MEETING MINUTES

NAME OF SCHOOL DISTRICT: Rowe NAME OF COMMITTEE: Rowe School Committee

DATE AND LOCATION OF MEETING: Thursday, December 19, 2013 – 5:30PM, Rowe Town Hall

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COMMITTEE MEMBERS IN ATTENDANCE: Lisa Miller (LM), Lisa Danek-Burke (LDB), Cindy Laffond (CL)

ALSO PRESENT: Supt. Michael Buoniconti (MB), Business Manager Joanne Blier (JB), Director of Pupil Personnel Services Leann Loomis (LL), and Rowe School Principal Bill Knittle (BK)

CITIZENS/STAFF: Susie Zavotka (SZ), Patricia Tierney (PT), Paul McLatchy III (PMIII)

MEETING CALLED TO ORDER BY: Chair Lisa Miller at 5:34pm.

1. **Audience of Citizens:**
   a) **Susie Zavotka, School Building Committee chair reported the following:**
      1. All Invoices paid from the School Fire Deficit account have been placed in a binder by P3 and are being reviewed in detail by several people [to determine items to be classified as loss of income]. At some point we would like to meet with the School Committee to discuss some corrections/adjustments that will need to be made. This is important as it impacts insurance monies to be paid to the town. LDB asked if a list of items needing to be moved is going to be generated. This would be helpful and perhaps we could discuss this at the January meeting. SZ stated that P3 prepared the binder and it includes all of the warrants and invoices paid to date and an itemized spreadsheet of all of the expenditures. BK, Laurie Laffond and CL put tabs on items they had questions on. Dennis May wants to look at it next. Then SZ will get it back and organize a list of the items in question. LDB wonders how helpful it will be to have a large group looking at the list of items needing transfer. SZ said there may be some items that we will want to take to Tom Donaldson for discussion. He may be the one to provide answers to questions. JB said that she would like to look at the binder. BK said if someone gets the binder to him after Dennis is done with it, he will pass it on to JB. After JB is done with it a few people can meet and discuss changes, and FRCOG can make any adjustments needed.
      2. At the last SBC meeting we talked about Rowe School moving back to Rowe next August and transition funds for that. Will expenses related to this (i.e.; trucking, extra hours required to be worked by school staff) be paid by MIIA? MB asked SZ if she needed a dollar estimate of the moving costs. She said that would be helpful, and would also like to know if MIIA has an end date that the move needs to be completed by. LM stated she heard from some people that the $200K insurance money available after the first year has an end date, but others said there is no end date. She added that it would be simple to get this clarification from MIIA. SZ suggested that if there is an end date, that perhaps a request for extension should be sought.
      3. LM asked for an update on the building construction. SZ reported that construction is on schedule, although the weather is slowing things down some. However, that is not our problem—it's the construction company's problem...and they are not worried about finishing on time. The slab is to be poured in the next couple of weeks. The plumbing is being installed. LDB asked what the scheduled completion date is. BK reported that Dan Pallotta said that the building would be ready August 1st to move supplies into the building, and that by August 15th people could start moving in and begin working. The building wouldn't be totally finished, but it would be finished before the students move in. LM stated that if August 4th is the deadline, that perhaps we could begin sometime before August 1st, so that we are ready on August 1st to begin bringing items into the building. That will give us 3 days to move in. LDB

suggested that after school is out in June that items not needed at that point could be put into PODS and left on the school site. By June we would know if the building is going to be ready in August.

b) **Patricia Tierney:** On behalf of staff we want to let you know that we truly appreciate all of the work that is going on with the new school effort. We are wondering if there is a timeline concerning possible administrative changes. Where is the process going at this point? Perhaps this is not the time to discuss this, which is fine. BK stated that there is anxiety by some. LDB said that she feels their anxiety. LM stated she has been in contact with the North Berkshire School Union (NBSU) central office and they are trying to come up with numbers after the holidays. LM hopes to have numbers in January.

4. **Rowe SD/Hawlemont SD joint meeting:** Meeting not needed.

5. **Minutes:** The following action was taken on meeting minutes:
   - **October 10, 2013**: Originally submitted at last meeting; they were withdrawn by CL and resubmitted this evening. She only fixed the items that had been previously highlighted. No other changes were made. LDB made a motion to approve the 10-10-2013 minutes. CL seconded the motion. The motion passed unanimously (3/0/0). BK said that the teachers would like copies of these minutes. These minutes will be placed on the website and will be available to them there. LL asked—as a parent who is having anxiety about the administrative changes matter—if a decision is not made one way or the other, does that leave us with nothing? CL stated that she can't see that happening; i.e., a decision will be made one way or the other. LM stated that she understands people's anxieties, as she has been experiencing anxiety since Aug 4, 2012. LL asked if it is possible that we'll come to a point where there are zero options. LM said no, there will always be an option. If we can't get back in with Mohawk or NBSU, we can hire our own superintendent. LDB said that she feels the sooner we talk about it the better, as our attorney has told us that there are a lot of details to work out. The only thing we've settled so far is the transportation, and she doesn't know if that's going to change at all if we're not supported by the Mohawk central office, because they're the ones that manage that contract for us. LM said that we would like to have this decided for budget purposes.
   - **October 17, 2013**: CL made a motion to approve the 10-17-2013 minutes as submitted. LDB seconded the motion. The motion passed unanimously (3/0/0).
   - **November 13, 2013**: CL made a motion to approve the 11-13-2013 Three-District Joint School Committee meeting minutes as submitted. LDB seconded the motion. Discussion: JB reported that the bid for the tech school transportation came in and it was exactly the same rate as ours--$353/day. Many of the surrounding schools were a tiny bit less—a few dollars per day. The motion passed unanimously (3/0/0).
   - **November 26, 2013**: Distributed at meeting by CL. Members will take them home for review, and will discuss them at next meeting. CL will email them to Judy Willis so they can be sent out in the next month's packet.
   - **School Committee Secretary**: CL reported that she is leaving for several months soon and made a motion that Ellen Miller be hired as School Committee secretary. She stated that Ellen has said that she would be willing to do it. She asked if either LM or LDB wanted to do it instead. LDB stated that Jen Morse contacted LM and was willing to do it and she doesn't believe that LM ever responded to her. LDB said that she brought it up last spring, but the committee wasn't ready to hire anybody due to the budget. LM asked if she was still interested. LDB said that she didn't know. CL said that a notice was put in the Goal Post this fall, and asked if anyone responded. LM said no. CL said that she hadn't heard anything. LM said she was in favor of Ellen and that she has seen minutes that she has done. She does a very good job. CL again made a motion that Ellen Miller be appointed as School Committee secretary, mainly because we have less than one month to find somebody. LM said she'd be happy to have Ellen work for the committee. LM seconded the motion. LDB asked what was in the budget for this item. JB stated it is $1800 per year. LDB asked if they would like her to contact Jen Morse to see if she is interested. LM said it was advertised and she did not respond, and called for the vote. The motion passed (2/1/0)—LM/CL: yes, LDB: no. LM asked if Ellen will attend their meetings. CL said yes.
   - **Missing Minutes**: It was noted that some minutes are still missing. This needs to be addressed.

6. **Remote Participation at Meetings:** LM stated that she sent LDB and CL the email that Russ Dupere had sent regarding remote participation at meetings, and stated that Selectboard (BOS) Chair Marilyn Wilson is looking for

the meeting minutes where the BOS approved remote participation. LM then asked Paul McLatchy III if he knew if this had been voted on by the BOS, as CL would like to participate remotely while she is away. PMIII stated that while he was on the BOS they voted to allow this—it was two or three years ago. LM stated that MB asked that LM obtain it in writing from the BOS and get it to either the central office or to Russ Dupere so it will be known if there are any particular stipulations and/or policies adopted by the BOS. LM will forward it when she receives it. LM stated that we will need a computer at the next meeting to Skype with CL.

7. **Action Items:** LM asked JB if she kept the report she had given the committee this past summer indicating that we had a $50K loss this past year. JB said that it would be in the packet from whatever meeting it was discussed at. LM said it would be helpful to have this information when working with the insurance company discussing our losses. It was a statement about having less school choice money than planned. JB said she thinks that the $50K was recovered. She will research this and report back.

8. **Principal's Report:**
   a) **Report Cards:** Coming out Jan 17th.
   b) **New students:** Two new 5th graders (twins) that moved to Rowe from Heath. They are Rowe residents. They seem to be doing well. Parents seem to be pleased with their transition so far.
   c) **Winter Benchmark Assessments:** These will be done in January. This will determine where students are in Reading scores.
   d) **Cultural Study:** Just finished Australia study. It was a great time. Kids learned a lot. We had a couple of folks in with our students. The performance went well and we had a lot of positive feedback.
   e) **K-6 Trip to The Academy:** We took the K-6 on a trip to The Academy in Northampton last Friday to see an educational program surrounding The Nutcracker put on by Pioneer Valley Ballet. They sent bins of resources (story books, costumes, point shoes, DVDs) to the school beforehand so the students could learn more about the ballet before attending the performance. They sent us home with feedback forms for both students and teachers, which he went through today. The feedback was really positive from both the boys and the girls. PT said the students loved the performance and said the materials were great. They sent several versions of the same story.
   f) **Winter Enrichment Program:** Begins January 9th
   g) **AmeriCorps SCA Volunteers:** They are on a regular schedule visiting every classroom and they will be skiing with us this year.
   h) **Safety:** *Shelter in Place* was rescheduled from Tuesday 12/17 to tomorrow morning 12/20 due to snow. Our next *Lockdown Drill* is Friday, Jan 10th.
   i) **Professional Learning Day:** Last one for this year was Wednesday. Our focus has been Writing this year, and we created student-friendly writing rubrics for each grade that are aligned to the Common Core. We set a goal to finish it in December and met the goal. The teachers worked really hard on this. It was a long process. The plan is to teach students to assess their own writing and to work with their teacher as the teacher assesses their writing. By the end of the year we'll see how their writing has progressed.
   j) **iPads/Tech Assessment:** BK presented a 2014-2015 iPad/Laptop Plan by grade and a Technology Inventory spreadsheet. The iPad/Laptop Plan lays out a student to iPad ratio goal of 1:1 in Gr 3-6 in 2014 and of 1:1 in PreK and Primary in 2015. This plan calls for $10K in town capital funds to purchase (22) iPad 2s with cases at approximately $450 each. This would require a town meeting vote in May 2014. It also plans for the use of the (18) MacBooks that are stored at the town hall. There are also approximately (18) iBooks stored at the town hall. These are much less functional. If they are useful they will be used in the Primary Class.

9. **Report of Chairperson: Furniture at Rowe FS:** LM reported that she received communication from the town that they would like to know the disposition of the pre-fire school furniture being stored upstairs at the Rowe Fire Station. They would like to get rid of the furniture if it is not going to be used. BK said he and PMIII looked at the items a couple of weeks ago. They reported there are two different kinds of desks: (17) flip top desks that none of the teachers want (finger pinching, etc.), and (41) non-flip top desks that should be held on to, depending on what happens with the FF&E budget for the new building. PMIII said that doesn't mean they are all in fantastic shape. JB said disposing of the items depends on the value of the items. If no town department wants them, you

can put them out to bid. If they are of little value you can put them out on the lawn free to anyone that may want them. BK said they were probably moved out of the building in the early 1990s. LDB made a motion that we declare the (17) flip top desks stored at the Fire Station as surplus to be offered to town departments, and that if no town departments are interested that they be disposed of. CL seconded the motion. Motion passed unanimously (3/0/0).

10. **Report of the Superintendent:**
    a) **School Improvement Plan Update:** MB: We do this twice per year (Dec and mid-year). Next month I'll do a district update. BK explained the plan that is broken out into four areas—Effective Instruction; Student Assessment; Students' Social, Emotional, and Health Needs; and Professional Development and Structures for Collaborations. Each of the four areas are broken down into strategies, action items, progress and evidence.
    b) **Principal's Contract:** MB reported that the principal's 3-year contract expires at the end of this school year. He is in the process of determining if he is going to renegotiate this contract. As part of this process he has a meeting scheduled for January 7th with school staff to get feedback. He will also schedule a meeting with the LEC and PTO as well to get their feedback (no date set yet). With that information he'll have to make a judgment call at that point on how to proceed. It would be helpful to know the direction of the School Committee as far as the superintendent is concerned. There is a difference in how he'll look at this if he's going to be Bill's supervisor or if it is going to be somebody else. He stated he is trying to balance the interests of the town, of the staff, of Bill, and of the students. He also stated it looks like the timing of the committee's decision is going to extend at least into February based on what Lisa M said. Because of this he then stated he'll just make a judgment call once he has these feedback sessions.
    c) **FY2015 Budget Proposal:** MB said that maybe we should hold off on this for the moment because this is a more detailed conversation and some items need to be discussed in executive session.
    d) **Spanish Program:** MB reported that he has asked for a meeting with people involved with the Spanish programs for both Mohawk and Rowe. That meeting is scheduled for Tues, Jan 14th. BK, Lynn Dole, two Spanish teachers from Mohawk (Pam Adler-Smith and Elizabeth Buck), and Sue Kranz will be there. The general question he wants to talk about is that there is a disconnect that is happening—it seems illogical that more Rowe students are not testing out of Mohawk's Spanish I and Spanish II programs. He wants to understand a little as to what's going on there. He will need to make some sort of judgment call...is what we are doing the right approach, or do we need to make any changes? If so, who needs to make those changes? After having 6 or 7 years of Spanish at Rowe he expected to see different numbers coming out of that. He wants to get everybody in the same room to figure out what is happening and maybe come out of it with some recommended next steps.

11. **Report of Director of Pupil Personnel Services:** Committee reviewed monthly report submitted by Ms. Loomis. She asked that the School Committee let her know if they have any particular questions about special education that they let her know and she will include this information in her monthly report. LDB stated that she has gotten positive feedback on Ms. Loomis.

12. **Report of K-6 Director of Curriculum:** Committee reviewed monthly report submitted by Ms. Lagoy. LDB stated it is nice to get these monthly reports/updates. MB stated he would like to have Jen Lagoy attend next month's meeting. MB reported that they have gone to the new Common Core report card standards for students. Ms. Lagoy's report gives an update on this.

13. **Financial Information—Report of Business Administrator:**
    FY2015 Budget: JB stated that Rowe School fire related costs of $55K for next year ($36,055 for 5 months of rent on pg. 3/12 and $19,062 for 3 months of bussing on pg. 8/12) have been pulled out of the Rowe Elementary School (RES) budget to get a better financial picture of what that is costing. Without that number the budget increase for RES is 2.8%.

We will need to use less from the revolving accounts than we have been using in the past. In FY14 we're using $160K. We don't have that available in FY15, so we're backing that down to $122K, which is $37K less. We're not cutting that out of the budget—we're moving it into the local budget, which means the town would pick up that cost. So, the town's increase for just the RES budget would be a 7.6% increase—not including the fire-related expense money (the $55K). We thought it would be helpful to show the fire-related money separately.

Shared Expenses for the Central Office (CO) have been reduced. Some of those numbers look like increases, and one of the reasons is that Administration says 6.9%...if you look at the shaded bar at the top of that section, using the 3RDA that we currently use, Rowe's portion is 7.2% in FY14. Using that same calculation Rowe's portion increases to 7.56%, so Rowe's enrollment has been increasing while Mohawk and Hawlemont's enrollments have been decreasing. Because that goes up, that percentage increase is a 5.0% increase. So, 7.56% is 5.0% more than 7.2%. So, when you go down to the Administration line it looks like at 6.9% increase, but it's really a 1.9% increase based on what's in those lines, and the rest is based on the increase in Rowe's portion of the 3RDA. If you look at the overall CO budget, it's going down. We have made changes in staffing. MB: That 6.9% is the CO reduction. The biggest change is the streamlining of the technology department. We have fewer people there than previously. JB: We also had some changes in CO staff. The high school section is flat. The number of students has come down a little bit. The number of students at Tech has increased a little bit. This is just an estimate because there are two students in 8th grade that are talking about the Tech school. Because of this we plugged them into the Tech school, which has a higher tuition. If we find out they aren't going to Tech, we'll back them out and that number will decrease. LDB: We won't know that in time for our budget hearing. JB: Correct. LL: Tech makes their decision right after April vacation. Generally Rowe kids are accepted because of academic standing.

JB: The overall budget increase to the town would be 8% due to the decrease in revolving funds usage. That includes everything. LM: If we put everything into PODs when school gets out in June could we save the rent money from July through November? JB: Yes. LDB: The increase for the CO—even though our numbers the last two years have gone down—it's based on the 5 year rolling average, correct? So that's why there is still an increase? JB: Yes. Mohawk is losing 50 kids. There's more kids graduating than are coming in. MB: Mohawk is declining faster than Rowe. JB: And Hawlemont is also declining. This all leads to Rowe's increase. LDB: This will be a very difficult pill for Rowe to swallow, given that we're building a new school. We understand why we were able to keep the numbers at 2%, but I don't think the general public understands that. I think the town has been very supportive since I've been back in Rowe. This is going to be a really difficult budget to get passed looking at 8%. JB stated she moved the elementary bus costs to the Rowe local budget ($353/day each for a bus and a van). The other half (high school bussing costs of $54,450) are shown separately. The transportation number in the CO line item includes costs for oversight of the bus contract (bidding, software to figure out the routes, Robin's salary, route notices in the newspaper).

LL: In May we'll know the timeline so we'll know if we need to rent or not next year? SZ: Yes, we'll know. LDB: If it's not needed we could reduce the line item at the town meeting, or eliminate it beforehand if we know before the warrant closes. LM: The alternative would be to go back to the town later on. JB: It's currently all one pot of money, but if you pulled it out and made it one separate vote for the $55K, then if the school is ready and you don't need the rent and bussing funds, then the $55K goes back to the town. CL: Aren't these costs supposed to be covered by the insurance funds? LM: We do need to determine if the insurance is paying for third year costs. JB recalled that she heard it was two years. If you move the $55K to a separate article, then it's a 4% increase instead of an 8% increase.

LM: I'm still looking at the $15K for Spanish. Perhaps that will be clarified after MB's meeting. LDB: I've always supported it and thought it was a good program. Now that I've seen it for several years and where students are falling, I don't feel that strongly about it anymore. They've always missed out on the related arts portion, but I felt there was a benefit. Now I don't see the students really benefitting from it. I'm really interested in hearing the outcome from the meeting. I don't like to take money away from the high school, but if it is not money well spent then we shouldn't be spending it. CL: Is the money not well spent in Rowe or at Mohawk? Is the Rowe program worth the money? MB: That's a larger conversation. JB: That would save more money. MB: This budget

does not include the additional science teacher. LM: I figured that. JB/MB: Depending on the FTEs, it would be about a 12% increase. LM: Thinking about Spanish in general...is it something we want to continue? MB: Mohawk's future planning may also be relevant. I'll report back when I find out more. We have had some conversations about bringing Spanish in as an 8th grade class. This would be Spanish I for all 8th graders. LDB: And then they would need II and III for college just as they do now. MB: Yes. LM: Do we want to continue putting money into the elementary Spanish program if they're all ending up in the same place at Mohawk? BK: As MB said, that's a much larger conversation. LM: I know, and this is budget time. It is a draw for school choice. LDB: How much of a draw? I don't want to do it just because it's a draw for school choice—I want to keep doing it if it's a really beneficial program. I realize that school choice students allow us to have the complement of staff we have, but there is a cost to having school choice students as well. We all realize we need them to effectively operate the school as we do, but I don't want to keep doing this just because it's a draw. I want to do it for the right reason. Change is always hard. It seemed a natural progression to give the Rowe students the opportunity for Spanish at the middle school, but maybe there isn't a benefit there. It's hard to all of the sudden wrap your head around shutting off the program. MB: I'll be able to give you information at your next meeting. LDB: By February we need to have our budget hearing. LM: I guess we're hoping that you have strong recommendations for us at the next meeting. LM: How much will we really save by cutting this at the elementary level? MB: It would be substantial. LM: Perhaps that could be used for a science teacher. JB: It would be about $30K, plus $15K at middle school comes to $45K. MB: It would bring the budget down to almost zero. LM: That would be a really hard decision. LDB: I would also be interested in seeing if there is a way to continue to offer Spanish at the elementary level, but maybe not at the level we do now? Perhaps not every day. LM: What if in the Primary class one of the teachers only spoke Spanish all of the time? LL: I don't know anybody that can do that. PT: I taught immersion language in CT. One of the difficult issues with a second language is that you really have to learn the language before you can read and write. At the elementary level there is a lot of focus on developing good oral language before you can read and write. It is the same thing with English. Typically high school Spanish is looked at more academically (verb conjugation). I don't know what the transition is between the two; however, it seems to me that if you are going to do Spanish, you need to do immersion. In other words, a small amount would not equate. The way the brain works there needs to be a whole context around language development. LDB: Do the students have Spanish every day? BK: All grades have ½ hour of Spanish 4 days per week.

LM: Does anyone have any other suggestions where we may be able to take out any money? LDB: JB, please go over why the operations budget in the Rowe local budget is dropping so much? JB: $80K was our rent for FY14. Fuel Oil: we're only budgeting $8K because the tank is full. Also, going forward costs will go down because the new building will be more energy efficient, and maintenance/repair costs will go down. MB: Many items will be covered by warranties. JB: Building maintenance contracted went way down. On the front sheet I pulled the rent out and put it in a different line, so in the summary line you're seeing a huge decrease. I didn't get a chance to break it out of the detailed budget. It's much easier to break it out of the summary. If you want to see it that way I can pull it out before we meet again.

JB: Do you want to review this budget and talk about your questions at the next meeting, or do you want to send me questions so I can prepare answers. Do you want to meet to figure out how we can bring the budget down? LDB: At the last meeting I was the one who said let's look at a level services budget and start there. My general fear here is that we need to try to bring this down without impacting our programs in a significant way. I know it isn't a huge area, but looking at the field trip budget is one area. We do need to balance that with the attractiveness of our school because we have these things. It needs to still be attractive but we need to figure out a way to make this work. BK: When you get to field trip portion, the portion of expenses that are coming from the budget are about $1500 less than 2 years ago when we went to Washington, and about $7,000 less than 4 years ago when we went to Washington. I'm trying to reduce the impact on the school budget. We're increasing both parents' fees and fund raising.

MB: Do you have opinions about where you want to see the bottom line? Do you want us to include the fire related costs, or should we break them out as a separate warrant? LDB: I think it makes sense to pull it out as a separate item. The problem is that Rowe has been bumping up against the levy limit for several years. Multiple

times we've tried to get a Prop 2.5 override through and it just isn't happening. I can't really see how we can go in there with more than a 2.5% budget. CL: I agree. BK: If we take the fire related out we're looking at just under 4% for the total. We would need to back off another 1.5% from there. MB: That would be about $15K. LDB: Our biggest cost is our instructional...salaries. I know that's difficult to be able to reduce, but we've also had more of a need for special services for children to keep them where we need them. I think that we need to look at ways to restructure some staff in certain ways. Maybe some of that will be Spanish. I really do think it's crazy that we spend what we do on a librarian. It's a big salary. I think there are ways for some savings. We could look at trying to restructure the way that we are delivering education to the children.

JB: Last year when we built the budget we built in an interventionist and a liaison. This year we don't have them, but we did build them into the budget. The liaison is a separate line of $10K in the instructional section on page 1/12. The interventionist is included in the overall teachers' salaries line. CL: Last year we budgeted $5K, and this year it's $10K. Why is that? JB: Last year we initially budgeted $10K for a .2fte, then we dropped it down to a .1fte for $5K. But then we didn't end up hiring the person at all because we needed the money to cover other costs. The other item (interventionist) is the same number and that is in the total teachers' salaries section. You see the huge increase in the teachers' salary line from $302K to $372K. Then go to page 10 and you find the decrease in the first line "school choice teachers." That's where it's coming out of. We're using less school choice funds to pay for teachers' salaries. BK: Can you please provide what a .2fte and a .1fte would look like for both a special education liaison and an interventionist, and some thoughts on both. If you're hiring someone as a .1 or .2fte can you hire them for a certain number of hours per year rather than hours per week? I ask because with the liaisons—we have some weeks where we have no meetings and have no need for someone to be here completing paperwork. Other weeks we may have 3-4 meetings. To have someone a certain number of hours per week doesn't work. JB: Yes, you can do this, but you would need to set up time sheets and track the hours so you don't go over the cap set.

JB: Underneath the $372K salary line, there is a line for negotiable increases. We have budgeted for potential raises for all of the staff members in the building in that line item. Once the contract is settled and non-union staff increases are determined we will move the numbers into the appropriate line items. LDB: That's why the columns for FY14 and FY15 salary items are the same? JB: Yes.

JB: Please send me emails if you have any questions, and then I can be ready to answer them at the next meeting. We'll pull the fire related items out so they're not even on this sheet. We won't make any changes on the Spanish item(s) until we can discuss information from the Jan 14th meeting. MB: We should do the calculations on what we need to do to get down to 2.5% so that when we come to the next meeting we have a menu to choose from.

CL: Is there a budget vs. actual? I didn't see one in the packet. JB: I'll ask Judy to put it on her list to get them in the packet.

CL: When signing the payroll warrant I noticed a small item: Carol Lively had down (8) hours instead of (5) for "Rachel." What was that? BK: Carol worked a few extra hours for the Hawlemont cafeteria manager because she was out for a few days. JB: Has it gone the other way too? BK: Yes. Rachel has substituted for Carol too. Instead of hiring a separate sub, they cover for one another once in a while. The School Committee was fine with this.

14. **Unfinished Business:** none

15. **New Business:** none

16. **Subcommittee Reports:** None

17. **Handout:** 12/5/13 Recorder article: *Superintendents Honor Top Picks Among Students*

18. **Correspondence:** Letter to Lisa Miller, Rowe School Committee Chair, from Bob Aeschback, MTRSD School Committee Chair, dated November 14, 2013, notifying that the MTRSD School Committee wishes to discuss the tuition basis for Rowe pupils grades 7-12 in Section IX(C) of the MTRSD Regional District Agreement. LM stated that she had not seen this letter previous to tonight. Although it was addressed to her home address she said she had not gotten it at her house. The letter is asking that dialogue on this matter begin before the end of this calendar year. LM stated that we are already at the end of the calendar year. LDB: Do you want to call him and tell him that you hadn't gotten the letter and it's too late to have a meeting before the end of the year. JB: That would begin dialogue. That's all he's asking for at this point. CL: I guess I don't know what his plan is. We can't do anything to the agreement. It's under a town vote. What is his plan? Does anyone know? LDB: You could contact him and say the committee looked at the letter and tell him he could come to one of our meetings to explain what this is about if he would like to do that. LM: Want me to offer that? CL: Or a joint BOS/School Committee meeting. This isn't a School Committee issue. This is a town issue that would take a town vote. LDB: You could tell him that too. I just think it's important not to ignore the letter. We should respond. LM: I'll try to set something up so he can let us know what he is talking about. Everyone agreed. LM: Do you want me to ask if the Selectmen want to be involved? CL: Yes. LDB: I'm not sure where he's going with this. I've been to the presentations by the consultant, and I agree with Cindy that the School Committee isn't in a position to make any changes to the regional agreement. There are legal questions. It's odd that there's a regional agreement that all the towns voted on, and Rowe is not part of the district, yet we're specifically outlined in the agreement. MB: I suggest a phone conversation or an email at this point with a chair-to-chair chat to get clarification on what this is about before you start pulling in other people. LM: I understand keeping this small at this point, but on the other side we may color it when we bring it back to other people. It was agreed that LM will contact Mr. Aeschback to find out what he wants to talk about and will report back.

19. **Executive Session:** At 7:16pm Cindy Laffond made a motion to go into Executive Session under Section 21(a) to conduct strategy with respect to collective bargaining, and to reconvene in Open Session. Roll call vote: Lisa Danek-Burke: yes, Lisa Miller: yes, Cindy Laffond: yes. Cindy Laffond made a motion to invite Superintendent Buoniconti and Business Manager Blier to the executive session. Lisa Danek-Burke seconded the motion. The motion passed unanimously (3/0/0).

20. **Reconvene in Open Session:** At 7:52pm the committee reconvened in open session.

21. **Educator Evaluation Agreement:** LDB made a motion to approve the ***Rowe Teacher and Caseload Educator Contract Language (Educator Evaluation Agreement).*** The motion was seconded by CL. The motion passed unanimously (3/0/0).

22. **Adjournment:** At 7:56pm CL made a motion to adjourn the meeting. The motion was seconded by LDB. The motion passed unanimously (3/0/0).

Respectfully submitted by Ellen Miller,
(Transcribed from audio recording. Not present at meeting.)

Signature: _____
Lisa A. Miller, Chair

Date Approved: 2-20-14

Meeting Packet/Handouts: Agenda, Minutes (10/10/13, 10/17/13, 11/13/13, 11/26/13), Principal's Report 12-19-13, iPad/Laptop Plan, Technology Inventory, Superintendent's Report 12-19-13, School Improvement Action Plan 2013-14, Dir. of Pupil Personnel Services Report Dec 2013, Liaison/Interventionist schedule/caseload report, Dir. of Curriculum & Assessment Report Dec 2013, FY2015 proposed budget summary & detail, school choice revolving account history, proposed FY2015 field trips, Recorder article "Supts honor top picks," Aeschback ltr of 11-14-13, Rowe Teacher/Caseload Educator Evaluation Procedure.