

Tisbury School Committee
4:00PM, Tuesday, October 8, 2024
Tisbury School Cafeteria

1

TSC Members Present: Chair Amy Houghton, Jen Cutrer, Michael Watts,
Staff: Richie Smith – Superintendent, Hope MacLeod – Student Support,
Mark Friedman – Business Administrator,
John Custer – Principal, Melissa Ogden – Asst. Principal,
Mike Taus – Facilities Manager, Nicole Shirley, Anne Williamson,
Others: Aditya Modi, Michael Owen – Daedalus/CHA,
Dan Anjo – W.T. Rich, Recorder – Marni Lipke
Town: Finance Committee – Louise Clough

* Late Arrivals or early departures of TSC members.

The Tisbury School Committee (TSC) meeting was called to order at 4:04PM.
(*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 MS. AMY HOUGHTON THE MINUTES OF THE SEPTEMBER 10, 2024 TISBURY SCHOOL COMMITTEE MEETING WERE APPROVED: 2 AYES, 0 NAYS, 1 ABSTENTION—MR. MICHAEL WATTS** due to absence.

II. Superintendent's Report

A. All Island School Committee (AISC) (See below: Meetings/Events.)

All Island Behavioral Health Coordinator Ms. Kim Garrison would work with Tisbury School Administrators on the School's response to the Mid Atlantic Equity Consortium (MAEC) equity audit and the Education School Climate Survey (EDSCLS) results.

• Next TSC meeting, Principal John Custer and Assistant Prin. Melissa Ogden would present MCAS findings and interventions—which were likely to be similar to last year's.

B. Shared Services Update (See documents on file & below: Actions.)

• Tisbury had a voice amplifier in almost every classroom. Usually this was an aid for a student with hearing problems, not only amplifying the voice in general but also feeding directly into cochlear implants. However teachers found it engaged other students and helped staff who had soft voices—as demonstrated for this meeting. The cost was ~\$1,000 per classroom for the speaker/microphone/system.

• Student Support Director Hope MacLeod presented the annual Special Education Snapshot. Tisbury School had the best participation in the parent Individual Education Plan (IEP) survey; comments were positive and complimentary.

- The School showed a 9 student 1.5% jump in IEP students for the 2023-24 School year, which could be a nationwide trend, but was also due to a dip in enrollment that pushed the ratio higher. In any case the School had one of the highest learning disabilities ratios but also showed the best inclusion rate in the State. (Further trend information was available on the Department of Elementary and Secondary Education (DESE) website under Resource Allocation and District Action Reports (RADAR)).

- Ms. MacLeod again thanked Tisbury School for hosting a Project Headway class. Staff reported both students and staff liked having the pre-kindergarteners (pre-K) in the school, saying hello when they passed through the cafeteria or at recess.
- Shared Services was fully staffed with both teachers and Education Support Professionals (ESPs), including a shared Speech/Language Pathologist with the Cape Cod Collaborative.
- New Inclusion Specialist Heather Rogers Rodrigues was canvassing all the Martha's Vineyard Public Schools (MVPS) kindergartens for students and teachers needing extra support, and to catch challenges at a young age.
- The MVPS (particularly the Voyager Services (ages 18-22)) were loosely connected to the Island Autism Center. The Center was a remarkable resource with a farm and extensive community engagement including Cronig's, Purple Paws and the Post Office.

II. Tisbury School Building Project

- Mr. Michael Owen of Owners Project Manager (OPM) CHA/Daedalus thanked everyone for inviting them to the opening convocation.

A. Project Update (See documents on file.)

- The Professional Team (Owners Project Manager (OPM) CHA, Construction Manager W.T. Rich, and Tappé Architects) continued to knock off endless punch list items. There was a flurry of people in the building every day and even nights and weekends. Work was on schedule for a December Certificate of Occupancy.

- The existing buildings were complete. Plaques and graphics were starting to go up.
- The 2-3 week gym flooring work had started, which would be followed by stage flooring, equipment, curtains and final cleaning. The band and music rooms were being painted followed by final cleaning and punch list.

◦ There was a brief discussion on availability for a Special Town Meeting on December 17th, and the Annual Town Meeting in April 2025.

- Ongoing site work included hydro-seeding, fencing (with signage to keep off the soccer field), parking lot binders, bike racks, etc.

- The Project had billed \$8,678,333 as of September 24, 2024 and was 89% complete; construction was 92% complete.

- Owner's contingency balance was \$2,372,999 after a further:

- \$150,000 for architectural/engineering services,

- \$6,850 for Technology design and procurement,

- \$5,350 for furniture, and

- \$35,486 into the technology budget.

- The TSC cautioned the Professional Team and staff to keep in mind that the Contingency was committed to paying for solar panel installation, which had not yet received a formal estimate.

B. Approval of Invoices (See documents on file.)

- **ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED AND RECOMMENDED (2 AYES, 0 NAYS, 0 ABSTENTIONS) THE FOLLOWING SEPTEMBER 1 THROUGH 30, 2024 INVOICES TOTALING \$2,544,043.05 TO BE SENT TO TOWN HALL FOR APPROVAL AND PAYMENT:**

- CHA – OPM INVOICE # 39235-43 FOR \$50,000.00,
- W.T. RICH SEPTEMBER 30, 2024 INVOICE FOR \$2,198,748.00,
- TAPPÉ ARCHITECTS OCTOBER 4, 2024 INVOICE FOR \$145,254.82,
- CREATIVE OFFICE RESOURCES OCTOBER 2, 2024 INVOICE FOR \$506.84,
- STAPLES OCTOBER 4, 2024 INVOICE # RJT896 FOR \$640.00,
- STAPLES OCTOBER 4, 2024 INVOICE # RJS284 FOR \$4,651.00,
- BRIGGS ENGINEERING & TESTING JANUARY 27, 2024 INVOICE FOR \$1,705.00,
- BRIGGS ENGINEERING & TESTING SEPTEMBER 28, 2024 INVOICE FOR \$56.00,
- RDA SOFT NET INVOICE # 2409672 FOR \$901.00,
- RDA SOFT NET INVOICE # 2407672 FOR \$4,800.00,
- MILHENCH SEPTEMBER 17, 2024 INVOICE # 329478 FOR \$43.92,
- MILHENCH SEPTEMBER 17, 2024 INVOICE # 329094 FOR \$14,386.35,
- MILHENCH SEPTEMBER 17, 2024 INVOICE # 329087 FOR \$3,497.47,
- MILHENCH SEPTEMBER 17, 2024 INVOICE # 329081 FOR \$605.89,
- CHA COMMISSIONING SERVICES INVOICE # 74327-5 FOR \$18,988.48,
- HUBTECH INVOICE # 24-24374 FOR \$19,985.00
- HUBTECH INVOICE # 24-24222 FOR \$2,441.00
- HUBTECH INVOICE # 24-23794 FOR \$76,539.22
- HUBTECH INVOICE # 24-24162 FOR \$253.06.

III. Financial Report

A. Fund Balances

(See documents on file.)

- Funds were still not updated, so current balances were hand written.
- At \$172,320 the Manter fund had recovered its value after 2023-24 market losses (see 12/12/23 Minutes p.4 #V A).
- Counting the \$150,000 Fiscal Year 2025 (FY25) Budget commitment (usually transferred later in the year) School Choice balance was ~ \$142,000.
- There was some anxiety regarding the first electric bill, now that the facility was completely off fossil fuels.
- **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) TRANSFERRING \$2.76 FROM CLASS OF 2025 FUNDRAISING TO THE 8TH GRADE ACTIVITIES ACCOUNT.**
- **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 GIFT OF THE REMAINING BALANCE OF THE CLASS OF 2024 EIGHTH GRADE ACTIVITY ACCOUNT (\$233.75) TO THE CLASS OF 2025.**
- **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 NAME OF THE ALTON JONES ACCOUNT FUND TO THE MASSACHUSETTS OUTDOOR CLASSROOM OR THE SIXTH GRADE ACTIVITY ACCOUNT.** These funds could be used for other activities with permission from the Administration.
- An AISC subgroup on MVPS policy was updating financial policies. If student activity accounts exceeded \$25,000 they should be audited by the Town every 3 years. The School accounts spiked over this limit briefly but were generally below the cut off.

B. Grants (See documents on file.)

1. Vote to Accept Martha's Vineyard (MV) Bank Grant

- **ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY AND GRATEFULLY APPROVED (3 AYES, 0 NAYS, 0 ABSTENTIONS) ACCEPTING THE \$500 GRANT FROM THE MARTHA'S VINEYARD BANK FOR SCHOOL VOLUNTEERS.** School librarian Whitney Burke volunteered and would use the funds in the library/media center.

IV. Principal's Report

A. School Events (See documents on file, & below: Meetings/Events.)

- Prin. Custer expressed his pleasure at returning to so many great events such as Back to School Night, school picture, parent teacher conferences, Parent Teacher Organization (PTO) and various committee meetings.
- Tomorrow staff was initiating the first K through 4th grade community meeting in the cafeteria. Students would recite the Pledge of Allegiance, birthdays would be acknowledged, the 4 pillars of school climate chosen by staff and students would be reviewed—respect, community, compassion, responsibility. It was hoped the meetings would become regular and expand to include 5th through 8th grades, but this was somewhat restricted by the 170 person legal capacity of the cafeteria.
- The annual October 1st census (which included the 10 Project Headway students) was in the low 290 range, up from last year's 257. The School Choice census was in process.

B. Personnel (See documents on file.)

1. Staffing Update

As of today the School had two open positions: the continuing half-time Industrial Technology teacher vacancy and the Assistant Cafeteria Cook—currently interviewing.

2. Maternity Leave Requested

3. Medical Leave of Absence Request

4. Resignation

5. Notice of Intent to Retire

6. Parental Leave of Absence Request

7. Child-Rearing Leave Request

- **ON A MOTION DULY MADE BY MR. WATTS AND SECONDED BY MS. CUTRER THE TISBURY SCHOOL COMMITTEE UNANIMOUSLY APPROVED OR ACKNOWLEDGED (3 AYES, 0 NAYS, 0 ABSTENTIONS) THE FOLLOWING:**
- **MATERNITY LEAVE FOR MIDDLE SCHOOL LITERACY TEACHER MS. SARAH DEBETTENCOURT FROM APPROXIMATELY NOVEMBER 7, 2024 FOR THE REMAINDER OF SCHOOL YEAR (with TSC congratulations);**
- **MEDICAL LEAVE FOR EDUCATION SUPPORT PROFESSIONAL MS. MARY JEAN CONNELLY FROM OCTOBER 25 TO DECEMBER 20, 2024;**
- **THE RESIGNATION OF 2ND GRADE EDUCATION SUPPORT PROFESSIONAL MS. PENNY HAGAENON AS OF OCTOBER 25, 2024 (she was moving to Greece);**
- **NOTICE OF INTENT TO RETIRE FROM BELOVED 3RD GRADE TEACHER MS. ANNE WILLIAMSON AT THE END OF THE 2024-25 SCHOOL YEAR (with great reluctance and TSC thanks for completing the year);**

- **FAMILY LEAVE FOR MIDDLE SCHOOL ENGLISH LANGUAGE ARTS AND SOCIAL STUDIES TEACHER MR. SEAN DEBETTENCOURT FROM APPROXIMATELY NOVEMBER 7, 2025 TO FEBRUARY 21, 2025 (with TSC congratulations);**
- **CHILD REARING LEAVE OF ABSENCE FOR 7TH/8TH GRADE MATH TEACHER MS. KARI LEAL FROM NOVEMBER 20, 2024 THROUGH JUNE 2025 (see 8/13/24 Minutes p.3 #B); AND**
- **(Unpaid) PERSONAL LEAVE OF ABSENCE FOR EDUCATION SUPPORT PROFESSIONAL MS. AMY JONES FROM OCTOBER 14, THROUGH NOVEMBER 8, 2024.**

The TSC and Supt. Smith expressed their dismay at Ms. Williamson retirement, commending her as remarkable not only for her stellar teaching but also as a supportive colleague. Ms. Williamson thanked them, praised Tisbury School as the best and emphasized that she was remaining on the Island after retirement.

Staff Comments

Ms. Williamson remarked that the light and windows of the new facility significantly effected her mood and that the students also appreciated and were proud of it. Everyday there was something new and exciting to explore.

- Staff liked the soft opening and seeing punch list requests such as new furniture being addressed. It had been difficult setting up classrooms that teachers had never been in. (Unfortunately it was found that the Town could not order the furniture so it was being managed by the architect with some fees attached.)
- Ms. Nicole Shirley liked that in the morning when she walked across the cafeteria bridge (which had been so controversial a feature) she could see students mixing groups and talking.
- Asst. Prin. Ogden had nothing to express but gratitude.

Adjournment

- **ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 5:13PM: 3 AYES, 0 NAYS, 0 ABSTENTIONS.**

Appendix A: Meetings/Events

- PTO – 6:00PM, Wednesday, October 9, 2024 – Tisbury School (TBD)
 - Ribbon Cutting – 10:00AM, Saturday, October 26, 2024 – Tisbury School (TBD)
 - TSC – 4:00PM, Tuesday, November 12, 2024 – Tisbury School (TBD)
 - AISC – 5:30PM, Thursday, November 21, 2024 – MVRHS
 - Special Town Meeting – 7:00PM, Tuesday, December 17, 2024 – TBD
 - Project Status & Planning – 1:00PM Tuesdays
 - TSC – 4:00PM, Tuesdays:
- | | | |
|-------------------------------------|-----------------------|----------------------|
| <u>December 10, 2024 (with SAC)</u> | <u>March 11, 2025</u> | <u>June 10, 2025</u> |
| <u>January 14, 2025</u> | <u>April 8, 2025</u> | |
| <u>February 11, 2025</u> | <u>May 13, 2025</u> | |

continued

Appendix B: Actions

All – send suggestions for Ribbon Cutting Ceremony invitees to Prin. Custer.

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

Ms. MacLeod – send IEP transition to MVRHS information to TSC.

Mr. Owen, Mr. Modi, Prin. Custer – reserve owner’s contingency for solar installation.

November Agenda

- Minutes – 10/8/24
- MCAS Report
- MAEC/EDSCLS Report
- Student Support Update
- Staff Comments

Appendix C: Documents on File

- Agenda 10/8/24
- School Attending Report “Worksheet”, Census Date As of October 1, 2024, 2024-2025, School: Tisbury School
- Tisbury School Fund Balances Fiscal Year, 2024-2025 10/4/24
- Tisbury School Events
- Tisbury Special Education-Snapshot, SY 2023-2024 (N.B. incorrect date typos) (2 p.)
- Tisbury School, School Committee Meeting, October 08, 2024 (6 p.)
- TSC/SBC Meeting – Construction Manager Update 10/08/24 (5 p.)
- Tisbury School Addition and Renovations Project Invoice Summary Sheet, For Period: September 01, 2024 – September 31, 2024, 10/7/24
- Custer/Teves cover email re: Tisbury School Census 10.01.24 (5 p.)
- Tisbury School Site Budget Fiscal Year 2024-2025 (4 p.) 10/4/24
- Hickey/Houghton emails re: TSC meeting notice for 10.8/2024
- Debettencourt email re: Maternity leave letter (2 p.) 9/16/24
- Hagenon resignation letter 9/23/24
- Custer/Jones/Sykes emails re: possible leave of absence request (2 p.) 10/8/24

Minutes respectfully submitted by Office On Call/Marni Lipke.

Marni Lipke – Recorder

Date

Amy Houghton – Chair

Date

Minutes approved 11/12/24