

EASTON PUBLIC SCHOOLS  
EASTON, MA

EASTON SCHOOL COMMITTEE MEETING MINUTES  
Friday, January 19, 2018

**Minutes of School Committee Meeting, January 19, 2018**, 50 Oliver Street, Upstairs Conference Room, convened at 3:04 p.m. Present: Jacqueline Weisman, Nancy De Luca, Jane Martin, and Caroline O'Neill.

Others present: Superintendent Dr. Cabral, Crissy Pruitt, Assistant Superintendent, Marilyn Gordon, Director of School Business, and David Twombly, Director of School Operations

**Minutes: Regular 12/7/2017; Workshop 12/11/2017, 12/15/2017; Executive Session 12/7/2017:**

On a motion by Ms. Martin, seconded by Ms. O'Neill, with a 4-0 vote, the Regular minutes of 12/7/2017 were approved.

On a motion by Ms. O'Neill, seconded by Ms. De Luca, with a 4-0 vote, the Workshop minutes of 12/11/2017 were approved.

On a motion by Ms. De Luca, seconded by Ms. O'Neill, with a 4-0 vote, the Workshop minutes of 12/15/2017 were approved.

On a motion by Ms. O'Neill, seconded by Chair Weisman, with a 4-0 vote, the Executive Session minutes of 12/7/2017 were approved but not to be released.

Michelle Durrance arrived at 3:15pm.

**Schedule of Payments:**

Payments circulated for signatures.

**Approval and Possible Vote to Enter Into Contract Negotiations with Activitas (Designer for OA Turf System Review):**

David Twombly introduced Jonathan Charwick and Patrick Maguire from Activitas. Bill Matthews was unable to attend. Mr. Twombly was part of a subcommittee that also included Bill Matthews and David Fields. The subcommittee interviewed three companies and Activitas was the unanimous choice by the subcommittee. Mr. Twombly stated that Dr. Cabral suggested that Activitas go before the School Committee prior to entering into a contract with Activitas. He shared that the OA turf system review is a two phase project. The first phase is the programming phase, which includes the turf system review, and preliminary design. The second phase would include the creation of the

Request for Proposal (RFP) and the hiring of a construction company to install the OA turf. Activitas would oversee the construction project. The first phase would cost \$16,740.00. Bill Matthews, the Athletic Director, worked with the Community Preservation Act Committee and they had appropriated \$18,000.00 towards the first phase of the project. The cost of the first phase would be covered under the CPA grant. Mr. Charwick and Mr. Maguire provided background information on Activitas via a powerpoint presentation.

A discussion took place following the presentation.

On a motion by Ms. Martin, seconded by Ms. O'Neill, with a 5-0 vote, the Committee agreed to enter into contract negotiations with Activitas to review and design the OA turf system phase one, subject to funding.

On a motion by Ms. Martin, seconded by Ms. O'Neill, with a 5-0 vote, the Committee agreed to move item #8 "Review Draft Pledge Agreement for Naming of OA Auditorium and Possible Vote" to the next order of business.

**Review Draft Pledge Agreement for Naming of OA Auditorium and Possible Vote:**

Chair Weisman welcomed Colleen Less to the meeting. Chair Weisman read the draft of the pledge agreement. The Committee agreed to the changes that were indicated. Ms. Less requested a letter from the Easton Public Schools to submit to PayPal for the purpose of receiving a lower interest rate. Ms. Gordon agreed to draft the letter to PayPal. Chair Weisman suggested that Attorney Rebecca Bryant review the changes of the pledge agreement before a vote is taken by the School Committee to accept the pledge agreement. The Committee agreed.

**FY19 Preliminary Budget Discussion:**

Dr. Cabral referred to the handout titled "Draft Budget Presentation, Easton Public Schools FY19." This draft was previously presented to the School Committee at a prior meeting. Dr. Cabral said that she had also presented the budget for FY19 to the staff during the professional development day on January 16th. The draft includes some feedback that was received from the staff on January 16th. The Committee suggested that Dr. Cabral discuss the changes that were made. Dr. Cabral stated that most of the changes are semantics or verbiage to clarify the intentions. She stated that the changes were made as a result of feedback from staff, parents, and taxpayers.

Dr. Cabral discussed the "Budget Targets FY19" of the Easton Public Schools. The four budget targets are categorized as "Strategic, Proactive, Reactive/Essential, and Regressive." These targets reflect where Easton is currently with the budget, where Easton would like to be with the budget, and where Easton could potentially be with the budget. Dr. Cabral stated that she added examples and clarifications to the revisions that she provided. All staff were involved in coordinating the list of priorities and needs. Dr. Cabral presented the Committee with the list that the staff identified as "critical

priorities.” She noted that the needs of the district identified by the staff are represented under the “strategic or proactive target budgets.” She continued that the “other budget impacts” will have direct impacts on the budget moving forward. The budget impacts included the circuit breaker, which is reimbursement for special education costs. The circuit breaker traditionally had been set at a rate of 75% reimbursement; however, this year, reimbursement is set at 65%. She reiterated that this line will not be fully funded, which will result in more than \$200,000 loss to the district. Dr. Cabral said that she is extremely concerned and it is a critical situation for every public school system in Massachusetts. She also listed the federal grants that have been cut and eliminated. She explained what services each grant covered and the implications of the loss of funds to the district.

The electricity costs also increased as of January 1st. Mandated facility repairs have also taken place in the PK-2 schools. The district was cited on the Coordinated Program Review for not having the proper physical space for speech services, English Language Learners’ services, and OT/PT therapy in the PK-2 buildings. She continued that Ms. Skinner, Ms. Pruitt and Mr. Twombly have been working with the principals to find spaces for these services. The only way to add physical space at the moment would be to purchase modular units. The transportation contract is up for renewal as well. She met Bill Lucini from Lucini Bus Lines and they are working on proposals for the next two years. There are seven unit contracts as well as individual contracts that are up for negotiation this year.

A discussion took place of the requested additional personnel. Dr. Cabral explained that the requested positions are critical response staff as identified by the administration team. The personnel fall under the “reactive/essential” budget target. She said adding the critical response staff positions and the rollover of steps and increases for personnel, will bring the budget to 3.5% over what the district received last year from the town. Dr. Cabral said in order to add the items in the “proactive budget target,” including the “reactive/essential budget target” of 3.5%, the district’s budget would come in at 5.1%. Ms. Martin suggested adding another category titled “unfunded mandates.” Ms. Martin also suggested a list of the grants the district had been receiving and what each grant funded.

Dr. Cabral said that at the last School Committee meeting, the Committee voted on the Capital Budget for items other than the school building, such as the waste water treatment plant, Special Education and Technology. Mr. Twombly said that for the FY19 he incorporated some of the Dore and Whittier 2013 facility assessment items into the Capital Budget. He stated that in order to bring an item to capital it has to have a five (5) year life expectancy and has to be \$25,000 or more. He continued that he and Dr. Cabral decided to move all the Dore and Whittier capital expenses for the PK-2 Schools to FY 2021 due to the potential of building a new PK-2 school. Mr. Twombly said with

Dr. Cabral's leadership and support, many improvements have been made to the schools over the past year. Some of the improvements included:

- Installed glycol at the Richardson Olmsted School which prevents freeze ups
- Insulated univents at RO
- Installed new rugs in some classrooms at RO
- Painted the common areas and some classrooms at RO
- Installed new lights at Muscato Stadium funded through ticket revenues
- Refinished the Nixon gym floor and added the new logo to the floor
- Upgrade lighting and sound systems in the EMS and OA auditoriums which were funded partly through the revenue received from renting the facilities
- Installed ductless AC units in the middle school library and the Simmons lecture hall
- Purchased new aluminum bleachers
- Installed parapet ladders on the high school roof
- Maintained fire suppression systems in all schools
- Repaired the sprinkler and well system on the athletic fields at the high school
- Upgraded security to the schools, including the Raptor system

Dr. Cabral stated that without the custodial staff and the DPW the school department would only have about a quarter of these repairs completed. Shel said that it is important that the town understands the value that they are getting from the DPW staff and the school custodians and that the school department is very fortunate.

#### **Review of Fees in Relation to Budget:**

Dr. Cabral presented the list of potential fees prepared by Marilyn Gordon. The list includes: music fees, athletic fees, bus fees, and parking fee at Oliver Ames High School. A discussion took place. Dr. Cabral said that transportation is provided to all kindergarten through grade 2 students, free of charge. The pay and ride program is available to students in grades 3 through 12 who reside one and a half miles or more from the school they attend. Chair Weisman suggested researching districts that charge for parking and what they charge for fees. Ms. Martin suggested that the student fees remain part of the budget discussion.

Chair Weisman exited the meeting at 5:24 p.m.

#### **Vote on Superintendent's Final Goals:**

Dr. Cabral said that she presented her goals to the School Committee at a previous meeting and made the suggested changes. She noted that she had a discussion with her coach, Dr. Matthew King, regarding how to measure successful completion of her first year in the New Superintendent Induction Program (NSIP). She said they determined that the measure would be her evaluation by the School Committee. *"Authentic assessment will be first year performance as determined by School Committee"* was added to Dr. Cabral's first goal benchmark. Ms. O'Neill suggested changing *"Develop skills in strategy development, data analysis, and instructional*

*leadership by successfully completing the first year of the New Superintendent Induction Program (NSIP)" to "Strengthen skills in strategy development, data analysis, and instructional leadership by successfully completing the first year of the New Superintendent Induction Program (NSIP)."*

Everyone agreed.

On a motion by Ms. O'Neill, seconded by Ms. Durrance, with a 4-0 vote, the Committee accepted Dr. Cabral's Final Goals with the additions.

**January 1st Enrollment:**

Dr. Cabral presented student enrollment figures as of January 1st and compared the enrollment figures to the October 1st enrollment. Dr. Cabral said there has not been any remarkable changes with the exception of the number of preschool students. She mentioned that due to space restraints, the district is currently turning preschool students away. Ms. Martin noted that students who attend Preschool in Easton pay tuition.

Dr. Cabral said that seventy two (72) students currently live in the new Avalon development and attend Easton Public Schools. She noted that the largest concentration of those students are in kindergarten. The Avalon development is part of the Center School district for students in grades preschool through second. Dr. Cabral noted that twenty eight (28) students who reside in the Avalon development moved from another location within Easton, forty four (44) students who currently reside in the Avalon development are new to Easton.

**2018-2019 School Calendar (first reading):**

Dr. Cabral presented three 2018-2019 School Calendar drafts to the School Committee. The first draft suggested a full day professional development for staff on August 27th with a start date of August 29th for students grades one through twelve. The second draft suggested a full day professional development for staff on August 28th with a start date of August 30th for students grades one through twelve. Both drafts suggested the first day of school prior to the Labor Day holiday. Draft three suggested a full day professional development for staff on September 4th with a start date of September 6th for students grades one through twelve. Draft three had the start of school after the Labor Day holiday.

A discussion took place.

The Committee decided to put forth draft number one, draft two, and create a draft four. Draft four suggested a full day professional development for staff on August 31st with a start date of September 4th for students grades one through twelve. Drafts one, two and four will be presented to the School Committee as a second reading at the next meeting.

Dr. Cabral exited the meeting at 5:30 p.m.

**Public Comment:**

None.

**Superintendent's Notes:**

None.

**Assistant Superintendent Notes:**

Ms. Pruitt said that the January 16th professional development day with keynote speaker Jessica Minahan was a huge success. The feedback from staff was fantastic with lots of takeaways to bring back to the classroom. Ms. Pruitt said she facilitated the Richardson Olmsted Principal Profile Committee. She noted that the committee consisted of fifteen members from all aspects of the school community. She submitted a profile for the ideal principal to Dr. Cabral for her review and recommendations. The Profile Committee will present to the School Committee at the February 1st meeting.

**School Committee Notes:**

Ms. De Luca recognized that the workshop meetings are now classified as regular meetings.

**Adjournment:**

On a motion by Ms. O'Neill, seconded by Ms. Martin, with a 4-0 vote, the Committee adjourned at 5:56 p.m.

Minutes Recorded by,  
Lynn Souza

Respectfully submitted,

Lisha Cabral, Ed.D.  
Secretary