



# Lunenburg Public Schools

Loxi Jo Calmes  
Superintendent of Schools

SCHOOL COMMITTEE MEETING  
Wednesday, January 7, 2015  
Town Hall- 7:00 p.m.

## Minutes

### School Committee

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

### Superintendent

Loxi Jo Calmes

### Recording Secretary

Liz Petersen

### Student Representative

Sophia Holman

### Guests

Ms. Jessica Beardmore

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- \* Call to Order: Dr. Gregory Berthiaume called the meeting to order at 7:01 p.m.
  - \* Chairs Report: Dr. Berthiaume provided no chair report.
  - \* Review and Approve Minutes: Regular session minutes for 12/3/14 and 12/17/14 were approved by the committee.
  - \* Review and Approve Warrants: Warrants were on the table for signature and there was one line item transfer. Mr. Londa requesting \$1000 transfer from maintenance of building supply line which had a starting balance of \$53,000 which will now be \$52,000. The \$1,000 will be transferred to the repair of equipment line which had a starting balance of \$3,150 and will now have \$4,150. This is needed in order to repair equipment such as tractors, mowers & snow blowers. Superintendent Calmes recommended approval. Transfers passed for signature from the committee.
  - \* Superintendent's Report:
    - Superintendent Calmes wished a Happy New Year to everyone and reported that there would be a 2 hour delay of school tomorrow for students due to the extreme cold temperatures. The safety and health of the students is paramount when making these decisions.
    - Superintendent Calmes thanked members of the fire department as well as school maintenance personnel for their response to the recent incident involving a heating/circulation pump that caused the utility area & classrooms at LHS to fill with smoke. Students were not required to vacate the building and the fire dept. assisted with clearing the smoke and odors.
    - Worcester County Superintendent's Association Scholar's luncheon was yesterday and was attended by Superintendent Calmes, Mr. Spadafino, and Brook Hansel. Over 70 student scholars from surrounding districts were honored for their accomplishments. Program shared with the school committee and Superintendent Calmes congratulated Brook for her contributions.
    - Publicly acknowledged the FLLAC Annual report and financial statements. No action is needed from the committee. The School Committee received copies of the reports. The reports are available for the public from FLLAC or member Superintendent's offices.
    - Received communication from the capital planning committee that the \$34,000 being requested additionally for the asbestos removal was deemed as low priority. The committee is requesting additional information. They were mindful of the \$138,000 from last year that has not been spent, and needs to know what the plan would be from the school dept. for these funds. Mr. Londa's recommendation would be to craft a base bid for relocation of central headquarters to THMS, and 2

rooms not included as alternates 1 & 2 to get firm numbers in place for a June asbestos abatement project lined up. If starting now, we will be in a favorable bid environment as this would still be 6 months out. Superintendent Calmes recommended approval of this plan.

\* School Building Committee Report – Mr. Mackin reported that the 21<sup>st</sup> construction meeting was held today. They are still on schedule and budget. Expecting completion of “A” phase as steel is almost completely finished. Then section A will be wrapped for protection from elements and utility lighting installed for safety purposes. Neighbors will be notified of this as lighting will be on 24/7. This lighting is part of project costs. Rooms that this section includes are the auditorium, art and music rooms. Next Monday steel will be delivered for auditorium roof. Topping off ceremony is anticipated mid-March. School Building Committee is meeting again next Wednesday at TCP Room #13, and public is invited to attend.

\* Old Business:

a. Request for Final Quebec Trip 2015: Ms. Beardmore explained that the hotel was just outside the old city with a great location and a pool. Ten students confirmed, as well as 2 parents and herself. Final cost to students was \$669, a savings of \$30 less than originally quoted. This was due to combining the trip with students from Carver, MA. Itinerary highlights included the Carnival parade, visit to an artisanal bakery, toboggan ride, tubing at a French Canadian village, ice hotel tour, and dog sledding. This trip would be from Friday to Monday. Approval recommended by Superintendent Calmes. Mr. Mackin motioned to approve, seconded by Mr. Grady. **Vote: Unanimous**

b. Second Reading of Policies: Superintendent Calmes has not received any feedback to date. They have been posted at the website and will be included in the Superintendent’s update at the end of the week. These policies have been updated and included with the environmental information necessary to classify us as a “green” school for the building project. These practices had already been implemented within the school and we are now just codifying them into the policy. Diversity Advisory Committee recommendation comes out of special advisory last year and will be facilitated by Ms. Hanscom, our civil rights coordinator to be aware of opportunities in the area of diversity for our students. Mr. Mackin motioned to waive the second reading. Mr. Grady seconded. **Vote: Unanimous** Dr. Berthiaume encouraged public to review policies and provide feedback before adoption at the next meeting.

\* New Business:

a. Superintendent’s Recommended FY16 Budget : Superintendent Calmes explained that all school departments had presented their budget recommendations within the past few weeks and those have been posted on the website for review. Recommendations centered around AP course textbook replacements, professional development to implement an Advisory program at LHS, AP courses as well as training for staff of the Primary school for the math program. Other requests of non-personnel expenditures are similar to previous years such as updates to curriculum. The curriculum adoption budget that is funded by only a fraction of what it had funded in past years. We are at a point where this really needs to be addressed this year and we have an opportunity to address this given a reduction in out of district costs of \$200,000 in Special Services. We are in a position to start reinvesting in programs that serve as many students as possible. We have already started reinvestment process by funding the new Transitions program at LHS with the potential of meeting students’ needs within our district, and possibly returning more students to our district which we already have accomplished. These additions were the result of responding to the needs of students as was also done 15 years ago when the district developed a substantially separate programs for students with autism. The overall increase was \$217,000 or a 4.03% increase in non-personnel. Budget focused on professional development, curriculum adoption & replacement of supplies, as we have exhausted all supplies previously available.

In regards to the Personnel side of the budget Superintendent Calmes recommended \$300,000 worth of additional staff for next year to meet student’s needs. Original requests from principals regarding staff were double this figure. At Primary, Ms. Blaisdell recommended 5 paraprofessionals; Superintendent recommended 3 for before/after school supports. This would require a \$12,000 increase for one hour a day, 4 days a week. At THMS, Mr. Santry recommended adding a paraprofessional for each teaching team per grade level. Superintendent did not include these positions at this time, but did add funds to support before/after school supports. The Superintendent did recommend two additional teachers at THMS at the 4<sup>th</sup> and 6<sup>th</sup> grade in order to reduce class sizes in those grade levels due to high enrollment of 26/27 students per class. Dr. Berthiaume commented that a decade ago as class sizes

reduced, the schools reduce staff. Now that growth is taking place we need additional faculty in order to support students and respond appropriately. In order to add staff at THMS, a mobile lab would be utilized as current computer lab would be used as classrooms. Cost would be \$15,000. Personnel budget at THMS increased \$125,278 with these additional personnel. At Primary, personnel budget increase was \$103,000 for 3 paraprofessionals and before/after school tutoring. LHS requested 2 additional paraprofessionals for classroom support and to maintain common planning time. An additional recommendation was for 1 ELA teacher, as there are only 4 now. Superintendent did not recommend the addition of the ELA teacher at this time, but is recommending 2 paraprofessionals for a total of \$62,000. Mr. Londa has recommended for the last few years the addition of one maintenance staff. Superintendent is recommending this addition at a cost of \$53,000. Ms. Hanscom, Director of Special Services recommended an out of district coordinator, as well as an additional BCBA and 5 paraprofessionals. After reviewing these requests the Superintendent is recommending adding the BCBA which will meet the needs of students while supporting staff and reducing the need for out of district placements. The cost for this additional BCBA would be \$77,000. Total increase of personnel recommended is \$421,614. A comprehensive overview of budget will be prepared for the budget hearing. A total increase of \$1,020,000 is recommended which is a 6.09% increase overall. Dr. Berthiaume commented as to Mr. Santry's compelling request for paraprofessionals that was not recommended by the Superintendent. He understood that the Superintendent needed to prioritize needs and said that he would like her to go back and add these additional paraprofessional positions into the budget, and provide the school committee with an update. Mr. Grady commented that it would be wise to provide how this budget was prioritized and why. Dr. Berthiaume stated that the school committee would support adding an additional increase to the budget and presenting this at the budget hearing as there is clear evidence that supports student performance would improve as a result. Mr. Mackin commented that it would be wise to ask for a budget resulting in the biggest impact and a better educational outcome for students. All positions recommended by the building principals and directors will be included in the proposed school budget for FY16 and presented to the FinCom and Annual Town Meeting. This request will be contrast with the 3.5% target increase assigned by the Town Manager.

- c. TCP and Brooks House Boundaries: Handouts provided at last meeting. Plan to transfer both properties to the Town. We now have clarity as to a 40 foot easement required in front of TCP building, 15 feet on each side, and 20 feet in rear of building. . Mr. Mackin provided a draft drawing by the building project designer to consider. This is not a surveyed drawing, but simply a draft conceptual drawing. Mr. Mackin has shared this with Re-use committee with the purpose of showing what the minimum lot size was. A joint meeting will be scheduled in the near future to discuss. Parking spots abutting new drive will remain part of building project, but others will be eliminated. Result is the easement requirements cuts available parking in half from 30 spaces to 15. Superintendent Calmes explained that the School Department will retain the Connor B. Lourens Playground as school property. Mr. Mackin explained the conceptual drawing would need a correction in regards to a new roadway that is not Memorial Drive. He stated that the building re-use committee needs the school committee to identify what their future needs are to keep and maintain any property in the rear of building/North side. School committee stated a potential plan would be to transfer a minimum amount to the Town for marketing while maintaining a small amount for parking for the school, etc. Mr. McQuaid, local citizen and member of the re-use and planning committees indicated that a joint meeting would be very helpful. He advocated the importance of the TCP parcel to the future of the Town. Demolition costs would be over a million, but the property would be worth more than that and could potentially use revenues to fix deteriorating town buildings or revitalize parcel as part of a town village concept with an investor. In his opinion, this would create opportunities for local businesses to provide internships or job opportunities for the youth in Lunenburg. A village concept could provide a fitness center, coffee shop, etc. to provide safe and enriching opportunities for students and the community. Dr. Berthiaume relayed the school committee's intention to transfer the TCP/Brooks House property to the Town when they were completely finished with it, but at the present time it was being used for heating purposes with LHS, as well as central offices. The goal of the school committee has been to make sure there is no harm to the building project or MSBA relationship with this transfer, and to make sure that if the school property cannot be sold they would like this to remain as part of the

school campus. Mr. McQuaid mentioned that at least 150 feet would be preferable on the North side, but this would be discussed at the joint meeting.

- d. Donations: Class of 1979 remaining revenue in account totaled \$348.73 which they requested to donate to LHS students unrestricted for use as deemed appropriate by the high school administration. Superintendent recommended approval with gratitude. Box Tops for education netted \$767.40 for the primary school. The Superintendent acknowledged and thanked Jessica Frank for coordinating these efforts and the many parents for supplying these. Motion made by Mr. Mackin to accept donations with gratitude, seconded by Mr. Grady. **Vote: Unanimous**
- e. First Reading of Revised Policies: Updates based upon changes in state law. Worked with legal counsel as to new requirements for schools. Policies provide additional supports for students who may have to be removed for a period of time due to disciplinary action. Mr. Mackin motioned to waive first reading of these policies, Mr. Grady seconded. **Vote: Unanimous.** Dr. Berthiaume encouraged feedback of policies, as they will be posted on website and third reading for adoption will be at the first meeting in February. Superintendent Calmes stated that the recommended calendar had been posted at the website and they would like to receive feedback in order to review and approve the calendar by the first meeting in February.

\* Public Comment: Ms. Luck fully supported Superintendent Calmes recommendation to add 2 teachers to THMS rather than paraprofessionals. In her opinion from teaching experience she relayed how important it was to keep class sizes at a minimum in order for students to connect with their teachers and receive more individualized attention. She asked for clarification surrounding the discussion of the asbestos abatement as she could not hear Mr. Londa's discussion properly. Dr. Berthiaume clarified by saying they are recommending having the \$138,000 held over go out to bid and having the base bid to move district offices next summer. This coming summer would be the abatement that would allow for offices to move the following summer. There would be options attached to the bid that could be awarded if the capital planning committee provides additional funds requested next year.

\* Reports

- a. Finance Committee – Dr. Berthiaume reported there will be a meeting tomorrow.
- b. School Councils – Ms. Sroka reported the meeting for the Primary will be on the 28<sup>th</sup>, no others reported.
- c. PTO- Ms. Sroka reported a meeting will be held next Monday.
- d. Policy Sub-Committee- Dr. Berthiaume reported they have not met, may need another meeting to wrap up for the year.
- e. Capital Planning Committee – Ms. Sroka reported another meeting will be held next Tuesday at 4:30pm at Town Hall.
- f. Wellness Advisory Committee –Ms. Shapiro absent, no report given.
- g. PAC/SAL – Ms. Shapiro absent, no report given.
- h. Re-Use: Mr. Mackin summarized in previous report.
- i. Calendar Advisory Committee- Ms. Shapiro relayed that there will be a meeting tomorrow starting Phase II of their charge to discuss school start times.

\* Items for Future Discussion: Dr. Berthiaume indicated they will discuss the one on one computer initiative. Scheduling dates will be sent via email for end of January/early February. Superintendent Calmes publicized invitation from Primary school council whose motto is “we help others and we solve problems”. Invitation to Dedication ceremony for the new Buddy Bench in memory of Bob Meek-LaVeck on Saturday, January 24<sup>th</sup> at the Primary Playground at 1pm.

\* Adjournment – Mr.Mackin made a motion to adjourn regular session of the meeting at 8:19 p.m. Mr. Grady seconded. **Vote: Unanimous**

Respectfully Submitted,  
Liz Petersen  
Recording Secretary

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