



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

MEETING NOTICE
SCHOOL COMMITTEE BUDGET HEARING MEETING
Wednesday, January 6, 2016
Town Hall- 7:00 p.m.

MINUTES

School Committee

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

Superintendent

Loxi Jo Calmes

Recording Secretary

Liz Petersen

Student Representative

Sophia Holman

Guests

Steve Malandrinos, IT Director, John Londa, Director of Facilities, Julianna Hanscom, Director of Special Services, Elaine Blaisdell- Principal. Primary School, Tim Santry, Principal-THMS, Brian Spadafino-Principal, LHS

Call to Order-the meeting was called to order by Dr. Berthiaume at 7:00 pm.

Budget Hearing- Superintendent. Calmes began the FY17 recommended budget presentation commending the faculty, staff and administrators for providing opportunities for students to focus on academics in a positive supportive culture. She stated how impressed she was recently with the students who supporting one another as evidenced by the number of students attending the production of "Date with Judy" at LHS. She thanked parents as partners in supporting students and the school system. Superintendent Calmes said that the FY17 budget she is recommending meets the needs of our students. She added that she will continue to inform public as to any changes as the budget process progresses. Everyone in the schools is excited about new school building and the opportunity it brings. The budget is based upon a four school model operating in three buildings. We are grateful for support of community with new building project. The facility will provide enhanced technology for students. Presented enrollment slides, with information provided from last October 2014, this Oct 2015. and today. At Primary school this has increased over time due to preschool students as is typical, but also there are five more students at kindergarten level since Oct. 2015. Grade 2 has large enrollment and the recommended budget adds another teacher in grade 3 for these students. This year a paraprofessional was added to support student needs and large class sizes. To date this year, Grade 3 has increased to 122 students. Superintendent indicated that we will keep eye on this enrollment to ensure staffing needs are met. At THMS since Oct 1st enrollment has increased by 2 students. Since beginning of school year, number of students that have returned from out of district placements is significant and this is the result of the work of the educators and administrators. At LHS, there is a small enrollment decrease since Oct 1 2015. Overall population is stable. More movement or churn with higher numbers of students moving in and out during the school year than we have seen in years before. Enrollment include 2 students from Shirley who are attending under the non-resident agreement; fifty choice students based on openings that School Committee opened as well as students at LHS who may have moved to a different town/city but remained in our district to graduate. Superintendent Calmes presented special program enrollment-free and reduced statistics. . Increased Title I funds made possible to hire two reading specialists who are already positively impacting student learning outcomes. Resources being made available to provide best education we can in meeting these special needs. Showed organization chart of reconfigured district with the opening of the new co-located middle/high school. Next year recommend four principals, two in co-located MS/HS as well as one in 3-5 building and one in Lunenburg Primary that will return to a Pre-K thru 2. Recommendation when School Committee is ready is to open posting for the new Principal for the Grade 3-5 building. Title I program run by Julianna Hanscom. Currently have 2 BCBA's which is a great benefit, 2 ELL teachers, and Title I staff assigned at Primary and THMS. On the operation side of the district office have a business manager and data manager, One café manager per building for food service

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program. Facilities Director recommending four head custodians. Mr. Londa made additional personnel recommendations that are not reflected in this budget. Technology Director shared with the town as well . Proposing a school Technology Coordinator in response to upcoming needs and teachers needing to be able to access supports. Interactive projectors are being tested at THMS and will be moving to LHS soon. Our teachers have never had this level of interactivity. Summarized budget saying that it reflected overall a 5.46% increase. Projected revenues in Town Managers projections incorporated into figures as well as local and Chapter 70 funding. Circuit Breaker recommending 70% funding that could increase. Only one state grant currently receiving is the Kindergarten Grant. Budget reflects also athletic funds and tuition and fees such as students attending under choice. Students remaining with us that are in 10th, 11th, and 12th grade and need to move choose to stay in district. Budget reflects three retirements-two of these retiring staff will begin the school year but will not end next year.

The total budget is closer to the target from the Town Manager than we have been in many years with a difference of \$312,000. Non- personnel drivers include health insurance increase, tuitions increasing \$56,000. Overall increase \$200,000. Personnel full amount of \$747, 107 represents positions we were able to add this year based on need and opportunity. These were discussed at several school committee meetings. Added BCBA, two Reading Specialist, a float nurse to work directly with a student, also adding a special education teacher which was showing the capacity to reduce OOD placements and show our qualified programs. Recommendation for FY17 is to add a 3rd grade teacher due to enrollment, will have three grades K-8 that are back up to six classroom sections each. Also recommending adding a clerk at the MS/HS building and the addition of a school technology coordinator , custodian and an additional technology teacher. Cost for the salaries of these additions is \$198,000. We will continue to monitor and close this gap. Presented a slide outlining Mr. Londa's recommendation staffing for facilities, it was noted that not all positions contained in his recommended staffing are in Superintendent's budget. Primary school and Grade 3-5 school will have a head custodian in place during day and in the evening these schools will have a full time custodian, and part-time one as well. Mr. Londa recommends that the MS/HS building have a senior and head custodian during the day, a senior custodian in evening and four evening custodians. It is anticipated that this building will be very busy with students and community. Mr. Londa's maintenance recommendation is to have a senior maintenance personnel overseeing two maintenance personnel. One of the maintenance staff will be focused on grounds and the new fields. The added maintenance position is not in the FY17 Budget.

Superintendent Calmes noted appreciation to the Senator as well as Representative Benson in promoting and acquiring 40S funding for this year. The Town Manager is projecting \$150,000 40S revenue next year. This year \$116,000 was funded to our schools and was utilized for curriculum adoption. Funding not totally secure, but included in budget for "one time" costs. The total amount is included in appropriation from Town Manager but it remains uncertain if this will be appropriated by the state.

Questions:

Mr. Mackin asked about impact of fee structure on families-where this fell on revenue side-is this in \$255,000 tuition and fees? Superintendent Calmes explained that line is the revenue from Choice receiving.. The revolving 766 account has athletic and gate fees. Busing fees are a direct offset account. Club fees are in after school activities funds. What was percentage of health insurance increase-assumption is 8%. No other questions from committee.

Dr. Berthiaume closed the public hearing at 7:37pm..

Review and Approve Warrants-warrants were on the table for signature. No line items were presented.

Review and Approve Minutes-

Regular Session Minutes- 12-2-2015 & Regular Session Minutes 12-16-15 were presented and approved by the committee.

Superintendent's Report-

- Shared that Lauren Basque, as the 2015 Superintendent's Award recipient, that recently attended the Worcester County Superintendent's Scholar luncheon with Mr. Spadafino and Superintendent Calmes at WPI. Superintendent Sawyer from Shrewsbury provided a quote from Martin Luther King Jr. regarding the importance of education which is "learning to remain active in community, participate,

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and make community strong.” Congratulated Lauren as a scholar that stood out at the luncheon. Passed the program for viewing to the committee.

- Strategic planning- provided document to committee, recommending one or two public forums to provide information to parents and public to show what reconfiguration would look like. Would start with a task force, have public forums, and end with a document with goals and objectives. Has been over 15 years since we have revised our strategic plan. Provides basis for School Committee goals and goals for educators. Will put on agenda for next meeting as to whether to vote to authorize the opportunity for a strategic plan.
- FLLAC Financial Report- positive financial report, will be posted on website. Thanked Dr, Murphy as well as Business Manager for the collaborative- Ms. Terri Burchfield. Have also received a positive report regarding our district from auditors who reviewed our financial reports recently.
- Will be re-invigorating our adult education program. Although this is part of our policy, we have not been able to do as much as we would like to- hoping that community will see great opportunities in the collaborative spaces. Recently had a request from a women’s basketball group for the opportunity to pursue this through an adult education program. This would have to be self- supporting. Will need to hire an instructor, and the insurance company has provided us with waivers that we can use for these situations. That was the criteria from the insurance company. According to policy, the Superintendent has to name an individual as administrator of this type of program, and Superintendent Calmes has volunteered herself to take on this role. Certain levels of groups will fluctuate in rates. Dr. Berthiaume commented that he feels the more people achieving benefit from the new facility the better. Superintendent Calmes thanked Ms. Scouten for bringing this to our attention, and being able to get the sense of what the adult education needs are. Invited other individuals from the public to bring forward any request and we would try to find a way to accommodate people.

Student Representative Report- no report given due to absence.

School Building Committee Report: Mr. Mackin reported 73.5% completion of the project. Had an opportunity to walk through building again, permanent power in “A”, light structures all up. Elevator in HS side almost completed, second elevator in MS side beginning. Also millwork and countertops being installed in middle school wing. . “A” wing all cabinetry just about to be installed in HS wing. Acoustic panels in gym and auditorium high work nearing completion, “dance floor” due to come down by end of month. Painting is complete in area “A”. Ceiling tiles in area “A” completion by end of week. Gone out to bid for fixtures, furniture, and equipment, due back by 19th of this month. Just shy of 0.05% into overall contingency. Next SBC meeting January 13th 6:30pm in room 13. Going to have Public Access Cable come into room 13 to record for later broadcast. Have invited BOS to attend. Discussion of contingency items. SBC requested Bond Counsel to look at all contingency items -3 items would be outside the warrant. Existing turf and track replacement, traffic warning school zone signs and demolition of TCP are outside the scope. Will have to seek capital funds for all of these separately. Next week begin discussion of remaining items, invite public to attend. Constantly looking for public input. SBC has no intention of spending all funding in contingency. It is there intent to produce a project under budget.

New Business

- a. *Proposed Names for School Serving Grades 3-5 & Playground*- Mr. Santry discussed proposed names which included Lunenburg Elementary School, Turkey Hill Elementary School and Oak Avenue Elementary school. Policy for naming of schools starts with the principal and school councils who then make recommendations to the Superintendent and School Committee. Superintendent’s recommendation supported the school councils options. Any of the names the School Committee would select of the three are acceptable from her perspective. Dr. Berthiaume’s recommendation is to share the names with the public and seek feedback from community. The School Committee will vote a name for the school in the televised first meeting in March which is when the FY17 school calendar will be voted. Mr. Mackin asked if we could do a survey monkey regarding this? Superintendent Calmes said that we could set up a survey monkey, but was concerned that not everyone would have access.

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Dr. Berthiaume stated that putting this out for feedback was sufficient, and we should make sure it was put out in more than one format than just online.

- b. Mr Santry discussed the recommendation for the new Lunenburg playground adjacent to the current THMS building in August 2016. Knowing that budgets were tight and knowing fundraising was needed for this-up to 2 weeks ago the Lions Club had almost reached their goal. School Advisory's unanimous decision was to name this the Jane Doyle Community Playground. Mr. Santry declared that Jane was an outstanding community member, lifelong resident, and nurse. She was a member of the Turkey Hill Family Lions Club playing an instrumental part in the food bank, boys and girl scouts pancake breakfasts, and community food baskets. Would like to dedicate this to her as a pillar of our community. Superintendent Calmes supports this wholeheartedly indicating that she had the honor and privilege of knowing Jane and serving with her as a Lion . Mr. Mackin made a motion to approve the naming of the playground, Ms. Shapiro seconded, Vote: unanimous.
- c. *MOA Lunenburg Association of Secretaries and Clerks*- Off the record agreement has been reached and this was read by Ms. Bertrand. Salary schedule propose in FY17 a 2% increase, FY18 & 19 a 2.5% increase. No language or verbage changes. Was ratified and signed by the association. Superintendent Calmes recommended approval and acknowledged individuals that are part of this group as the first faces people see in each building who do a phenomenal job helping families and students. Mr. Mackin made a motion to approve MOA with Secretaries and Clerks, Ms. Shapiro seconded, Vote: unanimous. Three copies to sign, passed to committee for signature. Will now integrate changes into contract and that document will return for the committee's signature as well. Dr. Berthiaume thanked the association for being so accommodating.

Old Business

- a. *Third Reading Policy-Security Cameras 3503.01, Emergency Plans 3504, and Facilities Use 1202*- Superintendent Calmes mentioned the requirement by the insurance company to use the facilities has been raised from one million to 3 million. No feedback received by public on any policy. Motion to waive third reading to finalize and revise policies as set forth made by Mr. Mackin, seconded by Ms. Sroka Vote unanimous.

Public Comment- Annual fund drive underway for Boys and Girls Club. Are you Smarter than a 5th Grader event coming up in February, looking for teams if interested.

Reports

- a. Finance Committee-Dr. Berthiaume reported they have not met.
- b. School Councils-Ms. Sroka reported Primary School meets January 27th. THMS meets January 26th. Last meeting discussed naming of playground and school. LHS met today-3 items- results of testing reports, NEASC report- nothing cited except for what was cited last year: need for technology integrated into new building, and need for a new building. Potential contingency item discussed-outdoor classroom a benefit to students for alternate learning environment. Approached by Powell Brothers wanting to volunteer time and materials for work of outdoor classroom in return for a recognition of their company at the new building. School council recommended approval so there would be recognition as part of the rose compass situated at the outdoor classroom site. At a subsequent meeting the School Committee will need to approve.
- c. PTO-meeting on Monday-Ms. Sroka reported Superintendent Calmes will provide an update on the new school building
- d. Policy Sub-Committee- Dr. Berthiaume stated there will be a joint meeting on Monday with Parks commission working on policies related to the turf field.
- e. Capital Planning Committee-Ms. Sroka reported they met last Tuesday with Mr. Malandrinos and police Chief Marino. This Tuesday will meet with Chief Sullivan, Mr. Londa and Superintendent. Next Tuesday meet with DPW and Library. Made some last minute adjustments to capital plan as Mr. Malandrinos re-examined what can be repurposed and

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removed technology requests for two servers due to an alternate strategy. District headquarter relocation priced listed at \$15,000, after Mr. Londa did some more pricing and inputting contingency piece this then increased to 16,613.64, a 10% increase. Heard we may be able to repurpose a vehicle needed for grounds/maintenance.

- f. Wellness Advisory Committee-Ms. Shapiro reported next meeting January 20th.
- g. PAC/SAL-Ms. Shapiro reported next meeting on Jan 15th
- h. Reuse Committee-Mr. Mackin reported they met on January 21st. Tappe has completed their feasibility and building analysis. Recommendation will be made to BOS this month. Have another meeting on January 15th at 7:30am to finalize recommendation.
- i. Transition/Reconfiguration-Superintendent Calmes mentioned they were working on furniture and equipment orders of technology. Today Mr. Malandrinos met with technology consultant to nail down specific specifications of admin laptops, etc. Bid will then be ready to put out.
- j. Diversity Advisory Committee-Superintendent Calmes explained looking to confirm membership as there was some problems with email addresses. Set up a list serve with the technology department. May need to look at membership in regards to who is still active or not currently.
- k. Start-Time Sub-Committee-still on hiatus
- l. Reconfiguration Advisory-Ms. Shapiro stated this committee meets next Tues. the 12th at 5pm at LHS

Topics for Future Discussion:

- a. Assessment Workshop- 1/28, 7pm Thomas C. Passios Building Room #13

Adjournment-Mr. Mackin made motion to adjourn, seconded by Ms. Shapiro. Adjourned at 8:21pm.

Respectfully submitted,

Liz Petersen, Recording Secretary