



Lunenburg Public Schools

Dr. Kate Burnham, Superintendent of Schools

MEETING NOTICE

SCHOOL COMMITTEE MEETING

Wednesday, December 18, 2019

Regular Session, LMS Collaborative Room #D132, 7:00 p.m.

MINUTES

School Committee

Heather Sroka, Chair-present
Wendy Bertrand, Vice Chair-present
Brian Lehtinen, Secretary-present
Carol Archambault-present
Jim LaVeck-present

Superintendent

Dr. Kate Burnham-present

Business Manager/ HR Director

Michael Cassidy

Recording Secretary

Student Representative

Claire Delaney

Guests:

James Bunnell, Athletic Director-absent

A. *In accordance with the requirements of Open Meeting Law, please be advised that this meeting is being recorded and broadcast over the Lunenburg Public Access channel.*

B. *Mission Statement: The Mission of the Lunenburg Public Schools is to provide all students with the skills, confidence, and passion for life-long learning so that they may find their own paths to successful careers, active citizenship, and rewarding lives.*

C. *Pledge of Allegiance is Recited.*

1. *Call to Order :* Ms. Sroka called the meeting to order at 7:00 p.m. Pledge of Allegiance recited.
2. *Executive Session: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel*
Roll Call: Ms. Sroka-yes, Ms. Bertrand-yes, Mr. LaVeck-yes, Ms. Archambault-yes, Mr. Lehtinen-yes
3. *Chair's Report:* none noted
4. *Presentations:* none noted
5. *Public Comment-Agenda Items:* none noted
6. *Review and Approve Warrants, Line Item Transfer:* warrants were on the table for signature, no line item transfers presented.
7. *Review and Approve Minutes:* no minutes for approval.
8. *Superintendent's Report:* Received \$5,000 for the Gift Card Drive. Thanked all school and Central Office Secretaries for their help and dedication. February will be a registration month for all Early Childhood programs. Will be pushing out communications to families. Updates regarding this year's Extended Day Program and recommendations for next year will be presented at the 1/8/20 meeting. Will be sharing any proposed changes prior to the meeting. Friendly reminder Extended Day program will be closed for the winter break and will be open again on January 2nd. The School Dept. FY21 budget will be presented to the Finance Committee on 3/12/20. Through the Town Manager, the Finance Committee has requested we present a budget that has been approved by the School Committee. Town Manager presenting 5 year financial forecast to the Board of Selectmen on Tuesday, 1/21, and to the Finance Committee on Thursday, 1/23. There will be a School Committee meeting on 1/22 in which the budget will be presented. The School Dept. will attend the Finance Committee with the Town Manager as this is the first time the five year forecast included a collaboration with the School Dept. Wished families a happy holiday and

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New Year.

9. *Student Representative's Report:* student representative absent, no report noted.

10. *New Business
Action*

- a. *Coaches Handbook:* tabled due to absence of Athletic Director.
- b. *Winter Sports Report:* tabled due to absence of Athletic Director.
- c. *Identified Needs for FY21 Budget:* Dr. Burnham introduced a budget presentation that included historical context, connection to strategy for Improvement, enrollment projections, class sizes, data from special education, high needs, Staffing changes, etc. that all impact budget. This presentation can be found on our district website at www.lunenburgschools.net. Mr. LaVeck stated that at first glance it looks like a great number of positions. Dr. Burnham said they are still working with leadership team to prioritize these positions. Ms. Bertrand asked if any of the positions be supported by funds from the Student Opportunity Act? Answer was possibly. Ms. Sroka asked for a timeline to receive these funds. Mr. Cassidy indicated the Governor's budget is posted at the end of January and is the lowest we would receive. In January will know what our Chapter 70 funds will be. How this will impact our local budget is a topic that will have to be discussed with the Town Manager. The budget submitted will be the plan for the next three years. The student Opportunity Act funds will be incorporated in this, however not expecting a windfall in funding. Ms. Archambault asked if all positions in Year One were full time positions. Not all necessarily, still have to scrutinize. A lot of these decisions are enrollment driven. Dr. Burnham indicated the leadership team will prioritize all positions. Anything not funded will have to revert to Year Two of the Five Year plan. The longer it takes to realize positions, the longer it takes to show impact and gain momentum for the district. We have to find the best way to support the students now. As we move forward with this plan, it is not set in stone as it is dependent upon student needs. Mr. LaVeck appreciated how the goals for the district related to the positions. Need to be prepared for how much this will cost. Dr. Burnham is prepared to present scenarios in upcoming meetings. Asked how they felt about voting on a budget in March. Cannot answer now without scenarios or questions from the public. Need the time to evaluate. Mr. Cassidy indicated that we will have some knowns and unknowns- knowns will be the Governor's budget and Health Insurance. Unknown is that the timeline is very early to determine the need for that Kindergarten class. Motion to accept the budget presentation by Mr. Lehtinen, seconded by Mr. LaVeck. Vote: Unanimous.
- d. *First Reading Policies # 1801, 3102, 3306, 3401,3402,3406,3701.1, 3000 Appendix A, 3203.01:* Ms. Sroka read all of the titles of the policies. Policy 1801 has been pulled, 3000 Appendix A is being struck as it is redundant. Ms. Archambault asked about policy 3203.01 clarification in language in first sentence "may not take the place of supplant" should be "or supplant". Ms. Bertrand asked about 3306 Inventories, striking this. Ms. Archambault asked why #2 is in the place that it is within the document, does not belong. Move to different location within document, possibly incorporate in #7 or in paragraph above. All can be found on the website. Motion to waive reading of all policies except 1801 by Ms. Archambault, seconded by Mr. LaVeck. Vote: Unanimous. Ms. Archambault made motion to waive the reading of 3000 Appendix A, seconded by Mr. LaVeck. Vote: Unanimous.
- e. *Appointment of School Committee Representative for Custodial/Paraprofessional Negotiations:* Need two representatives, have no idea of time for meetings and how often. Information would be helpful. Dr. Burnham indicated that they need to establish ground rules, and would committee allow her and Mr. Cassidy to move forward and once meeting dates are established, will bring back agenda item to make appointment of representatives. Committee agreed. Motion made by Mr. LaVeck to appoint representatives after meeting dates are established, seconded by Mr. Lehtinen. Vote: Unanimous
- f. *FLLAC Annual Report:* presented in packet by Dr. Burnham, FLLAC finished the year with a surplus, are establishing a capital fund and 75% of that money would be allocated to the capital fund, rest use a formula to determine how much is returned to each district. Ms. Sroka asked how much surplus was. It was \$3,424.16. This will be applied as a credit. Eleven districts are included. Mr. Lehtinen made a motion to accept the FLLAC Annual Report, seconded by Ms. Bertrand. Vote Unanimous.
- g. *Donation:* First donation in amount of \$200 from Eaton Vance foundation through Tim and Kelly Russo regarding a matching gift program. Will go into gift account at THES. Following a music performance, the Women's Club donated \$75 that Ms. Wardwell will deposit into the music gift fund. The memorial committee in town vetted donations in memory of Suzie Barney's son Patrick. Wish of committee is to allocate those funds to the classroom in which Suzie Barney works in Pre-K. Supplies will be ordered to benefit the students within that classroom. The amount of this donation would be \$400. Substantial donation from PTO. Members of PTO spoke and relayed the amount of \$25,771 would be donated. Proud and thankful for all the members who supported the fundraisers and events, all volunteers who help plan and implement the fundraisers and the schools for their support. This amount is broken up into funds for building principals and amounts through the RFF's for teachers. Excited to see all of the funds realized for students. Offered \$5000 for each school, teachers submitted requests, had principal approval, and then PTO reviewed for distribution. Not all money requested. Had a total of \$32,000 to offer, not all used. Dr.

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Burnham said maybe in the future any funds not requested can be considered through a proposal by the Superintendent. We're aiming for enhancing above and beyond what regular funding would not normally cover such as certain field trips, robotics, etc. Ms. Bertrand thanked the PTO for all of their hard work. Upcoming events include Roll on America events as well as a paint night in February, movie in March, Parents Night Out in April. Need membership in the PTO. Report section on agenda is missing, needs to be added for next meeting. Mr. LaVeck made a motion to accept all of the generous donations made by our community, seconded by Mr. Lehtinen. Vote: Unanimous. Mr. LaVeck commented that the vocal and band concert was phenomenal. Ms. Bertrand acknowledged that this is the largest donation in years from the PTO.

11. *Old Business*

Action

- h. Second Reading Policies # 1501, 1505, 1601, 3101, 5102, 5226, 5226.1, 5226.2, 5226.3: Mr. LaVeck read all titles and made a motion to waive all, seconded by Ms. Archambault. Vote : Unanimous. All can be found on website, no feedback to date.
- i. *School Committee Goals*: Need to approve recommended edits as written. Ms. Bertrand made a motion to approve as suggested, seconded by Ms. Archambault. Vote: Unanimous. These will be posted on the website under School Committee section.

12. *Public Comment-Open*: none noted.

13. *Topics for Future Discussion*: review of goals in a few months per Mr. LaVeck to stay on task. Mr. Lehtinen followed up on Facebook page discussed at last meeting. Doing a page cannot shut off comments. If you have a group you can shut off comments. Asked committee how they would like to proceed. Committee agreed to do this as a group with no comments, just information. Mr. LaVeck commented that if people become members of the group they can receive notifications to inform them of new information. On the town website you can subscribe and get an update to be proactively informed. Mr. Lehtinen will share the Facebook group with the committee.

14. *Adjournment*: Ms. Bertrand made a motion to adjourn at 8:37p.m. , seconded by Mr. LaVeck. Vote: Unanimous.

Respectfully Submitted,
Liz Petersen