



# Lunenburg Public Schools

Dr. Kate Burnham, Superintendent of Schools

## MEETING NOTICE

SCHOOL COMMITTEE MEETING

Wednesday, January 8, 2020

Regular Session, **LHS Collaborative Room #A130**, 6:30 p.m.

## AGENDA

### 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 - Present

### Recording Secretary

Susan Somers - Present

### Student Representative

Claire Delaney - Absent

### Guests:

James Bunnell, Athletic Director; Tammy Perry-Extended Day Director; Annette Queen-Extended Day Coordinator

*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.*

*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.*

### Pledge of Allegiance is Recited.

1. **Call to Order** - meeting called to order by Ms. Sroka at 6:30pm.
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.*
3. **Chair's Report** - none.
4. **Presentations** - none.
5. **Public Comment-Agenda Items** - none noted.
6. **Review and Approve Warrants, Line Item Transfers:** Extended Day rental: \$2,500; Request from the business office for a sum of \$1,400 to program salaries to travel for a chaperone attending a trip with a special education student attending a concert in April; \$1,501.58 from new furniture to reading supply at the primary school for scholastic periodicals to be used in all classrooms for science and social studies curriculum. Mr. Lehtinen motioned to approve, seconded by Mr. LaVeck, accepted unanimously..
7. **Review and Approve Minutes**
  - Workshop Meeting 12-4-19 Ms. Archambault noted a typo in the new business section Action B, last line should contain the word "three" not "tree" - motion taken to approve, seconded, accepted unanimously.
  - Regular Session 12-18-19
8. **Superintendent's Report** - Welcome to Susan Somers, new Recording Secretary starting today. Student rep noted as not present.
9. **Student Representative's Report** - not present.
10. **New Business**
  - Action*
    - a. **Coaches Handbook** - the committee heard from Athletic Director James Bunnell about the Coaches Handbook as a living document. Not having been in place before, it will be reviewed each year. Ms. Sroka expressed concern about the "swing players" section, and had a question on roles. It has been observed that different coaches handle these players differently. Ms. Sroka voiced that these sections need to be clearly articulated. The use of swing players needs to be consistent across the board. There is inconsistency, and the guidelines are not there. Mr. Lehtinen added that surveys will contribute feedback. Ms. Sroka expressed the concern that student surveys face the challenges of students fears that their

*1025 Massachusetts Avenue, Lunenburg, Massachusetts 01462*

*978 582-4100 ~ fax 978 582-4103*

handwriting will be recognized, or the survey traced back to their IP address. Dr. Burnham commented that there will be feedback, but not evaluative to the AD. Ms. Sroka commented code of ethics, on violations of harassing comments at sporting events. How will this be monitored and how will coaches be held accountable? AD mentioned that parameters will be set: 1st offence - penalty is X, 2nd offence - penalty is X plus. Ms. Sroka added that if there were instances, Why would you have them back? Ms. Archambault noted that Nashua was included as a location, and that it is assumed to be a typo due to distance. AD agreed. AD emphasized that we are viewing sports as a complete program - not just "Freshman" or "JV" or "Varsity." Ms. Sroka noted that communication among all parties is key. Dr. Burnham concluded that we are viewing this as a draft, and there should be more explanation of the two sections mentioned, and the document brought back. Mr. Lehtinen made a motion that this be accepted as a first draft. Motion seconded, agreed upon unanimously.

- b. **Winter Sports Report** - We are seeing good numbers. Difficulty with the swimming co-op as Leominster closed their pool. Nashoba initially agreed to take us on, but practise in Sudbury was too far for the swimmer and created a schedule conflict for the diver. We are looking for alternatives for next year. The swimmer switched to track. Basketball in middle school is up 27 people. Mr. Lehtinen made a motion to accept this report, voted on as unanimous.
- c. **Extended Day/ELC Update & Recommendations for SY 2020/2021** - Numbers are at 201 kids registered. There were 70+ kids this morning. After outlining their many activities, Ms. Perry thanked Powell Stone & Gravel for a delivery of sand for their sandbox. The impact of changes to extended day include addition of a nurse, block billing system, and using the location of extended day to encourage community involvement. Enrollment cap and set schedule: no changes recommended. Summer sessions to be set to 6 full weeks total, July 6 to August 14. Parents to pay weekly and not daily. Families will commit to a schedule. This allows for a better/easier staff to kid ratio and scheduling. Program recommendations consist of: beginning the first day of school, ending the last day of school, maintaining current rates and enrollment cap, continuing block billing, rental of 5 classrooms and having families commit to a weekly schedule. Mr. Cassidy spoke about the voucher program. The Department of Education is making changes to the requirements. Recommended that we get out of the program at this time. The 10 families in Lunenburg that would be affected by this will be grandfathered in. Meaning they will be honored at current rates, as long as the families remain eligible. Mr. Lehtinen approved of the grandfathering. Dr. Burnham recommended that this discussion be tabled for final approval as she has not had a lot of feedback at this time (one family). Mr. Lehtinen asked if extended day has any needs? It is noted that they will soon be receiving a full sized pool table. Ms. Perry added that glue sticks and tissues are always needed. Dr. Burnham asked that if this could be approved at the next meeting it would be helpful.
- d. **Draft School Calendar 2020/2021** - Calendar to include 2 full day dates of professional development. It was decided to keep Election Day. The instructional leadership team recommended keeping the half days more building-based. Parent-teacher conferences for primary have decided to hold their afternoon and evening sessions on the same day. Mr. Lehtinen made a motion to accept, seconded by Ms. Archambault, vote unanimous. Will be posted on the website.

## 11. Old Business

### *Action*

- e. **Second Reading Policies Approved:** #3000, Appendix A- School Bus Information Booklet (will be removed from policy in its entirety), #3102 Financial Reports and Statements, #3203.01 Title I,IIA,IVA Grants, #3306 Inventories (this will be removed from policy in its entirety), #3401 Purchasing and Purchasing Authority, #3402 Payment Procedures, #3406 Depository of Funds/Authorized Signatures, #3701.01 Insufficient Funds/Negative Balance.
- f. **Third Reading Policies Approved:** #1501 School Committee Meetings, #1505 Community Involvement in Decision Making, #1601 School Councils, #3101 Budget Planning Schedule, #5102 Enrollment Policy, #5226 Educating Homeless Children & Youth: Foster Care and Military Students, #5226.1 Homeless Students: Enrollment rights and services, #5226.2 Educational Opportunities for Children in Foster Care, #5226.3 Educational Opportunities for Military Children. Motion to approve by Mr. LaVeck, seconded by Ms. Archambault, accepted unanimously.

## 12. Reports

- a. **Athletic Advisory Committee** - Mr. Lehtinen advised that they met on Monday. Two fundraisers planned/requested for track: Chipotle on 2/1 from 4-8pm with 33% of the proceeds to go to boosters. Also a Snaprace with online donations via email to contacts. It is advised that this needs to be investigated as it

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

is potentially against policy. There are school policies against crowd-sharing. There is no February meeting. Next meeting March 2nd. Investigate booster, include more community service.

- b. **Finance Committee** - Ms. Archambault missed the last meeting, the next meeting is tomorrow.
  - c. **Policy Sub-Committee** - Mr. LaVeck has been working, the next meeting is 1/28 and we will have more for us.
  - d. **PTO** - meeting upcoming on Monday.
  - e. **School Councils** - meetings upcoming, primary school 1/15, others upcoming as well.
  - f. **Capital Planning Committee** - met last night and went through a total of 21 requests. Mr. LaVeck noted that they were prioritized: Turkey Hill asbestos abatement as #3, for example. Next meeting scheduled for 1/21 where we should have more guidance from the town.
  - g. **Wellness Advisory Committee** - Ms. Bertrand advised they meet 1/15.
  - h. **PAC/SAL** - Does not meet monthly. Ms. Sroka to check as she may have missed the December meeting.
  - i. **Lifelong Learning Advisory** - no meetings currently scheduled.
  - j. **T.C. Passios Building Design Committee** - Mr. Lehtinen advised that they put out a request for proposals and have received 3. Next meeting 1/22.
13. **Public Comment - Open** - Committee heard from parent Sean Roberts about a bus issue that caused his kids to miss several days of school. At issue was unsafe stops and Leominster buses following routes that Lunenburg has deemed they cannot. Mr. Roberts was arranging to send video to committee members.
14. **Topics for Future Discussion** - (meeting to take place at 7:00 pm in the Middle School room); extended day, Facebook group page for the school committee. Coaches Handbook to be tabled to March. Budget Q & A at the February meeting.
15. **Adjournment** - motion to adjourn the meeting at 9:00pm by Ms. Sroka, seconded by Mr. Lehtinen. Vote: Unanimous

Respectfully Submitted,

Susan Somers