



# Lunenburg Public Schools

Dr. Kate Burnham, Superintendent of Schools

## MEETING NOTICE SCHOOL COMMITTEE MEETING Wednesday, October 16, 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

#### Business Manager/ HR Director

Michael Cassidy

#### Recording Secretary

#### Student Representative

Claire Delaney-absent

#### Guests:

James Bunnell. Athletic Director, Rob McGrath-LHS Principal, Tim Santry-LMS Principal, Heidi Champagne-THES Principal, Christina Guertin-Primary School Principal, Julianna Hanscom-Director of Special Services, John Londa-Director of Facilities

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*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.*

1. **Call to Order**-Ms. Sroka called the meeting to order at 7:00pm.
2. **Chair's Report**-none noted
3. **Presentations**-none noted.
4. **Public Comment**-Agenda Items-none noted
5. **Review and Approve Warrants, Line Item Transfers**-warrants were on the table for signature, no line item transfers
6. **Review and Approve Minutes**
  - October 2, 2019 Regular Session-Mr. LaVeck noted correction in regards to Ms. Sroka chairing meeting, she was absent. Will make correction to Ms. Bertrand. Ms. Archambault noted a correction in #12b in language. Mr. Lehtinen noted corrections in #7 from "Representative Tran" to "State Senator Tran", and in #11 Public Comment.
7. **Superintendent's Report:**
  - a. Been invited to co-host PD Day at North Middlesex on 11/5. Great networking and educational opportunity. Excited for regional collaboration next November.
  - b. Pain Management presentation tomorrow at LMHS at 6:30pm.
  - c. Miles for Myles event on 10/20. PTO seeking volunteers, registration on website. This will be the last event after 18 years.
  - d. Had opportunity to meet with Town Manager and Land Use Director to coordinate the presentation for the Symposium. Symposium on 10/29 at 6:30pm at LMHS. School is one of 3 presenters. Goal is to look at history and future needs. Will Develop presentation and share with Town Manager to create a cohesive one. Mr. LaVeck mentioned a Selectman member Commented as to the overcrowding of LMHS already. Mr. Santry addressed this saying 288 seats are available which is More than the enrollment of each grade level which should be plenty to seat all students.
  - e. Second full day workshop for New Superintendent Induction program. Mr. LaVeck asked to go back to previous topic discussed and address overcrowding in the Symposium presentation. Ms. Bertrand mentioned that this was a common type of comment received from public since LMHS opened.
8. **Student Representative's Report:** Claire Delaney absent, Dr. Burnham gave report. Last night to finish floats is Friday, Then will be driven to THES where parade route will start. Parade will loop from THES to center of town and back towards TCP for viewing. Today at the Lunenburg Library from 3-5pm, they will host a card making session given to patients Recovering from cancer. Unified Basketball team formed and is co-ed. Come out and attend games! Spirit Week theme on Thursday has changed from camo to red, white and blue. Parent/Teacher conferences Tues/Thurs next week. Student Council

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Will assist in finding the correct rooms for conferences. The Prom Committee meetings are starting already, open to Juniors and Seniors.

The prom venue will be at Wachusett Mountain this year.

9. **New Business**

*Action*

- a. **Donations-** Hannaford Helps \$1,000 check for Primary School to go into gift account. Swingtrac donated by Mr. Rick Starr to benefit multiple sports at High School. Location to be housed off gym at THES. Recommend acceptance. Ms. Bertrand made motion to accept both donations with gratitude, seconded by Mr. LaVeck. Ms. Sroka asked when this would be set up. Not sure as it is a rather large piece of equipment. Dr. Burnham indicated students can go to THES after dismissal to use equipment. Will be supervised. Ms. Bertrand asked who will be supervising? Most likely coaches as they would be attending with their team.
- b. **MCAS Updates-All Schools-**Dr. Burnham gave a presentation overview that will be posted on the website. Invited Principals to come up to the table for any questions by committee.  
Tim Santry. LMS principal highlighted accountability percentage-1/3 of state percentage as compared to other districts. Two to three year focus has been improving math instruction. If you measure data points, 12 points above average of state. Didn't touch on STEM scores, very high since implementation of Next Generation. 67% meeting or exceeding state standards of 46%. For perspective in 2012 at 33% as compared to 67% now in Science.  
Mr. McGrath-LHS Principal-Thanked colleagues as the impact starts from the ground up. Still using Legacy model for Science. This year 44% of students in Advanced category, State is at 30%. This is a direct result of targeted interventions. In Proficient category 44%. Notch below State in ELA, 11% exceeding expectations vs. State 13%. For meeting expectations however in ELA we exceeded the state percentage, LHS 64% vs. State 48%. This is the same for Math, LHS 64% vs. 45% State. Ms. Sroka commented that there may be a correlation between some scores below the state percentage being a result of certain topics not being covered by teachers in the classroom. Mr. Santry commented that incorporation of new standards at every grade level helps as well as collaboration of teachers. R. Lehtinen asked what has been done to impact moving from partially meeting to exceeding expectations? Each class Mr. McGrath said he broke down each class that has taken MCAS for all domains based on PD from this summer to target expectations in ELA & Math. Then they will focus on this during common planning. Mr. Lehtinen asked if teachers make the decision as to how to incorporate? Yes, and teachers share best practices as to how to implement. Dr. Burnham indicated that during the 2<sup>nd</sup> faculty meeting of the month, teachers will be addressing curriculum. Four times a year will have vertical teaming in grades K-5 and 6-12.  
Heidi Champagne, THES Principal- At THES, ten-point gain in meeting or exceeding expectations in 3<sup>rd</sup> grade Math. Fifth grade Science surpassing State by one point. Still areas of concern, understand as instructional leader it is her responsibility to take ownership of scores. Want to make it clear that this is not a lack of effort on the part of the teachers. Collectively will examine data and brainstorm ways to improve. Concerns possibly impacting scores have been a changing demographic of students with high needs, consistency of administration changing over last three years, changing instruction in Everyday Math from open response to constructive response, reading programs that have changed(have now implemented Writers workshop to compliment the former Reader's workshop). Have had two vertical team meetings in each subject to determine where challenges lay and direct efforts towards those subjects. Ms. Champagne indicated that moving from a paper test to a computerized test has had an impact, especially if the student is not comfortable knowing how to type or record responses on the computer or scrolling up or down for information. Implementing more Chromebook practice for students should begin to help. Mr. Lehtinen commented that you need to replicate computer-based practice to receive results from students, as well as vertical teaming with lower grade levels. Motivation is also a factor. Ms. Archambault commented that the typing component can be overwhelming for students. Need practice, and aligning the literacy coach. Dr. Burnham indicated that Ms. Guertin, Primary principal added Chromebooks in 2<sup>nd</sup> grade for practice and is committed to helping students as she recognizes they need the foundation before they move to THES. The challenge also is to reduce students stress and anxiety while still asking them to do their best on the test. With limited resources, work will take time. Ms. Sroka mentioned that historically especially 4<sup>th</sup> grade has not succeeded even with a paper test. Dr. Burnham commented that they were looking deeply at data.  
Julianna Hanscom, Special Services Director- Nice jump of progress from last year, 86% of ELL students participating last year vs. 100% this year. Only 50% made progress last year vs. 76% this year. Rise in ELL students originally at 12 to 24 currently. MCAS Alt portfolios not much change-one student incomplete last year vs. zero this year. All special education teachers this year completed training. Should be less than 1% taking MCAS Alt. so we are not overidentifying students. Even in 3<sup>rd</sup> grade, Special Services Office has to send a letter home to a parent that their child is off the graduation track if they are taking the MCAS Alt.
- c. **End of Year Report Authorization-** Mr. Cassidy relayed that annually this report is completed to receive acceptance & approval from the School Committee. It is a document that records revenues and expenditures in the district. Expenditures broken down by general education, special education, and undistributed(districtwide), grants and revolving accounts. State uses analysis of Schedule 7 for Transportation, Schedule 4 for Special Education, and Schedule 19 for expenditures for next year based on the budget approved on 4/3/19 and brought to Town Meeting. The Town participates in some data as well and report is reviewed and signed by Director of Municipal Finance for the Town. No questions asked. Mr. Lehtinen made a motion to approve and accept the end of Year Report as outlined by Mr. Cassidy. Seconded by Ms. Sroka. Motion to authorize the Chair to sign the End of Year Report made by Mr. LaVeck, seconded by Ms. Bertrand.

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- d. **Budget Transfers-** Reconciliation of salary and wages account. Prepared budget six months ago, have been changes in new hires, terminations and retirements. Changes also due to shifting of FTE's per student's needs. Shifted to correct spots due to reporting guidelines. Transparency so that transfers will be in correct staff categories. Mr. LaVeck made motion, Ms. Bertrand seconded. Vote: 4 accepted, 1 abstained(Mr. Lehtinen).
  - e. **District Strategy for Improvement-** Dr. Burnham presented PowerPoint slides, can be found on district website. Next step is to develop action plans for priorities. Ms. Sroka asked the role of teams. Dr. Burnham explained teams such as BHAC, PD Committee; vertical teams all drive and have impact on the work they are doing moving forward over the next 1-3 years. District needs to leverage the expertise of staff. Mr. LaVeck commented that this reinforces the work the committee has discussed regarding student centered focus. Ms. Archambault impressed by rigor and high standards of staff as we ask students to do the same. Ms. Bertrand commented as to great roadmap with first action steps. Ms. Sroka asked if timing of this would lead to another District Strategic Plan. Dr. Burnham explained districts are moving away from 5 year strategic plans and focusing on a shorter term of the instructional core of teaching and learning. This document is a culmination of all presented last year and what is needed moving forward. District Advisory Council has reviewed as well. Require acceptance from SC to implement. Mr. LaVeck motioned to approve the District Strategy for Improvement as outlined by the Superintendent, seconded by Ms. Bertrand. Vote: Unanimous.
  - f. **Superintendent Goals-** Dr. Burnham summarized all goals in a PowerPoint presentation that is posted on the district website. Provided action steps to the committee. Ms. Archambault commented on the focus. Dr. Burnham said success will be by narrowing all focus to work in the same direction with the leadership team to make progress. Ms. Archambault made a motion to accept document as presented for 2019/2020, seconded by Mr. LaVeck. Vote: Unanimous.
  - g. **FY21 Capital Plan-** Mr. Londa indicated the spreadsheet of FY21-FY30 requests before committee remains unchanged. Recommendation that this be the basis of the plan. Second sheet for FY21 are specific request for Capital Planning presentation. Prioritized as shown in numbers 1-3. First priority as shown would be the continuation of the Asbestos abatement at THES on the first floor. Estimated cost \$123, 500. Carrying additional \$2,000 architect fees. \$6,000 for planner and monitoring fee. In past, ATC has done monitoring of sight, air quality, and final report. Small amount left over from last year to carry over what's left to this year. Second request in regards to air conditioning design cost, \$10,000 to help pull together design for nurse, office and admin space at THES as well as Primary School design for 2022. Not total design cost, just initial. Third request is for air conditioning at THES in areas described for 3 split systems of roof mounted condensers for \$20,000. Recommendation in order of priority. Ms. Sroka asked if air conditioning was on the capital plan for last year? Yes, has been carried forward each year to leverage the design work for both THES and the Primary School. Motion by Mr. Lehtinen to approve the Capital Plan as presented by Mr. Londa, seconded by Ms. Bertrand. Vote: Unanimous.
  - h. **Annual Sizer Report-** Dr. Burnham indicated this needs to be reported by this local charter school annually. Motion Mr. Lehtinen to accept, Ms. Bertrand seconded. Vote: Unanimous.
10. **Old Business**  
*Action*
- i. **Outdoor Facility Signage-**discussion as to what term to use on signage to describe tobacco/drugs. Decided to use same verbiage as policy. Will review and bring back. Mr. LaVeck introduced discussion about dogs and enforcement. Mr. Londa said currently there are no restrictions. Have three options-one no restriction, two ban all dogs on property And three have signage indicating that all dogs must be leashed at all times and picked up after. Further discussion by Committee as to the options. Ms. Sroka commented that during sports games people bring their animals all the time. Whose job is it to turn tem away? Site Manager/AD if he is on premises. Ms. Bertrand commented that signage will provide grounds for recourse if anything happened. Mr. Lehtinen asked to go back to tobacco topic and change verbiage to "smoking". Will review language in policy. Decision of 3 large signs for district campus. Will table discussion of appropriate policy language to include on signs until next meeting 11/6/19.
11. **Public Comment-Open-** Mr. LaVeck commented how nice it was to receive a written invitation from Student Council for Homecoming. He had never received this before.
12. **Reports**
- a. Athletic Advisory Committee-Mr. Lehtinen reported they met on 11/4 6:30pm.
  - b. Finance Committee- Ms. Archambault reported they met on 10/10. Discussion on warrant articles, Mr. Kibbe gave presentation about acquisition of property on Northfield Rd. near golf course. Part conservation/part recreation. Budget discussion, \$78,000 available to be appropriated at Town Meeting. Suggestions for use were street lights-better to own or rent and change bulbs. Only article related to school was a nonbinding vote for demolition of old Primary School. Selectmen asked for guidance. Next meeting at Symposium on 10/29. Reminder of Special Town Meeting on 11/12.
  - c. Policy Sub-Committee-Ms. Bertrand reported they had not met.
  - d. PTO-Ms. Sroka reported they meet on Monday.
  - e. School Councils-Mr. Lehtinen reported that Primary met today. Some topics of discussion were Level reports out, PD day, new reading program, good staff response to 9/24 trauma training, District Learning Walk, climate-positive recognition. A parent mentioned they would like to set up a possible subcommittee of the PTO to assist new parents with common procedures. Historically have not had building based PTO committees due to

low volunteer numbers. Volunteers needed for training, make sure CORI is completed. Question as to teachers taking photos of students and sharing with parents. Have a districtwide policy in which parents can opt out of having their child's photo taken however it was pointed out by Ms. Sroka, this may impact other things such as Yearbook pictures. Parents have asked if there is a use of a personal or district device for pictures. School Cannot fund this. Will review photo policies/protocols with Policy Sub-Committee. Ms. Archambault reported THES met on 10/8. Penny Wars earned \$6,000. Grade 5 monthly trip to Lunenburg Library, Bridges Program For 5<sup>th</sup> graders to work with seniors has begun. Breakfast Grab & Go has been gaining participants. Discussion About encouraging parents that are eligible for free/reduced lunch to apply. Beneficial to families and grant Funding for schools. Would like to see forms going home a few times a year. TIGER being funded partially Through Maki Foundation who pay half of \$1200 fee. PTO offered \$8,000 in grant money-\$5,000 for teachers And \$3000 for the principal to use for the school as a whole. Ms. Champagne would like to purchase a mounted Projector for the Cafeteria for presentations. MCAS discussion, Kylee's Kare Kits for Kids-31 participants This year which started with only 12 in previous years. Next meeting 11/19. Dr. Burnham sees need to expand Program to other schools.

- f. Capital Planning Committee- Mr. LaVeck reported next meeting is 10/29 at 5:30pm in HS Collab. Room. Was told requests went out to departments as they are reviewing soon. Will check.
  - g. Wellness Advisory Committee- Ms. Bertrand indicated they met yesterday, but she could not attend.
  - h. PAC/SAL- Ms. Sroka reported meeting last Friday. Only one in attendance besides Julianna Hanscom and Karen Rash for
  - i. T.C. Passios Building Design Committee- Mr. Lehtinen reported they met today for the first time. Chair-Greg Roy, Vice-Chair-David Blatt, Secretary-Michael Mackin. Meetings scheduled for the second and fourth Wednesday at 4pm each month. Help to design TCP for town offices.
13. **Topics for Future Discussion**-Student Opportunity Act Resolution, Symposium October 29<sup>th</sup> , Coaches Handbook, SC Goals
14. **Adjournment**-motion to adjourn meeting at 9:32pm by Ms. Bertrand, seconded by Mr. Lehtinen. Vote: Unanimous.

Respectfully Submitted,  
Liz Petersen