



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

SCHOOL COMMITTEE MEETING
Wednesday, April 2, 2014
Town Hall- 7:00 p.m.

Minutes

School Committee

Gregory Berthiaume
Michael Mackin
Colleen Shapiro
Brendan Grady-Absent
Todd Blake

Superintendent
Loxi Jo Calmes

Recording Secretary
Liz Petersen

Student Representative
Abbie Clark-Absent

Guests

John Londa
Elaine Blaisdell
Officer Connery

* Call to Order – Dr. Berthiaume called the meeting to order at 7:00 p.m. Dr. Berthiaume informed everyone that the meeting was being recorded and will be made available to the public.

* Budget Hearing: Superintendent Calmes presented initial budget to the Finance Committee on 3/20/14. Budget presented tonight reflects update, which is always a reflection of our districts mission and the needs of our students. Currently \$676,000 difference between Town Manager and Superintendent's recommended budgets. New building project will be included in the decision making for the next several budgets. The new building gives the opportunity for project based learning and the space to do so.

The Secretary of Education during his visit last Thursday was impressed with the level of interactive project based learning in the classrooms he visited. Superintendent Calmes thanked both the teachers that opened their classrooms and Mrs. Foyle that coordinated the visit. She further thanked the community for their support for the new building project.

Budget presentation included enrollment figures. Preschool has had fluctuating enrollment with a total increase of 6 students. THMS numbers have been steady with class sizes from 23-26 students and 498 students total. Primary school class sizes are 22-26 students with students total. Since October 1st Enrollment has decreased by 1 student at LHS to 596. Students enrolled district wide are currently 1600. Out of district students number 27. Over time from 2009-2014 tracking staff FTE's, the number of Positions that have been eliminated are 40.66. Decreased by 12.74 teaching positions, 20.5 paraprofessional, 4 custodial, and 3 nurses. Student Enrollment over that period of time has decreased by 140 students.

Regarding facilities maintenance, Mr. Londa has worked to maintain buildings as efficiently as possible with collaborative bids for utilities. Use of technology communication applications increased efficiency and reduced postage costs. Next year hope to add an application for enrollment to make sure information is easily accessed and updated by parents online and safely report the information into our system. Startup costs of the program are approximately \$12,000 with a 5 year payback. This budget includes the recommendation for this program. Work hard for some programs to be self-funded such as the Extended Day program, cafeteria, and greenhouse. Through the bidding process of transportation, and self funded programs we are working to operate the district as efficiently as possible.

School Choice trends peaked in 2012, and have gradually decreased over time. This trend appears to be caused by decreasing the number of classrooms in 2009, teacher and paraprofessional reductions, and declining enrollment impacted the number of school choice slots that have been open. Very few school choice slots except for 9th grade due to staffing levels and larger class sizes. As we look at the

High School, 20-25 students are enrolled in each content area class such as math, English ,etc. AP and elective courses tend to have lower enrollment to continue to provide options and opportunities for students to pursue area of interests. Band and Chorus have 35-40 students. All of these examples show that over time due to increased class sizes, it prevents us from opening up more school choice slots. Dr. Berthiaume asked if we have any problem filling the choice slots that do open, and Superintendent Calmes answered no, usually we have many inquiries and people that desire to come to Lunenburg Schools.

The presentation included information about Tri-Town and Emerald Place developments which contributed 40 students to our district. Out of these 40 students, 11 were attending other schools from choice, 2 students were in charter schools, 4 attended private schools, and 17 were attending Lunenburg. In terms of trends attending over time, FY12 had 46 students, FY13 had 48, and FY14 40 students. The variability in numbers is most likely due to leasing and rentals.

In regards to Shirley students, we are virtually at the end of our non-resident agreement with Shirley. We currently have 7 students and next year project 5. Due to the Ayer/Shirley regionalization in order to have these students graduate from Lunenburg, we extended our agreement.

Looking at our enrollment the last 5 years in special programs, in 2011 we had 8 ELL students, and this year we have 27. In order to meet requirements for these students, we need to have additionally trained teachers. Students with disabilities had increased from FY 10: 253 to FY 13:280. Gradually decreasing with FY 14 being 259 students. Title I increased for students receiving additional supports. Low Income/Free and Reduced Lunch increased substantially, as we are required by law to provide. The impact upon our district of this is that all fees are waived for these students which include a bussing fee, athletic fees, and extracurricular fees. Our recommended budget is in line with the School Committee goals of reducing these fees over time. Established ACHIEVE programs years ago which helped provide necessary support for students to bring back out of district students. Commended all staff in these classrooms for providing these services to students that need them. The goal is to develop programs in district similar to the two THMS programs specializing in the needs of the students such as social/emotional services. 44 students is the starting point for the number of students in these programs next year. Dr. Berthiaume opened questions to the floor, there were no questions proposed.

Changes to the budget were updated due to feedback received from the DESE concerning servicing our ELL students, and additional out of district placements. Budget has been maintained as stable since that time. The budget includes a 4.82% increase in personnel, 13.96% increase in non-personnel with the majority related to out of district placements. Overall increase is 7.69%. Town Manager recommends a 3.9% increase. FY 15 personnel drivers are in non-resident/choice revenue loss. Have to add 1.5 ELL teachers, 3 paraprofessionals, and reinstatement of 1 maintenance. Athletic increase is due in part looking at construction of building and loss of 3 fields in fall. Commend Mr. McCauliff for providing at least 4 home games. Boy/Girl Soccer teams will go offsite at least in the fall. In regards to technology, we are reducing a technician and adding a network administrator, which this is An important step to maximizing infrastructure. A new iPad cart was purchased at the Primary & THMS and a new netbook cart at LHS through the generous donation of the PTO. Budget allows for reinstatement of positions due to retirements. One such position is a foreign language one to hopefully open up language again to the 7th grade.

Non personnel drivers of the budget consisted of out of district tuitions making up the bulk with 27 students for a total of \$466,000. 8 students have moved to us within the last few years that had been already placed out of district. In FY13 \$1,554,924 was expended for tuitions out of district and \$605,088 was paid from state Circuit Breaker reimbursement to Lunenburg. This year (FY14) we budgeted \$1,719,642 for tuitions and anticipate \$575,389 in Circuit Breaker reimbursement. We now anticipate spending \$1,857,468 in FY14 or an increase 175K this year. In FY15 we anticipate spending \$2,225,838. In special education transportation costs we saved a substantial amount this year by entering into a three year agreement, so we increased by \$20,000 this year as compared to \$94,000 last year

Difference between Town Manager's budget and the school budget is \$676,326. In order to try and close the gap, potential revenue that has been identified is: \$60,000 from solar project, \$61,000 in adjustment to the Monty Tech assessment, \$58,000 in anticipated Choice and Non-Resident, and \$31,000 from bus fees. If these potential revenues are realized, remaining balance will be \$466,326 which the administration will be working hard to close this gap over the next few weeks. Superintendent Calmes thanked the administration and central office personnel.

Dr. Berthiaume thanked everyone and pointed out that even restoring fees would not maintain the level of service we've had this past year. Dr. Berthiaume asked for any public comment. None noted. Budget hearing adjourned at 7:51pm.

* Chair's Report – none noted.

* Review and Approve Minutes-

- March 5, 2014 Regular Session Minutes
- March 5, 2014 Executive Session Minutes

All minutes were approved by Dr. Berthiaume and committee.

* Review and Approve Warrants – There were warrants on the table for signatures. One line item transfer: \$7,675 moved out of maintenance of building supply and into maintenance of building contract for roofing repairs. Mr. Londa reviewed repairs and checked for leaks at LHS and there were none noted. Rooms 216 & 218 were back in service all last week and cleaned extensively.

* Superintendent's Report

- Congratulations to senior musicians that participated in the Senior Showcase which will be aired on Cable Access. Program continues to grow under the leadership of Ms. Wardwell.
- The Secretary of State visit was successful and students have just finished their first round of MCAS.

* Student Representative - Abbie Clark absent.

* School Building Committee Report – have not met since last meeting. Will meet again next Wednesday..

* Public Comment – none noted.

* New Business

a. A.L.I.C.E. Training Presentation: Officer Connery & Ms. Elaine Blaisdell presented. After several recent school tragedies security personnel started to work with schools surrounding new protocols. Chief Marino brought this program to Lunenburg and several administrators and officers attended on March 10th and 11th. It is the schools recommendation to look towards implementing this. So far a parent meeting has been scheduled on April 30th at 7pm and administration have started sharing this program with faculty. Additional training will hopefully happen in the fall. Key components of A.L.I.C.E. are Alert(all staff are authorized to announce), Lockdown(involving barricading of doors), Inform(using technology effectively to broadcast information quickly via text,email,etc.), Counter(interrupt, distract and confuse to gain control), and Evacuate(to move away from the sight of danger). This empowers teachers and students to react instead of freeze. In order to get started we will need to inform community and staff, provide trainings for staff, enhance security and communication systems in each building in regards to surveillance, phone and intercom systems, and update policy and procedures. The governor has a special task force regarding this initiative and is aware that infrastructure enhancements for schools to implement these programs will require additional finances. Mr. Mackin commented that they are working with the police and fire department to ensure the safety of all students within the new school building project. Ms. Shapiro commented on the limited cell phone access within the school buildings and to consider this when moving forward. The presentation tonight and the FAQ will be posted on the website for public access. Parent Forum will be April 30th at 7pm at the Thomas C. Passios Building. Childcare will be provided by the Extended Day program. Additional information can be found at www.alicetraining.com

b. Donations: Superintendent Calmes thanked the Hannaford Helps Schools program for donating a total of \$1,230.00. This was \$444 for the Primary, \$87 for the Passios, which was distributed 1/3 to the Primary, 2/3 to THMS, \$231 to THMS, and \$468 to LHS. These funds will go into the gift accounts for each school which will help provide students with technology, field trips, and other special activities. The Superintendent recommended receipt and approval. Mr. Mackin so moved with gratitude. Ms. Shapiro seconded. Vote: Unanimous

* Old Business

a. Third Reading of Policy Section 3000: Have not received any public feedback surrounding this. Superintendent recommended approval as proposed. Dr. Berthiaume made a motion to waive the third reading and approve. Mr. Mackin seconded. Vote: Unanimous.

* Public Comment – Mr. Mackin mentioned Autism Awareness Month and the campaign to “Light it Up Blue” in support of our students. One in 68 children are diagnosed with Autism so as a school and community we need to pay attention to this and how to support our children in the future.

* Reports

- a. Finance Committee – Dr. Berthiaume stated there will be a Special Town Meeting tomorrow.
 - b. School Councils – Mr. Blake stated the THMS school council met yesterday. Mr. Mackin relayed that there was no meeting at LHS. Ms. Shapiro relayed that the Primary school council met last Wednesday but she could not attend.
 - c. PTO – Ms. Shapiro reported that they had a very successful fundraiser 2 weeks ago. Ms. Calmes will be reviewing budget and sharing information regarding A.L.I.C.E. at the next PTO meeting. Mr. Mackin relayed that he did attend the recent fundraiser and thanked the PTO for finding a new venue for this event in a matter of a few days after the closing of the Harley House.
 - d. Policy Sub-Committee- Dr. Berthiaume reported that they have not met..
 - e. Capital Planning Committee – Ms. Shapiro reported that the committee has completed work for this year.
 - f. Wellness Advisory Committee- Ms. Shapiro reported that they had not met since last time.
 - g. PAC/SAL – Ms. Shapiro reported that they met last Friday. Only two people were in attendance so they did not have a quorum. They are trying to work with other local PACS to schedule workshops.
 - h. Advisory Committee for Acceptance and Diversity- Dr. Berthiaume stated that they met last week, and they discussed getting to a wrapping up point soon. First meeting in June will be a briefing as to work they have done and will continue to do.
 - i. Reuse Committee- Mr. Mackin reported that they have not had another meeting yet.
- * Items for Future Discussion- none noted.
 - * Executive Session- Executive Session - 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.
 - * Adjournment – Dr. Berthiaume spoke to the need to move to Executive session and adjourn regular session. Mr. Mackin so moved. Ms. Shapiro seconded. Adjourned at 8:29 pm.

Roll Call

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

Respectfully Submitted,

Liz Petersen