MEETING MINUTES – FY2013
School Committee Meeting

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

DATE OF MEETING: Wednesday, September 19, 2012 – 6:00PM

LOCATION OF MEETING: Rowe Historical Society, 282 Zoar Road, Rowe MA

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1. **Call to Order:** The meeting was called to order by Chair Miller at 6:00pm.

   Present: Chair Lisa Miller (LM), Lisa Danek-Burke (LDB), Cindy Laffond (CL)
   Also Present: Superintendent Michael Buoniconti, Business Manager Joanne Blier, Facilities Manager Robin Pease and Principal Bill Knittle

2. **Audience:** Betty Lenth, David Lenth, Jodi Brown, Ann Foshay, Jenn Morse, Loretta Dionne, Janet Cowie, Donna Flagg, Kerri McLatchy, Lenny Laffond, Dot Page, Roberta Baker, Bill Loomis, Patricia Tierney (Heath), Sue Kranz (Conway), Lisa Lamore (Charlemont). Jenn Morse thanked Bill Knittle for his professionalism and for his advocating on behalf of students.

3. **Minutes:** No action taken on minutes.

4. **Literacy Stations—Primary Class:** Patricia Tierney gave presentation re Literacy Stations in the Primary Class.

5. **Chair Report:**
   a. **NEASC:** Letter was received from David Flynn of NEASC (New England Associations of Schools & Colleges, Inc.) on Aug 28, 2012 concerning the status of Rowe Elementary School's status with NEASC. Because of the fire and loss of the school building the letter confirmed their agreement that everything should be suspended until we have worked through and implemented whatever changes are necessary. NEASC will contact Bill Knittle later in the fall to discuss the matter. (See NEASC letter attached.)
   b. **School Committee/Selectboard Discussion:** Both committees will meet next Thursday, Sept 27th at Rowe Camp & Conference Center to discuss the loss of school building with Tom Donaldson of MIIA.
   c. **Additional Bus for Rowe Students:** There has been some difficulty with the busing now that Rowe students have to be transported to Hawlemont. Four options for streamlining the busing were discussed. No action was taken at this time. To be discussed at a subsequent meeting. (See list of options attached.)

6. **Principal's Report**: BK presented his monthly report (see attached).
   - **MCAS** results received (see attached). Rowe is Level 2 School. Missed Level 1 by one (1) point.
   - **Mediation:** Janice Lapointe did a 2-day training for Rowe and Hawlemont.
   - **Other Activities:** Corn Maze/Apple Day held with Rowe/Hawlemont students. Field Trips: Hawley Hike, Pine Hill Orchard (PreK), All School Trip (destination TBA), Skating, Ski Enrichment Days, Washington DC (5/6)
   - **New staff**: Mary Scully
   - **Copier/Printer:** JB sent estimate to Ellen Miller. Ellen will order the unit (to be covered by insurance).
   - **Donations:** BK sent thank you letter to Mary Lyon (2000 books donated—another 1000 coming). Also sent the letter to newspapers (Recorder, Independent, Goal Post). Letters to other donors will be sent as well.

7. **Action Items:** None

8. **New Business:** None

9. **Superintendent's Report:** Supt. Buoniconti discussed the following matters: Start of School, Opening Day Address, Characteristics of Standards-Based Teaching and Learning, Learning Walkthroughs, Professional Learning Communities (see packet and handout documents).

10. **Business Manager's Report:** Discussed calculation used to establish Rowe tuition rate, and log of fire-related expenses paid through 9/13/12 (see packet and handout documents).

11. **Subcommittee Reports:**
    a. **Policy Subcommittee:** LM will put two policies to be worked on in packet for next meeting.
    b. **Transportation Subcommittee:** See draft of 9/5/2012 meeting minutes (handout).
    c. **Negotiations Subcommittee:** Nothing to report at this time.

12. **Audience of Citizens:** Town Clerk Jenn Morse spoke briefly about the Open Meeting Law.

13. **Correspondence/Handouts:** (see listing at end of minutes)

14. **Executive Session:** Not needed

15. **Adjournment/Next Meeting:** The School Committee voted unanimously to adjourn their meeting at approximately 7:30pm. Next meeting is Wednesday, October 17th at 5pm.

Respectfully submitted,
Ellen B. Miller *(not present at meeting—minutes prepared from brief notes of SC member)*

Approved: _____
Lisa A. Miller, Chair

_____
Date Approved

Correspondence/Handouts:

A. Aug 15, 2012 letter from Comm. of Educ. Mitchell D. Chester, Ed.D., to Supt. Buoniconti re permission to lease space in Hawlemont Regional School to Rowe School.

B. Aug 15, 2012 letter from Hawley Selectboard to Rowe Selectboard re sympathies and to welcome Rowe students to Hawlemont

C. Aug 16, 2012 letter from MASBO Exec. Dir. Jan A. Crafton to Supt. Michael Buoniconti re Joanne Blier, recipient of "Friend of MASBO" award

D. Aug 16, 2012 email from MASC Exec. Dir. Glenn Koocher to School Committee members re MA Council for the Social Studies (MCSS)

E. Memorandum of Understanding between Hawlemont and Rowe for 2012-2013 school year—signed final document

F. Aug 21, 2012 letter from Leonard H. Kesten of Kesten, Brody, Hardoon, Perkins & Kesten LLP to Civil Clerk's Office, Franklin Superior Court, re Town of Rowe and Rowe Public School District School Committee vs. Mohawk Trail Regional School System, Mohawk Trail Regional School District School Committee, and Hawlemont Regional School District School Committee Civil Action No.: FRCV2012-067

G. Aug 30, 2012 letter from Town of Heath Selectboard to Rowe Select board and Rowe School Committee re expression of sympathy and sadness and offer of assistance and to discuss the possibilities of educating Rowe children with the children of the Town of Heath

H. Sept 7, 2012 ltr from Mark D. Abrahams, CPA, President, The Abrahams Group, to Mr. Robert Aeschback, Chairman, MTRSD, re Rowe tuition calculation

I. NEASC letter received Aug 28, 2012

J. Rowe to HRS Busing Options

K. Principal's Report dated Sept 19, 2012

L. 2012 MCAS Results

M. Superintendent's Report dated Sept 19, 2012

N. Superintendent's Handouts: Mohawk/Hawlemont/ Rowe – New School Year 2012-2013, Characteristics of Standards-Based Teaching and Learning: Continuum of Practice, Making Connections, Learning Walkthroughs, Emma V. Svoboda resume, DESE: Building Professional Learning Communities to Improve Instruction and Raise Achievement

O. Business Manager's Handouts: MTRSD Calculation used to establish Rowe Tuition Rate, Rowe School Dept. Fire Related Expenses paid through 9/13/12

P. Three-District Joint Transportation Committee—DRAFT minutes of 9/5/2012 meeting.

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

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
1110 · School Committee				
1110112 · Salary	300.00	1,800.00	-1,500.00	16.67%
1110116 · Advert/Bids/Print	0.00	3,425.00	-3,425.00	0.0%
Total 1110 · School Committee	300.00	5,225.00	-4,925.00	5.74%
1210 · Superintendent's Office				
1210111 · Superintendent	3,855.54	16,707.00	-12,851.46	23.08%
1210112 · Clerical Salaries	2,317.77	11,598.00	-9,280.23	19.98%
1210115 · Office Supplies	21.67	300.00	-278.33	7.22%
1210116 · Other Expense	1,438.20	3,327.00	-1,888.80	43.23%
121A116 · Travel Out of District	0.00	336.00	-336.00	0.0%
Total 1210 · Superintendent's Office	7,633.18	32,268.00	-24,634.82	23.66%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	550.00	3,600.00	-3,050.00	15.28%
Total 1430 · Legal Services	550.00	3,600.00	-3,050.00	15.28%
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	550.00	3,923.00	-3,373.00	14.02%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	2,832.66	12,275.00	-9,442.34	23.08%
2110112 · Secretary	144.79	2,058.00	-1,913.21	7.04%
2110114 · Sped Medicaid Filing Fees	0.00	1,500.00	-1,500.00	0.0%
2110115 · Supplies	27.68	375.00	-347.32	7.38%
2110116 · Other	8.49	525.00	-516.51	1.62%
211A116 · Travel	0.00	203.00	-203.00	0.0%
Total 2110 · Supervisory - Special Education	3,013.62	16,936.00	-13,922.38	17.79%

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

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	14,767.98	79,719.00	-64,951.02	18.53%
2210112 · Principal's Secretary	7,704.24	34,470.00	-26,765.76	22.35%
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	22,472.22	118,239.00	-95,766.78	19.01%
2220 · Curriculum Leader				
2220115 · Salaries	134.62	2,100.00	-1,965.38	6.41%
Total 2220 · Curriculum Leader	134.62	2,100.00	-1,965.38	6.41%
2250 · Principal's Technology				
2250115 · Supplies	100.00	2,000.00	-1,900.00	5.0%
2250116 · Other	7,722.00	2,000.00	5,722.00	386.1%
Total 2250 · Principal's Technology	7,822.00	4,000.00	3,822.00	195.55%
Total 2200 · School/Building Leadership	30,428.84	124,339.00	-93,910.16	24.47%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	18,896.03	370,510.00	-351,613.97	5.1%
Total 2305 · Teachers - Classroom	18,896.03	370,510.00	-351,613.97	5.1%
2310 · Teachers - Specialists				
Salaries	0.00	53,639.00	-53,639.00	0.0%
2310111 · Professional Salaries	66.35			
Total 2310 · Teachers - Specialists	66.35	53,639.00	-53,572.65	0.12%

Rowe Public School
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	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2320 · Medical Therapeutic Services				
2320111 · Speech/ OT/ PT Salaries	1,942.86	25,280.00	-23,337.14	7.69%
Total 2320 · Medical Therapeutic Services	1,942.86	25,280.00	-23,337.14	7.69%
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	2,797.10	53,805.00	-51,007.90	5.2%
Total 2330 · Teacher Aides	2,797.10	53,805.00	-51,007.90	5.2%
Total 2300 · Instruction - Teaching Services	23,702.34	506,954.00	-483,251.66	4.68%
2340 · Library				
2340113 · Librarian Salary	1,196.53	10,606.00	-9,409.47	11.28%
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 2340 · Library	1,196.53	11,606.00	-10,409.47	10.31%
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	5,130.00	5,750.00	-620.00	89.22%
2430114 · Contract serv/Tools of Mind	0.00	2,500.00	-2,500.00	0.0%

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	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2430115 · General Classroom Supplies/ Reg	1,451.18	7,500.00	-6,048.82	19.35%
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%
2451115 · Instruction Tech Supplies	93.60	2,500.00	-2,406.40	3.74%
2451116 · Instructional Tech Other	0.00	3,600.00	-3,600.00	0.0%
Total 2451 · Instructional Tech	93.60	9,100.00	-9,006.40	1.03%
Total 2400 · Instructional Materials & Equip	6,674.78	25,850.00	-19,175.22	25.82%
2440 · Instructional Service, Other				
2440113 · Instructional Field Trip Transp	0.00	2,900.00	-2,900.00	0.0%
2440115 · Instructional Summer Tutoring	2,622.13	4,500.00	-1,877.87	58.27%
2440116 · Instructional Field Trip Other	0.00	10,970.00	-10,970.00	0.0%
Total 2440 · Instructional Service, Other	2,622.13	18,370.00	-15,747.87	14.27%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	510.93	13,011.00	-12,500.07	3.93%
Total 2710 · Guidance	510.93	13,011.00	-12,500.07	3.93%
Total 2700 · Guidance Counseling and Testing	510.93	13,011.00	-12,500.07	3.93%
3200 · Health Program				
3200115 · Supplies	914.30	2,000.00	-1,085.70	45.72%
320A111 · School Nurse	2,629.77	71,133.00	-68,503.23	3.7%
Total 3200 · Health Program	3,544.07	73,133.00	-69,588.93	4.85%
3300 · TRANSPORTATION				

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	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
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%
3400 · Food Services				
3400114 · Staff	1,027.75	17,853.00	-16,825.25	5.76%
3400115 · Supplies	2,677.36	7,500.00	-4,822.64	35.7%
Total 3400 · Food Services	3,705.11	25,353.00	-21,647.89	14.61%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	4,870.40	33,714.00	-28,843.60	14.45%
4110115 · Supplies	407.13	5,000.00	-4,592.87	8.14%
Total 4110 · Custodial Services	5,277.53	38,714.00	-33,436.47	13.63%
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	26.42	3,000.00	-2,973.58	0.88%
413A116 · Electricity	33.41	10,000.00	-9,966.59	0.33%
Total 4130 · Utilities	59.83	13,000.00	-12,940.17	0.46%
4210 · Maintenance of Grounds				
4210116 · Appropriation	0.00	600.00	-600.00	0.0%
Total 4210 · Maintenance of Grounds	0.00	600.00	-600.00	0.0%
4220 · Maintenance of Buildings				

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	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
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%
4230 · Maintenance of Equipment				
4230116 · Local	0.00	3,000.00	-3,000.00	0.0%
423A116 · Union	22.64	758.00	-735.36	2.99%
Total 4230 · Maintenance of Equipment	22.64	3,758.00	-3,735.36	0.6%
Total 4000 · Operation and Maint of Plant	5,360.00	69,972.00	-64,612.00	7.66%
5200 · Employee Benefits				
5200116 · Medical	1,904.45	11,521.00	-9,616.55	16.53%
Total 5200 · Employee Benefits	1,904.45	11,521.00	-9,616.55	16.53%
7300 · Improvement of Equipment				
General - Local	0.00	0.00	0.00	0.0%
General - Union	0.00	374.00	-374.00	0.0%
Total 7300 · Improvement of Equipment	0.00	374.00	-374.00	0.0%
7400 · Replacement of Equipment				
740A116 · Appropriation - Union	0.00	876.00	-876.00	0.0%
Total 7400 · Replacement of Equipment	0.00	876.00	-876.00	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	91,145.98	1,416,161.00	-1,325,015.02	6.44%