



# Lunenburg Public Schools

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

SCHOOL COMMITTEE MEETING  
Wednesday, December 3, 2014  
Town Hall- 7:00 p.m.

## Minutes

### School Committee

Gregory Berthiaume  
Michael Mackin  
Colleen Shapiro  
Brendan Grady-absent  
Heather Sroka

### Superintendent

Loxi Jo Calmes

### Recording Secretary

Liz Petersen

### Student Representative

Sophia Holman - absent

### Guests

Calendar Advisory Committee Members  
Elaine Blaisdell, Primary School Principal  
Timothy Santry, THMS Principal  
Brian Spadafino, LHS Principal  
John Londa, Director of Facilities  
Steve Malandrinos, IT Director

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- \* Call to Order: Dr. Gregory Berthiaume called the meeting to order at 7:01 p.m.
- \* Review and Approve Minutes: The following minutes were approved:
- November 17, 2014 Workshop minutes
  - November 19, 2014 Regular session minutes
- \* Review and Approve Warrants: Warrants were on the table for signature and there were no line item transfers for approval.
- \* Superintendent's Report:
- Superintendent Calmes relayed that we are coming to the final presentations of the school budget. Next meeting will be Athletic budget as well as Superintendent's recommended budget. This will be held on 12/17 at 7pm in TCP Room #13.
  - Delightful tree lighting on December 1<sup>st</sup>, and upcoming LHS holiday concerts will be the vocal concert scheduled for 12/9, and the instrumental concert on 12/11, both at 7pm.
  - Has received thank you letter from Best Buddies for allowing them to present to school committee. Letter passed around for review. Giving tree in atrium of Primary school, students collecting donations of hats/mittens. Big Sibs/Little Sibs community service program, pairing LHS students with THMS students, is coordinating a coat drive. Boxes will be at all schools in each lobby for donations. Gently used or new coats especially needed for children. Overseen by Ms. Cavaoli, guidance counselor at LHS and Ms. Okerman, guidance counselor at THMS.
  - Many recent events posted on Facebook from the 1/2 day before Thanksgiving. Recognized AP scholar students scoring 3 or higher on 3 or more AP exams. These students were: Jake DeGrace, Jacob Fager, Thomas Flaherty, Alex Fluett, Nathan Hollis, Jason Rowley, Caitlyn Ruggierio, Shelby Scorse, and Jacqueline Smith. Recognized Jason Booth as an AP scholar having an average of 3.25 on 4 or more AP exams. AP scholar with distinction recognized for

student(s) who receive at least a 3.5 on all AP exams. Nathan Dennler received this distinction. Nathan Hollis & Thomas Flaherty received commended status for scoring in the top 34,000 for National Merit. National Merit Semi-Finalist was awarded to Caitlyn Ruggiero. Superintendent Calmes congratulated all of the academic scholars. Thirty Four students at LHS received the Abigail Adams scholarships this year. This is awarded from a combination of class ranking and performance on MCAS. If awarded, this can be put towards tuition at a state college or university.

\* Student Representative's Report: none

\* School Building Committee Report – Mr. Mackin reported that the construction team met today. Work continues on schedule. 95%. Done with foundation, expect steel delivery on 12/8. Will immediately start constructing with steel, and in a few days will be able to see a start of a building with a two floor height. Will build counter-clockwise from HS wing to MS wing. Construction management team and contractor at risk looking at final bid numbers, expect to hear by Friday what they will be. These will be transmitted to the SBC for review and guaranteed maximum price contract. GMP will be reviewed for approval at next weeks SBC meeting. Final girder expected late February/early March for topping off ceremony. Project on time and on budget.

\* New Business:

- a. Calendar Advisory Report- Part I: This is a two part charge. Ms. Shapiro started by thanking the committee for thoughtful and productive discussions. First part of charge was to make recommendations on school calendar in regards to vacations, start/end date. Committee has a draft calendar that the school committee can review alongside the internal calendar committee recommendations in January. Highlighted earliest end time possible in summer of 2016 when vacating current high school. Prior to Labor Day suggested students attend school from Tues-Fri, allowing 4 days of instruction instead of 3 typically, and still allow for 2 days of PD for staff. Suggesting Veteran's Day have no PD surrounding it, and will just have the one day holiday. Recommended two PD days before school starts, and one after school ends so as not to interrupt student instruction. Winter break was suggested to start on December 23<sup>rd</sup>, and return on January 4<sup>th</sup>. The biggest proposed change was to February break which was proposed to be limited to a 4 day weekend. School would be in session Wednesday, Thursday and Friday. The thinking behind this proposal was that during the period of January-March there are more snow days impacting loss of instruction so there should not be as many scheduled days off. In June of 2016, students last day would be June 7<sup>th</sup> with a teacher PD day being June 8<sup>th</sup> if this calendar was implemented. With five snow days, last day for students would be June 14<sup>th</sup>. Ms. Shapiro explained these were just proposed suggestions from the calendar advisory that have not been implemented yet. Discussions of calendar advisory took into consideration a survey completed by parents and students. Three questions for survey were whether people preferred school before/after Labor Day, would people prefer an extended winter break, and if people would prefer a traditional February/April break or one single March break. A third of people provided written comments that were helpful in decision making. Calendar Advisory came up with basic guidelines to look at when making suggestions for calendar which takes into account: 180 student required days in school calendar, 183 days in the teacher contract, and 5 snow days which students are required to make up all snow days, not just 5 that are built into the calendar. These snow days must be made up by June 30<sup>th</sup> by state law. The main goal was to have as many 5 day weeks as possible for continuity of student instruction. Discussion as to the trend of illness and low attendance for the period following the holiday break, which seems to be remedied by the closing of schools during February break, as typically attendance has risen after students return. Mr. Kibbe, member of Calendar Advisory stated that Dr. Gary Asher, Wellness Advisor of calendar advisory committee, reported that typically this is a myth, and attendance is purely flu-driven and could start at any point in time. Dr. Berthiaume stated that he would like to see attendance data from our district school nurses surrounding this topic. Mr. Kibbe shared data results of survey: All questions from parents returned with an almost even split. Student results clearly indicated they preferred to keep the calendar as it is. If parents who are also teachers in the district were excluded from the survey results, the remaining parents that completed the survey would prefer dropping February and April

break scenario in favor of one break. Many other communities have looked into this, but MCAS in March is a barrier. Amount of early release days in our district as comparison to surrounding districts was extreme low.

- b. Technology FY16 Proposed Budget & 10 Year Plan: Mr. Malandrinis noted this is a level funded budget. Noteworthy changes are as follows: decrease in equipment and lease line for copiers. Networking contracted services consists of the final payment of WiFi at the Primary, and new VPN solution for next year. Instructional tech line is at \$6200 for wireless access points at THMS. The 10 year plan consists of large items or items not currently in budget that will be needed when the new MS/HS building comes online. Options were shown in presentation to advance the use of instructional technology moving forward. Initial discussion with IT consultant determined the current situation is inadequate to provide a 1 to 1 computing environment for grades 6-12. Sustainability was an even large factor in determining how to proceed in being fiscally responsible. Disadvantages and advantages were given concerning current model of technology. Superintendent Calmes spoke to the importance of technology for students moving forward, as she foresees a time when students will have to take assessments online and taking an on-line class will be a graduation requirement. Mr. Malandrinis outlined three options for a 10 year plan.

Option A is fully district funded one to one environment for grades 10-12, as scope had to be limited to these grade levels for reasonable funding and sustainability. Option B would be a bring your own device for students with the device mandated by the district. Option C would be a bring your own device allowing any portable device.

For Option A, this could possibly be supplemented by a technology fee. District would purchase for Grade 10 which would cost \$46,000. The building project would fund 11<sup>th</sup> and 12<sup>th</sup> grade which would be approximately \$92,000. Scholarship opportunities could be created, and a \$30 insurance fee would be paid by the student. Option B would include a parent purchase of device costing \$430. Initial cost from building funds would be \$49,000 to provide certain students with a device. Approximate annual cost would be \$18,000. Option C's initial cost would be \$164,000, as an additional full time technology assistant would be needed in order to implement, as well as the cost of devices. Annual cost would be \$73,000.

Options A & B benefits are similar in which students have access both before/after school, all students have the same device, meet requirements for state assessments, allows for leverage of building funds to advance technology within the district, and creates a sustainable model. Some additional costs would be incurred such as PD to update teachers methodology and to update software and curriculum materials. Option C had several disadvantages such as unequal access as different devices would be utilized, instructional challenges for teachers who would be supporting multiple platforms, inability to filter content of cellular networks, and district would still need to purchase 112 devices each year.

Survey of LHS Students received 377 responses. Vast majority of students have iPhones, half of students surveyed have computers at home currently, 20 students listed as having no device. Large amount of students surveyed do not have a access to portable technology appropriate for instructional purposes.

Professional Development needed to implement technology plan would be a stipend position in each building to support faculty use of technology, six instructional technology meetings annually, four technology workshops annually, and a college credit level course in technology for teachers every three years. Mr. Malandrinis proposed a timeline for instructional technology: December 2014 for a budget working group, September 2015 to identify group members, October 2015 working group begins, December 2015 first draft of updated curriculum, March 2016 final draft for School Committee, and May 2016 support for final implementation. Next step would be a possible workshop in January or February. Mr. Mackin commented as to the benefit of incorporating new technology education for the students such as coding or student developed apps.

- c. Primary, Middle, High School FY16 proposed Budgets:

1. Primary: Ms. Blaisdell thanked the committee for the opportunity to present the budget as well as the Primary School staff for their commitment to teaching 539 students from pre-school to third grade. Projecting 49 pre-school students, 115 kindergarten, 111 1<sup>st</sup> grade, 127 2<sup>nd</sup> grade, and 121 3<sup>rd</sup> grade students in FY16. In regards to personnel, requesting an

increase for 5 hours per week for 4 paraprofessional to run before school tutoring sessions with progress monitoring for four 8 week sessions. Total non-personnel request is \$73,410 which is a 55% increase over FY15. Major changes are due to improving curriculum in reading/math. Requesting \$15,000 in reading supplies, additional \$5,900 for workbooks to update everyday math and provide handwriting without tears workbooks for grades K-2. Audio-visual increased by \$3,700 for walkie-talkies for safety, and for software for I-pads. \$1,000 requested for library resources to align with the common core. General supply line requested to increase for paper and materials. Guidance line increased by \$1,300 to support the TIGER presentation that is currently supported through gift funds and has become an integral part of the GEMS and guidance curriculum. Request to replace old desks that were removed from TCP during reconsolidation and used at the Primary. Dr. Berthiaume posed a question as to how much was cut from the budget from last year. Ms. Blaisdell responded that this was in the \$60,000 range she believed. Any additional supplies that had been left over from TCP have been already utilized.

2. THMS: Mr. Santry requested \$45,515, an increase of \$13,000 more than FY15. Six line items represented a 94% of that total increase over last year. These non-personnel items consisted of: the textbook line for \$1,620 to purchase astronomy books to complete the set they have been purchasing for the past few years. A \$2,600 increase in art supplies to replace consumables that they have utilized in the past but are running out of now. Requesting \$1,800 to increase ELA line to purchase novels and texts for all grade levels in order to align with the common core. \$1,000 increase to the Social Studies line for updating and replacement of maps. The library line has been cut several times, and the average age of books last year was 17 years old. Ms. Sroka asked if Scholastic Book Fair funding went directly back to the library for purchase of new books. Mr. Santry clarified to say that the additional money requested for the library would be a separate purchase. Trying to reinstate money for the purchase of new books. Increase of \$1,500 in general school supplies line. Dr. Berthiaume commented that no textbooks have been bought at THMS since FY13. In speaking of the personnel budget, Mr. Santry spoke to the need for increased personnel as the projections are showing that in 4<sup>th</sup> and 6<sup>th</sup> grade class sizes may be up to 27 students for next year. In order to meet these needs, he is requesting 2 teachers in those grade levels in August of 2015 to bring class sizes down to 21 or 22. Concern from committee as to whether THMS could accommodate two extra classrooms. Mr. Santry explained that he would possibly utilize the computer lab as a classroom and purchase netbooks for inside the classrooms, as well as utilizing the OT/PT room adjacent to the gymnasium. Requesting addition of 2 full time paraprofessionals per grade level to meet the needs of the students. Mr. Santry would like to reinstate an after school tutoring session they previously had which would require the addition of an early or late bus.
3. LHS: Mr. Spadafino recognized the great work of the technology department and how work orders have decreased. He acknowledged Mr. Alex Smith, technology assistant for all of his hard work while working in the district, as Mr. Smith will be leaving the district to accept a new position. FY16 budget is a total of \$197,398, which represents a \$62,500 increase over FY15. Stipends for advisors show a \$2,000 increase as there are more clubs being created that are not self-sustaining. Will need to decrease offerings if this is cut. In professional development, a \$7,435 increase is requested. \$4,000 in AP training for new teachers in English and Calculus BC that could be a new course offering in addition to Calculus AB taught currently. \$5,500 is requested to develop a school-wide advisory program. This would include consultant fees, text and materials, and personnel to cover teachers planning time. A \$3,000 increase is requested for non-fiction library books to meet the common core. In regards to special services, a \$2,765 increase is requested. In physical education, \$2,372 total is requested with \$1,800 being utilized to replace soccer goals that are owned by youth soccer and have been moved off site. The remaining funds would be used for new weight room equipment. In Guidance a \$2,100 increase is requested, \$1,500 for costs of Naviance, and \$600 for VHS fees. If these fees are not included in the budget, students will incur the costs of \$75 for each AP class, and \$75 more for labs. Textbooks show a \$47,506 increase. For social studies texts, \$34,632 is requested: \$24,000 for new world history texts with a 7 year e-license to be used in grades

8-9. This would replace the 1999 version currently used. \$10,000 requested for AP history textbooks with a 6 year e-license to replace the 2006 version currently. This is required by College Board every 10 years for replacement. \$3,500 is needed to purchase new AP Calculus course books, and \$11,382 is needed to replace the 2003 versions of the Spanish I textbooks. In regards to personnel, Mr. Spadafino expressed an interest in being able to hire an additional English teacher due to a retirement last year. However, he felt that they were adequately staffed within the rest of LHS.

Superintendent Calmes relayed that at the next meeting she would be presenting the Superintendent's recommended budget which will be the basis for the budget hearing in March.

- d. Resolution-Energy Star Purchasing: Superintendent Calmes discussed the policy that has been created for green operation and sustainability in conjunction with the building and CHPS project. This policy will be presented to the sub-committee next week. No action is required at this time.

\* Old Business:

a. School Committee Goals: Dr. Berthiaume relayed that a workshop had been held on November 17<sup>th</sup> and draft goals had been drafted. These goals have been posted on the school website for the last several weeks and received no feedback to date. Mr. Mackin made a motion to accept these 2 year goals as drafted. Ms. Shapiro seconded. **Vote: Unanimous.**

- \* Public Comment: Ms. Luck commented as to the technology proposal and having to purchase a new set of devices for the 10<sup>th</sup> grade every year. What will happen to the set of devices the seniors use after they graduate? Explanation that the life expectancy of these devices is typically 3 years, and that in these initial year those devices would be repurposed on to update aging laptops in the mobile carts currently in use within the district, An additional option may be to make them available for purchase to students as they graduate. Question as to how carts and labs are utilized presently. Superintendent Calmes responded that the mobile labs are all fully utilized every period of the day.

\* Reports:

a. Finance Committee- Dr. Berthiaume stated there was no report at this time.

b. School Council- Ms. Shapiro reported that THMS met last week and had tour of the building site. They were promised another tour in May. FY16 Budget discussed as well. Ms. Sroka reported that the Primary school had a meeting this afternoon. TIGER performances will be on Wednesday the 10<sup>th</sup>, and they will be doing 2 sessions and workshops within the classrooms. A budget discussion yielded a parent comment that some parents were concerned over class sizes increasing which would lead to possibly choosing out of district. Pediculosis procedure was discussed as there have been parental concerns.

c. PTO- Ms. Sroka reported that they have a meeting on Monday. She thanked staff readers for the Barnes & Noble night with many people attending. \$5,444.88 was netted for the Square One Art fundraiser. This art will be here in time for holiday gifts.

d. Policy Sub-Committee- Dr. Berthiaume reported that there will be a meeting on Tuesday at 6:30pm in Room #13 at TCP.

e. Capital Planning- Ms. Sroka attended the meeting yesterday and there will be another on Tuesday to discuss prioritizing funding. Question as to whether asbestos abatement has to be completed in order for MSBA to consider us for funding at a later date. We are solely responsible for abatement that would need to be completed before other projects can be done.

f. Wellness Advisory- Ms. Shapiro reported that a meeting would be held next Wednesday at 3:45pm in the THMS library.

- g. PAC/SAL- Ms. Shapiro reported that a meeting was held on Monday but she was unable to attend.
- h. Building Re-Use- Mr. Mackin reported there had been a meeting on Monday but he was unable to attend.
- h. Calendar Advisory- Next meeting will be on 1-8-15 at 7:15pm in Room #13 at TCP. The discussion will be start and end times of school which is Part 2 of the committee's charge.

\* Executive Session: Dr. Berthiaume stated that there was a need for executive session in order to discuss M.G.L. Chapter 39, Section 23B [3] To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. Negotiations with non-union personnel. Mr. Mackin moved to enter executive session and not to return to public session at 8:59 p.m. Ms. Shapiro seconded.

Roll Call

Dr. Berthiaume- yes  
Mr. Mackin-yes  
Ms. Shapiro-yes  
Ms. Sroka-yes.

Executive session was adjourned at 9:17pm

Respectfully Submitted,

Liz Petersen  
Recording Secretary