MEETING MINUTES – FY2015
Rowe School Committee
Thursday, February 12, 2015 – 4:00pm - Rowe School

Present: Lisa Danek-Burke (LDB), Lisa Miller (LM), and Susie Zavotka (SZ)
Also Present: Supt. Jon Lev (JL), Business Manager Carrie Garivaltis (CG), Principal Bill Knittle (BK), Ellen Miller (EM); Michael Buoniconti and Mike Kociela of MTRSD
Audience: Laurie Pike, Rick Williams, Barbara Griffin, Gail May, Sue Kranz. Wayne Zavotka and Marilyn Wilson joined meeting for Mohawk 7-12 discussion.

1. **Call to Order**: Chair Lisa Danek-Burke called the meeting to order at 4:05pm.

2. **Audience of Citizens:** Barbara Griffin asked about the Sick Bank. Item will be placed on agenda for Feb 23 meeting (see Item 5 below).

3. **FY2016 Budget Discussions**
   Proposed budget for FY2016 was reviewed. JL reported that a copy of the budget was made available to the public as required by law (available in the school secretary's office). Official public hearing on the budget will be held Monday, Feb 16th. The following is proposed for FY2016:

Rowe School Budget	**FY2015**	**FY2016**	**Change**	**%**
Administration	8,825	8,825	0	0.0
Instruction – Rowe School	670,050	718,091	48,041	7.2
Operations – Rowe School	69,213	78,464	9,251	13.4
Student Support Services – Rowe School	97,803	100,573	2,770	2.8
Technology – Rowe School	13,100	18,385	5,285	40.3
Transportation – Rowe School	54,450	56,084	1,634	3.0
Administration – Central Office	67,545	69,734	2,189	3.2
Sub-Total Budget with NBSU	980,986			
Unclassified	56,164			
Sub-Total Budget Appropriated	**1,036,150***	**1,050,156**	**14,006**	**1.35**
Secondary School Budget				
Mohawk Late Bus	15,000	15,000	0	0.0
Transportation Contracted	54,450	56,084	1,634	3.0
Tuition—Mohawk Trail Reg (34-FY16)	264,000	424,286	160,286	60.7
Tuition—Franklin County Tech (4-FY16)	85,000	71,400	(13,600)	(16.0)
Sub-Total	**418,450**	**566,770**	**148,320**	**35.4**
TOTAL	**1,454,600**	**1,616,826**	**163,226**	**11.2**

***ATM: $932,970 PreK-6 + $103,180 Shared Services = $1,036,150**

Secondary Enrollments: Enrollments at both Mohawk and Tech will be verified by JL and Ronna Brandt. Once enrollment figures are known, JL will make any necessary adjustments to the last page of the budget.

New part-time position: BK stated that a part-time cafeteria assistant/classroom aide is being proposed for 25 hours per week (5 hours/day, 5 days/week). Hours are proposed to be 8:30 to 1:30pm daily. Assist with breakfast and cleanup, work in classrooms, then assist with lunch and cleanup. Both LDB and SZ stated they supported this proposal. LDB stated that the SchCom does not have to vote on this.

Capital Requests:

- **Capital Request Form:** LDB asked if CG could develop a capital request form, including a section for providing narratives to support requests. These forms should be submitted to the SchCom for approval, who will then submit approved requests to the town for action. Any such requests should be submitted in March.
- **IT Upgrades:** A capital request will be submitted for $4,900 for IT upgrades.

Speech/Language Assistant: The current S/L assistant has found a full-time position elsewhere, so is leaving. One option is to contract with an outside agency to fill the position. A second option—suggested by Bev Blatt, the S/L Specialist—was that she take on additional hours to fill the need at Rowe. As she would not have an employee to supervise, the time spent supervising could instead be spent on direct services. In addition, she feels that with the additional hours she would have during the school year, she could forfeit the 6 extra days at year-end allotted in her contract for completing reports. The net additional cost would be $1,729; however, it won't affect the regular budget as S/L services are paid by a grant. JL stated we are lucky that Ms. Blatt has offered to take this on.

Tuition discussion and School Choice discussion

4. **FY2015 Budget:**
   A. **Field Trips:** The Grade 3-4 class would like to attend the Smith College Bulb Show. As this trip was not budgeted for, the students are raising funds for the trip by selling Hilltown Pizza's pizzas and cookie dough.
   B. **Electricity Costs:** The National Grid bills seem unusually high. KwH usage for Sept 5-Oct 6 were 5,200. For Nov 5-Dec 5 they were 12,800. The heat pumps have been problematic, but it also appears that the school is not receiving solar credits from the solar panels. BK will check with National Grid on the solar credits, and will also inquire if the school can contract with Hampshire Power for the supply of electricity, as the other town facilities do, as the rate should be lower.

5. **Sick Bank:** LDB found some additional information on the Sick Bank. BK will have the Sick Bank information provided by Barbara Griffin put in the packet for the Feb 23 meeting. LDB will forward information she found to JL for the packet.

RECESS: A brief recess was taken from 5:30pm to 5:36pm before meeting with officials from Mohawk.

6. **Rowe Join Mohawk 7-12**: LDB thanked Mohawk Supt. Michael Buoniconti (MB) and Business Manager Mike Kociela for joining the meeting. She also thanked FinCom Chair Wayne Zavotka and Selectboard Chair Marilyn Wilson for attending the meeting. LDB gave a brief background on discussions Mohawk has been having on inviting Rowe to rejoin Mohawk for grades 7-12, and added that they specifically discussed it at their meeting last evening. MB then provided the following information. Rowe would be similar to Charlemont/Hawley which is also a Gr 7-12 member. Rowe would vote only on 7-12 matters and would abstain on any PreK-6 matters. Rowe would have two voting members. The Mohawk committee does not behave per size of member towns. Financially he reported that it would basically be a wash for Rowe. This year tuition rate is $11,044 x 28 students = $310K. If Rowe were a member town the cost would have been $330K. Next year tuition will be $12,500 x 31 = $388K. If Rowe were to join in the coming year Rowe would probably save money. Rowe would lose some c.70 money, but would gain transportation money. Also, there is value in having representation on the committee.

   Rather than a tuition payment to Mohawk, Rowe would be assessed for its share of Mohawk budget. Rowe's line item for 7-12 transportation would go away, as transportation costs will be included in the assessment. The assessment would cover Rowe's share of operating costs, transportation costs, and central office costs. A separate assessment for any future 7-12 capital costs would also be required.

   Wayne Zavotka asked what changes would be needed to the current Corollary Agreement. MB responded that if Mohawk and Rowe vote to have Rowe join the district, then the Corollary Agreement would become moot. Wayne stated that it would be important that this be brought out to the public.

SZ stated that it would be important for people to know what the tuition would be versus district costs for proper comparisons. MB stated that they can run a pro-forma in mid-March. Community meetings should be held in April. Votes will be at annual town meetings. This cannot be done in time for FY2016 (July 1, 2015). If Rowe joins the district it wouldn't take effect until FY2017 (July 1, 2016).

7. **Next Meetings:**
   - Monday, February 16 at 6:30pm: FY2016 Budget: Presentation to Finance Committee; Public Hearing
   - Monday, February 23 at 5:30pm: Regular Meeting

8. **Executive Session:** None

9. **Adjournment:** LM made motion to adjourn meeting at 6:10pm. SZ seconded motion; passed unanimously (3/0/0).

Respectfully submitted by Ellen Miller,

Signature: _____
Lisa Danek-Burke, Chair

Date Approved: April 27, 2015

Correspondence/Handouts:

- Agenda
- FY2015 Financial Statement – as of 2/5/2015
- FY2016 Draft Budget
- FY2016 Salary Projections
- FY2016 Capital Requests
- 2015-16 enrollments: PreK-6, Mohawk, Tech
- Cafeteria/Teaching Assistant Proposal
- School Choice Revolving Account History
- Rowe Elem School Field Trip & Enrichment Activities
- Exploring Rowe Becoming a Member of Mohawk
- Town Meeting Warrant Article for Mohawk Member Towns re adding Rowe

Rowe School District

86 Pond Road, Rowe, MA 01367
(413) 512-5100

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE
Thursday, February 12, 2015– 4:00 p.m.
Rowe Elementary School, 86 Pond Road, Rowe, MA

Agenda

I. **Call to order**
II. **FY 16 Budget Discussions**
III. **Potential of Rowe joining Mohawk 7-12 (Scheduled for 5:30 PM)**
IV. **Other**
V. **Executive Session, if necessary**
VI. **Adjourn**

Correspondence/ Handouts:
FY 15 Financial Statement- July 1, 2014 through February 5, 2015
Draft FY 16 Budget

MEETING WITH FINANCE COMMITTEE and FY 16 PUBLIC BUDGET HEARING
Monday, February 16, 2015, 6:30 pm, (Town Hall)

NEXT REGULAR SCHOOL COMMITTEE MEETING:
Monday, February 23, 2015, 5:30 pm, Rowe Elementary School

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Posted: 02/06/2015

Any person may, pursuant to the provisions of the Open Meeting Law, audiotape an open meeting. As such, please be advised that this meeting may be taped by any person present.

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through February 5, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
1110 · School Committee				
1110112 · Salary	750.00	1,800.00	-1,050.00	41.67%
1110116 · Advert/Bids/Print	1,213.10	3,425.00	-2,211.90	35.42%
Total 1110 · School Committee	1,963.10	5,225.00	-3,261.90	37.57%
1210 · Superintendent's Office				
1210111 · Superintendent	10,924.03	16,707.00	-5,782.97	65.39%
1210112 · Clerical Salaries	7,334.45	11,598.00	-4,263.55	63.24%
1210115 · Office Supplies	23.91	300.00	-276.09	7.97%
1210116 · Other Expense	3,098.74	3,327.00	-228.26	93.14%
121A116 · Travel Out of District	69.90	336.00	-266.10	20.8%
Total 1210 · Superintendent's Office	21,451.03	32,268.00	-10,816.97	66.48%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	1,650.00	3,600.00	-1,950.00	45.83%
Total 1430 · Legal Services	1,650.00	3,600.00	-1,950.00	45.83%
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	1,650.00	3,923.00	-2,273.00	42.06%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	8,025.87	12,275.00	-4,249.13	65.38%
2110112 · Secretary	1,272.24	2,058.00	-785.76	61.82%
2110114 · Sped Medicaid Filing Fees	0.00	1,500.00	-1,500.00	0.0%
2110115 · Supplies	103.43	375.00	-271.57	27.58%
2110116 · Other	76.44	525.00	-448.56	14.56%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through February 5, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
211A116 · Travel	114.00	203.00	-89.00	56.16%
Total 2110 · Supervisory - Special Education	9,591.98	16,936.00	-7,344.02	56.64%
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	52,551.68	79,719.00	-27,167.32	65.92%
2210112 · Principal's Secretary	22,307.26	34,470.00	-12,162.74	64.72%
2210115 · Principal's Supplies/contracts	1,787.75	2,000.00	-212.25	89.39%
2210116 · Principal's Other	797.79	1,050.00	-252.21	75.98%
221011A · Principal's Travel	462.48	1,000.00	-537.52	46.25%
Total 2210 · School Leadership	77,906.96	118,239.00	-40,332.04	65.89%
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	1,329.31	2,000.00	-670.69	66.47%
2250116 · Other	10,555.75	2,000.00	8,555.75	527.79%
Total 2250 · Principal's Technology	11,885.06	4,000.00	7,885.06	297.13%
Total 2200 · School/Building Leadership	89,926.64	124,339.00	-34,412.36	72.32%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	220,852.70	370,510.00	-149,657.30	59.61%
Total 2305 · Teachers - Classroom	220,852.70	370,510.00	-149,657.30	59.61%
2310 · Teachers - Specialists				
Salaries	18,395.84	53,639.00	-35,243.16	34.3%
Total 2310 · Teachers - Specialists	18,395.84	53,639.00	-35,243.16	34.3%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through February 5, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2320 · Medical Therapeutic Services				
2320111 · Speech/ OT/ PT Salaries	13,494.18	**25,280.00**	-11,785.82	**53.38%**
Total 2320 · Medical Therapeutic Services	13,494.18	**25,280.00**	-11,785.82	**53.38%**
2325 · Substitutes				
2325113 · Salaries	3,778.88	**3,720.00**	58.88	**101.58%**
Total 2325 · Substitutes	3,778.88	**3,720.00**	58.88	**101.58%**
2330 · Teacher Aides				
2330113 · Salaries	33,313.69	**53,805.00**	-20,491.31	**61.92%**
Total 2330 · Teacher Aides	33,313.69	**53,805.00**	-20,491.31	**61.92%**
Total 2300 · Instruction - Teaching Services	289,835.29	**506,954.00**	-217,118.71	**57.17%**
2340 · Library				
2340113 · Librarian Salary	6,497.31	**10,606.00**	-4,108.69	**61.26%**
2340115 · Library Supplies	0.00	**1,000.00**	-1,000.00	**0.0%**
Total 2340 · Library	6,497.31	**11,606.00**	-5,108.69	**55.98%**
2350 · Professional Developement				
2357 · Prof Development Expenses				
2357115 · Supplies	193.29	**300.00**	-106.71	**64.43%**
2357116 · Other	3,961.00	**3,250.00**	711.00	**121.88%**
Total 2357 · Prof Development Expenses	4,154.29	**3,550.00**	604.29	**117.02%**
Total 2350 · Professional Developement	4,154.29	**3,550.00**	604.29	**117.02%**
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%**
2430115 · General Classroom Supplies/ Reg	7,875.59	**7,500.00**	375.59	**105.01%**

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through February 5, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
243011S · Class Room Supplies Sped	2,476.90	1,000.00	1,476.90	247.69%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	1,794.96	3,889.00	-2,094.04	46.16%
2451114 · Tech Utilities	1,314.71	2,500.00	-1,185.29	52.59%
2451115 · Instruction Tech Supplies	3,483.21	2,500.00	983.21	139.33%
2451116 · Instructional Tech Other	3,883.73	3,600.00	283.73	107.88%
Total 2451 · Instructional Tech	10,476.61	12,989.00	-2,512.39	80.66%
Total 2400 · Instructional Materials & Equip	27,583.30	29,739.00	-2,155.70	92.75%
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	7,729.66	10,970.00	-3,240.34	70.46%
Total 2440 · Instructional Service, Other	10,351.79	18,370.00	-8,018.21	56.35%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	6,095.40	13,011.00	-6,915.60	46.85%
2710115 · Supplies	1,139.25			
Total 2710 · Guidance	7,234.65	13,011.00	-5,776.35	55.6%
Total 2700 · Guidance Counseling and Testing	7,234.65	13,011.00	-5,776.35	55.6%
3200 · Health Program				
3200115 · Supplies	2,393.21	2,000.00	393.21	119.66%
320A111 · School Nurse	33,872.85	71,133.00	-37,260.15	47.62%
Total 3200 · Health Program	36,266.06	73,133.00	-36,866.94	49.59%
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	5,304.00	15,000.00	-9,696.00	35.36%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through February 5, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
3300114 · Bus Contracts - Elementary	38,625.00	54,450.00	-15,825.00	70.94%
330A114 · Bus Contracts - Mohawk/Tech	16,335.00	54,450.00	-38,115.00	30.0%
Total 3300 · TRANSPORTATION	60,264.00	123,900.00	-63,636.00	48.64%
3400 · Food Services				
3400114 · Staff	11,369.57	17,853.00	-6,483.43	63.68%
3400115 · Supplies	3,221.35	7,500.00	-4,278.65	42.95%
Total 3400 · Food Services	14,590.92	25,353.00	-10,762.08	57.55%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	18,720.80	33,714.00	-14,993.20	55.53%
4110115 · Supplies	982.01	5,000.00	-4,017.99	19.64%
Total 4110 · Custodial Services	19,702.81	38,714.00	-19,011.19	50.89%
4120 · Fuel				
4120116 · Appropriation	2,400.16	8,000.00	-5,599.84	30.0%
Total 4120 · Fuel	2,400.16	8,000.00	-5,599.84	30.0%
4130 · Utilities				
4130116 · Telephone	2,462.68	3,000.00	-537.32	82.09%
413A116 · Electricity	6,763.87	10,000.00	-3,236.13	67.64%
Total 4130 · Utilities	9,226.55	13,000.00	-3,773.45	70.97%
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				
4220115 · Supplies	491.05	2,500.00	-2,008.95	19.64%
4220116 · Other	2,221.51	3,400.00	-1,178.49	65.34%
Total 4220 · Maintenance of Buildings	2,712.56	5,900.00	-3,187.44	45.98%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through February 5, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
4230 · Maintenance of Equipment				
4230116 · Local	387.50	**3,000.00**	-2,612.50	**12.92%**
423A116 · Union	60.14	**758.00**	-697.86	**7.93%**
Total 4230 · Maintenance of Equipment	447.64	**3,758.00**	-3,310.36	**11.91%**
Total 4000 · Operation and Maint of Plant	34,489.72	**69,972.00**	-35,482.28	**49.29%**
5200 · Employee Benefits				
5200116 · Medical	7,583.63	**11,521.00**	-3,937.37	**65.82%**
Total 5200 · Employee Benefits	7,583.63	**11,521.00**	-3,937.37	**65.82%**
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 · Mohawk Trail Regl (24 students)	143,572.00	**264,000.00**	-120,428.00	**54.38%**
9100.6B · Franklin Tech (5 students)	35,700.00	**85,000.00**	-49,300.00	**42.0%**
Total 9100 · Tuition	179,272.00	**349,000.00**	-169,728.00	**51.37%**
Total Expense	**802,705.71**	**1,420,050.00**	**-617,344.29**	**56.53%**

ROWE SCHOOL COMMITTEE MEETING AGENDA

Monday, January 26, 2015
5:30pm at the Rowe School
Rowe, MA

I. **Call to order**

II. **Approval of Minutes:** Minutes from December 22, 2014

III. **Audience of Citizens:**

IV. **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.

V. **Financial Statement:** An FY15 Financial Statement dated July 1, 2014 through January 20, 2015 was included in packets.

VI. **Superintendent's Report:**

- A. FY 15 Budget
- B. Choice Family
- C. School Choice Students
- D. FY 16 Budget (Field Trips, Enrollment Numbers, Staffing, Capital Items)
- E. Surplus Items recommended Action
- F. Use of Facilities Release Form
- G. Capital Improvement Plan

VII. **Report of the Chair:**

- A. Health Insurance Shared Employees
- B. Town Report
- C. Rowe/ Mohawk 7-12 Annual Town Warrant Article
- D. Rowe/Mohawk 7-12 Meeting-February 12,2015, 5:30pm, Rowe School
- E. Budget Meeting with FinCom-February 16, 2015, 6:30pm, Town Hall
- F. Budget Hearing- February 16, 2015, 7:00pm, Town Hall

VIII. **Unfinished Business:** Mohawk Youth Baseball League, Facilities Systems Representative, Classified Sick Bank, Part Time Cafeteria Asst., Criteria/Evaluation Superintendent Services

IX. **New Business:**

X. **Action Items:**

- A. Motion: Use of Facilities Policy- 2nd Read/Adoption

XI. **Subcommittee Reports:**

- A. Policy - Use of Facilities Policy
- B. School Building Committee
- C. Transportation
- D. Negotiations/Personnel

XII. **Executive Session:** If necessary

XIII. **Adjournment**

Correspondence/ Handouts:

School of Choice Policy- Final (Adopted 12/22/14
Use of Facilities Policy
Updated Financial Statement
December 22, 2014 Minutes
Draft FY 16 Budget
Principal's Report
Criteria & Information For Evaluating School District Choice
Rowe School Enrollment

NEXT REGULAR SCHOOL COMMITTEE MEETING:
Monday, February, 23, 2015, 5:30 pm, Rowe Elementary School

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2014 through January 20, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
1110 · School Committee				
1110112 · Salary	750.00	1,800.00	-1,050.00	41.67%
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Total 1110 · School Committee	1,963.10	5,225.00	-3,261.90	37.57%
1210 · Superintendent's Office				
1210111 · Superintendent	9,638.85	16,707.00	-7,068.15	57.69%
1210112 · Clerical Salaries	6,418.16	11,598.00	-5,179.84	55.34%
1210115 · Office Supplies	21.67	300.00	-278.33	7.22%
1210116 · Other Expense	2,847.82	3,327.00	-479.18	85.6%
121A116 · Travel Out of District	69.90	336.00	-266.10	20.8%
Total 1210 · Superintendent's Office	18,996.40	32,268.00	-13,271.60	58.87%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	1,650.00	3,600.00	-1,950.00	45.83%
Total 1430 · Legal Services	1,650.00	3,600.00	-1,950.00	45.83%
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	1,650.00	3,923.00	-2,273.00	42.06%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	7,081.65	12,275.00	-5,193.35	57.69%
2110112 · Secretary	1,070.75	2,058.00	-987.25	52.03%
2110114 · Sped Medicaid Filing Fees	0.00	1,500.00	-1,500.00	0.0%
2110115 · Supplies	103.43	375.00	-271.57	27.58%
2110116 · Other	72.25	525.00	-452.75	13.76%
211A116 · Travel	114.00	203.00	-89.00	56.16%
Total 2110 · Supervisory - Special Education	8,442.08	16,936.00	-8,493.92	49.85%
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	46,342.76	79,719.00	-33,376.24	58.13%
2210112 · Principal's Secretary	19,675.50	34,470.00	-14,794.50	57.08%
2210115 · Principal's Supplies/contracts	1,787.75	2,000.00	-212.25	89.39%

Rowe Pub[illegible] School
Profit & Loss Budget vs. Actual
July1, 2014 through January 20, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2210116 · Principal's Other	782.13	1,050.00	-267.87	74.49%
221011A · Principal's Travel	462.48	1,000.00	-537.52	46.25%
Total 2210 · School Leadership	69,050.62	118,239.00	-49,188.38	58.4%
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	1,329.31	2,000.00	-670.69	66.47%
2250116 · Other	10,555.75	2,000.00	8,555.75	527.79%
Total 2250 · Principal's Technology	11,885.06	4,000.00	7,885.06	297.13%
Total 2200 · School/Building Leadership	81,070.30	124,339.00	-43,268.70	65.2%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	180,907.78	370,510.00	-189,602.22	48.83%
Total 2305 · Teachers - Classroom	180,907.78	370,510.00	-189,602.22	48.83%
2310 · Teachers - Specialists				
Salaries	18,395.84	53,639.00	-35,243.16	34.3%
Total 2310 · Teachers - Specialists	18,395.84	53,639.00	-35,243.16	34.3%
2320 · Medical Therapeutic Services				
2320111 · Speech/ OT/ PT Salaries	11,148.55	25,280.00	-14,131.45	44.1%
Total 2320 · Medical Therapeutic Services	11,148.55	25,280.00	-14,131.45	44.1%
2325 · Substitutes				
2325113 · Salaries	3,570.76	3,720.00	-149.24	95.99%
Total 2325 · Substitutes	3,570.76	3,720.00	-149.24	95.99%
2330 · Teacher Aides				
2330113 · Salaries	28,075.71	53,805.00	-25,729.29	52.18%
Total 2330 · Teacher Aides	28,075.71	53,805.00	-25,729.29	52.18%
Total 2300 · Instruction - Teaching Services	242,098.64	506,954.00	-264,855.36	47.76%

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2014 through January 20, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2340 · Library				
2340113 · Librarian Salary	6,155.71	10,606.00	-4,450.29	58.04%
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 2340 · Library	6,155.71	11,606.00	-5,450.29	53.04%
2350 · Professional Developement				
2357 · Prof Development Expenses				
2357115 · Supplies	193.29	300.00	-106.71	64.43%
2357116 · Other	3,766.00	3,250.00	516.00	115.88%
Total 2357 · Prof Development Expenses	3,959.29	3,550.00	409.29	111.53%
Total 2350 · Professional Developement	3,959.29	3,550.00	409.29	111.53%
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%
2430115 · General Classroom Supplies/ Reg	7,691.53	7,500.00	191.53	102.55%
243011S · Class Room Supplies Sped	2,463.60	1,000.00	1,463.60	246.36%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	1,495.80	3,889.00	-2,393.20	38.46%
2451114 · Tech Utilities	1,239.71	2,500.00	-1,260.29	49.59%
2451115 · Instruction Tech Supplies	3,483.21	2,500.00	983.21	139.33%
2451116 · Instructional Tech Other	3,883.73	3,600.00	283.73	107.88%
Total 2451 · Instructional Tech	10,102.45	12,989.00	-2,886.55	77.78%
Total 2400 · Instructional Materials & Equip	27,011.78	29,739.00	-2,727.22	90.83%
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	7,562.52	10,970.00	-3,407.48	68.94%
Total 2440 · Instructional Service, Other	10,184.65	18,370.00	-8,185.35	55.44%

Rowe Pub[illegible] School
Profit & Loss Budget vs. Actual
July1, 2014 through January 20, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	5,079.50	13,011.00	-7,931.50	39.04%
2710115 · Supplies	1,139.25			
Total 2710 · Guidance	6,218.75	13,011.00	-6,792.25	47.8%
Total 2700 · Guidance Counseling and Testing	6,218.75	13,011.00	-6,792.25	47.8%
3200 · Health Program				
3200115 · Supplies	2,393.21	2,000.00	393.21	119.66%
320A111 · School Nurse	27,706.33	71,133.00	-43,426.67	38.95%
Total 3200 · Health Program	30,099.54	73,133.00	-43,033.46	41.16%
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	5,304.00	15,000.00	-9,696.00	35.36%
3300114 · Bus Contracts - Elementary	33,180.00	54,450.00	-21,270.00	60.94%
330A114 · Bus Contracts - Mohawk/Tech	10,890.00	54,450.00	-43,560.00	20.0%
Total 3300 · TRANSPORTATION	49,374.00	123,900.00	-74,526.00	39.85%
3400 · Food Services				
3400114 · Staff	9,651.32	17,853.00	-8,201.68	54.06%
3400115 · Supplies	3,221.35	7,500.00	-4,278.65	42.95%
Total 3400 · Food Services	12,872.67	25,353.00	-12,480.33	50.77%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	16,224.80	33,714.00	-17,489.20	48.13%
4110115 · Supplies	962.95	5,000.00	-4,037.05	19.26%
Total 4110 · Custodial Services	17,187.75	38,714.00	-21,526.25	44.4%
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	1,916.51	3,000.00	-1,083.49	63.88%
413A116 · Electricity	6,691.37	10,000.00	-3,308.63	66.91%
Total 4130 · Utilities	8,607.88	13,000.00	-4,392.12	66.21%

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2014 through January 20, 2015

	Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
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				
4220115 · Supplies	491.05	2,500.00	-2,008.95	19.64%
4220116 · Other	1,879.12	3,400.00	-1,520.88	55.27%
Total 4220 · Maintenance of Buildings	2,370.17	5,900.00	-3,529.83	40.17%
4230 · Maintenance of Equipment				
4230116 · Local	267.25	3,000.00	-2,732.75	8.91%
423A116 · Union	52.64	758.00	-705.36	6.95%
Total 4230 · Maintenance of Equipment	319.89	3,758.00	-3,438.11	8.51%
Total 4000 · Operation and Maint of Plant	28,485.69	69,972.00	-41,486.31	40.71%
5200 · Employee Benefits				
5200116 · Medical	4,744.04	11,521.00	-6,776.96	41.18%
Total 5200 · Employee Benefits	4,744.04	11,521.00	-6,776.96	41.18%
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 · Mohawk Trail Regl (24 students)	143,572.00	349,000.00	-205,428.00	41.14%
9100.6B · Franklin Tech (5 students)	35,700.00			
Total 9100 · Tuition	179,272.00	349,000.00	-169,728.00	51.37%
Total Expense	712,598.64	1,420,050.00	-707,451.36	50.18%

CODE	Description	Actual as of 1/1/15	FY15 Budget	FY16 Budget Proposed	$ Change	% Change	Appropriated	Revolving/Grants
	ADMINISTRATION-ROWE SCHOOL							
1100	School Committee Clerical	$750	$1,800	$1,800	$0	0.0%		
1430	Legal Service	$1,375	$3,600	$3,600	$0	0.0%		
1100	School Committee Advertising	$0	$600	$600	$0	0.0%		
	Memberships-Esped	$0	$325	$325	$0	0.0%		
1100	School Committee other	$1,213	$2,500	$2,500	$0	0.0%		
	Subtotal Administration	**$3,338**	**$8,825**	**$8,825**	**$0**	0.0%		
	Appropriations FY15		**$8,825**		**$0**	0.0%		
	INSTRUCTION-ROWE SCHOOL							
2210	Principal Salaries	$43,238	$79,719	$81,712	$1,993	2.5%		
2210	Principal Secretary Salaries	$18,360	$34,213	$35,068	$855	2.5%		
2210	Principal Clerical Sub	$0	$250	$250	$0	0.0%		
2210	Principal Contracted Services	$788	$1,000	$1,000	$0	0.0%		
2210	Principal Supplies	$1,000	$1,000	$1,000	$0	0.0%		
2210	Principal Travel	$462	$1,000	$1,000	$0	0.0%		
2210	Principal Other/Dues	$748	$1,050	$1,050	$0	0.0%	$11,493.00	Title I
2305	Teacher Salaries	$160,718	$354,047	$356,486	$2,439	0.7%	$99,808.00	Choice
2310	Sped Teacher Salary	$18,396	$42,452	$55,523	$13,071	30.8%	$10,568.00	REAP
2305	Dept Head Teacher Salaries	$0	$1,000	$1,000	$0	0.0%		
2310	Sped Liaison/Coordinator	$0	$1,725	$0	-$1,725	-100.0%	$1,725.00	Grant 240
2305	Mediation Coordinator	$0	$200	$200	$0	0.0%		
2710	Pyschologist Salaries	$4,572	$13,207	$13,762	$555	4.2%		
2720	Guidance Testing Supplies	$1,139	$0	$0	$0			
2320	Speech Salaries, SLP & Assistant	$8,063	$19,188	$19,333	$145	0.8%	$5,128.00	Grant 240
2320	OT Salary	$721	$2,082	$2,118	$36	1.7%		
2320	PT Salary	$1,368	$3,951	$4,021	$70	1.8%		
2325	Teacher substitutes	$3,000	$3,000	$4,000	$1,000	33.3%		
2325	Aide substitutes	$500	$720	$500	-$220	-30.6%		
2110	Medicaid filing fee	$0	$1,500	$1,500	$0	0.0%		
2440	Summer Services	$2,622	$4,500	$0	-$4,500	-100.0%	$4,500.00	Grant 240
2440	Field Trips	$4,101	$10,970	$8,800	-$2,170	-19.8%		
2440	Field Trip Transportation	$0	$2,900	$1,200	-$1,700	-58.6%		
2430	Tools of the Mind	$0	$2,500	$2,500	$0	0.0%		
2430	General Supplies	$7,668	$7,500	$7,500	$0	0.0%		
2430	SPED Supplies	$2,464	$1,000	$1,000	$0	0.0%		
2410	Texts Books	$6,754	$5,750	$11,000	$5,250	91.3%		
2330	Teacher Aides Salaries	$26,404	$53,805	$54,881	$1,076	2.0%	$4,078.00	Kindergarten
2340	Librarian Salaries	$6,058	$15,264	$15,816	$552	3.6%		
2340	Librarian Supplies	$0	$1,000	$1,000	$0	0.0%		
2357	Professional Development Supplies	$193	$300	$300	$0	0.0%		
2357	Professional Development Other	$3,766	$3,250	$3,250	$0	0.0%	$5,000.00	REAP

	Description	Actual as of 1/1/15	FY15 Budget	FY16 Budget Proposed	$ Change	% Change	Appropriated	
	Subtotal Instruction	**$323,103**	**$670,043**	**$686,770**	**$16,727**	**2.5%**		
	Appropriations FY15		***$696,075***		***-$26,032***	***-3.7%***		
	OPERATIONS-ROWE SCHOOL							
4110	Custodial Water Stipend	$0	$500	$500	$0	0.0%		
4110	Custodial Salaries	$14,977	$32,573	$33,224	$651	2.0%		
4110	Custodial Subs	$0	$640	$640	$0	0.0%		
4230	Equipt Maintenance Contracted	$0	$1,000	$1,000	$0	0.0%		
4230	Equipment Maintenance and repairs	$267	$2,000	$1,000	-$1,000	-50.0%		
4210	Grounds Maintenance	$0	$600	$600	$0	0.0%		
4220	Building Maintenance Contracted	$1,764	$3,400	$2,000	-$1,400	-41.2%		
4220	Building Maintenance Furnishings/supp	$491	$2,500	$1,500	-$1,000	-40.0%		
4220	Building Rental	$0	$0	$0	$0			
4220	Custodial Supplies	$963	$5,000	$5,000	$0	0.0%		
4130	Utilities/Electric	$3,409	$10,000	$20,000	$10,000	100.0%		
4120	Utilites/Propane	$0	$8,000	$8,000	$0	0.0%		
4130	Utilities/ Phone	$1,917	$3,000	$5,000	$2,000	66.7%		
	Subtotal Operations	**$23,788**	**$69,213**	**$78,464**	**$9,251**	**13.4%**		
	Appropriations FY15		***$68,677***		***$536***	***0.8%***		
	STUDENT SUPPORT SERV-ROWE SCHOOL							
3200	Nurse Salaries	$24,623	$69,400	$70,614	$1,214	1.7%		
3200	Nurse Substitute	$0	$900	$900	$0	0.0%		
3200	Physician-Contracted	$0	$150	$150	$0	0.0%		
3200	Health Supplies	$2,393	$2,000	$2,500	$500	25.0%		
3400	Café Salaries	$9,144	$17,853	$18,209	$356	2.0%		
3400	Café Food Cost	$3,221	$7,000	$5,000	-$2,000	-28.6%		
3400	Café Supplies	$0	$500	$500	$0	0.0%		
	Subtotal Operations	**$39,381**	**$97,803**	**$97,873**	**$70**	**0.1%**		
	Appropriations FY15		***$96,343***		***$1,460***	***1.5%***		
	TECHNOLOGY-ROWE SCHOOL							
2451	Technology SiteLeader Stipend	$0	$500	$500	$0	0.0%		
2451	Utilities-Internet	$1,240	$2,500	$2,500	$0	0.0%		
2451	Instruc Tech Supplies	$3,483	$2,500	$2,500	$0	0.0%		
2250	License/ softwar/hardware	$10,556	$2,000	$2,000	$0	0.0%		
2250	Tech Supplies	$1,254	$2,000	$4,000	$2,000	100.0%		
2451	Instruc Tech Other	$3,759	$3,600	$3,600	$0	0.0%		
	Subtotal Technology	**$20,292**	**$13,100**	**$15,100**	**$2,000**	**15.3%**		
	Appropriations FY15		***$8,600***		***$4,500***	***52.3%***		

	Description	Actual as of 1/1/15	FY15 Budget	FY16 Budget Proposed	$ Change	% Change	Appropriated	
	TRANSPORTATION-ROWE SCHOOL							
3300	Transportation Contracted Elementary	$33,180	$54,450	$56,084	$1,634	3.0%		
	Subtotal Transportation	**$33,180**	**$54,450**	**$59,351**	$4,901	9.0%		
	Appropriations FY15		**$54,450**		**$0**	**0.0%**		
	ADMINISTRATION-CENRTAL OFFICE							
1210	Superintendent Salary	$8,996	$16,707	$17,041	$334	2.0%		
1210	Business Manager Salary	$4,430	$8,227	$8,392	$165	2.0%		
1210	Secretary Salary	$1,565	$3,221	$3,285	$64	2.0%		
1210	Superintendent Travel	$70	$336	$336	$0	0.0%		
1210	Superintendent Office Travel	$0	$150	$150	$0	0.0%		
1210	Superintendent Membership	$0	$525	$525	$0	0.0%		
1210	Super Office Postage and Supplies	$22	$825	$825	$0	0.0%		
1210	Super Office Rent and Office Maintainenece	$2,791	$2,277	$2,345	$68	3.0%		
1450	Super Office Copier contract/supplies	$0	$323	$323	$0	0.0%		
2451	Technology Coordinator	$1,346	$3,889	$3,967	$78	2.0%		
2110	Special Ed Director	$6,610	$12,275	$12,520	$245	2.0%		
2110	Special Ed Secretary	$1,004	$2,058	$2,099	$41	2.0%		
2220	Curriculum Coordinator	$135	$2,100	$2,142	$42	2.0%		
2110	Special Ed Travel	$114	$203	$203	$0	0.0%		
2110	Special Ed Supplies /Postage	$176	$900	$900	$0	0.0%		
5100	Central Office Shared Benefits	$4,744	$11,521	$12,212	$691	6.0%		
7400	Improvement and replacement of equipt	$0	$1,250	$1,250	$0	0.0%		
4230	Maintainence of Union Equipment	$45	$758	$758	$0	0.0%		
	Subtotal Central Office/ Shared Services	**$32,048**	**$67,545**	**$69,273**	**$1,728**	**2.6%**		
	Appropriations FY15		***$103,180***		**-$35,635**	**-34.5%**		
	SECONDARY BUDGET							
3300	Mohawk Late Bus	$3,672	$15,000	$15,000	$0	0.0%		
3300	Transportation Contracted	$10,890	$54,450	$56,084	$1,634	3.0%		
9100	Tutition-Mohawk Trail Reg	$143,572	$264,000	$363,000	$99,000	37.5%		
9100	Tuition-Franklin County Tech	$0	$85,000	$85,000	$0	0.0%		
	Subtotal Secondary Budget	**$158,134**	**$418,450**	**$519,084**	**$100,634**	**24.0%**		
	Appropriations FY15		***$418,450***		***$0***	***0.0%***		
	Actuals with NBSU	**$633,264**	**$1,399,429**					
	Appropropriated Totals		**$1,454,600**					
	FY16 Proposed			**$1,534,740**	**$80,140**	**5.5%**		
	Difference in FY15 Projected		**$55,171**					

	FY15 Appropriated	FY15 Actual	Diff	%	
Aides	$43,822.00	$53,805.00	$9,983.00	22.78%	kindergarten grant ($4,078 Not included)
Teachers	$362,409.00	$365,540.00	$3,131.00	0.86%	
SPED Teacher	$43,822.00	$52,952.00	$9,130.00	20.83%	REAP($10,568 not included)
Principal	$73,544.00	$79,719.00	$6,175.00	8.40%	
Secretary	$33,380.00	$34,213.00	$833.00	2.50%	
Negotiable increase	$26,700.00	$0.00			
	$583,677.00	**$586,229.00**	**$2,552.00**	**0.44%**	

Graham, legal, benefits, sped coordinator

Need roster to update tuition

Math Texts

Choice FY15 $97,461
FY16 $93,500

Rowe Elementary School – Principal's Report
School Committee Meeting – January 26, 2015

Academics:

- Track My Progress
- Report Cards
- Benchmarks
- PARCC - Graham
- IEP Meeting - Thanks, Deb and Kerri

School Based Activities:

- Americorps members - after school
- Basketball - After School
- Skiing
- All School meeting-Preschool, Tuesday, 1/27.

Building, Staffing and Professional Development/Training:

- Professional Learning Days: 1/28-DDMs (PD), 2/4-Writing, 2/11-PARCC, 2/25-PARCC (PD)
- Notification system
- Heating, Doors, Flashing
- Shelter In Place - Wed., 1/14, Lockdown at Lunch - Tues. 1/20.

School Calendar:

January
27 - Tuesday, All School Meeting, hosted by the Preschool, 2:30
28 - Wednesday, Professional Learning Day
29 - Thursday, Winter Enrichment at Berkshire East
February
4 - Wednesday, Professional Learning Day
5 - Thursday, Winter Enrichment at Berkshire East
11 - Wednesday, Professional Learning Day
16-20 - Vacation
25 - Wednesday, Professional Learning Day

*CRITERIA FOR EVALUATING SCHOOL DISTRICT CHOICE
Draft (Zavotka 12/19/14)

Instructions:
Evaluate the school district in the left column using the number system with description below as a guide.
Please provide written comments that support your evaluation whenever possible.

- **1 (Little Evidence)** – A district is demonstrating limited evidence of implementation or progress around an element of the Standard, or implementation is so infrequent that its impact is negligible.
- **2 (Developing)** – Some policies, practices, and procedures are emerging or are in place to support the indicator. However, they are not yet fully developed or implemented with fidelity.
- **3 (Providing)** – The district's policies, procedures, and practices are established and are implemented consistently, with fidelity.
- **4 (Sustaining)** – The district's policies, procedures, and practices are in place (with all being implemented at a minimum of Level 3, "Providing"), are aligned to and integrated with one another to the point of being self-sustaining, and are supported by collaborative efforts.

* This form was developed from the *District Self-Assessment Tool* developed by the Massachusetts Department of Elementary and Secondary Education

EDUCATIONAL VALUE AS SUPPORTED BY THE CENTRAL OFFICE				
EVALUATION (1,2,3 0r 4)		ITEM DESCRIPTION	COMMENTS THAT SUPPORT YOUR EVALUATION	
MSD	NSBU		MSD	NSBU
		Curriculum Development a. provides leadership in development of curriculum that is aligned to the Common Core State Standards b. provides leadership in assisting in curriculum review and revision		
		Professional Development a. provides relevant professional development, or provides time and/or resources for the same for Rowe faculty b. provides opportunities for faculty and staff to interact with peers c. Superintendent offers supervision of principal that is informative, instructive, and promotes effective professional growth for teachers and academic growth for students.		
		Instructional Development a. provide means for assessing student achievement and instructional effectiveness b. provide resource exchanges (such as library books) with other local elementary schools		
		Transition to Middle School a. provide opportunities for students to interact with students from schools in Mohawk District b. support Rowe teachers in providing an academic experience that prepares students to successfully transition to Mohawk middle school		

FISCAL AND ASSET MANAGEMENT AS SUPPORTED BY CENTRAL OFFICE				
EVALUATION (1,2,3,OR 4)		ITEM DESCRIPTION	COMMENTS THAT SUPPORT YOUR EVALUATION	
MSD	NBSU		MSD	NBSU
		<u>Cost of Services</u> a. Cost of services is cost effective for Rowe		
		<u>Financial Tracking, Forecasting, Controls, and Audits</u> a. Financial statement is clear, transparent, complete, accurate, and timely b. Maintains a positive working relationship with principal, school secretary and town in assisting with payment of bills and payroll b. Budget development is a comprehensive and transparent process		
		<u>Financial Resourcing</u> a. Offers assistance with acquisition of grants and other available funds		
		<u>Capital improvement and facility maintenance</u> a. Assistance with evaluation of building for maintenance and future improvements		

OTHER SERVICES SUPPORTED BY CENTRAL OFFICE				
EVALUATION (1,2,3,OR 4)		ITEM DESCRIPTION	COMMENTS THAT SUPPORT YOUR EVALUATION	
MSD	NBSU		MSD	NBSU
		Special Education and Intervention Services a. Special education supervisor provides guidance to teachers, staff , and parents b. Special Education Supervisor works with Franklin County Services c. Special education supervisor is present in the building and attends meetings as needed		
		Family Services a. Offers guidance on external services that provide students and families with access to behavioral health, social, recreational, and supplemental educational services.		
		Instructional Technology a. provides technical services for equipment setup and use b. provides instruction for teachers and staff for equipment and software		
		Other Services a. Offers assistance to cafeteria manager b. Provides services to facilities manager c. Provides services to school nurse d. Provides assistance with management of transportation issues		

SUPERINTENDENT SERVICES AS SUPPORTED BY CENTRAL OFFICE				
EVALUATION (1,2,3,OR 4)		ITEM DESCRIPTION	COMMENTS THAT SUPPORT YOUR EVALUATION	
MSD	NBSU		MSD	NBSU
		Evaluation of Administration a. provides an annual evaluation of principal based on Rowe School District Goals and state laws and regulations b. Works effectively with principal to provide on-going guidance (formal and informal) regarding administrative practices		
		School Committee Support a. Facilitates operations of school committee meetings with agenda development and materials b. Provides legal guidance on school committee matters c. Facilitates evaluation of school practices, policies, goals d. Effectively communicates with school committee members		
		Administrative Support a. Provides and oversees a central administrative staff that works with the school administration, school committee, and Rowe Town staff in a timely, effective, and supportive way		

Everyday logistics/daily routine/services/responsibilities

- Students
- Parent/guardian
- Teachers
- Principal
- Secretary
- Nurse
- Custodial
- Cook

Suggested Process for Evaluating Rowe School Superintendent/Central Office Support
(Draft, Zavotka 1/12/15)

1. What: "School District" Evaluation Form developed from the *Self-Assessment Tool* created by the Massachusetts Department of Elementary and Secondary Education.

2. Purpose: The purpose of this process is to provide feedback to the Rowe School Committee in order to make the best decision regarding school superintendent/central office support. The evaluation further provides information to the Rowe Community and serves as objective support for decisions made by the Rowe School Committee. Finally the assessment can be used to improve future superintendent/central office services provided to the school.

3. Who will participate: School Committee, Principal, Teachers, Staff, and PTP will complete relevant sections of the evaluation form. (This could be an anonymous process for Teachers, Staff and PTP)

4. How: Evaluation forms would be completed by participants. (Selected person) would tally the numerical results. School committee members would receive copies of comments related to each area. Evaluation would be discussed at a School Committee Meeting. Executive session could be used if needed for principal's evaluation.

5. When: Since Rowe School has not experienced a full year of service from NBSU there are some areas that will be difficult (if not impossible) to currently evaluate. To attain an accurate evaluation, the assessment process should occur in July, 2015. However, if the committee wishes to get a "reading" of the situation to date, evaluation forms could be distributed in early February, analyzed and discussed at the February School Committee meeting.

ROWE SCHOOL ENROLLEMENT 14/15

PreK – 3 9 Choice-5

PreK – 4 5 Choice – 3

K - 5 Choice - 3

Gr. 1 5 Choice – 1

Gr. 2 4 Choice – 2

Gr. 3 11 Choice – 4

Gr. 4 7 Choice – 5

Gr. 5 7 Choice – 4

Gr. 6 14 Choice – 6

Total Enrollment including PreK-67

Choice including PreK-33

Draft 11/18/14

Rowe School 2nd Reading

Use of Facilities Policy

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

1. Any individual or group wishing to use the Rowe School building or grounds must submit to the Principal an *Application for Use of School Facilities Request Form* (available at the school or online at www.roweschool.org).*

2. Any group wishing to use the Rowe School building or grounds must be sponsored by either a Rowe resident or be a school student's parent/guardian. The individual listed as "person responsible" on the application form, must be present during the entire time of use.

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

4. Individuals or groups using the Rowe School building or grounds must adhere to the following regulations:

a. Only those areas of the facility approved for use by the Principal may be used.

b. 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 be assessed for cleaning.

c. Any use of the Rowe School building or grounds must meet current fire and safety regulations.

c. All garbage/trash and personal items must be removed from the site the day of the event.

d. Appropriate adult supervision must be provided for all student-aged groups. A minimum of (1) adult must be present at all times for every 10 children under the age of eighteen (18) years old.

d. No alcoholic beverages are to be served or consumed in the Rowe School building or grounds.

e. No smoking is permitted in the Rowe School building or grounds.

f. The school building must be left locked and windows secured as specified by the Principal.

f. Keys must be promptly returned to the Principal by the next school day following use.

g. No school equipment shall be used, unless expressly indicated in writing, by the Principal on an approved *Equipment Use Form* (available at Rowe School or online at www.roweschool.org)

h. Any use of the gymnasium requires appropriate footwear be worn.

* Rowe Town Committees wishing to use the facilities for meetings can do so by securing permission with the Principal without completing an application form.

Draft 11/18/14

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USE OF SCHOOL EQUIPMENT 2nd Reading
Rowe School

Organization_____ Person Responsible_____

This form is only to be used as an addendum to the *Application for Use of School Facilities*. Any questions regarding equipment use should be discussed with the Principal.

Please describe below the equipment that you are interested in using and how you plan to use it.

I agree to abide by the requirements set forth by the Principal in using the equipment described above. I understand that enforcement of proper use and care of this equipment is my responsibility and that I am responsible for any damages incurred to it during the event.

Signed by**:_____ Date: _____

** Must be a Rowe Resident or Rowe School Parent/Guardian

APPROVAL GRANTED:_____(principal)

Route _____ Custodian
_____ Cafeteria
_____ Secretary

USE OF SCHOOL EQUIPMENT 2nd Reading
Rowe School

Organization_____ Person Responsible_____

This form is only to be used as an addendum to the *Application for Use of School Facilities*. Any questions regarding equipment use should be discussed with the Principal.

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Signed by**:_____ Date: _____

** Must be a Rowe Resident or Rowe School Parent/Guardian

APPROVAL GRANTED:_____(principal)

Route _____ Custodian
_____ Cafeteria
_____ Secretary

APPLICATION FOR USE OF FACILITIES 2nd Reading
Rowe School

Organization_____ **Person Responsible**_____

Address_____

Phone_____ **Date of Request**_____

Email_____

DATE OF USE :_____

TIME OF USE: From_____ **To**_____

PURPOSE OF USE: _____

ESTIMATED ATTENDANCE: _____

AGE GROUP: _____

FACILITIES REQUESTED:

_____ **Library**

_____ **Project Room**

_____ **Gymnasium**

_____ **Gymnasium with Stage (performing events only)**

_____ **Outdoor Grounds**

_____ **Cafeteria only**

_____ **Cafeteria with kitchen for serving only***

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

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 and that I am responsible for any damages incurred during the event.

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

*** Requires Certified Serve Safe Personnel on duty**

**** Must be a Rowe Resident or Rowe School Parent/Guardian**

APPROVAL GRANTED:_____**(principal)**

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

APPLICATION FOR USE OF FACILITIES 2nd Reading
Rowe School

Organization_____ **Person Responsible**_____

Address_____

Phone_____ **Date of Request**_____

Email_____

DATE OF USE :_____

TIME OF USE: From_____ **To**_____

PURPOSE OF USE: _____

ESTIMATED ATTENDANCE: _____

AGE GROUP: _____

FACILITIES REQUESTED:

_____ **Library**

_____ **Project Room**

_____ **Gymnasium**

_____ **Gymnasium with Stage (performing events only)**

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

*** Requires Certified Serve Safe Personnel on duty**

**** Must be a Rowe Resident or Rowe School Parent/Guardian**

APPROVAL GRANTED:_____**(principal)**

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

December, 2014

EXHIBIT I

RECREATIONAL AND VOLUNTEERS ACTIVITIES RELEASE FORM

I, the undersigned (insert name), do hereby consent to my participation in voluntary or recreation programs of the Town/City of _____ (insert name of municipality).

I also agree to forever release the Town/City _____, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in any voluntary or recreation programs of the Town/City ("the Releasees") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage resulting from my participation in the Town/City of _____ voluntary activities or recreation programs.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or property damage resulting from participation in the Town/City of _____ voluntary activities or recreation programs.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs. By signing this Form, I affirm that I have decided to participate in the Town/City as a volunteer or in its recreation programs with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I may suffer in voluntary activities Town/City or recreation programs.

Participant Signature:

_____

Date:

_____

EXHIBIT I

RECREATIONAL AND VOLUNTEERS ACTIVITIES RELEASE FORM

I, the undersigned (insert name), do hereby consent to my participation in voluntary or recreation programs of the Town/City of _____ (insert name of municipality).

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I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or property damage resulting from participation in the Town/City of _____ voluntary activities or recreation programs.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs. By signing this Form, I affirm that I have decided to participate in the Town/City as a volunteer or in its recreation programs with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I may suffer in voluntary activities Town/City or recreation programs.

Participant Signature:

_____

Date:

_____