



Lunenburg Public Schools

Dr. Kate Burnham, Superintendent of Schools

MEETING MINUTES
SCHOOL COMMITTEE MEETING
Wednesday, June 26, 2024
6:30 – Remote

School Committee

Brian Lehtinen, Chair - Absent
Anthony Sculimbrenne, Vice Chair - Present
Carol Archambault, Secretary - Present
Peter Beardmore, Member - Present
Laura Brzozoski, Member - Present

Superintendent

Dr. Kate Burnham

Recording Secretary

Courtney Fuller

Guests: Kevin Bigelow-Athletic Director, Dave Abraham-Athletic Trainer, Dr. Ridley, Nadine Lorenzen-Food Service Director

In accordance with the requirements of the Open Meeting Law, please be advised that this meeting is being recorded and broadcast live over the Lunenburg Public Access channel, on Facebook Live on the Public Access Facebook page.

(<http://www.facebook.com/Lunenburg-Public-Access-Cable-157427270975305/>) and will be uploaded to the Lunenburg Access YouTube after the meeting.

The agenda lists all the topics which may be discussed at the meeting and those reasonably anticipated by the Chair. Votes may be taken as a result of these discussions. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by Open Meeting Law

1. **Call to Order by Mr. Sculimbrenne at 6:35**
2. **Public Comment** - None
3. **Chair's Report** -None
4. **Review & Approve Minutes** – None
5. **Review & Approve Warrants** – Warrants approved and signed in total of \$159,241.02
6. **Line Item** Transfers Mr. Paul Livingston our contract consultant shares a list of reclassification of \$411,675 transfer from general budget salaries to general budget lines to meet the expected expenses. **Ms. Archambault makes a motion to approve line item transfers, Mr. Beardmore seconds the motion, all approve via roll call**
7. **Superintendents' Report** - School and district administrators will be participating as a team in the Department of Leadership Instructional Institute on July 29, 30, and 31. Also, want to make you aware the office manager at Dee Bus, Linda, has retired, we are hoping for a smooth transition, working with a new partner. We also received communication from the Mass School Building Authority, they are prepared to launch their next school survey assessment. The survey will include site visits at approximately 1,580 schools, as well as a compilation of existing data at approximately 120 schools currently in the MSBA program. This assessment will result in a published report sharing an understanding of the building condition and general environment for the Commonwealth

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public schools. Beginning in the fall architectural and engineering experts will visit public elementary and secondary buildings. These will be evaluated regardless of whether or not the district has any plans for improvements. The assessment will evaluate key factors including the condition, capacity, maintenance, and educational environment. The data collected during the assessment is just one factor used to determine which school facilities present the highest level of need in urgency, and the results are not the sole basis the MSBA uses to determine any districts eligibility for funding. There will be an update related to scheduling of sites visits later in August.

8. New Business

Discussion

- a. **Head Injury Presentation** Dr. Ridley from UMASS is a Sports Medicine and Exercise provider, joins Mr. Bigelow and Mr. Abraham in a discussion on concussion and how it correlates to CTE later in life. They discuss the steps they take at events where a concussion is suspected and return to play protocol. Dr. Ridley is available any time for future questions and concerns, you can also contact Mr. Bigelow or Mr. Abraham.
- b. **Program Evaluation** Ms. Hanscom has provided a slide deck to the school committee for review

Action

- c. **FY24 Budget Carryover Open PO's** Dr. Livingston explains why differences have occurred this fiscal year and presents the committee with a list of PO's that are recommended to carryover in to FY25. **Mr. Beardmore makes a motion to approve the open PO list, Ms. Brzozoski seconds the motion, approved unanimously via roll call.**
- d. **The Community Eligibility Provision (CEP)** Ms. Lorenzen shares her presentation on CEP vs Universal Meal Program. At this time Turkey Hill qualifies to participate in CEP. The CEP program does bring in a little more money than the Universal Meals Program. Our students would not see any difference but the parents would need to fill out separate information for their student at Turkey Hill. **Ms. Brzozoski makes a motion to approve CEP program at Turkey Hill, Ms. Archambault seconds the motion, approved unanimously via roll call vote.**
- e. **Budget Task Force Appointment** The committee discusses the ups and downs of the task force **Mr. Beardmore makes a motion to appoint Mr. Sculimbrenne and Ms. Brzozoski as a backup, Ms. Archambault seconds the motion, approved unanimously via roll call vote.**

9. Old Business

Discussion

- a. **FY 24 Quarterly Budget** Mr. Livingston gives a quarterly budget update, committee asks when we might know how much money is left? We are hoping by 7/15 we should have that number. Does it look like we will have a surplus? Not as of right now
- b. **Keystone Report** Dr. Burnham has provided an update in the school committee folder, any questions contact Dr. Burnham
- c. **Personnel Report** Dr. Burnham shares that we 11 new hires, we've had 48 members of our staff that have left the district, and our open positions that are currently being processed. It is noted that salary has been the reason for many of the separations.

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Action

- d. Class Accounts –Close out** The committee is provided the notes for each classes' progress and status **Ms. Brzozoski makes a motion to table this topic, Ms. Archambault seconds the motion, unanimously approved via roll call vote.**

- 10. Public Comment Dave Rogers, 82 Highland Street** Who is the Finance Director and what are they paid? With the reorganization of the school committee Mr. Lehtinen is in the teachers union, is this a conflict of interest? How long will Mr. Livingston with us? Mr. Sculimbrene clarifies that as long as Mr. Lehtinen is not on the school committee in the same district that he is part of the union, there is no conflict. Dr. Burnham shares that Dr. Gilson is our Finance Director, she will be paid \$150,000 and has a 3 year contract. We don't have an end date for Dr. Livingston, thus far the services have been approximately \$31,000 and we are hoping for a 2 to 3 month transition period. Dr. Burnham's salary will remain the same and she will not take a raise for this year.

Dr. Burnham goes through the list of questions from the school committee. As far as a running list of staff, we will be getting back to quarterly reports. A question regarding policy on bus driver hiring....we do not have any part of the bus driver hiring. Are we dropping IXL? It is still budgeted but we are looking into it. Why are we outsourcing landscaping is it a reasonable cost? We do outsource mostly for the playing fields, this is much easier for us and we do receive this at a reasonable cost, this isn't a reasonable share with the town to include in a bid. Who pays for the electricity for the food pantry? This is not part of the school department responsibilities. Our custodians do clean the whole building, however at this time we do not have a custodian at TCP. Our maintenance and grounds department takes care of the lawn outside TCP. As far as TCP not having running water, I have not been made aware that has been an issue, they are looking into whether it's a battery issue for the sensor, however, we do not have any students in the building at this time, and have not heard of this being an issue by any of the staff. There was a question/concern about library usage and availability at the high school. I want to remind everyone to go through the chain of communication and start with who is in charge, and move up the chain if you need more assistance

11. Reports – Tabled

12. Topics for Future Discussion

Discussion for finance workshop
Use of cell phones in school

- 13. Executive session :** to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or a litigating position of the public body and the chair so declares

- 14. Adjournment Ms. Brzozoski makes a motion to enter executive session and adjourn immediately after at 9:28 pm, Ms. Archambault seconds the motion, approved unanimously via roll call vote**

Respectfully Submitted

Courtney Fuller

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