- Everyone in the Martha's Vineyard Public Schools (MVPS) system was cognizant of and affected by this successful project. Superintendent Richie Smith suggested a salute to the school leadership during the opening celebration.
 - Principal John Custer emphasized how lucky everyone was to be in this place and moving into this amazing bldg. He particularly thanked the Professional Team (CHA, W.T. Rich, Tappé Architects) and the Tisbury taxpayers.
- To maintain a centralized, orderly, timely, budgeted process, the meeting established a procedure for requests as staff moved into their new spaces and discovered missing or unforeseen needs.
 - All staff requests would go through Prin. Custer or Assistant Principal Melissa Ogden. Any direct requests to W.T. Rich should be referred to Administration. "School staff worked for the Administration; W.T. Rich did not work for the staff."
 - Emergency problems/needs should be reported immediately: for example 3 small leaks were detected including in the cafeteria and the Project Headway classroom.

- Administration would sort and prioritize requests as they came in and Ms. Ogden would keep a spreadsheet to be reviewed and updated every Tuesday.
- The spreadsheet would be sent ASAP to the Owners Project Manager (OPM) CHA/ Daedalus) who would pass it on to the Professional Team.
- Requests deemed to be within the contract would be added to the punch-list (also called the Warranty list) to be addressed when vendors were on site—which could take up to 30 days.
- Requests determined to be outside the contract (wish-list items) would have to be evaluated, priced and returned to the TSC for a decision.
- Purchase requests for FFE would be reviewed and ordered by Tappé; sundry items were more difficult. Soft materials (health classroom, music items, etc.) were being ordered this week.
- The deadline for requests should be mid-October, when W.T. Rich began to demobilize. All work should be finished by the winter holiday break.
- Fencing was modified to isolate construction/landscaping areas from students. The washout from the recent thunderstorm was being repaired. Gym technology would not be ready for the September 3rd opening (see 6/25/24 Minutes p.3 #IV B).
- TSC thanked W.T. Rich representative Mr. Dan Anjo for his report.

B. Ribbon Cutting Ceremony (See below: Meetings/Events.)

The Ceremony was moved back and a planning meeting set for mid-September.

- Suitable locations for TSC meetings (administrative conference room, cafeteria, etc.) were considered in terms of attendance capacity, acoustics, technology and scheduling.

III. Personnel

A. Staffing Update (See documents on file & 8/26/24 Minutes p.2-3 #III A.)

- An Education Support Professional (ESP) with extensive Special Education (SpEd) experience was hired for the one-year-only, one-on-one position.
- No outside candidates were available for the critical 5th grade Math position. After exploring many internal transfer configurations, the position would be filled by the Industrial Tech/Arts teacher (see 5/14/24 Minutes p.3 #IV B) as the academically strongest option. Prin. Custer commended staff for coming forward in a difficult situation. The 5th – 8th grade Industrial Arts position would be advertised until filled.
- In the face of universal teacher and staff shortages, many MVPS were cobbling together positions and shifting schedules.
- Tisbury was struggling with the same custodian applicant pool as the other MVPS, so the new custodian position had not yet been filled.
- **ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY ACKNOWLEDGED CUSTODIAN SHERRY MACIEL'S RESIGNATION; 3 AYES, 0 NAYS, 0 ABSTENTIONS.** The TSC thank Ms. Maciel for her past service.
- Full staffing would consist of a Head Custodian and 3 regular custodians. Facilities Manager Mike Taus was a great support in the current situation. A private cleaning service had been secured.

IV. Financial Report

A. Grant Funding – Nothing to report.

Adjournment

The TSC thanked Finance Committee member Ms. Louise Clough for her attendance.

• ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 4:56PM: 3 AYES, 0 NAYS, 0 ABSTENTIONS.

Appendix A: Meetings/Events

- TSC – 4:00PM, Tuesday, September 10, 2024 – Tisbury School (TBD)
- Ceremony Planning – 4:00PM, Tuesday, September 17, 2024 – Tisbury School (TBD)
- Ribbon Cutting – Saturday, October 26, 2024 – Tisbury School (TBD)
- Project Status & Planning – 1:00PM Tuesdays
- TSC – 4:00PM, Tuesdays:

October 8, 2024

January 14, 2025

May 13, 2025

November 12, 2024

February 11, 2025

June 10, 2025

December 10, 2024 (with SAC)

March 11, 2025

April 8, 2025

Appendix B: Actions

CHA/Daedalus – have all previously stored carpets cleaned before installation.

Prin. Custer/Ms. Ogden – inform staff of punch-list/ wish list request procedure.

September Agenda

- Minutes 8/26/24

Appendix C: Documents on File

- Agenda 8/26/24
- Tisbury School Meeting Dates, 2024-25 School Year (revised)
- Tisbury School, Staffing – Update (as of August 26, 2024)

Minutes respectfully submitted by Office On Call/Marni Lipke.

Marni Lipke – Recorder

Date

Amy Houghton – Chair

Date

Minutes approved 9/10/24