



# Lunenburg Public Schools

Dr. Kate Burnham, Superintendent of Schools

## MEETING NOTICE

### SCHOOL COMMITTEE MEETING

Wednesday, November 6, 2019

Regular Session, Town Hall 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

### Guests:

Behavioral Health Advisory Council-Dr. Allison Pigeon, Jamie Millett, Carolyn Finch, Sue Cavaioli; Amy Raboin-LMS Faculty, 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**-meeting called to order by Ms. Sroka at 7:00 pm.
2. **Chair's Report**-Ms. Sroka thanked all teachers for a wonderful first semester of school.
3. **Presentations**-Behavioral Health Advisory Council-tabled until future meeting.
4. **Public Comment-Agenda Items**-none noted
5. **Review and Approve Warrants, Line Item Transfers**-Dr. Burnham presented one line item transfer for an Extended Day rent Transfer to Facilities in the amount of \$2,500. Mr. LaVeck motioned to transfer \$2,500 from the Extended Day account to Facilities, seconded by Ms. Bertrand. Vote: Unanimous.
6. **Review and Approve Minutes**-no minutes to approve.
7. **Superintendent's Report**
  - a. Dr. Burnham reported the 2<sup>nd</sup> full day PD took place yesterday in collaboration with North Middlesex at their High School. Was a success, good feedback from staff.
  - b. Update on traffic patterns at LMHS. Central Office staff including superintendent assisting with monitoring traffic patterns for drop off. Ensure original plan set by administration is being followed. Adding signage in order to reduce speed and ensure that traffic rules are being adhered to.
  - c. Primary School elevator out of service as it is overdue for inspection. Have to go through elevator company in order to set up appointment for state inspection. Delta Beckwith had some sort of delay getting the request to state, and elevator was shut down. Working hard to expedite inspection as a student requires access. Ms. Sroka asked how student need is being addressed. Modifications made to assist student on 1<sup>st</sup> floor, and staff assisting on stairs.
  - d. Recognized LHS history faculty member Hailee Martin for presenting at the National Source Conference. Topic presenting is "Gravestones as a Primary Source". Will present on 1/18/20 at the University of Central Florida. Congratulations extended.
  - e. Addressing student stress-identified as a concern through entry surveys, Blizzard bag surveys, and Master Teacher project. Proposing Thanksgiving break be homework free, meaning no assignments or tests due the Monday after Thanksgiving break. So students can distress and reconnect with their families and friends.
  - f. Will be doing the Gift Card Drive again this holiday season-more information to follow.
  - g. Save the date for the Annual Tree Lighting at 6pm in the Town Gazebo on 12/5.
  - h. Reassure everyone that there was never any intention to discontinue Homecoming or the floats. Chance to re-evaluate the process including period of time students are allowed to work on float, rubric and points scoring, and selection of judges. Administration team wants to put safeguards in place for the integrity of the process so those involved would not be suspect.

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Any changes made will be posted online as soon as they are vetted.

- i. Finance Committee invited all dept. heads to an informal chat. Dr. Burnham will represent School dept. tomorrow evening at 7:30 pm.
8. **Student Representative's Report-** Football season ended, still have Thanksgiving game. Ended with a 5/3 record. Winter Sports starting captains practices. Student Council and NHS assisting with Thanksgiving baskets at the fire station with the Lions Club. Brayden Gendron from golf team went to District's and placed 3<sup>rd</sup> in the meet. Powderpuff game on 11/19. At 6pm Will be Student Council vs. Staff; at 7pm will be Juniors vs. Seniors. Kyle Weiss nominated to run for Vice president of the State Student Council. Central District Conference tomorrow, and 3 student reps will be attending.

9. **New Business**

*Action*

- a. **Superintendent's Award-** Dr. Burnham announced that Breda Page-Violette will be receiving this year's Superintendent's Award. Read all merits, awards and honors. Presented Breda with a certificate and extended her best wishes.
- b. **Class of 2019 Financial Plan-**Ms. Amy Raboin, LHS faculty member and Class of 2019 Advisor for five years presented the class financial plan and idea for a scholarship moving forward. Surplus after expenses \$2,736.11. Class of 2019 decided upon criteria for scholarship of leadership, participation, class spirit, willingness to take risks, Self-advocating and creative. Ms. Giuliani and Mr. DiPerri will assist in making the decision with the class advisor As to the candidate for the scholarship each year for five years at \$500. Did not want course of study to impact decision. Will set up an account at WCU with two signatories. For transparency will provide a bank statement in June & September. Remaining money of \$236.11 after 5 years will be donated to art dept. to be used for supplies. Ms. Sroka asked about filling out an application. Students would not need an application-candidate chosen by class advisor with input from art department. Mr. LaVeck thanked the Class of 2019 for their commendable and generous idea. Mr. Lehtinen thanked Ms. Raboin for her guidance and being able to close out account with a donation to the art dept. Mr. LaVeck made a motion to accept the Class of 2019 financial plan, seconded by Ms. Archambault. Vote: Unanimous.
- c. **Donations-** Dr. Burnham announced the first donation was from the Joseph Middlemiss Big Heart Foundation in memory of Thomas Hilner, a former Lunenburg student. Decided after thought to propose a buddy bench to be placed at THES in the recess area. Discussion ensued regarding the naming policy adopted last year that prevented names from being added to memorials. Committee decided to review policy and table donation to the next meeting. Second donation was from the Aurora Masonic Lodge for \$1,000 in memory of Denise Galloway. Proposal is to have some type of bench in the garden area near the main office. A heart shaped stone bearing Denise's name had been donated previously which would be placed near the bench with plants included. Discussion surrounded naming policy and what to do moving forward if there were several requests for benches. Mr. Lehtinen motioned to table discussion until next meeting, seconded by Ms. Archambault. Vote: Unanimous.

*Discussion*

- d. **School Committee Goals-** Ms. Sroka read last year's goals and asked committee to discuss whether goals had been met or not. Committee felt goals had been met and they should forge ahead with a new set of goals. Discussed having workshop on 11/20. Ms. Sroka indicated she would not be there for that meeting. Committee decided to begin drafting workshop goals on 11/20, and will keep Ms. Sroka informed.

10. **Old Business**

*Action*

- e. **Outdoor Facility Signage-**Mr. Londa indicated there were only two changes made. These were to eliminate alternate for dogs and modified rule #5 to match language in policy. Ms. Archambault made a motion to accept the "Notice of Rules of Use for School Grounds" as presented by Mr. Londa, seconded by Mr. LaVeck. A second motion to accept "Welcome to Mulligan/McCarron Track & Field Notice" as presented by Mr. Londa was made by Ms. Archambault, seconded by Mr. LaVeck. Vote; Unanimous.
- f. **Student Opportunity Act Resolution-draft** presented to committee for review. Mr. Lehtinen pointed out one typo in his name to be corrected. Committee indicated the rest of the proposed language looked acceptable. Will bring to next meeting to read aloud and sign. Motion to approve draft with one edit made by Mr. LaVeck, seconded by Ms. Bertrand. Vote: Unanimous.

*Discussion*

- g. **Symposium-**a few committee members attended. Thanked Ms. Burchfield, chair of the Finance Committee for a chance for dialogue and a big picture perspective of all town departments and their needs. Mr. LaVeck commented as to the aging population demographics vs. the younger generation. Census 2020 approaching for an updated perspective. Disappointed by poor attendance. Pre-recorded, not live. Ms. Sroka indicated some community members would like to see a follow-up meeting. Mr. Lehtinen mentioned that community members can reach out via email at any time in order to comment or ask questions. Ms. Bertrand proposed a new idea of a dialogue session at the beginning of scheduled school committee meetings regarding budget or other important topics. This would give the public an opportunity to engage in questions and answers so that citizens feel they are being heard. Discussed whether the Superintendent would hold budget forums again this year since they were not well attended last year. Committee felt like the new approach proposed by Ms. Bertrand may be a better option during scheduled meetings.

11. **Public Comment-Open-** Mr. Beardmore speaking as a citizen and parent wants to encourage an open mind as budget season approaches. He sought appointment on the Finance Committee out of frustration regarding the budget process.

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suggested Symposium and upcoming meeting to share expectations, ideas and build dialogue. Encouraged the School Committee be thoughtful as to the budget process and timing of discussions this year in open forums where the public would be involved in open discussions. Ms. Sroka asked Dr. Burnham whether she held public forums last year. Dr. Burnham responded yes, but they had no attendance besides two lovely ladies from the Eagle House one afternoon. will add Ms. Bertrand's proposal of open dialogue at the beginning of scheduled meetings as a topic at the next workshop.

12. **Reports**

- a. Athletic Advisory Committee-Mr. Lehtinen reported they met Monday the 4<sup>th</sup>, AD sent draft of minutes from 6/4 and 9/6. AD update included increasing attendance and fill the council. Fundraising requests approved for Ice hockey and basketball. Next meeting on 1/6, no December meeting.
  - b. Finance Committee-Ms. Archambault reported they met on 10/24 and reviewed warrant articles for Special Town meeting on 11/12. People should attend if they are available. Free Cash certified at 1,107,694. No word On level service committee. Need another member. Next meeting 11/7.
  - c. Policy Sub-Committee - Ms. Bertrand indicated they will be meeting 11/19
  - d. PTO- meeting next Monday.
  - e. School Councils- Primary School to meet on 11/13, High School to meet on 11/12. Mr. LaVeck reported the middle school met on 10/29 and went over MCAS accountability and results. A guest speaker from the DA's office came to do a presentation. Was a respiratory therapist from Nashoba Medical Center to discuss vaping. Well received. Looking for people with middle school topics to share with students. Conducted recent ALICE training and drill. Ms. Archambault indicated the THES council meeting will be 11/19 at 4pm but she cannot attend.
  - f. Capital Planning Committee-Mr. LaVeck reported they met yesterday with the Chief of Police who went over capital requests. Ms. Sroka asked Dr. Burnham when she would be presenting capital plan. School presents on 11/19 at 5pm.
  - g. Wellness Advisory Committee-have not met.
  - h. PAC/SAL-have not met.
  - i. Life Long Learning Advisory-no meeting scheduled.
  - j. T.C. Passios Building Design Committee-Mr. Lehtinen reported the meeting was 10/23. Unable to attend, watched You Tube recording. Next meeting 11/13 at 6pm.
13. **Topics for Future Discussion**-Goals workshop, public hearing dialogue, donations-Dr. Burnham indicated that she needs to Verify whether the bench will be coming with name or not. Clarified Galloway donation-proposed ideas only, would not Have to add her name to the final object.
14. **Adjournment**- Ms. Bertrand motioned to adjourn, seconded by Mr. Lehtinen. Adjourned at 8:05pm.

Respectfully Submitted,  
Liz Petersen