



# Lunenburg Public Schools

**Loxi Jo Calmes**  
*Superintendent of Schools*

**MEETING MINUTES**  
**SCHOOL COMMITTEE MEETING**  
Wednesday, May 25, 2016  
T.C. Passios Building- 7:00 p.m.

**MINUTES**

School Committee

Michael Mackin, Vice Chair- present  
Wendy Bertrand, Secretary- present  
Heather Sroka- present  
Dawn-Marie Ayles- present  
Meredith Weiss- present

Superintendent

Loxi Jo Calmes

Recording Secretary

Liz Petersen

Student Representative

Guests

Jessica Beardmore, LHS Foreign Language Faculty; Elaine Blaisdell, Principal-Lunenburg Primary School; Heidi Champagne, Principal Turkey Hill Elementary School; John Londa, Facilities Director

Call to Order: The meeting was called to order at 7:00 p.m. by Mr. Mackin. Superintendent Calmes thanked the new members for volunteering. Opened floor for nominations of Chair.

Committee Reorganization:

- Chairperson: Nomination of Mr. Mackin by Ms. Sroka . Ms. Bertrand seconded nomination. No other nominees. **Vote: Unanimous.** Congratulations extended by Superintendent Calmes.
- Vice-Chairperson: Nomination of Ms. Sroka by Ms. Ayles . Mr. Mackin seconded nomination. No other nominees. **Vote: Unanimous.**
- Secretary: Nomination of Ms. Ayles by Ms. Weiss, seconded by Ms. Bertrand, No other nominees. **Vote: Unanimous.**
- Motion to continue all existing policies in effect for the ensuing year, Ms. Sroka moved, Ms. Bertrand seconded. **Vote: Unanimous.**
- School Building Committee Representative: Mr. Mackin explained that it was a requirement to have at least one member represented. Proposing to have just one member from the School Committee and appoint Ms. Shapiro as an additional community member with approval by the Board of Selectmen. Nomination for Mr. Mackin to continue to be the school committee representative to the school building committee by Ms. Sroka , seconded by Ms. Bertrand. **Vote: Unanimous**
- Appointments to Existing Committees: Discussion as to remaining appointments to existing committees. Outlined the policy sub-committee responsibilities and meeting frequency. Explanation of sick leave bank by Superintendent Calmes.
  - Legislative representative to the School Committee – Mr. Mackin
  - Spokesperson- Superintendent Calmes and Mr. Mackin
  - Administration in advisory capacity- add Heidi Champagne
  - Policy Development/Review: 2 members to review policies. Ms. Sroka and Ms. Bertrand
  - Sick Leave Bank: Ms. Ayles and Ms. Curley
  - Executive Board Member to FLLAC Collaborative: Mr. Mackin & Superintendent Calmes
  - Finance Committee Representative: . Mr. Mackin

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- Capital Planning Committee : Ms. Sroka
- Wellness Advisory Committee: Ms. Bertrand
- PTO Liason: Ms. Weiss, Alternate- Ms. Bertrand
- PAC/SAL Liason: Ms. Bertrand
- School Council Representatives: LHS: Ms. Bertrand , LMS: Ms. Weiss, THE: Ms. Sroka, Primary: Ms. Ayles
- Diversity Advisory Committee: Ms. Weiss Goal is to meet every 6 weeks.
- Start Time Sub-Committee: Ms. Ayles. Currently on hiatus.
- Reuse Committee: Mr. Mackin. He explained they typically meet in evenings. Just voted on funding to hire an evaluator for several buildings in town-town Town Hall, Ritter building, Brooks House, etc.
- Transition/Reconfiguration: Superintendent Calmes. She explained this will remain for now to provide updates.

Motion to adopt stated candidates as representatives to existing committees made by Ms. Weiss. seconded by Ms. Sroka. Motion carried. **Vote: Unanimous.**

Review and Approve Warrants : warrants were on the table for signature. No line item transfers, however Superintendent Calmes introduced Mr. Londa to provide an update on upcoming fund transfers and the proposed solar project. Mr. Londa explained they continue to develop projects based on remaining heating funds. Contract set for school zone warning lights-will be complete by July 15<sup>th</sup>. Renaming letters on Turkey Hill Elementary School-local vendor, will be done before July 15<sup>th</sup>. Garage door on end of industrial arts shop-went out for bid, will now break up into 3 smaller projects in pieces-plumbing being most difficult and expensive. Masonry work helped by Monty Tech. Will continue into next fall. Plumbing work will hopefully be completed over summer. Will contact building official in town to inform him how this will proceed. Have not currently put portable classroom project out to bid. Looks unlikely that it will move forward at this time.. Regarding MS(THE) ceilings, may utilize overstock of ceiling material from attic to repair. \$7,000 of work needed at THES in regards to asbestos. Teacher's lunch room has asbestos under carpet. Ceiling piece also includes facades, the flat areas above the windows at the front of the building. Substantial gaps here, where heat is escaping. Will pursue a energy savings contract in the future with the green community task force and Unutil. Right now working on large scale lighting projects- scope is conversion of all fluorescent lamps/fixtures in certain areas to LED tube lighting. Rapid payback is under 4 years. Covered under a grant. Total of all four proposed projects is approximately \$100,000.

Solar project is moving forward, coupled with DPW . Have sent notification to Solect, the vendor that they were the preferred vendor, and they have sent back a proposed contract. Town counsel is working with them to review the contract. June 7<sup>th</sup> BOS meeting will determine whether this project needs to go to special town meeting. This project is is connected to the state SREC-2, and all pricing is based on this program being in place. Expect that this program will cease by the end of the calendar year. Most likely this will be replaced by another project with less incentive. Did receive a diagram on where the solar panels will be located on the LMHS building. Includes flat areas and three pitched areas on the south facing side of the HS wing, MS wing, and some on the valley side of MS. Over 13,000 square feet of panels will be installed. No penetration of panels on pitched roofs, rather this will be one large block of solar panels which looks better aesthetically. Size of project will generate 360 kw/hr. Currently THMS generates 106 kw/hr which is about 1/3 of what the school needs for power. Will buy power that is generated at 8.3 cents per kw/hr. Right now we pay just under 12 cents. \$1,000 a month lease payment would stay with school dept. over the course of 20 years. Fixed rate, net savings to town would be 1.7 million dollars over 20 years. Contemplating bringing larger agreement to town of 650 kilowatts to cut utility costs moving forward, that would be in Unutil service area nearby. BOS discussing power purchasing agreement on June 7<sup>th</sup>. Discussion as to what authorization they need. Mr. Londa will send information tomorrow on what the proposal is. Board Of Selectmen in agreement that this project should move forward with the contingency that SC has the final design determination. Hopefully by next meeting will have requests for line item transfers..

Review and Approve Minutes:

Regular Session Minutes 4-27-16 and Regular Session Minutes 5-4-16 approved by committee.

Superintendent's Report

- Mentioned Baccalaureate was a great event. Mr. McMurray keynote speaker. Thanked all clergy to help celebrate young people that were present. Senior breakfast today, tomorrow community awards ceremony. Graduation will be held in new building due to forecast of rain. Most parking can be accessed from behind current high school and by walking up access road. Limited parking in new building for handicapped access. Ceremony will take place at 6:30pm on Friday.
- Mr. McCauliff arranged with construction company the viewing of fixed items only at LHS for possible sale. Furniture and equipment are already slated to be repurposed, recycled, or donated. Funds raised will be donated to athletic funds and student activities. No school personnel will be involved in removing items, this will be done by the construction company.
- PTO is seeking volunteers for the THES playground community build July 13<sup>th</sup> and 14<sup>th</sup>. Need people 13 years and up. Mr. Londa working with contractor, hope to have 20-30 volunteers per day. Lions club providing food on both days. Very exciting to have this opportunity at THES. Four square areas and basketball court to be installed on asphalt areas.
- Review of BRR's #10-13- Superintendent Calmes explained anytime a change order is put forth, make School Committee and Board of Selectmen aware, post it digitally, and then review at a public meeting. Change order #7: space adjustments to substantially separate classrooms in MS & HS. Change order #8 involve three items-modification of presentation screen in athletic area to allow installation of data and electrical lines. In addition, hardware installation for security access on main doors. Also, wiring in walk in freezer which is an alert system for loss of power. Mr. Londa receives an email when power goes out. Change Order #9 is in regards to the outdoor classroom. Change Orders #10-13 are for various items acted upon 6 weeks ago: digital sign, installation of new maintenance garage, ceiling in classroom wings, enclosing wheelchair lift. The Superintendent will sign off acknowledging these have been presented along with Mr. Mackin.

Student Representative's Report: Superintendent Calmes explained that the school selects the student representative, which will hopefully be chosen before school lets out.

School Building Committee Report: Mr. Machin relayed that the certificate of occupancy had been received yesterday. Remaining hydro seeding of grounds, done by Friday of this week. Completed floor waxing, Smartboards needed, furniture and equipment to arrive by end of month, June 1st will be substantial completion. Demolishing existing maintenance building and new maintenance building will be completed by end of June at THE. Asbestos abatement begins on June 14<sup>th</sup> at old high school. Building will be taken down by end of August. August 20<sup>th</sup> new driveway from Main entrance. Timeline says early November student parking will be existing, however this will be January. Until then will have limited parking spaces with priority given to Seniors. Greenhouse complete by early December.

New Business

Action

- a. 2017 Quebec Trip Initial Approval: Ms. Jessica Beardmore spoke about trip to Carnival, been doing this for numerous years in February. Participate in lots of French Canadian pastimes including snow tubing, dogsledding, maple syrup factory, and dancing. This year thought that they could travel with another group from Carver, MA however they are not pursuing this trip this year so the Lunenburg French students are traveling themselves. This caused a slight price increase. Have not seen much interest yet from students, so travel company suggested taking it down from the website and have students fill out instead on paper. If enough students sign up, can register then. Eligibility is for French students 9<sup>th</sup> grade and up. Current 8<sup>th</sup> graders could now go. Minimum is 15 students to hold price. Timing right now is really tough, will start recruitment in early fall. Would not open up to beyond French students because they would

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not experience the curriculum enrichment.. Mr. Mackin explained first initial approval is given by the committee for trips with the understanding that they will come back for final approval before they depart. Motion for Initial approval made by Ms. Sroka, seconded by Ms. Bertrand.

- b. Donations: Two donations were presented for approval. Bemis Associates provided two scholarships in the amount of \$1,000 each to two students. Superintendent Calmes acknowledged and thanked them for their generosity. Recommend approval. Second is Target Take Charge of Education for TCP in two checks amounting to \$124.24. Recommendation is to allocate funds to the student gift account for Turkey Hill Elementary School . Ms. Bertrand motioned to approve all donations with gratitude, Ms. Sroka seconded . Vote: Unanimous.

c. FY17 Primary and Elementary Improvement Plans and Handbook: Superintendent Calmes introduced Elaine Blaisdell, principal of the Primary School. She congratulated new School Committee members and looked forward to working with them. School advisory council met last Tuesday and it was a unanimous decision to present this plan. Thanked and listed all members of the Primary School Council. She is excited with the progress they have accomplished in this year's plan: Presented a synopsis of goals:

Goal 1: academic, ELA and Math, data rate is being evaluated on progression, and will discuss growth and improvement. Aligned ELA curriculum, established DDM's, increased student use of technology and identified where students are using technology through curriculum maps. Added another level of technology to present an engaging way of presenting to students. For example, Kindergarten used IPADs to see live bears in habitats. Need to identify students use of technology, evaluate success and demonstration of skills. Objective is the development of curriculum maps in Science.

Goal 2: School Council reestablished a school mascot and panda pride. Surveyed staff and students regarding playground needs and turned ideas into the principal for review. Voted to support four-square areas and large size map for recess. In the process of acquiring pricing. Continued with anti bullying program with TIGER. Each grade level did a community service learning project- First graders helped a local animal shelter with collecting blankets, towels, toys and related this to a learning unit. Service learning project elements are usually student driven, however this is a challenge with this age group. Will have more discussions on student engagement next year.

Goal 3 related to communication, teacher/classroom websites varied greatly among faculty. All teachers will have a welcome, introduction and class supply/need list on their website page. All teachers have active links now. Target is to be completed by December. Curriculum maps posted on website, cleaned up other website pages making it asier to navigate. Administration utilized message sender to communicate monthly-actually have exceeded this goal by sending messages to parents weekly or bi-weekly.

Goal 4 concentrated on transition planning- helping to make a smooth transition for students and staff. Transition team identified and communicated, timeline was developed and adhered to, monthly updates provided to staff at faculty meetings. Move schedule established and shared with staff, move up day coordinated and clearly articulated. All small details worked on by transition teams. .

New Plan:

Goal 1: STEM- reviewing curriculum districtwide and how this aligns with the common core, will update science curriculum maps, develop DDMS, and teachers will set up classes for everyday math online which will enhance student use of technology. Will ask teachers to pull in one more unit to incorporate technology. This will only be taught using age appropriate skills.

Goal 2: school climate- council more directly involved in problem solving to improve school climate. RTI strategies utilized, PD for staff using faculty meetings to have similar language and structure, continue TIGER presentation. Researching Yale emotional intelligence ruler this summer and then will start to speak with staff about how to regulate emotions. Service learning project elements aligned.

Goal 3: asking staff to add one more area to website to increase parent communication. Post science curriculum maps, administration will utilize school messenger to communicate bi-weekly.

Superintendent Calmes explained that the cycle for school improvement plans doesn't coincide with assessment results, so usually the principals will come back in the fall and fine tune goals with results. Recommend approval by Superintendent. Ms. Sroka motioned to approve, Ms. Ayles seconded. Vote: Unanimous.

Overview of changes minimal in handbook-staffing reconfigurations, update for school messenger, in compliance with state law needed to update tobacco policy. Other possible change are procedures for pediculosis. Parents will be notified after 2 cases within the classroom. Nurses researched through CDC and Board of Health, and this will not officially be revised until suggestions are reviewed. Superintendent Calmes stated that we don't have a district policy surrounding this, but guidelines adopted by nursing staff to address the concerns. Want to have a broader conversation about whether this is age appropriate. Not a life threatening condition, want to protect student privacy and not exclude students from school or remove them from any educational opportunity. Intent is to come back to the School Committee by the last meeting in June with final recommendation. Ms. Sroka stated that the intent is not to exclude children but rather make sure parents are informed quickly to prevent possible spreading of pediculosis. Will hold off on final approval until this topic is reviewed more. Principals have language surrounding E-cigarettes to add to handbooks.

Superintendent Calmes congratulated Ms. Champagne for her newly appointed position of Turkey Hill Elementary School principal. Ms. Champagne stated she was honored and thrilled to have the principal position. She explained that the school advisory council at the middle school reviewed the former Passios handbook from years ago and chose the most age appropriate sections to create this handbook. Recommendation was to use a team approach to create a template. Mr. Brandon Kibby reorganized and took out redundancies, and created a working template which was similar to middle school handbook.

Elementary school improvement plan: Plan: had several conversations with Mr. Santry and school council before developing. Borrowed a little bit from the middle school to start but felt that it would not do this justice to create this plan before school was in session. In fall will come back with a more cohesive plan involving community/parent/staff input. Have asked some current members such as BJ Carbone. Mr. Mackin agreed that it is right approach to come together with a plan after school climate is assessed. Instructional leadership team has been approved by the Superintendent. They can meet every month to discuss what school plans will be, the direction, etc. User friendly content and organized much better. Will hold off on reviewing until fall. Sensitive to printing times for principals. This is just a parent handbook.

Old Business:

Action

- a. Final Approval 2016 European Trip: Ms. Beardmore passed out itinerary with final arrangements for flights and hotels, same document given to students that they have to carry with them when traveling. Parents have a global sim card number to contact her. Added in 911 and how to reach the embassy. Eighteen students attending, two parents as well as two teachers-Lynn Radford and Peggy Proctor. Worcester airport limo leaving for airport from outside of lobby at LHS. Superintendent Calmes appreciated Ms. Beardmore's efforts to make parents and students aware of all travel safety concerns. Families feeling comfortable, recommend final approval. Motion made by Ms. Weiss to provide final approval, seconded by Ms. Ayles.
- b. Third and Final Reading of Policies: Section 4000 Personnel; 3201 Student Activity Accounts presented for third and final reading. No feedback from public received to date. Section 4000 reviewed, next year will move to Section 5000. Student activity policy completely rewritten due to state regulations. Preparing for an audit from an outside party. Superintendent recommends approval and adoption. Motion to adopt and approve both policies by Ms. Sroka, second by Ms. Ayles. Vote: Unanimous.

Discussion

- c. Proposed-Fees FY17: Superintendent Calmes outlined what activity fees are now and what they will be. Ski club is different-not assigned rate for this based on number of participants. Noted that 8<sup>th</sup> grade students will no longer be part of the high school and waivers would be necessary for their participation. Superintendent Calmes mentioned a book titled "our Kids" by author Robert Putnam who wrote about the institutions that used to bind us together as a community through sports, activities, etc. no longer exists due to the notion of "pay to play". According to him this excludes a fraction of the population that would otherwise normally be involved in after school activities due to the costs, and how critical activities are for children and the skills they learn from participation. Will be collecting more data to see if providing a waiver is undermining participation, as the students that take advantage of it may not be the ones who need to participate. She mentioned another \$25 dollar increase in athletic fees is troubling. Need to move forward in eliminating the bus fee. Mr. Boone excited about adult education class-will have 21 sessions twice a week for \$75 for strength and weight training. Supports 24 participants per session, and will complete three sessions. Will shift these funds currently used for master teachers. Activity fees will be a minimal increase. Transportation fees increasing quite a bit. School Committee will discuss over next several meetings, not to take action before June 15<sup>th</sup>. Will put out for feedback on website.
- d. FY17 Budget Update: Superintendent Calmes stated the Senate had good news, hopefully 40S funding is increased or at least at level the governor had requested. Putting together final line item approval and closing out this year. Will get School Committee the line item budget to have established hopefully by June 15<sup>th</sup> to go over various changes.

Public Comment: Ms. Sroka sked for update on turf. Mr. Mackin said approval at town meeting for item to borrow from existing turf field to move forward with replacement. Congratulated Lacrosse program-Girls won districts. This was a community created program. Clarification of waivers sought by Ms. Sroka.

Reports

- a. Finance Committee: no report presented.
- b. School Councils: no reports since last meeting.
- c. PTO: elections. Everything stayed the same, still open spots, wait until fall to see if we can generate more interest. Idea by committee to have the first meeting to be more of a social to make new people feel comfortable.
- d. Policy Sub-Committee: completed for school year.
- e. Capital Planning Committee: completed for school year
- f. Wellness Advisory Committee : completed for school year
- g. PAC/SAL: completed for school year
- h. Reuse Committee: no report presented
- i. Transition/Reconfiguration: no report presented.
- j. Start-Time Sub-Committee: currently on hiatus.
- k. Reconfiguration Advisory: no report presented.

Topics for Future Discussion: none discussed.

Adjournment: Motion to adjourn from Ms. Sroka, seconded by Ms. Bertrand. Adjourned at 8:43 p.m..

Respectfully Submitted,  
Liz Petersen, Recording Secretary