# MEETING MINUTES – FY2015
## Rowe School Committee
## Wednesday, October 8, 2014 – 4:00pm - Rowe School

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**Present**: Lisa Danek-Burke (LDB), Lisa Miller (LM) [joined the meeting at 5pm], and Susie Zavotka (SZ)

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

**Audience:** Kevin and Jeanine Crowningshield

1) **Call to Order**: Chair Lisa Danek-Burke called the meeting to order at 4:26pm.

2) **Audience:** Mr. & Mrs. Crowningshield attended the meeting this evening to discuss their desire to have their 5th grade son accepted as a school choice student at Rowe for academic reasons. He currently attends Hawlemont. They had approached BK with their request. He informed them that school choice application deadline for FY2015 was May 2014, and that no seats were declared open in the 5/6 class due to its large class size; however, he encouraged them to present their request directly to the SC. BK stated that the 5/6 classroom teacher prefers that the family wait until next spring to apply as a 6th grader. Both LDB and SZ felt that if the student was welcome to come for 6th grade then it doesn't make sense to wait. BK was asked to speak with the 5th grade math/reading teacher to get her input and report at the next meeting. A decision will be made at that meeting. LDB stated that if there is agreement to go forward, the SC will need to declare an open seat in the 5th grade which will then need to be advertised for 1 week. If there are other applicants a lottery will need to be held. The Crowningshields will fill out an application now and submit it to the school. The Crowningshields stated that they are in the process of adopting a 3 year old girl (currently in preschool) that they would like to have attend Rowe School beginning next year. LDB stated that if their son does enroll at Rowe then any siblings will automatically be eligible to attend also.

3) **Minutes:** The following action was taken on meeting minutes:
   a. **August 25, 2014:** Minutes were reviewed. Several corrections will be made and minutes will be resubmitted.

4) **Audience:**
   a. **Little League:** BK was approached by the head of baseball association. The school's ball field is not ready for play next spring and association does not have any money to fix it. (It is not their responsibility.) BK stated that field is lumpy and some areas have no grass. They are trying to get grass to grow better. Also, the baselines are not cut. SZ stated the contractors did us a favor by adding dirt to low spots to help drainage; however, final grading was not done well. The site punch list requires them to remove rocks, but we agreed that we would put the baselines in. BK was hoping that capital campaign funds or some other fund raising event could pay for this. If not, then perhaps school budget can pay for the work. LDB stated we first need an estimate. As work on the ball field was part of the school construction project, SZ stated she will discuss this at SBC meeting next week and have that committee get estimates for getting the field ready. Note: SZ stated that the Selectboard only appointed the SBC until December 2014 with no explanation. There are outstanding items that may not be done by that time (punch list, settling of contract, etc.). LDB stated that she feels the SC needs to be brought in at this point. SZ asked to be put on the next SC agenda to provide an update. LDB stated she received an email from the Selectboard stating that they would like to have the SC handle the odds and ends of the project when the SBC's appointment is up in December. She stated that if that doesn't seem to make sense then the SC can recommend that the appointment of the SBC be extended.

5) **Principal's Report:**
   - **Student enrollment:** We are at 66 students. Added a 3rd grader and a 4th grader this week (brother & sister—school choice from Heath). SZ suggested that he mention the number of students we have in the next *Goal Post (GP)*. Last year we ended with 57 students.

- **MCAS Results:** Sent letter home with students last week with MCAS results—we are now a Level 1 school. Last year we missed Level 1 by 1 point. LDB recommended that it be the opening point in his next *GP* article.
- **Library:** New schedule working out great. Molly Lane is working Tuesdays and Fridays. She teaches Library classes. A lot of activity with children. It's very exciting.
- **Newsletter to SC members:** SC members would like to continue receiving newsletters.
- **Community Potluck:** Had first potluck in Sept. with about 40 community members. Next one is on Thurs 10/30; coincides with Tailgate Trick-or-Treating in school parking lot. Park will have hayrides and a bonfire.
- **Community Lunch:** Had first lunch last week. 18-20 people. Several did sit with students. Hope to get some parents to join us also. Seniors are free; others $2.
- **Class Lunches:** We would like to start having class lunches. Each class will have their own special luncheon in the gym with tablecloths and special menu. Parents will be invited.
- **Fire Drill:** Had first fire drill. Went well. State Police, Rowe Police/Fire and Franklin County Sheriff participated. Set up schedule of drills for the year. Staff training will be held in 2 weeks. Rowe Police/Fire have keys to the building.
- **Open House:** Held last week. Had about 90-95% attendance.
- **Field Trip/Hike:** On Friday, Sept. 26th went to Boston Museum of Science and Boston Public Garden (primary class) and Freedom Trail (Gr 3-6). All-school hike is this Friday Oct. 10th - Adams Mountain.
- **Fire Safety Presentation:** Held this Monday, Oct 6th. Brought fire truck, tried out some equipment, handed out water bottles.
- **Bus Communication:** Installed an antenna in the school attic giving us full radio contact with the school bus.
- **Professional Development:** Discussed MCAS results, examined reading program, had full day training on new projectors and interactive white boards. Today Director of PPS Deb Rosselli was here to discuss RTI (Response to Intervention) which is a framework to review students who are struggling, but not necessarily in need of an IEP. We have one 6th grade student that within 1 month will have already taken all of the 6th grade math. Working out a program to support his math learning and understanding. Have a couple of other 5/6 students that are above the other students. We are working on project based learning with them a couple of days/wk. Reminder: We have free after-school program (with snacks) on Wednesdays, which is helpful for parents when there are half-day Wednesdays. Six to 12 students are participating. BK wouldn't be averse to having all Wednesdays as ½ days to make it consistent for families. May need to dismiss at 2:10p instead of 1:50p. Would be happy to discuss this with LDB at a Mohawk School Committee meeting if there is interest in this. Have discussed building security with staff. There have been problems with front doors which contractors/vendors are addressing.

6) **Financial Statement:** FY15 Profit & Loss Budget vs. Actual as of 9-16-14 was reviewed. LDB said that one item missing was IT Coordinator's salary. JL stated that Graham did realize he wasn't getting paid by Rowe. That has been corrected. LDB stated that breakout of 9100—Tuition into Mohawk and FC Tech tuitions still needs to be done. CG said she did make those changes on the comprehensive budget report, and will make the change in QuickBooks. As requested CG provided Transaction Details for 1210—Superintendent's Office. LM made a motion to accept the Financial Statement as presented. SZ seconded; motion passed unanimously (3/0/0).

7) **Superintendent's Report:**
   a. **Residency Matter:** Sent letter Tuesday 9/16/2014 via both 1st class and certified mail asking that parent contact JL. Did not hear back. BK sent letter home with children stating that Rowe residency documentation required by Friday, Sept 19, or children will be sent home if appearing for school after that date. Did receive call later that day from parent. He reiterated that he has farm in Heath that he is working on, but still has home in Rowe. He met with BK and JL at school and took them to Rowe home. He had key to enter the dwelling and had personal items in the dwelling. JL spoke with Atty. Adam Duperé who stated that even if there is an eviction notice, if the landlord has not changed locks, they haven't legally been sent off and there is dwelling space there then there is nothing you can do. At this time the children are still coming to Rowe School. Parent was given school choice applications and was welcomed to apply to Rowe SC for school choice seats. JL stated that if locks are changed and they are evicted then we will contact parent right away to address the issue. LDB stated that she spoke with owner who said that their lawyer had filed an eviction notice and

Ellen to send corrected pg to JL

all of their possessions were to be out of the dwelling by the end of August. That did not happen. She will follow up with owner again. Adam had told LDB in the past that even 2 days/week has upheld residency. JL stated that legally 50% residency meets state requirement. To hire a private investigator to determine residency will cost about $1,000. SZ thinks landlord should be encouraged to change the locks. ~~The problem stems from the fact that their farm in Heath does not have a certificate of occupancy~~. LDB will follow up with landlord this evening or tomorrow.

b. **Out of State Tuition Request:** JL reported that family from VT was not able to get the Town of Readsboro to sign the out-of-state tuition agreement. Family is now renting a dwelling in Rowe—establishing residency here—and their two children are now enrolled at Rowe School.

c. **Franklin County Tech Tuition Agreement:** JL presented information concerning our tuition enrollment at FC Tech School. We have four students there this year. Overall it is almost a wash to tuition vs. joining district. We could have saved about $23K over the past 5 years. They are open to any request from Rowe to join their district. Would have to wait until next year. All of their member towns would have to vote. LDB stated that she does not know any of the history of Rowe's arrangement with FC Tech. JL stated cost to Rowe could go up if we belonged to their district and they undertook a capital project.

d. **Mohawk Enrollment:** JL has not received Rowe's October 1st enrollment count from Mohawk yet. Will need this information for budgeting purposes and invoice verification.

e. **MA Dept. of Health:** Need signature on Medication Delegation form for MA DPH which gives us a medication policy. Allows either administrative staff or teaching staff to give medications in event school nurse is not available. LM made a motion to sign the application to the MA DPH School Health Unit for registration to delegate the administration of prescription medications in Rowe School under 105 CMR 210. The purpose of the regulation is to provide standards for the safe and proper administration of prescription medications to students in the Commonwealth's public schools and non-public primary and secondary schools. SZ seconded motion; passed unanimously (3/0/0).

f. **240 Grant:** Received $12,000 to be used towards speech language teacher salary ($5,128), SPED supplies, travel to workshops, summer programming, after school programs.

8) **Report of the Chair:**

a. **Mohawk School Committee:** LDB reported to Mohawk School Committee (MSC) the vote Rowe SC took to look into option of rejoining Mohawk 7-12 district. MSC did direct their business administrator to also work on the numbers for a pro forma if Rowe were to be part of the 7-12 district. The MSC chair is anxious to move forward with looking at the tuition and regional agreements. If there are changes to be made to these agreements they would have to go to town meetings in all towns. It could not happen for this year.

b. **High School Tuition:** Rowe tuition to Mohawk was set at $11,044 per student. Out-of-state tuition was set at 12,149. We had budgeted $10,738 per student. Delta is $306, or a 2.8% increase.

c. **FY2016 Budget:** LDB was contact by Rowe Finance Committee Chair Wayne Zavotka. FinCom would like to meet with SC on Oct 27th for about ½ hour to mainly discuss budget process. LDB said the SC was meeting that evening, and would put them first on the agenda. JL: We have NBSU meeting that evening as well. It was agreed to meet at 5:00pm on Oct 27th instead of 5:30pm. LDB will forward everyone Wayne's email with the 3 or 4 items they are looking for at the meeting. SZ will let Wayne know the meeting will start at 5pm.

9) **Unfinished Business:**

1) **Missing Minutes:** EM had reported that she reviewed the voice recorder that LM had given her. There were no recordings for either the Sept 19, 2012 meeting (museum), or the Jan 29, 2013 meeting (Hawlemont). LDB did bring her packets for those meetings. EM will review the materials and prepare what minutes she can from the information.

10) **New Business:**

a. **School Choice Policy:** LDB showed present policy to Adam Duperé. She presented members a copy of Adam's email and his suggested changes to 2 paragraphs. JL recommended a wording change to state "lack of program" rather than "lack of funding for program." JL will discuss with Adam and then get in touch with SZ.

b. **School Use Policy:** LDB handed out the current policy (dated 2006). SZ will review and speak with BK. Updates will include the addition of use of Library and Project Room.
c. **Background Check Policy:** Policy needed on this as well. SZ will review and make presentation/ recommendations.

11) **Executive Session:** At 6:36pm there was a motion to enter into executive session pursuant to MGL c.30A, §21 to discuss strategy with respect to collective bargaining, to reconvene in open session to hopefully vote on the Rowe Teacher's contract, and to then adjourn the meeting. The motion was seconded. Roll call vote to enter into executive session and reconvene in open session: LDB – aye, SZ – aye, LM – aye. Motion passed unanimously (3/0/0). Invited to attend ES: Supt. Lev, Business Manager Garivaltis, Principal Knittle.

**NOTE:** At 6:42pm the SC reconvened in open session.

12) **Action Item:**
a. **Rowe Teachers' Contract:** LM made a motion to approve the Rowe Teachers' Contract for the period August 15, 2014 to August 14, 2017 [3-year contract]. SZ seconded; passed unanimously (3/0/0). SC signed the contract. JL was asked to put copies of the fully-signed contract in SC packets for next meeting.

13) **Subcommittee Reports:**
a. **Personnel/Negotiations:** See Item 12 above
b. **Policy:** See Item 10 above.
c. **Transportation:** No report

14) **Adjournment:** LM made a motion to adjourn the meeting at 6:44pm. SZ seconded motion; passed unanimously (3/0/0). The next meeting will be held on Monday, October 27, 2014 at 5:00pm at Rowe School. SZ asked that an item be put on agenda for next meeting to have someone in town identified as Facilities Systems Representative to be trained on the complex heating and cooling systems at the new school.

Respectfully submitted by Ellen Miller,

Signature: _____
Lisa Danek-Burke, Chair

Date Approved: 10-27-14

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**Meeting Packet:**
- Agenda
- Minutes: Aug 25, 2014
- Principal's Report – dated 9/22/2014
- FY2015 P&L Budget vs. Actual as of 9/16/2014
- Letter to family re Rowe non-residency dated 9/16/2014
- News Items: 1) Gfld Recorder 8/26/14: *Rowe open house draws a crowd,* 2) Gfld Recorder 8/26/14 *Editorial: A new school year begins* 3) Gfld Recorder 9/20/14: *Mohawk sets Rowe tuition,* 4) Gfld Recorder 9/20/14: *Rowe culture money*

**Handouts:**
- 1210—Superintendent's Office – Transaction Detail by Account as of 10/8/14
- Franklin County Tech – Rowe tuition/enrollment information (2011 thru 2015)
- MA DPH Medication Delegation Form
- Polices: School Choice, School Use, Background Check
- Rowe Teachers' Contract – Aug 15, 2014 to Aug 14, 2017