MEETING MINUTES – FY2015
Rowe School Committee
Monday, March 30, 2015 – 5:30pm – 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), School Counsel Russell Dupere (RD).
Audience: FinCom Chair Wayne Zavotka (WZ), Gail May, Barbara Griffin

1. **Call to Order**: Chair Lisa Danek-Burke called the meeting to order at 5:38pm. Lisa stated that Russell had been invited to the meeting for specific items, so is moving these items to beginning of meeting (see Items 2-4).

2. **Vote to Approve Warrant Article to Join Mohawk K-12:** An updated version of the Mohawk Regional Agreement was handed out at the meeting. RD explained that DESE needs to approve regional agreements, and the version they approved was received after town meeting warrant information was sent to the towns. The warrant article that was sent in the packet did not change. Christine Lynch at DESE had minor changes: 1) removed all tuition language, 2) changed two-thirds vote to 10 of 15 (was 12 of 15), and 3) changed percentages of votes. RD stated that DESE Legal Department is still reviewing the agreement so there may be other changes. If there are any changes he will send them to the committee. He also stated that Christine would like to do a general update to the agreement, which will probably be done next year. RD then reviewed the changes to the agreement with the committee. He stated that the proposed agreement should be sent to the town by the School Committee, along with the approved warrant article. If there are any further changes to the agreement, RD will provide copies right away so that they can be made available to the public prior to town meeting. LDB asked about the possible appointment now of two members from the town of Rowe to the Mohawk School Committee to work solely on the following year's budget. RD stated that Christine did not put that in the proposed agreement. He has sent her a clarifying email about this, but has not heard back. He stated that sometimes a school committee will vote two of their members to be on a Transition Committee, to vote only on the following year's budget. Or, Rowe could continue the way they have been with a school committee member participating in Mohawk meetings, but not having a vote. <u>VOTE: LM made a motion to vote to approve the Regional Agreement Warrant Article to submit to the town of Rowe for the Annual Town Meeting Warrant as read. SZ seconded the motion; motion passed unanimously (3/0/0).</u>

   Warrant Article: *To see if the Town will vote to join the Mohawk Trail Regional School District pursuant to the proposed amended Mohawk Trail Regional District Agreement, which provides for the expansion of the Mohawk Trail Regional School District to include the town of Rowe as a 7-12 member town, as posted and/or available [insert locations], to be effective July 1, 2016.*

3. **Central Office Services:** LDB sent RD the document that Susie had generated and the committee had discussed. (See Feb 23 minutes for copy of SZ 1/12/2015 draft document.) Russell stated that the concept in general is a good idea, but he has a concern that the document looked more like an evaluation of the two superintendents and a comparison of the two of them, which is something that could possibly be done—but you would need the consent of the superintendents to do that. He stated that it might not be the best way to review the distinctions between the two. It is the superintendent that runs things, but the superintendent can change. From a long term perspective you should look more at: what is the structure of the two, how do they work, look at payroll issues and control issues, all of the global type things that affect the school—which will not change regardless of who is there. You can still do the comparison, but it cannot be an evaluation of the superintendents' performances. That could lead to legal problems. He would like to see it framed differently, which he thinks is possible. SZ stated that it was based on a state evaluation instrument that evaluates the central office services, and one section of it was specific to the superintendent. She based it on an existing document, so she is surprised at his response. Russell stated

that that is why he thought it was an evaluation at first. Usually a superintendent's contract states that there is an evaluation, and it is whatever is agreed to in that contract. Each superintendent would have an evaluation based on the state model, but you wouldn't then compare the superintendents to one another. That would be impossible now anyway, as Supt. Buoniconti is not working here. You can make comparisons, but relate them to things like what is the curriculum, did you see improvements in the curriculum, did you see improvements in the amount of control you have locally. Take some of the same categories, but relate them to the school structure instead of to the superintendent. SZ stated that the intent was to evaluate the services being provided, not to evaluate the superintendent. RD stated he does understand what the committee is trying to accomplish. He suggested that perhaps the school committee do a survey of just what happened this year with NBSU, without any comparison to Mohawk. RD stated that superintendent evaluations are done by the school committee—although the state may be making changes to this in the future. If someone sees this as an evaluation of their performance, then it is outside the scope of what is presently allowed. He thinks the document can be changed to accomplish what the committee is looking for; i.e., perhaps call it *Survey Regarding Central Office Services*. SZ stated she feels making decisions without getting feedback from people directly involved is tough, and probably not the most accurate way to see what is going on; and the more valuable information would be in comments supporting survey answers. She sees this as a tool to get general input and impressions from others (faculty, staff, principal, town administration; perhaps PTP and some parents) as to how things are going. Survey questions would be tailored to area of knowledge; i.e., faculty would not be answering questions concerning finances. LDB stated that if we survey parents/guardians, it should be <u>all</u> parents/guardians. JL asked when this survey would be done. SZ stated that she thinks it may be too late this year to change things, as we—and all of the other towns—are about to decide on FY16 school budgets. RD stated that with the regional agreement change proposed to take effect July 2016, it would make logical sense to wait until then to make any changes. LDB stated that she doesn't feel we can make a change now—mainly for budget reasons, which is why she was against making the change last year after the budget had already been set. SZ said what she hears LDB saying that for this year we should continue the contract with NBSU, that we rewrite this survey and try to get it out before the end of this year, and do an evaluation early next year. In addition, focus groups may be held. RD suggested that separate surveys be prepared for staff, town administration and parents; and to make it more global—about the structure rather than individuals. SZ will send drafts of the reworked survey to RD for review.

4. **Use of Facilities Policy and Release Form:** LDB stated the committee had questions: 1) who needs to sign this form, 2) what are the differences between school and outside event use? RD stated the form would be used for outside events (birthday party), or voluntary field trips. Essentially anything that is not part of the curriculum would require this signed form. LDB stated that this came up because volunteers were helping set up the playground area and equipment last year and MIIA wanted all volunteers to sign this form. RD stated that these forms don't offer complete protection, but they offer some protection and defense; and MIIA may offer discounts for having these policies in place. He provided the following examples:
   - **AmeriCorps after school events**—all participants need to sign form [parents/guardians sign for minors]
   - **Old Home Day**—anyone working at the event (people using kitchen, vendors, etc.) needs to sign a form, but attendees of the event do not
   - **Town meeting or town elections**—form not needed [actually illegal to require for elections]
   - **Recreational use** (basketball, volleyball, etc.)—all participants need to sign form [parents/guardians for minors]
   - **Private use** (birthday party, etc.)—all participants need to sign form [parents/guardians for minors]

   <u>VOTE: SZ made a motion to accept the *Use of Facilities Policy* with the accompanying forms: *Application for Use of Facilities, Use of Equipment,* and the *Recreational and Volunteers Release Form*. LM seconded the motion; motion passed unanimously (3/0/0).</u>

5. **Facilities System Representative:** LDB stated that this matter came up a few months ago because of all of the new systems in the building, which are quite complex. It was tabled because no one has come forward at this point for this unpaid position. Last Friday SZ sent an email to LDB on behalf of the School Building Committee (SBC) stating the following: *The SBC on Wednesday discussed the possibility of using some members of the SBC as an advisory group to help Bill Knittle in regard to the physical facilities. The term for the SBC is ending and we still have items that will need to be completed in the spring (outside, as well as some shelving, and various small items for walls,*

etc.). Bill said he would really appreciate the help with issues relating to the building. The thought was that as a member of the School Committee I could take responsibility for the facility, and use the advisory group to help. RD asked if this would be to finish a punch list. SZ stated it may be more ongoing. There are two items: 1) getting things finished up, and 2) ongoing management/maintenance of systems. RD: It would be better to have an official subcommittee of the School Committee to handle this, and postings will be required. It can have a School Committee member or not. LDB stated that discussion on this can be continued at the next meeting.

6. **Minutes:**
   - **Feb 12, 2015:** LDB has questions for EM on these minutes. Minutes were tabled.
   - **Feb 16, 2015:** VOTE: SZ made a motion to approve the Feb 16, 2015 minutes as presented. LM seconded the motion and it passed unanimously (3/0/0). Minutes signed and given to JL.
   - **Feb 23, 2015:** VOTE: LM made a motion to approve the Feb 23, 2015 minutes as presented. SZ seconded the motion and it passed unanimously (3/0/0). Minutes signed and given to JL.
   - **Mar 4, 2015:** Tabled to next meeting. [Not part of meeting packet.]

7. **Audience of Citizens:**
   - **Wayne Zavotka** asked if the Budget was going to be discussed. LDB stated yes, a little later in the meeting.
   - **Barbara Griffin** asked about the sick time and vacation hours. The staff hasn't received any information. LDB stated that at the last meeting was asked CG if she could start working on this. CG stated BK that Ronna Brandt sent Laurie listings of everyone's current (inluding accumulated) sick time. This information should be given out to employees, and if they have any questions they should get in touch with NBSU. LDB: The sick bank also needs to be addressed, but sick time needs to be straightened out asap. The School Committee wants to make sure that the town is tracking this properly. Since there have been changes at the town level, the sick information has not been kept up and cumulatives have not been correct. Barbara: They haven't been correct and we haven't gotten any information for at least 1½ years. JL will work with BK on this and report back. CG stated that the town is going to a new accounting system, so there will be new changes. LDB: Item will stay on the agenda.

8. **Report of the Chair:**
   A. **Request to Reduce FY2016 Budget/FY2016 Budget Reduction:** LDB reported that the School Committee received a request from the Board of Selectmen asking that all town departments cut their budgets because the proposed town budget is $100K over the levy limit. They asked all committees to go back and look at their budgets, but didn't really give anything to work on. JL, CG and BK have been looking at the budget to see if there are areas that can be reduced. LDB received a follow-up email this morning from the Board of Selectmen asking for budget cut information, which she forwarded to JL and BK. Essentially a FinCom representative and the Selectmen met and are asking for all town departments to look at a 3.0% reduction in their budgets. LDB wants to facilitate the discussion, but she would like to hear from JL what possible reductions there could be. For the primary (elementary) budget 3.0% is about $30K. The combined budget (primary & secondary) budget is $1.6M, with 3.0% being about $45K. We really can't cut at the secondary level. JL: The initial elementary budget has an increase of 1.4%. When that was developed we looked at things as tight as we could. The secondary budget took us by storm when the tuition increase was announced (10%). As LDB states, there isn't a lot we can do about. It seems unfair in some ways that Rowe School should take the brunt of reductions for situations that we don't have control over. If the tuition increase was cut to 5.0% we would be in pretty good shape at this time. He then presented a spreadsheet of proposed budget cuts totaling $16K. As far as personnel, which is where you get the most bang for your buck, we do not recommend any cuts in this area. In fact, a 1-to-1 aide has been added to the budget. We hope to add this employee—needed for a high needs child—before the school year is over. We prefer to meet the needs here at the school, as out placement would be more costly. If a $30K cut is needed, JL recommends the additional cuts be covered by School Choice funds. We looked at some items that are more controversial and which JL is NOT recommending at this time; i.e, 1) charge for district preschoolers to attend, 2) charge students for school lunch, 3) eliminate the $15K for Mohawk late bus. LM asked if there is a COLA for town employees. WZ: There is a recommended 1.7% COLA

increase for all town employees, and in most cases that is being held to. There are some new positions being recommended in town as well as some increases in work hours, which increases salaries/wages for a couple of employees. He has not connected with Marilyn Wilson nor the other FinCom members. Marilyn has been out of town, and Mitch Soviecke has been away. The first FinCom meeting will be Friday morning, April 3rd at 10am, and probably the Selectboard chair will be present. After returning from South America WZ received an email from Marilyn stating that the deadline for submitting the warrant is April 10th (which is less time than he was originally told when he left on March 1st), and the FinCom had cuts to make and only 7 days to get the budget together. WZ was looking at Ellen's figures (in the minutes) and putting them into the FinCom's budget worksheet. The FY2016 budget request for the Rowe Elementary School was $1,050,156—a $14,006 (1.35%) increase over FY15. Adding the large increase (overall 31.2%) for secondary tuitions (Mohawk up 60.7%; Tech down -37.0%), the overall school budget of $1,454,600 for FY15 increases 10% to $1,599,076 for FY16. WZ: Is the $16K you're talking about cutting coming from the primary budget, with any additional cuts in the primary budget to be covered by School Choice funds? LDB: Yes. JL: So far we have proposed taking $89K of the FY16 budget from School Choice. Last year it was $99K. We could increase FY16 to $99K (matching FY15). There are more School Choice funds, but we want to start building that fund up as it has been drained pretty well. We're only anticipating having $17K left in School Choice as of June 30th. WZ: I suggest (personal opinion only—not on behalf of the FinCom) it is probably wise to think hard and fast about a 3.0% reduction—and if you choose not to cut 3.0%, come to town meeting prepared to defend your budget. JL: Should I attend the Friday meeting? WZ: You're very welcome to attend—anyone from the school is welcome to attend. LM: Cutting our budget means that our elementary budget will be less than last year. I personally am not in favor of any of the cuts. WZ: Even if the other committees and town departments scaled back some of their new proposals, it still doesn't come up to the large piece the school budget commands. I do think the significant tuition increase comes because we have more children. LDB: We have 24 at Mohawk this year—and will have 34 next year. In addition, the tuition went up $1,435 (10%) per student—from $11,044 this year to $12,479 for next year. Because we tuition our secondary students, we are subject to sometimes large fluctuations year to year because of the student population; whereas if we belonged to the Mohawk District those fluctuations are spread over time via a formula. The costs per student would probably be similar, but increases/decreases would be spread over a longer period so there wouldn't be wild fluctuations. Also, if a student moves in mid-year, that year's budget is not impacted for district towns; whereas, under our tuition arrangement, our budget will be impacted that year and funds must be found to cover the charges. JL: I will tell you, there is no elementary school in Berkshire County that has kept their budget increase to 1.4% as Rowe Elementary has; mainly due things like electricity cost increases and loss of grants. What is the town's free cash situation? WZ: I don't have that information. I do encourage you to attend Friday's meeting, and to come prepared at town meeting. CG: I asked Mike Kociela at Mohawk why there was such a large increase in Mohawk's operating costs for next year. He stated that perhaps the Rowe School Committee can convey at town meeting that because it was a negotiating year, they had to build in two years' worth of COLA increases which caused a huge increase in operating costs. That in turn affected Rowe's formula. JL: If you look at the formula they use that they had given us, in 2014-15 the operating costs went up very little—maybe $10,000. In 2015-16 they're going up $200,000. In addition the student population/enrollment went down. LDB: They went from 500 students to 460. That's what I think caused increase. If the tuition rate is overestimated, we will see a decrease in our tuition bill this fall. At this time, however, we still have to budget using the rate we've been given. I looked through the proposed cuts, and most of them look pretty clear to me. It seems like a lot of them we could absorb, but I am concerned about the Tools of the Mind. One of the reasons Mohawk is offering free preschool is that students that attend preschool tend to stay in that school. For Rowe to start charging for preschool now, or to start charging for lunch, that would be a mistake. We would probably lose students. BK: The Tools of the Mind (early childhood program) was a 3-year program. $7500 year one, and $2500 year 2. We're researching to see if we in fact have to pay this next year. JL: We could have savings next year if we lose one or two students at Mohawk, or perhaps we may open up more School Choice slots for next year. In June we'll know, but we don't know today. LDB: We may need to tell the town that we can cut now, but we may need to come back to the town mid-year if we're out of money. BK: There will be no preschool cuts, field trips will not be cut. We will be doing more fund raising for field trips. SZ: I'm concerned because we're being asked to make cuts to allow funds for other town expenses (new positions, salary increases) that the town may or

may not vote for. JL: It helps to give tangible information so townspeople can make decisions; i.e., tell them the late bus won't be there, so they can make informed decisions. And you need to get the parents out to town meeting. LDB: I think we should make some concessions here. I do get feedback that people want to see the school stay open, but maybe we don't always need "the Cadillac." BK: I think we need to explain that with this $16K cut we'll actually be decreasing our budget by $1994 or .2% compared to FY15. It is the secondary budget that is increasing, of which we have no control. LM: We've been cutting-for years to keep the budget down.

BK: The $16K cuts represent: SC Other: $1500 (eliminate MASC dues); Professional Development supplies: $300 (we'll find ways to fund this); Curriculum Leader: $2100 (planning to restructure position); Tools of the Mind: $2500 (may be paid up already); Gen Supplies: $1000 (we'll all tighten our belts); Custodial Supplies: $1000 (purchase supplies with FY15 surplus funds?); Field Trips: $2000 (increase fund raising, slight increase in student fees, PTP is more active which is increasing bottle receipts and coffee and pizza sales are very popular); Tech Supplies: $2000 (was to be used to buy enough ChromeBooks for everyone to keyboard regularly—will greatly help PARCC testing. Will be put off for now.). LM: What about FY17 when we have to make up for these FY16 cuts? LDB: Yes, you need to explain that at town meeting. JL and I can attend Friday's meeting and present our offer to cut $16K. SZ: I'm concerned with the accounting at the town office. I have no confidence in how much money we have, having just spent 3 weeks trying to figure things out. I think we need to take this seriously but also know that nobody knows from an accounting standpoint exactly where things stand. LDB: I think we all generally agree that we are not happy with this cut, but we're offering this $16K. Should we vote on this tonight? JL: At this point I think it's a negotiation. After discussing with town officials let's see where we stand. We can then take whatever vote is needed.

B. **Mohawk School Committee Update:** LDB provided Mohawk information in the packet, which includes warrant articles for their capital improvement plan and for the regional agreement (pupil allocation and Rowe join 7-12). They are adding free preschool.

C. **Snow and Ice Removal on School Grounds:** BK received a letter on this. LDB received calls from the Police Chief and Fire Chief on this. BK is working with Fire Chief Sprague on this.

D. **Rowe School Website:** LDB asked if by the next meeting we could have some movement on the school's website. She looked at it and found there isn't much information on it. BK: We started back in September, but haven't gotten back to it. Graham Coterwas will be at the school tomorrow and this is on a list of items BK's addressing with him.

E. **School Improvement Plan:** LDB stated that she hasn't seen anything on this. Plan does not need our approval, but we do review it. JL: Meeting next week with the admin team. We have a draft of the Union improvement plan, which the local improvement plan will come from. Rowe will have a plan before the year is over.

F. **Heath Select Board Letter re Proposed Regional Agreement Changes:** Letter from Sheila Litchfield suggests that regional agreement changes this year be pared down to two: Rowe joining 7-12, and expanding to PreK-12. Suggests addressing other changes in future years.

G. **Annual Town Meetings:** LDB provided list of dates for area town annual meetings for information only. She thinks it would be good to have a handout at the Rowe town meeting with a snapshot on our school; i.e., budget, enrollment numbers, programs offered, etc. SZ: It would be good to get some facts out to voters about what it means to join Mohawk 7-12. LDB: Perhaps we could mail it with the town warrant. She'll check on this. Also, perhaps we could have an informational meeting the same evening as our next regular meeting on Monday, April 27th. She'll work on the Mohawk aspect of information, and asked JL to work on budget information and what we offer at Rowe School.

H. **Old Home Day:** LDB received a call from Paul McLatchy III stating that the OHD Committee would like to use the school building on Old Home Day. She told him at first glance it looked okay. As a follow-up, OHD member Jenn Morse sent an email to LDB and BK today stating they would like to use the cafeteria, lobby, bathrooms, gym and grounds. They would like to reserve the school for some other things as well. They will fill out forms for that. BK will handle matter. No action needed by SchCom at this time.

I. **Annual Town Report of Rowe School Committee:** Provided in packet. No discussion.

9. **Superintendent's Report:**
   A. **FY2015 Budget:** Updated financial statement as of March 24 provided. Currently at 77% of school year.
   B. **Choice Family:** JL stated that BK made contact with the Heath family and learned they have applied to Heath for homeschooling. BK stated he believes the home schooling has been approved.
   C. **School Choice Recommendations:** JL presented recommendation that (17) School Choice seats be declared open for the 2015-16 year. VOTE: SZ made a motion to declare the following School Choice seats open at Rowe Elementary School for 2015-16 school year:

Kindergarten	(3)
Grade 1	(3)
Grade 2	(3)
Grade 3	(4)
Grade 4	(0)
Grade 5	(2)
Grade 6	(2)
TOTAL	(17) openings

   LDB seconded the motion. She asked that the minutes accurately reflect the seats opened up in each class. Motion passed unanimously (2/0/0). [Note: LM left the meeting prior to this vote.] JL will turn the information in to DESE.
   D. **PARCC Update:** BK: It's going well. From technological standpoint it is as smooth as you could ask for. With the ChromeBooks it works wonderfully. Don't have to deal with boxes of paper and manuals. We're not sold yet. We will come up with a list of pros and cons. Kerri noted that some of the reading level passages on one 4th test ranged from 3rd to 6th grade level. BK thought that some questions were overly obtuse, and others were written well. JL: That is one of the reasons this is a pilot year. The math was pretty tough. In the future because it is on line we will get results quickly. Not for this pilot year though. Our admin team will get together to talk about our experiences, and we should be able to provide input. BK encouraged the staff to keep specific notes on pros and cons for feedback to the state. SZ wondered about kids taking writing tests on line, and creatively trying to type rather than write their responses. Perhaps they can be handwritten and scanned in. BK: This is what the test is going to be like. But, having 2nd and 3rd graders typing essays seems like it is too soon. BK: Where does college career ready start? Is hands on learning something they will remember better?
   E. **Surplus Items:** SZ stated that she was supposed to help JL get into the Fire Station. They will work on this.
   F. **Supt's Educator Evaluation Plan:** Provided in packet. No discussion.

10. **Principal's Report:**
   A. **Academics:** Parent/Guardian teacher conferences start next week. PARCC (see comments above).
   B. **School Based Activities:**
   - 3rd & 4th grade took field trip to the Smith College Bulb Show as part of an extension of the science unit on plants. Students had a scavenger hunt and presented what they learned at an All School Meeting. Students paid for the trip themselves. Claudine and Laurie deserve the credit for this.
   - Parent asked if due to all of the snow days could students go to school during April vacation and get out earlier in June. LDB: It is negotiable in the teachers' contract. When this happened in the past it was not agreed to. Don't remember if was just Rowe, or Rowe and Mohawk. This is why we went to a before Labor Day start.
   - Community luncheon is this Thursday 4/2, and Community Potluck and Movie Night is Friday 4/10. This was very successful in the old school.
   - DC field trip group arrived in DC this afternoon. LDB stated she just learned that seven students did not attend the trip this year. She can't recall that happening before. What are these students doing? BK: They are staying home. There is no classwork going on this week, so students are at home. They are being considered absent this week. Parents were aware of this. JL: It would be good in the future to provide classwork for these students. There must be various reasons why they have not gone. Some legitimate, some perhaps not. Some of the students may be afraid to leave home. In the future these will need to be excused absences. LDB: Don't we legally need to provide curriculum for them? Planning should have been done ahead of time to provide something for them. BK: We'll have to handle it differently in the future. If it is for monetary reasons,

scholarships are always offered. Perhaps some people are not comfortable asking for money. If we give them options rather than attending the trip, then it would open it up to more people that won't go. Two students: anxious because they had never been away like this. Parents also anxious and did not want to push them. One student: never received and answer why. Three students: Their parents decided to take them on a different trip. LDB: As a parent I can understand parents' apprehension. JL: Maybe it does need to be scaled down. LDB: Do a follow up after this year's trip. See if more chaperones could go, or other options. JL: Maybe better groundwork next year ahead of time will get the students more prepared for the trip.

C. **Building, Staffing, PD/Training:**
- PL Days 4/1, 4/15, 4/29, 6/3 and 6/10.
- Building Issues: Biggest issue is the cost of electricity. We're looking into that. DPW took care of some minor items. Some repairs will take place when snow is gone.
- Cafeteria/teaching assistant: PT employee Kara Kitchen has been hired for this position. 1-on-1 teaching assistant has been advertised. Awaiting finalization of student's IEP.

11. Unfinished Business:

A. **Benefits for Retirees:** JL reported that Gail May is retiring after 29 years of service. Using the teachers' contract for this calculation...her current hourly rate is $23.30 x 7.0 hrs/day = $163.10 per diem rate. She has 25 accumulated sick days x $163.10/day = $4,078 x 15.0% = $612. Retirement benefit: 29 yrs x 1.5 = 43.5 x $163.10 = $7,095. Total payout $7707 (approximate). Payment of the retirement bonus can be split. Per teachers' contract first half shall be paid within 2 months of retirement; second half shall be paid not later than 12 months after first payment. It's possible there is money in this year's budget to pay for this. Need to wait until year end to determine this. A decision does not need to be made tonight. LDB: There is no policy on this—it has been past practice. SZ: Should we think about adopting a policy before we make a decision about another individual, or handle this matter and then work on a policy? SZ's preference is to wait until the next meeting when full committee is present. Matter tabled to next meeting.

12. New Business:

A. **2015-16 Draft Mohawk Calendar:** Draft dated 2/27/15 was presented. JL suggests we wait until Mohawk passes this before Rowe acts on it. LDB stated it should be reviewed to see if there may be any problems. BK will disseminate to staff.

13. Action Items

A. **Vote to Approve 2014-15 Calendar Change (Rev 3/19/15):** Mohawk cancelled two PL Days on April 8 and May 20, and added two PL Days on June 3 and June 10. We need to vote on these changes. They also changed last day of school, which does not require a vote. VOTE: SZ made a motion to approve the 2014-15 Calendar revised on 3/9/15. LM seconded the motion; passed unanimously (3/0/0).

B. **Vote to Approve Rowe School Capital Plan Requests:** BK: We've looked at several types of tractors and we think that a front mower is the way to go due to our hills, which are steeper than they were originally. Unfortunately we have to wait a month or so for a demo due to snow/ice/water. The range is $28K-$34K. For the record, Sean Loomis at the Park has been very helpful. He does not want to go in with us on this tractor as he has other plans down the road. BK prepared a packet supporting the requests for the mower and computers. LDB and JL will present the information to the FinCom on Friday. No vote taken at this time.

C. **Vote to approve Regional Agreement Warrant Article:** (see Item 2.)

D. **Vote to approve the Use of Facilities Policy:** (See Item 4.)

E. **School Building Committee**: SZ: The SBC asked the Selectboard to extend our appointments to April 30, but they never voted on it. In limbo at this time. We have two special funds that the SBC is responsible for: 1) $50K Dollar General Library Grant, and 2) Capital Campaign Funds. At an SBC meeting on Monday we voted that if we are no longer a committee we would like to turn the responsibility for these funds over to the School Committee, because by state law a specific committee needs to be responsible for these funds. VOTE: SZ made a motion that the School Committee accept responsibility for the $50,000 Dollar General Rowe School Library Grant and the Rowe School Capital Campaign Fund with Susie Zavotka continuing to be responsible for signing off on use of funds, and another signatory if needed, until the funds are gone; unless the SBC's appointment is continued beyond March 30, 2015. LM seconded the motion; motion passed unanimously (3/0/0).

14. Subcommittee Reports:

A. Policy: LDB stated she found a folder she has with policy items that she will turn over to SZ.

B. School Building Committee: SZ stated that Marilyn stated that the $20K that was transferred from the Regular School account to the School Fire Account can be transferred back because there was no vote had been taken by School Committee to do this. Also, it has been tentatively agreed by MIIA that the $10K Hawlemont rental for 2012-13 that was never reimbursed will be reimbursed by MIIA. SZ is also working on another $6K reimbursement.

15: Other - FY2016 Budget: WZ returned to the meeting to report that he just spoke with Dennis May of the FinCom who was the rep that had met with the Selectboard. Dennis states that the Selectboard is looking for 3.0% reductions from all committees/departments, except the School Committee. They are looking for a 1.0% reduction from the School Committee. The committee was glad to hear this news.

16: Next Meetings:

- JL reminder: next NBSU SchCom meeting is Monday, May 4th at 7pm in Savoy. Hopefully everyone can make it.
- LDB: We will need to have a meeting to vote on budget reductions.
- Next regular meeting: Monday, April 27 at 5:30pm at Rowe School.

17. Adjournment: VOTE: SZ made motion to adjourn at 9:05pm. LDB seconded motion; passed unanimously (2/0/0).

Respectfully submitted by Ellen Miller,

Signature: _____

Lisa Danek-Burke, Chair

Date Approved: 4/27/2015

Correspondence/Handouts:

- Agenda
- Town Meeting Warrant Article Rowe Joining Mohawk 7-12
- MTRSD Regional District Agreement – Latest draft
- Use of Facilities Policy – 2nd read draft 11/18/14 and Dec 2014 forms
- Minutes: 2/12/15, 2/16/15, 2/23/15, 3/4/15
- Emails from MW re FY2016 Budget Reduction Requests - 3/12/15 and 3/30/15
- FY2016 Budget approved by SchCom - 2/23/15
- FY2016 Budget reduction proposals - 3/30/15
- Mohawk Letter to District Towns re Warrant Articles – 2/26/15
- Letter to Principal Knittle from Rowe Fire Chief - 3/19/15
- Letter to MTRSD SchCom from Heath BOS Chair Sheila Litchfield - 2/19/15
- Annual Town Meeting Schedule for Mohawk region towns
- 2014 Annual Town Report of Rowe School Committee
- FY2015 Financial Statement – as of 3/24/15
- 2015-16 Student Roster w/School Choice Open Seat Request
- Superintendent's Educator Evaluation Plan
- Principal's Report - 3/30/15
- Rowe Teachers' Contract – excerpts concerning retirement benefits (3 pgs)
- Mohawk 2015-16 Calendar – 2/27/15 draft
- Mohawk 2014-15 Calendar – 3/9/15 Rev
- FY16 Capital Requests: Rationale Memo 3/23/15, Form
- The Independent: *Mohawk sends $18.3 million operating budget to towns – 2/26/15*
- The Recorder: *Mohawk puts free preschool in $18.3 million budget plan – 2/28/15*
- The Recorder: *Mohawk towns to vote on school district changes in annual meetings – 2/28/15*

ROWE SCHOOL DISTRICT

86 POND ROAD, ROWE, MA 01367
(413) 512-5100

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Monday, March 30, 2015 – 5:30 p.m.
Rowe School, 86 Pond Road, Rowe, MA

Agenda

I. **Call to order**

II. **Approval of Minutes:** Minutes from February 12, 16, and 23, 2015

III. **Audience of Citizens:**

IV. **Report of the Chair**

- A. Request to Reduce FY 16 Budget/FY 16 Budget Reduction
- B. Mohawk School Committee Update
- C. 2014-2015 Calendar Change
- D. Snow/Ice Removal on School Grounds
- E. Rowe School Website
- F. School Improvement Plan
- G. Annual Town Meeting
- H. Old Home Day

V. **Report of the Superintendent**

- A. FY 15 Budget
- B. Choice Family
- C. School Choice Recommendations
- D. PARCC Update
- E. Surplus Items recommended Action
- F. Use of Facilities Release Form
- G. Capital Improvement Plan

VI. **Principal's Report -** Principal's Report in Packet

VII. **Unfinished Business:** Town Report, Baseball Field/League, Facility Systems Representative, Support Staff Sick Bank, Central Office Services

VIII. **New Business:** Draft 2015-2016 Calendar

IX. **Action: Items:**

- A. Vote to approve change in 2014-2015 Calendar to cancel April 8 and May 20 PL days and add June 3 and 10 PL days (Note change to last day of school for students and staff)
- B. Vote to approve the Rowe School Capital Plan Requests: Tractor-$23,000, MacBooks-$2,400, ChromeBooks-$900, iPads-$1,600
- C. Vote to approve Regional Agreement Warrant Article to submit to Town of Rowe for Annual Town Meeting Warrant
- D. Vote to approve the Use of Facilities Policy

Mohawk Trail Regional School System | 2014-2015 CALENDAR—Revised 3/9/15

AUGUST

S	M	T	W	Th	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

Aug = 3 days (2 full, 1 half)

21 Sub. Teacher PD 9:00 – 12:00 MTRHS
22 New Teacher Orientation 9:00 – 12:00 MTRHS
25 Teacher Work Day
26 District PD 8:00 – 11:00 School-based PD in PM
27 First Day for Students
½ Day MS/HS 11:30 Dismissal, Elementary 12:30 Dismissal, PM –PD
28 Elementary 12:30 Dismissal
28, 29 High School – Full days of school

SEPTEMBER

S	M	T	W	Th	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				

Sept = 21 days (18 full, 3 PL)

1 Labor Day
10, 17, 24 Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal
24 Elementary School Grade Level Meetings

OCTOBER

S	M	T	W	Th	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	26	30	31	

Oct = 21 days (18 full, 3 PL)

1, 8, 22 Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal
13 Columbus Day
22 Elementary School Grade Level Meetings
31 3 Dist. Prof. Dev. Day

NOVEMBER

S	M	T	W	Th	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

Nov = 16 days (15 full, , 1PL, 1 SNOW)

6, 7 Elementary Conferences 12:30 dismissal
11 Veterans Day observed
19 Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal
26 SNOW DAY
27, 28 Thanksgiving Vacation

DECEMBER

S	M	T	W	Th	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			

Dec = 16 days (13 full, 3 PL. 1 SNOW)

3, 10, 17 Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal
9 SNOW DAY
17 Elementary School Grade Level Meetings
24 - Jan 2 Winter Vacation

JANUARY

S	M	T	W	Th	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

Jan = 17 days (15 full, 2 PL, 2 SNOW)

1 New Year's Day
1, 2 Winter Vacation
7, 28 Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal
12, 17 SNOW DAYS
21, 22, 23 MS/HS Exams
19 Martin Luther King, Jr. Day
26 Second Semester begins

FEBRUARY

S	M	T	W	Th	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

Feb = 13 days (10 full, 3 PL, 2 SNOW)

2, 9 SNOW DAYS
4, 11, 25 Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal
25 Elementary School Grade Level Meetings
16-20 February Vacation

MARCH

S	M	T	W	Th	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				

March = 22 days (20 full, 2 PL)

11, 18, Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal

APRIL

S	M	T	W	Th	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		

April = 17 days (15 full, 2 PL)

15, 29 Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal
9, 10 Elementary Conferences 12:30 dismissal
20-24 April Vacation
20 Patriot's Day
29 Elementary School Grade Level Meetings

MAY

S	M	T	W	Th	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

May = 20 days (20 fulll)

25 Memorial Day

JUNE

S	M	T	W	Th	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				

June = 14 days (10 full, 2 PL, 2 exam)

3, 10 Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal
17, 18 (last two days) MS/HS Exams 12:00 Release, NO LUNCH
17, 18 (last two days) Elementary School 1:00 Release, LUNCH WILL BE SERVED
19 Staff Day - school-based classroom breakdown

21 PL days for HS. & Elem.
3 half days HS, 8 for Elem.
156 full days HS, 151 for Elem.

PL Dismissal Times
*12:50- MS/HS
*1:50- Elementary

1/2 Day Dismissal Times
*11:30 a.m. – MS/HS
*12:30 p.m. – Elementary

	1/2 Day (Elem and MS/HS)
	1/2 Day Elem ONLY
	No School
	MCAS Testing
	Staff PL Day
	3 District PD Day
	MS/HS Exams
	Staff Day – no class
	Parent Teacher Conferences

Town of Rowe

FRANKLIN COUNTY
MASSACHUSETTS
01367

Settled as Myrifield 1763 □ *Incorporated as Rowe 1785*

4 Sibley Road
Rowe, Massachusetts 01367
www.rowe-ma.gov
firechief@rowe-ma.gov
Ph: 413-339-4001
Fax: 413-339-8316
Rowe Fire Department

March 19, 2015

Bill Knittle, Principle
Rowe Elementary School
86 Pond Road
Rowe, MA 01367

RE: Clearing Snow & Ice from Egress Paths

Dear Principal Knittle:

This is a follow-up to our discussion about keeping the sidewalks and walkways around the Rowe Elementary School clear of snow and ice

The Massachusetts Fire Code (NFPA 1 adopted January 1, 2015) states in Chapter 3 and in Chapter 14:

3.3.176* Means of Egress: A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge.

3.3.107 Exit Discharge: The portion of a means of egress between the termination of an exit and a public way.

3.3.209 Public Way: A street, alley or other similar parcel of land essentially open to the outside air deeded, dedicated or otherwise permanently appropriated to the public for public use and having a clear width and height of not less than 10 ft.

14.1 Application: Means of egress in existing buildings shall comply with this Code and the building code.

14.4.1* General: Means of egress shall be continuously maintained free of all obstructions or impediment to full instant use in the case of fire or other emergency.

A.14.4.1 A proper means of egress allows unobstructed travel at all times. Any type of barrier including, but not limited to, the accumulations of snow and ice in those climates subject to such accumulations is an impediment to free movement in the means of egress. Another example of an obstruction or impediment to full instant use of means of egress is any security device or system that emits and medium that could obscure a means of egress. It is, however, recognized that obstructions occur on a short-duration basis. In these instances, awareness training should be provide to ensure that blockages are kept to a minimum and procedures are established for the control and monitoring of the area affected.

Taken together, the fire code clearly indicates that the School Department is responsible for maintaining the walkways and sidewalks at the Rowe Elementary School free of snow and ice.

I understand and appreciate the difficult nature of this winter's record snow, ice and cold. There are clearly times when the sidewalks won't be in perfect condition. But, it is expected and required that all of the walks will be fully cleared within a reasonable period of time.

Fortunately, Spring is almost here and the warming weather will soon solve the snow clearing issues we face. Let's be ready to avoid any issues next winter and have a clear plan for keeping access to the pump house and other out buildings as well.

Thank you for your attention to this matter. If you have any further questions please feel free to contact me.

Respectfully,

Brandon Sprague
Fire Chief
Rowe Fire Department

CC: Board of Selectmen
Chief of Police

February 19, 2015

Dear MTRSD School Committee members,

While attending the MTRSD preliminary budget hearing last night it became clear that time is of the essence in assuring the school committee hears voices from select boards regarding the proposed warrant articles to change the regional agreement prior to your vote on the proposed changes next week. In order to provide a voice from the Heath Select Board, it is necessary to have time to confer with my fellow Board members, with our Finance committee members and our School Committee representatives, rather than expressing a personal opinion on issues of this significance at the hearing. Our Board has not specifically discussed the proposed amendments together in open meeting, and yet you are seeking the Board's opinion.

Because of a Heath Special Town Meeting and important informational meetings on Wired West, the building of our Municipal Complex and changes to our Town Bylaws, and our All Boards and Committee's meeting, the earliest opportunity for Heath to hold a discussion on changes to the regional agreement would be March 10. If it would help you, we would be willing to adjust the deadline for submitting district-related warrant articles for inclusion on our ATM warrant to March 10, or if necessary by March 17 at the latest.

As a suggestion, changes to the agreement may be more welcomed by member towns if the amendments were proposed over the next couple of years. For example by amending the agreement in FY 16 to welcome Rowe as a member of the 7-12 district and recommending just one other amendment such as becoming a PK-12 district. In doing this, member towns might see that the regional agreement that has held fast for so long, can actually be changed. Perhaps then additional amendments could be brought forth next year with sufficient time to ensure town select board discussion prior to a school committee vote.

Sincerely,

Sheila M. Litchfield

Sheila M. Litchfield, chair

Heath Select Board

DRAFT

ANNUAL TOWN MEETINGS

2015

ASHFIELD	SATURDAY, MAY 2, 2015	10:00 A.M.	ASHFIELD TOWN HALL
PLAINFIELD	SATURDAY, MAY 2, 2015	1:00 P.M.	PLAINFIELD TOWN HALL
COLRAIN	TUESDAY, MAY 5, 2015	7:00 P.M.	COLRAIN SCHOOL
SHELBURNE	TUESDAY, MAY 5, 2015	7:00 P.M.	MEMORIAL HALL
BUCKLAND	WEDNESDAY, MAY 6, 2015	7:00 P.M.	MOHAWK HIGH SCHOOL
HEATH	SATURDAY, MAY 9, 2015	9:00 A.M.	HEATH SCHOOL
ROWE	MONDAY, MAY 11, 2015	6:30 P.M.	ROWE SCHOOL
HAWLEY	MONDAY, MAY 11, 2015	8:00 P.M.	HAWLEY TOWN HALL
CHARLEMONT	TUESDAY, MAY 26, 2015	7:30 P.M.	HAWLEMONT SCHOOL

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2014 through March 24, 2015

Column1	Column2	Column3	Column4	Column5	Column6	Column7
			Jul '14 - Jun 15	Budget	$ Over Budget	% of Budget
49900 · Appropriated Town Funds			0.00	1,454,600.00	-1,454,600.00	0.0%
			0.00	**1,454,600.00**	**-1,454,600.00**	**0.0%**
1110 · School Committee						
	1110112 · Salary		1,050.00	1,800.00	-750.00	58.33%
	1110116 · Advert/Bids/Print		1,363.10	3,425.00	-2,061.90	39.8%
Total 1110 · School Committee			2,413.10	5,225.00	-2,811.90	46.18%
1210 · Superintendent's Office						
	1210111 · Superintendent		12,851.80	16,707.00	-3,855.20	76.93%
	1210112 · Clerical Salaries		8,710.69	11,598.00	-2,887.31	75.11%
	1210115 · Office Supplies		23.91	300.00	-276.09	7.97%
	1210116 · Other Expense		3,550.22	3,326.00	224.22	106.74%
	121A116 · Travel Out of District		69.90	336.00	-266.10	20.8%
Total 1210 · Superintendent's Office			25,206.52	32,267.00	-7,060.48	78.12%
1400 · Finance and Admin Services						
	1430 · Legal Services					
		1430114 · Contracted Services	2,200.00	3,600.00	-1,400.00	61.11%
	Total 1430 · Legal Services		2,200.00	3,600.00	-1,400.00	61.11%
	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			2,200.00	3,923.00	-1,723.00	56.08%

Rowe Pub School
Profit & Loss Budget vs. Actual
July 1, 2014 through March 24, 2015

Column1	Column2	Column3	Column4	Column5	Column6	Column7
2110 · Supervisory - Special Education						
	2110111 · Admin of Special Education		9,442.20	12,275.00	-2,832.80	76.92%
	2110112 · Secretary		1,552.19	2,058.00	-505.81	75.42%
	2110113 · Sped Coordinator		0.00	1,725.00	-1,725.00	0.0%
	2110114 · Sped Medicaid Filing Fees		0.00	1,500.00	-1,500.00	0.0%
	2110115 · Supplies		215.47	375.00	-159.53	57.46%
	2110116 · Other		81.34	525.00	-443.66	15.49%
	211A116 · Travel		114.00	203.00	-89.00	56.16%
Total 2110 · Supervisory - Special Education			11,405.20	18,661.00	-7,255.80	61.12%
2200 · School/Building Leadership						
	2210 · School Leadership					
		2210111 · Principal	61,865.06	79,719.00	-17,853.94	77.6%
		2210112 · Principal's Secretary	26,254.90	34,470.00	-8,215.10	76.17%
		2210115 · Principal's Supplies/contracts	1,816.09	2,000.00	-183.91	90.81%
		2210116 · Principal's Other	804.29	1,050.00	-245.71	76.6%
		221011A · Principal's Travel	462.48	1,000.00	-537.52	46.25%
	Total 2210 · School Leadership		91,202.82	118,239.00	-27,036.18	77.13%
	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	1,667.52	2,000.00	-332.48	83.38%
		2250116 · Other	10,555.75	2,000.00	8,555.75	527.79%
	Total 2250 · Principal's Technology		12,223.27	4,000.00	8,223.27	305.58%
Total 2200 · School/Building Leadership			103,560.71	124,339.00	-20,778.29	83.29%
2300 · Instruction - Teaching Services						
	2305 · Teachers - Classroom					
		Teachers - Regular	267,613.91	355,247.00	-87,633.09	75.33%
	Total 2305 · Teachers - Classroom		267,613.91	355,247.00	-87,633.09	75.33%

Rowe Publ School

Profit & Loss Budget vs. Actual

July 1, 2014 through March 24, 2015

Column1	Column2	Column3	Column4	Column5	Column6	Column7
	2310 · Teachers - Specialists					
		Salaries	28,578.89	42,452.00	-13,873.11	67.32%
	Total 2310 · Teachers - Specialists		28,578.89	42,452.00	-13,873.11	67.32%
	2320 · Medical Therapeutic Services					
		2320111 · Speech/ OT/ PT Salaries	15,791.86	25,221.00	-9,429.14	62.61%
	Total 2320 · Medical Therapeutic Services		15,791.86	25,221.00	-9,429.14	62.61%
	2325 · Substitutes					
		2325113 · Salaries	4,599.00	3,720.00	879.00	123.63%
	Total 2325 · Substitutes		4,599.00	3,720.00	879.00	123.63%
	2330 · Teacher Aides					
		2330113 · Salaries	39,280.92	53,805.00	-14,524.08	73.01%
	Total 2330 · Teacher Aides		39,280.92	53,805.00	-14,524.08	73.01%
Total 2300 · Instruction - Teaching Services			355,864.58	480,445.00	-124,580.42	74.07%
2340 · Library						
	2340113 · Librarian Salary		6,965.79	15,264.00	-8,298.21	45.64%
	2340115 · Library Supplies		244.55	1,000.00	-755.45	24.46%
Total 2340 · Library			7,210.34	16,264.00	-9,053.66	44.33%
2350 · Professional Developement						
	2357 · Prof Development Expenses					
		2357115 · Supplies	193.29	300.00	-106.71	64.43%
		2357116 · Other	4,060.00	3,250.00	810.00	124.92%
	Total 2357 · Prof Development Expenses		4,253.29	3,550.00	703.29	119.81%
Total 2350 · Professional Developement			4,253.29	3,550.00	703.29	119.81%
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%
	243011S · Class Room Supplies Sped		2,476.90	1,000.00	1,476.90	247.69%
	2451 · Instructional Tech					

Rowe Publ School
Profit & Loss Budget vs. Actual
July 1, 2014 through March 24, 2015

Column1	Column2	Column3	Column4	Column5	Column6	Column7
		2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
		2451113 · Instructional Tech Salary	2,243.70	3,889.00	-1,645.30	57.69%
		2451114 · Tech Utilities	1,494.71	2,500.00	-1,005.29	59.79%
		2451115 · Instruction Tech Supplies	4,946.96	2,500.00	2,446.96	197.88%
		2451116 · Instructional Tech Other	3,883.73	3,600.00	283.73	107.88%
	Total 2451 · Instructional Tech		12,569.10	12,989.00	-419.90	96.77%
Total 2400 · Instructional Materials & Equip			29,675.79	29,739.00	-63.21	99.79%
2440 · Instructional Service, Other						
	2440113 · Instructional Field Trip Transp		900.00	2,900.00	-2,000.00	31.03%
	2440115 · Instructional Summer Tutoring		2,622.13	4,500.00	-1,877.87	58.27%
	2440116 · Instructional Field Trip Other		9,595.65	10,970.00	-1,374.35	87.47%
Total 2440 · Instructional Service, Other			13,117.78	18,370.00	-5,252.22	71.41%
2700 · Guidance Counseling and Testing						
	2710 · Guidance					
		2710111 · Salaries	7,619.25	13,207.00	-5,587.75	57.69%
		2710115 · Supplies	1,139.25			
	Total 2710 · Guidance		8,758.50	13,207.00	-4,448.50	66.32%
	2720 · Testing and Assessment					
		2720115 · Supplies	0.00	0.00	0.00	0.0%
	Total 2720 · Testing and Assessment		0.00	0.00	0.00	0.0%
Total 2700 · Guidance Counseling and Testing			8,758.50	13,207.00	-4,448.50	66.32%
2800 · Pyschological Services						
	2800114 · Contracted Services		2,400.00	0.00	2,400.00	100.0%
Total 2800 · Pyschological Services			2,400.00	0.00	2,400.00	100.0%
3200 · Health Program						
	3200115 · Supplies		2,393.21	2,000.00	393.21	119.66%
	320A111 · School Nurse		42,708.60	70,450.00	-27,741.40	60.62%
Total 3200 · Health Program			45,101.81	72,450.00	-27,348.19	62.25%

Rowe Publ School
Profit & Loss Budget vs. Actual
July 1, 2014 through March 24, 2015

Column1	Column2	Column3	Column4	Column5	Column6	Column7
3300 · TRANSPORTATION						
	3300113 · Transportation/ Late Bus		8,874.00	15,000.00	-6,126.00	59.16%
	3300114 · Bus Contracts - Elementary		32,670.00	54,450.00	-21,780.00	60.0%
	330A114 · Bus Contracts - Mohawk/Tech		32,670.00	54,450.00	-21,780.00	60.0%
Total 3300 · TRANSPORTATION			74,214.00	123,900.00	-49,686.00	59.9%
3400 · Food Services						
	3400114 · Staff		14,015.82	17,853.00	-3,837.18	78.51%
	3400115 · Supplies		6,348.92	7,500.00	-1,151.08	84.65%
Total 3400 · Food Services			20,364.74	25,353.00	-4,988.26	80.33%
4000 · Operation and Maint of Plant						
	4110 · Custodial Services					
		4110113 · Salaries	22,464.80	33,714.00	-11,249.20	66.63%
		4110115 · Supplies	1,530.65	5,000.00	-3,469.35	30.61%
	Total 4110 · Custodial Services		23,995.45	38,714.00	-14,718.55	61.98%
	4120 · Fuel					
		4120116 · Appropriation	4,407.39	8,000.00	-3,592.61	55.09%
	Total 4120 · Fuel		4,407.39	8,000.00	-3,592.61	55.09%
	4130 · Utilities					
		4130116 · Telephone	3,421.43	3,000.00	421.43	114.05%
		413A116 · Electricity	21,451.40	10,000.00	11,451.40	214.51%
	Total 4130 · Utilities		24,872.83	13,000.00	11,872.83	191.33%
	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	3,587.90	3,400.00	187.90	105.53%
	Total 4220 · Maintenance of Buildings		4,078.95	5,900.00	-1,821.05	69.14%

Rowe Publ School

Profit & Loss Budget vs. Actual

July 1, 2014 through March 24, 2015

Column1	Column2	Column3	Column4	Column5	Column6	Column7
	4230 · Maintenance of Equipment					
		4230116 · Local	387.50	3,000.00	-2,612.50	12.92%
		423A116 · Union	89.31	758.00	-668.69	11.78%
	Total 4230 · Maintenance of Equipment		476.81	3,758.00	-3,281.19	12.69%
Total 4000 · Operation and Maint of Plant			57,831.43	69,972.00	-12,140.57	82.65%
5200 · Employee Benefits						
	5200116 · Medical		8,530.16	11,521.00	-2,990.84	74.04%
Total 5200 · Employee Benefits			8,530.16	11,521.00	-2,990.84	74.04%
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%
			951,379.95	1,399,436.00	-448,056.05	67.98%
		Net Ordinary Income	***-951,379.95***	***55,164.00***	***-1,006,543.95***	***-1,724.64%***

Educator Plan Form

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Educator—Name/Title: Jon Lev

Primary Evaluator—Name/Title: North Berkshire School Union School Committee

Supervising Evaluator, if any—Name/Title/Role in evaluation:

School(s): Abbott Memorial, Clarksburg, Emma Miller and Rowe Schools

Educator Plan: X Self-Directed Growth Plan ☐ Directed Growth Plan
☐ Developing Educator Plan ☐ Improvement Plan*

Plan Duration: X Two-Year One-Year ☐ Less than a year _____

Start Date: September 2014 End Date: September 2016

X **Goal Setting Form with final goals is attached to the Educator Plan.**
Some activities may apply to the pursuit of multiple goals or types of goals (student learning or professional practice). Attach additional pages as necessary.

Student Learning Goal(s): Planned Activities

Describe actions the educator will take to attain the student learning goal(s). Activities may apply to individual and/or team. Attach additional pages as needed.

Action	Supports/Resources from School/District[1]	Timeline or Frequency
-Contract a data analysis professional to work with administrative team.	Grant money	September 2014 (ongoing)
-Formalize meeting dates throughout the year for team to meet.	Agreement from administrative team	August 2014, 2015
-Develop a protocol for use of summative results (i.e. MCAS) to inform school improvement plans, school-level curricular and instructional plans, and school as well as union professional development plans.	Consensus of data analysis professional, administrative team and PD team	September 2014 (ongoing)
-Development of individual school improvement plan.	Approval of school committee	January 2015, January 2016
-Provide adequate staffing so that principal can assign instructional staff needed so that small group targeted instruction can take place in order to raise the proficiency level in ELA and Math.	-School Committee and community support for a budget that sustains adequate staffing to provide needed instruction to meet goal.	September 2014-June 2016
-Creation of a fiscally responsible budget that meets the needs of the learners in our district in keeping them on target for reaching proficiency in mathematics and ELA.	-Specific input from principal/school staff	September 2014-June 2016
Provide professional development release time at least 4 times a year (district provided PD) and whenever requested out of district PD to ensure that curriculum is aligned to common core and staff receives training to address error trends. Provide professional development opportunities that support student learning goals as outlined in SMART goal.	-Specific input from principal/school staff	Sept 2014-June 2016

*Additional detail may be attached if needed.

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Educator—Name/Title: Jon Lev

Professional Practice Goal(s): Planned Activities

Describe actions the educator will take to attain the professional practice goal(s). Activities may apply to individual and/or team. Attach additional pages as needed.

Action	Supports/Resources from School/District[1]	Timeline or Frequency
- Superintendent will throughout the year be involved in the budget process. Collecting information to inform creation of the budget from needs assessment, school committee input, and administrative feedback and through meetings with pertinent stakeholders from each town. The budget will be presented to the school committees from each town for approval and comment by the end of March each year.	- Input from administrative team, community stakeholders (selectboard, finance committee, business manager, etc) -Individual school's budget creation using template provided by superintendent demonstrating building principal and staff input.	Ongoing with final presentation March of 2015 and 2016. Principal budget meeting/proposal to superintendent January of each year of plan.
-Superintendent will meet quarterly with individual principals to review pertinent material related to educator evaluation. -Superintendent will provide support for individual principals through scheduling and professional development opportunities in order to ensure that they are proficient in identifying appropriate teaching strategies and exemplary lesson development during classroom observations.	-input from principals in the form of educator evaluation materials including observation notes -Professional development funding included in contractual agreements with principals that allows PD in Universal/Backward design and other teaching strategies -Professional Development opportunities that support implementation of state mandates such as Educator Evaluation use of District Determined Measures and transitions to Common Core Standards as well as shift to new science and technology standards.	-October, January, May & July each year of plan. September 2014-September 2016

This Educator Plan is "designed to provide educators with feedback for improvement, professional growth, and leadership," is "aligned to statewide Standards and Indicators in 603 CMR 35.00 and local Performance Standards," and "is consistent with district and school goals." (see 603 CMR 35.06 (3)(d) and 603 CMR 35.06(3)(f).)

Signature of Evaluator Jeff Livanos Date: 9-15-14

Signature of Educator* Jon Lev Date: 9-15-14

* As the evaluator retains final authority over goals to be included in an educator's plan (see 603 CMR 35.06(3)(c)), the signature of the educator indicates that he or she has received the Goal Setting Form with the "Final Goal" box checked, indicating the evaluator's approval of the goals. The educator's signature does not necessarily denote agreement with the goals. Regardless of agreement with the final goals, signature indicates recognition that "It is the educator's responsibility to attain the goals in the plan and to participate in any trainings and professional development provided through the state, district, or other providers in accordance with the Educator Plan." (see 603 CMR 35.06(4))

[1] Must identify means for educator to receive feedback for improvement per 603 CMR 35.06(3)(d).

Goal Setting Form

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Educator—Name/Title: Jon Lev

Primary Evaluator—Name/Title: North Berkshire School Union School Committee

Supervising Evaluator, if any—Name/Title/Role in evaluation:

School(s): Abbott Memorial, Emma Miller, Rowe and Clarksburg Elementary Schools

Check all that apply[1]: X Proposed Goals ☐ Final Goals Date: _____

A minimum of one student learning goal and one professional practice goal are required. **Team goals must be considered** per 603 CMR 35.06(3) (b). Attach pages as needed for additional goals or revisions made to proposed goals during the development of the Educator Plan.

Student Learning S.M.A.R.T. Goal *Check whether goal is individual or team; write team name if applicable.*	**Professional Practice S.M.A.R.T. Goal** *Check whether goal is individual or team; write team name if applicable.*
☐ Individual (Standard I, Indicator IA) X Team: 1) Administrative team will meet with a data analysis professional six times a year to receive instructional guidance in analyzing school specific data to inform the creation of school specific improvement plans. 2) 55% of all union students will be proficient in both English Language Arts and Mathematics common core standards by June 2015. 3) North Berkshire School Union Administrators and staff will be provided with professional development release time in order to analyze data, create student success plans, and implement instructional strategies to address trends of errors found during data analysis. (Focus: aligning curriculum with common core and PD geared toward error trends.) 4) Professional development funds will be allocated to provide instruction to administrators and educators in constructing District Determined Measures.	X Individual (Goal #1) X Team: (Goal #2) 1) Yearly the superintendent will develop budgets that align with each school's vision, mission, and goals. The budgets will be managed by the superintendent demonstrating expenditure consistent with district/school level goals and resources available. (Indicator 11-E-1) 2) The superintendent will meet with individual principals quarterly to review educator evaluation observation notes, formative assessment and/or summative assessments as well as personal professional development plans to ensure that principals identify a variety of teaching strategies and practices when they observe practice in the classrooms. (Indicator IV-D-2)

S.M.A.R.T.: S=Specific and Strategic; M=Measurable; A=Action Oriented; R=Rigorous, Realistic, and Results-Focused; T=Timed and Tracked

[1] If proposed goals change during Plan Development, edits may be recorded directly on original sheet or revised goal may be recorded on a new sheet. If proposed goals are approved as written, a separate sheet is not required.

Self-Assessment Form

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Educator—Name/Title: Jon Lev

Primary Evaluator—Name/Title: North Berkshire Union School Committee

Supervising Evaluator, if any—Name/Title/Role in evaluation:
North Berkshire School Union Committee

School(s): Abbott Memorial, Clarksburg, Emma Miller and Rowe Schools

Part 1: Analysis of Student Learning, Growth, and Achievement

Briefly summarize areas of strength and high-priority concerns for students under your responsibility for the upcoming school year. Cite evidence such as results from available assessments. This form should be individually submitted by educator, but Part 1 can also be used by individuals and/or teams who jointly review and analyze student data.

603 CMR 35.06 (2)(a)1

Areas of strength: All three schools made average gains in reaching proficiency in Mathematics and English Language Arts in comparison to schools across Massachusetts. Savoy School ranks 46th out of 879 school districts in the state on 5th grade ELA MCAS. Savoy ranks 60th out of 879 school districts in the state on science MCAS in 5th grade. Florida's 6th grade Math MCAS ranks 36th out of 554 school districts in the state. Rowe Elementary achieved 74% proficiency rate in 2014 MCAS testing in ELA and also a 74% proficiency rate in mathematics. Median Student Growth in Rowe is over the 50% mark in three tested content subjects.

High needs students are making excellent progress towards closing the gap with general education population.

Areas of weakness: As MCAS testing is adapted to Common Core Standards we have seen an implementation dip in our schools MCAS scores: Overall proficiency rates for Florida 2012-55% and 2013-52%, Clarksburg 2012-54% and 2013-51%. Rowe in a three year testing period 2012-2014 showed dips in student median growth (2012-82%, 2013-63%, 2014-74%).

Two areas of focus exist for our union: 1) Continued alignment of curriculum to common core standards. 2) Targeted instruction and professional development in order to meet trends of error found during data analysis of MCAS and district developed assessments. Professional development for administrators and educators in creating DDM (District Determined Measures), continued support for data analysis and implementation of Tiered Instruction.

Team, if applicable: _____

List Team Members below:

_____ _____

_____ _____

_____ _____

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Educator—Name/Title: Jon Lev

Part 2: Assessment of Practice Against Performance Standards

Citing your district's performance rubric, briefly summarize areas of strength and high-priority areas for growth. Areas may target specific Standards, Indicators, or elements, or span multiple Indicators or elements within or across Standards. The form should be individually submitted by educator, but Part 2 can also be used by teams in preparation for proposing team goals.

603 CMR 35.06 (2)(a)2

Areas of Strength:

High visibility in the school setting, with parents, and at school sponsored events.

Consistently attends numerous select board meetings and town meetings in order to promote school budgets, policies and has been available to address any community concerns regarding the school.

Demonstrates sound judgment reflecting integrity and fairness; protects administrators, student, family, and staff confidentiality and expects all staff to reflect this practice.

Guides administrative team and supports them in training in effectively analyzing data sources and using data in the decision making process.

Areas of Weakness: Observing principal practice within itself is a strength of mine. I visit schools often and meet with principals. My area of weakness in regards to Indicator IBI and IB3 would be follow up of artifacts that ensure our principals are clearly identifying a variety of effective teaching strategies and practices when they observe individual teachers' practice in the classroom

Evaluation of Principals under new Educator Evaluator practice-ensuring that the assigning of ratings for performance, goal attainment, and impact on student learning is understood by individual principals.

Team, if applicable: _____

List Team Members below:

_____ _____

_____ _____

_____ _____

Signature of Educator Jeff Livanos Date 9-15-14

Signature of Evaluator* Jon Lev Date 9-15-14

* The evaluator's signature indicates that he or she has received a copy of the self-assessment form and the goal setting form with proposed goals. It does not denote approval of the goals.

Rowe Elementary School – Principal's Report
School Committee Meeting – March 30, 2015

Academics:

- Conferences
- PARCC

School Based Activities:

- 3rd and 4th grade field trip
- Snow Days/Vacation
- Community Luncheon - Thursday, 4/2
- Community Pot Luck and Movie Night, Friday, 4/10
- Washington, D.C. Field Trip

Building, Staffing and Professional Development/Training:

- Professional Learning Days: 4/1, 4/8, 4/15, 4/29
- Building Issues
- Choice Seats
- Cafeteria Assistant
- Teaching Assistant

School Calendar:

April
2 - Thursday, Community Luncheon, 12:00
8 - Wednesday, PL Day, 1:40 release
8, 9, 10 - Conferences
10 - Friday, Community Pot Luck Dinner and Movie Night, 6 p.m.
17 - Friday, last day of school before vacation
27 - Monday, school resumes after vacation

Mohawk Trail Regional School System | 2015-2016 CALENDAR-Draft 2/27/15

AUGUST						
S	M	T	W	Th	F	S
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					

Aug = 0 days

27 Sub. Teacher PD 9:00 – 12:00 MTRHS
28 New Teacher Orientation 9:00 – 12:00 MTRHS
31 District PD 8:00 – 11:00 School-based PD in PM

SEPTEMBER						
S	M	T	W	Th	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			

Sept = 20 days (16 full, 3 PL, 1 half)

1 Teacher Work Day
2 First Day for Students
½ Day MS/HS 11:30 Dismissal, Elem. 12:30 Dismissal, PM –PD
3, 4 ½ Day Elem. only: 12:30 Dismissal
7 Labor Day
16, 23, 30 Prof. Learning Days: MS/HS 12:50 Dismissal; Elem. 1:50 Dismissal
9/14-10/5 Elem. Fall Assessment Window

OCTOBER						
S	M	T	W	Th	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

Oct = 21 days (18 full, 3 PL)

2, 9, 23 Elementary School Grade Level Meetings
7, 21, 28 Professional Learning Days: MS/HS 12:50 Dismissal; Elementary 1:50 Dismissal
12 Columbus Day
9/14-10/5 Elem. Fall Assessment Window

NOVEMBER						
S	M	T	W	Th	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					

Nov = 17 days (15 full, 1 PL, 1 half)

3 3 Dist. Prof. Dev. Day
4, 5, 6, MCAS HS Retakes
6. 20 Elem. School Grade Level Meetings
11 Veterans Day
12, 13 Elem. Conferences 12:30 dismissal
18 Prof. Learning Day: MS/HS 12:50 Dismissal; Elem. 1:50 Dismissal
25 ½ Day: MS/HS 11:30 dismissal, Elem.12:30 dismissal
26, 27 Thanksgiving Vacation

DECEMBER						
S	M	T	W	Th	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		

Dec = 17 days (14 full, 3 PL)

2, 9, 16 Prof. Learning Days: MS/HS 12:50 Dismissal; Elem.1:50 Dismissal
4. 11. 18 Elem. School Grade Level Meetings
24 - Jan 1 Winter Vacation

JANUARY						
S	M	T	W	Th	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

Jan = 19 days (17 full, 2 PL)

1 New Year's Day/Winter Vacation
4-25 Elem. Winter Assessment Window
6, 13 Prof. Learning Days: MS/HS 12:50 Dismissal; Elem.1:50 Dismissal
8, 15, 29 Elem. School Grade Level Meetings
18 Martin Luther King, Jr. Day
21, 22, 25 MS/HS Exams
26 Second Semester begins

FEBRUARY						
S	M	T	W	Th	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					

Feb = 16 days (15 full, 1 PL)

1, 2 Bio MCAS HS
24 Prof. Learning Day: MS/HS 12:50 Dismissal; Elem. 1:50 Dismissal
5 Elem. Report Cards sent home
5, 12, 26 Elem. School Grade Level Meetings
15-19 February Vacation
29 MCAS Retakes HS

MARCH						
S	M	T	W	Th	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		

March = 23 days (20 full,3 PL)

1, 2, 3, 4 MCAS Retakes HS
2, 9, 16 Prof. Learning Days: MS/HS 12:50 Dismissal; Elem.1:50 Dismissal
4, 11, 18 Elem. School Grade Level Meetings
22-31 MCAS Testing Window ELA

APRIL						
S	M	T	W	Th	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

April = 16 days (13 full, 3 PL)

1, 4, 5 MCAS Testing Window ELA
6, 13, 27 Prof. Learning Days: MS/HS 12:50 Dismissal; Elem. 1:50 Dismissal
8, 29 Elem. School Grade Level Meetings
14, 15 Elem. Conferences 12:30 dismissal
18 Patriot's day
18-22 April Vacation

MAY						
S	M	T	W	Th	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				

May = 21 days (19 full, 2 PL)

4, 25 Prof. Learning Days: MS/HS 12:50 Dismissal; Elem. 1:50 Dismissal
6, 27 Elem. School Grade Level Meetings
9-24 MCAS Testing Window Math, STE
30 Memorial Day
5/16-6/6 Elem. Spring Assessment Window

JUNE						
S	M	T	W	Th	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		

June =10 days (7 full, 1 PL, 2 half)

1, 2 MCAS Bio HS
8 Prof. Learning Day: MS/HS 12:50 Dismissal; Elem. 1:50 Dismissal
13, 14 (last two days) MS/HS Exams 12:00 Release, NO LUNCH
13, 14 (last two days) Elem. School 1:00 Release, LUNCH WILL BE SERVED
14 180th day of school
15 Staff Day - school-based classroom breakdown

22 PL days for HS. & Elem.
4 half days HS, 10 for Elem.
154 full days HS, 147 for Elem.

PL Dismissal Times
*12:50- MS/HS
*1:50- Elementary

1/2 Day Dismissal Times
*11:30 a.m. – MS/HS
*12:30 p.m. – Elementary

	1/2 Day (Elem and MS/HS)
	1/2 Day Elem ONLY
	No School
	MCAS Testing
	Staff PL Day
	3 District PD Day
	MS/HS Exams
	Staff Day – no class
	Elementary Grade Levels

Mohawk Trail Regional School System | 2015-2016 CALENDAR-Draft 2/27/15

Based on the guidelines for time on learning for secondary (990 hours/180 days).

Elementary requires 900 hours/180 days for time on learning.

Calculations for time on learning, based on current MS/HS schedule:

Full high school day = 346 minutes (3 76-min blocks, 1 77-min block, 40-min ELO)

154 full days x 346 min each = 53,284 min

Professional learning day = 265 min (3 66-min blocks, 1 67-min block)

22 professional learning days x 265 min each = 5830 min

Half day = 177 min (1 48-min, 3 43-min blocks)

4 half days x 177 min each = 708 min

Total:

FD-53,284 min
PL- 5,830 min
\+ HD- 708 min

59,822 min /60 min = 997 hours (MA requires 990 hours)

Calculations for time on learning, based on current elementary schedule (removing an hour for lunch/recess):

Full day = 330 minutes (8:45-3:15 minus recess/lunch for 1 hour)
147 full days x 330 min each = 48,510 min

Professional learning day = 245 min (8:45-1:50 minus recess/lunch for 1 hour)
22 professional learning days x 245 min each = 5390 min

Half day = 165 min (8:45-12:30 minus recess/lunch for 1 hour)

10 half days x 165 min each = 1650 min

Total:

FD- 48,510 min
PL- 5,390 min
\+ HD- 1,650 min

55,550 min /60 min = 925.8 hours (MA requires 900 hours)

TO: ROWE SELECT BOARD
ROWE FINANCE COMMITTEE

FROM: Rowe school committee

ITEM		#	USEFUL LIFE	AGE IN FY15	YEARS TO REPLACE	PLANNED YEAR OF REPLACEMENT	ANTICIPATED COST FY16
Tractor with plow attachment	Grounds	1					$23,000.00
Macbooks	Computer	3					$2,400.00
Chrome books	Computer	3					$900.00
Ipads	Computer	4					$1,600.00
						Total	$27,900.00

Comments:

Date of Request:

Requested by:

_____ *Principal*

_____ *Business Administrator*

_____ *Superintendent*

_____ *School Committee Chair*

_____ *School Committee*

_____ *School Committee*

Warrant Article

The Rowe School Committee, pursuant to the provisions of M.G.L. c. 71, hereby requests that the following Article be placed on the Warrant for the Town Meeting of the Town of Rowe:

To see if the Town will vote to join the Mohawk Trail Regional School District pursuant to the proposed amended Mohawk Trail Regional District Agreement, which provides for the expansion of the Mohawk Trail Regional School District to include the town of Rowe as a 7-12 member town, as posted and/or available [insert locations], to be effective July 1, 2016.

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.

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

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**

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:

_____

SCHOOL COMITTEE

The year began with our elementary students at the Hawlemont Regional Elementary School and the first steel girders of the new Rowe School gymnasium being lifted into place. The School Committee is thankful for the continued generosity of the Charlemont and Hawley communities and the Hawlemont Regional School Committee for hosting Rowe Elementary School at Hawlemont while our new school was being constructed.

After declining to negotiate both a Three-District Shared Expense Agreement and contracts with Superintendent Michael Buoniconti & Business Manager Joanne Blier, the School Committee voted in April to join the Northern Berkshire School Union (NBSU). The NBSU, known as Massachusetts Superintendency School Union 43, includes the member towns of Clarksburg, Florida, Savoy, Monroe, and beginning July 1, 2014, the Town of Rowe. NBSU is under the direction of Superintendent of Schools Jonathan Lev.

In May, Susan Zavotka was elected to a three-year seat on the Committee. Lisa Danek Burke was elected Chair and work immediately began on the transition of all school services and management oversight to Superintendent Lev and his team for the new fiscal year beginning July 1.

The work of the School Committee continued through the summer months, transitioning superintendent services, negotiating a new teacher's contract, providing representation at Mohawk School Committee meetings, and supporting newly elected member Zavotka in her work as School Building Committee (SBC) Chair to ready the school for occupancy.

The New Rowe Elementary School Building opened, on time, to welcome students and staff to the 2014-2015 School Year. The School Committee thanks the entire SBC for their diligent work on the building and grounds construction throughout 2014, with special accolades to both Chair Susan Zavotka and Principal Bill Knittle for going beyond the call of duty. A big thank you to the hardworking group of dedicated volunteers who constructed the new playground in a matter of days.

In October, the Rowe School Committee and Rowe Teachers Association signed a three-year contract for the period August 15, 2014 to August 14, 2017. The Committee also resumed the important work of reviewing and updating School Committee policies to ensure they remain current and relevant. While financial and management services continued in transition to NBSU, budget planning for FY 16 began.

After discussions at Rowe School Committee meetings and Mohawk School Committee meetings, both committees voted to pursue the option of Rowe joining the Mohawk District as a Grade 7-12 Member. In December, the Rowe School Committee voted to support and recommend that a warrant article be presented at Town Meeting to provide for Rowe to join the Mohawk Trail Regional School District in grades 7-12.

The School Committee is thankful for continued support of the community and expresses our sincere appreciation to the Town of Rowe for fulfilling our responsibility to provide for the education of our children from preschool through high school.

Respectfully submitted,
Lisa Danek Burke, School Committee Chair

Members:
Lisa Danek Burke, Chair
Susan Zavotka, Vice-Chair
Lisa Miller, Secretary

Shelburne Falls & West County Independent
February 26, 2015

ohawk sends $18.3 million operating budget to towns

By Virginia Ray

BUCKLAND—The Mohawk Trail Regional School Committee has voted to present towns with an $18,364,099 total operating budget request — a 3.64 percent increase to this year — and several amendments to the current regional agreement.

The approved budget includes using $300,000 from the District Excess & Deficiency fund. Total assessments to member towns are $10,153,922 — a 5.7 percent increase in aggregate.

Recommendations from the ad hoc Long-Range Planning Committee were discussed at three separate School Committee meetings, plus the meeting on Wednesday, Feb. 25 at which the vote was taken.

One amendment to existing regional agreement wording that annual meeting voters will take up changes the current "intended" education of students from one town to attend school in their hometown unless all member towns vote otherwise — i.e., Buckland children to be educated at the Buckland-Shelburne Elementary School (BSE) — to the "intention" that children from one town may, with majority approval by the School Committee and the two

➤ *continued on page 9*

MOHAWK BUDGET.....

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towns involved (receiving and sending, voting at town meeting), to attend a different District elementary school.

Long debate ensued about language proposed by Budget Subcommittee Chair Martha Thurber, a Buckland representative, and would have allowed students to be educated elsewhere by approval of the School Committee and the two towns involved *and* would have allowed a school to be closed by majority votes from those three entities, was shot down.

Some Committee members felt that the very words "school closure" — long the elephant in the room here — are so loaded that voters would not be able to see past them.

"The point is to provide flexibility . . .to encourage us to find different ways to educate our children. . .the inclusion of those two words, 'school closure' are going to be the only two words that are seen and understood, at least at the Heath town meeting," said Heath representative Budge Litchfield.

"Why would towns who have no dog in this fight need to vote on this particular issue?" asked Thurber, calling the fear of school closure without due diligence "a red herring." "It simply takes people who have no dog in the fight out of the equation."

"I really think we need to put something out that . . .encourages towns to work together," said Heath representative Ken Rocke. "I'm afraid for some towns this might be too much, too fast."

"I don't understand why any town would think they had a right to vote on something that had absolutely no impact on them, with explanation," said Thurber. "I don't understand why, with conversation and education and discussion over the next two months, you can't get past that."

Ultimately, the following was restored to the warrant article to be presented to towns: "However, it is also the intent of this Agreement that the closure of a District elementary school building and the reassignment of all students being educated in that building may not be accomplished under this section. Rather such action requires an amendment to this Agreement, the process for which is contained in Section XIV."

Which means that all towns will still have to vote to close a school — if such a desire ever does come to the front burner — by amending the regional agreement. However, the amended language does ostensibly allow more flexibility for students to attend another elementary and includes permission to send, for example, all fifth-grade students to one particular school for any length of time, thus allowing consolidation after a fashion and flexibility that school choice currently limits, due to the number of seats available in a give school/grade in a given year.

Also not included in recommended warrant articles, but recommended by the Long-Range Planning Committee, is any language offering free preschool at each District Elementary School. The issue of moving to a eliminate the current agreement need for a unanimous vote to a majority vote will continue to be studied by the School Committee as well.

Included is an article that asks voters in current District member towns to include Rowe as part of the 7-12 District. Rowe is not a member of the Mohawk District at the elementary level and has historically paid tuition to send students to grades 7-12 at Mohawk.

Rowe School Committee Chair Lisa Danek Burke said Rowe selectmen have agreed to place an article on the annual town meeting warrant and that follow-up informational meetings are expected, but the response to the move has "so far, been largely positive."

Towns will also be asked to allow the District to borrow $250,700 to repair the boiler, locker room, doors, security, ventilation and window upgrades at the middle/high school building; $90,000 to buy a school bus, $744,532 to repoint/recaulk, masonry repairs, asbestos abatement and floor replacement, bandshell repairs,

alt re s/rep t at
$100 at Sa for
r heat valve replace-
; 75,000 at the Colrain

Central School for heating system upgrades.

THE RECORDER
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Mohawk puts free preschool in $18.3 million budget plan

By DIANE BRONCACCIO

Recorder Staff

Friday, February 27, 2015
(Published in print: Saturday, February 28, 2015)

BUCKLAND — The Mohawk Trail Regional School District Committee has adopted an $18,364,099 budget for the coming year, a budget that represents a 3.6 percent increase from this year's budget.

However, level-funded education and transportation aid from the state, despite rising costs, mean that Mohawk's eight member towns will see a collective assessment increase of 5.7 percent ($549,261) this year.

Within that half-a-million-dollar increase is a spending request of $220,261 that would enable all of Mohawk's elementary schools to offer free preschool to families. Free and uniform districtwide preschool was recommended by the Mohawk Long Range Planning Committee as a way to give all local children an educational head start, while possibly attracting more students to the district.

Superintendent Michael Buoniconti has said that free preschool for all children has long been a policy at the Rowe Elementary School. It has attracted new School Choice children, who come for the preschool, make connections to the school community, and stay through Grade 6.

Town-by-town assessments cannot be calculated until the state releases minimum education spending data for the towns, but $300,000 from the school district's excess-and-deficiency account will be used this year to reduce overall town assessments.

The school budgets :

- Mohawk Middle/High School: $8.2 million, a cost increase of $367,867.

- Buckland Shelburne: $3 million, an increase of $73,124.

■ Sanderson: $2.1 million, an increase of $173,694.

■ Colrain Central: $1.99 million, a $75,000 increase.

■ Heath: $1.16 million, an $18,000 decrease from this year's spending level.

Buoniconti said he hopes to have town assessment calculations available in April.

Besides the budget increases, several capital expenditures will be requested for the schools. These will be separate articles on annual town meeting warrants.

They are:

■ Mohawk Middle/High School: $250,700 for repairs to a boiler, doors, locker room, security, ventilation and window upgrades. There is also a separate request for $90,000 in the capital budget for a new school bus.

■ Buckland Shelburne Elementary School: $744,532 for brick re-pointing, re-caulking and masonry repairs, asbestos abatement, floor replacement, band shell repairs, asphalt repairs, and replacement.

■ Sanderson Academy in Ashfield: $100,000 boiler and heat-valve replacements.

■ Colrain Central School: $75,000 for heating system upgrades.

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Mohawk towns to vote on school district changes in annual meetings

By DIANE BRONCACCIO

Recorder Staff

Friday, February 27, 2015
(Published in print: Saturday, February 28, 2015)

BUCKLAND — Besides voting on the school budget and on school building repairs, annual town meeting voters will also decide on amendments to the 1995 Mohawk regional school agreement, that may give the district more flexibility to make both educational and money-saving changes.

This week the full Mohawk Trail Regional School District voted to bring the following articles to member towns:

■ A change that will allow for regrouping of students within the district's elementary schools, so that collaborating schools could work together on educational initiatives. For instance, if Colrain Central and Buckland Shelburne Elementary schools wanted to house their combined Grade 3 through Grade 6 students in one school building, they could do so if they get a majority vote approval from the school committee and from town-meeting votes of Buckland, Shelburne and Heath.

To allay concerns that this article may be used to close schools, the committee inserted a clause, saying that any school closure would require an amendment to the regional agreement — an amendment that would have to be approved by all Mohawk's member towns.

■ A vote to add Rowe to the regional agreement, as a Grade 7 through 12 district member. Currently, Hawley and Charlemont are secondary school members, because the Hawlemont Regional Elementary School is not part of the Mohawk district. If Rowe becomes part of the Mohawk district, the School Committee will consist of 18 members — two from each member town. Like Hawley and Charlemont, Rowe would not vote on elementary school matters.

Rowe will pay tuition for its Mohawk students for the next school year. But if Rowe and the eight Mohawk towns vote in favor of Rowe's joining the district, that membership would begin in July 2016.

Source URL:http://www.recorder.com/home/15868693-95/mohawk-towns-to-vote-on-school-district-changes-in-annual-meetings