Approved & Signed

Rowe School Committee
Meeting Minutes
Thursday, July 28, 2011

The Massachusetts Open Meeting Law requires minutes for all school committee and subcommittee meetings. The recorded minutes are open to the public for inspection within 10 days of the meeting. Minutes are recorded to provide a brief overview that reflects the subject matter discussed and any decisions made. Motions made are to clearly indicate who made the motion and who seconded the motion. Record who was in favor, who opposed, or who abstained. The names of any person(s) appearing before the committee are to be indicated.

Documents:

June 14, 2011 School Committee Minutes- Minutes were approved the committee needs to sign a clean copy.
July 28, 2011 Report of the Principal –
FY12 Wage Increase Options -
Budget Transfer –
Budget Transfer –
Media Policy for First Read –
Public Comment Policy for First Read –
Final - Regulations on Evaluation of Educators – 603 CMR 35.00
Rowe Student Spanish Survey – June 2011
Rowe – Washington DC Trips
FY2012 Local Aid Assessments - Rowe
FY2012-Notice to Assessors of Estimated Receipts - General Laws, Chapter 58, Section 25A
Budget Subcommittee Meeting Notice
Mohawk Trail School Committee – July 20, 2011
Mohawk Regional School System "Better Breakfast Initiative"
June 14, 2011 letter from Laurie Pike re: letter of apology.
Email dated June 17, 2011 from Attorney Dupere to Superintendent Buoniconti re: Preschool School Choice
Disclosure of Appearance of Conflict of Interest re: William Loomis and his daughter in-law, Leann Loomis working at Mohawk Trail
Disclosure of Appearance of Conflict of Interest re: Lisa Miller and her husband Bob Clancy who was the principal of Rowe School
Proposed 2011-2012 Meeting Calendar

1. Call to Order:

Bill Loomis called the meeting to order at 5:00pm
Roll Call: Bill Knittle, Liz Buxton, Joanne Blier, Superintendent Michael Buoniconti, Lisa Danek Burke, Lisa Miller, Bill Loomis and Attorney Russell Dupere were present.

2. Audience of Citizens/Citizens:

A. Laurie Laffond, Ann Foshay, Jack Packard, Ellyn Packard, Cindy Laffond, Lenny Laffond, Paul McLatchy, Jenn Morse, Dan Burke, Sharon Hudson, Betty Lenth and David Lenth were present.

3. Approval of Minutes:

A. Motion to approve the June 14, 2011 School Committee Meeting minutes.
A motion was made by Lisa Miller and seconded by Lisa Danek Burke to approve the June 14, 2011 Rowe School Committee Minutes as read with amended items. Unanimous yes vote.

B. **A motion was made by Lisa Danek Burke and seconded by Lisa Miller to accept the Rowe School Committee Executive Session Meeting Minutes from June 14, 2011 as read except they will no longer be confidential. Unanimous yes vote.**

4. Report of the Principal:

A. As Read - See Appendix A

** Reading Intervention – Bill Knittle assured the committee that the teachers would be involved in the decision process of setting up this new program. **This is a program for K-1-2 and Patricia Tierney and Janice Lapointe have gone to the training. This is a program primarily for K-1-2.**

** Physical Education – If Mr. Garbiel does not return Mr. Knittle has an internal candidate to take this position.

School Building – Mr. Knittle assured the committee that the school custodian would be included in discussions/training of the new Siemens energy system so that we had, in addition to the MTRSD facilities coordinator, an on-site knowledgeable individual. **Mr. Loomis would like to see someone knowledgeable on site that can handle the day to day issues and if there is something more complicated have Robin Pease backup. Mr. Knittle will have Tim Schramel up to speed on this issue.

** School Choice Slots – 10 slots were authorized by school committee and 2 have been filled at this time. Mr. Knittle will advertise in August for remaining slots to draw more students to Rowe.

** Mr. Knittle received a call from a parent in Colrain and is interested in a choice position in the 5th grade. Mr. Knittle will speak to the classroom teacher and report back at the next meeting on August 8, 2011.

** Preschool is not considered School Choice. In the future if we declare seats in Prek we should address them as: Openings in Prek for non-resident students not Choice Seats.

** Out of state students would be considered tuition not choice

** Advertisement for School Choice students - How and where can we advertise beyond what we have done in the past. Mr. Knittle will look into this and report to the School Committee at the August 8, 2011 meeting as an Action Item.

5. **Executive Session:**

A. Executive Session, under Chapter 30A, Section 21(a) to discuss strategy with respect to collective bargaining and exit from Executive Session to continue with the meeting.

A. Approval of 6/14/11 Executive Session minutes.

B. Rowe Teachers' Association Settlement Agreement and Contract.

Lisa Danek Burke asked to included Superintendent Michael Buoniconti, Joanne Blier, Attorney Russell Dupere and Principal Bill Knittle to join the committee in Executive Session.

Entered into Executive Session at 5:45pm

Lisa Danek Burke – yes; Lisa Miller – yes; Bill Loomis – yes

Out of Executive Session at 6:04pm

A motion was made by Lisa Danek Burke and seconded by Lisa Miller to vote to approve the Settlement Agreement By and Between the Rowe School Committee and the Rowe Teachers' Association/MTA/NEA for the period of August 15, 2011, to August 14, 2014.

Lisa Danek Burke – yes; Lisa Miller – yes; Bill Loomis - yes

6. **Action Items:**

- Vote to approve the Settlement Agreement By and Between the Rowe School Committee and the Rowe Teachers' Association/MTA/NEA August 15, 2011, to August 14, 2014. - See above under Executive Session
- Vote to set FY2012 Support Staff Wage Increases – **A motion was made by Bill Loomis and seconded by Lisa Miller to vote to give the non-teaching staff (support staff) a 2½% pay increase for the FY11-12 school year. Unanimous yes vote.** Will try the straight wage (not addressing merit increases) during the year and review next year with Principal Knittle. – See Appendix B
- Line Item Transfer – Vote to take $5,000.00 from Teacher Salaries, $2,000.00 from Late Bus, $2,800.00 from Custodian, $1,848.00 from OT salary, $250.00 from PD Supplies, $200.00 from Yards & Grounds Maintenance and $300.00 from Classroom Equipment Software for a total of $12,398.00 to Nurse Salaries – **A motion was made by Lisa Danek Burke and seconded by Bill Loomis to vote to take $5,000.00 from Teacher Salaries, $2,000.00 from Late Bus, $2,800.00 from Custodian, $1,848.00 from OT salary, and $250.00 from PD Supplies, $200.00 from Yards & Grounds Maintenance and $300.00 from Classroom**

Equipment Software for a total of $12,398.00 to Nurse Salaries. Unanimous yes vote. See Appendix C

- Line Item Transfer – Vote to take $13, 750.00 from Teacher's Salaries, $1,000.00 from principal Contracted Supplies and $500.00 from Principal Other Expense - $13, 750.00 to Principal's Salaries, $280.00 to Principal Travel Expense and $1,220.00 to Principal Professional Development Expense – **Was not approved at this time. Joanne Blier will review transfer lines and bring to the next school committee meeting for review and approval.** See Appendix D - *** **Lisa Miller questioned the change in the principal's time since it wasn't 100% teaching time and so they are moving some of the money from the teacher's salary line. She thought that money would have been going to the new reading program for training and now her question is where is that money coming from? Lisa Danek Burke stated that money that was in the teacher's salary line was actually the principal's salary. But now we have a new reading program and so because we have money that was from the old reading program and she thought that money should have gone to the new reading program. Joanne Blier stated that money was from a professional development grant. Does this cover all of the supplies? Joanne Blier believed this was all pre-purchased at the end of the year.**
- Vote to adopt revisions to Rowe School Committee media Policy – **Lisa Miller will review and make adjustments to be reviewed at the next school committee meeting on August 8, 2011.** See Appendix E
- Vote to adopt revisions to Rowe School Committee Public Comment Policy - **Lisa Miller will review and make adjustments to be reviewed at the next school committee meeting on August 8, 2011.** See Appendix F

7. **Report of the Superintendent:**
   A. Superintendents' Executive Institute – Status of Model Evaluation Instruments – See Appendix G
   B. Spanish Program Survey Results – Lisa Miller will speak to the Spanish Teachers and Administrators to discuss options for students from Rowe. - See Appendix H
   C. Principal Mentoring – Mr. Knittle has been working with other principals in the district and has been attending the Administrative Council Meetings. See Appendix I

8. **Financial Information:**
   A. Rowe – Washington DC Trips – See Appendix J
   B. FY2012 Local Aid Estimates – See Appendix K
   C. FY2012 Notice to Assessors of Estimated Receipts – See Appendix L
   D. The High School will develop a late bus schedule.

9. **Report of the Chairperson:**
   A. Summary of 7/13/2011 MTRSD Budget subcommittee meeting (Rowe Tuition), Bill Loomis
      - July 13, 2011, MTRSD Budget Subcommittee Meeting Posting/Agenda – See Appendix M
   B. Summary of 7/19/2011 meeting on Superintendent's evaluation form and schedule, Superintendent Buoniconti & Bill Loomis – **A motion was made by Bill Loomis and seconded by Lisa Miller that the evaluation cycle change from September 1st to August 31st to July 1st to June 30th. The motion has been withdrawn and the committee will continue to review.**
   C. Summary of 7/19/2011 Three School Committee Chairs get together, Bill Loomis
   D. Summary of MTRSD School Committee meeting, Bill Loomis
      - July 20, 2011, MTRSD Agenda – See Appendix N

10. Unfinished Business:

A. Status of funding Free Lunch, Joanne Blier – We will not be charging for school lunch this year. A transfer will be done and brought to the school committee for review and approval at the August 8, 2011 meeting to cover costs for not charging students for school lunch.

B. Status of Spanish Program – See Report of Superintendent.

C. Status of FY11 and FY12 Budgets, Joanne Blier –

11. New Business:

A. Initial discussions of a survey to evaluate the working environment for teachers and staff at the Rowe Elementary School – **Not discussed at this meeting.**

B. Healthier breakfast/lunch menus, Liz Buxton, Food Service Director – See Appendix O

C. Initial discussion of Rowe terminating the services of the Central Office Food Service Director, with vote at the 8/9/11 meeting – Will be reviewed and discussed with the Cafeteria Manager and previous Cafeteria Manager at the next meeting on August 8, 2011.

D. Initial discussion of the Rowe Principal and Secretary monitoring and controlling the FY12 budget using Town of Rowe software, with vote at the 8/9/11 meeting – **Not discussed at this meeting.**

12. Subcommittee Items:

A. Policy Subcommittee – See Action Items

B. Transportation Subcommittee – None

C. Negotiations Subcommittee – None

13. Correspondence/Handouts:

A. June 14, 2011, letter from Laurie Pike, Rowe Citizen, to Rowe School Committee re: apology – See Appendix P

B. June 17, 2011, email from Attorney Russell Dupere to Superintendent Buoniconti re: Preschool School Choice clarification – See Report of the Principal – See Appendix Q

C. Bill Loomis Conflict of Interest Disclosure – See Appendix R

D. Lisa Miller Conflict of Interest Disclosure – See Appendix S

E. 2011-2012 Proposed Meeting Schedule – See Appendix T

14. Adjournment:

A motion was made by Bill Loomis and seconded by Lisa Miller to adjourn at 8:52pm. Unanimous yes vote.

Respectfully submitted,
Laurie Laffond

Approved:

William Loomis, Chairman

Lisa Miller, Vice Chairman

Lisa Danek Burke, Secretary