



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

SCHOOL COMMITTEE MEETING
Wednesday, October 15, 2014
T.C. Passios Building- 7:00 p.m.

Minutes

School Committee
Gregory Berthiaume
Michael Mackin
Colleen Shapiro
Brendan Grady
Heather Sroka

Superintendent
Loxi Jo Calmes

Recording Secretary
Liz Petersen

Student Representative
Sophia Holman

Guests

John Londa, Director of Facilities

-
- * Call to Order: Dr. Gregory Berthiaume called the meeting to order at 7:00 p.m.
 - * Review and Approve Minutes: There were no minutes for approval.
 - * Review and Approve Warrants: Warrants were on the table for signature and there were no line item transfers.
 - * Superintendent's Report
 - Superintendent Calmes reported that the end of the year report was done by Ms. Cooper and Ms. Curley and thanked them for their diligence. To DESE normally by Oct 1st, gave 30 day extension. Captures all work in fiscal operations through year. Various schedules and backup are included. Superintendent Calmes & Ms. Curley, Business Manager recommend approval. Will be reviewed by school committee and then will go to town accountant for sign off. Question as to the use of large amount of paper used for the report. This is justified by amount of back up paperwork needed. Submitted online as well.
 - Class of 1964 had reunion, two students from NHS volunteered to show members around LHS. Received today a pleasant email from Lee Allen, class president to Jennifer Miller, NHS advisor thanking LHS & students for the tours and hospitality.
 - Closed out Race to the Top grant-received over course of four years. Provided \$24,000 stipend for curriculum development & DDM's. Trained all of building administration with NISL-happened over two years, spent \$21,000 for this. Additionally, model curriculum units funds used for teachers to utilize. This started when Karen Martin was still within our district-3 year process to develop units using the understanding by design model. Rest of funds supported purchasing equipment necessary for synchronicity for our student data system and the state's, like the October 1st enrollment. Now this data goes to the state electronically daily.
 - Excited about Homecoming & Groundbreaking- please come join us and be part of the festivities. Amazing work of students and parents that open up their homes and barns. Pixar movies theme this year. Play Ayer-Shirley at 2:30pm. Soccer games Friday before. Tradition for former faculty to come back for Homecoming.
 - Workshop on Tuesday-passed on to administration. Helpful from their perspective. Date under education evaluation model to have plans in and adopted. Working on those.

1025 Massachusetts Avenue, Lunenburg, Massachusetts 01462
978 582-4100 ~ fax 978 582-4103

* Student Representative's Report: none noted.

* School Building Committee Report – Mr. Mackin reported that they met on Oct. 8th. Project proceeding with early package nearly completed. No changes, site easy to work with-no ledge. Found some other pipes. Gas pipe found was relocated by National Grid, and no implications for the project. Foundation, drainage, amended-send soil to be tested for proper nutrient content, loam was completed. Practice field pretty much complete today with irrigation system. You cannot use this for almost a year for sod to take, so it will not be destroyed. Fencing will stay up. Concrete for frost walls, footings, area D all but completed, on to area C, excavated B. Estimate entire perimeter to be done in November. December steel delivery, and by mid- March will actually see a building. Going to start a base coat for parking area and driveway. Expect to have guaranteed maximum price contract by Thanksgiving to go towards main package. Tradition among iron workers- topping off ceremony-in March when they install the last steel girder. Pictures shown by Superintendent Calmes of new building. Field will not be turned over to us until next growing season-do not have responsibility for it until contractors turn over. Mr. Mackin put picture boards up to show greenhouse from area of student parking lot, front entry with bus loop, MS wing, stairway with glass windows between floors, 50 yard line of turf field. Groundbreaking ceremony is at the back of the TCP parking lot by the garage.

* Public Comment: None

* Old Business:

- a. Itinerary Revision: Italy and Greece Trip: This trip received initial approval last spring but did not end up having the necessary money- \$3364 to have enough students attend. Revised itinerary will be 10 days instead of 9 planned, but less cost due to larger group. Ms. Yourk making adjustments still, trip will include Greece, Italy, Venice, Florence, and Sorrento. Departure remains same, \$350 less now. Criteria is 30 days before the trip Ms. Yourk will give final presentation for approval. Superintendent Calmes recommends approval. Mr. Mackin made a motion, Ms. Shapiro seconded. **Vote: Unanimous**
- b. Third Reading of Policies-Fingerprinting & Bullying & Harassment: Received no feedback to date. Mr. Grady made a motion to waive third reading, Mr. Mackin seconded. **Vote: Unanimous.**
- c. Capital Plan FY16: Mr. Londa proposed stretching out asbestos abatement over several years which has impact on cost with alternate plan. Pulled forward intercom replacement to move into FY16 plan. Revision on ceiling work combined with flooring work spread out over 7 year execution. Will drive down on cost, save on flooring, testing. Sequence will be 6 rooms where district headquarters will be. Will not complete hallway. Next year will complete hallway and one stairwell, that summer will move in late August. Third year will complete the rest of the first floor. Year six second floor will be done. This plan will provide a \$200,000 savings. Question as to whether we lose potential savings on phone system with not purchasing at same time. With intercom system reusing most of what we already have, allows multiple places where we can get access phone contact, but not one for every classroom. Does provide us with opportunity to go mobile and send messages. If we receive full support of Monty Tech students, ground shed price could be driven lower. Mr. Londa to have discussion with Monty Tech. Minor changes, added playground community build in FY18 at THMS, Mr. Mackin clarified that no one is abandoning Kids Kingdom-no decision has been made. Mr. Londa relayed that it would be very expensive to relocate, and this playground is on school grounds. Designed for 3-5 population but also added equipment for younger age to serve community. Dr. Berthiaume put on the record that he would not support any plan to abandon Kids Kingdom or tear down. Mr. Mackin made motion to move capital plan. Ms. Shapiro seconded. **Vote: Unanimous**

* New Business –

- a. Update to Policy Section 3000: Reviewed last week, school property proposal procedures. Once school committee gives approval, it is supposed to be disposed by the town. No function currently to do this so school disposes currently. More latitude with respect to broken items-Director of Facilities can make determinations for disposal of items without the school committee's review. This will be the same procedure involving the tech director. Will try to recycle if possible. Mr. Mackin commented that they have always accepted recommendation in the past when the directors have recommended disposal of items. Building inspection updated around emergency lighting, air compressors and boilers, new fire regulations in regards to kitchen hoods. Had section about radon in policy, have removed that portion. Security-minor change to door locks and keeping building secure, not propping doors. School space-have had non- school organizations using

facilities, or non- local. Local nonprofits not paying facility charges. Non- local paying for profit rate. School owned material and equipment-school property cannot leave school grounds. Green cleaning & indoor air quality-procedures are currently being followed such as low odor products for gym finishes, following EPA guidelines, annual inspection of each classroom for carbon dioxide. Maintenance plan for preventative maintenance-boilers, indoor lighting for Mass Chips application. No idling policy having to do with school buses and town vehicles. Update to food service policy inserted into Section 3000. Policies will continue to be reviewed by policy committee. Encourage feedback by public through website when posted. Motion to waive first reading by Mr. Grady, Mr. Mackin seconded. **Vote Unanimous**

b. First Reading of Policies- Service Animals: Received some input in the spring, delayed first reading, and received substantial input. Feedback from legal counsel suggested requiring rabies certificate. The District will fully comply with appropriate legislation surrounding service animals. Clear that district or staff will not be required to take care of service animals, this will be at the discretion of the principals. Addressed question of allergies-left to discretion of principals depending on the situation. Final section is K-9 use of law enforcement-now have a canine in Lunenburg that can be brought into the school by law enforcement officials. Some feedback suggested that the district should not require a rabies certificate. We have legal right to do this based on legal counsel feedback. Dogs and miniature horses are only allowed. Mr. Mackin made a motion to waive the first reading, seconded by Mr. Grady. **Vote: Unanimous** Dr. Berthiaume encouraged the public to view the policy and comment.

* Public Comment – Superintendent Calmes spoke about enrollment numbers-Oct 1st is official count. Primary school enrollment increase from 512 to 531. Enrollment numbers include students that are kept on rolls until Kindergarten. Portion of Preschoolers receive related services in school and are not in our district. Second grade last year was 124, up to 128 as third graders. Increase of 109 students to 121 students from the first to second grade. Class sizes up to mid 20's, which has been the situation for the last couple of years, recognized teachers work. THMS, steady at 484 students, LHS 9th grade loses students to Monty Tech or other schools, opens slots to choice. Total enrollment in the district 1591, compared to 1594 last year. Ongoing discussion as to diminishing choice in. Resident student numbers growing as well. Closed choice for this year except for juniors or seniors who move within the school year, as the connections they've made should continue to be fostered. Seventh grade has increased from 118 students last year, to 127 students in 8th grade this year. Some choice, some new move ins and replacement students that stayed in 8th grade this year. Returning rate is 3%. 37 students attending under choice. Last 5 Shirley students- 3 graduating this year, 2 next year. Enrollment has been submitted to the state. Ms. Phyllis Luck asked about numbers of student's choosing out. School attending numbers submitted in March, can find data at DESE website.

* Reports

- a. Finance Committee – meeting tomorrow
- b. School Councils – LHS met today. Usefulness of class ranking, whether we serve the students well in regards to class rank. Long discussion for policy committee to review class rank to see if there are any changes to be made. Especially in smaller schools, colleges use their own ranking formula. Reviewing Elert system to communicate via mobile in lockdown situations. Superintendent Calmes explained that this is being looked at district wide. LHS will have a mechanism for students to report to admin concerns for bullying, etc. as a separate app. Spoke about community harvest project. Homecoming had many positive fans this year. THMS met yesterday, Ms. Shapiro unable to attend.
- c. PTO- meeting on Monday. Pizzeria Uno in October. Barnes & Noble Book Fair in Nov. Monday will decide if they do Haunted House.
- d. Policy Sub-Committee- They have met and are still working on service animal policy. Planning on meeting next week
- e. Capital Planning Committee – meeting on Monday the 29th Ms. Sroka reported
- f. Wellness Advisory Committee – Met today, another review of ALICE Training, Lifeline Suicide Prevention, LHS and THMS training this fall and will implement program in spring. Member of guidance discussed needs in their buildings. Transition program will meet Oct. 29th
- g. PAC/SAL –met last Friday, one suggestion is to form a book club for students with disabilities. Looking for topics for parent workshops, meets Friday
- h. Re-Use: Mr. Mackin reported that they met on the 6th. \$5,000-10,000 for market studies. Buildings on hold are Ritter, Primary and TCP until zoning decided. No plan for special town meeting at this point.

Still working on village by-law. Meet again on Nov. 3rd. Mr. Londa has started working on cleanup process at the Brooks House & has moved all stored boxes to TCP. Starting with last meeting of SBC, architect is looking at parking spaces at TCP so they can figure out who will be surveying.

i. Calendar Advisory Committee-next Thursday

* Items for Future Discussion: goal setting in November- possibly Mon 17th. Brendan will dial in for discussion. Budget discussions begin in November.

* Adjournment – Mr. Grady made motion to adjourn the meeting at 8:37 p.m. Ms. Shapiro seconded.

Vote: Unanimous.

Respectfully Submitted,

Liz Petersen
Recording Secretary