



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

SCHOOL COMMITTEE MEETING
Wednesday, November 18, 2015
Thomas C. Passios Building, Room #13- 7:00 p.m.

MINUTES

School Committee

Gregory Berthiaume, Chair
Michael Mackin, Vice Chair
Wendy Bertrand, Secretary
Colleen Shapiro-absent
Heather Sroka-absent

Superintendent

Loxi Jo Calmes

Recording Secretary

Liz Petersen

Student Representative

Sophia Holman

Guests

John Londa, Director of Facilities
Carolyn Finch, Nursing Coordinator

Call to Order-Dr. Berthiaume called the meeting to order at 7:02pm

Chair's Report-invitation from Lunenburg Public Library to celebrate their 10 year anniversary. Hosting an event Dec. 5th with children's activities and program from 10-12pm. Community open house 3-6pm.

Review and Approve Warrants –warrants were on the table for signature. No line item transfers were presented.

Review and Approve Minutes- Regular Session Minutes 11-4-2015 approved by the Committee.

Superintendent's Report

- Superintendent Calmes displayed photos of FoodPlay program that took place this morning at the Primary. Helping students to discuss healthy behaviors and good eating habits. Follow up activities were presented within the classrooms. Thanks to PTO for helping to organize and to Karen Cafferky-Chow for taking photographs.
- Three budget revision requests-presented. These documents are signed by the Superintendent, BOS chairperson, and SC chairperson for the building project to ensure that everyone is notified regarding the budget change orders voted by the School Building Committee. This is a MSBA process and does not add or delete money. Change Order #4 Budget Revision Request #5 totaled \$24,935 in order to redesign mechanical room, added trash and recycling receptacles, drain piping, emergency mixing valve, and added cleanouts for roof downspout. Next Budget Revision Request #6 was due to a MSBA clerical omission related to advertising cost estimates in wrong line when PFA was created. Budget Revision #6 amount is \$45,000. Change order #, Budget Revision Request #6 totaled \$8,203 for changes to auditorium grades and main gas service entrance. The Superintendent and School Committee Chair signed certifying they had read and understood the terms of the requests.
- Tree Lighting taking place November 30th. Please join us at 6pm. Band will be there at 5:45. Refreshments to be served after tree lighting in the Thomas C. Passios cafeteria.

Student Representative Report- Ms. Holman reported that the student council will be selling baked goods after the tree lighting in the Thomas C. Passios cafeteria. Will also be filling Thanksgiving baskets on Sunday at 7:30pm. Powder Puff Game to be held November 24th at 6pm. Juniors vs. seniors at 7pm. Asking public to bring two canned goods as a donation. Thanksgiving rally to be held next Wednesday. SADD awareness of texting and driving all week.

School Building Committee Report-Mr. Mackin explained that the change orders still keep us within the budget covered under the contingency. New building was toured today after the weekly construction meeting. In the high school wing bathroom fixtures going in, classrooms substantially completed, floor tiles down, work on library/ media center painting completed, framing completed, utilities complete. In the auditorium they are hanging riggings above stage and by mid-December will have completed all high ceiling work and “clouds” which provide an acoustical benefit and hide all electrical wiring. Café work continues and includes the delivery and installation of the walk in fridge and freezer. Glasswork done, framing complete. Site work began on fieldstone low walls at front of building, which will be used as bench seating and visual appeal. In the gym polycarbonate glass panels in, locker room, piping and wet walls done. Will begin floor and fixture installation in MS wing which is framed, dry-walled, taped, painted and substantial progress made in regards to tiling.

New Business:

- a. Nursing FY17 Proposed Budget- Ms. Carolyn Finch, coordinator of nursing services was introduced by Superintendent Calmes who applauded her for the wonderful work and expertise she has been providing our district. Ms. Finch is also coordinating our Wellness Advisory. Ms. Finch discussed the budget, no changes to be made with the exception of the National Association of School Nurse dues increase of \$5. Able to keep budget stable due to two factors: Epi Pens to Schools program which provides epi-pens to all schools, and continue to be a partner school in the ESHS grant. Ms. Finch explained she submits data every month to the Dept. of Public Health, and attends a monthly meeting. For this the district receives \$3,000 a year. Ms. Finch discussed some data regarding health office visits-14,000 visits noted which increased dramatically, medication visits increased slightly, increase in medical complexity of students-g-tubes, seizure disorders and implantable devices to try to reduce incidences. Biggest increase seen in mental health-dramatic the change, huge challenge. School nurses trained to manage concussions, attend student support meetings, attend 504 meetings, manage illnesses, hospitalizations, emergency preparedness-AED, compliance of physical exams, and make sure all classrooms have a healthy and safe environment. Lisa Lavery managing 514 students at Primary, Leah Megan 517 students at THMS, Carolyn Finch 571 students at LHS. Goal is to have all students in classrooms and ready to learn. 94.8% return to class rate. Unique perspective of working with students to promote lifelong health and fitness. Ms. Finch thanked the School Committee for their attention and support. Dr. Berthiaume clarified that the amount in this budget does not have the raise for the school physician that we had already accounted for. He commented that he was surprised there was no impact for the needs of the new office within the new MS/HS building. Ms. Finch does not anticipate needing more supplies, as equipment will be transferred to the new building. Can also use ESHS grant for pieces of new equipment if needed. In past purchased scales out of grant money. Could leverage this years and next year’s funds for equipment purchases if needed. Comment as to one nurse not being enough for the new building. Posting to add one nurse for this year at THMS.
- b. Maintenance FY17 Proposed Budget- John Londa presented maintenance budget. Looking at historical data to build upon budget. Assumption is that we will be out of Passios building in August. Utilities have major impact on this budget. Substantial reduction in natural gas of \$50,000 because of energy efficiency within new building. Substantial increase on electrical size due to increased devices in new building such as-fire alarm system, displays, more electronic devices. Will be using all LED’s which will help in energy efficiency. Engineers estimating 850,000 kilowatt hours to operate. Operate at 5 kilowatt hours per square foot. Budget built on assumption that there will be no additional solar. Could be a reduction in this if town develops another solar project and receives a credit. Increase estimate of \$79,511 for increase of electricity. Right now LHS has gaps everywhere where heat is escaping. New building will not have this problem. Engineers have projected 8 kilowatt hours, Mr. Londa projecting 5 kilowatt hours. No historical data yet concerning natural gas, so there will be a risk. Comment by Dr. Berthiaume that maybe we should be putting more money aside as we do not have any historical data. Suggested 10% margin as a recommendation. In regards to water consumption had no way to compare this from old high school. Would see a reduction in sewer if we saw a reduction in water within new building. Will not have to do initial inspections, reduced that line as well. Fire Safety, don’t see any needs, line reduced. Maintenance of grounds contract suggesting a \$9,600 increase g in order to contract an outside

contractor for one year for the new fields to someone with expertise. Need this as we do not have the equipment to handle. Mr. Londa explained it is critical to have the expertise. Dr. Berthiaume discussed that we need to put the time and effort in maintaining the new fields. Also issues in terms of irrigating the fields as well. Will need a good analysis of that and how these will be maintained.

In the area of Personnel in the budget, Mr. Londa explained he is trying to get us back to where we were in 2008 by restoring two positions. Would like to add another custodian during day and five at night to do bulk of cleaning. In addition, one utility custodian to do snow removal, grounds care, and help out 1 custodian during the day in the new building. New building will need more care-more restrooms, classrooms. Standard is one custodian for every 25,000 square feet.

Capital Plan-received notice from Town Manager deadline of Dec. 4th for submitting documents. Will come back on Dec 2nd to school committee with update from this evening. Two items reflected that may need to change are phone system-\$22,000 for THMS. Exploring Cloud phone system for District office and THMS, relatively small initial and monthly cost for next year. Should have solution by the end of this week-will have initial costs and monthly rate sorted out. Have done demo with one system so far-would look to split costs if implemented-initial cost in budget for this year. When LHS is demolished, TCP will be without a phone system. Merits to going this route-would not be owned by us, so no maintenance would be required, allows us to expand if we needed to.

Second item is districtwide pickup truck. Was carrying over to FY18, if purchased now, estimate is \$27,500. Would need to decide whether purchasing pick-up truck with plow, or just pick-up truck. Brought back into FY17 budget as previous truck brakes failed and the DPW deemed unsafe due to rust- this truck had been acquired in 2005 from Fire Dept. Looking at replacing this due to condition of vehicle. Had identified as need 4 years ago, but kept pushing out in budget due to funding decreases. Could propose that we get a used vehicle from the Fire Dept. or DPW. \$27,500 is price of a new truck; figure could go down if we got a used truck. Will vote on this at next meeting.

- c. FY17 School Calendar Discussion-Superintendent Calmes needed guidance from school committee as to how to proceed forward. Guidelines from Calendar Advisory received. Understanding was that we thanked them for their recommendations but needed guidance moving forward. Have both options available and see what feedback we gain from public. Ms. Bertrand would like to see separate calendars-one from parent input(survey) and one from staff. Generally vote before February, could wait to vote until March. Have put out a message to staff regarding a calendar committee. Target to bring calendars back to the school committee for review is the second December meeting. Dr. Berthiaume commented that input taken from parent survey had also come from teachers that are parents. Dr. Berthiaume reminded everyone that they have contractual obligations they have to adhere to when developing the school calendar.
- d. Secretaries and Clerks Association Negotiation Team- Dr. Berthiaume asked for Superintendent Calmes recommendation. She replied asking if there could be a team from the school committee that could participate in the negotiation this year. Ms. Curley and Superintendent Calmes would also be there to support.
- e. Feedback for Public Access Cable Committee- Couple of options to provide input to PACC would be as individual people, or single input from the school committee. Idea suggested as most significant would be to have someone available for all meetings for taping. Also someone who has new technology experience for the new school and someone who knows how to access this. Committee decided to provide input as individuals.
- f. Physical Restraint Policy First Reading- Bringing forth today as three readings will be needed before calendar year, as this policy needs to be implemented in January. Our district has had a physical restraint policy prior to this. Always had a hands off approach, now this policy provides more specifics to procedures manual outlining correct physical restraint. Has had feedback from legal counsel, made ours more restrictive than the law requires. Have to make sure these are fully compliant. Will post both versions of policy changes at website.. Encourage people to read policy and provide feedback.
- g. Donation: Connor Lourens Golf Classic- Connor Lourens Memorial fund provided \$2,500 . Have in the past provided trip scholarships to Natures Classroom and Washington DC. In past

have done a 50/50 split between funding for both trips. Recommending this time they be portioned according to the cost of the trip as Washington DC expense is almost \$900. Natures Classroom is less at \$500. Motion to accept with gratitude made by Mr. Mackin, seconded by Ms. Bertrand. Vote: unanimous

Superintendent Calmes mentioned the BEIM grant for \$5000 for the playground fund. One of our citizens the Arnold's is on the board of the BEIM company, and recommended the playground fund as a recipient for the donation. This will be given to the PTO and they in turn will give a check towards the playground fund.

Old Business-none noted

Public Comment – none noted

Reports

- a. Finance Committee-no report provided due to absence
- b. School Councils-THMS meets Tuesday, Meeting today at LHS , couldn't attend
- c. PTO-met Monday night, school principals updates, Miles for Myles-being proactive in planning for next year, Peanuts movie at Cinema World netted \$1,551, did tickets right through PayPal, food bank received a nice donation , Barnes and Noble fundraiser upcoming.
- d. Policy Sub-Committee-did meet last Thursday, reviewed 4 policies.
- e. Capital Planning Committee-meeting will be forthcoming
- f. Wellness Advisory Committee-will meet on Dec. 9th. Looking at mental illness as a topic for discussion. Ms. Bertrand asked about student workload, pressures-mentioned documentary perhaps worth showing.
- g. PAC/SAL-Ms. Shapiro absent, no report given.
- h. Reuse Committee –meeting on Nov. 24th. Expecting preliminary feasibility study to be completed & making recommendations.
- i. Transition/Reconfiguration-today met admin level team. Mr. Londa prepared first issuing of physical move document and shared with all staff. First step is getting boxes for all teachers-will be using professional moving firm. Update about reuse-with extended day moving out, will have programs relocated to Primary over summer. Summer school will be at Primary or possibly in new facility. 4th-7th at LHS due to all the moves. FF & E continues making furniture selections. Technology FF &E going room by room, voice lit system, interactive projector samples-will train personnel on them and then in January will be moved to LHS, so PD can happen. Pointed out examples in Room #13 of samples of furniture for the new building. Getting feedback on durability, etc. to fine tune decision. Looking at soft seating for library/ media center-areas in center set up for collaboration.
- j. Diversity Advisory Committee-did meet
- k. Start-Time Sub-Committee-have not met
- l. Reconfiguration Advisory-will be meeting on December 1st at LHS.

Adjournment-Motion to adjourn at 8:31pm by Mr. Mackin, seconded by Ms. Bertrand. Vote: unanimous.

Respectfully Submitted,

Liz Petersen