



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

MEETING NOTICE

SCHOOL COMMITTEE WORKSHOP MEETING

Wednesday, August 10, 2016

LMS Collaborative Room #D132 - 3:00 p.m.

AGENDA

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

John Londa

Call to Order: Mr. Mackin called the meeting to order at 3:00 pm.

Public Comment: Mrs. Luck appreciated the public comment section at the beginning of the meeting. She encouraged the School Committee to follow-up on Dr. Berthiaume's request regarding preschool aged ELL students accessing services in the preschool years.

Chair's Report: None

Review and Approve Warrants: warrants were on the table for signature. Superintendent Calmes commented that some members of the Committee requested the opportunity to review warrants before each meeting. Going forward the warrants will be available thirty minutes before meeting.

No line item transfers at this time.

Review and Approve Minutes

- a. June 15, 2016 Approved
- b. July 6, 2016 Approved

Superintendent's Report:

Superintendent Calmes invited Mr. Londa to update the Committee on summer work that had been funded through unexpended utility funds in FY16. Mr. Londa indicated that it was a busy, productive summer. Most of the work was focused on THES preparing that school for new role. Replacement of phone system completed-through the capital plan along with the intercom system interface. Personnel can now broadcast through entire school-from any room consistent with the ALICE model. Successful playground build, a lot of assistance through

PTO, Shriver Job Corp, Lions Club. Mr. Londa did report that one piece of equipment, the disc swing, will be reset by contractor as it was installed too high. Mr. Londa noted that we also received assistance from Lakeview to prepare for playground build and around new basketball court at THES. New asphalt area 50X75 connected off walkway. Two poles installed currently for basketball. Ceiling in the front half of THES were replaced. Converted lighting to LED for main office and two stairwells with assistance from Unitil for energy rebates. Moved any surface mounted wiring above ceilings, very little wiring exposed now. Tried to start on flooring to replace carpet in administrative area, but had trouble with tiles coming up that had asbestos. That work was halted as a result. Mr. Londa reported plans for an October project to replace the counters of main office, which are not currently ADA compliant, and at that time also hopes to finish flooring. New school sign pending, awarded a contract to vendor. School zone warning lights initial work started Monday. After concrete cures those will be put up, should be ready for start of school. District maintenance personnel replaced floor in teacher lunchroom in THES with vinyl tile. At the Primary School the portico was stripped, primed and painted. Mr. Londa is sending contract to DMH Electrics of Sterling for a lighting retrofit to all LED lighting at the Primary school. Reduction of 28 watt lamps to a 15 watt. Ms. Ayles asked if the Primary school sign would be addressed. Mr. Londa indicated this was a prefinished sign, but he would have maintenance personnel do what they can do to clean up the sign.

Superintendent Calmes reported that she will be at FinCom tomorrow-for their hearing on changes to the FY17 general appropriation. Included in the adjustment is the \$36,740 increase in the school appropriation to offset the elimination of the state kindergarten grant. If approved at Town Meeting the line item budget will need require some adjustments as well. Special Town Meeting is scheduled for August 22nd and will be the first town meeting held in the new school.

Four tours of new school remaining, next two Thursdays as well as Saturday the 13th and Saturday. the 27th. Public should meet in auditorium at 8:30am. Superintendent shared feedback from the tour attendees.

Invited the School Committee members to stop by THES to see new improvements that have added so much to the school. Ms. Champagne's office looks very different. As long as class sizes remain the same we will have the opportunity to create additional spaces in the elementary and primary schools for collaborative spaces.

Superintendent Calmes discussed the history of the Extended Day program and the Early Learning Program. The number of students involved in the program daily is over 100 students. Mr. Londa indicated that the rooms designated for Extended Day at THES could be made available by the start of school. Superintendent is recommending that Grade 3-5 Extended Day program be building based. Reasons for this it would eliminate the need for bussing to TCP. Ms. Champaign felt putting the program in the building was best for the students. We would keep Primary school program at TCP for ensuing year. The program would be housed in the former health room, exercise room and gym. Ms. Bertrand asked about using the gym during sport seasons. During these times could utilize these areas unless teams are practicing, in which cafeteria could be utilized instead. Ms. Weiss asked about shifting staff depending on day and need. Could be opportunity for paraprofessionals within the building to have these additional hours after school. An additional extended day

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personnel would be needed to answer doors in morning before the secretary arrives and late in afternoon. Onsite all students in after school activities would be able to participate and then go to Extended Day. This would also alleviate the wide age difference with grouping Primary and Elementary students together as they are now. A large plus to this is students that have a difficult time transitioning, will now be within the same building for school and extended day. Ms. Ayles stressed the need to communicate as soon as possible to parents.

A thank you note from one of the retirees shared by Superintendent.

Superintendent mentioned she would provide update to SC tomorrow as to open positions and appointments. Will be part of town wide edition of Ledger on August 26th. Bus routes will be released soon, under final review now. We have now filled all other positions with the exception of the opening as a result of the recent resignation of a special education teacher at LHS. Administrators are working on paraprofessional hires. Mr. Tim Debettencourt was appointed head custodian at THES.

School Building Committee Report : New maintenance garage is up and operational. New air handling system for classrooms is completed. Had training on HVAC system this morning, working fine. Most of LHS old is down, little behind, due to hazardous material removal.

New Business

Appointment of School Committee Member to Town Manager Selection Committee: Town Manager accepted position elsewhere, committee gave well wishes. With her management made incredible strides in all areas, approaches to problem solving, congratulated on new appointment, has been wonderful asset to town. Part of Town Charter is to have a representative of the School Committee on the search committee Ms. Sroka indicated she was interested in serving. Motion by Ms. Weiss to appoint Heather Sroka, seconded by Ms. Ayles, Vote: Unanimous.

FY17 Student Activity Checking Account Maximum Balance: Superintendent Calmes reviewed how the checking accounts are governed. Recommended the following balances for FY17:

Primary School - \$5000

Elementary School \$5000

Middle School - \$7,000

High School \$15,000

Motion by Ms. Weiss to approve as recommended by Superintendent, seconded by Ms. Ayles. Vote: unanimous. Superintendent Calmes noted that setting these amounts is required annually.

Restoration of Food Service Director Position/ Contract Approval: Superintendent Calmes recommend that Ms. Lorenzen be appointed- to the position of Food Service Director. Ms. Lorenzen a marvelous job as cafeteria manager and food service coordinator. She has many new ideas for this position such as food tastings for students during lunch. Superintendent excited to see energy, commitment and rejuvenation of position. Recommended contract of one year, 210 day, salary of \$45,000 salary with up to \$2,000 merit pay based on achievement of goals. Examples of goals are: Tastings one per month per school, increase participation

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levels, have cafeteria be seen in a different light with catering services re-established. Mr. Mackin commented hopefully we can make a connection with local producers and farms. We would like to see as much local products while keeping within the budget as we can. Ms. Ayles made a motion to restore the food service position as recommended by the Superintendent. Ms. Sroka seconded. Vote: unanimous.

Goals Workshop: Mr. Mackin indicated we probably should establish another date separate from this meeting which will focus on working on topics and agenda items for discussion. Discussed Strategic planning and updated the RFP. Mr. Mackin suggested that the Committee would like to make engaging in a strategic planning process a top goal for this year as a vision & planning for the next five years. Great opportunity at this time and how we can best serve students, families and community. It has been over a decade since the last strategic planning process. That plan served us well but time to refresh. Superintendent will re-tool the document, and re-work to be more appropriate. Will have ready for next meeting. Ms. Sroka said the workshop that she attended with Supt. Calmes had a woman there that does this for several schools. Ms. Ayles just sat on a committee to do this in Harvard, had consultant from BU. Was a fascinating and dynamic process that took six months. Mr. Mackin commented that through the SBC process several consultants were contacted to invite finalists to interview with the committee, and then committee decided who fit the needs best. Supt. Calmes indicated that RFP supported this approach. Given our reconfiguration this year Supt. Calmes indicated that she felt it was a wise smart idea for the prior School Committee to hand this off to this Committee to create a new vision for our schools to move forward. Mr. Mackin hopes that this will drive the District Improvement Plan. Superintendent asked questions about other goals in addition to the topic of the strategic plan that they may have goals around? Mr. Mackin commented a goal should be how to use the new facility as a community based learning environment-like a lifelong learning program, and how the School Committee help facilitate this. Should it be part of budget discussion, connecting to some other programs like FSU? The Mount also does this-could we possibly bring people in to our facility to provide these services. Would have to be self- sustaining, or could we make this a small revenue stream? Mr. Mackin commented that hopefully since the community has supported this facility that we would provide programs as a service to the community at very low charge or free, however the program needs to be self-sustaining. Another goal could be related to negotiations given the number of agreements were for FY15-FY17. Ms. Ayles asked if seeing more encouragement of community participation during SC meetings was a worthy goal. Maybe invite more students, teachers-showing what they are doing with technology, projects, etc. Mr. Mackin noted that over the years they have had several presentations that were worthy, he agreed that we should continue to encourage. Supt. Calmes welcomes this opportunity to highlight our students and teachers. With careful planning and preparation once a month at televised meetings it can happen. Some members would like to further expand on technology of this new building and televising all of meetings from here. The Superintendent will speak to Cable Access concerning this. Superintendent will develop proposals, and come up with possible dates to discuss goals. Mr. McCauliff will be speaking about fields, and Mr. Londa will be speaking about capital planning during 8/24 meeting. Ms. Weiss asked about \$500 gift card for Amazon within warrants. Superintendent explained this was for Special Services but will research the purpose and inform the SC

Old Business: none noted.

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Public Comment : Ms. Luck commented that she loved the energy of school committee.. She liked idea of strategic planning seems like a perfect time. She also liked the idea of making this a community space because town is so invested in this building. Community participation at SC meetings is a great goal. Last year started with master teacher projects, will those continue this year? Supt. Calmes responded, “Yes”. Ms. Luck asked about school lunch debt. Supt. Calmes indicated that approximately \$15,000 of debt has been referred to debt collection company. If family later qualified for free or reduced lunch they were not referred to the debt collection company. Students will still get lunch, which ultimately is added to their account. Superintendent commented that other communities filing 51A’s to families-big step that people are seeing most response to. Ms. Bertrand asked about this process. Mr. Mackin stated he would be more comfortable debating policy on this subject as he didn’t want to make broad generalizations of people’s financial situations . Ms. Ayles commented that is timeframe such that we will have enough of a venue to speak to parents about this. Feels that we should be bringing this up at Open Houses first by principals. Ms. Bertrand is not sure that speaking in person would be any better than email. Ms. Sroka suggested just sending this message out to parents alone. Superintendent Calmes stated that we will do this first to notify parents that this is going to collections and thus give them another opportunity to pay or to discuss their situation with us.

Topics for Future Discussion: Ms. Sroka relayed that lacrosse is self- sustaining and already missed deadline to be on this year’s budget, would like to think about this for future budget. Superintendent said this requires SC action. She will have Mr. McCauliff put together a budget to show how much it would take to be folded into the budget instead of self-sustaining. Mr. Mackin commented that originally lacrosse came to the SC and asked if they could be formed as a self-sustaining program, and not part of the budget. Will find minutes of meeting on this topic.. How did other groups start to be included in the budget instead of self – sustaining? Ms. Sroka was under the impression that if they were able to show an increase in participation, that this would be considered to be folded into the budget. We can do the analysis but Mr. Mackin feels that this could not be sustainable in the budget moving forward. Hockey is also outside the budget due to the cost. Broader conversation may be investigation of the co-op of more teams possibly, such as tennis.

Mr. Mackin mentioned an important question on Novembers ballot concerning charter schools-would like to discuss and debate –put on agenda for future discussion.

Superintendent. Calmes shared hard copy of updated calendar. October 5th televised meeting was targeted for charter school referendum discussion on agenda. Possibly move tech plan to November.2nd.

Adjournment: Ms. Sroka motioned to adjourn, Ms. Bertrand seconded. Unanimous.
Meeting adjourned at 4:56 p.m.

Respectfully Submitted,

Liz Petersen, Recording Secretary