MEETING MINUTES – FY2014
School Committee Meeting

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

DATE AND LOCATION OF MEETING: Wednesday, June 4, 2014 – 5:30PM, Rowe Town Hall

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PRESENT: Lisa Danek-Burke (LDB) and Susie Zavotka (SZ)
ABSENT: Lisa Miller (LM)

Audience Members: Michael Buoniconti (MB), Joanne Blier (JB), Bill Knittle (BK), Leann Loomis (LL), Ellen Miller, Rosie Gordon

I. **Call to Order**: Chair Lisa Danek-Burke called the Wednesday, June 4th meeting to order at 5:35pm.

II. **Audience:** Rosie Gordon stated that it would be refreshing when questions are asked to get answers. LDB stated that she agreed, and announced that a time for audience comments is being provided at the beginning and end of each meeting, starting with this evening's agenda. She asked the audience members raise their hands to be recognized.

III. **Correspondence/Documents:** LDB stated that she had been in contact with Supt. Lev and Supt. Buoniconti over the past few days, but has not received any correspondence. There is no correspondence in the meeting packet.
a) Teachers' Contract: MB provided copies of the teachers' contracts. LDB asked for an electronic copy of the current teachers' contract (Agreement Between RSC and RTA) for the school committee. BK stated that he has a copy and will email it to committee members.
b) Policies: MB brought a listing of the headings of classifications of policies used by the National School Board Association. SZ asked if there was an electronic copy of the existing policies. MB stated that he can provide her with copies. LDB stated that she had some templates that Susie can use also. There is nothing pressing at this time, but we need to begin a review.

IV: **Minutes: March 20 and April 24:** Ellen Miller stated that the headings of both the March 20th and April 24th minutes needed to be changed as they stated "FY2015 Budget Hearing and School Committee Meeting." The headings should just state "School Committee Meeting." **May 7 and May 12:** SZ was not on committee at that time. As LM was absent this evening all action on minutes was tabled to next meeting. LDB asked Ellen Miller to try to pare down the minutes to summary of each discussion. LDB gave Ellen copy of Section 22. [Minutes, Records] of the MA Open Meeting Law regulations.

V. **Finances:**
a) Expense Report: JB presented the Expense Report as of 5-31-2014. The projected year-end account balance is about $30K, mainly due to the insurance company paying $25K of the second half lease payment to Hawlemont. JB recommends that the School Choice line item be underspent to increase the year-end balance there, which will revolve into FY2015. At the request of LDB, JB will provide the Operating Statement for the next meeting June 10, even if it is in draft form.
b) Propane Bid: It was agreed at the last meeting to have the Mohawk central office bid for next year's propane; however, JB said she received word from LM to never mind bidding the propane. To clarify: (2) 1000 gallon propane tanks have been installed under the construction contract. JB stated that prices are good right now. She just locked in at $1.85/gallon for Mohawk. Prices change daily. It will be under $10,000 so we can solicit three quotes rather than doing sealed bids. LDB will add this to the list of items she will discuss with Jon Lev.

VI. **Action Items:**
- **2014-2015 School Year Calendar:** SZ made a motion to approve the 2014-2015 School Year Calendar, using the Mohawk school year calendar. LDB seconded the motion. For transportation reasons it will be less costly

to stay with the Mohawk calendar. BK presented an updated version of the Rowe School calendar he presented at the previous meeting. LDB stated she would like to use both versions; however, a color version of the Rowe calendar will not be mailed to parents, but it will be available on the school's website. The motion to approve the 2014-2015 Mohawk School Year calendar passed unanimously (2/0/0).

- **Budget Transfers:** None
- **Purchase Requisitions:** None

VII. Unfinished Business:

a) **Central Office Transition and b) NBSU Update:** LDB stated that Jon Lev (JL) apologized for not being able to attend the meeting this evening, but will attend the next meeting on June 10th, and she gave him the date of the next regular meeting, Monday, June 23rd. JL is working on a contact list and will have that soon. MB presented a re-worked listing of transition issues that he worked on with JB and LL, with information from Jon Lev included. MB will email the list to LDB so she can send it to JL. (Numbers follow MB's list.)

Contracts Shared by Mohawk-Hawlemont with Rowe:

1. **Baseline Edge (BE):** BK: Should move to TeachPoint due to cost. Baseline Edge will be $5K. Previously under Mohawk contract; now will be on our own. LDB thinks we should continue if we can. It is a more robust system. MB: The question of Rowe staying with contracts under Mohawk needs to be answered. The selling point of BE is that it will ultimately be used not only for educator evaluation, but we will also tie in student information system (all student, MCAS and DDM data). LDB: Rowe is not looking for Mohawk to cover Rowe's costs. JB: It's a site license—you cannot invite other entities. SZ: Perhaps because we tuition our 7-12 grade to Mohawk we could still be included. Central Office will research this.
2. **Powerschool:** NBSU uses Rediker. JL says Rowe can stay with PowerSchool if they want; Graham will assist us either way. Can be used for report cards. JB: PowerSchool will be expensive for Rowe alone.
3. **E-Sped:** NBSU uses this. LL: Records can be easily sent electronically to NBSU. Rowe should be able to join under NBSU's license.
4. **School Reach:** BK: All of the elementary schools in NBSU have their own calls for school closings (JL makes the call). Not sure if they use School Reach. Cost to Rowe will be $695; three-year commitment is $500/year. MB: Since Rowe will follow Mohawk calendar he can add BK (or JL) to his 5:30am school closing call list, and then BK or JL can make the call for Rowe School. Rowe high/middle school students will get MB's 5:30am call.
5. **Destiny:** JB: High school bought this package. Elementary schools run off of that package. Rowe now pays $700 under Mohawk license. Don't know cost for Rowe alone. Does NBSU use this? Do you need to have a certified librarian to buy a site license?
6. **Nutrikids:** Rowe does not charge for breakfast or lunch, but uses this for state tracking purposes, and for breakfast/lunch reimbursement from state. Program has menus, nutrition tool, and keeps track of school lunch sales (adult lunches for Rowe). Carol has been in touch with Florida and Savoy cafeteria managers. They do not use Nutrikids. There is no Union food coordinator.
7. **Atlas Rubicon:** BK stated that this is not being utilized very much. MB: Mohawk and Hawlemont do use this fairly thoroughly. Curriculum and lesson plans are placed on the site for others to access. This is a Mohawk site license. It will take a while to fully use this. Will ultimately do away with filing cabinets for curriculum. Does NBSU use this?
8. **NWEA (Measures of Academic Progress):** Rowe uses this for math at this time; but plans to add reading and writing. It's a time saving, efficient tool. Allows comparison to peers throughout the country. Rowe cost will be $3000/year, plus one-time $1500 1st year. Not sure what Rowe pays now. BK does want to continue using this. Does NBSU use this?
9. **CES:** Continue with this. Cost to Rowe will be $125/year. We will also be able to participate in Berkshire Collaborative (via MCLA).
10. **Budgetsense:** NBSU uses Quickbooks. LDB reached out to Selectboard chair to see if FRCOG can add line items so they match the school's line items to ease reconciliation. SZ: Seems like Jackie (town accountant) should meet with NBSU business manager. There will be outstanding items at year end (encumbered funds, summer payroll, payables, open purchase orders, etc.). There is a lot of work to do.

SZ: What are you proposing? JB: There are two options. Mohawk could load everything into Excel at year end and send it to NBSU and they can close out the year, or Rowe could hire Mohawk to continue the work and close out the year. LDB: It seems like it should be transitioned to NBSU since we are paying them for this. JB: Carrie Garivaltis (NBSU Business Manager) told JB that she would call her to set up a meeting. She has not called yet. MB: Before Mohawk staff can get involved in any conversation JL needs to call him. He can then sort things out with him. When JL calls him MB can set up the transition soup to nuts. There are at least 6-8 people on the Mohawk side that need to work with Union staff. LDB will talk to JL tomorrow to have him get in touch with MB right away. JB: Grants will still be open at year end and need to be transitioned.

11. **Email:** JL said that Graham can take of this. BK: Have concern...can current emails flow into our new email system? MB: Graham should work with Virigina on this.
12. **Website:** Graham said that Powerschool and Rediker have website features for schools. BK: Dwight may have interest in this. We need to decide what will be on the website. Who decides: school committee, school administration? MB: If you use Google mail you might find that Google Sites is good enough for a small school website. It is easy to use and people can update their own sections.
13. **E-Rate:** NBSU uses O'Neal Consulting. Mohawk uses E-Rate Online. JL is checking to see if Rowe can be added under their contract. SZ stated she was informed that the Rowe reimbursement rate via Mohawk is 50% and via NBSU would be 60%. Should research why percentage is different. Paperwork was filed this spring for the e-rate discount. It will need to be transferred--probably by the consultants.
14. **MASC:** Membership cost is based on number of school committee members. JB: Rowe's full membership would be about $2000-$2500/year, but have been paying $1000 instead. LDB: We should have JL contact Glenn Koocher at MASC to try negotiating same rate. NBSU schools do not belong to MASC, but participate in their trainings. MB: MASC holds a 3-day conference for members each fall—usually at the Cape. Went last year and found it extremely helpful. MASC has publications and trainings available to members throughout the year.

Staffing share by Mohawk-Hawlemont with Rowe (<u>will continue sharing positions underlined</u>)

15. **Art teacher (.2FTE):** Art teacher not returning to Rowe this fall. She is staying at Hawlemont. BK stated that PE teacher also has Art certification and is interested in the position.
16. **Music teacher (.36FTE):** Not returning to Rowe this fall. BK interviewed the NBSU Music teacher yesterday and liked him a lot. He's coming back Monday to meet with Gina Glover and some other teachers. Rowe's .36FTE position covers music, chorus and band; however, NBUS teacher is already .8FTE (combined) at two NBSU schools, so is only available for .2FTE for Rowe. It is preferred that this remain a .36FTE position, so we may need to advertise the position. Difficult to find a part-time teacher that can teach all three...music, chorus and band.
17. **Early Childhood Coordinator (.11FTE):** No longer shared. NBSU Director of PPS Deb Rosselli also handles early childhood coordination. NBSU Sped Secretary Vicky Winchel helps handle paperwork. MB: Deb needs to get in touch with Kate Dwyer for discussion.
18. **Food Service Director (.072FTE):** No longer shared. Carol Lively may take on additional duties with assistance from NBSU.
19. **Facilities Director (**.072FTE): No longer shared. Tim Schramel may take on additional duties with assistance from NBSU.
20. **Transportation Coordinator (**.036FTE): No longer shared.
21. **Civil Rights Coordinator:** No longer shared.
22. **Homeless Coordinator:** No longer shared.
23. **English Language Learners Coordinator:** No longer shared.
24. **<u>Physical Education</u>:** Continue sharing with Hawlemont. Current PE teacher (long-term sub) is .2FTE Rowe and .2FTE Hawlemont. She is currently taking the PE M-Tells to get PE certified. BK has her in mind for .2FTE Art teacher position as she also holds Art certification. She would then be .4FTE Rowe and .2FTE Hawlemont = total .6FTE. May then be eligible for health insurance benefits pending advice of school attorney. If required by law, then Rowe would be lead and bill Hawlemont for 1/3 share.
25. **<u>Occupational Therapist</u> (.1FTE):** Continue sharing with M-H.

26. **Physical Therapist (.1FTE):** Continue sharing with M-H.
27. **Speech Pathologist (.2FTE):** Continue sharing with M-H.
28. **Speech Pathology Assistant (.2FTE):** Continue sharing with M-H.
29. **Psychologist (.2FTE):** Continue sharing with M-H.

xx. **Nurse Leader:** Not on the list. Does NBSU have similar position? If so, that person should contact Sue Mitchell. If not, then Barbara Griffin will need to pick up some nurse leader functions and should speak with Sue Mitchell. Barbara already does have a good handle on what is needed.

xx. **Director of Curriculum:** Not on the list. To be discussed.

Health Insurance for part-time shared staff: No clarification yet from the school attorney concerning health insurance benefits for part-time shared personnel. The NBSU schools/towns each pay their own health insurance and have a 20 hour/week minimum for each individual school.

Other transition Items:

30. **School Committee postings/agendas/packets:** Per JL's 6-4-2014 email he creates agendas and sends them to town hall and school for posting. He creates packets and mails them out. He will check with LDB and BK regarding any items wanted on agendas. Can discuss this and minutes at June 10th meeting.
31. **End of year financial reconciliation (purchases):** SZ: our preference should be that this switches over July 1st to NBSU as this is part of the agreement.
32. **Grants: Submittal of Annual Statement of Assurances:** JB: These assurance letters (for both state and federal grants) are due June 30th. Who will sign these? MB or JL? LDB asked JB if the C.O. could get these ready for JL's signature. JB stated that the letters have not been issued yet. They come out on the DOE website. It's an item on the Supt's checklist—start by June 15th and finish by June 30th. SZ thinks that the person following through with the next school year should be the one signing the assurance letters. When JL gets in touch with MB they can discuss this. NBSU is probably already doing these same grants. The portal for existing Rowe grants can be transferred to NBSU staff. Union transfer paperwork needs to get submitted to DESE before any portal transfer can take place.
33. **Letters of Employment Assurance:** These are letters for next school year, so should be coming from JL. It is a letter of "assurance" rather than an "employment" contract since the teachers' contract is currently under negotiation. JL does have a copy of the current year (2013-2014) employment letters. LDB stated she believes JL is prepared to send these letters. He does need the names of teachers/ staff that will be staying on for 2014-2015 and their steps, FTE, etc. Per teachers' contract they are to receive these letters by end of school year, which is June 19th this year. BK will plan to hand these letters to staff by that day. Employees then need to sign the letters. This will be discussed with JL on June 10th.
34. **Student Records:** MB assumes that Graham will handle the electronic student records. He will need to work with Virginia at Mohawk who handles Powerschool. She will most likely export the files into a language that Graham can use either in Powerschool or Rediker. All of the hard copies of student records at school burned, so only have electronic files. Sped records (going back 7 years) need to be transferred from Mohawk Sped office to NBSU Sped office. These are hard copy files.
35. **Staff Records:** Judy Willis keeps copy at central office. Town hall has staff records also. Records at old school were burned. MB will verify where the records are. BK said a copy is kept at school also.
36. **Business Records:** There are files at central office. These will be transferred to NBSU. Originals of payables, payroll, etc., are at Rowe town hall.
37. **CORI/SORI & Fingerprinting:** Needs to be transferred to NBSU. Fingerprinting needed for any new hires. Current teachers have until June 30, 2016 to be fingerprinted. The long-term sub that is going to be hired for Art/PE will need fingerprinting. The Music teacher at NBSU is probably already covered. Will check on this. MB: Judy Willis has already reached out to JL's secretary [Ronna Brandt] letting her know that many of the staff need their CORIs updated.
38. **Bullying prevention and intervention PD – Restraint Training:** JL should already have this training in place. At least one person in each school needs to have Restraint Training and keep the training current.
39. **Student Handbook:** This can be handled between BK and JL. Most of this is boilerplate. Some school committee policy is included. BK will try to get them out before school year starts. One copy goes to

each family. Try to do it electronically. Would be good to put this on school's website. Send last page (sign-off sheet) home for signatures. LDB would like to see handbooks that NBSU schools use.

40.-51. State/Federal Reporting: MB provided list as information only. List is included in the Superintendent's Checklist. He gave LDB a copy of checklist. A lot of reporting is due this time of year. JL should be doing all of these reports for NBSU schools already. **End of Year Financial Report:** JB: This is due Sept 30th each year via DESE's portal. MB: NBSU's Business Manager [Carrie Garivaltis] will be familiar with this. **Medicaid Reimbursement:** LPVEC handles this for Mohawk. C.O. staff [Angel Epicino] emails staff for progress reports and updates, then provides data to LPVEC. LPVEC applies for funds which then get sent to town. Most schools/districts use an outside service for this.

MB will email his updated transition list to LDB who will forward it to JL. MB: Have JL call me tomorrow between 3-4pm, or by Friday at the latest. MB only needs a brief conversation with him and a list of people. Staff contacts can then take place. Everyone thanked MB for this helpful list. MB will send the list to the whole committee and BK who will add his data for his use.

c) **School Building Update:** LDB stated she would like the school committee to take a more active role in the school building project to know what is going on, especially since a lot of items will be taken over by the school committee and signed by the school committee. She asked how the school committee can work with the SBC committee. SZ: Yesterday she got a call from Mike Delvecchio about the need for two land phone lines at the school (one for alarm system and one for fax). She is not sure who is responsible for handling this. Is this something that Laurie would be doing? BK said yes. SZ will call her tomorrow to get this set up. They would like the lines put in before the driveway is blacktopped. JB: If they need phone lines put in before driveway is blacktopped then that should be part of the construction contract. SZ: In the future, who should be doing the utility contracts, like propane? JB: The NBSU business office should handle this. At LDB's request SZ will put her on the email list for SBC agendas and minutes.

MB: Had a discussion with BK concerning the move. If there are things like perishables or food that need to be left at Hawlemont that is fine. LDB: Thank you—that will be helpful. Also, asked that we hold off on buying large quantities up front at this time. SZ: When orders are placed we indicate when items should be delivered.

VII. Audience of Citizens: None

VIII. Executive Session: Not needed

IX. Contract Negotiations: Next session is Monday, June 9th.

X. Next Meeting: Tuesday, June 10th at 5:30pm at town hall. LDB hopes to get the meeting posted tomorrow.

XI. Adjournment: At 8:20pm SZ made a motion to adjourn the meeting. LM seconded the motion, and it passed unanimously (2/0/0).

Respectfully submitted by Ellen Miller,

Signature: _____

Lisa Danek-Burke, Chair

Date Approved: _____

Meeting Packet/Handouts:

- Agenda
- Minutes: March 20, April 24, May 7, May 12
- OML regulations Section 22 concerning minutes
- Expense Report as of 5-31-2014
- MTRSS 2014-2015 Calendar (updated 5-1-2014)
- 2014-2015 Rowe School Calendar
- Superintendent's Report – 5-29-2014
- Rowe School Transition to NBSU (dated 6-4-2014)
- Jon Lev email Re: Transition Items 1 (dated 6-4-2014)