



# Lunenburg Public Schools

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

**MEETING MINUTES**  
**SCHOOL COMMITTEE MEETING**  
Wednesday, September 7, 2016  
Town Hall- 7:00 p.m.

School Committee

Michael Mackin, Chair- present  
Heather Sroka, Vice-Chair- absent  
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, Director of Facilities  
Geoffrey Sheldon, LHS Faculty, After School Music Coordinator

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

Public Comment: no comments noted.

Chair's Report: Mr. Mackin shared that he had the privilege of attending opening day at the new LMHS, and it was wonderful. Friendly reminder to parents as they drop off students to please pull all the way up. Drop-off has been moving much faster as each day progresses. Great to see the staff's energy and student's response to new school. Teacher commented to Mr. Mackin last June that a student had said: "wow this is like a high school and a movie." when they attended moving up day at the new school. Observed 6th and 7<sup>th</sup> grade lunch today which is the largest group. Line moved well, seating for everyone, students had plenty of food in the time allotted. Congratulated all staff and administration for their efforts to get things in place. Thanked students as well.

Review and Approve Warrants: warrants were on the table for signature. No line item transfers at this time.

Review and Approve Minutes- Minutes of August 10, 2016 and August 24, 2016 presented for approval. Ms. Ayles asked to please make correction in last paragraph of the first page in regards to the spelling of Ms. Champagne's name. Correction will be noted. All minutes approved by the committee.

Superintendent's Report:

- Superintendent Calmes stated that she was happy to be part of the first day, exciting to see student's reactions to the new school. Everyone getting to know new routines.
- Overcrowded bussing situation needs to be resolved, one solution is to add another bus. This would be approximately \$60,000 proposition, working to see where we can leverage funds to move forward. Three buses at capacity, one bus overcapacity. Have added a temporary #3A run. If we add bus #11 it will be a new route and will impact other routes. Have added 86 students in enrollment from last year at this time. Will need to order another bus which will be a couple of weeks to put in place. Another option to consider is to move Extended Day back to the Primary School and have them operate out of the café and gym. This would save some time especially for bus #6. Will create a formal proposal for the school committee to take action upon at the next meeting.
- To summarize enrollment, currently have 1655 students. 1634 attending in seats. At the Primary, there are 20 additional students in Grades 1 & 2, at THMS there are 8 new students in 3<sup>rd</sup> grade. At LMHS 47 new students. In 8<sup>th</sup> grade there are 7 new enrollees, in 9<sup>th</sup> grade there are 18. Six are new school

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choice students. In 10<sup>th</sup> grade 4 students are new, 11<sup>th</sup> grade has 5 new students. Of 47 new students at LMHS, 38 have recently moved to our community, 3 members of school community have returned. Total of 94 new students overall. Have had some students move out. Growing population presents some challenges. Concerned about class sizes in Kindergarten, would recommend adding a teacher. Class sizes at 23-26 are really too large for the younger years. In Grade 1 22-23 students per class, Grade 2, 24 students per class. At Turkey Hill Elementary School, there are 405 students total, with 2 students placed out of district. In Grade 3, there are class sizes of 22-23 students, Grade 4 have 25-26 students per class. Would recommend adding a teacher at this level as well. At LMS all classes are at 24-25 students per class, with no out of district students. Have added 1 sub-separate program there with a behavioral program. At LHS there is a total of 440 students in Grades 9-12, with another 19 students attending in out of district placements or the ACE program at TCP. Enrollment normally fluctuates and increases during the first few weeks of school and then settles.

- Shawmut and Tappe have been very responsive in identifying adjustments or tweaks to the new building systems, and there is a process to share these problems. Working closely with Mr. Londa on mechanical and operational systems. Training for teachers for voice systems and interactive projectors is taking place. Remarkable to see how quickly teachers have integrated this into their teaching. Many teachers have taken a class on blended learning with Ms. Vallee this summer and are incorporating this as well. Getting ready to roll out the one on one technology program with students in grades 10-12. Will be provided with information as to how they can obtain insurance. Mr. Scoggins has a background in implementing this program from prior work at another district. 9<sup>th</sup> graders will have access to mobile labs. All other mobile labs have been repurposed to THES and Primary, which was an upgrade for them.
- Recognized teachers for acquiring professional status, Superintendent Calmes acknowledged Richard Cohen, Lynn Marabello, Brittany Pepoli, Mary Young, Kristin Anthony, Cynthia Rosancrans, and Kimberly Jones. Some had achieved professional status in other districts as well. Acknowledged and read names of teachers who have achieved 20 years of service, 25, 30 years, and more.
- Introduced Geoffrey Sheldon, LMHS music teacher and after school music coordinator. He has introduced new ideas and suggestions to build and enhance our programs, working in collaboration with Ms. Wardwell and teachers. He is proposing a potential change for musical instrument usage which would be a one-time per year user fee of \$100 to borrow instruments to put in a repair account. This would benefit the students to play sanitary working instruments, and maintain new instruments we have received from the new building project. Currently the music program cannot sustain the costs of repairing these. This user fee will apply to any school owned instruments, not just large ones. If you rented these from outside vendors it would be \$30 a month typically. Question as to how many students this would impact from Ms. Weiss. Mr. Sheldon replied that the music program is continually growing, and there should be 4-5 larger instruments per grade level. Potentially in future could have 30-40 instruments. In Chorus there would be no fees. For band instruments, students currently have to rent. The Superintendent acknowledged that all fees are set by the school committee. This proposal would be supported by administration and the Superintendent. Will be an action item for next meeting. Policies have been put in place to monitor the instruments however this only goes so far. Question as to how we would handle fees if students decide to change instruments? There would be no clause where you have to keep renting. If they are utilizing 2 instruments, would try to waive fee. Goal is to help repair budget and maintain equipment. Ms. Weiss asked in the event of willful destruction of an instrument, do we have insurance or a policy for this? Deductible is currently \$1,000. Would have to wait a few years for budget replacement of instruments if that took place. Ms. Ayles asked how Mr. Sheldon arrived at the figure of \$100 per year and the impact on families. Mr. Sheldon said in other districts this is common. The hundred dollar fee is a reasonable way to do this rather than having students/parents going to a vendor.
- Open Houses have been occurring, would like to highlight Nadine Lorenzen, new Food Service Director for preparing taste offerings for parents at Open Houses with her staff. Treats were visually appealing and tasty. Extend thanks to all personnel in the café program.

New Business:

- a. Adult Education Advisory Charge: One of the School Committee goals for the year would be to help form an adult education program to facilitate community participation. Looking to form an advisory to make recommendations to the School Committee called the Lunenburg Life-long learning Advisory committee. Mr. Mackin read the proposed charge to be put on the public record. This program is meant to be self- sustaining and the committee will provide a report to the School Committee by May 3, 2017. In regards to the membership, two educators will be included for this important point of view. This could be a former teacher, professor or current educator. In addition, one School Committee member and 4 community members are needed, for a total of 7 members. Mr. Mackin was open to suggestions and wordsmithing from the committee regarding the charge. Ms. Ayles thanked Mr. Mackin, and said she agreed with the balance of community members to be appointed. Hopefully this will involve outreach to become aware of what the community is interested in. Ms. Ayles asked if there was any thought of taking suggestions from other communities so as not to reinvent the wheel. Mr. Mackin suggested adding a bullet to the charge to include best practices of other communities. Ms. Bertrand commented that this adult education program will need to be well thought out and dynamic to hold interest in the community. Ms. Ayles made a motion to adopt the charge per the changes discussed. Ms. Weiss seconded. Vote: Unanimous. Will post at website, will appear in paper, on Facebook .Ms. Bertrand offered to be appointed as a School Committee member. She will be appointed formally at the next meeting.  
The Superintendent mentioned she would provide an update to the School Committee tomorrow as to open positions and appointments. Will have a neutral impact on the school's budget.

Old Business:

Discussion

- a. FY17 Capital Plan: Mr. Londa presented a 2<sup>nd</sup> draft for review, made adjustments. Video surveillance systems moved out to FY21. Recommended taking the upgrade to building envelopes off the capital plan because funding mechanism will most likely be through green communities grant. Would like to propose to green communities to do this in FY18. Would also like to include in the next grant funding round a project for THES for LED lighting. THES life safety systems did not meet minimum code requirements and would prefer to include this project instead of building envelopes on the capital plan. In regards to installation of AC for Primary classrooms, we know the school has been made ready for this, however initial funding for engineering work will determine the actual costs to move forward. Projecting to include this possibly in FY19 or FY20. Will also gauge interest from the community in this project, since air conditioning would be a fairly expensive project to fund. Asked for questions. No questions noted. Still have not been provided deadlines from Capital Planning Committee.
- b. Strategic Plan RFP: Superintendent Calmes developed an RFP to ask consultants to assist with one of the final goals. Want to move this as quickly as possible. Have desired strategic visioning outcomes, Read RFP in full. Want to take long term perspective to improve operational facilities, and utilize tools to see if we are achieving our organization goals. Process would mean consultants would apply; school committee would review applications, interview candidates, and meet with the broader community during public meetings. Last time we did this process was almost 20 years ago, have achieved previous goals within document. Was good guide and assistance, but now with new school built, we need to more strategic visioning. Superintendent provided in word doc form to committee, would like committee to review. When satisfied with content, we can publicize soon. Ms. Weiss asked about timeframe of dates. Superintendent has adjusted dates as needed to provide a 6 week timeline to engage a consultant. Ms. Weiss commented that this plan seemed very clear in its scope. Mr. Mackin mentioned adding another bullet regarding facility needs to support vision. Will build in stated outcome addressing facility needs.

Action

- c. FY17 School Committee Goals: Mr. Mackin opened the discussion for questions or changes. Committee reviewed no further suggestions. Ms. Calmes suggested reading the goals as we have not

had a meeting to review this document that was televised. Mr. Mackin read all goals for the public. Will change dates for adult education to May in #2. Motion to approve the Lunenburg School Committee goals with revisions as discussed by Ms. Weiss. Ms. Ayles seconded. Vote: Unanimous. Will put on website and out to public. Superintendent Calmes mentioned that we do not have the capability currently from Cable Access for televising meetings. Will continue to be a future goal.

- d. FY17 Superintendent's Goals: The Superintendent stated she has worked on these goals this summer to align with the School Committee goals. First goal related to student learning is to update curriculum. Will be coming to the School Committee for approval by January for the ELA and History curriculum updates. She will provide written documents regarding this beforehand. This is only the first step as curriculum task forces work for multiple years to secure materials and review implementation. Want to begin math, science and tech/engineering updates with the first draft being completed by June 15, 2017. Need to think about FY18 budget in regards to purchasing instructional materials. New frameworks from state will align with this goal. Professional practice goals read, superintendent will visit a minimum of 4 classrooms weekly with an average of 6 visits a week until April 2017 in order to follow the Superintendent's evaluation timeline with the School Committee. A log of visits will be maintained and a monthly summary of observations will be discussed with the principal for discussion of best practices. Will also begin shadowing a randomly selected student through an entire day in each one of the buildings. Will complete this by February 2017. The District improvement goal will consist of working in conjunction with the School Committee and a consultant with strategic visioning, and completing a review of early childhood programs within the district to make recommendations. Timeline will be December 2016 for this particular part as this may have budgetary implications. Motion to approve goals in final draft form by Ms. Bertrand, seconded by Ms. Ayles. Vote: Unanimous.

Public Comment: Ms. Ayles complimented Ms. Champagne and faculty members for the open house at THES- efficient and effective, was able to meet specialists and was treated to delicious snacks. Tomorrow is Primary Day in Massachusetts.

Reports:

- a. Reuse Committee: Mr. Mackin reported the committee had reviewed proposals from a number of appraisers but could not support funding this within the budget. Potential alternative was to go for an RFP for proposals from developers as to why they would be interested in purchasing these buildings and their possible uses.
- b. Town Manager Selection Committee: The Superintendent discussed that they had asked department heads to provide suggestions and their expertise as to what is needed in a Town Manager. Current Town Manager made her suggestions as well.
- c. PTO-Ms. Weiss mentioned the first meeting would take place on September 19<sup>th</sup> at LMS Collaborative Room #D132. This will be a social meet and greet. PTO reps are going to open houses to meet parents.

Topics for Future Discussion: None noted.

Adjournment: Motion from Ms. Bertrand to adjourn meeting, seconded by Ms. Ayles. Meeting adjourned at 8:13 p.m.

Respectfully Submitted,  
Liz Petersen, Recording Secretary