MEETING MINUTES – FY2015
Rowe School Committee
Monday, October 27, 2014 – 5:00pm - Rowe School

Present: Lisa Danek-Burke (LDB), Lisa Miller (LM) [joined the meeting at 6pm], and Susie Zavotka (SZ)

Also Present: Supt. Jon Lev (JL), Business Manager Carrie Garivaltis (CG), Principal Bill Knittle (BK), Ellen Miller (EM); FinCom: Wayne Zavotka, Maggie Parent, Mitchell Soviecke and Ray Wilson [Dennis May was absent]

Audience: Gail May, Patricia Tierney, Barbara Griffin and Karen Gallese (Clarksburg Principal)

1. **Call to Order**: Chair Lisa Danek-Burke called the meeting to order at 5:04pm.

2. **Finance Committee:** Finance Committee (FC) Chair Wayne Zavotka stated that the FC has a supervisory role in town government as the one's primarily responsible for preparing the budget and presenting it to the town. Since they are new at this leadership role they are 1) meeting with boards and committees to learn about their processes for preparing their budgets, 2) asked if there are certain roadblocks that should be addressed, and 3) asked how the FC can help with any of these roadblocks. JL stated that every town he deals with is different. He appreciated this meet-and-greet with the FC early on in the process. He presented FY2015 information to date for discussion purposes. Currently there is approximately $76K in savings this year—mainly due to grants. Rowe qualified for Title 1 money this year (did not qualify last year). When budgets are prepared estimates are used as exact grant amounts are unknown. Now that grant amounts are known, it shows there will be savings. (A few small additional grants will be coming in December.) There was a brief discussion about the process of appropriation of funds for items that will be covered by grants when received. **Budget Process:** JL stated he meets with the principal to discuss needs/changes in staffing, curriculum, IT software/hardware, building, maintenance, etc. LDB added that the school committee is responsible for reviewing and approving the budget. Usually in conjunction with some guidance from the town, the SC gives the initial guidance to the superintendent; i.e., level fund, keep under a certain percentage increase, etc. Then the superintendent configures the budget to meet that guidance, or states that it is not possible without making cuts and/or changes. For the past several years we have been given a 2.0% to 2.5% ceiling. To balance the school budget we have been dipping into our School Choice fund—but always maintaining an amount equal to at least 5% of our annual budget (approx. $50K) in this fund, as it is our rainy-day fund. JL presented a handout outlining the steps to building the FY16 school budget. Wayne stated that the FC's desire is to have as much budget information as possible by November 30th. They have asked the Assessors to have expected income by that time also. Then by Jan 1st they can have preliminary figures. They wanted to know the SC's timeline. JL reviewed his handout on budget building. JL stated they'd have a good idea on the budget number by Jan 1st. SZ stated that they won't know cost of utilities until 12/31/14. LDB: SC approves budget and has hearing in February. Typically SC meets with Selectboard and FC in January. We may have a general idea for our November meeting –probably a level services budget. Some items we know will have costs increases (electricity, tuition, etc.). Wayne stated that when it comes to town meeting time the FC wants to be able to support boards and committees with their budget requests rather than having boards stand up there alone. LDB asked if the FC had any particular guidelines. Wayne stated that they will be meeting with the Selectboard to see if they have any guidelines. The FC was thanked for meeting with the SC.

Note: At 5:42pm the SC left the FC meeting and reconvened at 5:44pm in the Library for the remainder of their meeting. Audience: Gail May, Barbara Griffin and Patricia Tierney.

3. **Minutes:**
   a) **October 8, 2014:** SZ made a motion to accept the October 8, 2014 meeting minutes with one correction (one sentence in Item 7a is to be deleted). LDB seconded the motion and it passed unanimously (2/0/0). Minutes were signed and given to JL. Ellen will correct Item 7a and send replacement page 3 to JL.

Immediate need is training. BK has contacted a few people to see if they would be interested in helping with this. Awaiting their responses. In addition SZ thought that perhaps a small group (subcommittee) could do a walkthrough of the building once or twice per year and prepare a list of needs to present to the SC. LDB stated that the CIP (Capital Improvement Plan) for the school does need updating, and this could be part of that. SZ asked if anyone had suggestions for individuals to please let her know. Perhaps a stipend can be provided for their services. To be discussed at subsequent meeting(s).

11. **Subcommittee Reports:**
    a) **Policy:** See Item 9b and Item 9c above.
    b) **Transportation:** No report
    c) **School Building Committee:** SZ provided documentation for outstanding items the SBC is working on. They are requesting that the Selectboard extend the term of their committee (which expires on 12/31/14) to 3/31/15, and asked if the SC would support their request. LDB stated that she reviewed the list of outstanding work to be done and feels that the SBC is better suited to handle these items. To bring her and LM in at this point would be a big learning curve. LM made a motion that the School Committee support the School Building Committee's request that their term be extended to March 31, 2015. SZ seconded the motion; passed unanimously (3/0/0).

12. **Action Item:**
    a) **Classified Wage/Salary Increases:** SZ made a motion to give the Rowe School non-teaching staff a 1.5% wage/salary increase for FY2015 and to make it retroactive to the beginning of their respective work years. LM seconded the motion; passed unanimously (3/0/0). The teachers also received 1.5% for FY2015 (plus their Steps), and town employees also received 1.5%.

13. **Executive Session:** Not needed.

14. **Next Meeting:** SZ reported that she will be out of town for the next meeting on Monday, Nov 24th. It was agreed to move the next meeting to Monday, Dec 1st at 5:30pm.

15. **Adjournment:** SZ made motion to adjourn meeting at 7pm. LM seconded motion; passed unanimously (3/0/0).

Respectfully submitted by Ellen Miller,

Signature: _____

Lisa Danek-Burke, Chair

Date Approved: 12-22-14

Meeting Packet:

- Agenda
- Minutes: Aug 25, 2014 and Oct 8, 2014
- Steps to Building the FY16 School Budget
- Rowe School Local Budget FY15
- Principal's Report – dated 10/27/2014
- FY2015 P&L Budget vs. Actual as of 10/20/2014
- MTRSD Assessment Calculation with Rowe – FY15 Budget
- Facts about Ebola
- MA DPH Health Advisory 10/1/2014 (Ebola)
- Rowe School of Choice Policy
- Policy for Use of Rowe School Facility; Application for Use of Facilities
- School Building Committee – Packet of Unfinished/Open Items (10 pages)
- Email Jenn Morse to BK: Rowe Baseball – 10/15/14

Handouts:

- Rowe School - School Choice Policy (updated by SZ)

ROWE SCHOOL COMMITTEE MEETING AGENDA

Monday, October 27, 2014
5:00pm at the Rowe School
Rowe, MA

I. **Call to order**

II. **Finance Committee Discussion & Presentation**

III. **Approval of Minutes:** Minutes from October 8, 2014

IV. **Audience of Citizens**

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

VI. **Financial Statement:** An FY15 Financial Statement dated July 1, 2014 through October 20, 2014.

VII. **Superintendent's Report:**

A. Mohawk Regional Plan-cost projections-7-12
B. Charlemont Student
C. Ebola
D. FY 16 Budget

VIII. **Report of the Chair:**

IX. **Unfinished Business:** Missing Minutes, School Choice Policy, School Use Policy, Mohawk Youth baseball league.

X. **New Business:** Facilities Systems Representative

XI. **Action Items:**

A. Vote to approve classified salary increase

XII. **Subcommittee Reports:**

A. Policy
B. Transportation
C. School Building Committee

XIII. **Correspondence/ Handouts:** Rowe baseball, Mohawk Trail Assessment, Ebola, School Choice and use policies, updated financial statement, Rowe School Building Committee Info, Principal report, October 8, 2014 Minutes, August 25, 2014 Minutes.

XIV. **Executive Session:** If necessary

XV. **Adjournment**

Mohawk Trail Regional School District

ASSESSMENT CALCULATION WITH ROWE - FY15 BUDGET

	FY15 APPROVED BUDGET	FY15 INCLUDING ROWE	Change
OPERATING BUDGET (NOT INCLUDING CAPITAL)			
TOTAL OPERATING BUDGET (Operating & Revolving)	$ 17,718,591	$ 17,773,041	$ 54,450
NET CHANGE FROM PRIOR YEAR	$ 361,285		
PERCENTAGE CHANGE FROM PRIOR YEAR	2.08%		
BUDGETED TO REVOLVING ACCOUNT REVENUES	$ 937,085	$ 937,085	$ -
REVENUE			
CHAPTER 70 STATE AIDE REVENUE	$ 5,897,844	$ 5,948,705	$ 50,861
MEDICAID REIMBURSEMENT REVENUE	$ 125,000	$ 125,000	$ -
CHARTER SCHOOL REIMBURSEMENT	$ 120,000	$ 120,000	$ -
TUITION REVENUE	$ 264,000	$ -	$ (264,000)
INTEREST INCOME	$ 20,000	$ 20,000	$ -
TOTAL REVENUE	6,426,844	6,213,705	$ (213,139)
USE OF E&D RESERVE FUNDING	300,000	300,000	
NET SCHOOL SPENDING	$ 15,715,462	$ 15,715,462	
NET SCHOOL SPENDING MINUS REVENUE	$ 8,988,618	$ 9,201,757	$ 213,139
MINIMUM CONTRIBUTION	$ 6,365,060	$ 6,624,711	$ 259,651
ABOVE MINIMUM CONTRIBUTION	$ 2,623,558	$ 2,577,047	$ (46,511)
TRANSPORTATION BUDGET	$ 1,066,044	$ 1,120,494	$ 54,450
CHAPTER 71 TRANSPORTATION REVENUE*(YEAR 2)	$ 450,000	$ 482,670	$ 32,670
TOTAL TRANSPORTATION ASSESSMENT	$ 616,044	$ 637,824	$ 21,780
TOTAL OPERATING ASSESSMENT	$ 9,604,662	$ 9,839,581	$ 234,919
NET CHANGE FROM PRIOR YEAR	$ 311,506		
OPERATING ASSESSMENT -- PERCENTAGE CHANGE FROM PRIOR YEAR	3.4%		
CAPITAL BUDGET	$ 331,239	$ 331,239	
MARY LYON REVENUE	$ 41,884	$ 41,884	
TOTAL CAPITAL REVENUE	$ 44,505	$ 44,505	
NET CAPITAL ASSESSMENT	$ 286,734	$ 286,734	
TOWN ASSESSMENTS			
ASHFIELD			
MINIMUM CONTRIBUTION	$ 1,350,493	$ 1,350,493	
OPERATING ASSESSMENT PERCENTAGE	18.50%	18.22%	
ABOVE MINIMUM CONTRIBUTION	$ 485,358	$ 469,538	
TRANSPORTATION ASSESSMENT	$ 113,968	$ 116,212	
TOTAL OPERATING ASSESSMENT	$ 1,949,819	$ 1,936,242	
CAPITAL ASSESSMENT	$ 78,604	$ 78,604	
TOTAL ASSESSMENT	$ 2,028,423	$ 2,014,846	$ (13,577)

Mohawk Trail Regional School District

ASSESSMENT CALCULATION WITH ROWE - FY15 BUDGET

	FY15 APPROVED BUDGET	FY15 INCLUDING ROWE	Change
BUCKLAND			
MINIMUM CONTRIBUTION	$ 1,252,868	$ 1,252,868	
OPERATING ASSESSMENT PERCENTAGE	20.73%	20.43%	
ABOVE MINIMUM CONTRIBUTION	$ 543,864	$ 526,491	
TRANSPORTATION ASSESSMENT	$ 127,706	$ 130,307	
TOTAL OPERATING ASSESSMENT	$ 1,924,437	$ 1,909,666	
CAPITAL ASSESSMENT	$ 55,343	$ 55,343	
TOTAL ASSESSMENT	$ 1,979,780	$ 1,965,009	$ (14,771)
CHARLEMONT			
MINIMUM CONTRIBUTION	$ 450,847	$ 450,847	
OPERATING ASSESSMENT PERCENTAGE	8.62%	7.91%	
ABOVE MINIMUM CONTRIBUTION	$ 226,151	$ 203,844	
TRANSPORTATION ASSESSMENT	$ 53,103	$ 50,452	
TOTAL OPERATING ASSESSMENT	$ 730,101	$ 705,143	
CAPITAL ASSESSMENT	$ 18,378	$ 18,378	
TOTAL ASSESSMENT	$ 748,479	$ 723,521	$ (24,957)
COLRAIN			
MINIMUM CONTRIBUTION	$ 1,036,377	$ 1,036,377	
OPERATING ASSESSMENT PERCENTAGE	19.12%	18.84%	
ABOVE MINIMUM CONTRIBUTION	$ 501,624	$ 485,516	
TRANSPORTATION ASSESSMENT	$ 117,788	$ 120,166	
TOTAL OPERATING ASSESSMENT	$ 1,655,789	$ 1,642,059	
CAPITAL ASSESSMENT	$ 45,962	$ 45,962	
TOTAL ASSESSMENT	$ 1,701,751	$ 1,688,021	$ (13,730)
HAWLEY			
MINIMUM CONTRIBUTION	$ 92,513	$ 92,513	
OPERATING ASSESSMENT PERCENTAGE	1.66%	1.53%	
ABOVE MINIMUM CONTRIBUTION	$ 43,551	$ 39,429	
TRANSPORTATION ASSESSMENT	$ 10,226	$ 9,759	
TOTAL OPERATING ASSESSMENT	$ 146,290	$ 141,701	
CAPITAL ASSESSMENT	$ 3,455	$ 3,455	
TOTAL ASSESSMENT	$ 149,745	$ 145,156	$ (4,590)
HEATH			
MINIMUM CONTRIBUTION	$ 491,735	$ 491,735	
OPERATING ASSESSMENT PERCENTAGE	8.78%	8.65%	
ABOVE MINIMUM CONTRIBUTION	$ 230,348	$ 222,915	
TRANSPORTATION ASSESSMENT	$ 54,089	$ 55,172	
TOTAL OPERATING ASSESSMENT	$ 776,172	$ 769,821	
CAPITAL ASSESSMENT	$ 8,675	$ 8,675	
TOTAL ASSESSMENT	$ 784,847	$ 778,496	$ (6,351)

Mohawk Trail Regional School District

ASSESSMENT CALCULATION WITH ROWE - FY15 BUDGET

	FY15 APPROVED BUDGET	FY15 INCLUDING ROWE	Change
PLAINFIELD			
MINIMUM CONTRIBUTION	$ 422,815	$ 422,815	
OPERATING ASSESSMENT PERCENTAGE	5.19%	5.11%	
ABOVE MINIMUM CONTRIBUTION	$ 136,163	$ 131,687	
TRANSPORTATION ASSESSMENT	$ 31,973	$ 32,593	
TOTAL OPERATING ASSESSMENT	$ 590,950	$ 587,095	
CAPITAL ASSESSMENT	$ 27,473	$ 27,473	
TOTAL ASSESSMENT	$ 618,423	$ 614,568	$ (3,855)
ROWE			
MINIMUM CONTRIBUTION	$ 264,000	$ 259,651	
OPERATING ASSESSMENT PERCENTAGE		2.17%	
ABOVE MINIMUM CONTRIBUTION		$ 55,922	
TRANSPORTATION ASSESSMENT	$ 54,450	$ 13,841	
TOTAL OPERATING ASSESSMENT		$ 329,413	
CAPITAL ASSESSMENT			
TOTAL ASSESSMENT	$ 318,450	$ 329,413	$ 10,963
SHELBURNE			
MINIMUM CONTRIBUTION	$ 1,267,412	$ 1,267,412	
OPERATING ASSESSMENT PERCENTAGE	17.40%	17.14%	
ABOVE MINIMUM CONTRIBUTION	$ 456,499	$ 441,706	
TRANSPORTATION ASSESSMENT	$ 107,192	$ 109,323	
TOTAL OPERATING ASSESSMENT	$ 1,831,103	$ 1,818,441	
CAPITAL ASSESSMENT	$ 48,845	$ 48,845	
TOTAL ASSESSMENT	$ 1,879,948	$ 1,867,286	$ (12,662)

Facts about Ebola

Ebola virus is **not** spread through

- **Casual contact**
- **Air**
- **Water**
- **Food grown or legally purchased in the U.S.**

How do you get the Ebola virus?

Direct contact with

1. **Body fluids of a person who is sick with or has died from Ebola.** (blood, vomit, urine, feces, sweat, semen, spit, other fluids)
2. **Objects contaminated with the virus** (needles, medical equipment)
3. **Infected animals** (by contact with blood or fluids or infected meat)

Early Symptoms

Ebola can only be spread to others after symptoms begin. Symptoms can appear from 2 to 21 days after exposure.

- **Fever**
- **Headache**
- **Diarrhea**
- **Vomiting**
- **Stomach pain**
- **Unexplained bleeding or bruising**
- **Muscle pain**

When is someone able to spread the disease to others?

Ebola only spreads when people are sick. A patient must have symptoms to spread the disease to others.

MONTH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

After 21 days, if an exposed person does not develop symptoms, they will not become sick with Ebola.

CDC U.S. Department of Health and Human Services Centers for Disease Control and Prevention

CS250531

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

Tel: 617-624-5000
Fax: 617-624-5206
www.mass.gov/dph

DEVAL L. PATRICK
GOVERNOR

JOHN W. POLANOWICZ
SECRETARY

CHERYL BARTLETT, RN
COMMISSIONER

MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH ADVISORY
October 1, 2014

The Centers for Disease Control (CDC) and the Texas Department of State Health Services on Tuesday, Sept. 30, confirmed the first case of Ebola to be diagnosed in the United States.

There are no Ebola cases in Massachusetts, and the possibility of an Ebola case in the Commonwealth remains very low. Out of an abundance of caution, the Massachusetts Department of Public Health has worked closely over the past several months with health care facilities, doctors and EMS providers to be fully prepared should such a case occur. This is in addition to the Department's ongoing work regarding emergency preparedness and disease prevention.

Massachusetts is well prepared to handle an incidence of Ebola, in the unlikely event that a case should occur in the Commonwealth. The public can have full confidence that our hospitals have the expertise, preparedness and capacity to handle such a situation. The infectious disease controls in Massachusetts and the United States are world class. Should a patient present Ebola symptoms, the patient would be quickly isolated and treated to prevent the spread of this disease.

Ebola is not spread easily. It is not spread through casual contact or the air. Ebola is transmitted through direct contact with the bodily fluids of a sick person, including exposure to contaminated objects, such as needles.

DPH infectious disease, laboratory and emergency preparedness specialists are closely monitoring the ongoing response to Ebola in Africa – just as we do for any other outbreak of illness or disease. Here are some of the activities which are currently underway:

-more-

Public Health Advisory on Ebola, page 2 of 2

- DPH has established a website at mass.gov/dph/ebola to provide clinical advisories and guidance to public health and healthcare organizations and information for the general public.
- DPH, in collaboration with the Boston Public Health Commission, has developed Screening Tools for Evaluating Risk of Ebola Virus Exposure for use by colleges and universities as well as other settings to assess risks of individuals who have traveled in the affected countries.
- DPH is in routine contact with health officials at CDC, who in turn partner with the World Health Organization and other global health organizations to ensure that the latest and most up-to-date information about the Ebola outbreak is available to health agencies around the world.
- The Department has been proactively communicating with doctors, EMS providers, local boards of health, colleges and universities, hospitals and other health care facilities in Massachusetts to share the latest information on the status of the outbreak.
- DPH provided clinical guidance to hospitals and health care providers on identifying suspected cases of Ebola virus, safely handling lab specimens, and appropriate protocols of care for patients.
- DPH is committed to working with our local public health and healthcare partners so that our healthcare system is prepared to effectively respond in the extremely unlikely event that a person with symptoms of Ebola virus arrives here.

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File: JFBB

Rowe School
School of Choice Policy

It is the policy of The Rowe School to admit non-resident students under the terms of the Inter-district School Choice Law (referenced below). The Rowe School Committee (the Committee) votes annually on the decision whether to continue to be a school choice receiving district. If consideration is being given to withdraw from the provision of the choice law, the Committee shall hold a public meeting by June 1st to review this decision.

The Committee reserves the right to designate a maximum number of available school choice seats for an upcoming school year. The number of school choice seats available will be based on the current and/or projected number of students in each multi-grade classroom.

The number of school choice seats available will be declared by the School Committee no later than May 1st of every year. The deadline for submitting school choice applications for the next school year shall be the last school or business day of each month. The deadline for submitting school choice applications for admission during a current school year is the last school day of each week.

Any sibling of a school choice student already attending the Rowe School shall receive priority for admission. If there are more applicants than available openings, the selection of students will be conducted on a random basis and will be free from discrimination on the basis of race, color, religious creed, national origin, sex, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, or academic proficiency. At a minimum, if necessary, a random drawing will take place once before July 1st and again, if necessary, prior to November 1st.

LEGAL REF: Massachusetts General Law, Part I, Title XII, Chapter 76, Section 12B

Adoption - 04/10/07
Revision - First Reading 04/14/09
Adoption – 05/11/09
Rowe School Committee

Any sibling of a school choice student already attending school in the Rowe Elementary School shall receive priority admission. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language. The selection of non-resident students for admission shall be in the form of a random drawing when the number of requests exceeds the number of available spaces. If such a random drawing is required it shall take place prior to July 1st. If an additional drawing is required it shall take place prior to November 1st.

Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from Rowe Elementary School except if there is a lack of funding of the program.

LEGAL REFS.: M.G.L. Title XII, 71:6; 71:6A; 76:6; 76:12; 76:12B
BESE Regulations 603 CMR 26:00

USE OF ROWE SCHOOL FACILITY

The policy of the Rowe School is to make the Rowe School building and grounds available to the community whenever possible for educational, recreational, and civic purposes.

Any individual or group wishing to use the Rowe School building or grounds must submit, in writing, to the Principal a *Application for Use of School Facilities* request form (available at the Rowe School). Any group wishing to use the Rowe School building or grounds must be sponsored by a Rowe resident.

The *Application for Use of School Facilities* request form shall be submitted to the Rowe School Principal at least two weeks prior to anticipated use. The Principal is responsible for reviewing and approving all requests for use and for ensuring individuals and groups fully understand which areas of the building may be used, proper access and egress from the building, and securing the building after use.

Individuals or groups using the Rowe School building or grounds are responsible for the following:

- Only those areas of the facility approved for use by the Principal may be used.
- The individual listed as "Person Responsible" on the Application for Use of School Facilities form must be present during time of use.
- All areas of use must be returned to the condition in which they were found. If areas of use are not left in a satisfactory condition, a custodial fee of $25/hr. will assessed for cleaning.
- Any use of the gymnasium requires appropriate footwear be worn.
- Appropriate adult supervision must be provided to all student-aged groups. A minimum of one (1) adult must be present at all times for every 10 children under the age of eighteen (18) years old.
- Ensure that alcoholic beverages are not served or consumed in the Rowe School building or grounds.
- Prohibit smoking in the Rowe School building or grounds.
- The School building must be left locked and secure, as specified by the Principal.
- Any keys must be promptly returned to the Principal by the next school day following use.
- No School equipment shall be used, unless expressly indicated, in writing, by the Principal on an approved *Equipment Use Form* (available at the Rowe School).

Second Reading 10/10/06
Rowe School Committee

APPLICATION FOR USE OF FACILITIES
Rowe School

Organization_____ **Person Responsible**_____

Address_____

Phone_____ **Date of Request**_____

DATE OF USE :_____

TIME OF USE: **From**_____ **To**_____

PURPOSE OF USE: _____

ESTIMATED ATTENDANCE: _____

AGE GROUP: _____

FACILITIES REQUESTED:

_____ **Cafeteria only**

_____ **Cafeteria with kitchen for serving only**

_____ **Cafeteria with kitchen for preparation and serving**

_____ **Gymnasium**

_____ **Outdoor grounds**

Signed by*:_____ **Date:** _____

*** Must be a Rowe Resident**

I agree to abide by the requirements set forth in the Use of Rowe School Facility policy and by the Principal. I understand that enforcement of building and ground use requirements is my responsibility.

APPROVAL GRANTED:_____**(principal)**

Route _____ **Custodian**
_____ **Cafeteria**

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through October 20, 2014

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
Expense				
1110 · School Committee				
1110112 · Salary	450.00	1,800.00	-1,350.00	25.0%
1110116 · Advert/Bids/Print	963.10	3,425.00	-2,461.90	28.12%
Total 1110 · School Committee	1,413.10	5,225.00	-3,811.90	27.05%
1210 · Superintendent's Office				
1210111 · Superintendent	5,783.31	16,707.00	-10,923.69	34.62%
1210112 · Clerical Salaries	3,707.88	11,598.00	-7,890.12	31.97%
1210115 · Office Supplies	21.67	300.00	-278.33	7.22%
1210116 · Other Expense	2,249.34	3,327.00	-1,077.66	67.61%
121A116 · Travel Out of District	0.00	336.00	-336.00	0.0%
Total 1210 · Superintendent's Office	11,762.20	32,268.00	-20,505.80	36.45%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	825.00	3,600.00	-2,775.00	22.92%
Total 1430 · Legal Services	825.00	3,600.00	-2,775.00	22.92%
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	825.00	3,923.00	-3,098.00	21.03%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	4,248.99	12,275.00	-8,026.01	34.62%
2110112 · Secretary	468.80	2,058.00	-1,589.20	22.78%
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%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through October 20, 2014

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2110116 · Other	13.03	525.00	-511.97	2.48%
211A116 · Travel	24.00	203.00	-179.00	11.82%
Total 2110 · Supervisory - Special Education	4,782.50	16,936.00	-12,153.50	28.24%
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	24,081.36	79,719.00	-55,637.64	30.21%
2210112 · Principal's Secretary	11,556.36	34,470.00	-22,913.64	33.53%
2210115 · Principal's Supplies/contracts	1,787.75	2,000.00	-212.25	89.39%
2210116 · Principal's Other	39.27	1,050.00	-1,010.73	3.74%
221011A · Principal's Travel	0.00	1,000.00	-1,000.00	0.0%
Total 2210 · School Leadership	37,464.74	118,239.00	-80,774.26	31.69%
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	222.96	2,000.00	-1,777.04	11.15%
2250116 · Other	10,555.75	2,000.00	8,555.75	527.79%
Total 2250 · Principal's Technology	10,778.71	4,000.00	6,778.71	269.47%
Total 2200 · School/Building Leadership	48,378.07	124,339.00	-75,960.93	38.91%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	78,947.72	370,510.00	-291,562.28	21.31%
Total 2305 · Teachers - Classroom	78,947.72	370,510.00	-291,562.28	21.31%
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
Profit & Loss Budget vs. Actual
July 1, 2014 through October 20, 2014

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2320 · Medical Therapeutic Services				
2320111 · Speech/ OT/ PT Salaries	5,092.72	25,280.00	-20,187.28	20.15%
Total 2320 · Medical Therapeutic Services	5,092.72	25,280.00	-20,187.28	20.15%
2325 · Substitutes				
2325113 · Salaries	1,057.07	3,720.00	-2,662.93	28.42%
Total 2325 · Substitutes	1,057.07	3,720.00	-2,662.93	28.42%
2330 · Teacher Aides				
2330113 · Salaries	11,947.58	53,805.00	-41,857.42	22.21%
Total 2330 · Teacher Aides	11,947.58	53,805.00	-41,857.42	22.21%
Total 2300 · Instruction - Teaching Services	97,111.44	506,954.00	-409,842.56	19.16%
2340 · Library				
2340113 · Librarian Salary	1,938.29	10,606.00	-8,667.71	18.28%
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 2340 · Library	1,938.29	11,606.00	-9,667.71	16.7%
2350 · Professional Developement				
2357 · Prof Development Expenses				
2357115 · Supplies	32.97	300.00	-267.03	10.99%
2357116 · Other	985.90	3,250.00	-2,264.10	30.34%
Total 2357 · Prof Development Expenses	1,018.87	3,550.00	-2,531.13	28.7%
Total 2350 · Professional Developement	1,018.87	3,550.00	-2,531.13	28.7%
2400 · Instructional Materials & Equip				
2410 · Texts and related materials	6,754.20	5,750.00	1,004.20	117.46%
2430114 · Contract serv/Tools of Mind	0.00	2,500.00	-2,500.00	0.0%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through October 20, 2014

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2430115 · General Classroom Supplies/ Reg	6,352.93	7,500.00	-1,147.07	84.71%
243011S · Class Room Supplies Sped	763.42	1,000.00	-236.58	76.34%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	598.32	3,889.00	-3,290.68	15.39%
2451114 · Tech Utilities	0.00	2,500.00	-2,500.00	0.0%
2451115 · Instruction Tech Supplies	619.21	2,500.00	-1,880.79	24.77%
2451116 · Instructional Tech Other	0.00	3,600.00	-3,600.00	0.0%
Total 2451 · Instructional Tech	1,217.53	12,989.00	-11,771.47	9.37%
Total 2400 · Instructional Materials & Equip	15,088.08	29,739.00	-14,650.92	50.74%
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	1,725.00	10,970.00	-9,245.00	15.73%
Total 2440 · Instructional Service, Other	4,347.13	18,370.00	-14,022.87	23.66%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	1,465.14	13,011.00	-11,545.86	11.26%
2710 · Guidance - Other	517.62			
Total 2710 · Guidance	1,982.76	13,011.00	-11,028.24	15.24%
Total 2700 · Guidance Counseling and Testing	1,982.76	13,011.00	-11,028.24	15.24%
3200 · Health Program				
3200115 · Supplies	1,957.05	2,000.00	-42.95	97.85%
320A111 · School Nurse	12,506.75	71,133.00	-58,626.25	17.58%
Total 3200 · Health Program	14,463.80	73,133.00	-58,669.20	19.78%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through October 20, 2014

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	1,632.00	15,000.00	-13,368.00	10.88%
3300114 · Bus Contracts - Elementary	5,445.00	54,450.00	-49,005.00	10.0%
330A114 · Bus Contracts - Mohawk/Tech	5,445.00	54,450.00	-49,005.00	10.0%
Total 3300 · TRANSPORTATION	12,522.00	123,900.00	-111,378.00	10.11%
3400 · Food Services				
3400114 · Staff	4,127.95	17,853.00	-13,725.05	23.12%
3400115 · Supplies	2,796.35	7,500.00	-4,703.65	37.29%
Total 3400 · Food Services	6,924.30	25,353.00	-18,428.70	27.31%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	8,523.20	33,714.00	-25,190.80	25.28%
4110115 · Supplies	689.20	5,000.00	-4,310.80	13.78%
Total 4110 · Custodial Services	9,212.40	38,714.00	-29,501.60	23.8%
4120 · Fuel				
4120116 · Appropriation	3,102.45	8,000.00	-4,897.55	38.78%
Total 4120 · Fuel	3,102.45	8,000.00	-4,897.55	38.78%
4130 · Utilities				
4130116 · Telephone	997.79	3,000.00	-2,002.21	33.26%
413A116 · Electricity	976.74	10,000.00	-9,023.26	9.77%
Total 4130 · Utilities	1,974.53	13,000.00	-11,025.47	15.19%
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%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through October 20, 2014

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
4220 · Maintenance of Buildings				
4220115 · Supplies	0.00	2,500.00	-2,500.00	0.0%
4220116 · Other	155.00	3,400.00	-3,245.00	4.56%
Total 4220 · Maintenance of Buildings	155.00	5,900.00	-5,745.00	2.63%
4230 · Maintenance of Equipment				
4230116 · Local	0.00	3,000.00	-3,000.00	0.0%
423A116 · Union	30.14	758.00	-727.86	3.98%
Total 4230 · Maintenance of Equipment	30.14	3,758.00	-3,727.86	0.8%
Total 4000 · Operation and Maint of Plant	14,474.52	69,972.00	-55,497.48	20.69%
5200 · Employee Benefits				
5200116 · Medical	2,850.98	11,521.00	-8,670.02	24.75%
Total 5200 · Employee Benefits	2,850.98	11,521.00	-8,670.02	24.75%
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	239,883.04	1,420,050.00	-1,180,166.96	16.89%

Rowe Elementary School – Principal's Report
School Committee Meeting – October 27, 2014

Academics:

- Classrooms
- Spelling - Words Their Way
- School Wide Rules
- Report Cards
- Cultural Study - Ghana

School Based Activities:

- Fire Drill - Tuesday 10/21
- Lockdown Training - Wednesday, 10/22, Lockdown Drill, Thursday, 11/13
- All School Meeting - Thursday, 10/30, 2:30
- Pot Luck/Tailgate Trick or Treating - Thursday 10/30
- Parent/Guardian/Teacher Conferences - Wednesday, Thursday, Friday, 11/5, 6, 7
- Community Luncheon - Thursday, 11/6
- Mulch delivered - Thursday, 10/23

Building, Staffing and Professional Development/Training:

- Mike Little, Curriculum Coordinator for NBSU visited 10/21
- Google Docs/Google Apps for Education training, Tuesday, 10/28
- Professional Development Day - Friday 10/31
- Professional Learning Days - upcoming: Ed. Eval., 11/19, Inspiration, 12/3
- Ongoing Projector/Notebook practice/training
- Safety Plans
- Gym Floor refinished Tuesday, 10/28

School Calendar:

October

28 – Tuesday, Google Docs/Google Apps for Education Training
30 – Thursday, All School Meeting, 2:30
30 – Tailgate Trick or Treating, Pot Luck, Hayrides, Bonfire
31 – Friday, Professional Development Day, no school for students

November

5, 6, 7 – Wednesday, Thursday, Friday, Conferences
6 - Thursday, Community Lunch
13 – Thursday, Lockdown Practice, 10 am