

EASTON PUBLIC SCHOOLS  
EASTON, MA

EASTON SCHOOL COMMITTEE WORKSHOP MINUTES  
Friday, December 29, 2017

**Minutes of School Committee Workshop Meeting, December 29, 2017,** 50 Oliver Street, Upstairs Conference Room, convened at 9:07 a.m. Present: Nancy De Luca, Jane Martin, Caroline O'Neill, and Michelle Durrance.

Others present: Superintendent Dr. Cabral and Marilyn Gordon, Director of School Business

Absent: Jacqueline Weisman

**Call Meeting to Order:**

Vice Chair De Luca called the meeting to order at 9:07 a.m.

**Budget - Current Status and FY 19 Preliminary Discussion:**

Dr. Cabral shared that she and Marilyn Gordon have been working on the budget. Dr. Cabral suggested that she and Ms. Gordon present the current status of the budget, the Capital Budget, and then have a discussion on the FY19 preliminary budget. The Committee agreed to the order suggested.

Dr. Cabral presented a handout that displayed the current status of the budget. Dr. Cabral stressed that the handout of the current status of the budget is reflective of two and a half months of school. She continued that many things still have to happen. Dr. Cabral stated that this is a benchmark only. She said that no decisions can be made based upon this discussion. Ms. Gordon added that some items on the current status handout are through November and some are into December. She reiterated that this was an estimate.

Dr. Cabral said Ms. Gordon separated the current budget into two sections, one for salary and one for expense. Dr. Cabral and Ms. Gordon discussed the following categories that fall under "Salary":

- Salaries-Administration (Central Office and Schools)
- Salaries Instructional
- Support Staff
- Student Activities
- Maintenance
- Special Education
- Benefits

Dr. Cabral and Ms. Gordon discussed the following categories that fall under "Expense":

- Administrative Expenses
- Professional Development

- Curriculum Texts
- Technology
- School Expense Budgets
- Student Services
- Copies & Maintenance
- Facility Maintenance
- Transportation
- Utilities
- 50 Oliver Street Rent
- Special Education
- SPED Tuitions

Dr. Cabral explained that each line item represents the budget amount for each category, what has been expended, what has been encumbered, what is estimated to be spent in excess of the budgeted amount, and what amount might be remaining. Dr. Cabral said that the total estimated remaining amount in the budget would be approximately \$396,036. She said that \$396,036 is not a lot when you consider \$37 million budget and the fact that there are six months left to the school year. She expressed her concern. A discussion followed.

**Possible Vote on Capital Budget:**

Dr. Cabral referred to the handout titled “Capital Improvement 5 Year Plan Not Including Building Repairs.” Dr. Cabral presented the School Committee with a Capital Improvement Plan totaling \$224,366 for special education, facilities, and technology for FY19. Dr. Cabral said that she is putting the Capital Budget recommendations before the Committee and the Committee can decide what items should be put forward. Dr. Cabral shared that David Twombly will revisit some items on the Capital Improvement Plan for individual schools. She continued that the Athletics Department put forward a need to replace the synthetic turf and track at Muscato Stadium for \$700,000. She said that they moved that item to FY20. She said that State Representative Claire Cronin put forward a state request for \$50,000 for the design and site preparation of the turf; however, it could still possibly be vetoed by Governor Baker.

A discussion took place regarding the status of the Special Education vans. Over the course of the next five years vans will need to be replaced or added to the fleet. Dr. Cabral said that the next priority in the Capital Improvement Plan is technology. She said that FEEE has expressed interest in continuing to support the Easton Public Schools’ need for technology. She shared that they are looking at technology in two parts. One part is a repair and maintenance plan which is included in the operating budget. The second part is to have a procurement plan to increase the number of devices in every school. The repair and maintenance plan is critical. The procurement plan, in the Capital Budget, is an important goal especially with the recent shift to computerized state testing. FEEE and families that donate to the schools have been encouraged to put donations towards technology devices.

Dr. Cabral shared that David Twombly provided the needs of the schools to the E Team (Executive Team) administrators. She said that they need to keep the Town abreast of the needs of the facilities. Dr. Cabral said that the Capital Budget should be clear in terms of what is needed for all the schools going forward. She shared that everything that is in the Dore and Whittier report should be considered and if necessary, should be put in the Capital Budget. She stated they will be highlighting items that will be recommended for the Capital Plan at the next meeting.

On a motion by Ms. Martin, seconded by Ms. O'Neill, with a 4-0 vote, the Committee agreed to move forward with the amount of \$224,366 to the Capital Budget Committee with further discussion on school facilities.

Dr. Cabral referred to the handout "Staff Feedback for FY 2019." She said there are three realities with the budget. The first one is called "progressive", which include initiatives that are at the state and federal level that will be coming in the future. She said this progressive approach is not what our budget can support at this time. The next reality is called "proactive." She said that there has been a huge uptick in social/emotional needs in kids across the country. She stated that we need to be proactive in responding to these needs. There are also many mandates that are currently being reviewed by the Department of Education and the legislation that we will need to meet in the coming years. The third paradigm is "reactive." Easton is in the third paradigm. Everything that is being brought forward is reacting to the critical needs in the district. Below the reactive paradigm is "regressive."

Dr. Cabral referred to the list of items that the staff indicated as priority needs that are not included in the budget due to budget restraints:

- Tech Coach
- IT Support .48 to 1.0 position
- Pilot of 150 Chromebooks
- OA Music .8 to 1.0 position
- OA Art .6 to .8 position
- OA Media .6 to .8 position
- Textbooks - AP Bio
- Textbooks - Math grades 6-12
- Science program for grades PK-5
- Robotics stipend
- Guidance Counselor .8 to 1.0 position at EMS
- Module Units (CTR and PKV)
- Social emotional learning professional development
- SEL tiers and materials
- Class sizes
- Facility needs
- Materials for Interventionists
- O/G Reading trainers

Dr. Cabral discussed each item in detail. A discussion followed.

Dr. Cabral said that they met with the staff and asked for feedback on the priorities of each school. The following is what the staff referred to as a "urgent needs."

- Adjustment Counselors at each building
- Trained paras in the TLC program (ABA Technicians)
- TLC program at the middle school
- .8 Nurse (vs .4)
- Heath/PE 1.0 position
- ELL .8 to 1.0 position
- Autism program

The Committee discussed ways to inform the community of the state of the budget. Dr. Cabral said that she has been holding coffee hours and is looking into having a virtual coffee hour with a question and answer option. Dr. Cabral said that the proposed school budget includes the step increases along with 9.6 new positions. This brings the school budget to 3.5%. The Town wants the school department at 3% with no new positions. Dr. Cabral said that the budget that will be presented does not include the interventionists that are currently being paid out of federal grants and at risk for being cut or other concerns going forward such as: cost of electricity, transportation, significant loss of circuit breaker funds, increasing facility needs, etc.

**Adjournment:**

On a motion by Ms. Martin, seconded by Ms. Durrance with a 4-0 vote, the Committee adjourned at 11:25 a.m.

Minutes Recorded by,  
Lynn Souza

Respectfully submitted,



Lisha Cabral, Ed.D.

Secretary