Rowe Finance Committee
February 13, 2020
5:00 P.M. at Rowe Town Hall –Meeting Room 1

Present: Chair Wayne Zavotka, Vice-Chair Loretta Dionne, Christopher "Selmi" Hyytinen, Paul McLatchy III, Laurie Pike

Board of Selectmen: Chair Charles Sokol, Vice-Chair Jennifer Morse, Selectman Edward Silva

Other Attendees: Executive Secretary Janice Boudreau, School Committee Member Matthew Crowningshield, Superintendent John Franzoni, Principal William Knittle, School Secretary Laurie Laffond, NBSU Business Manager Jennifer Macksey, School Committee Member Mary Paige, School Committee Chair Susan Zavotka

Audience of Citizens: Joanne Semanie

Call to Order: Chair Zavotka called the meeting to order at 5:03 P.M., with a quorum of the committee present.

School Budget: The Finance Committee met with the Board of Selectmen and School Committee to review the FY2021 proposed school budget. School Committee Chair Zavotka and Business Manager Macksey noted that there are still a lot of moving parts with the budget, as the Northern Berkshire School Union (NBSU) has not met to finalize shared expenses, the Mohawk tuition rates are still unknown, and teachers' contract negotiations are still not finalized. There will be a public hearing on March 19th for the school's budget.

> In FY20, the town approved a total budget of approximately $1.7 million, though $170,000 was paid for from school choice. The school committee is committed to balance the budget using choice funds. In FY21, the current estimate is that the budget will be $1,819,873.69 before factoring in any choice funds or grants. This includes high school tuition and bussing.
>
> The School Committee will be meeting with the teachers on March 3rd to hopefully settle their contract. They have also been looking at the wages of non-teaching staff and have tried to bring them more in line with rates that are being paid in the area. Discussion briefly ensued about trying to incorporate not just salaries but benefits as well (i.e. health insurance premiums).
>
> Chair Sokol said that he would like to see if there could be a mechanism to help stabilize the high school tuition costs over time. Currently the town pays a per-student rate, which can vary year to year. Chair Susie Zavotka answered that the only way to do this would be to join the district and be given an assessment rather than a tuition rate, which the town voted down several years ago.

This year, the school has an enrollment of 73 students- 26 from Rowe and 47 from choice. This includes preschool students who do not bring choice funds with them. Chair Wayne Zavotka asked how choice students impact the budget. Chair Susie Zavotka replied that there are going to be certain fixed costs no matter the number of students. If the town wants to maintain the level of programming currently available, the costs will remain the same. The town would have to reduce the staff *and* programs to reduce costs. The removal of choice students would not only keep the costs relatively level (due to the loss of choice revenue), it would likely result in a school that could not properly function due to the number of children.

Vice-Chair Morse pointed out that in the last few years, more and more voters have been opposing the school budget at town meeting. She recommended that the school committee make sure that they are providing detailed information. Perhaps something in the Goal Post.

Selectman Silva asked about the future population of the town. While there have been a few new families that have moved to town, some of them home school their children. In addition, there is little in terms of housing that is available *and* affordable to younger families.

Mr. McLatchy asked about the choice funds and how they're being spent. Right now the school has roughly $245,000 in choice funds in reserve. The School Committee changes their policy year to year based on the needs, which determines how much will be used to offset the budget.

The final budget should be ready by March 12th, and the public hearing will take place on the 19th. Questions should be directed to the school around that time frame.

The School Committee and administration were thanked for attending and left at 5:59.

Next Meeting: The committee will meet Thursday, February 27th at 6:30 to continue budget discussions. No further budget hearings will be needed as all departments have met ~~jointly~~. with the BOS + FinCom.

Adjourn: After a great deal of discussion about whether there was any further business, a motion was made by Mr. McLatchy and seconded by Ms. Pike to adjourn the meeting at 6:12 P.M. The vote was 4-0-0 in favor (Chair Zavotka had left at this point)

Respectfully Submitted,
Paul McLatchy III, Secretary

Approved: February 27, 2020

Wayne Zavotka

Wayne Zavotka, Chair

Loretta Dionne, Vice-Chair

Paul McLatchy III, Secretary

Christopher "Selmi" Hyytinen, Member

Laurie Pike

Laurie Pike, Member

Attachments:

- Agenda (Meeting Posting)
- School Budget

Meeting Notice

Public Body: Rowe Finance Committee
Dates/Times: Thursday, February 13, 2020 at 5:00 PM
Location: Rowe Town Hall, Meeting Room 1
Officer: Paul McLatchy III, Secretary

Agenda: (all dates)

1. Call to Order
2. Budget Hearings
    a. School Committee
    b. General Administration & Board of Selectmen
3. Minutes
4. Other Business
5. Adjourn

Posted and filed with town clerk at 12:00 PM on Friday, February 7, 2020 by Paul McLatchy III

FY21 ROWE BUDGET WORKSHEET

DRAFT

		FY18 Expended	FY19 Expended	FY20 Budget	FY21 Budget	Inc(dec)	Notes
	Expense						
1	**1110 · School Committee**						
2	1110116 · Advert/Bids/Print	2,583.93	3,651.10	2,500.00	2,500.00		
3	**Total 1110 · School Committee**	2,583.93	3,651.10	2,500.00	2,500.00	0.00	
4							
5	**1210 · Superintendent's Office**						
6	1210111 · Superintendent	17,729.92	18,224.96	21,068.00	21,068.00	0.00	Need NBSU JSC Approval
7	1210112 · Clerical Salaries	14,235.67	4,813.60	5,523.00	5,523.00	0.00	Need NBSU JSC Approval
8	1210115 · Office Supplies	974.53	1,249.96	425.00	425.00	0.00	Need NBSU JSC Approval
9	1210116 · Other Expense	876.11	1,382.87	2,196.00	2,196.00	0.00	Need NBSU JSC Approval
10	121A116 · Travel Out of District	444.38	132.79	85.00	85.00	0.00	Need NBSU JSC Approval
11	**Total 1210 · Superintendent's Office**	34,260.61	25,804.18	29,297.00	29,297.00	0.00	
12							
13	**1400 · Finance and Admin Services**						
14	**1430 · Legal Services**					0.00	
15	1430114 · Contracted Services	3,600.00	3,600.00	4,705.00	4,705.00	0.00	Need NBSU JSC Approval
16	**Total 1430 · Legal Services**	3,600.00	3,600.00	4,705.00	4,705.00	0.00	
17							
18	**1450 · Administrative Technology**						
19	1450114 · Admin Tech Salary	868.75	5,366.66	11,600.00	11,600.00	0.00	Need NBSU JSC Approval
20	1450115 · Supplies	96.67	349.08	170.00	170.00	0.00	Need NBSU JSC Approval
21	1450116 · Other	39.70	26.98	230.00	230.00	0.00	Need NBSU JSC Approval
22	**Total 1450 · Administrative Technology**	1,005.12	5,742.72	12,000.00	12,000.00	0.00	
23							
24	**Total 1400 · Finance and Admin Services**	4,605.12	9,342.72	16,705.00	16,705.00	0.00	
25							
26	**1410 · Business Admin**					0.00	
27	1410111 · Business Admin Salary	0.00	6,980.23	11,050.00	11,050.00	0.00	Need NBSU JSC Approval
28	1410112 · Business Admin Travel	9.79	149.94	170.00	170.00	0.00	Need NBSU JSC Approval
29	**Total 1410 · Business Admin**	9.79	7,130.17	11,220.00	11,220.00	0.00	
30							

FY21 ROWE BUDGET WORKSHEET

DRAFT

	FY18 Expended	FY19 Expended	FY20 Budget	FY21 Budget	Inc(dec)	Notes
31 **2110 · Supervisory - Special Education**						
32 2110111 · Admin of Special Education	13,176.42	13,752.18	15,898.00	15,898.00	0.00	Need NBSU JSC Approval
33 2110112 · Secretary	3,178.92	4,406.15	4,540.00	4,540.00	0.00	Need NBSU JSC Approval
34 2110114 · ESPED Membership fees	177.75	0.00	178.00	178.00	0.00	Need NBSU JSC Approval
35 2110115 · Supplies	412.30	118.50	425.00	425.00	0.00	Need NBSU JSC Approval
36 2110116 · Other	219.46	66.11	595.00	595.00	0.00	Need NBSU JSC Approval
37 2110117 · Medicaid Administrative Fees	842.68	663.59	1,500.00	1,500.00	0.00	Need NBSU JSC Approval
38 211A116 · Travel	579.39	180.00	289.00	289.00	0.00	Need NBSU JSC Approval
39 **Total 2110 · Supervisory - Special Education**	18,586.92	19,186.53	23,425.00	23,425.00	0.00	
40						
41 **2200 · School/Building Leadership**						
42 **2210 · School Leadership**						
43 2210111 · Principal	85,791.53	87,993.10	88,882.00	93,328.30	4,446.30	RSC Vote? 3% inc included
44 2210112 · Principal's Secretary	36,216.70	36,945.48	37,939.00	37,939.00	0.00	Need update
45 2210114 · Principal PD and Dues	0.00	300.00	1,000.00	1,000.00	0.00	
46 2210115 · Principal's Supplies/contracts	3,568.57	2,538.79	1,500.00	1,500.00	0.00	
47 2210116 · Principal's Other	806.75	214.76	1,000.00	1,000.00	0.00	
48 221011A · Principal's Travel	999.96	999.96	1,000.00	1,000.00	0.00	
49 **Total 2210 · School Leadership**	127,383.51	128,992.09	131,321.00	135,767.30	4,446.30	
50						
51 **2250 · Principal's Technology**						
52 2250115 · Supplies	0.00	192.67	1,000.00	1,000.00	0.00	
53 2250116 · Other- Rediker	3,644.05	3,646.20	4,000.00	4,000.00	0.00	
54 **Total 2250 · Principal's Technology**	3,644.05	3,838.87	5,000.00	5,000.00	0.00	
55					0.00	
56 **Total 2200 · School/Building Leadership**	131,027.56	132,830.96	136,321.00	140,767.30	4,446.30	
57						
58 **2300 · Instruction - Teaching Services**						
59 **2305 · Teachers - Classroom**						
60 2305111 · Professional Salaries	420,960.00	499,983.01	334,423.00	547,025.39	212,602.39	Need to settle K - 2% inc
61 **Total 2305 · Teachers - Classroom**	420,960.00	499,983.01	334,423.00	547,025.39	212,602.39	
62						

FY21 ROWE BUDGET WORKSHEET

DRAFT

	FY18 Expended	FY19 Expended	FY20 Budget	FY21 Budget	Inc(dec)	Notes
63 **2310 · Teachers - Special Education**						
64 2310111 · Professional Salaries	51,342.06	2,438.31	6,356.00	6,356.00	0.00	Need to settle K
65 **Total 2310 · Teachers - Special Education**	51,342.06	2,438.31	6,356.00	6,356.00	0.00	
66						
67 **2320 · Medical Therapeutic Services**						
68 2320111 · Speech/PT/OT Salaries	29,722.13	42,782.07	37,309.00	37,309.00	0.00	Need NBSU JSC Vote
69 2320114 · Contracted Services (OT)	0.00	1,500.00			0.00	
70 **Total 2320 · Medical Therapeutic Services**	29,722.13	44,282.07	37,309.00	37,309.00	0.00	
71					0.00	
72 **2325 · Substitutes**					0.00	
73 2325113 · Teacher Sub Salaries	10,763.81	7,782.26	5,000.00	5,000.00	0.00	
74 232511A · Aid Sub Salaries	308.84	5,093.62	700.00	700.00	0.00	
75 **Total 2325 · Substitutes**	11,072.65	12,875.88	5,700.00	5,700.00	0.00	
76						
77 **2330 · Teacher Aides**						
78 **2330113 · Salaries**	51,972.06	77,813.36	72,927.00	119,925.00	46,998.00	??
79 **Total 2330 · Teacher Aides**	51,972.06	77,813.36	72,927.00	119,925.00	46,998.00	
80						
81 **Total 2300 · Instruction - Teaching Services**	565,068.90	637,392.63	456,715.00	716,315.39	259,600.39	
82						
83 **2340 · Library**						
84 2340113 · Librarian Salary	7,573.17	7,637.88	7,585.00	7,585.00	0.00	
85 2340114 · Library Technology	0.00	876.50	1,000.00	1,000.00	0.00	
86 2340115 · Library Supplies	913.75	740.02	1,500.00	1,500.00	0.00	
87 **Total 2340 · Library**	8,486.92	9,254.40	10,085.00	10,085.00	0.00	
88						
89 **2350 · Professional Developement**					0.00	
90						
91 **2351 · Prof Development Principal**						
92 **2351116 · Other expenses**	0.00	1,210.40			0.00	
93 **Total 2351 · Prof Development Principal**						
94						

FY21 ROWE BUDGET WORKSHEET

DRAFT

	FY18 Expended	FY19 Expended	FY20 Budget	FY21 Budget	Inc(dec)	Notes
Total 2350 · Professional Developement					0.00	
2357 · Prof Development Expenses						
2357115 · Supplies	275.11	0.00	300.00	300.00	0.00	
2357116 · Other	2,812.24	3,373.45	3,250.00	3,250.00	0.00	
Total 2357 · Prof Development Expenses	3,087.35	3,373.45	3,550.00	3,550.00	0.00	
2400 · Instructional Materials & Equip						
2410 · Texts and related materials	1,350.98	2,025.78	2,500.00	2,500.00	0.00	
2415 · PBL Supplies	208.84	46.16	2,000.00	2,000.00	0.00	
2430115 · General Classroom Supplies/ Reg	8,965.86	6,761.74	6,500.00	6,500.00	0.00	
243011S · Class Room Supplies Sped	823.21	1,326.06	1,000.00	1,000.00	0.00	
2451 · Instructional Tech						
2451112 · Instructional Tech Stipend	0.00	0.00	500.00	500.00	0.00	
245113 Instruction Tech Salary	1,378.86	100.00			0.00	
2451114 · Internet	2,039.68	1,325.74	2,500.00	2,500.00	0.00	
2451115 · Instruction Tech Supplies	568.54	1,899.34	1,500.00	1,500.00	0.00	
2451116 · Instructional Tech Other	0.00	541.25	1,000.00	1,000.00	0.00	
Total 2451 · Instructional Tech	3,987.08	3,866.33	5,500.00	5,500.00	0.00	
2400 · Instructional Materials & Equip - Other					0.00	
Total 2400 · Instructional Materials & Equip	15,335.97	14,026.07	17,500.00	17,500.00	0.00	
2440 · Instructional Service, Other						
2440113 · Instructional Field Trip Transp	8,137.00	9,713.28	4,500.00	4,500.00	0.00	
2440115 Instructional Summer Tutoring	0.00	34.95			0.00	
2440116 · Instructional Field Trip Other	7,017.95	8,314.15	10,500.00	10,500.00	0.00	
Total 2440 · Instructional Service, Other	15,154.95	18,062.38	15,000.00	15,000.00	0.00	
2700 · Guidance Counseling and Testing						
2710 · Guidance					0.00	
2710111 · Salaries	15,981.52	27,240.51	18,382.00	18,382.00	0.00	Need NBSU JSC Vote

FY21 ROWE BUDGET WORKSHEET

DRAFT

		FY18 Expended	FY19 Expended	FY20 Budget	FY21 Budget	Inc(dec)	Notes
127	2710115 · Supplies	0.00	0.00	1,000.00	1,000.00	0.00	
128	Total 2710 · Guidance	15,981.52	27,240.51	19,382.00	19,382.00	0.00	
129	**Total 2700 · Guidance Counseling and Testing**	15,981.52	27,240.51	19,382.00	19,382.00	0.00	
130							
131	**2800 Physchological Services**					0.00	
132	2800114 Contracted Services	0.00	0.00			0.00	
133							
134							
135	**3200 · Health Program**						
136	3200111 · School Nurse	68,313.21	55,850.46	57,734.00	57,734.00	0.00	RSC Vote?
137	3200112 · Contracted Physician	2,164.15	660.00	650.00	650.00	0.00	
138	3200115 · Supplies	0.00	1,066.00	2,500.00	2,500.00	0.00	
139	3200116 · Health Technology	0.00	500.00	500.00	500.00	0.00	
140	**Total 3200 · Health Program**	70,477.36	58,076.46	61,384.00	61,384.00	0.00	
141							
142	**3300 · TRANSPORTATION**						
143	3300113 · Transportation/ Late Bus	13,049.59	16,612.44	15,450.00	15,450.00	0.00	Need to udpate
144	3300114 · Bus Contracts - Elementary	55,763.80	56,789.90	58,494.00	58,494.00	0.00	Need to udpate
145	330A114 · Bus Contracts - Mohawk/Tech	55,763.80	56,789.90	58,494.00	58,494.00	0.00	Need to udpate
146	**Total 3300 · TRANSPORTATION**	124,577.19	130,192.24	132,438.00	132,438.00	0.00	
147							
148	**3400 · Food Services**						
149	3400114 · Staff	39,261.77	35,067.54	33,653.00	33,653.00	0.00	RSC Vote?
150	3400115 · Food Supplies	11,665.54	1,137.92	8,000.00	8,000.00	0.00	
151	3400116 · Cafeteria Non-Food Supplies	1,027.31	1,657.63	500.00	500.00	0.00	
152	**Total 3400 · Food Services**	51,954.62	37,863.09	42,153.00	42,153.00	0.00	
153							
154	**3520 · Other Student Activities**						
155	**3520111 · Professional Salaries**	0.00	600.00			0.00	
156	**Total 3520 · Other Student Activities**	0.00	600.00			0.00	
157							
158	**4000 · Operation and Maint of Plant**					0.00	

FY21 ROWE BUDGET WORKSHEET

DRAFT

	FY18 Expended	FY19 Expended	FY20 Budget	FY21 Budget	Inc(dec)	Notes
159						
160 **4110 · Custodial Services**						
161 4110113 · Salaries	35,057.91	30,876.00	37,440.00	37,440.00	0.00	RSC Vote?
162 4110114 · Summer Custodian Salaries	702.97	237.41	1,500.00	1,500.00	0.00	
163 4110115 · Supplies	4,805.31	5,853.86	3,500.00	3,500.00	0.00	
164 4110116 · Travel	510.11	711.07	1,000.00	1,000.00	0.00	
165 **Total 4110 · Custodial Services**	41,076.30	37,678.34	43,440.00	43,440.00	0.00	
166						
167 **4120 · Fuel**						
168 **4120116 · Appropriation**	18,905.44	22,356.24	15,000.00	15,000.00	0.00	
169 **Total 4120 · Fuel**	18,905.44	22,356.24	15,000.00	15,000.00	0.00	
170						
171 **4130 · Utilities**						
172 4130116 · Telephone	4,952.02	6,820.09	5,000.00	5,000.00	0.00	Adjust for AVAYA
173 413A116 · Electricity	19,397.54	17,489.56	12,000.00	12,000.00	0.00	
174 **Total 4130 · Utilities**	24,349.56	24,309.65	17,000.00	17,000.00	0.00	
175						
176 **4210 · Maintenance of Grounds**						
177 4210116 · Appropriation	1,082.25	-2,069.85	1,000.00	1,000.00	0.00	
178 **Total 4210 · Maintenance of Grounds**	1,082.25	-2,069.85	1,000.00	1,000.00	0.00	
179						
180 **4220 · Maintenance of Buildings**						
181 4220115 · HVAC Maintenance Contract	2,529.01	3,852.10	4,500.00	4,500.00	0.00	
182 4220116 · Other/ Furnishings	13,330.65	6,184.87	3,000.00	3,000.00	0.00	
183 4220117 · Maint. of Bldg/Inspections	0.00	3,667.49	3,000.00	3,000.00	0.00	
184 **Total 4220 · Maintenance of Buildings**	15,859.66	13,704.46	10,500.00	10,500.00	0.00	
185						
186 **4225 · Building Security Systems**						
187 4225114 · Contracted Services	517.43				0.00	
188 **Total 4225 · Building Security Systems**	517.43	0.00	0.00	0.00	0.00	
189						
190 **4230 · Maintenance of Equipment**						

FY21 ROWE BUDGET WORKSHEET

DRAFT

		FY18 Expended	FY19 Expended	FY20 Budget	FY21 Budget	Inc(dec)	Notes
191	4230116 · Local	4,819.94	4,443.18	3,000.00	3,000.00	0.00	
192	423A116 · Union	265.08	221.64	900.00	900.00	0.00	Need NBSU JSC Approval
193	4230 Other	1,475.50	0.00	0.00	0.00	0.00	
194	**Total 4230 · Maintenance of Equipment**	6,560.52	4,664.82	3,900.00	3,900.00	0.00	
195							
196	**Total 4000 · Operation and Maint of Plant**	108,351.16	100,643.66	90,840.00	90,840.00	0.00	
197							
198	**5150 · Employee Separation Cost**					0.00	
199	5150110 · Separation Benefits	0.00	0.00	20,000.00	20,000.00	0.00	
200	**Total 5150 · Employee Separation Cost**	0.00	0.00	20,000.00	20,000.00	0.00	
201							
202	**5200 · Employee Benefits**					0.00	
203	5200116 · Medical -Union	10,813.64	26,978.45	14,436.00	14,436.00	0.00	
204	**Total 5200 · Employee Benefits**	10,813.64	26,978.45	14,436.00	14,436.00	0.00	
205							
206	**5250 Employee Servance/Payout**	38,358.46	0.00	0.00	0.00	0.00	
207							
208	**5260 · Insurance**						
209	5260116 · School Building Liability - Union	499.95	654.15	567.00	567.00	0.00	Need NBSU JSC Approval
210	**Total 5260 · Insurance**	499.95	654.15	567.00	567.00	0.00	
211							
212	**5300 · Equipment Leases**						
213	5300111 · Copier Leases	0.00	0.00	6,500.00	6,500.00	0.00	
214	5300112 · Union Copiers	0.00	0.00	1,020.00	1,020.00	0.00	Need NBSU JSC Approval
215	**Total 5300 · Equipment Leases**	0.00	0.00	7,520.00	7,520.00	0.00	
216							
217	**5350 · Rental - Union Office**						
218	5350116 · Appropriation	2,533.32	2,379.00	2,734.00	2,734.00	0.00	Need NBSU JSC Approval
219	5350 · Rental - Union Office - Other	0.00	0.00	0.00	0.00	0.00	
220	**Total 5350 · Rental - Union Office**	2,533.32	2,379.00	2,734.00	2,734.00		
221							
222	**7300 · Improvement of Equipment**						

FY21 ROWE BUDGET WORKSHEET

DRAFT

		FY18 Expended	FY19 Expended	FY20 Budget	FY21 Budget	Inc(dec)	Notes
223	General - Union	0.00	0.00	187.00	187.00	0.00	Need NBSU JSC Approval
224	**Total 7300 · Improvement of Equipment**	0.00	0.00	187.00	187.00	0.00	
225							
226	**7400 · Replacement of Equipment**						
227	740A116 · Appropriation - Union	0.00	0.00	468.00	468.00	0.00	Need NBSU JSC Approval
228	**Total 7400 · Replacement of Equipment**	0.00	0.00	468.00	468.00	0.00	
229							
230	**9100 · Tuition**						
231	9100.6A · Mohawk Trail Regl	247,242.00	279,846.93	403,000.00	403,000.00	0.00	Need to update
232	9100.6B · Franklin Tech	63,978.02	37,200.00	38,400.00	38,400.00	0.00	Need to update
233	9100.6C Special Education	0.00	0.00			0.00	
234	**Total 9100 · Tuition**	311,220.02	317,046.93	441,400.00	441,400.00	0.00	
235		1,532,975.26	1,582,939.48	1,555,827.00	1,819,873.69	264,046.69	
236		-1,532,975.26	-1,582,939.48	-1,555,827.00	-1,819,873.69	Total Budget	
237	**Funding from School Choice**			-170,000.00	-170,000.00	Sch Choice	
238				-1,725,827.00	-1,649,873.69	Town App	
					-94,046.69	Inc on Town	

DRAFT BUDGET