



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

SCHOOL COMMITTEE MEETING
Wednesday, September 17, 2014
Thomas C. Passios Building- 7:00 p.m.

Minutes

School Committee
Gregory Berthiaume
Michael Mackin
Colleen Shapiro
Brendan Grady
Heather Sroka

Superintendent
Loxi Jo Calmes

Recording Secretary
Liz Petersen

Student Representative

Guests

John Londa, Director of Facilities
Dawn Gearin, LHS Student Council Advisor
Kenneth Gikas, Public Health Emergency Management Preparedness Coalition

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- * Call to Order : Dr. Gregory Berthiaume called the meeting to order at 7:04 p.m.
 - * Review and Approve Minutes: None
 - * Review and Approve Warrants: Warrants were on the table for signature and there were no line item transfers for approval.
 - * Superintendent's Report
 - School Office Pro, the new student enrollment and registration system to go live. Positive feedback so far from parents. This will give parents the opportunity to register their children online as well as the capability for parents to update information. This system is linked into our Power School system for data purposes. We will provide available computers within each school if a parent does not have internet access. This program is expected to pay for itself in a few years, and will increase the accuracy and efficiency of information. Superintendent Calmes encouraged everyone to start using this new system. Safety and security will be enhanced as we will have the most updated information.
 - Students settled into school year. Looking forward to MCAS scores within the next week or so. Cannot discuss results until they are released by the state. Intent is to have principals share results with the public at the Oct. 1st meeting.
 - Information is posted at the website www.lunenburgschools.net , Superintendent Calmes thanked the Lunenburg Ledger for town wide editions to support us in sharing info with the public.
 - * Student Representative's Report: First Day was reverse half day for 8th graders and was considered a very positive experience. There were 5 members from the leadership group that gave tours and showed new students lockers. Helped them through their concerns and made them less nervous. Traffic flow/parking lot seems to be going well. Student Government had Freeze Pop Friday, with free freeze pops given out to students. Last Thursday grade 10 students from Lunenburg and Worcester South harvested crops they had planted in the Spring for the Worcester Food Bank. Picture day was today. Student feedback included comment that they were able to stand up for pictures. Homecoming theme is Pixar movies. The first home football game is this Friday.

* School Building Committee Report – Mr. Mackin reported that the committee met last Wednesday, September 10th. The 90% design document submission is complete. The field completed via the early release package is anticipated to be ready for Fall 2015. Steel pulled out of early package to order. Heading towards 100% designs by MSBA-should see by September 24th. Goal is to have the guaranteed maximum price contract received before Thanksgiving. Next few weeks concrete being poured. Property is marked with stakes, this is the outline of the actual building. Front field sod should be done and substantially completed by mid-October so that growing is on schedule. The area around the field has been hydro seeded to grow grass in order to hold the hill. Utilities are to be done before the freeze. Groundbreaking ceremony held Oct. 18th at 1:15pm between parade and the game times. Mr. Mackin passed around document of construction signage that will be installed. The SBC looked at cost of webcam, but decided not to proceed as it can only be used until the building has walls. They are now looking at the possibility of doing aerial photography instead.

* Public Comment: None

* New Business:

1. Student Council Conference/Overnight Trip: Ms. Gearin, Student Council advisor and LHS teacher here for initial approval for students to attend the State Leadership Conference at Cape Cod. Students have attended in the past and this is a great bonding experience and opportunity to meet other student council members. This is always a motivational speaker and many leadership opportunities. Lunenburg students would again travel to the conference in a bus with Leominster. Conference dates are March 11-13, 2015 and the cost would be between \$200-\$300. The Lunenburg Student Council offset costs for students with fundraising. The Lunenburg HS Student Council did not go last year. Superintendent Calmes expressed that we are proud of the students and always receive complements about them from the conference organizers. We have never had behavioral concerns with any of the students that have gone in the past. The students are required to have half of the money by December. Superintendent Calmes & Mr. Spadafino are recommending initial approval. At least 4 weeks before the trip Ms. Gearin will return to the School Committee for final approval and report how many students will actually attend, final cost, and amount obtained from fundraising. Mr. Mackin motioned for initial approval, Mr. Grady seconded. Vote: Unanimous

2. MOA Nashoba Board of Health-Emergency Dispensing Site: Mr. Gikas explained that the Mass BOH and Nashoba BOH works with communities to identify a location for the entire town to be vaccinated within a 48 hour period if ever needed. Schools are the ideal location due to capacity. Goal is not to have anyone waiting outside if a situation is requiring emergency dispensing. Emergency plans have been drawn up with police and fire departments and are available. Examples of when this would be instituted would be in case of Anthrax, radiation, H1N1 Flu, etc. Site will need to be relocated after new school building is built, as Thomas C. Passios Building would no longer be an option. Motion to approve the MOU moved by Mr. Mackin. Ms. Shapiro seconded. Vote: Unanimous

3. First Reading of Policies, New and Updated: Superintendent Calmes explained how the updated bullying plan incorporated language to make explicit that staff are included. The update also provides information about the problem resolution system for mediating differences and conflicts. This process has been available to parents of students with disabilities for some time. The state law now incorporates access to the system for all parents on matters related to bullying. Additionally, the update requires the District to ensure awareness of and sensitivity for students that may be more susceptible to bullying. Training for staff and communication with the public is required. The bullying report form is posted on website and there is also a hotline to call.

Fingerprint policy updated to include revised language surrounding suitability determinations and the possibility of considering one from a previous employer if certain criteria are established. Both policies are on the district website for public viewing and comment by October 14th. Policy requires three public readings, however handbooks can be modified immediately with action by the School Committee. Motion to waive first reading of policies moved by Mr. Mackin, Mr. Grady seconded. Vote: Unanimous. Motion to approve the two handbook revisions as final and binding moved by Mr. Mackin. Ms. Shapiro seconded. Vote: Unanimous

4. FY16 Capital Plan Initial Discussion:

a. Mr. Londa at the request of the Superintendent provided an update on recent energy bids. The town manager recently signed 2 year contract for 11.89 cents per kilowatt hour with Liberty Power for electricity. We

are currently paying 7.65 cents. Mr. Londa indicated a shortage of gas in Northeast is driving prices higher. The contract goes into effect on December 1st. Mr. Londa had projected increases in FY15 budget. He projected costs to rise and budget was set at \$198,000. With the increased cost he now anticipates spending \$206,000. Creating a \$6,000-7,000 shortfall in line. Solar panel savings still covers 1/3 of the cost at THMS. Natural gas will also be increasing by 14% this year. The District has \$168,000 in this year's budget. Mr. Londa is projecting a shortfall of approximately \$10,000. Mr. Londa also updated the School Committee on the revenue from solar projects. The Town got first check for solar array on Chase Road in the amount of \$16,000. Current projection is for total to be \$117,000 for FY15. Superintendent Calmes reminded everyone that 50% of the revenue has been designated for FY15 school budget and \$50K of that revenue is already committed to paying tuitions.

Mr. Londa reviewed the items on the first draft of the Capital Plan. Ceiling at THMS is asbestos, and flooring is asbestos tile. Districts cannot receive reimbursement from MSBA for removal of asbestos. For current year, FY15 \$138,000 appropriated for asbestos removal. However, when it was put out for bid, the estimate was \$175,000 for the first year portion of the project. Mr. Londa now estimates that the total price of project is \$602,000. Discussion included the impact of splitting the project over three years of appropriations. The District must do this work, as asbestos in the tile and ceilings are brittle, and cannot do we any work above ceiling as a result. State inspection 2 years ago cited this and required action. This challenging project should be done over summer break due to size of project and school scheduling. Mr. Londa was asked to explore with the asbestos abatement team the possibility of doing the work in the summer of 2016 in conjunction with the asbestos removal needed before the demolition of the high school to save money. The current year's \$138,000 appropriation is reserved in capital budget to put towards this revised plan.

Mr. Londa also reviewed relocating school department headquarters. He requested \$16,000 in next year's Capital Plan for initial planning and work. Not a firm number at this point. Trying to secure student work help by Monty Tech. District Central Office projected to be rooms 109,110,112 and industrial arts classroom at THMS. Directly forward of main entry way would be the Superintendent's Office in room 112 and Business Manager. Directly across the hallway would be Special Services and conference area. Industrial area would become Instructional Services office and a grounds garage. Out of TCP by August of 2016. Dr. Berthiaume would like to see an initial plan and concept as to how educational program would be impacted in comparison to how current space is used. No space in new MS/HS building for central offices and as a result THMS is the most appropriate space in the district. The District garage/barn will be demolished as part of the project and Mr. Londa recommends that it be relocated to THMS as well. Again he would like to get assistance from Monty Tech students to build structure.

Another item on the proposed Capital Plan was the THMS phone system which was installed in 2001. Because of age, this system requires updating. Intercom system is functional, but requires amp alongside because the system amplifier failed. Ms. Shapiro asked how the current system would work in the case of an emergency using the ALICE model. Mr. Londa suggested there would need to be upgrades to the surveillance and intercom system. We want to be able to link telephone system to intercom. This is tied to doing ceiling project with asbestos as the wiring for this project would need to be in the ceiling.

5. Donations: \$158.45 Target to TCP which is split 2/3 to THMS and 1/3 to Primary gift accounts. The Primary also received an additional \$498.98 and THMS \$282.61 from Target. Gifts to support students attending Nature's Classroom were received from the Lions Club and Rick and Fran McCluskey. Also received was a check from Raytheon Math Moves You competition which was awarded to a student last spring. Superintendent Calmes recommended receiving gifts with gratitude. Mr. Mackin moved as recommended. Ms. Shapiro seconded. Vote: Unanimous

* Old Business –

1. Third and final reading policies: CORI background and school lunch: Motion to waive third reading: Mr. Mackin moved to approve the policies. Seconded by Ms. Shapiro. Vote Unanimous. No feedback was received from public on either policy.

2. Update and discussion-release of TCP and property: The Superintendent reported on the MSBA's guidance on releasing property to Town. Easement on project impacts the parking lot so the MSBA wants to be informed

as to how this is moving forward. Preference is currently to have parking lot relocated someplace else in design of site if it cannot stay in the current location. Mr. Mackin made clear that the red line is within the project limit on the sketch. Question as to which parcel should they use, so that this doesn't infringe on future use of TCP by town. Need to have Dr. Berthiaume's suggestion is to have consultants/architect from building project show what it would look like to possibly move project line. If giving up parking lot, MSBA has to be involved in planning for the change. Will encourage Re-Use committee to ask what their preference is as far as parking lot. Mr. Mackin stated their preference would be for parking lot to go with the building. Dr. Berthiaume would like to plan for a 40 foot setback/easement if that is what the desired plan seems to be. Superintendent Calmes will speak to designer. Desire is to maintain the thirty spaces for parking somewhere in the vicinity. Current zoning is Residential A which requires a 40 foot setback. If it is rezoned through Village By-law, this may change. The only holdup would be in getting design change made, and time to process through MSBA.

3. Calendar Advisory: Dr. Berthiaume reminded everyone that every year they revise the calendar but to keep in mind vacations, or starting before or after labor day when providing input. An advisory group will be formed to start looking at these issues. Representation from various buildings councils and parents at-large was recommended by Superintendent. Dr. Berthiaume added that the Advisory to address daily start/end times. Advisory membership to include: 2 members of School Committee, 1 from Wellness Advisory, 2 parents at large, 1 parent from each school council, Superintendent Advisor, and 1 HS student. Mr. Mackin moved that the Calendar Advisory's charge be as follows: To discuss and make recommendations regarding major events in the calendar (i.e. school breaks). All other events such as professional development, open houses, etc. will be determined by the internal calendar committee. The proposed calendar by the first meeting in December, 2014 and proposed start time should be submitted by March, 2015. Motion seconded by Ms. Shapiro. Vote: Unanimous

* Public Comment – Ms. Phyllis Luck, Selectmen asked if there has been enough time to give to parents for planning purposes in regards to the calendar if it is proposed in December or January. Dr. Berthiaume said that historically it has been enough time.

* Reports

- a. Finance Committee – none discussed.
- b. School Councils – Primary next Wednesday. HS met today, parking has been somewhat of a challenge. more ALICE training, and ELL training that will be conducted. Field trip Brigham Hill Farm in North Grafton, food donated to food bank. Friendships formed through facebook from this trip and community harvest project. Oct. 15th next meeting. Will contact Mr. Spadafino for special meeting of council for calendar advisory. No meeting date secured for THMS school council.
- c. PTO – Ms. Sroka reported they will meet on Monday. Cherry Hill will do Fundraiser- on website, Sunday the 28th. Pizza Uno in October. Barnes & Noble Book Fair in Nov. Monday will decide if they do Haunted House.
- d. Policy Sub-Committee- They have met and are still working on service animal policy. Planning on meeting next week
- e. Capital Planning Committee – May be Monday the 29th to meet Ms. Sroka reported
- f. Wellness Advisory Committee – Met today, another review of ALICE Training, Lifeline Suicide Prevention, LHS and THMS training this fall will implement program in spring. Member of guidance discussed needs in their buildings. Transition program will meet Oct. 29th
- g. PAC/SAL – meets Friday
- h. Re-Use: Mr. Mackin reported that they are going to wait until Village By-law is presented and possibility of rezoning before addressing parking lot situation of TCP.

* Items for Future Discussion: workshop dates Sept. 25th at 7pm for goal setting. Student performance in regards to MCAS-Oct. 7th at TCP

* Adjournment – Mr. Mackin motioned to adjourn the meeting at 9:08 p.m. Ms. Sroka seconded. Vote: Unanimous.

Respectfully Submitted,
Liz Petersen
Recording Secretary