



# Lunenburg Public Schools

Dr. Kate Burnham, Superintendent of Schools

**MEETING MINUTES**  
**SCHOOL COMMITTEE MEETING**  
Wednesday, January 2, 2019  
Town Hall, 7:00 p.m.

School Committee

Heather Sroka, Chair-Present  
Wendy Bertrand, Vice Chair-Present  
Carol Archambault, Secretary-Present  
Meredith Weiss-Present  
Jim LaVeck-Present

Student Representative

Alizah Raboin-Present

Superintendent

Dr. Kate Burnham-Present

Business Manager/ HR Director

Michael Cassidy-Absent

Recording Secretary

Christine Hladky-Present

Guests:

Tim Santry-LMS Principal, Steve Malandrinos-IT Director, Jeff Dionne-LHS Guidance Counselor, Jessica Beardmore-LHS Teacher,

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1. *Call to Order*- Ms. Sroka called the meeting to order at 7:00 p.m.
  2. *Chair's Report*- Ms. Sroka discussed the public comment policy. First public comment must be related to an agenda item. Second public comment is open to the general public. Each public comment will be no more than 10 minutes total or 3 minutes per individual.
  3. *Public Comment*-Agenda Items-No public comment.
  4. *Review and Approve Warrants & Line Item Transfers*- Ms. Sroka discussed the warrants on the table for signature. Superintendent Burnham discussed the line item transfer requested by Mr. Londa. Requested \$2,000 from the "sewer dumping fees line" into the "fire safety line". Technical difficulties with the fire alarm in the middle/high school. Ms. Sroka entertained a motion to approve. Mr. LaVeck moved to approve the line item transfer as presented by the Superintendent. Ms. Archambault seconded. Vote: "Unanimous."
  5. *Review and Approve Minutes*- Ms. Sroka entertained a motion to approve. Ms. Archambault moved to accept the minutes as presented with the exception of the amendment in the spelling. Ms. Weiss seconded. Vote: "Unanimous."
    - December 19, 2018 Regular Session
    - November 28, 2018 Executive Session
    - December 5, 2018 Executive Session
  6. *Superintendent's Report*- Superintendent Burnham discussed the Primary school principal search. January 3<sup>rd</sup> at 9:00 a.m.-3:15 p.m. Parent forum on January 6<sup>th</sup>. Search committee will be formed within 2 weeks. Search committee will consist of administration, teachers, service providers, staff, and parents. Possibly 2 parents with PTO suggestions. School committee member who assists as a liaison to the school to serve on the committee. Total of 9-10 members. Closes January 21<sup>st</sup>. Forums held January 10<sup>th</sup> for the high school principal. Will post internally first to evaluate potential candidates. District wide newsletter came out today. Purpose is to improve district wide staff internal communication among schools and strengthen the sense of community. Forum for staff to provide updates. Forming a literacy team in the elementary level to develop a multi-year plan and evaluate current literacy needs. Professional development committee to assist in creating and administering a district wide needs assessment. Survey provided to staff to analyze reports. Will research options to provide quality professional development. Literacy grant second state wide literacy institute will be attending workshop to bring info back to the primary school.
  7. *Student Representative's Report*- Ms. Raboin discussed the upcoming Lunenburg high school semi-formal. January 5<sup>th</sup> from 7:00 p.m.-9:00 p.m. in the cafeteria. Class plays will be held on February 13<sup>th</sup> and February 14<sup>th</sup>. Tentatively at 6:30 p.m. Girls basketball 4-1, boys' basketball 1-5, Hockey 2-2, boys swimming 4-2, girls swim 3-3, girls and boys track 3-0. Ski team has not yet raced. After school activities for Turkey Hill elementary begins the 3<sup>rd</sup> week in January. Includes board games, crafts, girl's fitness program, yoga, talent show, cooking, crocheting, chess lessons and more.
  8. *New Business*
    - a. *Open Space*- Ms. Sroka discussed some clarifications required. Lunenburg Public school Section 5A3. Fundraising

efforts underway to construct a skate park. Property not owned by the school department. Uncertain if the Connor Louren memorial playground is owned by the school. Mr. LaVeck discussed the color-coded map. Unable to identify the possessor of an area of property in one parcel in the Open Space map provided. Needs clarification. Ms. Sroka will send an email to Mr. Kibbe to address the areas of concerns prior to providing a letter of support. Ms. Sroka entertained a motion to address the concerns with Mr. Kibbe. Mr. LaVeck moved for the chair to address the areas of concern. Ms. Archambault seconded. Vote: "Unanimous."

*Discussion*

Old Business

*Discussion*

- b. 1:1 Pilot –Grade 8-1:1 pilot-Mr. Santry provided feedback on the 1:1 pilot Chromebook for the 8<sup>th</sup> grade. Positive feedback from the 8<sup>th</sup> grade teachers. Increased accessibility to education platforms. Preparing for high school. Increased from 60 to 127 Chromebooks. Teachers have increased instruction time. Do not have to plan alternate lessons. Focused instruction time. Tests and quizzes can be done online. Provides immediate feedback to students. Decrease in missing work. Fewer copies being made. Students are being responsible with the books. Ms. Weiss inquired about the increase in the number of students next year presenting a challenge. Mr. Santry indicated the increase would not require a large investment to purchase additional books. Mr. Maladrinos discussed the planned budget to provide additional books for FY20. Will have enough every year to take back from the seniors and recycle.
- c. Creating a Culture of Safety Conference- Report- Mr. Dionne discussed the conference summary. Discussed sexual misconduct and identification. Developing a code of conduct on all levels. Warning signs, boundaries, prevention, protocols, training, and how to report. Sexual misconduct. Superintendent Burnham will attend the next meeting to provide resources and identify the next steps. Behavioral health advisory council.

*Action*

- d. Quebec Field Trip-Final Approval- Ms. Beardmore indicated there are ten students attending with one parent volunteer. Departing on Friday at 7:30 a.m. Returning the afternoon of January 11<sup>th</sup>. Provided itinerary. Ms. Sroka entertained a motion to approve. Mr. LaVeck moved to approve the final approval for the trip. Ms. Weiss seconded. Vote: "Unanimous."
9. *Public Comment*- Open-Ms. Luck is impressed with the 8<sup>th</sup> graders using the Chromebook and responsibility towards them. Creates a proud school system.

10. *Reports*

- a. Charter Review- Ms. Sroka indicated there was nothing to report. Next meeting held on January 9<sup>th</sup> at the high school auditorium at 7:00 p.m. Open to the public.
- b. Athletic Advisory- Mr. LaVeck indicated the next meeting will be held on January 15<sup>th</sup> at 6:30 p.m. at the middle/high school. Will explore consolidation of the booster clubs as a single organization with supporting groups. Discuss the retirement of athlete numbers.
- c. Finance Committee- Ms. Archambault indicated the next meeting will be held on January 10<sup>th</sup>.
- d. Blizzard Bags Advisory- Ms. Archambault discussed the upcoming meeting held on January 7<sup>th</sup>. Review forms and prepare to make a presentation to the School Committee.
- e. Wellness Advisory- Nothing to report
- f. Policy Sub-Committee- Ms. Sroka indicated the next meeting will be held on January 10<sup>th</sup>.
- g. PTO-Ms. Weiss indicated the next meeting will be held on January 14<sup>th</sup>.
- h. School Councils- Nothing to report.
- i. Capital Planning Committee- Meeting next Tuesday.

11. *Topics for Future Discussion*- Open space

12. *Adjournment*- Ms. Sroka entertained a motion to adjourn. Mr. LaVeck moved to adjourn at 7:59 p.m. Ms. Archambault seconded. Vote: "Unanimous."

Respectfully Submitted,  
Christine Hladky-Recording Secretary

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