

**EASTON PUBLIC SCHOOLS
EASTON, MA**

**EASTON SCHOOL COMMITTEE MEETING
WORKSHOP MINUTES
Thursday, February 4, 2010**

Minutes of the School Committee Workshop Meeting of February 4, 2010, convened at 4:35 p.m. in the Simmons Lecture Hall at Oliver Ames High School. Present were: Caroline O'Neill, Jane Martin, William Braun, Colleen Less, Rebecca Turley, Judi Frederick, Allen Duarte, Wes Paul, Debbie DiCenso, Bob Smith, John Giuggio, and Mike Green.

Judi Frederick served as facilitator for the workshop and began the meeting by asking those in attendance to share their thoughts in response to the following question: What do you need from the Assistant Superintendent to be more effective in your role and feel more supported?

Attributes, characteristics, skills, knowledge and behaviors important for the Assistant Superintendent to possess were shared and recorded on charts for future reference.

On a motion by Mrs. Less, seconded by Mrs. Turley, and with a 5-0 vote, the members voted to adjourn the Workshop Meeting at 6:15 p.m.

Respectfully submitted,



Michael A. Green, Ed. D.
Secretary

**EASTON PUBLIC SCHOOLS
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Minutes of School Committee meeting, February 4, 2010, Simmons Lecture Hall, convened at 7:02 p.m. Present: Caroline O'Neill, Jane Martin, Dr. William Braun, Colleen Less, Rebecca Turley, Allen Duarte, and Dr. Michael Green.

PUBLIC PARTICIPATION:

None.

MINUTES:

On a motion by Mrs. Less, seconded by Vice Chair Martin, and with a 5-0 vote, the Workshop Minutes of 1/7/10 were approved.

On a motion by Mrs. Less, seconded by Mrs. Turley, and with a 5-0 vote, the Minutes of 1/7/10 were approved.

**OLD BUSINESS:
Schedule of Payments:**

Circulated for signatures.

Update on Assistant Superintendent Search Process:

Dr. Green reported that the position for the Assistant Superintendent was posted and advertised in the *Boston Globe* and also posted on various websites. The deadline for submitting the application materials was January 29th. Dr. Green stated that a good number of applications had been received and are currently being reviewed.

Update on the Work of the Administrators Regarding Placement:

Dr. Green and Mr. Duarte updated the Committee on the work of the Administrators regarding the implementation of the Non-Geographic Student Placement Process. Dr. Green began by identifying the advantages and goals of this placement process as follows:

A Non-Geographic Student Placement Process will:

- provide for balanced enrollment at the Olmsted and Richardson Schools
- ensure balanced enrollment of students receiving support services
- allow for greater scheduling options for students
- enable children to become familiar with youngsters from other locations in the community early in their development
- support the goal of further developing a sense of community

Update on the Work of the Administrators Regarding Placement(continued):

The goal is to effectively implement a Non-Geographic Student Placement Process at the Olmsted and Richardson Schools for the 2010-2011 academic school year that will provide for the thoughtful placement of students into balanced classes that will enhance their academic, social and emotional growth and development.

Mr. Duarte reviewed the updated Action Plan with the Committee. He explained that items shaded in "green" indicate that the action point has been completed. "Yellow" highlighted areas indicate that that the action point is in process.

Action Plan Components:

Action #1 A survey was given to staff for their questions and suggestions regarding the plan implementation which took place in the Spring of 2009. This summary was compiled and used during the June 25th placement meeting. Mr. Duarte remarked that there were some good suggestions as a result of this survey.

Action #2 Information provided to parents regarding the plan development and implementation. This is being accomplished through PAC meetings, School Council meetings, and periodic updates that are being brought home by students in their backpacks. The first update was included in the schools' newsletter in Fall 2009. It is anticipated that the second update will occur in the spring 2010.

Action #3 Review of IEPs by the school psychologists and meeting with the principals during the last week of April to discuss/determine individual student placement options. Follow-up discussions will take place with Grade 2 and Grade 3 special education teachers.

Action #4 Collaboration between grade 2 and grade 3 teachers facilitated by the Interim Assistant Superintendent and Principals. Administrators have held meetings with Grade 2 and Grade 3 teachers to provide them with:

- Background about the new placement process
- An opportunity to identify what we want our Gr. 3 classrooms to look like
- An overview of the placement forms

Update on the Work of the Administrators Regarding Placement(continued):

- An opportunity to offer suggestions and ideas that will enhance the new placement process
- Information regarding communication with parents.

Meetings were held on December 4, 2009 and January 29, 2010.

Action #5 Ongoing coordination by staff, PACs, and School Councils to assess, modify, and pilot collaborative activities between FLO and HHR.

Mr. Duarte spoke of the various activities that Dr. Mazzola and Mr. Lucier are doing jointly, i.e. MCAS Academy, Hearts of Haiti Campaign, and National Wear Red Day organized through the National Heart Association.

Action #6 Notification to parents of grade 2 students regarding the option of having their children placed with a sibling currently attending HHR or FLO. The timeline for distribution of the parent letter is February 26, 2010. Mr. Duarte stated that the focus is to honor parent requests to have siblings in the same school.

Action #7 Revision of placement criteria and written placement materials for parents, i.e. placement cards, parent letter for siblings, etc.

Action #8 Pre-placement of students receiving support services which is targeted for April 26 – April 30 and includes special education, reading, 504 and ELL students.

Action #9 Identify and develop a schedule for Bus Dismissal Teams. The teams will include staff from both sides of the complex. The Superintendent will give the final approval on the schedule before it is distributed to staff.

Mr. Duarte also provided a brief review of the updated February-June Placement Timelines, the parent letter, and the placement card.

NEW BUSINESS:

Retirements:

HHR Principal:

Chair O'Neill read the letter of retirement from Patrick Lucier, Principal at HHR, which will be effective August 13, 2010. She said he is a very thoughtful individual and will be a real loss to the system.

Dr. Green stated that Mr. Lucier has done a very good job at the Richardson School. He has been a respected and valued member of the Administrative Team and is very student centered.

Mrs. Less added that Mr. Lucier's calm presence in that school has provided for a better school climate.

On a motion by Vice Chair Martin, seconded by Mrs. Turley, and with a 5-0 vote, the Committee accepted with regret the retirement of Patrick Lucier as HHR Principal effective August 13, 2010.

OAHS English Teacher:

Chair O'Neill read a letter from Vera Armstrong indicating her upcoming retirement as OAHS English Teacher to be effective February 28, 2010. She commented that Mrs. Armstrong was a tough but fair teacher and had high expectations of her students.

Dr. Green said that Mrs. Armstrong began her career over 30 years ago at the North Easton Grammar School. She later transferred to the junior high and then went on to finish her career at Oliver Ames High School. He pointed out that during Mrs. Armstrong's tenure in Easton, she taught every grade except grades 4, 5, and 6. He went on to say that she is a wonderful teacher, has done an outstanding job and will certainly be missed.

On a motion by Mrs. Less, seconded by Dr. Braun, and with a 5-0 vote, the Committee accepted with regret the retirement of Vera Armstrong, OAHS English Teacher, effective February 28, 2010.

Resignations:

None.

Appointments:

None.

Drama Club Trip Request:

Dr. Green announced that Ben Karol, OAHS Drama Club Advisor, is here this evening to provide information and ask permission for the OAHS Drama Club to attend a performance in New York City in April.

Mr. Karol stated that he has been the advisor of the Drama Club for the past three years. He is seeking permission for the Drama Club to attend the April 3rd matinee performance of *In the Heights* on Broadway. The students will engage in a stage combat course taught by professional actors followed by a question and answer period with one of the cast members. Approximately 35 students are participating with the cost of the trip (\$175) being assumed by each individual. The club will partially incur the expense of the transportation. Mr. Karol added that transportation has been arranged with the Peter Pan Bus Line this year. There will be four chaperones in attendance. In bringing the presentation to a close, Mr. Karol pointed out that this trip is a wonderful opportunity for students interested in the dramatic arts to experience a professional production in NYC.

Mrs. Less spoke about her son going on this trip as a freshman and that he still talks about the experience and how he was able to get the autographs of the actors.

Vice Chair Martin's daughter attended last year and remarked what a great trip and experience she had.

Dr. Braun asked what the workshop entails.

Mr. Karol replied that the workshop shows the students how stage combat is done. It is a hands-on educational experience.

On a motion by Mrs. Less, seconded by Vice Chair Martin, and with a 5-0 vote, the Committee approved the Drama Club Trip to NYC on April 3rd.

Mrs. Less said she appreciates the fact that Mr. Karol is providing these opportunities for students.

The Committee thanked Mr. Karol for his presentation.

Selection of School Committee Member to Serve on Principal Search:

Chair O'Neill stated that there are three principalships to fill. An advertisement has been placed in the *Boston Globe*. The Committee is seeking a member to serve on the Principal Search.

Mrs. Less offered to be on the Principal Search Committee.

It was the consensus of the Board that Mrs. Less serve on the Principal Search Committee as the School Committee representative.

Change in School Committee Meeting Date:

The Committee discussed changing the March 4th Regular Meeting date to Wednesday, March 10th.

On a motion by Mrs. Less, seconded by Dr. Braun, and with a 5-0 vote, the Committee voted to change the March 4th meeting to March 10th, noting that this is a Wednesday night.

ADMINISTRATIVE REPORTS:

Elementary Principal Search Timeline/Process:

Dr. Green stated that an Elementary Principal Search Process has been put together as a result of three principal vacancies occurring this summer. He said the committee is set up by the Superintendent of Schools, as opposed to a formal sub-committee of the Easton School Committee.

Dr. Green pointed out that the Search Committee will utilize the attributes of the principal's position that were established as part of previous elementary principal search processes.

The advertisement appeared in the Sunday *Boston Globe* on January 31, 2010. The Superintendent explained that the ad will also appear on boston.com for 30 days and on the websites of MESPA and MASS. Postings will take place in all of the seven schools as required by the teachers' contract. Dr. Green mentioned that this is a wide range of publicity which we hope will help us, as there are several districts looking for principals a this time.

ADMINISTRATIVE REPORTS(continued):

Elementary Principal Search Timeline/Process(continued):

Dr. Green will be joined by Mr. Duarte who will serve as Chair, and Dr. Frederick, serving as the consultant, to screen the applicants. The following criteria will be utilized for screening:

- Master's degree minimum
- Certification in MA as an elementary principal
- Minimum of three years experience as an elementary teacher
- Previous administrative experience **preferred**

The committee will be comprised of the following:

- One professional staff member from each elementary school
- One parent representative from each school
- One member of the support staff
- One Easton school principal (Mrs. DiCenso)
- Mr. Duarte (Chair)

The committee will conduct interviews and rate the applicants using a protocol that they will develop.

After reference checks have been completed, school and site visits done, a group of finalists will be recommended to the Superintendent, who will make the final decisions. That appointment is expected to be announced at the April 8th meeting of the School Committee.

Dr. Green pointed out that the anticipated start date for the three new principals is July 1st, 2010.

2010-2011 Preliminary Budget Discussion:

Dr. Green reviewed with the Committee the Cherry Sheet (Local Aide Estimates) for FY2011 released by the Governor which shows the contrast of last year's figures. He will present the First Draft Budget at the March meeting based on State figures, information from the Budget Sub-Committee, and projected salary and expense figures that have been moved into the next year.

Vice Chair Martin stated that this year is going to be more difficult than last year.

SUPERINTENDENT'S NOTES:

None.

SCHOOL COMMITTEE ISSUES:

Vice Chair Martin updated the School Committee on the Human Rights Committee. As one of that committee's concern, she will revisit the policies that we have in place on bullying and harassment with input from Dr. Green and make recommendations for change as appropriate.

Mrs. Less spoke about the Green Committee's energy saving seminar that they are sponsoring to educate people more about "going green" and said this would be worthwhile for the members of the community to attend.

Vice Chair Martin reminded the public that the F.E.E.E. Annual Dinner Dance is being held Saturday, March 20. The format is less formal and there will be dinner stations instead of a sit-down dinner. She encourages the community to attend. Vice Chair Martin expressed her appreciation to those who serve on the F.E.E.E. Board that put forth their efforts to bring in as much money as they possibly can.

EXECUTIVE SESSION:

On a motion by Mrs. Less, seconded by Vice Chair Martin, and with the members polled, the Committee entered into Executive Session at 8:28 p.m. for the purpose of reviewing the Minutes of 1/7/10, to discuss contract negotiations through collective bargaining, and to approve the Executive Session Minutes of 12/3/09.

APPROVAL OF EXECUTIVE SESSION MINUTES:

On a motion by Vice Chair Martin, seconded by Mrs. Turley, and with a 5-0 vote, the Committee approved the Executive Session Minutes of 12/3/09.

ADJOURNMENT:

On a motion by Dr. Braun, seconded by Mrs. Less, and with all members in agreement, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,



Michael A. Green, Ed.D.
Secretary