MEETING MINUTES – FY2016
Rowe School Committee
Thursday, August 13, 2015 – 4:30pm – Rowe School

Present: Susie Zavotka (SZ) and Gail May (GM)
Absent: Lisa Miller (LM)
Also Present: Supt. Jon Lev (JL), Principal Bill Knittle (BK), Ellen Miller (EM)
Audience: None

I. **Call to Order**: The meeting was called to order by SZ at 4:36pm.

II. **Minutes:** GM made motion to approve 6/11/2015 minutes. SZ seconded; passed unanimously (2/0/0).

III. **Audience Comments:** N/A

IV. **Discussion Items:**

A. **Election of Vice Chair:** Agreed to table until full committee was present.

B. **Mohawk Regional School Committee Representative:** Section XVII(G) of the Mohawk Regional School District Agreement provides for representation from the Town of Rowe as follows:

> *"The School Committee of the Town of Rowe may appoint one of its members to represent the Town of Rowe at meetings of the regional school district committee. Said regional school district committee shall allow such representative all powers of discussion, debate and deliberation including, but not limited to, participation in such meetings of said regional school district committee while in executive session, but such representative shall not have the power to vote on any matter which comes before said regional school district committee."*

GM made motion to appoint SZ as the Town of Rowe representative to the Mohawk Regional School District Committee. SZ seconded motion; passed unanimously (2/0/0).

C. **Mohawk Regional School – Grades 7-12:** SZ reported that Michael Buoniconti asked that the Rowe School Committee take another vote stating that Rowe would still like to continue pursuing Rowe becoming a member of the Mohawk District for grades 7-12. We already took a vote to pursue this, but he is asking for another vote confirming our interest. This will help them as they work out the legal wording, etc., going forward. If Rowe is no longer interested it would be helpful to them to know this now. Mohawk would like Rowe to join Mohawk 7-12 because it would be beneficial to them. Rowe needs to determine if it would be beneficial to Rowe. SZ made a motion that the Rowe School Committee continue to pursue investigation of joining Mohawk District Grade 7-12. GM seconded; passed unanimously (2/0/0).

D. **Custodial Truck Issues:** BK reported that on 8/14/2014 last year—during the building of the new playground—the right rear quarter panel of Tim Schramel's personal pickup truck was damaged when loading playground parts that had been stored at the town garage. The vehicle was repaired on 10/30/2014 at a total cost of $778.71. Tim paid the $250 deductible, and his vehicle insurance company (Commerce Insurance) paid the remainder ($528.71); however, because of the claim he state's that he has lost his $500 "good driver" credit. He is requesting reimbursement for the $250 and perhaps some compensation for the loss of the good driver credit. BK recommended that Tim be reimbursed the $250 out of pocket cost, and half ($250) of the good driver credit, for a total of $500. BK apologized for presenting this to the committee at such a late date and stated that it was his fault. It had been sitting on his desk and gotten overlooked. JL stated that documentation should be provided showing proof of loss of the good driver credit. He and CG will discuss the matter with the town accountant to determine if it is allowable to pay this, as it is a prior year matter. SZ made a motion to make a one-time payment of $500 to Tim Schramel as reimbursement for his loss, pending proof of

the loss of his good driver credit and the outcome of JL's discussions with the town accountant. GM seconded motion; passed unanimously (2/0/0).

BK stated that this matter does bring to light the fact that Tim is using his personal vehicle daily for school business, transporting school refuse and recycling items to the transfer station every afternoon. What can be done about this? Is it OK? Is it fair? No action taken at this time.

E. **Rowe School Committee FY2016 Goals:** SZ presented a draft list of goals for the SchCom to pursue this year. The draft was reviewed and marked up.
   - ***Item 6. Review of NBSU Services*:** GM questioned how this was handled in the past. It was stated that it was not done in the past. SZ stated that she will send everyone the link to the DESE document to be used for preparing evaluations.
   - ***Item 9: School Garden/Landscaping:*** Rather than relying on volunteers, GM suggested that additional help be hired next summer to assist in taking care of landscaping and other facility maintenance items. This had always been done in the past with one or two youth hired to work under the school custodian each summer. This will be discussed at a later time. In the meantime, volunteers will be sought to get the grounds ready prior to the school opening on Sept 2nd.

F. **Legal Counsel:** JL gave an update on the Duperes. Fred (father) is not working directly with the school districts. Russell (son) represents Mohawk district. Adam (son) specializes in contract negotiations and represents NBSU.

SZ asked that items A, D & E be placed on agenda for next meeting for continuation of discussions.

V. Financial Statement: Reviewed budget vs. actual statement for period 7/1/2015 thru 8/5/2015. 3.19% of budget has been expended to date.

VI. Principal's Report: BK presented report (attached). Highlights:
- **ACADEMICS: Summer School** less attended than year before. Not sure why. Students that teachers feel are struggling are invited to attend. Same number of students as last year were invited. JL stated that other schools had similar results. Perhaps next year less funds will be earmarked for summer school. **Math:** held teacher workshop on updated program [*Everyday Math 4]* on Aug 4th. Fully aligned with Common Core. BK asked if old versions of math consumables can be given to either Florida or Savoy school? GM made a motion that the old math consumables be given to either the Savoy or the Florida elementary schools. SZ seconded; passed unanimously (2/0/0). **Second Step:** Went over this approved program for anti-bullying with teachers on Aug 5th.
- **SCHOOL BASED LEARNING: Safety Plan:** Training will be held on Tues 9/22 at town hall. **First Day of School**: Sept 2nd – 8:25am. Students will be tardy after 8:30am each day. Early release 12:30p W,T,F. Mon 9/7 HOL, Tues 9/8 first full day. **After School Program:** 3:20-4:30pm, cost $5. Includes snack and physical activity. **Handbooks, Newsletters:** Handbook going out to students next week. Working on electronic versions of each. **Website:** In 1 week should be much more developed. Dwight working with Graham on this. **School Calendar:** Will bring to next meeting.
- **BUILDING/STAFFING/PD/TRAINING: Building Warranty Issues**: Items not finished are now on extended warranty. Kristen Fortin of DEW is being very helpful. **School Choice:** Have a couple of new choice students. Received requests from one current and one new school choice family—can there be a bus stop along the way? Permission given to pursue this. **Staffing**: Wendy Norcross has been hired as new teaching assistant. Very well qualified. Hiring done by BK. Head Teacher Janice Lapointe reviewed resume. It was agreed that in the future one or two other staff will sit in on interviews. **Shed Access:** Had request from emergency personnel (Police Chief, Fire Chief, DPW Supt., Emergency Mgmt. Director) for access to all sheds on the school property. Access granted. **Electricity:** Part I of the electricity saga has resolved...National Grid has agreed to drop the $6,000 charge for the "new account" deposit. We had paid $3K of this. Will see if we've been credited for this. Part II: Solar will be resolved when CG gets back. **Freezer Breakdown**: Kudos were given to BK. When the new freezer died earlier this year BK pursued the matter and we're getting $2100 back from DEW.

VII. School Committee Business:

A. New Business:

1) BOH Letter: Received complaint letter concerning noise level in the kitchen experienced during an inspection of the school kitchen on June 4th. No decibel readings were taken. Have gotten similar comments about noise level in school cafeteria. SZ has been researching the possibility of installing fabric panels (which hang from the ceiling) in cafeteria to dampen noise. Not sure what can be done about kitchen area. Fabric panels probably aren't an option there.

2) School Choice Seats: GM asked how school choice seats are filled...is there a policy on this? JL: Yes, we go by the state policy. Rowe School advertises in May and August each year. There is no policy for pre-school choice seats. BK read excerpts from the policy.

B. Old Business: NONE

VIII. Announcements:

A. Unencumbered Teachers' Salaries: At a Special Town Meeting on June 29, 2015 town voters approved an appropriation of $57,658.09 to cover teachers' salaries from FY2014 that were not encumbered into FY2015 to be paid out during the summer of 2014.

B. Treasury/Payroll Warrant Approval: Town accountant Tracey Baronas is now coming in on Mondays to prepare warrants. The current process: Rowe School gets items for warrants to NBSU on Wednesdays; GC prepares warrants; Tracy Barnes gets warrants back to school on Fridays; Laurie L brings warrants to town hall on Monday mornings. SchCom members can sign warrants at town hall either all day Monday and Tuesday, or Wednesday morning.

C. School Nurse EOY Report: SZ received this annual report which Barbara Griffin has filed. It's available if other SchCom members want to review it.

D. Charting the Course: JL reported that the next course (which is required for all new school committee members) is being held at Monument HS in Great Barrington on Sat, Sept 12th at 8am (all day course). JL will contact Glen Koucher at MASC to see if they will hold a class in North Adams. SZ and GM need to attend this course.

IX. Executive Session: Not necessary

X. Next Meeting: Thursday, Sept 10th at 4:30pm.

XI. Adjourn: GM made motion to adjourn meeting at 6:34pm. SZ seconded motion; passed unanimously (2/0/0).

Respectfully submitted by Ellen Miller,

Signature: Susan Zawatka

Date Approved: 9/10/15

Correspondence/Handouts:

- Agenda
- Minutes: June 11, 2015
- Information on vehicle damage–custodian's personal truck
- FY2016 SchCom Goals (draft)
- FY2016 Budget vs. Actual YTD 8-5-2015
- Principal's Report dated 8-13-2015
- Letter from BOH regarding noise
- School Choice Policy

ROWE SCHOOL COMMITTEE MEETING

Agenda Thursday, August 13, 2015

4:30pm at the Rowe School

86 Pond Rd., Rowe, Massachusetts

I. Call to Order

II. Approval of the Minutes: Suggested Motion: I move to approve the minutes of the regular meeting of June 11, 2015

III. Audience of Citizens:

IV. Discussion Items:

A. Election of a Vice Chair
B. Mohawk Regional School Committee Rep from Rowe
C. Mohawk Regional School, Grades 7-12
D. Custodial Truck Issues-Bill Knittle
E. Rowe School Committee Goals FY16 (see handout)

V. Financial Statement: Dated July1, 2015 Thru August 5, 2015

VI. Principal's Report:

VII. School Committee Business:

A. New Business:
B. Old Business:

VIII. Announcements:

A. Town of Rowe voted to cover unencumbered FY14 summer salaries.
B. Building Warranty items update.
C. National Grid and Electric Bills
D. Warrant Signing Update
E. School Nurse EOY Report
F. Charting the Course

IX. Audience of Citizens:

X. Executive Session: Per Chapter 30A, Section 21 MGL-

XI. Adjournment:

Rowe Elementary School – Principal's Report
School Committee Meeting – August 13, 2015

Academics:

- Summer School
- Math Program
- Second Step
- PBL Classes
- Library

School Based Activities:

- Safety Plans
- Field Trips
- First Day of School, Wednesday, 9/2
- After School Program
- Handbook, Newsletter
- Website
- School Calendar, Events Calendar
- Handbook

Building, Staffing and Professional Development/Training:

- Building Issues
- Choice Seats
- New teaching assistant
- Shed Access Meeting
- Electricity

Other Items

- Custodian Truck Use and Insurance

School Calendar:

August
11 - Tuesday, PD day
18 - Tuesday, Handbooks sent home
31 - Monday, Staff work day
September
1 - Tuesday, PD Day
2 - Wednesday, First day of school, 12:30 release
3 - Thursday - 12:30 release

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2015 through August 5, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
49900 · Appropriated Town Funds	0.00	1,583,076.00	-1,583,076.00	0.0%
Expense				
1110 · School Committee				
1110112 · Salary	0.00	1,800.00	-1,800.00	0.0%
1110116 · Advert/Bids/Print	0.00	2,425.00	-2,425.00	0.0%
Total 1110 · School Committee	0.00	4,225.00	-4,225.00	0.0%
1210 · Superintendent's Office				
1210111 · Superintendent	2,621.76	17,041.00	-14,419.24	15.39%
1210112 · Clerical Salaries	1,500.64	11,827.00	-10,326.36	12.69%
1210115 · Office Supplies	0.00	825.00	-825.00	0.0%
1210116 · Other Expense	545.81	525.00	20.81	103.96%
121A116 · Travel Out of District	0.00	336.00	-336.00	0.0%
Total 1210 · Superintendent's Office	4,668.21	30,554.00	-25,885.79	15.28%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	0.00	3,600.00	-3,600.00	0.0%
Total 1430 · Legal Services	0.00	3,600.00	-3,600.00	0.0%
1450 · Administrative Technology				
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	0.00	3,923.00	-3,923.00	0.0%

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2015 through August 5, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	1,945.08	12,520.00	-10,574.92	15.54%
2110112 · Secretary	67.84	2,099.00	-2,031.16	3.23%
2110114 · Sped Medicaid Filing Fees	0.00	1,500.00	-1,500.00	0.0%
2110115 · Supplies	8.00	325.00	-317.00	2.46%
2110116 · Other	13.06	575.00	-561.94	2.27%
211A116 · Travel	0.00	203.00	-203.00	0.0%
Total 2110 · Supervisory - Special Education	2,033.98	17,222.00	-15,188.02	11.81%
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	12,724.92	81,712.00	-68,987.08	15.57%
2210112 · Principal's Secretary	5,332.31	35,068.00	-29,735.69	15.21%
2210115 · Principal's Supplies/contracts	22.67	2,000.00	-1,977.33	1.13%
2210116 · Principal's Other	63.63	1,050.00	-986.37	6.06%
221011A · Principal's Travel	0.00	1,000.00	-1,000.00	0.0%
Total 2210 · School Leadership	18,143.53	120,830.00	-102,686.47	15.02%
2220 · Curriculum Leader				
2220115 · Salaries	0.00	0.00	0.00	0.0%
Total 2220 · Curriculum Leader	0.00	0.00	0.00	0.0%
2250 · Principal's Technology				
2250115 · Supplies	0.00	2,000.00	-2,000.00	0.0%
2250116 · Other	4,144.05	5,000.00	-855.95	82.88%
Total 2250 · Principal's Technology	4,144.05	7,000.00	-2,855.95	59.2%
Total 2200 · School/Building Leadership	22,287.58	127,830.00	-105,542.42	17.44%

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2015 through August 5, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	0.00	379,644.00	-379,644.00	0.0%
Total 2305 · Teachers - Classroom	0.00	379,644.00	-379,644.00	0.0%
2310 · Teachers - Specialists				
Salaries	0.00	55,523.00	-55,523.00	0.0%
Total 2310 · Teachers - Specialists	0.00	55,523.00	-55,523.00	0.0%
2320 · Medical Therapeutic Services				
2320111 · Speech/ OT/ PT Salaries	1,523.59	30,219.00	-28,695.41	5.04%
Total 2320 · Medical Therapeutic Services	1,523.59	30,219.00	-28,695.41	5.04%
2325 · Substitutes				
2325113 · Teacher Sub Salaries	0.00	4,000.00	-4,000.00	0.0%
232511A · Aid Sub Salaries	0.00	500.00	-500.00	0.0%
Total 2325 · Substitutes	0.00	4,500.00	-4,500.00	0.0%
2330 · Teacher Aides				
2330113 · Salaries	3,749.26	53,374.00	-49,624.74	7.03%
Total 2330 · Teacher Aides	3,749.26	53,374.00	-49,624.74	7.03%
Total 2300 · Instruction - Teaching Services	5,272.85	523,260.00	-517,987.15	1.01%
2340 · Library				
2340113 · Librarian Salary	0.00	16,816.00	-16,816.00	0.0%
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 2340 · Library	0.00	17,816.00	-17,816.00	0.0%

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2015 through August 5, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2350 · Professional Developement				
2357 · Prof Development Expenses				
2357115 · Supplies	0.00	300.00	-300.00	0.0%
2357116 · Other	1,007.00	3,250.00	-2,243.00	30.99%
Total 2357 · Prof Development Expenses	1,007.00	3,550.00	-2,543.00	28.37%
Total 2350 · Professional Developement	1,007.00	3,550.00	-2,543.00	28.37%
2400 · Instructional Materials & Equip				
2410 · Texts and related materials	80.48	11,000.00	-10,919.52	0.73%
2430114 · Contract serv/Tools of Mind	0.00	0.00	0.00	0.0%
2430115 · General Classroom Supplies/ Reg	1,686.33	6,500.00	-4,813.67	25.94%
243011S · Class Room Supplies Sped	0.00	1,000.00	-1,000.00	0.0%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	0.00	3,967.00	-3,967.00	0.0%
2451114 · Tech Utilities	150.00	2,500.00	-2,350.00	6.0%
2451115 · Instruction Tech Supplies	0.00	2,500.00	-2,500.00	0.0%
2451116 · Instructional Tech Other	0.00	3,600.00	-3,600.00	0.0%
Total 2451 · Instructional Tech	150.00	13,067.00	-12,917.00	1.15%
Total 2400 · Instructional Materials & Equip	1,916.81	31,567.00	-29,650.19	6.07%
2440 · Instructional Service, Other				
2440113 · Instructional Field Trip Transp	0.00	2,200.00	-2,200.00	0.0%
2440115 · Instructional Summer Tutoring	0.00	0.00	0.00	0.0%
2440116 · Instructional Field Trip Other	0.00	7,100.00	-7,100.00	0.0%
Total 2440 · Instructional Service, Other	0.00	9,300.00	-9,300.00	0.0%

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2015 through August 5, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	0.00	13,762.00	-13,762.00	0.0%
Total 2710 · Guidance	0.00	13,762.00	-13,762.00	0.0%
Total 2700 · Guidance Counseling and Testing	0.00	13,762.00	-13,762.00	0.0%
3200 · Health Program				
3200115 · Supplies	3,168.41	2,500.00	668.41	126.74%
320A111 · School Nurse	2,669.23	71,664.00	-68,994.77	3.73%
Total 3200 · Health Program	5,837.64	74,164.00	-68,326.36	7.87%
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	0.00	15,000.00	-15,000.00	0.0%
3300114 · Bus Contracts - Elementary	0.00	56,084.00	-56,084.00	0.0%
330A114 · Bus Contracts - Mohawk/Tech	0.00	56,084.00	-56,084.00	0.0%
Total 3300 · TRANSPORTATION	0.00	127,168.00	-127,168.00	0.0%
3400 · Food Services				
3400114 · Staff	0.00	20,909.00	-20,909.00	0.0%
3400115 · Supplies	68.84	5,500.00	-5,431.16	1.25%
Total 3400 · Food Services	68.84	26,409.00	-26,340.16	0.26%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	3,784.80	34,364.00	-30,579.20	11.01%
4110115 · Supplies	0.00	4,000.00	-4,000.00	0.0%
Total 4110 · Custodial Services	3,784.80	38,364.00	-34,579.20	9.87%

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2015 through August 5, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
4120 · Fuel				
4120116 · Appropriation	0.00	8,000.00	-8,000.00	0.0%
Total 4120 · Fuel	0.00	8,000.00	-8,000.00	0.0%
4130 · Utilities				
4130116 · Telephone	491.99	5,000.00	-4,508.01	9.84%
413A116 · Electricity	15.90	20,000.00	-19,984.10	0.08%
Total 4130 · Utilities	507.89	25,000.00	-24,492.11	2.03%
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	304.53	1,500.00	-1,195.47	20.3%
4220116 · Other	96.00	2,000.00	-1,904.00	4.8%
Total 4220 · Maintenance of Buildings	400.53	3,500.00	-3,099.47	11.44%
4230 · Maintenance of Equipment				
4230116 · Local	620.16	2,000.00	-1,379.84	31.01%
423A116 · Union	7.50	758.00	-750.50	0.99%
Total 4230 · Maintenance of Equipment	627.66	2,758.00	-2,130.34	22.76%
Total 4000 · Operation and Maint of Plant	5,320.88	78,222.00	-72,901.12	6.8%
5200 · Employee Benefits				
5200116 · Medical	2,035.92	12,673.00	-10,637.08	16.07%
Total 5200 · Employee Benefits	2,035.92	12,673.00	-10,637.08	16.07%

Rowe Public School
Profit & Loss Budget vs. Actual
July1, 2015 through August 5, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
5350 · Rental - Union Office				
5350116 · Appropriation	0.00	2,345.00	-2,345.00	0.0%
Total 5350 · Rental - Union Office	0.00	2,345.00	-2,345.00	0.0%
7300 · Improvement of Equipment				
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 (34 students)	0.00	424,286.00	-424,286.00	0.0%
9100.6B · Franklin Tech (3 students)	0.00	53,550.00	-53,550.00	0.0%
Total 9100 · Tuition	0.00	477,836.00	-477,836.00	0.0%
Total Expense	50,449.71	1,583,076.00	-1,532,626.29	3.19%