



Lunenburg Public Schools

MEETING MINUTES

SCHOOL COMMITTEE MEETING

Wednesday, January 3, 2018

Regular Session Meeting, 7:00 p.m. Town Hall

School Committee

Heather Sroka, Chair-Present

Wendy Bertrand, Vice Chair-Present

Dawn-Marie Ayles, Secretary-Absent

Meredith Weiss-Present

Jim LaVeck-Present

Superintendent

Loxi Jo Calmes-Present

Business Manager/ HR Director

Michael Cassidy-Absent

Recording Secretary

Christine Hladky-Absent

Student Representative

Alizah Raboin-Present

Guests

Brendan Tobin, President Class 2017, Sue Cavaoli

1. *Call to Order*-Heather Sroka called the meeting to order at 7:00 p.m.
2. *Public Comment*-No Public Comment.
3. *Chair's Report* -Ms. Sroka welcomed everyone back and a Happy New Year.
4. *Review and Approve Warrants & Line Item Transfers*- Warrants were on the table for signature. No line items present.
5. *Superintendent's Report*-Superintendent Calmes introduced Mr. Londa to discuss building operations. Mr. Londa discussed the challenges of the buildings due to the recent weather. No major issues. Lunenburg Primary School is doing well with the heating systems. Some impact on the fire alarm systems with various smoke detectors. Occurred before with temperatures and has been resolved. No issues in Turkey Hill Elementary School. The Lunenburg Middle/High School heating plan set points required adjustments on the boiler water to sustain heat. Helped classrooms increase temperature. VAV boxes in interior parts of the building. Some have not been functioning. Control Company will adjust. Expected problems with extreme temperatures. Superintendent Calmes inquired about Building B in the Arts area. Mr. Londa stated the area has VAV boxes and are not providing enough air flow. Currently being evaluated. Certain larger areas take longer to heat. Occupied set point is 70 degrees with a 2-degree range. Unoccupied status is typically 60 degrees. Continue to monitor the heating systems. Control Technology provided install. Will be evaluating the heating programming systems. Superintendent Calmes thanked Mr. Londa and the personnel continuing to work on the building temperatures. Acknowledged the bus company's efforts to evaluate and prepare buses with proactive back-up plans.
6. *Student Representative Report*-Ms. Raboin discussed the continuation of Class Plays and Winter Sports. Student Council has been brainstorming projects. Make-a-Wish Foundation to possibly sponsor a child through raising money. Will report ongoing progress.

7. *New Business*

Action

- a. *Class of 2017 Gift*- Brenden Tobin presented a proposal from the Class of 2017 of Street Pole Banners. Begin with four on the road in front of the Lunenburg High School. The quote is \$1464.00. Includes banner, art work, banner kits. Hopes to extend onto 2A. Individually price quote averages \$350. Banners will have Lunenburg designs. The life of the banners ranges an average of 5 years. Superintendent Calmes suggested gaining insight from other schools with banners inquiring about sustainability. Future classes could make a donation to sustain future replacement needs. Ms. Cavaoli discussed other classes donating to the project with potential banner variations in the future. Ms. Bertrand discussed having the Class of 2017 discuss the costs and sustainability with future graduating classes. Ms. Bertrand discussed evaluating the hours required to install the banners and if additional funds will be required.
- b. *School Committee Representative Appointment to NEASC Accreditation Sub-Committee*- Superintendent Calmes discussed choosing a representative. Ms. Sroka offered to take the position. Ms. Bertrand made a motion to approve Heather Sroka as the School Committee Representative to NEASC Accreditation Sub-Committee. Mr. LaVeck seconded. Vote: Unanimous

8. *Old Business*

Action

- a. *FY19 Revised Capital Plan*-Mr. Londa discussed the capital plan. \$35,000 was initially requested to update the Lunenburg Primary Schools phone system through Signet. Reduce the amount to \$29,500. Superintendent Calmes discussed the total requested will bring the amount down to \$159,500. Ms. Sroka entertained a motion to accept the changes. Mr. LaVeck moved the motion to accept the Capital Plan change to upgrade the new phone system and change the dollar amount to a total of \$29,500 for Fiscal Year 2019 to \$159,500. Ms. Weiss seconded the motion. Vote: Unanimous

Discussion

- c. *2018-2019 School Calendar*-Superintendent Calmes discussed updates of the 2018/2019 School Calendar. Highlight some dates and structure. Posted at the website. 2018/2019. August 27th return of staff. First day of school August 28th-30th. Students will be off Labor Day August 31st-September 3rd. First full Professional Development day is September 27th. September 6th-Middle School open house. Sept 11th- Primary open house. Turkey Hill Elementary Open House-September 12th. Lunenburg Middle/High Open House-September 13th. Early releases for Parent-Teacher conferences. The Lunenburg Middle/High School will have early release October 23rd. Lunenburg Primary and Elementary early release is November 13th. Extended day is available for the Early Release days. Winter Break-December 24th-through January 1st. February break is the third week of the month. April break is the third week of the month. Half day for Professional Development held in March. Last day of school-June 11th 2019 is the anticipated last day of school not including snow days. Inserted five snow days. Additional inclement weather days in excess of five are required to be made up. Ms. Bertrand discussed evaluating the inconsistency in the shortened weeks. Superintendent Calmes stated she will continue to evaluate the calendar.
- b. *FY19 Superintendent's Recommended Budget*- Superintendent Calmes discussed the updated changes for Paraprofessionals are not lined up appropriately in the budget. Total overall budget request is \$20,883,265. Represents a 5.5% increase. Includes the recommended Part-time Preschool teacher, 2nd Grade teacher, 3rd Grade teacher, 6th grade teacher, Part-time Paraprofessional for the library, Assistant Principal for the Lunenburg Middle school thus

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creating a Full-time Assistant Principal for the Lunenburg High School. Non-Personnel \$119,000 of curriculum adoption. Health Insurance renewal rate is estimated at 7.5% ,about 2.5 million dollars of the budget. Will identify the actual renewal rate. Non-personnel additionally includes expansion of sustainability for the one on one Laptop initiative extended to the freshman year. Information is posted at the website. Will continue to develop with updates and moved to an Action Item when complete.

9. *Public Comment*-Ms. Phyllis Luck inquired about the Extended School Year Calendar date. Superintendent Calmes stated the Extended School Year is for students who use services on an Individualized Education Plan. Dates reflect when Summer School is occurring. Ms. Luck stated the Professional Development day in September falls on a Thursday and the November Professional Development day falls on a Tuesday. Can the date be moved to a Monday or Friday? Superintendent Calmes stated the Professional Development days have been booked. The members of the faculty assisted in developing the Calendar to avoid impacting rotation by occurring on the same day of the week thus causing students to miss a significant amount of one class.
10. *Topics for Future Discussion*- Ms. Sroka evaluated the topics for future discussion including the Calendar, Budget, and Banner Project. Superintendent Calmes discussed a future Policy discussion. Mr. LaVeck stated the Athletic Council will have a presentation to add to the Agenda in March. Ms. Bertrand inquired about evaluating the Community Learning Program report by spring to consider any changes needed before the fall.
11. *Adjournment*-Ms. Sroka entertained a motion to adjourn. Ms. Bertrand made a motion to adjourn at 8:20 p.m. Mr. LaVeck seconded the motion. Vote: Unanimous

Meeting adjourned at 8:20 p.m.

Respectfully Submitted,
Christine Hladky-Recording Secretary