



Lunenburg Public Schools

Dr. Kate Burnham, Superintendent of Schools

MEETING MINUTES

SCHOOL COMMITTEE MEETING

Wednesday, September 18, 2019

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

School Committee

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

Superintendent

Dr. Kate Burnham-Present

Business Manager/

HR Director

Michael Cassidy, Present

Guests

Claire Delaney, Student Representative-Present

Recording Secretary

Jodi Saldi, Present

1. **Call to order** - Meeting called to order by Ms. Archambault at 7:00 p.m. Ms. Bertrand indicated she had no report and did not want to delay agenda items.
2. **Community Service Club: Presentation for Kindness Rocks:**
 - a. Elizabeth, President of Lunenburg Service Club, and Mrs. Jennifer Miller, Community Service Club Advisor, would like to paint and distribute rocks throughout the Lunenburg community with kind and inspirational messages. The mission is to state one message at just the right moment can change a person's outlook on life. They will be writing #01462 on the back of the rocks to get the message out about the club for those that find them. They presented rocks from Mrs. Miller. This is a national project at no cost. All that's asked is anyone involved joins. There is a social media link therefore the hashtag is recommended as those interested can do an online search. The rocks can be kept or placed back into the community. Mrs. Miller presented several options for inspirational messages for the rocks. They would place them at the library, town hall, safety building, town gazebo, and a sitting area. In terms of funding Mrs. Miller would like to keep this on a donation basis, there is not a tremendous amount of materials needed. Some paint, brushes. The national group recommends spraying the rocks with a sealant to preserve the messages and protect it from weather. Donations would come from Home Depot and in return possibly provide them with a rock. Mrs. Miller would also like to involve the Boys & Girls Club as the sky's the limit. She's also like to involve as many schools as possible. Club members are virtual so it's a moving club. All communication is through email and turnout is great. Mr. LaVeck says it's a relatively great way simple way to spread kindness and it can reach a large group of the community and its inexpensive. Mrs. Miller and Elizabeth will be presenting this club to the Board of Selectman soon as well. Mrs. Miller also approves all rocks and placing a check mark on them before they are dispersed into the community. They do have a Twitter account to get the message out. School librarian may have social media accounts they can access. #kindness rocks01462. Motion to approve project by Ms. Archambault, seconded by Mr. LaVeck. Vote: unanimous

3. **Public Comments:** none

4. **Review and Approve Warrants:**

- a. Line Item Transfer: Request to transfer \$480.61 from the high school office supplies to the high school art supplies line. They have more students in the art classes than they anticipated last school year when they were developing supply budgets. Motion to approve the line item transfer as outlined by Ms. Bertrand, seconded by Mr. Lehtinen. Vote: unanimous
- b. Minutes from September 4th Regular and Executive Session to Approve: Motion to approve regular session of September 4th minutes by Mr. LaVeck, seconded by Mr. Lehtinen. Vote: unanimous.

5. **Superintendent's Report:**

1. New student representative to the committee, Claire Delaney, if she is not able to attend, an alternate student representative, Kenzie Mannone will be present.
2. Last year Turkey Hill piloted Kylee's Kare Kits for Kids and through discussions we would like to expand that to both the middle school and primary.
3. We will generate general wish lists for general school supplies that will be posted on the school website.
4. We have had 1 district wide leadership team meeting, 1 instructional meeting, several central office leadership team meetings.
5. Today Turkey Hill hosted the 1st of 8 leadership learning walks. It was a fantastic day!
6. Update: Kate Burnham is now in year two of the new Superintendents induction programs. Last she attended 1 of 6 day-long workshops for superintendents. The next meeting is October 17, 2019. Dr. Maureen Gilman will continue to be her mentor, will be visiting the school, tomorrow, September 19, 2019, and will visit classrooms at the primary school.
7. First full day of Professional development is September 24, 2019. There will be 13 different presenters, all at no cost. One presenter flying in from Georgia and three other presenting from remote locations. We have invited neighboring districts too; at least three are attending, confirmed, and are attending. There are at least three other districts willing to join together and create a district wide professional development group.
8. Community events: Tuesday, September 24th, the Federation of Children with Special Needs is coming to do a day long presentation. Participants will view the film "Resilience" followed by a panel discussion. The superintendent has extended an invitation to neighboring communities and all staff.
9. ROAR will host a presentation on Youth and Pain Management October 17th at 6:30pm in the Middle School auditorium.
10. Miles for Miles will be October 20th. They are seeking volunteers for the event.

6. **New Business:**

- a. **Appoint to the district advisory council:** Dr. Burnham would like to form a district advisory council. She would have parent and staff members to represent each of the schools. This is to provide a vehicle for two-way communication. Motion to pass by Mr. LaVeck, seconded by Mr. Lehtinen. Vote: unanimous.
- b. **Final Approval for all School Improvement Plans:**
Mr. McGrath:
 1. Principal of High School: Goals and Growth areas: Health and wellness survey; there are some students that feel they cannot connect with teachers/counselor. A consistent comment from parents that some students are being pulled from

studying time, and therefore parents are frustrated. Thursday will remain activity time. Monday, Wednesday and Friday will remain as advisory days. Going forward when we assign summer work it will be reasonable. He wants to make sure kids are supported. Some AP classes are accessing for the extra summer time to support these college prep classes. He will continue to work on hazing programs, bullying and digital footprints. He continues to work with the district attorney and making adjusts as needed. Growth area 2 will continue with professional development. Growth area 3: lots of work ahead. Trying to foster civic engagement. Going forward there will be Tuesday after school meetings. He just attended a NEASC webinar and it was a lot of information. There is a meeting March 22, 2020. How do we measure civic engagement? Growth Area 4: continue to engage students. Ms. Bertrand asked how long this process takes as it's been going on for 2 years now. Mr. McGrath said last year was a down year. He needs to understand NEASC. Mr. Lehtinen said he wants to make sure they have enough time to prepare. He wants to hold onto graduate database and we should be doing it yearly as it creates a bigger support system for school. Jim would like to see what success means to organization? Mr. LaVeck is not seeing intervals still. He would like to see what success means for each. He believes it is important and quantitative. Mr. Lehtinen concurred.

Ms. Champagne:

Principal of elementary:

2. Ms. Champagne presented a draft back in the spring; as of now has minimal changes to plan. Tonight she is presenting updates. First Goal: Literacy and implementing a reader's workshop at all three grade levels. as well as a writers workshop at grade three. All have been implemented. As a result, she was very excited to have the learning walk at her school today to showcase the work being done. Third grade is in the second year of the readers workshop and are very engaged and excited.
3. The fifth grade is very engaged as well and the students are able to use their own novels therefore they are very excited.
4. We are contracted for 21 professional development days with teachers.
5. Second goal around social and emotional learning and safety. They have already had ALICE training as well as police training with walkie/talkies all completed yesterday, Tuesday.
6. Final goal of PD opportunities is productive use of faculty meeting time. Data analysis for one meeting a month and setting up targeted development for at risk students and their needs and setting up interventions for them. She and her team are very excited about September 24th opportunities. Ms. Archambault really likes how Ms. Champagne and really explained the literary piece. Ms. Archambault asked about the systems to student's success? This is a new term for the already existing RTI(Response to intervention) program.

Ms. Guertin:

Principal at Primary:

7. Growth Goal One: Will continue with rigorous plan. To continue with PD around the reader's workshop. Grade two to have units of studies. PD all day with grade two on September 25, 2019.
8. They have hired a new technology teacher. She is in the classrooms with the students. The second graders have Chromebooks and will begin using them.

9. The writing grant is due to begin in October, she thinks. There are four staff members and an additional six other members attending meetings roughly four times a year that she and faculty members will attend that are also a part of the grant and a consultant will meet with them.
10. The district is pulling together development around empathy and building community responsibility. Additionally working on anti-bullying and implementing PBIS.
11. Grow Goal Three: They have started with a newsletter to parents and talking about what's going on in school. Several teachers use different apps to communicate what's going on in the classroom as well. Mr. Lehtinen asked if the second grade program and getting it to the first and other grades is that a PD need? Ms. Guertin said its a funding need for kits. Its PD and buying materials for teachers. He said he attended open house and thought it was great! Ms. Archambault asked what is EMOTE? Ms. Champagne said its from our student psychologist and its a web based program and its used to track emotional state throughout the day: it tracks what times of day are more difficult for students. How does the student look and them being proactive. This is not going to parents and should be under a different goal. Motion to approve school improvement plans by Mr. Lehtinen,, seconded by Ms. Bertrand. Vote: unanimous.

Mr. Santry

Principal of Middle School:

could not be with us, therefore we have a copy of his report. Motion to approve by Mr. Lehtinen, seconded by Ms. Bertrand. Vote: unanimous

c. Personnel Report:

Updates provided on New Hires:

12. Schedules being split to accommodate. Motion to approve Mr. Cassidy's report as presented by Ms. Archambault, seconded by Mr. LaVeck. Vote: unanimous
13. Extended day for rates for professional development day and vacation weeks: 2 full day professional development days. We recommend a day lock rate and it be open from 7am to 5:30pm and the rate of \$52.50 for two days and half days will be open from 12:30 to 5:30pm and the rate of \$25 and will not be an additional charge.
14. There is a parent conference day on November 12, 2019 at Turkey Hill and they will operate at the same time of 12:30 to 5:30pm and the same rate of \$25. For vacation weeks of February and March Tuesday through Friday 7am-5:30pm and registration is limited to those already part of the extended day program at a rate of \$210 for the week. Ms. Perry has already begun communicating this to parents. A registration is being put together to register for these weeks/days. Mr. LaVeck said it's great we have the option to provide this and we are staying under the 125 student cap. Motion to approve as presented by Mr. LaVeck, seconded by Mr. Lehtinen. Vote: unanimous
15. Out of State Travel for Track Meet: The High School Girls/Boys Cross Country team wants to attend the Invitational 2019 Ocean State Meet Saturday September 28, 2019 at Goddard Park in Warwick, RI from 8:45am to 4pm and athletes are being transported by parents: Motion to approve out of state travel by Mr. LaVeck, seconded by Ms. Bertrand. Vote: unanimous

d. School Updates:

16. Primary School

- i. We have 424 students, Pre- K 3 with a class size of 10, Kindergarten 121, First grade 148, Second 113. We have numerous new hires this year. Ms. Gauthier, Librarian/Technology, Ms. Doyle Pre-K, Ms. Clement Kindergarten paraprofessional, Ms. LaVallee Grade One, Ms. Boutin Second Grade, supporting professionals, Ms. Johnson, Ms. Powell, Ms. Quinlivan and Ms. Carbone Administrative Secretary.
- ii. August 23rd we did a student walk through event and parents were presented with the ability to walk around school and see where their children are all day.
- iii. We made changes to school dismissal; students now line up inside and walk out to buses versus lining up outside and it being too chaotic.
- iv. First and Second graders are in the gym and doing an all school assembly where the pledge is done. This is a way of building community and starting the day on a positive note.
- v. Some dismissal changes have been implemented.
- vi. We are using the positive classroom approach and implementing PBIS.

17. Elementary School:

- vii. We have 362 students, 5 sections of each grade. Hired two new paraprofessionals: Ms. Staples and Ms. Salo.
- viii. We have added hopscotch to the playground area. Recess is moved to before lunch. Added math facts to both stairways, added fractional parts, added literacy terms.
- ix. Guided tour for all students August 21st. On August 23rd had an open house for any third graders.
 - x. Extended day back to other locations; roughly 60 students.
 - xi. We have also asked parents to email information versus sending a note in with their child as notes get lost.
 - xii. Teachers have started benchmarking with EMOTE plus.
 - xiii. Fifth grade parents are excited about Nature's Classroom.
 - xiv. We had the Penny Wars rally/fundraiser; one fundraiser for years. The intention for funds is to purchase another Chromebook cart. We had big rally on FB. Ms. Bertrand saw rally on FB too.
 - xv. After school activist: Girls on the run, in its 3rd year, 15 girls total.
 - xvi. 9 week Chess Program being offered. International chess master coming in to teach kids.
 - xvii. After school music program.
 - xviii. Kylee's care kits already started and being offered.
 - xix. Picture Day is September 25th.

18. High school

Athletic and after school Programs are in full swing. We will have a Tuesday after school advisory for freshman so they can see what we offer and advise. what's offered after school.

1. Bi weekly on Tuesdays he and students will meet so that students have a voice; a microwave was asked for.
2. Open house was a great success. DA visited and talked about drug awareness exhibit.
3. Enrollment: 460 total; seniors 102, juniors 123, sophomores 129, freshman 106.
4. Two new staff members: Mr. Speck in special education, Ms. Hewitt, Spanish teacher.

5. All chrome books have been distributed and google classroom is rocking.
6. September 11th was the last day for add/drop.
7. PSAT will be administered October 18th starting at 8am. School photos are October 1st. Unclear if PSAT prep is offered or not. PSAT is not run by school. A teacher was involved at one point however has since retired and no one has taken over this responsibility as of yet. Dr. Burnham did state it is more comfortable for kids to take this in their own school/district as it's more comfortable than traveling to another district/school that is unfamiliar to students.

19. Middle School: Update from Mr. Santry regarding the Middle School as he cannot attend this evening:

8. Wonderful start to new year. Administration talked to students about what they can do in school, rather than what they cannot do to establish better communication.
9. DA continued with comments and suggestions regarding concealing substance from parents and better communication with students, parents and faculty.
10. School clubs very well attended as well.
11. Three new teachers new to Middle school.
12. Washington DC trip is right around the corner too.
13. Seventh graders attending field trip September 27th to the Big E in Springfield.

20. Special Education:

14. Public flyers are on the table and went home to every family that are using the services. PAC/SAL meeting in October, rules of title 1 services. They meet the 2nd Friday of every month at 11am here in Room D132. We have also formed a regional meeting that's held in Westminster 4 times a year as well.
15. We also have an active FB page too and the 1st meeting is September 25th in Westminster and will also give a parents rights meeting as well.
16. We will also have the Title 1 meeting as well to explain their roles.
17. Approval of Title 1 grant so we have approval for teachers at both primary and elementary school and we can hire a literacy coach as well.
18. Mr. Foster has started a unified basketball program. Twenty-four students are excited about this. Practice is on Mondays and Wednesday and they will have four games this year. Students will be able to ride a bus and the team is coed.
19. Ms. Mathis establish guidelines on how and when outside services come into our district to perform services as we did not have this in place prior.
20. CPI training has started. To elaborate more, to have a trainer trained is roughly \$3500; we are fortunate to have a

trainer trained otherwise this would cost roughly \$1500 a day to have this service provided. By end of September training should be complete.

21. We currently have 269 students and 260 we actually service so only 9 are not being reached.

21. Clare Delaney, Student

22. AP students are exposed to new classroom. A few minor issues being worked out.

23. NHS applications have started for juniors.

24. Freshman election had minor technical issue with voting so it'll happen tomorrow.

25. Theme for homecoming is cities.

26. Homecoming is October 19, 2019

e. Capital Plan:

1. Mr. Londa, Director of Facilities, the Capital plan for FY21 is part of a larger ten year plan that outlines for where we think we need to go and then focus on FY20. This is a preliminary discussion and not for approval at this time.

2. FY21; last phase of asbestos abatement at Turkey Hill, this is a five year program, but still not completely finished. Some floor tiles and other parts still need attention.

3. FY22 air conditioning for the primary school and this is a major cost and an engineer needed in FY21. He did make a change for FY22 he added \$67,000 to Turkey Hill for exterior envelope repairs. One, front awning of building; noticing crumbling on sills.

4. FY23 adding a passenger van for \$40k, however unclear on actual cost and true capabilities.

5. FY23-24 \$500,000 for roof replacement at Turkey Hill with MSB assistance.

6. FY 25-30 all at Turkey Hill these all represent critical repairs all needed. FY25 \$212,000 for ADA modifications.

7. FY28 \$287,000 for fire alarm upgrade at Turkey Hill

8. Turkey Hill is almost 60 years old. Warrants potential large project. HVC vent replacement, and very hard to do as stand-alone project. How do we wish to deal with aging? Current roof put on 1996/1994. Roofing is a key decision. Redesign. Or new building? How many projects can town manage? Managing bulk of asbestos. \$35,500 room 102. Request for 10,000 for design of classrooms. Would also like AC in administration, nurse's office, 161,000.

7. Old Business: None

8. Public Comment Open: None

9. Reports-

a. Athletic Advisory: Sports not being presented: track, tennis, Who are the volunteers? Parents want to know

Nov 4th next meeting @ 630.

b. Finance: Vacancy still exists, Joint meeting 10/29

Lawrence special town meeting 10/10

Sept 26, what is everyone's target meeting will discuss process

Goals set of level service, hybrid in between

Another goal of cost analysis

Free cash will probably be certified

c. Policy Sub-Committee: none

d. PTO; Ms. Bertrand was unable to attend

e. School council: looking into smaller platforms

f. Capital planning: 2nd meeting last night, different criteria. Should take the guesswork out of raw numbers.

g. Wellness Advisory: met yesterday. Reviewed goals of upcoming data. Ways to improve. Focus groups. Sidebar discussion. Next meeting Oct 15

h. PAC/SAL: we need a rep. Oct 11 Friday @ 11am. Ms. Bertrand will reach out to Ms. Hanscom

i. Life-long learning advisory: Ms. Sroka needs to evaluate

j. Passios building: Mr. Lehtinen said no one's reached out to him to connect yet.

10. Future Topics for Discussion: Tomorrow is Eagle appreciation

11. Motion to adjourn at 9:10 pm by Mr. LaVeck , seconded by Mr. Lehtinen: Voted: unanimous.

Respectfully Submitted,

Jodi Saldi, Recording Secretary