

**TRURO SCHOOL COMMITTEE MEETING**  
**December 5, 2024, 4:30 PM**  
**Hybrid Meeting**  
**Truro Central School**

**Vida Richter - Chair *remote***  
**Peter Cook - Vice Chair/Acting Chair *present***  
**Amy Costa *present***  
**Kenneth Oxtoby *present***  
**Tyler Medley *remote***

**Superintendent - Stephanie Costigan**  
**Principal - Patrick Riley**  
**Admin. Business & Finance - Heather Harper**  
  
**Recorder - Jody O'Neil**

1. **Call to Order:** Pete Cook took roll call.

2. **Public Comment:** None reported.

3. **Approval of Minutes:** [November 14, 2024](#)

A motion to approve the Nov. 14, 2024 TSC meeting minutes was made by Ken Oxtoby, seconded by Amy Costa, roll call, 5-0-0.

Ken Oxtoby  
Amy Costa  
Tyler Medley  
Vida Richter  
Pete Cook

4. **Dates to Remember:**

**2024-25 School Committee meeting dates:**

December 6, 2024 - All School meeting @ 10:30 a.m.,  
half-day for teacher PD  
December 9, 2024 - Report cards go home  
December 12, 2024 - Caroling at Town Hall and COA  
December 18, 2024 - PK Gingerbread party, 1 p.m.  
December 19, 2024 - K Gingerbread party, 1 p.m.  
December 20, 2024 - Half-day of school  
December 23 - January 1, 2025 - Holiday break

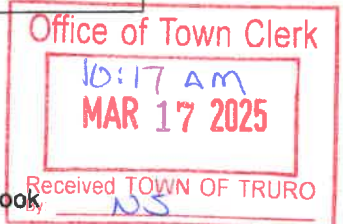
<del>September 12, 2024</del>	<del>January 16, 2025</del>
<del>October 3, 2024</del>	February 13, 2025
<del>November 14, 2024</del>	March 13, 2025
December 5, 2024	April 10, 2025
December 19, 2024	May 8, 2025
January 9, 2025	June 12, 2025

5. **Administrators' Reports:**

5.1 **Superintendent:** Review [proposed School Committee Goals](#)

Superintendent Costigan reviewed the established four area-goals:

1. TSC Handbook, in progress with two objectives: monthly meetings and handbook readied for approval by June 2025.
2. TSC support in offering Grade 6, with two objectives: TSC to offer support of the goal by liaising with the School Council; TSC to offer feedback and financial support, as needed for progress measures on the implementation of Grade 6 for the 2025-2026 school year.
3. TSC administration support to provide consistent messaging across all domains, with three objectives: A TSC member\* will be identified to consult with the administration on messaging across platforms, Dec, 2024; a TSC member to consult with administration and the



Town's Communications Dir. to increase messaging by the end of Feb., 2025; communications efforts reflected in a survey for distribution to families and the community by spring, 2025, to gauge efficacy of these efforts. \*TSC liaison member to be selected for the next TSC meeting.

4, TSC support of the Superintendent in achieving district goals, with two objectives:

Review and feedback by Dec., 2024 for the 2024-2025 school year; Superintendent to provide an update on goals by April, 2025 for the TSC's evaluation in May.

**5.2 Principal Report: Thanksgiving Feast and pie sale, Caroling at Town Hall and COA**

Community members numbered over 50 for the annual Thanksgiving Feast, continuing the tradition of record turn-outs and nearing capacity, special thanks to Susie and Laura (sp) for cooking, the family group that provided desserts and the 5th graders who served. Pie sales raised more money than in previous years with a new 3:30pm time, expected to be set at 3pm for next year. About 30 students from the 3rd, 4th and 5th grades are expected to participate in caroling at Town Hall and the Council on Aging.

**6. Subcommittees: Handbook subcommittee update**

Pete Cook and Ken Oxtoby presented. An outline has been started with pieces to be drawn from a variety of existing handbooks. An update is expected at the Feb. 13, 2025 meeting.

**7. New Business:**

**7.1 Discussion regarding School Committee Secretary position**

The Secretary will run the TSC meetings in the absence of the Chair and Vice-Chair and also sign-off on approved meeting minutes.

A motion to elect a Secretary of the TSC and to nominate Amy Costa for the position through Town term elections the following year was made by Ken Oxtoby, seconded by Tyler Medley. Amy Costa deferred. Discussion followed. Vida Richter nominated Ken Oxtoby as Secretary so as not to designate a new member to the position.

**A motion was made by Vida Richter to nominate Ken Oxtoby as Secretary of the TSC through reorganization next year. Pete Cook seconded the motion, roll call, 5-0-0.**

**Vida Richter**

**Pete Cook**

**Tyler Medley**

**Amy Costa**

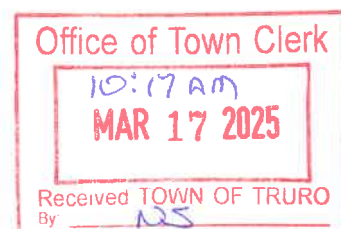
**Ken Oxtoby**

**7.2 Capital Improvement Plan (DPW Director Jarrod Cabral) - the draft of the CIP has been**

Prepared by DPW Director Jarrod Cabral in conjunction with school administration and facilities maintenance for your approval. A vote to approve the CIP is recommended.

Jarrold Cabral presented with the Plan for FY25-26: The general bids came in over \$200,00 for HVAC and roof, gutter repair and retrofit updates; re-bid strategy will be to maintain a base bid and add three sections of improvements with a vote at the April 2025 meeting for approval of \$250k. \$25,000 is requested for technology upgrades, as is customary. Gym floor sanding to include full sanding with pickleball courts, total of \$25,000. \$100k for carpeting. Budget update to be sent to the Task Force on Tuesday.

Superintendent Costigan offered additional commentary on the Capital Plan allocation schedules. Ken Oxtoby thanked Jarrod Cabral for the Plan as presented and said it was expected that delays in approval would contribute to the rising roof repair costs. Jarrod Cabral said the Climate Action Committee website has decarbonization reports for review online and a road-map energy plan for the entire Town will be made available.



**A motion to approve the recommended Capital Improvement Plan as outlined by Jarod Cabral was made by Ken Oxtoby, seconded by Amy Costa, roll call, 5-0-0.**

**Ken Oxtoby**

**Amy Costa**

**Tyler Medley**

**Vida Richter**

**Pete Cook.**

**7.2 Consider Proposed FY26 Operating Budget** - The recommended FY26 budget is available for review. The Public Hearing has been scheduled for January 16, 2024.

Presentation of the proposed Fiscal 2026 Truro school budget. The bottom line was expressed as \$6,162,131, an increase of \$81,259 over FY25 (1.34%).

Designations were noted as Contractual Changes based on negotiations, New lines, Deductions, Additions, and one Major New Change that is for Textbooks, quoted at \$97,000 to purchase a new - and cohesive - literacy curriculum for K-6. The selected quote from three contractors came in at over \$100k. The plan going forward is to partner with The Hill for Literacy to help re-engage with this identification of a new curriculum, with experts to be brought in for consultation. Grant funding is to be pursued where possible, but it was noted that the TCS failed the first grant round where more rural or disadvantaged school systems have been shown preference.

New lines: Early childhood Coordinator (\$3,000); ELL Teacher Salary (\$39,603.50); Safety Care Stipends (\$6,000); Total deductions from the Budget were \$580,941.56.

Principal Riley said there is potential for a reduction in software licenses based on usage or duplication in budget line items. Additional feedback can be fielded at the Dec. 19, 2024 TSC meeting.

**8. Unfinished Business:** None reported

**9. Other:** None reported.

**10. Executive Session:** None

**11. Adjournment:**

**A motion to adjourn the meeting at 5:44pm was made by Ken Oxtoby, seconded by Amy Costa, roll call, 5-0-0.**

**Ken Oxtoby - yes**

**Amy Costa - yes**

**Tyler Medley - yes**

**Vida Richter - yes**

**Pete Cook - yes**

**These minutes were approved by a vote of the Truro School Committee at their meeting on**

**February 13, 2025**

**Respectfully Submitted:**

  
**Truro School Committee Member**

