

**Rowe School Committee
Meeting Minutes
Tuesday, August 9, 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:

July 28, 2011 School Committee Minutes – to be approved
 FY11 REAP – Summary of Budget vs. Expenditures – See Appendix A
 Heinemann Quote – See Appendix B
 August 9, 2011 – Principal's Report – See Appendix C
 E-mail dated July 28, 2011 from Lisa Miller to Bill Loomis re: Literacy Intervention Program – See Appendix D
 Proposed Appointments 2011 – 2012 School Year – Attendance Officer and School Physician – See Appendix E
 Income Eligibility Guidelines 7-1-2009 – 6-30, 2010 – See Appendix F
 Budget Transfer – Principal Salary/Expenses – See Appendix G
 Budget Transfer – Food Cost/Free Lunch – See Appendix H
 Budget Transfer – Principal Laptop – See Appendix I
 Rowe School Committee Media Policy – See Appendix J
 Rowe School Committee Public Comment Policy – See Appendix K
 Superintendent's Report – See Appendix L
 FY11 Operating Statement – See Appendix M
 Rowe FY12 Budget Schedule – See Appendix N
 Elementary School Head Teacher – Job Description – See Appendix O
 July 27, 2011 letter from Marcia Mittnacht to Superintendent Michael Buoniconti re: federal accountability requirements for special education – See Appendix P
 Coordinated Program Review Report – See Appendix Q
 July 31, 2011 e-mail from Bill Loomis to Julia White – Working Committee – See Appendix R
 July 31, 2011 e-mail from Bob Aeschback to Bill Loomis – 3-District Agreement – See Appendix S
 August 1, 2011 e-mail from Michael Buoniconti to Bob Aeschback – Appendix T
 August 1, 2011 e-mail from Bill Loomis to Bob Aeschback – Working Committee – Appendix U

1. Call to Order:

Bill Loomis called the meeting to order at 5:00pm
 Roll Call: Bill Knittle, Joanne Blier, Lisa Danek Burke, Bill Loomis and Lisa Miller were present.

2. Audience of Citizens/Citizens:

A. Laurie Laffond, Patricia Tierney, Cindy Laffond, Lenny Laffond, Jack Packard, Paul McLatchy III, Jeff Parent, Sharon Hudson, and Noel Abbott were present.

3. Approval of Minutes:

A. Motion to approve the July 28, 2011 School Committee Meeting minutes. **A motion was made by Bill Loomis and seconded by Lisa Danek Burke to accept the Rowe School Committee Meeting Minutes from July 28, 2011 as read.**

****** Lisa Danek Burke is not comfortable with the committee reviewing the minutes prior to the meeting and changing items. She would like Laure to review the tape and discuss changes at the meeting. Lisa Miller suggested that if the committee review the minutes by e-mail and any member disagrees with what is in the minutes she will then review the tape and if at that time she thinks what is in the minutes is correct she will keep it the same and if it changes she will change and let them know that it has been changes.

The minutes were not approved at this time pending changes.

4. Report of the Principal:

- A. **School Choice Seats:** How would the School Committee like to handle advertisement for School Choice seats? **A motion was made by Bill Loomis and seconded by Lisa Miller to have Bill Knittle take the lead on the advertisement in the next couple of weeks for school of choice prior to September. Unanimous yes vote.**
- B. **Physical Education:** Charles Garbiel will not be returning to school this year as the Phys. Ed. teacher. Roberta Baker has expressed interest in the position and is looking into getting certified. The job will still need to be posted internally. Lisa Danek Burke addressed the issue that we still have to recognize the additional cost of having Roberta Baker as the new P.E. teacher. A teacher is paid at a certain level based on their experience.
- C. **Reading Intervention:** We will have time in the schedule for 30 minutes for each group. The groups will be decided after the Benchmark Assessment test. There is not money allotted in the budget but we have money in the REAP account. Quote for reading intervention program materials was handed out at this time.
See Appendix A & Appendix B
 Discussion regarding funding for this program. Discussed Tools of the Mind. Discussed the purchase of new laptop computers for the students. Paul McLatchy asked if there was money allotted in the Capital Improvement Plan for school computers. Joanne Blier stated that computers were listed for replacement in the Capital Improvement Plan some were to be replaced in 2014, emacs and ibooks in 2015 and in 2017 macbooks. So if it is decided the school needs computers sooner the town was receptive to purchasing these items. Lisa Danek Burke asked Bill Loomis if we could add to the budget discussions a review of the Capital Improvement Plan.
- D. **Special Education Needs:** Mr. Knittle is in the process of building the schedule and is trying to fit the requirements of Special Education and trying to fit it around the schedule they already have.
- E. **Communication:** Rough draft of the schedule has been discussed with staff as they come into the building. Back to school get together at the park for the staff. All families have received a letter from Mr. Knittle and he is in the process of speaking to each family personally before school starts.
- F. **School Building:** The classrooms have been cleaned and teachers are starting to come into the building to put their rooms together. Robin Pease informed Mr. Knittle that all the evidence for paving came in over the budgeted amount so it will have to go out for a sealed bid. The old shed is ready to go just trying to find someone to take it away.
- G. **LEC:** Will meet at the start of the school year.
- H. **PTP:** There was a meeting on August 3rd at the school. The PTP will have a potluck on Friday, September 2nd at the lake.
- I. **School Calendar:**
See Appendix C
**** E-mail dated July 28, 2011 from Lisa Miller to Bill Loomis – See Appendix D**

5. **Action Items:**

- Vote to approve one school choice slot in grade 5 for the 2011-2012 school year – Parents decided to have their child attend BSE. One of the concerns was there was no after school program. A parent has approached Mr. Knittle stating they would be interested in starting a new after school program. Will look into this further. Also discussed a parent from Readsboro, VT is interested in their two children to attend kindergarten. Discussed the out of state tuition rate. Joanne Blier did not do a calculation. The school committee can set any rate. Mr. Knittle will call area towns that might deal with this issue and ask what they set for a tuition rate. The decision should be made in the next couple of weeks. Lisa Miller would like to see how we can get more students in the school. Mr. Knittle will check with other

border towns and if this is something to be pursued he will call the committee to have a meeting before the next scheduled meeting.

- Vote to appoint Attendance Officer for 2011-2012 School Year – **A motion was made by Lisa Danek Burke and seconded by Lisa Miller to vote to appoint Henry J. Dandeneau as the Attendance Officer for the 2011-2012 school year. Unanimous yes vote. – See Appendix E.**
- Vote to appoint School Physician for 2011-2012 School Year – **A motion was made by Lisa Danek Burke and seconded by Lisa Miller to appoint School Physician Dr. Robert Miller for the 2011-2012 School Year. Unanimous yes vote. - See Appendix F**
- Vote to accept Income Eligibility Guidelines for 2011-2012 – **A motion was made by Bill Loomis and seconded by Lisa Miller to accept the Income Eligibility Guidelines for 2011-2012. Unanimous yes vote. - See Appendix G**
- Line Item Transfer – Vote to take \$13,750.00 from Teacher’s Salaries and move to Principal’s Salaries and \$2,280.00 from Teacher’s Salaries and move \$280.00 to Principal Travel Expense and \$2,000.00 to Principal Professional Development Expense – **A motion was made by Bill Loomis and seconded by Lisa Danek Burke to vote to take \$13,750.00 from Teacher’s Salaries and move to Principal’s Salaries and \$2,280.00 from Teacher’s Salaries and move \$280.00 to Principal Travel Expense and \$2,000.00 to Principal Professional Development Expense. Unanimous yes vote. - See Appendix H**
- Line Item Transfer – Vote to take \$5,000.00 from Teacher’s Salaries and move to Food costs in order to provide free lunch to all students. **A motion was made by Bill Loomis and seconded by Lisa Danek Burke to vote to take \$5,000.00 from Teacher’s Salaries and move to Food Costs in order to provide free lunch to all students. Unanimous yes vote. See Appendix I**
- Line Item Transfer – Vote to take \$600.00 from Library Computer Technology and \$600.00 from Technology Software Licenses and move \$1,200.00 to Technology Supplies. **A motion was made by Bill Loomis and seconded by Lisa Miller to vote to take \$600.00 from Library Computer Technology and \$600.00 from Technology Software Licenses and move \$1,200.00 to Technology Supplies. Unanimous yes vote. See Appendix J**
- Signing of Teachers Agreement – **A motion was made by Lisa Danek Burke and seconded by Lisa Miller to approve Teacher’s Contract. Unanimous yes vote.**
- Public Comment Policy – Vote to adopt revisions – **A motion was made by Lisa Danek Burke and seconded by Bill Loomis to vote to approve the Public Comment Policy with the addition of the one “the” that Lisa Miller described. Unanimous yes vote. - See Appendix K**
- Media Policy – Vote to adopt revisions – **A motion was made by Lisa Danek Burke and 2nd by Bill Loomis to approve the Rowe School Media Policy as read with deletion of 3rd paragraph. Unanimous yes vote. - See Appendix L**

6. Report of the Superintendent:

- A. Tuition rate for out-of-state students – See above under Principal Report – **See Appendix M**

7. Financial Information:

- A. FY11 Operating Statement – Reconciling with Ellen Miller at the Town Hall she is away and we are waiting for her to make the appropriate changes. - **See Appendix N**
- B. School Choice is used to support teachers’ salaries. Because all teachers have choice students it was easier to track if we picked one or two random staff members to be paid with school choice funds. -

8. Report of the Chairperson:

- A. Status of suggested Rowe Tuition adjustments by Central Office – The budget subcommittee will be discussing the Rowe Tuition. Lisa Miller discussed the agreement between Mohawk and Rowe. She is concerned that the elementary school is not getting the funded that they need.
- B. Status of Rowe's 2011-2012 superintendent evaluation form - Working groups in progress.
- C. Status of Review of 3 District Agreement – Working groups in progress.
- D. Status of Rowe Elementary School old storage shed – See Principal Report #F. School Building

9. New Business:

- A. FY2012- Budget (Rowe FY12 Budget Schedule) - **See Appendix O**
- B. Lisa Danek Burke discussed that it was stated in the teachers' contract that the school committee will annually appoint the head teacher. This has never been done annually. Since this is stated in the teacher's contract the school committee should appoint the head teacher annually. This will be put on the agenda and discussed at the next meeting. In the future the principal will evaluate at the end of the year who he would recommend to be appointed the head teacher. **See Appendix P**
- C. Lisa Miller is concerned who is overseeing the Rowe librarian. Is this position necessary for the school accreditation?

10. Subcommittee Reports:

- A. Policy Subcommittee - See above under action items.
- B. Transportation Subcommittee – Not at this time
- C. Negotiations Subcommittee – Not at this time.

11. Correspondence/Handouts:

- A. July 27, 2011, letter from Marcia Mittnacht, State Director of Special Education, to Superintendent Michael A. Buoniconti re: congratulations for continued success in meeting the criteria for Level 1 (Meets Requirements) in 2010-2011. 14, 2011 - Pat Bell discussed that in 2006 the evaluation had numerous citations. So this is the second year that we were able to meet all of the criteria. We will be evaluated again in December of 2012 – **See Appendix N and Appendix Q**
- B. Bill Loomis e-mail dated 7/31/11 – **See Appendix R**
- C. Bob Aeschback e-mail dated 7/31/11 – **See Appendix S**
- D. Michael Buoniconti e-mail dated 8/1/11 re: Inter-District Recommendation – **See Appendix R**
- E. Bob Aeschback e-mail dated 8/1/11 – **See Appendix T**

14. Adjournment:

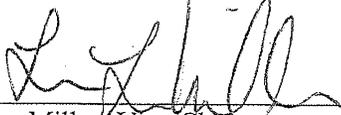
A motion was made by Lisa Miller and seconded by Lisa Danek Burke to adjourn at 8:05pm. Unanimous yes vote.

Respectfully submitted,
Laurie Laffond

Approved:



William Loomis, Chairman



Lisa Miller, Vice Chairman



Lisa Danek Burke, Secretary