MEETING MINUTES – FY2015
Rowe School Committee
Monday, July 28, 2014 – 5:30pm - Rowe Town Hall

Present: Lisa Danek-Burke (LDB) and Susie Zavotka (SZ)

Absent: Lisa Miller (LM)

Also Present: Supt. Jon Lev (JL), Business Manager Carrie Garivaltis (CG), Principal Bill Knittle (BK), SchCom secretary Ellen Miller (EM)

Audience: Cynthia & Carl Weiss and children (2), Laurie Pike, Gail May, Roberta Baker and Rosemary Gordon

I. **Call to Order**: Chair Lisa Danek-Burke called the meeting to order at 5:33pm.

II. **Minutes:**

- **May 29, 2014:** LDB had requested these be tabled, asking that the level of detail be reduced. Deferred.
- **June 4, 2014:** LDB requested these be tabled, asking that the level of detail be reduced. Deferred.
- **June 10, 2014:** SZ made a motion to accept the minutes as written. LDB seconded the motion and it passed unanimously (2/0/0). [One correction: In *I. Call to Order* it should say June 10 [not June 4].
- **June 23, 2014:** SZ made a motion to accept the minutes as written. LDB seconded the motion and it passed unanimously (2/0/0).
- **Missing minutes:** EM reported on the following missing meeting minutes (underlined ones prepared):
  - **Aug 15, 2012:** Action deferred as LM not present.
  - **Aug 17, 2012:** EM stated that this was to be a joint emergency meeting with the Selectboard (BOS) concerning the Hawlemont MOU; however, the minutes of the BOS meeting do not indicate that the SchCom attended the meeting.
  - **Sept 19, 2012:** This meeting was held at the Kemp-McCarthy Museum. EM stated that LM is looking for an audio recording of the meeting. LDB will check her records also.
  - **Sept 27, 2012:** Action deferred as LM not present.
  - **Oct 30, 2012:** Information for the first hour (6:00-6:57pm) of the meeting was not available. LDB will look through her records for meeting notes for this portion of meeting.
  - **Nov 9, 2012:** EM presented minutes that had been prepared by CL but inadvertently not submitted. Action deferred as LM not present.
  - **Jan 29, 2013:** EM reported that she could not find any information for this meeting, and it was not listed on the town website calendar. LDB will look through her records. Her records show that this meeting was held at Hawlemont.
- **Procedure:** Going forward JL will mail copies of minutes submitted for action with the monthly meeting packet to all members. A packet will also be sent to EM. EM will bring originals to meetings for signature.

III. **Correspondence:**

A. **FY2015 Budget:** (see VI. Superintendent's Report)

B. **Letter from Parent:** The Weiss family (Cynthia & Carl Weiss and their two children) of Readsboro VT attended the meeting to discuss their desire to have their children attend Rowe School this coming year. [They had expressed interest two years ago, but due to the fire had postponed their plans as it was too far to travel.] JL reported that he was advised by school counsel Fred Dupere that because Rowe School is a public school, the school cannot charge tuition; however, a tuition agreement can be set up between the two towns (via the respective select boards). The agreement cannot be between the two school committees, nor between the parents and the Rowe school committee. The Town of Readsboro would pay the agreed-upon tuition to the Town of Rowe. JL reported that counsel advised that Rowe charge $5,000 per student (same as school choice)

plus any Sped costs. [Note: It was stated that there was an arrangement between two schools from differing towns whereby in-kind donations were accepted in lieu of tuition payments. The committee was not interested in pursuing this.] Next steps: JL will have school counsel draw up a draft tuition agreement and will try to get copies of tuition agreements between Williamstown and Hancock, and between Hancock and Lebanon NY. He will pass any information he receives on to SchCom members as soon as he receives it. Mr. & Mrs. Weiss will contact the Readsboro BOS to see if they will be willing to enter into such an agreement. Note: The Town of Readsboro would not be legally bound to enter into such an agreement. SZ stated that she would feel more comfortable with an overall policy being put in place, rather than handling cases individually.

C. **Draft letter to Mohawk RSD:** Draft was reviewed. It was agreed to address the thank you letter to Supt. Michael Buoniconti, asking that he share it with others in the Mohawk organization. SZ will incorporate suggested changes and will send the updated draft to SchCom members for action at next meeting.

IV. **Principal's Report:**

- **Academics:** LOI Gold (leveled literacy intervention) has been ordered.
- **Summer School:** Finishes this Thursday (July 31). BK will send a thank you letter to the BOS for use of the town hall space. BK stated that this has gone very well.
- **School Building Update:**
  - **Move to new facility:** On June 24th items from Hawlemont School were moved into 2 trailers by the Rowe DPW garage. Once new building is ready (hopefully week of Aug 11th) the moving company will move items to the new facility. Classroom items will be moved first so that staff can begin setting up their rooms. SZ reported that due to vacation of Mass Electric employee, electricity is not live yet. This is holding up getting both the alarm system and the water supply tested, which are both required for the occupancy permit.
  - **New Playground:** With a combination of raised funds and construction funds new playground equipment was able to be purchased. On August 14th-16th (Thu-Sat) there will be a "community build" to set up the playground. Miracle Recreation (the supplier) will send a team (1 supervisor/4 workers) to set up the equipment and oversee local volunteers who will assist. Rowe School PTP is heading up this project. [Lunch and day care will be provided.] It is unknown as to whose liability insurance will cover this. SZ will find out who will be responsible for the site at that time.
- **Professional Development:** Two primary class teachers and one instructional assistant attended a two-day training in Pittsfield for TS Gold (teaching strategies) which is a program that the state is backing for tracking whole child data (academic, social, emotional) for younger (K) students. Observations are logged into the computer. This creates a portfolio for each child and produces a report card at the end of the marking period. A license is purchased for each kindergarten student. This pilot program is being paid for by an MCLA grant that includes all four NBSU schools. Staff involved will receive training stipends via the grant.
- **New Staff:** Two new staff have been hired: Music teacher .2 (also teaches in Florida and Clarksburg); and an Art teacher.2/PE teacher .2 (total .4).
- **Professional Learning Days:** Following Mohawk schedule, so PL days similar to last year. Some items to be covered: new tech in the new building, educator evaluation process.
- **Calendar:**
  - **Sun., August 24th, 4pm - Ribbon Cutting:** Ceremony at the new school. Perhaps individuals that were at opening of original school could participate. Perhaps have bagpipes. JL confirmed he will attend.
  - **Wed., August 27th – First Day of School:** Half day—early release at 12:30pm.

V. **Financial Statement:** None

VI. **Superintendent's Report:**

A. **FY2015 Budget:** Reviewed current year budget.

Approved FY2015 education budget	$1,576,908
Less School Choice receipts	($ 122,308)
Town meeting appropriation	$1,454,600
Current expenditure projection	$1,411,177
Available for expenditure	$ 43,423*

*Known items that will need to be expended from $42,423:

- IT Tech Salary $ 5,200 (summer 2014 $2,000 + regular salary $3,200)
- Rediker attendance software $ 7,600 (1st year—thereafter $4,000)
- Any salary/wage increases > 2.5% [unknown]

GC reported that there will be at least $16,000 in grants that can offset the regular school budget. She has the QuickBooks purchase order system up and running. She hopes to put items in the cloud for access by BK and Laurie Laffond. Warrant process: NBSU will have the warrants ready every other Thursday. The plan is to have Tracy Barnes (who lives in North Adams) pick them on Thursday afternoon and bring them to school on Friday (she doesn't work Fridays, but brings her children to school that day). If Tracy is not available, other staff will need to transport the documents. LDB asked if backup data (invoices, etc.) could be scanned in for SchCom review. BK will have Laurie Laffond scan in all items. CG will email them to SchCom members with the warrants. SchCom members can then sign the original warrants at the school Friday through Monday. Warrants need to be at the town hall by Tuesday. For the next meeting: CG will show the full appropriation amount ($1,454,600) on the budget spreadsheet by adding a line for non-earmarked funds that are available, and will show school choice funds, etc. She will isolate the prior central office budget with the current central office budget to ease comparison of the two. She can provide more detail if SchCom desires this.

B. **PARCC:** JL attended a 3-hour webinar on PARCC. Will discuss this at the August administrators meeting. Many practice sessions will be available. Graham Coterwas will play a big role as the testing is technology based.
C. **School Building Update:** [see Item V. Principal's report above]
D. **Transition Update:**
   - **E-rate:** All set up. When E-rate runs out, O'Neal will pick up going forward.
   - **Water testing:** Contract with Housatonic Basin & Water Sampling is in place. Note: BOH pays for testing.
   - **Rediker:** Attendance software is all set. Cost year 1: $7,600; subsequent years: $4,000/yr. Existing data can be imported from PowerSchool. Rediker less expensive than PowerSchool.
   - **MASC:** Membership fee will be $2,700. SchCom will probably forego joining this year.

VII. **School Committee Business:**

A. **Missing Minutes:** [see II. Minutes above]
B. **FY2014 Tech Tuition:** LDB stated that the tuition charge for an additional new student at Tech this past year was not actually a Rowe student. FCTS sent a refund check to the town for the overpayment.
C. **Next Meeting:** Monday, August 25, 2014 – 5:30pm

VIII. **Audience:** Roberta Baker asked about the notification process for prospective school choice students. Open house is held in May. Can parents be notified then, or do they need to wait until August to get accepted? It was agreed that parents can be notified after the open house, as long as the numbers work out.

IX. **Executive Session/Adjournment:** At 8:03pm LDB made a motion to go into executive session pursuant to Chapter 30, Sec. 21A to discuss strategy with respect to collective bargaining and to adjourn the meeting out of executive session. **Roll call vote:** LDB—yes, SZ—yes. Motion to enter into executive session and adjourn the meeting out of executive session passed unanimously (2/0/0). JL and CG were invited to attend the executive session. Executive session was unanimously (2/0/0) adjourned at 8:45pm.

Respectfully submitted by Ellen Miller

Signature: _____
Lisa Danek-Burke, Chair

Date Approved: 8-25-14

Meeting Packet/Handouts:

- Agenda
- Minutes: June 10, June 23
- Letter from Cynthia & Carl Weiss
- Draft thank you letter to Mohawk
- FY2015 Budget report

ROWE SCHOOL COMMITTEE MEETING AGENDA

Agenda Monday, July 28, 2014
5:30 pm at the Rowe Town Hall
Rowe, Massachusetts

I. Call to Order---

II. Approval of the Minutes: Discussion of May 29, June 4, June 10, and June 23, 2014 minutes.

III. Correspondence

A. FY 15 Budget
B. Letter from parent
C. June 10 and June 23, 2014 Minutes
D. Draft Letter to Mohawk RSD

IV. Public Comment: Cynthia Weiss will be present to speak to a request involving her children.

V. Principal's Report: Principal Bill Knittle will be present to discuss any pertinent items and concerns relative to staffing, physical plant, programs, and the overall operations of the Rowe School.

VI. Financial Statement: None

VII. Superintendent's Report:

A. FY 15 Budget
B. PARCC Update
C. School Building Update
D. Transition Update

VIII. School Committee Business:

A. Continuing Business-Missing Meeting Minutes, Out of State Students
B. New Business-

IX. Executive Session: Suggested Motion: To go into Executive Session to discuss strategy with respect to collective bargaining.

X. Audience of Citizens:

XI. Adjournment:

Cynthia Weiss
169 Bailey Hill Road
Readsboro, VT 05350

July 11, 2014

Rowe School Board Committee
86 Pond Road
Rowe, MA 01367

Dear Rowe School Board Committee,

This is a request to grant permission for my twin sons to attend Rowe Elementary School for the upcoming school year of 2014-2015.

We are residents of nearby Readsboro, Vermont. I understand that we would be responsible for the yearly tuition, which has yet to be decided, and which includes a formula to calculate additional fees if there are Special Education services required.

My sons are Rock Weiss and Blaize Weiss and their birthdate is December 25, 2005.

Rock and Blaize will be entering the third grade this upcoming school year. They have been students at the Readsboro Central School since kindergarten (2011). Prior to that time, they were in a private preschool located in Readsboro, Vermont of which I was an active board member from 2009 - 2013.

As a side note, we have been active in the Rowe Community for the last several years. The boys have participated in Rowe's Old Home Day and they have attended Rowe Day Camp for the last few summers. As a parent, I was a member of the Rowe School PTO two years ago before and during the unfortunate turn of events in 2012.

Please consider this request for my sons to attend the Rowe Elementary School. I look forward to your response. Thank you kindly.

Warm Regards,

Cynthia Weiss
802.423.5258

Rowe Public School
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget	Mohawk number
1110 · School Committee					
1110112 · Salary	0.00	1,800.00	-1,800.00	0.0%	
1110116 · Advert/Bids/Print	0.00	3,425.00	-3,425.00	0.0%	
Total 1110 · School Committee	0.00	5,225.00	-5,225.00	0.0%	
1210 · Superintendent's Office					
1210111 · Superintendent	1,285.18	16,707.00	-15,421.82	7.69%	
1210112 · Clerical Salaries	632.88	11,598.00	-10,965.12	5.46%	
1210115 · Office Supplies	0.00	300.00	-300.00	0.0%	
1210116 · Other Expense	212.02	3,327.00	-3,114.98	6.37%	
121A116 · Travel Out of District	0.00	336.00	-336.00	0.0%	
Total 1210 · Superintendent's Office	2,130.08	32,268.00	-30,137.92	6.6%	
1400 · Finance and Admin Services					
1430 · Legal Services					
1430114 · Contracted Services	0.00	3,600.00	-3,600.00	0.0%	
Total 1430 · Legal Services	0.00	3,600.00	-3,600.00	0.0%	
1450 · Administrative Technology					
1450111 · Administrative Tech Salary	0.00	0.00	0.00	0.0%	
1450115 · Supplies	0.00	120.00	-120.00	0.0%	
1450116 · Other	0.00	203.00	-203.00	0.0%	
Total 1450 · Administrative Technology	0.00	323.00	-323.00	0.0%	
Total 1400 · Finance and Admin Services	0.00	3,923.00	-3,923.00	0.0%	
2110 · Supervisory - Special Education					
2110111 · Admin of Special Education	944.22	12,275.00	-11,330.78	7.69%	
2110112 · Secretary	0.00	2,058.00	-2,058.00	0.0%	
2110114 · Sped Medicaid Filing Fees	0.00	1,500.00	-1,500.00	0.0%	
2110115 · Supplies	0.00	525.00	-525.00	0.0%	
2110116 · Other	0.00	203.00	-203.00	0.0%	
211A116 · Travel	0.00	1,875.00	-1,875.00	0.0%	
Total 2110 · Supervisory - Special Education	944.22	18,436.00	-17,491.78	5.12%	

Rowe Public School
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget	Mohawk number
2200 · School/Building Leadership					
2210 · School Leadership					
2210111 · Principal	0.00	79,719.00	-79,719.00	0.0%	
2210112 · Principal's Secretary	0.00	34,470.00	-34,470.00	0.0%	
2210115 · Principal's Supplies/contracts	0.00	2,000.00	-2,000.00	0.0%	
2210116 · Principal's Other	0.00	1,050.00	-1,050.00	0.0%	
221011A · Principal's Travel	0.00	1,000.00	-1,000.00	0.0%	
Total 2210 · School Leadership	0.00	118,239.00	-118,239.00	0.0%	
2220 · Curriculum Leader					
2220115 · Salaries	0.00	2,100.00	-2,100.00	0.0%	
Total 2220 · Curriculum Leader	0.00	2,100.00	-2,100.00	0.0%	
2250 · Principal's Technology					
2250115 · Supplies	0.00	500.00	-500.00	0.0%	
2250116 · Other	0.00	4,000.00	-4,000.00	0.0%	
Total 2250 · Principal's Technology	0.00	4,500.00	-4,500.00	0.0%	
Total 2200 · School/Building Leadership	0.00	124,839.00	-124,839.00	0.0%	
2300 · Instruction - Teaching Services					
2305 · Teachers - Classroom					
Teachers - Regular	0.00	370,510.00	-370,510.00	0.0%	
Total 2305 · Teachers - Classroom	0.00	370,510.00	-370,510.00	0.0%	
2310 · Teachers - Specialists					
Salaries	0.00	53,636.00	-53,636.00	0.0%	
Total 2310 · Teachers - Specialists	0.00	53,636.00	-53,636.00	0.0%	

Rowe Public School
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget	Mohawk number
2320 · Medical Therapeutic Services					
2320111 · Speech/ OT/ PT Salaries	0.00	20,500.00	-20,500.00	0.0%	
Total 2320 · Medical Therapeutic Services	0.00	20,500.00	-20,500.00	0.0%	
2325 · Substitutes					
2325113 · Salaries	0.00	3,720.00	-3,720.00	0.0%	
Total 2325 · Substitutes	0.00	3,720.00	-3,720.00	0.0%	
2330 · Teacher Aides					
2330113 · Salaries	0.00	52,552.00	-52,552.00	0.0%	
Total 2330 · Teacher Aides	0.00	52,552.00	-52,552.00	0.0%	
Total 2300 · Instruction - Teaching Services	0.00	500,918.00	-500,918.00	0.0%	
2340 · Library					
2340113 · Librarian Salary	0.00	10,606.00	-10,606.00	0.0%	
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%	
Total 2340 · Library	0.00	11,606.00	-11,606.00	0.0%	
2350 · Professional Developement					
2357 · Prof Development Expenses					
2357115 · Supplies	0.00	300.00	-300.00	0.0%	
2357116 · Other	0.00	3,250.00	-3,250.00	0.0%	
Total 2357 · Prof Development Expenses	0.00	3,550.00	-3,550.00	0.0%	
Total 2350 · Professional Developement	0.00	3,550.00	-3,550.00	0.0%	
2400 · Instructional Materials & Equip					
2410 · Texts and related materials	0.00	5,750.00	-5,750.00	0.0%	
2430114 · Contract serv/Tools of Mind	0.00	2,500.00	-2,500.00	0.0%	
2430115 · General Classroom Supplies/ Reg	0.00	7,500.00	-7,500.00	0.0%	
243011S · Class Room Supplies Sped	0.00	1,000.00	-1,000.00	0.0%	
2451 · Instructional Tech					
2451113 · Instructional Tech Salary	0.00	500.00	-500.00	0.0%	
2451114 · Tech Utilities	0.00	2,500.00	-2,500.00	0.0%	

Rowe Public School
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget	Mohawk number
2451115 · Instruction Tech Supplies	0.00	2,000.00	-2,000.00	0.0%	
2451116 · Instructional Tech Other	0.00	3,600.00	-3,600.00	0.0%	
Total 2451 · Instructional Tech	0.00	8,600.00	-8,600.00	0.0%	
Total 2400 · Instructional Materials & Equip	0.00	25,350.00	-25,350.00	0.0%	
2440 · Instructional Service, Other					
2440113 · Instructional Field Trip Transp	0.00	2,900.00	-2,900.00	0.0%	
2440115 · Instructional Summer Tutoring	0.00	4,500.00	-4,500.00	0.0%	
2440116 · Instructional Field Trip Other	0.00	10,970.00	-10,970.00	0.0%	
Total 2440 · Instructional Service, Other	0.00	18,370.00	-18,370.00	0.0%	
2700 · Guidance Counseling and Testing					
2710 · Guidance					
2710111 · Salaries	0.00	13,011.00	-13,011.00	0.0%	
Total 2710 · Guidance	0.00	13,011.00	-13,011.00	0.0%	
Total 2700 · Guidance Counseling and Testing	0.00	13,011.00	-13,011.00	0.0%	
3200 · Health Program					
3200115 · Supplies	0.00	2,000.00	-2,000.00	0.0%	
320A111 · School Nurse	0.00	71,133.00	-71,133.00	0.0%	
Total 3200 · Health Program	0.00	73,133.00	-73,133.00	0.0%	
3300 · TRANSPORTATION					
3300113 · Transportation/ Late Bus	0.00	15,000.00	-15,000.00	0.0%	
3300114 · Bus Contracts - Regular	0.00	54,450.00	-54,450.00	0.0%	
330A114 · Bus Contracts - Mohawk	0.00	54,450.00	-54,450.00	0.0%	
Total 3300 · TRANSPORTATION	0.00	123,900.00	-123,900.00	0.0%	

Rowe Public School
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget	Mohawk number
3400 · Food Services					
3400114 · Staff	0.00	17,853.00	-17,853.00	0.0%	
3400115 · Supplies	0.00	7,500.00	-7,500.00	0.0%	
Total 3400 · Food Services	0.00	25,353.00	-25,353.00	0.0%	
4000 · Operation and Maint of Plant					
4110 · Custodial Services					
4110113 · Salaries	0.00	33,714.00	-33,714.00	0.0%	
4110115 · Supplies	0.00	5,000.00	-5,000.00	0.0%	
Total 4110 · Custodial Services	0.00	38,714.00	-38,714.00	0.0%	
4120 · Fuel					
4120116 · Appropriation	0.00	8,000.00	-8,000.00	0.0%	
Total 4120 · Fuel	0.00	8,000.00	-8,000.00	0.0%	
4130 · Utilities					
4130116 · Telephone	0.00	3,000.00	-3,000.00	0.0%	
413A116 · Electricity	0.00	10,000.00	-10,000.00	0.0%	
Total 4130 · Utilities	0.00	13,000.00	-13,000.00	0.0%	
4210 · Maintenance of Grounds					
4210116 · Appropriation	0.00	850.00	-850.00	0.0%	
Total 4210 · Maintenance of Grounds	0.00	850.00	-850.00	0.0%	
4220 · Maintenance of Buildings					
4220115 · Supplies	0.00	2,500.00	-2,500.00	0.0%	
4220116 · Other	0.00	3,400.00	-3,400.00	0.0%	
Total 4220 · Maintenance of Buildings	0.00	5,900.00	-5,900.00	0.0%	

Rowe Public School
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget	Mohawk number
4230 · Maintenance of Equipment					
4230116 · Local	0.00	3,000.00	-3,000.00	0.0%	
423A116 · Union	0.00	758.00	-758.00	0.0%	
Total 4230 · Maintenance of Equipment	0.00	3,758.00	-3,758.00	0.0%	
Total 4000 · Operation and Maint of Plant	0.00	70,222.00	-70,222.00	0.0%	
5200 · Employee Benefits					
5200116 · Medical	0.00	11,521.00	-11,521.00	0.0%	
Total 5200 · Employee Benefits	0.00	11,521.00	-11,521.00	0.0%	
7300 · Improvement of Equipment					
General - Local	0.00	0.00	0.00	0.0%	
General - Union	0.00	165.00	-165.00	0.0%	
Total 7300 · Improvement of Equipment	0.00	165.00	-165.00	0.0%	
7400 · Replacement of Equipment					
740A116 · Appropriation - Union	0.00	387.00	-387.00	0.0%	
Total 7400 · Replacement of Equipment	0.00	387.00	-387.00	0.0%	
9100 · Tuition					
9100.6A · Middle School	0.00	349,000.00	-349,000.00	0.0%	
Total 9100 · Tuition	0.00	349,000.00	-349,000.00	0.0%	
Total Expense	3,074.30	1,411,177.00	-1,408,102.70	0.22%	