



# Lunenburg Public Schools

Loxi Jo Calmes  
Superintendent of Schools

**MEETING MINUTES**  
SCHOOL COMMITTEE MEETING  
Wednesday, September 21, 2016  
LHS Collaborative Room #A130- 7:00 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

Superintendentnone d

Loxi Jo Calmes-present

Recording Secretary

Liz Petersen

Student Representative

Ron Hyatt

Guests

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Call to Order : Mr. Mackin called the meeting to order at 7:01 p.m.

Public Comment: No comment.

Chair's Report: No report.

Review and Approve Warrants: warrants were on the table for signature.

Review and Approve Minutes

September 7, 2016 minutes presented for approval. No corrections noted. Minutes approved by committee.

Superintendent's Report:

Superintendent Calmes introduced Ron Hyatt, senior at LHS. She noted that Ron was involved previously in calendar and start time advisory committees. She indicated that she appreciate him taking the task of student representative and will acknowledge him on agendas going forward.

Mr. Hyatt mentioned the LHS students are grateful for the new building. Technology has been integrated well and Chromebook kinks are being worked out. Students are enjoying the new later start time, as this provides an additional opportunity to have morning meetings occasionally for-student council, float, etc. Excited for completion of fields as many sport teams currently are using alternative fields. Theme is Spielberg movies like Jurassic Park, Jaws, etc. Freshman are still awaiting an advisor. Everyone settling into new routine. Thanked committee for new building.

Mr. Mackin relayed he was thankful to staff and students for their patience while some kinks are worked out. Mr. Mackin relayed that the dedication ceremony would take place right after the homecoming parade at 1p.m. Game will take place at 2pm.

Superintendent Calmes expressed thanks and appreciation to students for embracing and taking care of new facility. Taking great pride in school and complying with request to put chairs up at end of day as they used to. This makes a big difference for the custodians to do their jobs effectively. Mr. Hyatt observed that the custodians were excited to be in the new building. Superintendent Calmes stated that she was grateful for community members for supporting this building project. Small and large spaces like the project rooms are important for staff and students to collaborate.

Superintendent Calmes thanked PTO for delightful meet and greet, great turn out. People appreciated time to gather and get to know one another.

Superintendent Calmes noted that two adult education classes already have begun. Mr. Steve Boone facilitating a class on Mondays and Wednesdays for fitness, training, and setting personal goals. Utilizing aerobics and weight room, which can support up to 24 citizens. Will have 3 of these offered during the course of the year and encourage citizens to participate in this wonderful opportunity.

Reported that she spoke to Athletic Director today, and he will be speaking with the construction agency that has been awarded the contract for the turf. Will give more details as to the timeline soon. Infill is being generated for this project. Also reported that the administration team had training on document cameras. There are at least 4 angles on the bus that can be viewed. Have policy and procedure regarding this which is limited as to who views or has access. Have privacy and confidentiality rules advised by legal counsel. These cameras are important in resolving conflicts, or if minor accidents occur. Beneficial to have video evidence. Provides invaluable data when investigating issues of concern.

Superintendent relayed that currently there is at least one individual interested in serving on life long learning advisory. Will review at next meeting.

She also reported that she met with art teachers Karyn Guiliani and Robin Warren who will be offering classes at night for adults and community. These are art based projects such as decorated coffee mugs, jewelry, card making, and painting. We think we will see lots of participation with these programs. Appreciate both teachers for facilitating these opportunities.

Superintendent Calmes indicated that there are two letters that require signatures from the School Committee. The letters will be taken by principals to the banks to set up checking accounts for each building. Signatories also need to be changed. These letters will also include a statement that is signed by the Superintendent and attached minutes that designate the limits in each account. Karen Brochu will close down checking account for THMS and whatever money remains will be put through purchase requisitions for these new accounts. Warrants will be generated to reflect this. Bank fully notified that this is authorized and will be given paperwork as well as a check to be deposited if necessary.

Also requiring signature is a document for the DESE relative to the operation of the ACE program substantially separate private day program. Per regulations, state had to approve this program's building location. Each year we have to review and acknowledge that ACE students have access to extracurricular activities, as well as an assurance statement against discrimination. Mr. Mackin asked where the program was currently located. Response was Rooms #13 and 14 at TCP. These are older students that participate in vocational activities, academics, etc. Currently have 7 students attending.

School Building Committee Report : Project continuing on schedule, grading done, hydroseeding underway, loam being spread. Permeability water retention tests, went through several testing's to get right. Field to left facing Mass. Ave. primarily complete, practice field 2 to right, field 3 stadium seating in progress, when finished press box will be put in place. Equipment will be in this box to change Lunenburg Middle-High School sign on Mass. Ave. remotely. Currently have to physically go out with laptop to change wording on sign. Lights and irrigation system are installed, expecting sod to be installed first week of October. Outdoor classroom 90% complete. Waiting for completion of time capsule to put rose compass in center. On time, significantly under budget. Have great rapport with abutters, very few issues. Ron Hyatt asked if parking would be ready for Homecoming and if floats could be brought through construction site? Expectation right now is completion in November. Sup. Calmes relayed that this is what everyone is moving toward. Have also put in request to use this space for election in November as expected voter turnout may be high. Will address the parking and float concerns with Shawmut during the next construction meeting. Removing construction trailers next week-would this be an option? Ron said that ambulance will need access closer to field as well. Will add item to construction agenda.

#### Old Business

Music Instrument Fee Proposal: Mr. Mackin explained that at the last meeting there had been a presentation regarding funding, cleaning and refurbishing all musical instruments on a scheduled basis. Mr. Sheldon

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discussed that this would be \$100 per year per student if approved. As stated, the fee for students on free and reduced lunches would be waived. Superintendent recommended approval. Ms. Ayles made a motion to adopt \$100 music fee as stated. Ms. Weiss seconded. Committee felt no further discussion was needed. Vote: unanimous.

Additional Bus #11 Proposal: Superintendent Calmes indicated there was clear evidence that there is a need for an additional bus due to the increase of 86 students. Already added a #3A bus as they couldn't accommodate the number of students on the current bus configuration. Bus company has secured a new bus, working on securing a driver. Looking at reducing overcrowding in the other buses. Superintendent Calmes explained she is aware that it is difficult to go from a 3 tier to a 2 tier system due to start time adjustments. Maintaining a 3 tier system is cost prohibitive. Increased three buses from 77 passenger busses to 83 passengers. Projection is \$56,000 to add an additional bus. Do not have the final number yet, may vary. Given the fact that we are adding this bus for only one run, we may have wiggle room with the cost. Will come back with a line item transfer if the price is adjusted downward. Currently the #3A bus is doing a small route, looking for a more comprehensive re-balancing of routes which means there will be upcoming changes. Positives to this situation are that a number of students are riding buses, and this is the time of year that we can still adjust the budget. \$712,000 is expended for regular bus transportation. With special education transportation on top of that it is at the million dollar mark. Bus company is trying to respond to our needs, but there are limits. Looking forward to hearing their proposal tomorrow. Some students appear to be on buses for 50 minutes, but according to data collected, 50 minutes seem to be the maximum time. Buses leaving at 3:30pm mark at Primary and Turkey Hill Elementary. Last year took somewhat longer. At THES concern about amount of time students were waiting. Called down at 3:15pm, last bus leaving at 3:30pm. Ms. Ayles asked if all buses start at Primary school and then pick up at THES? Now in the afternoon about half of the buses are at each school and flip-flop. Superintendent Calmes indicated that she appreciated parent's patience and understand their frustrations. She also reassured everyone that our goals are the same. Ms. Ayles commented that things seem to be smoother, but can we please make sure we communicate to parents about the upcoming. For fall, we do not have a true representation of what the future start-end impact is since we've had to adjust sports schedules, etc. Superintendent Calmes indicated that currently it is not our intent to change HS and MS routes. Ron Hyatt mentioned that students are saying that the route is leaving earlier and they are rushing to make buses as they are leaving too early. Superintendent Calmes indicated that the expectation is that buses are rolling out 5 minutes after bell. She will speak with Mr. Spadafino about the need to explore whether the new facility is presenting time challenges for students being able to get to buses on time and what can be done to address the concerns without delaying the primary and elementary dismissal time. Ms. Bertrand asked in doing the computations, where is the funding coming from for the additional bus? Superintendent Calmes responded the private tuition line from special education. Ms. Hanscom said due to changes in placements in out of district placements we have funds that are not committed currently. There is a risk involved with this, but this is the recommendation currently. The Superintendent indicated that she cannot recommend any personnel reductions at this time to fund the transportation. Ms. Bertrand asked if there will be a shift in all routes at the elementary level? Superintendent indicated that was not the case. The approach with the addition of the bus is to have the least amount of disruption with the most impact. Ms. Bertrand indicated she was relieved to hear we were not going to shift the HS/MS routes. Superintendent Calmes recommended approval of the line item transfer. Motion to approve line item transfer to fund additional bus by Ms. Ayles, seconded by Ms. Weiss. Vote: Unanimous.

#### New Business

High School Council Appointment: Need to replace Ms. Bertrand as high school council representative due to a work schedule conflict. Mr. Mackin stepped forward to offer his services as representative. Meetings are fourth Wednesday from 3pm-4pm. Ms. Bertrand asked if she could help Mr. Mackin with any other committees instead. He replied possibly the Reuse committee that meets the 2<sup>nd</sup> Monday at 6:30pm. Ms. Bertrand said she would talk further with Mr. Mackin about this. Superintendent Calmes asked if Ms. Bertrand would be able to still do Wellness Advisory. Motion made to appoint Mr. Mackin as representative to high school council by Ms. Sroka, seconded by Ms. Bertrand. Vote: unanimous.

Public Comment : Ms. Luck asked if cameras were inside or outside the buses? Cameras are inside buses but are positioned so they can get view of outside. Ms. Luck asked if Superintendent Calmes had seen that some cameras are positioned outside to catch view of people trying to go around buses with their car and injuring children. Superintendent Calmes will follow up and provide a response. Ms. Luck asked about the details of the

Adult education class. Ms. Luck also asked in regards to the 50 minute bus ride-is this both in morning and afternoon if they reversed the route so they lose on one end and gain on another. Superintendent Calmes indicated no and that she will review how long students were on the buses in last year as a point of reference. Ms. Bertrand indicated that although buses are still going as far, they had fewer stops last year. Mr. Hyatt commented that he thinks the time of the bus isn't far off from what it used to be.

#### Reports

- a. Finance Committee-Mr. Mackin has not attended, will start and be there tomorrow.
- b. School Councils: Scheduled but have not met yet this school year.
- c. PTO: Ms. Weiss mentioned the meeting had a great turnout, new faces, teachers there also, great fun and food. Membership working to get to goal of 300 members. They have over 250 now. Exciting news from THES, penny wars concluded today, earned over \$5500 this week. LMS pep rally Sept 30<sup>th</sup> penny wars first week of October. Myles for Miles October 16<sup>th</sup>. Next meeting October 17<sup>th</sup>.
- d. Policy Sub-Committee: no meeting yet.
- e. Capital Planning Committee-Ms. Sroka never received confirmation of meeting yesterday. Mr. Toale relayed they would start soon.
- f. Wellness Advisory Committee: Met today. Superintendent Calmes commented that the Advisory heard from the Nashoba Board of Health and they cannot participate in person this year. They asked to continue to receive minutes and will be available for consultation. Ms. Lavery is a new person on the Advisory from the Primary School. Also joining the Advisory were Nadine Lorenzen, Food Service Director and two of café managers. Joe Rager student, Ms Finch chair and Superintendent Calmes. This year the committee wants to continue to focus on mental health practices/events put in place last year. Pleased that LHS is planning three stress free weekends at the end of each of the quarters. Ms. Finch also has a stress relief cabinet with stress balls, relaxation tapes and other assistive devices to assist students. Anxiety is one of things students are experiencing all too often. Focus of the Advisory this year will be on nutrition. Wonderful new ideas to be implemented in cafeteria for students to try healthy, fresh products through local vendors. The Advisory will also review food allergy policy and procedures. Wellness Advisory meetings again on Nov 2<sup>nd</sup> at 3:45 in the LMHS.
- g. PAC/SAL: have not met.
- h. Reuse Committee: met Monday the 19<sup>th</sup>. Mr. Mackin reported they had heard from an individual proposing a plan for a master village complex. Committee still committed to developing a RFP. Attempted to have an appraisal, but not successful.
- i. Transition/Reconfiguration: Superintendent Calmes asked committee if they want to continue with this as a report? She and others will still reporting on how the transition and reconfiguration is going but recommends this be removed from the agenda. Consensus was to remove.
- j. Start-Time Sub-Committee: Wellness Advisory committed to collecting information. Would like to collect data around how it is working out for students and how 2:30 p.m. dismissal impacts sports, etc? Ron Hyatt mentioned that morning meetings now meeting at 7:15 a.m. rather than 6:45 or 7am. Will leave this committee under the reports section as a placeholder reminder of the ongoing discussion.
- k. Town Manager Selection Committee: Ms. Sroka reported they will be holding a screening of candidates next Tuesday and Thursday at Town Hall. This meeting is not public. By next Thursday should have recommendations. Interim Town Manager has assumed his duties on the job.

Topics or Future Discussion: None offered.

Adjournment: MS. Bertrand moved to adjourn, seconded by Ms. Sroka. Vote: Unanimous. Meeting adjourned at 8:09 p.m.

Respectfully Submitted,  
Liz Petersen