

EASTON PUBLIC SCHOOLS
EASTON, MA

EASTON SCHOOL COMMITTEE WORKSHOP MINUTES
Monday, July 10, 2017

Minutes of School Committee Workshop Meeting, July 10, 2017, 50 Oliver Street, Upstairs Conference Room, convened at 9:21pm Present: Jacqueline Weisman, Nancy DeLuca, Jane Martin, Caroline O'Neill, Michelle Durrance, Dr. Cabral, Marilyn Gordon and David Twombly.

Call Meeting to Order:

Chair Weisman called the meeting to order at 9:21 am.

Approval of Maintenance Contracts:

David Twombly said the first contract he has for the School Committee's review is the wastewater treatment plant contract. He continued that this is a three year contract with Weston and Sampson. Mr. Twombly said we have outsourced the wastewater treatment plant contract with Weston and Sampson in the past.

On a motion by Chair Weisman, seconded by Ms. Martin, with a 5-0 vote, the Committee approved the wastewater treatment contract with Weston and Sampson.

Mr. Twombly said that it was brought forth at Special Town Meeting a year ago to replace the carpets at Richardson Olmsted School. He continued that using capital funds they will replace sixteen rugs. Mr. Twombly said they received three bids and because the DPW will be removing the rugs it will save the district money. He said the contract is with Paramount Rug in the amount of \$47,213.00. Ms. Martin asked how much was in the capital account. Mr. Twombly answered approximately \$80,000.00.

On a motion by Ms. De Luca, seconded by Ms. O'Neill, with a 5-0 vote, the Committee approved the rug contract with Paramount Rug Company.

Mr. Twombly said the annual contracts are with vendors on the state bid list and on South Shore Collaborative's list. Mr. Twombly read the list of vendor contracts:

- Airex Filter
- All American Poly
- Banner Systems
- CDW Government
- Clean Cut Solutions
- Core Business

- FM Generator
- Gov Connection, Inc.
- Hillyard Inc.
- Industrial Burner
- Norfolk Power Equipment
- Ockers Company
- Whalley Computer Company

On a motion by Chair Weisman, seconded by Ms. O'Neill, with a 5-0 vote, the Committee approved the list of the vendor annual contracts.

Mr. Twombly left the meeting at 9:32 am.

School Committee Subcommittee Assignments:

Chair Weisman read the list of Subcommittees and the Committee made the following assignments:

On a motion by Ms. O'Neill, seconded by Ms. Martin, with a 5-0 vote, the Committee voted to render the Academic Review Subcommittee inactive and data be reviewed in the context of a presentation by the Superintendent or the Assistant Superintendent as appropriate.

- Activate Easton Committee - inactive
- Animal Assisted Therapy Oversight Committee - inactive
- Audit Subcommittee - Nancy De Luca
- Budget Subcommittee - Caroline O'Neill and Jacqueline Weisman
- Children's Museum Advisory Committee - Jacqueline Weisman
- Curriculum Coordinating Council - Nancy De Luca
- FEEE Committee - Caroline O'Neill and Nancy De Luca
- Food Advisory & Wellness Subcommittee - Michelle Durrance
- Frothingham Board - Jacqueline Weisman
- Green Communities Committee - Michelle Durrance
- Human Rights Committee - Caroline O'Neill
- MSBA School Planning Committee - Jane Martin and Caroline O'Neill
- Municipal Building Committee - Jane Martin
- Negotiations Subcommittee - Caroline O'Neill and Jacqueline Weisman
- Town Budget Subcommittee - Caroline O'Neill and Jacqueline Weisman
- ECAT Subcommittee - Nancy De Luca
- Recreation Subcommittee - to be determined

On motion by Chair Weisman, seconded by Ms. Durrance, with a 5-0 vote, the Committee approved the appointments to the Subcommittees of the Town and School as per discussed.

Annual Discussion of School Fees and Possible Vote to Modify:

Marilyn Gordon referred to the document that lists the gate receipts, the music revolving and the athletic revolving accounts. Ms. Gordon said that Chair Weisman provided a list of the fees that other towns charge. Ms. Gordon said that they should go over the fees now then revisit them again during the budget process.

Ms. Martin clarified that the gate receipts consist of the fees that you pay when you attend a basketball game and football game. Ms. Gordon confirmed and said the money collected at playoff games go to the league. She continued that those funds pay for the ticket takers, the people who run the fitness centers at the high school and middle school, the people who staff those centers, security, people who run the clocks, statistics, and that occasionally some money will be used for repairs. Ms. Gordon said that the district absorbs the credit card fees for the music and athletic fees to encourage people to pay online.

Ms. Martin asked what groups pay fees in reference to the music revolving.

Ms. Gordon said that show choir at the middle school, the jazz band, excluding sixth grade, Chamber Orchestra, and Marching Band all pay a fee. She said that some other school districts do not charge a fee for music because they do more fundraising.

Ms. De Luca said there are caps for athletics and music.

Ms. Martin noted that a lot of districts do not have caps and that the fees cover the buses and trainer.

Ms. Gordon said that she had met with Bill Matthews, the Athletic Director, who noted that if and when they raise fees, he would like to let the families know why they are being raised.

Ms. Martin made mention that when budget discussions begin the Committee may want to review the fees because the last time they were increased was in 2012.

Ms. O'Neill said that ideally a letter would go out in February to the families.

Ms. Gordon said that the families on Free and Reduced lunch pay half of the fees.

Ms. Gordon said the SPED revolving account is the account for the Preschool model community students and the tuition from the students goes into that account. She referred to the document she provided regarding the preschool students for next year.

Dr. Cabral said that will change as students reach their third birthday, they come into the district so it could be at any time of the year.

Ms. Gordon said we charge the Preschool Facilitator and one preschool teacher to this account. Ms. Gordon said the audit report stated that the district's preschool fees were low. She said we don't offer any discounts for preschoolers.

Dr. Cabral said that we are turning families away because we don't have the physical space or staff to add more preschoolers when the rest of the country is moving towards early education opportunities.

Ms. Martin asked whether we had the space and staff in the budget, we could expand the preschool program.

Dr. Cabral answered yes.

Ms. Gordon said the last items are the kindergarten full day account, bus fees and the elementary revolving. She said that we bus children who live over a mile and a half, all grades K through grades 2 students for free as Center and Moreau Schools are on very busy roads.

Ms. Martin confirmed that the state requires districts to bus students grades six through twelve who live over two miles away.

Ms. Gordon said that the after school bus will come out of the bus fees monies. She continued that the elementary revolving is to pay for the Sheep Pasture Program. Fees are \$35.00 for grades one through six and \$17.50 for kindergarten children. This fee has never been raised. She said that in the past Study Island and the after school MCAS Program and some other programs were paid it out of this account; however, we have only \$1,050.00 left in that account. She said the district also receives money from the Oakes Ames Trust Fund that we put towards the Sheep Pasture. Ms. Gordon said next year and the year after that we would have a deficit in this account. Ms. Gordon proposed to not charge the kindergarten students and charge a portion of the Sheep Pasture Contract to the Kindergarten account and absorb the fee for the credit card charge. Ms. Gordon proposed moving \$10,000 from the Sheep Pasture fee to the kindergarten account and eliminate the \$17.50 fee for kindergarten and absorb the credit card fee.

Dr. Cabral said that she met with the folks from Sheep Pasture last year and our principals and the Sheep Pasture folks reconfigured their curriculum in grades k through six to meet our needs.

Dr. Cabral said this increase in fees would be for this year and should take care of the deficit.

Ms. O'Neill said that on social media people are talking about paying the fee and receiving letters stating that they didn't pay.

Dr. Cabral said that one staff member had a simple human error and did not post payments received on one date in May one time, for one fee.

Ms. Martin suggested raising the Sheep Pasture fees in two phases, \$5.00 this year and \$5.00 next year, and think about streamlining the process of collecting, tracking and following up on fees.

Ms. Gordon said that the My School Bucks system has another section where fees can be collected.

Chair Weisman suggested having a statement in the introductory letter letting families know that their school fees will be paid with the same system as the My School Bucks and the district will absorb the credit card fees for a portion of it.

On a motion by Ms. O'Neill, seconded by Ms. Martin, with a 5-0 vote, the Committee approved raising the Sheep Pasture fee in two phases, \$5.00 this fiscal year, 2018, and \$5.00 for fiscal year, 2019.

Ms. Martin requested that the Committee review the letter that will go out to parents regarding the fees.

Ms. Gordon said that the last fee is the kindergarten fee and in the Audit they stated that we were on the high end. She continued that because it is the end of the year, she is now reviewing the account. Ms. Gordon said it was actually less than budgeted because a paraprofessional was charged to a grant.

Dr. Cabral said most of the paras come out of the special education grant, we try to keep them separate.

Ms. Martin asked about the grant money.

Dr. Cabral said that we don't know yet but it doesn't look good.

Ms. Gordon said that because kindergarten parents pay a \$500.00 deposit to hold their spot in the program, there is about \$100,000 in that account allocated for next year.

Revisit School Committee Meeting Schedule for 2017-18:

Chair Weisman said she would like to review the start times of the workshops for next school year.

The Committee reviewed the School Committee Meeting Schedule for 2017-18 and made the following changes:

- September 15, 2017, Friday to 3:00 pm
- October 20, 2017, Friday to 3:00 pm
- November 17, 2017, Friday to 9:15 am
- January 19, 2018, Friday to 3:00 pm
- February 16, 2018, Friday to 9:15 am
- March 23, 2018, Friday to 9:15 am
- April 13, 2018, Friday to 3:00 pm
- May 11, 2018, Friday to 9:15 am
- June 15, 2018, Friday to 3:00 pm

The Committee added an August 4th workshop for 9:30 am.

On a motion by Ms. Martin, seconded by Ms. O'Neill, with a 5-0 vote, the Committee approved the 2017-18 School Committee Meeting Schedule as amended.

Public Comment:

None

Superintendent Notes:

Dr. Cabral said that Christine Pruitt, the new Assistant Superintendent will be starting on July 19th due to an agreement we made with her sending district so that she may attend Easton's two day Management Conference. She continued that because our Management Conference is scheduled before Ms. Pruitt begins, her current Superintendent agreed to release her those two days so she can participate and are delaying her start date by adding the two days to the end. Dr. Cabral said Ms. Pruitt's contract will begin on July 17th but she will physically be in the office on July 19th. The largest conference in the state is the MASC/MASS in July and one scheduled in November every year. She continued that she attended as an Assistant Superintendent and Ms. Pruitt attended through her district as well. She continued that because the conference is July 19, 20 and 21st and we agreed that her first days in the district shouldn't be at a conference so, Ms. Pruitt has graciously agreed to stay and work in the office with her new assistant, Julie Shine. Dr. Cabral said her New Superintendent Induction Program is being folded into MASC this year so she has to go the day before the MASC conference begins for her New Superintendent Induction Program.

Ms. De Luca asked if Ms. Pruitt signed her contract.

Dr. Cabral confirmed she had signed.

Assistant Superintendent Notes:

None.

School Committee Notes:

Ms. Martin asked at the last workshop about making sure that the Committee is provided with a spreadsheet of all the movements in the district.

Dr. Cabral confirmed.

Chair Weisman reminded that they could review the tardiness and absence report at an August workshop.

Dr. Cabral said that it is on the agenda for the Management Conference.

Ms. Martin said that they talked informally about having an opportunity to get together with the teachers and find out what officially is the role of the School Committee.

Ms. O'Neill said that she has had teachers ask her questions. She said she would love to have an opportunity to have a meeting with the entire staff and make it clear what the role is for the School Committee.

Dr. Cabral said that we could use photos and have a voice to go with the photos..

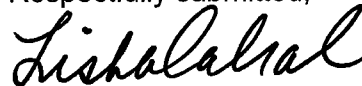
Ms. O'Neill said that for the past years, there had been an end of the year volunteer appreciation event, like a breakfast and the Superintendent made a speech expressing gratitude and the Chair of the School Committee spoke as well. She continued that the volunteers truly loved it and the list came from the principals. She said it was so well received and it just let people know how much they are appreciated.

Dr. Cabral said we have school level acknowledgments and we are indebted to our volunteers.

Adjournment:

On a motion by Ms. De Luca, seconded by Ms. Durrance, with a 5-0 roll call vote, the Committee adjourned at 11:55 am.

Respectfully submitted,



Lisha Cabral, Ed.D.

Secretary