



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

MEETING NOTICE
SCHOOL COMMITTEE MEETING
Thursday, January 21, 2016
T.C. Passios Building- 7:00 p.m.
MINUTES

School Committee

Gregory Berthiaume, Chair-present
Michael Mackin, Vice Chair-present
Wendy Bertrand, Secretary-present
Colleen Shapiro-absent
Heather Sroka-absent

Superintendent
Loxi Jo Calmes

Recording Secretary
Liz Petersen

Student Representative
Sophia Holman

Guests

Pete McCauliff, LHS Athletic Director; Robert Truax, LHS Faculty-absent

Call to Order-meeting was called to order at 7:03pm by Dr. Berthiaume.

Chair's Report- Dr. Berthiaume stated he apologized for not being able to coordinate posting the agenda in time in order to meet last night.

Review and Approve- warrants were on the table for signature. No line item transfers presented.

Review and Approve Minutes- No minutes were presented for approval.

Superintendent's Report-

- Superintendent Calmes brought to committee's attention BRR's transfer from owner's contingency funds to testing services in the amount of \$25,000. After the change there is \$575,000 remaining in owner's contingency. Testing services have been well managed and ongoing throughout the project. Change order #6, \$6,613 out of construction contingency. \$3,993,046 remaining. Superintendent Calmes compared this transfer to a line item transfer- the purpose is to make everyone aware of the process. Dr. Berthiaume thanked the SBC for their fiscally responsible management of this project and stated he appreciated it.
- Mr. McCauliff presented a proposal to the School Committee and asked for their thoughts but not formal action at this time. For the last few years have had discussions regarding facilitating summer opportunities for students but this has not been feasible considering the current facility obstacles. As the school calendar this year provides an opportunity for additional time, he is proposing not a summer camp but an extension of the school year. This would run for two weeks June 13th-17th and the following week of June 20 from 8am-4pm. Each weeklong program would include academics, athletics, music, arts and crafts. Fee would be \$250 per week M-F, staffed with LPS teachers and coaches. Next step is to seek SC approval. Following this approval would be an announcement of pertinent information via email, newspaper, and student newsletters. He intends to also send out a survey monkey to parents for their input. From this input will facilitate a discussion with staff. Once offerings are confirmed he will send program offerings to public similar to course selection, create slots and schedule, and identify staff. Profits from program will be utilized to help fund other student activities. Expecting to have revenue in the range of a couple thousand dollars a week with this model. Fifty students will be accepted with a staff of 7 teachers. Would like to pair up students with other student mentors.

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Sessions will be 50 minutes in length and have 3 blocks a day. Will help to foster community leadership, service etc. Age group targeted would be 3rd-TBD Could adjust based on feedback from parent survey. Mr. Mackin commented that the Boys and Girls Club run a similar summer program that may overlap some grade levels Boys and Girls club may be recommended first before proceeding. Ms. Bertrand commented that this proposal is a more structured program with more physical aspects than the Boys and Girls Club. She also commented that surrounding camps are significantly higher in price than what this program would be, so this seems to be a better value. Mr. McCauliff mentioned as long as there was interest, they could most likely take as many students as were interested as long as staff was available. Would physically meet within new MS/HS building in gym, auditorium and collaborative spaces. Would stipend staff out of program revenue. Superintendent Calmes mentioned this idea came out of feedback of needs expressed by parents. Mr. Mackin mentioned site work on building as far as landscaping may overlap with this proposal. Superintendent Calmes feel they can work around the site work schedule. Fields may not be available during this time. Mr. McCauliff mentioned they had already considered this fact and would be using the turf field. Dr. Berthiaume explained a vote could not be taken as it was not an agenda item for this meeting, but the committee would take this under consideration. Mr. Mackin requested a breakdown of funding more as well as an activity schedule. Superintendent Calmes and Mr. McCauliff mentioned this would be a great opportunity also to involve former LHS students. Everyone excited with new building and excited about this new opportunity. Ms. Bertrand asked if we have had any information yet surrounding sports or basketball camps. Superintendent Calmes stated that we are hearing from people about scheduling and need to get school programs scheduled first.

- THMS Student Government is collecting time capsule items that will be placed in the MS/HS outdoor classroom. Some of the items they will be seeking are: Lunenburg photos, LHS memories, important newspaper articles, report cards, event programs, etc. please bring all items to THMS with name and address.
- Superintendent Calmes reported that Project 351 had a successful Launch and Service Day on January 16, 2016 celebration of this volunteer service program that impacted over 25,000 people in need of service and care throughout Boston. Governor Baker reflected on “what defines an unsung hero”. Congressman Moulton headed a town meeting and service celebration. Ideal to kick off the fifth year of Spring Service in support of Cradles to Crayons. Through this service have impacted more than 50,000 children in challenging economic circumstances. WBZ and the Boston Globe carried coverage of the event. Breda Rose Page Violette was appointed by the 8th grade teachers as Lunenburg’s Project 351 Ambassador this year.
- Superintendent Calmes explained she was currently working with Dr. Julia Byers, a former Lunenburg resident, college educator and art therapist, who has recently co-authored a book titled: “Cold water: Women and Girls of Lira, Uganda”. She will be hosting Aceng Emma Okite, who will be traveling to the United States to speak to the students and public in Cambridge and Lunenburg regarding the nearly 20-year civil war and the hope and resilience of the women in Uganda despite the tragedies that befell them. This program will take place the week of February 8th, and are hoping to put on a luncheon with LEA participation. In reference to items being disposed of such as books and supplies within our school system with the reconfiguration, we would love to foster a partnership with the women in Uganda to hopefully ship our supplies and textbooks to their location.

Student Representative Report- regrets from Ms. Holman as she could not attend, however she sent a report of updated information happening at LHS. Next Tuesday the 26th is pajama day and hot chocolate will be given out during homeroom. Best Buddies dance tomorrow night at Andrew Hall.

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School Building Committee Report- Mr. Mackin reported the committee met on January 13th. Reviewed and approved three change orders. We are at 73.5% completion and spent slightly over 0.05% of contingency. Have had several contingency items that came up for discussion as to whether these would have an impact on the community or MS/HS program. Under consideration are: 1. Outdoor study area-have boulders for seating, enclosed white board, line for electricity and data. Originally the cost would have been \$48,000, had been approached by Powell Stone and Gravel who offered to provide labor and materials, which decreased the total cost to \$10,000 for electricity and data line. 2. Mural relocation- Whalom Park mural across from Cushing Auditorium will be physically relocated to the new school. After students voted for top 3 choices of murals to bring with them, it was decided to also digitize other murals. Total estimated cost is \$15,000. 3. Maintenance garage-current garage scheduled for demolition in Phase 2. We had pursued Capital Planning Funds and Monty Tech to assist with relocation but it was not approved by the Capital Plan Committee for FY16. Mr. Mackin pointed out that contingency items have been acted upon by the School Building Committee to date except for portions of the items that required action before the walls were closed. 4. Touch screen monitor for athletic archives- This will be used to digitize the history of the athletic records and other school activity events. This will be an evolving archive with people updating. All that has been approved so far is electrical and case work for this archive project. Cost to be \$24,000. 5. SBC asked the design team for digital sign to be easily programmable and wireless for ease of updating school activities and emergency information. Mr. Mackin indicated that such sign would be very useful for the schools, and could also be programmed to provide information about town activities or emergencies as well. Total cost would be \$56,000. 6. Lastly, value cooling and dehumidification units were value engineered out of the base project. The infrastructure remained, but the condensers were not included. These units will provide cooling and better air flow, but not air conditioning. Cost would be \$500,000 now, but if we did not proceed now, it would cost 10-15% more as well as more labor in the future. Superintendent Calmes mentioned that the same capacity was built into the Primary school but we have never been able to move forward with providing this through the capital plan. 7. The SBC was requested to look at the possibilities of artificial turf vs. grass. Mr. Mccaulliff made a presentation at the last SBC meeting. Significant concerns with this scenario are cost comparisons and if this is fiscally wise as turf fields have larger costs vs. grass. It would cost a million dollars if they proceeded with both practice and game field. More information on this to be presented at the next SBC meeting. 8. Mr. Mackin explained with the reconfiguration of Passios once we had proposed property lines drawn for us, some parking spaces were no longer available within the TCP parking lot. Placeholder for design is being held for \$15,000 due to drainage and grading. There were three items originally on the contingency list that are no longer being considered after the SBC requested review by bond counsel and it was determined they were out of scope. These included (1) replacement of the existing track and field that was originally asked by DPW and Parks Commission to possibly be folded into the project, (2) demolition of TCP, and (3) flashing school zone signs. Mr. Mackin reported a joint meeting of the Board of Selectmen and School Building Committee was scheduled for January 19, 2016, 7pm at Town Hall. School Committee members were encouraged to attend or tune in via cable.

New Business

- a. *Master Teacher Project*- will be rescheduled due to absence of Mr. Truax.
- b. *Grant Applications – STEM & SBIRT Grants* – Superintendent Calmes talked about the MIT-Lemelson Grant providing up to \$10,000 for a team of teachers to solve real world problems with students that Mr. Bob Truax, LHS faculty has proposed to work with students to develop this concept. The real world problem would be developed by the students themselves. If awarded the grant contains no ongoing costs. Superintendent Calmes recommended approval to apply. Mr. Mackin moved to approve, seconded by Ms. Bertrand. Vote: unanimous. SBIRT grant in response to the OPIOD crisis and substance abuse and mental health screening procedure. Ms. Finch and other school nurses are requesting to apply for this grant as this would be a link to the Health Services grant as well as providing the opportunity to better train staff and receive resources once the new mandates begin. Short amount of time in which to do the work required, but necessary. Superintendent Calmes recommended approval to apply for

the SBIRT grant. Mr. Mackin motioned to accept, seconded by Ms. Bertrand. Vote: unanimous.

- c. *Donations-Box Tops & Verizon*: Box Tops raised \$1,116.50 in support of THMS field trips and after school programs. Verizon Foundation donation of \$750.00 in recognition of Mr. Rowley's volunteer efforts. Superintendent Calmes recommended to accept both donations with gratitude. Mr. Mackin made a motion to accept, seconded by Ms. Bertrand. Vote: unanimous.
- d. *Student Travel and Safety (Discussion)*-Ms. Beardmore sponsoring trip to Europe this summer and Ms. McCullah will again be traveling with 8th grade students to Washington D.C. in the Spring. These educators were invited to join in the discussion at the table. Superintendent Calmes indicated that a travel advisory is in effect and was previously sent to the committee. She also indicated that one district had opted to cancel their fall2015 trip to Washington D.C. after the Paris and San Bernardino attacks. Some parents have been asking questions about the possibility of especially the European trip be canceled. Ms. Beardmore explained deposits and payments have been made by 20 participants. Sixteen students have purchased travel insurance, however they would be out of pocket \$400 if they cancel at this point. Two parents are also going so it would be an \$800 fee for those families. Time is of the essence, as the closer you get to the departure date the cost increases for cancellation. Legally they would be responsible for paying the \$400. Ms. Beardmore explained that the price of the trip will increase if too many students cancel. At this point have only received questions of curiosity from parents, and students have no shown any fear. Ms. McCullah explained they have 90 students with 2 buses currently booked. Contracts have been signed. Have not heard any negative comments from students, teachers or parents in regards to travel safety. Have taught Civics class this year and have had a chance to discuss with students about the type of things they will see on the trip to make it more tangible. One of the trips already taken within this class was a field trip to Town Hall to meet with Mr. Alonzo and discuss Town Government. Students and Mr. Alonzo have benefited and enjoyed this interaction. Ms. McCullah stated she appreciated this opportunity. In regards to Civics Class, Sandra Day O'Connor had developed an entire curriculum that she provided free when she retired and is utilized by Ms. McCullah with the Civics class. Superintendent Calmes asked if there were any concerns by the School Committee related to travel safety. Superintendent Calmes relayed that she has not felt compelled to cancel any of these school trips, as safety for our students is our top priority but we do not want students to be paralyzed by fear either. All trips are voluntary for our students funded by the parents. Ms. McCullah stated that Ms. Merchant, the travel representative for the Washington D.C. trips is very vigilant and flies down ahead of time to check out the hotel before allowing students to enter. Two security guards are hired to be on the floor when chaperones retire for the night. Dr. Berthiaume stated he trusts families to ensure their own family safety, however we need to inform the public that we are reviewing this. Ms. Beardmore stated she meets frequently with students going on trips and wanted to make sure before she met again what she needed to review with them. She stated that she was comfortable with school committee's advice that this should be a personal family decision.
- e. *Extended Day Program Contribution to 3-5 Playground*-Superintendent Calmes stated that Ms. Perry, Extended Day Director approached her to ask if her program could donate \$5000 towards the completion of the playground. The School Committee has authority over the the Extended Day account. Motion to allocate \$5000 of Extended Day funds to the purchase of the new playground by Mr. Mackin, seconded by Ms. Bertrand. Superintendent Calmes acknowledged the Connor Lourens Memorial Fund for their substantial contribution towards the playground. The BEIM foundation, at the request of the Arnold family also made a \$5,000 donation in support of the playground At the next meeting the Lions will present a check to the School Committee for approximately \$36,200. With this contribution we will now have sufficient money to order the play structure. .

Superintendent Calmes announced as an extension to her Superintendent's report, that the Groton school is providing discounted ice time to Lunenburg-Ayer hockey team. Mr. Short relayed to the Superintendent that it was the first time they have had that much ice time available. The Superintendent also put on the record a correction for an error made within the

BRR discussed earlier. She had identified the BRR was related to design services, but rather this BRR was for a domestic and water return piping change.

Old Business

Action

Vote –FY17 Budget- Superintendent’s recommended budget presented at last meeting. Decision of School Committee as to whether this is the budget that will be sent to the Town Manager. Opportunity to adapt lines in the budget. The Town Manager must present the town budget mid- February. Department budgets as recommended are due to the Town Manager by Jan. 22, 2016. Superintendent’s recommended budget is currently \$312,000 over target and there are more unknowns than knowns relative to the state budget at this time. Mr. Mackin commented that he has seen many budget cuts in past years, and moving from 4 buildings to 3 was partly to keep our services. This was another well thought out budget. He added that Lunenburg is under per pupil expenditure of the state, and he supports the budget as it is. He also commented on the wonderful NEASC report and state report card outcomes by LHS. Ms. Bertrand feels it is our duty to present the best budget within reason to provide what the students need. We need to be aware not to constrict too much and careful about it being over target. Motioned to approve the bottom line of the Superintendent’s recommended budget made by Mr. Mackin, seconded by Ms. Bertrand. Vote: Unanimous.

Superintendent Calmes relayed that they will move forward with the posting for Principal of the new 3-5 building due to the new configuration. Since we will move from 3 to 2 assistant principals in this configuration, those assistant principals will be responsible for more students, but the district has added support services through the BCBAs, school counselors, etc. Our standard practice for interviewing principals to ask for volunteers from the School Committee, school and community members. Next meeting will post on agenda to designate a School Committee member for this task.

Strategic Planning RFP- Superintendent Calmes relayed that the last two weeks after talking to some potential consultants for Strategic Planning, she has become concerned that timelines are too short in order to have the public engaged. She recommended put this out in late Spring to take action in the Fall. The committee agreed with the Superintendent’s recommendation.

Public Comment- none

Reports

- a. Finance Committee-no report discussed.
- b. School Councils-LHS met yesterday, reviewed results of NEASC report and report cards. Discussion about outdoor classroom and the calendar. Mr. Mackin made a report about the building project. THMS meeting will be on January 26th.
- c. PTO-met recently, Mr. Mackin made presentation of construction progress, PTO in full support of cooling additions. Ms. Bertrand spoke about upcoming PTO fundraiser events.
- d. Policy Sub-Committee-met jointly with Parks Commission regarding a draft MOA prepared by the Superintendent. This outlines details about how to operate the track and field in partnership. Superintendent Calmes reassured committee that replacement of the track and field is a top priority. Mr. Londa developed an RFP for a cell tower to generate revenues to support financing of the track and field replacement. This will continue to be addressed and we would like to continue to talk with the Parks about fee structure. Superintendent Calmes mentioned that when we quote fees to outside for-profit organizations, they do not question our fee structure. When fees went up a few years ago, to make sure we had coverage and custodians within the building for events, there was some pushback of fees from the community groups however. The Policy Sub-Committee will continue to address the facilities use policy and fee structure. They will also need to meet to discuss the policy 4000 section.
- e. Capital Planning Committee-no report discussed
- f. Wellness Advisory Committee –met yesterday. Since Ms. Shapiro was unable to attend this meeting, the Wellness Advisory Committee report will take place at the Feb. 3 meeting.
- g. PAC/SAL-no report.

h. Reuse Committee- Mr. Mackin stated they had met at 7:30am on Friday to go over final recommendations, will be making presentation to BOS next Tuesday. Report will recommend use of TCP as a Town Hall with perhaps a partial demolition and possibly creating another recreational field behind it. Recommending sale of Ritter Building. Have not made final decision about Town Hall- possibly a cultural arts space.

i. Transition/Reconfiguration-Superintendent Calmes reported working with consultants regarding furniture, technology, and move bids. Staff have provided estimates on the number of boxes and what will be needed to move. Scheduling and ensuring that they will have opportunities for special area instruction from K-12th grade. Superintendent Calmes suggested having a public forum soon, as part of the regular meeting schedule with updates included as to the progress. Will incorporate as agenda item into March 2 meeting.

j. Diversity Advisory Committee-no report

k. Start-Time Sub-Committee-no report

l. Reconfiguration Advisory-Ms. Petersen gave a synopsis of the discussion that had ensued as to the choices of banners and their placement within the gym of the new building, the possibility of items for bid and the logistics, and discussion of the upcoming decommissioning ceremony. More information will be presented by Ms. Shapiro within the next school committee meeting.

Topics for Future Discussion:

- a. Assessment Workshop- Dr. Berthiaume encouraged public participation for the upcoming MCAS assessment workshop on 1/28, 7pm Thomas C. Passios Building Room #13.
- b. Mr. Mackin stated that he believes a motion and action will need to be articulated soon in order to declare property excess as part of the disposal process with the reconfiguration. Superintendent Calmes expressed that she will investigate further as we may need some metes and bounds in regards to this.

Adjournment- Motion to adjourn by Mr. Mackin, seconded by Ms. Bertrand. Adjourned at 8:34pm

Respectfully Submitted,
Liz Petersen, Recording Secretary