



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

SCHOOL COMMITTEE MEETING
Wednesday, June 18, 2014
Thomas C. Passios Building- 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

Guests

Brian Spadafino
Timothy Santry
Elaine Blaisdell
Elizabeth Rawlinson
John Londa

* Call to Order – Dr. Gregory Berthiaume called the meeting to order at 7:07 p.m. He stated that this meeting was being recorded for later broadcast.

* Chair's Report- Comment made by Dr. Berthiaume stating that a final presentation would be made by the Acceptance and Diversity Committee that would be delayed due to members caught in traffic on Route 2.

* Review and Approve Minutes

- Executive Session Minutes for the dates of 11/6/13, 11/20/13, 12/18/13, 2/26/14, 3/5/14, 3/19/14, and 4/2/14 were approved and ready for release by the committee. Mr. Mackin moved, Ms. Shapiro seconded, Vote: Unanimous.

* Review and Approve Warrants – Warrants were on the table for signatures. There were no line item transfers.

* Acceptance and Diversity Committee Report: Ms. Elizabeth Rawlinson presented findings and recommendations of the final presentation of the committee. This committee was formed in response to unfortunate events that brought our community together in order to address such issues as discrimination, bullying, tolerance and acceptance of diversity. In partnership with the Anti-Defamation League, Fitchburg State University, and the Department of Justice our district cultural climate was assessed with the help of students and staff, and changes and improvements were suggested. The entire presentation and recommendations are attached to these minutes and can be accessed on our school website: www.lunenburgschools.net on our "District News and Information Page." A link from our home page will bring you directly to this report.

* Superintendent's Report

- Superintendent Calmes took a moment to thank faculty, parents and students for a positive year, as tomorrow is the last day of school. The community should be proud with the achievements and academic awards earned by students this year.

- Exchange Student from Italy – Superintendent Calmes relayed that an exchange student from Italy, Giulio Lorenzoni will be attending LHS this coming school year, and will be staying with local residents Dirk and Mary Wilson.
 - Peggy Proctor through the Master Teacher Program will be providing additional supports for English Language Learners within our district.
 - Newly Hired Position & Farewell- Superintendent Calmes recognized Emily Clarke, a resident of Lunenburg who was recently hired for the 6th grade teaching position. She was formerly in Groton-Dunstable as a math specialist, taught overseas, and was currently a curriculum consultant with OnBoard Academics. In addition, Molly Mulherin, 4th grade special education teacher will be leaving THMS to return to the Midwest. Superintendent Calmes thanked her for her years of service to the district.
 - Custodial and Cafeteria Agreements- Integrated agreements for the custodial and cafeteria staff have been signed and are requiring the signatures of the school committee. Project scope and budget Agreement from MSBA requires signature as well. School committee members provided signatures needed.
- * Student Representative’s Report: none discussed
- * School Building Committee Report – Mr. Mackin reported that they met on June 11th. Topics discussed were the vote to approve the Project Scope and budget agreement by the MSBA on June 4th, recent meeting with Planning Board with discussion around storm water design, traffic design and T.C. Passios. Telephone lines will need to be relocated from the Brooks House to T. C. Passios per construction. Mr. Thomas Alonzo taking the place of Mr. David Matthews on the School Building Committee. An abutter’s meeting will take place on June 25th at T.C. Passios. All Abutter’s have been notified, but open to the general public as well. This would include abutter’s on Northfield Rd. Massachusetts Ave. Oak Ave. and Main Street.
- * Public Comment: none noted.
- * New Business:
- a. Update to Primary School Handbook: Ms. Blaisdell relayed that this document was available in a variety of languages. Updated Primary School faculty and staff, name change for Julianna Hanscom, Director of Special Services, and update of School Committee member changes as well. Parking for School Events addressed, in order to access parking for safety reasons. Directing parents to carpool when necessary from TCP. Communication with parents in regards to limiting events and number of parent volunteers for parking purposes. Student disciplinary code revised to include the child making amends for their actions, minimizing time away from classroom instruction during suspensions, having virtual classes as an option during disciplinary action, and always the opportunity for a re-entry meeting with administration and parents when a student returns. Steps and procedures for head lice updated to remove a “no nit” policy and include a “live lice” policy where a student would only miss school and be sent home if live lice were found. Steps taken to educate parents and staff as to pediculosis. Language as presented in the draft of the handbook was to be referred back to the Primary School Council. Discussion with school committee as to whether this was a policy to be taken under consideration by the school committee or a procedure. Dr. Berthiaume entertained a motion to approve updates in handbook as modified relative to pediculosis. Mr. Mackin so moved. Ms. Shapiro seconded. Vote: Unanimous
 - b. Update to THMS handbook- Mr. Santry discussed minor changes_such as updates to the school committee members and the administration team. Update to Chapter 222, student conduct to include options for responses to behavior such as community service and social probation. Procedures for pediculosis updated to align with the Primary School’s handbook statement as discussed previously.. Dr. Berthiaume entertained a motion to approve updates in handbook as modified.. Mr. Mackin so moved. Ms. Shapiro seconded. Vote: Unanimous
 - c. Update to LHS Handbook- Mr. Spadafino spoke about the new rotation in the LHS Schedule which accommodates for sharing a PE teacher with THMS. He provided a summary of additional changes includes: school wide expectations reviewed by school council and NEASC align with the common core. Mr. Spadifino highlighted handbook changes related to hospitalizations. If students are

hospitalized longer than 5 days, a discharge summary with requirements of student needs will be obtained in order to put student accommodations in place for success when they return. Other handbook changes address students who cut school classes not being allowed to make up class work or assignments. School disciplinary actions warranting suspension were discussed as required by new legislation. Mr. Spadafino also indicated that it may be necessary to request an increase in the activity fee. Dr. Berthiaume entertained a motion to approve updates in the LHS handbook. Mr. Mackin so moved. Ms. Shapiro seconded. Vote: Unanimous

d. LHS School Improvement Plan- Mr. Spadafino shared a recent letter from NEASC dated April, 2014 where the Commission commended LHS in two areas- (1) new rubrics that are aligned with common core standards, and (2) efforts to move forward with building a new MS/HS as evidenced by the voter's approval. The Commission requested a five year progress report in March 2015 outlining the recommendations from the commission. The goals developed in response to this are summarized as follows:

1. to increase student achievement by increasing student's ability to think critically and independently through a rigorous academic program. This will be evidenced through increased PSAT and SAT scores as well as through MCAS data.
2. to utilize technology by teaching students 21st century skills and providing access to technology- rich instruction. This will be shown through teachers using the flipped classroom model, utilizing technology in their classrooms, and posting materials online.
3. to increase student engagement and positive school culture by providing opportunities to make connections with both peer and staff, inside and outside the classroom. This will be shown by student participation in extra-curricular activities, creating community service learning activities, participating in exit surveys, and a formal advisory program.

e. Superintendent's Evaluation & Merit Pay- Dr. Berthiaume indicated that the Superintendent received ratings of proficient or above in all areas. He recognized the effort and efficiency Superintendent Calmes displayed this year. Ms Shapiro recognized the tremendous dedication especially considering all of the challenges set forth from the new building project. Dr. Berthiaume will provide a written summary of the evaluation, and his recommendation was for the maximum amount of merit pay (\$1000). Mr. Mackin moved upon this recommendation, and Ms. Shapiro seconded. Vote: Unanimous.

f. Excess Property- Mr. John Londa described the excess property lists between THMS and LHS that included lumber, scrap metal, machinery from the woodworking shop at LHS, and food service equipment. Mr. Londa indicated that as part of this process the materials and equipment, once declared excess by the School Committee, is offered to the other town department before being made available by bid to the public. If town has no need for excess property the recommendation is to advertise and sell property through sealed bids. This will not generate much revenue, but is important as we prepare for the new building and reconfiguration of the district. The process will be ongoing at THMS and LHS until all items are removed from the areas. Superintendent Calmes recommended approval of declaring the listed property excess. Mr. Mackin moved, Ms. Shapiro seconded. Vote: Unanimous.

g. Donation: A donation from the Lunenburg Memorial Fund for shot clocks has been purchased and the clock were in use this season. Superintendent Calmes recommended acknowledgement of this donation with thanks.

* Old Business – none noted.

* Public Comment – none noted.

* Reports

- a. Finance Committee –Dr. Berthiaume reported that here had been no meeting.
- b. School Councils – school councils had met and discussed the school improvement plans.
- c. PTO – Ms. Shapiro reported that they need to vote on by-laws in September. Ms. Sroka reported that elections had taken place at the last meeting and the new president was Karen Cafferky-Chow.

- d. Policy Sub-Committee: Superintendent Clames reported that there had been no feedback to date of policies made available to the public.
 - e. Capital Planning Committee – They are currently done for the year.
 - f. Wellness Advisory Committee –Have not met yet.
 - g. PAC/SAL – Ms. Shapiro reported that they met on Friday.
 - h. Acceptance & Diversity Committee: presented final presentation to school committee at tonight's meeting.
 - i. Building Re-Use : Mr. Mackin reported that they will meet next Monday to discuss the village by-laws. Some discussion of planning for Passios and informal look of landscape architect as to possible use of parcel of land.
 - j. Other-
- * Items for Future Discussion: Dr. Berthiaume stated that there will not be a quorum for the July 2nd meeting and recommended canceling to meet on July 16th instead. Discussion of workshop topics and dates.
- * Executive Session – Dr. Berthiaume stated there was no need for Executive Session. Mr. Mackin made a final motion to adjourn regular session. Ms. Shapiro seconded.
- * Adjournment – The meeting adjourned at 9:07 p.m. at the conclusion of regular session.

Respectfully Submitted,

Liz Petersen
Recording Secretary