



MEETING NOTICE
SCHOOL COMMITTEE MEETING
Wednesday, May 20, 2020
Remote Participation Meeting, **6:30p.m.**
MINUTES

School Committee

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

Superintendent

Dr. Kate Burnham

Business Manager/ HR Director

Michael Cassidy

Recording Secretary

Susan Somers

Student Representative

Claire Delaney - Absent

Guests:

Jaime Millett-Social Worker, Carolyn Finch-Nursing Coordinator, John Londa-Director of Facilities & Grounds, Julianna Hanscom-Director of Special Services

In accordance with the requirements of the Open Meeting Law, please be advised that this meeting will be **recorded and broadcast over the Lunenburg Public Access channel at a later date.**

The Town of Lunenburg, in response to the COVID-19 (CoronaVirus) is currently following the guidance from the Lunenburg Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread and all town facilities are currently closed to the public. In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, all public meetings are being conducted remotely. **This meeting will be recorded and broadcast at a later date through the local access cable channel , on the Public Access Facebook page (<https://www.facebook.com/Lunenburg-Public-Access-Cable-157427270975305/>) and will be able to be found on the LunenburgAccess YouTube channel within 24 hours after the meeting.**

The following information is also provided for members of the public that would like to participate in the meeting remotely:

To Participate Remotely: From a computer, please use the link below to join the public meeting webinar:

<https://zoom.us/j/7663167607> or From a telephone, dial the toll free number (888) 475-4499 or (877)853-5257 and enter Webinar ID: Meeting ID: 766 316 7607

If you have not registered with Zoom you will be asked for your name and an e-mail address.

Note: No participant ID is needed, just press # when asked. Telephone users may dial *9 to request to speak after joining the meeting. Computer and app users may use the "raise hand" feature to request to speak.

The agenda lists all the topics which may be discussed at the meeting and are those reasonably anticipated by the Chair. Votes may be taken as a result of these discussions. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by Open Meeting Law.

1. **Call to Order** - Ms. Sroka, 6:30pm
2. **Chair's Report** -Discussion about the superintendent evaluations. Ms. Sroka asked that everyone look at the packages and give feedback. The general agreement was to use the second rubric, although both could be examined if questions arise. We will be presenting the evaluations at the June 17th meeting.
3. **Presentation- Universal Screening** - Universal Mental Health Screenings took place in the 9th-12th grades. 383 students screened, with only a very small group of 11 students opting out. Screenings were not mandatory and were confidential. Regarding follow-ups, staff were trained in motivational interviewing. Students identified as severe were followed up with the same day, with students identified as moderate followed up within 24 hours. 33.78% of students needed follow up, which is higher than the national average of 20%. This is a concern, especially for the coming Fall. Moderate anxiety ranked as the highest category. Ms. Finch added that it was encouraging that 94.7% reported a trusted adult at home, but discouraging that 30.5% did not feel that they had a trusted adult to talk to at school. Takeaways included: the importance of school culture and climate. The implementation of Tier 1 and Tier 2 interventions. Follow ups: weekly? Which staff? We were ahead of the curve already having data when the COVID 19 closure happened. Staff self care: the follow ups were emotionally draining. We need to be mindful and thoughtful, especially as we transition to the fall. Ms. Bertrand asked how we reached out to students. Ms. Finch replied that they reached out through email, looking for appropriate connections. The students were very appreciative. Mr. Lehtinen asked how students can reach out to counselors. Counselors have office hours, and are also reachable through

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email. Due diligence was done with legal about getting consent for telehealth. Ms. Bertrand asked how the parent finds the consent forms. At this time they were sent by email. Ms. Sroka questioned - What about having it on file? If the form is simply a standard intake form, and is already there and complete then if the student wants to reach out at a certain time we are already prepared. Plan to get it on website and make parents and students aware of it. Mr. LaVeck expressed concern about the 30% of students who don't feel that there is a trusted adult at the school to talk to... Mr. LaVeck also asked if there was a plan for addressing the anxiety piece? Ms. Millet answered that staff professional development around creating a safe environment comes first. This will be even more relevant in the fall. Ms. Hanscomb added that there may be some tweaking of advisory groups, as well as more training. Overall teen anxiety is up 20% - Factors include pressure to succeed, social media, constant news, pressures of adolescence, emerging mental health issues.

4. **Public Comment-Agenda Items** - none
5. **Review and Approve Warrants, Line Item Transfers** - Request to move \$2,000 from general supplies to reading supplies for the Primary School - curriculum kits for K, 1st, 2nd grade. Motion to approve requested by Mr. LaVeck, seconded by Ms. Archambault, approved by all via roll call vote.
6. **Review & Approve Minutes** - minutes not available at the time of the meeting.
 - Regular Session Budget Hearing 4-29-20
 - Regular Session 5-6-20
7. **Superintendent's Report** - Dr. Burnham advised the committee that the Cares Act/emergency relief funds will be provided in the form of grants. Lunenburg - \$198,000. They must be COVID-related expenses. Ms. Sroka asked how this will be defined? Could the funds be used for a social worker? Mr. Lehtinen reminded the committee that these are a 1-time cost, and the social worker would have to be subsequently budgeted. Dr. Burnham brought up the example that funds could be used for plexiglass screens, but they must be temporary. There are lots of ins and outs to this, lots of restrictions, paperwork maintenance, etc. Mr. Cassidy added that the application is due at the end of June, and hopefully we can use to support the local budget. Dr. Burnham advised that we are in the midst of end of year prep. All schools have bagged items from lockers /desks and are creating schedules for curbside pickups. Items such as textbooks etc. are to be returned to school (not chromebooks as we are still in distance learning). June 2nd for the senior class. Staff are being scheduled one full day for packing up their rooms. There will be shorter blocks of time for paraprofessionals and others who may not need a full day. Times will be staggered in low numbers to minimize contacts. The state is slowly lifting restrictions. There have been inquiries regarding fields and courts, and courts have been opened for singles play for example. Tracks, fields, playgrounds come in Phase 2. We are still awaiting guidance from the commissioner regarding reopening. A committee is coming- we can start initial conversations and ideas while we await requirements.
8. **New Business**

Action

 - a. *Connor Lourens Playground Dragon Proposal* - Mr. Londa brought to the committee the idea of refreshing the dragon that was kept as an art piece at the playground. We can open this to someone in the community for ideas? Paint new colors? Reimagine it? Cost of \$120 for paint, brushes and access to school equipment. Word could be put out through the Ledger, with photos asking for proposals. Art teacher could act as an advisor. Proposals accepted through mid-June and then the project could be done through the summer months. Mr. Lehtinen expressed concern about the ladders and suggested checking with legal. Mr. Londa added that they do have a ladder safety program in place. Mr. LaVeck commented that this could be a fun opportunity. Ms. Sroka asked for a motion to approve but with feedback from legal. Ms. Archambault made this motion. Seconded by Mr. Lehtinen. Approved by all via roll call vote.
 - b. *ACE Program Proposal* - Ms. Hanscomb detailed the 18-22 year old program indicating that there has been a dip in enrollment this year. After making some inquiries she determined that some neighboring towns tuition other students in - and that this may be a good option for us. as of November/December there will be 3 students in the program. Two to three students are required to maintain the program. Some towns such as Ayer/Shirley don't have such a program. She would like to put it out there that we can allow others to tuition in. Ms. Sroka asked for a motion to support this. Mr. Lehtinen made this motion, Ms. Bertrand seconded, all agreed via roll call vote.
 - c. *Hiring Recommendations-Hiring Freeze* - Mr. Cassidy requested a temporary lift of the hiring freeze in order to post two permanent positions: HS English teacher and School Tech Coordinator (managing chromebooks). There are 2 permanent benefitted positions and 4 subs (teachers, school cafeteria, paraprofessionals). We will be sending reassurance letters asking people to reapply. This stops the unemployment over the summer. Regarding advisor positions, stipends may be pro-rated as they may not start at the beginning of the school year. Mr. Cassidy noted the English teacher position is a new retirement. Ms. Bertrand asked if the pro-rating is stated up front. Mr. Cassidy replied that this has always been our practice, but it will be made clear. Mr. LaVeck made a motion to approve the lifting of the hiring freeze. Ms. Archambault seconded. All agreed upon via roll call vote.
 - d. *Memorandum of Understanding, LEA-Master Teacher Language Change* - master teacher was always intended to count toward retirement. Qualified passion projects include curriculum, mentoring, improvements to school culture, data

projects- work over and above the work day This is no change in budget, and the \$5,000 is eligible toward retirement. Language has been approved by the LEA, and this will be retroactive to the start of the contract. Asking the committee to approve. Mr. Lehtinen made the motion to approve, seconded by Mr. LaVeck, approved by all via roll call vote.

e. *Memorandum of Understanding, Lunenburg Association of Secretaries & Clerks- Vacation Carryover Change* - This will allow secretarial staff to bring 2 weeks of vacation time forward. This is a benefit we all thought they had anyway. The language change is simply clarifying the intent. Motion to approve made by Mr. LaVeck, seconded by Mr. Lehtinen. Approved by all via roll call vote.

f. *FLLAC Agreement* - Being rebranded as the Keystone Collaborative, with a new director. Will finish the fiscal year in the black. Ms. Archambault made a motion to approve as presented. Seconded by Mr. LaVeck, approved by all via roll call vote.

g. *Donations* - Dr. Burnham presented that we have received \$113.60 from Box Tops for Education to the THES gift account. Ms. Bertrand made a motion to accept this donation, seconded by Ms. Archambault, agreed upon by all via roll call vote.

9. Old Business

Action

- a. *FY20 Quarterly Budget Report* - Mr. Cassidy indicated that there will be a final report in July. Negatives: THES regular subs. There is a maternity leave affecting this. There is no Title 1 sub account. Reconciled at the end of the year. Emergency expenses \$8,889.50 from the glass replacement at the middle school. We did pay a \$1,000 deductible. Anticipate payment from the insurance company, will resolve at the end of the school year. End of the year we are working on last minute curriculum purchases, supplies needed by Mr. Londa. Looking at purchasing chromebooks with any balances, perhaps prepaid tuition for out of district students for next year. We are not there yet. There is a lot of uncertainty, and it is a very busy time in the business office. Ms. Bertrand made a motion to accept the report as presented. Seconded by Mr. Lehtinen. Approved by all via roll call vote.

10. Reports

- a. *Finance Committee* - Ms. Archambault noted that the finance committee met on 5/14. FY21 State Aid: there has been no official guidance. We are preparing for 10%, but there are rumors of a 20%-25% cut. Funding of the capital plan capped. Backing the 1.58% budget. As of this writing the June 13th town meeting is going ahead.
- b. *Capital Planning* - Mr. LaVeck noted that the committee is questioning some items. Possibility of pushing off the THES asbestos abatement. No recommendations one was or another.

11. Public Comment - Open

12. Executive Session - *to conduct strategy sessions in preparation for negotiations with union personnel or to conduct collective bargaining sessions or contract negotiations with union personnel.*

Roll Call

Heather Sroka - Yes

Wendy Bertrand - Yes

Jim LaVeck - Yes

Carol Archambault - Yes

Brian Lehtinen - Yes

13. Adjournment - Mr. Lehtinen made a motion to adjourn to Executive Session at 8:35pm. Seconded by Mr. LaVeck, agreed upon by all via roll call vote.

Respectfully submitted,

Susan Somers, Recording Secretary