



# Lunenburg Public Schools

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

**MEETING NOTICE**  
**SCHOOL COMMITTEE MEETING**  
Wednesday, June 15, 2016  
T.C. Passios Building- 7:00 p.m.

**MINUTES**

School Committee

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

Superintendent

Loxi Jo Calmes-present

Recording Secretary

Liz Petersen

Student Representative

Guests

Steve Malandrinos, IT Director, John Londa, Director of Facilities, Julianna Hanscom, Director of Special Services, Elaine Blaisdell- Principal. Primary School, Tim Santry, Principal-THMS, Brian Spadafino-Principal, LHS

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Call to Order-the meeting was called to order by Mr. Mackin at 7:00 pm.

Chair's Report: Mr. Mackin had a moment of silence for families and the LGBT community in regards to the tragedy in Orlando, FL. Quoted Martin Luther King Jr. as saying "Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that."

Review and Approve Warrants-warrants were on the table for signature. Superintendent Calmes asked Mr. Londa to review. Series of lines transferring funds to fund overages in custodial supplies, building maintenance, repair of equipment, and trash removal, which are costs associated with the new building. Funding made possible by natural gas line & mild winter. Detail of items: \$9,253, the bulk of this is associated with waste cans for all classrooms in the new building. \$6,420 conversion of THMS signage, Primary school front awning re-painting, repair of equipment, and trash removal - emptying HS trash and scrap metal. Rest of funding \$58,126 will transfer to capital improvement. Three projects out for bid. First is the asbestos abatement at THMS-3 year re-inspection of school identified floor tiles with asbestos. Second project is THMS ceiling in front half of building- air escaping and damage to soffits by age, will put a drop ceiling in all of those areas for future cabling and Wi-Fi. Can utilize attic stock for this-40 cases of ceiling tiles, will have enough to do whole project. Will have to replace floor tiles for the ones that are being abated-example teacher's lounge. Lastly 3<sup>rd</sup> project out for bid is lighting to convert fluorescents to LED. Should be paid out of utility rebates and green community grant-not related to this line item transfer. Superintendent recommended approval of all transfers. Appreciated splitting the project into segments. Ms. Sroka moved to approve all transfers, Ms. Bertrand seconded. Vote: Unanimous.

Review and Approve Minutes-

Regular Session Minutes- 5-25-16 & Regular Session Minutes 6-1-16 were presented and approved by the committee.

Superintendent's Report-

- Brought ceremony programs to show committee, great end of year events, can make a PDF to share with all. Thank you card shared from one retiree.

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- ELA and History task force will be working this summer to fine tune what they have been working on all year. Will review curriculum to see if aligned, then will look at what resources are needed. Last year updated a lot of foreign language curriculum.
- Teachers 21 retreat- notion of continuous improvement and to ensure administration are all growing as much as possible. Thanked administration team for being present and engaged.
- Phase 2 of building project underway. Now phone service and electrical restored at TCP.
- Welcoming 2 new 5<sup>th</sup> grade teachers who attended move up day. Melanie Courtemanche and Brian Chartrand. Gave background. Meet and greet scheduled for new music teacher Geoffrey Sheldon. Resignation of Lauren King accepted today, posted this afternoon. Shared Mr. Londa's personnel updates. John Wozny & Benjamin Pellerin will join us as evening custodians at the Lunenburg Middle-High School. Will have one more future hire this summer.

Student Representative Report- no report discussed.

School Building Committee Report: Mr. Mackin reported Phase 1 of project completed. 99% of furniture in, next week all screens will be installed. Commissioning of all systems taking place. Construction of maintenance garage underway, footings being poured. Couple of weeks until major completion. Began mobilization of abatement for gym. Moving protected project lines from new school to old school with construction fence. Will be doing additional paving soon. Move in to new building went smoothly. Committee met last week, approved lots of small change orders having to do with some omissions. Larger change order forthcoming regarding police dept. finding that certain communications are not responsive in parts of the new building. They are not on same band as fire dept., so this requires repeaters. Chief will come to discuss when we are ready. Ballpark is less than \$30,000. Meet again in July. On time and under budget.

#### New Business

##### Action:

- a. Sports Waivers- Superintendent Calmes introduced Mr. McCauliff. Review of sports waiver process that has changed a few times over the years. Major stumbling block is a 60 day requirement ahead of time from August 25<sup>th</sup> that Mr. McCauliff has to submit to request a waiver. Has moved sports sign up to June in order to project how many students to expect. Most teams get half of the students that they expected. Biggest step in application process is getting approval from the league-we play 14 teams on a regular basis. Everyone has asked for a waiver except for 3 that have 7-12 students. Waiver goes in with application. From there we do sign ups. Showed document-indicated how many seniors were on time, number of school choice students. Provide all sorts of numbers to league and MIAA. According to Mr. McCauliff, all they want to know is if principals, School Committee, etc. want to grant these waivers. Last year needed 8<sup>th</sup> graders-mainly on JV teams. 11 out of 35 players in field hockey. Cannot cut upperclassmen to accept 8<sup>th</sup> graders. No control over summer league. Encourage 8<sup>th</sup> graders to play on summer league. All leagues will not take an 8<sup>th</sup> grader(MS) if it means cutting an upperclassmen. In September he will notify league and SC for teams they do not need waivers for. Concern of parents of upperclassmen- will only play certain players-coaches have to provide an explanation to Mr. McCauliff if there are more than 38 players on one team. Prior to 8<sup>th</sup> grade being in LHS for last few years, what has happened in the past? When we were Grades 9-12, applied for waivers every year and used them when we needed them. Have used waiver successfully for many years prior. MS field hockey-there is interest but limited by fields- had a 7<sup>th</sup> and 8<sup>th</sup> grade team for several years that was very popular, when we have enough fields would not ask for an 8<sup>th</sup> grade waiver because we would have a program at the MS. If not enough players on a Varsity team, would we call up a younger player? Mr. McCauliff said according to MIAA rules we would have to have no JV team in order to do this. A lot of 8<sup>th</sup> graders and their families had thought they would be playing-Pete said he will be communicating this more to parents, but last sign up night they only had two people interested. Do not have to attend sign up night-can send in forms. If parents had to go to sign up night only, we would end up denying players. Sign up in November; will start with this, and then decide whether we need 8<sup>th</sup> graders to balance out teams. This has not been

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needed for basketball. Mr. Santry spoke about Middle School basketball, sometimes most of the students are on multiple teams and their schedules didn't work with this. Asking School Committee to give consent to ask for waiver if needed for the entire year for every team, every season, then attend School Committee meeting in November after sign ups to inform the committee which teams needed waivers, and how the previous season went. Last year MIIA notified schools that they would do away with waivers, and most schools informed MIIA with small populations they could not do this and still maintain sports teams. MIIA then did away with this notification. Some schools weren't complying with the rules, and this is what prompted it. This was not a concern here for parents that HS students have been bumped by an 8<sup>th</sup> grader. Winning is not the ultimate goal, we are not willing to sacrifice the team approach- Ms. Weiss appreciated the assurance so there is no resentment between team players if an 8<sup>th</sup> grader is "more talented" than an upperclassmen. Made recommendation to apply for an 8<sup>th</sup> grade sports waiver that will be applied by the MIIA rules and no upperclassmen will be displaced due to an 8<sup>th</sup> grader. Will come in August to the meeting to let SC know. Ms. Bertrand made a motion to accept the recommendation as put forth, Ms. Ayles seconded. Vote: Unanimous.

- b. FY17 LHS Improvement Plan- Mr. Spadafino relayed he is looking forward to seeing the leadership of students. Different PSAT's this year. Looking at national and state averages, 10<sup>th</sup> graders performed above averages.

Goal 1: increase student improvement- Error in 8<sup>th</sup> grade science and tech-55% proficient, 35% advanced/ proficient. Student work group had met once a month, hoping to continue. Able to ask questions with some work examples brought in to review-provides feedback, teachers enjoyed. Will spend this year looking at vulnerabilities and improving using vertical teaming strategies. Some task forces discussed, talked about having once a month meetings to align curriculum.

Goal 2: transition plan: second year of 2 year goal. Try to give as many updates through two week look ahead messages to parents as possible, through a master teacher project-leadership team showed what building was going to look like. That same group wants to provide tours to community over the summer. Next two weeks will be completing paving and no community will be allowed within the building until after July 4<sup>th</sup>. Student parking- current student lot will be reconfigured, once done can have all students park with a fee. At beginning of school will be a senior lottery. Training for staff to manage systems-phone, cooling, PA, fire routes for drills. Will have many trainings for time and planning. Will have technology trainings for teachers and students..

Goal 3: increase parent and student engagement, increase school climate. Last year started advisory program, good relationships formed. 8<sup>th</sup> graders to 9<sup>th</sup> will have new advisors and groups. Other students will go with same groups for four years. Great successes, blended learning is using technology to enhance what is currently done in classroom. for year 1. Blended learning taking place at Natick High once a month, part of first cohort gone through the state-11 communities to share ideas. Example of blended learning is a student struggling with raising their hand in classroom may use the internet, etc. to still have a voice within the classroom. This will enhance teaching and student access to materials. In faculty meetings once a month, faculty shares what they are doing with technology. Summer school-looking at other options, no grant money from state anymore.

- c. Financial Literacy Grant: Anytime we seek out site funding we seek approval from the School Committee. We are not accepting grants that bind us in the future. Need to look at all different revenue sources. Senator provides \$5,000 dollars for this in the initial year. Would provide the opportunity for students to learn about financial aspects of the real world. Requesting permission to apply for this grant. Motion to grant permission to apply for grant by Ms. Sroka, seconded by Ms. Weiss. Vote: Unanimous.

#### Old Business

- a. Final Fees FY17: feedback from one parent to consider fees increase by 2-2.5% instead of jump by \$25. Sports has most increases over time. Budget reflects elimination of bus fee- payments to HS activity \$55. Fees brought in approximately \$31,000. Transportation

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increases driving these recommendations. Mr. McCauliff working hard for a solution. This is an area to explore in Superintendent's goals to manage these fees, so we can make available opportunities for all students and not undercut participation. Recommendation for approval so we can add to the Handbook about a month ago. Concern of costs and fees associated with athletic programs and increases. Approximately \$2,000 for one family given as an example due to bus fees and athletic fees. Money is raised at \$225 per family would bring in approximately \$80,000. Bus fee question-every student for last 3 years that opts to take bus pays \$180, which has generated \$31,000 total in revenue. Question is in terms of goals and objectives wanted to reduce fees and find alternative funding. Why is it proposed to increase fees by \$25 for Athletics then? Seems counter-productive but have not seen clear pathway to deal with transportation increases. Since the School Committee has asked for elimination of fees, this year was trying to comply but because of significant increase in transportation, have not seen a clear pathway to eliminate or reduce athletic fee yet. \$25 increase is 11%, even though cost of gas has gone down, transportation has increased by 30%? Fees go into athletic revolving fund. Is there any correlation between athletic directors budget and cell tower increase? Replacement of artificial turf does not factor into this increase, this is only driven by increase in transportation. Superintendent concerned about participation rates. Setting goal to figure out how to manage these athletic fees. Question as to what happens if student wants to take bus? Will be free this coming year. Still drop off and pick up at THMS and Primary even though bussing is free. Some coaches are not paid out of budget as they are not school employees. District supports athletic program by 2/3. One third is covered. Motion to approve final fee schedule by Ms. Sroka, seconded by Ms. Ayles. Vote: Unanimous.

- b. FY17 Handbook: Recommend with all changes previously outlined and pediculosis policies-notification after 2 cases, nurses supportive but want to keep consistent in all handbooks. Emphasize head checking after 3 cases. Motion to approve the FY17 handbooks by Ms. Weiss, seconded by Ms. Ayles. Vote: Unanimous.
- c. FY17 Line Item Budget: State has not voted a budget, will continue to monitor. If we need to make changes will come to the School Committee. Highlights of changes: some increases and decreases specifically related to reassignment and locations of paraprofessionals and teachers. Changed due to hiring and where teachers will be placed due to degree status. Reflects increase in transportation line. Taken out \$30,000 of master teacher projects to repurpose money. With regard to curriculum adoption, about \$86,000 at town meeting gap. Driven by health insurance increase, 40S money was \$116,000. In addition had \$27,000 in funding in the general operating budget. Hopeful 40S money will come in higher than \$119,000.

Asked Ms. Hanscom to come to speak about out of district placements. Working diligently to accommodate students' needs here in district and trying to bring students back in district if possible. Update on returning students in district. Good news about mid-cycle review. Every 6 years have a large audit, every 3 years mid cycle review occurs in which state looks at areas cited the first time. Reviewed 7 areas. Determined that we were fully implemented in all 7 areas-ELL, space issues, forms to be consistent, notices for IEP's if not sent within 30 days implemented and followed up. Do not have to do any corrective action plan. In looking at history in last 3 years, in 2013/14 had 28 students, 25 in 14/15, this year 23 students out of district. When met in November had 20 students. For next year if no move-in's occur will have 14 students. Thanked principal's and Superintendent's support in bringing students back with a collaborative relationship. Two students moved, one in 45 day placement but bringing back, 3 students aged out/graduated, 3 students at end of year turning 18, because of our 18-22 year program wanted to bring back into district. This trend shows good things going on within the ACE program. Students don't get vocational opportunities when they are out of town. Had another student that transitioned back to LHS. Now we need to utilize money and build capacity here to cover costs. Still have need to have an additional 7 paras-2 in the ACE program. Need of 3-5 grade level best served to split into two classes which requires the addition of one teacher. Started to see trend of social/emotional program needed which is why the transitions program was implemented. This has been wildly successful. In area of Gades3-5 we start to lose students if we don't have a program that meets their needs. Recommendation is to stick with the addition of a teacher. Additional paraprofessionals can be considered in

August. Adjusted health insurance line to increase by \$17,746. \$59,757-elementary special education. Moving money from private tuition line, moving to cover health benefits and salary. Ms. Hanscom wise to project salary because it affords us the opportunity to hire a teacher with a master degree. Seeking teacher for behavioral classroom, not cognitive. Ms. Hanscom realistically said that if students are leaving at 4-7<sup>th</sup> grade parents hesitant to bring students back. She explained that this year she has stayed as out of district coordinator in order to foster a relationship with student's families. Trying to be proactive. Two paraprofessionals for the ACE program are absolutely necessary. Question as to whether we have to wait until August for hiring? Superintendent recommended we wait until circuit breaker budget. Seeking approval with adjustment of \$77,203. \$17,446 going into health insurance, salary-3 lines impacted. Motion to approve the line item budget as presented with changes of shifting of \$77,203 by Ms. Weiss, seconded by Ms. Ayles. Vote: Unanimous

- d. Donation: Target Take Charge: Under new policy will be setting amount allowed in checkbook for new school building. This donation will be split in half between LMS and Turkey Hill Elementary.
- e. Completion of Charge-Superintendent declared the Reconfiguration Advisory charge complete. Motion by Ms. Sroka, seconded by Ms. Bertrand. Vote: Unanimous. Will send big thank you to all folks that participated on this advisory. Whalom Park mural has been updated and old LHS is pictured within the drive in screen. Looking forward to putting final touches on dedication ceremony.

### Discussion

- a. Solar Project- Town sent letter to Solec to name them as the vendor for solar panels, have not contracted for this yet. Next step is for BOS to decide to proceed with their authority. At the last special town meeting gave authority but indicated they were concerned that they wanted to receive public input. At last night's board meeting they decided they would have another special town meeting. This puts us at a little difficulty with respect to these projects as all the costs projected originally were based on SREC-2 which will be ending in January. If we don't see this project move forward in this calendar year, we likely will see less favorable rates. Projecting that the special town meeting may be held in July. Another proposal we received was through Robert Patterson-solar technical advisor. Directed us to another site being built in Fitchburg for us to host. He will most likely be at the special town meeting as this would have to be done this calendar year. Question of aesthetics-\$1,100 proposed for MS/HS by Solec-3 times larger than currently at THMS. Proposed 360 Kw/hr. Have seen sketch-31 of the solar panels are in an unfavorable location in a roof valley-hopefully we can relocate those to a flat roof. What would be visible would be south facing pitched roofs on MS and HS. Some will not be visible by a regular viewer on the ground. This project demonstrates Lunenburg's commitment to solar power and reducing our carbon footprint. Superintendent Calmes mentioned the School Committee reserved the right for final approval of placement of panels. Attachment points penetrate roof on pitched roofs, on flat roofs metal racks with weight are installed, and panels are attached to that. Standard industry practice on pitched roofs is to attach under the roof. Mr. Mackin inquired about cell tower project. Verizon and town counsel trying to get a mutually agreeable document, we are moving forward to phase 2 of building project where we need to transmit data and electrical lines to cell tower, and were hoping this could happen during phase 2. Town counsel suggested giving Verizon a license by the school dept. to run lines before a lease document is established. Mr. Mackin's recommendation is that it would be worthwhile to enter the license. A discussion will be forthcoming in future meetings. Verizon may not act on this without a signed agreement. Route identified for this is between paved parking lots and paved tennis courts so it would be most beneficial to run the lines now so we will not have to disturb work already completed regarding paving. Ms. Sroka asked about turf. Still planning to move forward this summer. .
- b. FY17 School Committee Meeting Calendar: Superintendent Calmes stated that a proposed calendar was put together modeled after last years. We can always add topics as needed, but this provides an overview of the year. In summer the School Committee usually meets one meeting time per month. Asked for feedback from School Committee. Mr. Mackin won't be able to attend the first week of August. July 6th works for everyone. Recommendation was to not meet a second time in July. Consensus was to meet on August 10<sup>th</sup>. Does not require formal action.

Public Comment- Mr. Rodgers commented on the 750 million shortfall in revenue. He mentioned that the district was lucky to have Ms. Hanscom and the support and resources from the Superintendent. Mentioned that folks were somewhat ansy about space for hall of fame trophies, and this needed to be taken under consideration. Asked about asbestos abatement, he thought at Town Meeting they had discussed funding for asbestos abatement, is there a correlation with this to the \$75,000 carryover discussed tonight? Mr. Londa explained that in FY17 had \$145,000 requested, and in addition had \$17,000 left over from FY15 appropriation. Needed to abate central hallway at THMS. Still have \$17,000 not expended. Recommend to go back to capital planning for other \$145,000. \$58,000 is not part of this but still recommend to be done for teacher's lounge. Do not have resources to tackle \$117,000 hallway, wasn't funded in capital plan. Cannot do this project in pieces. Once we receive bids will report out. Were funds that were allocated at town meeting in FY15 expended? Most of them were expended, but not all-Capital Planning Committee did not fund \$145,000.

Reports

- a. Finance Committee- none discussed.
- b. School Councils-.principals will notify members regarding starting dates.
- c. PTO-meeting on Monday, Ms. Sroka reported
- d. Policy Sub-Committee- none discussed.
- e. Capital Planning Committee-none discussed.
- f. Wellness Advisory Committee-none discussed.
- g. PAC/SAL- none discussed.
- h. Reuse Committee- none discussed.
- i. Transition/Reconfiguration-none discussed.
- j. Diversity Advisory Committee-none discussed.
- k. Start-Time Sub-Committee-still on hiatus.
- l. Reconfiguration Advisory- completion of charge.

Topics for Future Discussion: none noted.

Adjournment-Ms. Bertrand made motion to adjourn, seconded by Ms. Sroka. Adjourned at 9:22 p.m.

Respectfully submitted,  
Liz Petersen, Recording Secretary