MEETING MINUTES – FY2016
Rowe School Committee
Thursday, September 10, 2015 – 4:30pm – Rowe School

Present: Susie Zavotka (SZ), Gail May (GM) and Lisa Miller (LM) [LM joined meeting at 4:37pm]
Absent: N/A
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 4:35pm.

II. **Minutes:** GM made motion to approve 8/13/2015 minutes. SZ seconded motion; passed unanimously (2/0/0).

III. **Vendor Warrant:** GM signed an additional vendor warrant for a payment to National Grid. SZ had signed it earlier.

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

V. **Discussion Items:**

A. **Custodial Truck Use:** BK reported that he had spoken with the custodian's insurance agent who confirmed the loss of his "good driver" credit. The full one-time payment of $500 (approved at Aug 13th meeting) will be made to the custodian. BK spoke with Park Ranger Sean Loomis, and Sean agreed that Tim Schramel could use the Park pickup truck as needed. Tim will continue to use his own pickup truck to transport refuse and recycling items to the Transfer Station daily on his way out of town at the end of the work day. BK will clarify whose insurance covers the custodian's truck while using it for school business. ~~SZ will forward to him what information she has found out about insurance.~~ SZ

B. **Meeting Time:** Meeting time of 4:30pm is not convenient for LM due to her work hours. GM made a motion to change meeting time from 4:30pm to 5:00pm. LM seconded motion; motion passed unanimously (3/0/0).

C. **Collaborative for Educational Services:** Bill Diehl, Executive Director of CES in Northampton MA, joined the meeting to discuss their services and their Board of Directors. He disseminated packets detailing their services. CES serves 36 member districts—including Rowe SD. All SDs in Hampshire and Franklin counties (except Gateway) belong to CES. CES also serves non-member SDs. All member SDs each get one seat on the Board of Directors, which must be a SchCom member. The BOD meets six (6) times per year (from Sept. thru June), rotating between Whately and Northampton. Meetings are at 6:30pm and include dinner. All members must attend at least two meetings per year. GM offered to attend for the Rowe SD. SZ made a motion to appoint GM as Rowe's representative to the CES Board of Directors. LM seconded motion; motion passed unanimously (3/0/0). Mr. Diehl was thanked for attending the meeting and providing information on CES's services.

D. **Rowe School Committee FY2016 Goals:** The committee reviewed and updated the second draft of the SchCom Goal Planning Sheet for 2015-16. SZ will incorporate the changes.

- ***Item 1. Sch Improvement Plan:*** Nov
- ***Item 2. Facilities Subcommittee:*** Oct
- ***Item 3. Wage/Benefit Plan Structure Review:*** GM & BK will meet Thu 9/17 @10am to discuss, and will present information at Oct 8th meeting.
- ***Item 4. Social Media/Internet Policy:*** JL will bring information to Oct 8th meeting.
- ***Item 5. School Crisis Plan:*** BK: Plan does exist. After run-through on Sept 16th it will be fine-tuned. LM asked that parents be kept in the loop. BK stated that information will be sent home in school newsletter. He will provide full-year schedule of safety drills, etc. to SchCom.
- ***Item 6. Review of NBSU Services:*** It was agreed to wait until 2nd semester (Jan 2016).
- ***Item 7. Policy Handbook:*** SZ is making up a spreadsheet for Oct 8th meeting of policies she is aware of.

- ***Item 8. Mohawk Regional Agreement:*** SZ reported that a special meeting is being held Sept 16th to write up articles for town meeting warrants.
- ***Item 9: School Garden/Landscaping:*** Discuss during budget planning for FY17. Add a seasonal PT position? If so, develop a job description.

E. **National Grid/Electric Bills:** SZ sent an email on 9/4/2015 to NGrid, Berkshire PVS, and the state giving a recap of what electricity and solar issues we've been experiencing since the Aug 2012 fire. This led to a good dialogue with Joanne Derose of NGrid who has been very helpful. It appears that the school is getting solar credits, but they don't show on monthly bill. Electricity generated by solar panels (about 2,000 kWh per month) is used directly by the building. Usage above that amount comes from the grid. The only time we would see a solar credit on a monthly bill would be if we used less than 2K kWh in a given month; however, we generally use 12k kWh per month so would not expect to see that happen. Joanne is checking to see if meter we have is the correct meter. The $6,000 charge we had was a "deposit" because they thought we were a new account. Joanne is making sure we get either credit or reimbursement for that. SZ will give an update at next meeting. She plans to request an energy audit from Prism Energy Services, as electricity usage seems high.

F. **Mohawk RSD:** SZ missed the last meeting (location was changed). Will attend next week's meeting to discuss ATM warrant articles. They are looking at multiple changes to the current regional agreement. All changes must be approved by all towns. SZ stated that Michael Buoniconti said it is important to get Rowe in the agreement first, then work on other changes. LM stated that she thinks all changes should be made at the same time so that Rowe knows what they are getting into. GM stated that she's sees the changes getting tabled at town meetings if they aren't clear to the voters. The committee discussed the possibility of having a joint meeting with the Selectmen and Finance Committee to discuss the matter. BK stated that Michael Buoniconti and Michael Kociela at Mohawk are doing the research on behalf of the towns.

G. **Berkshire County Education Task Force:** JL reported that a task force has been formed in Berkshire County as they are facing: 1) a general decline in student enrollment, 2) rising operational costs (benefits, SPED, technology), 3) declining/flat revenues, and 4) reductions in diversity/range of educational programs available to students due to costs outpacing state aid and local contributions. JL gave SchCom members a copy of a white paper the task force unanimously adopted on 8/29/15. JL is on the task force. The task force is talking about collaboration to tackle these problems. He said that it probably won't affect Rowe.

H. **SchCom Packets:** It was agreed to email packet information for meetings (agenda, minutes, financial statement, principal's report, etc.) rather than mailing or hand delivering items. This will save both time and money. EM offered to print out/photocopy items for anyone wanting hard copies.

I. **Non-Certified Evaluations:** JL, GM and BK will work on preparing job descriptions and an evaluation process for non-union personnel. Perhaps prepare in a handbook form. Discuss again at next meeting.

VI. Financial Statement 7/1/2015 to 9/4/2015: Reviewed current budget vs. actual. *Health Supplies 3200115* is over budget due to software costs. Normally $325/year, but initial setup more expensive. Software is proving very beneficial. Overage of $1,219 can be absorbed in overall budget.

VII. Principal's Report: BK presented report. Some highlights:

- **Field Trip:** SZ made a motion to authorize an out-of-state K-6 field trip to the Mashantucket Pequot Museum in Mashantucket (Ledyard) CT (leave 7:00am—return 5:30 pm). LM seconded motion; motion passed unanimously.
- **After School Program:** Six families have shown interest. Cost is $5.00 per day. LM asked if there are concessions for those that cannot afford program. At present this has not been planned for. It was discussed that perhaps coupon books (paid for by donations) could be made available for those that cannot afford program or may forget to bring payment. To be discussed further.
- **School Bus Pick-up/Drop-off for School Choice Students:** The bus company (FM Kuzmeskus) has agreed to make two (2) morning and (2) afternoon stops on Route 2 in Charlemont for School Choice students. They will stop at the "Drive-In" commuter lot near Buckland town line, and at the Shunpike rest area near Zoar Road intersection. No additional charge as stops are on the existing route. Six families have begun using it already.
- **Cultural Study Program:** This year's program will be on Sweden. Becky Assenden will head the program.

- **Building:** BK and SZ are working with DEW to get final contract items taken care of.
- **Emergency Access:** BK will meet with fire chief next week to discuss access to emergency generator shed. Shed and generator belong to the town. A gate may be needed to access the shed. Need to discuss who should pay for this gate.
- **School Events Calendar:** BK gave out copies of Rowe ES 2015-16 events calendar.

VIII. School Committee Business:

A. New Business:

1. **Laptop for Music Teacher:** JL reported that Tom Creen has requested a laptop to better serve the students in his classrooms in Florida, Clarksburg and Rowe. The three schools will split the cost. Rowe's 1/3 will be $534. Purchase was approved by Superintendent.
2. **Carl A. Nilman Scholarship Fund Committee:** A representative from the town of Rowe is needed for this committee that meets twice per year (Sept & June). Most recently Becky Bradley has served on this committee. SZ will ask Lisa Danek-Burke if she would like to serve.
3. **PTP President:** SZ suggested that the new PTP President Tara Herzig be invited to the next SC meeting so that everyone can meet her. BK will invite her and let JL know for the agenda.

B. Old Business:

1. **Kitchen Noise Level:** Someone did put a decibel meter on the dishwasher and it was almost at allowed limit. This will be addressed, along with noise of other kitchen equipment and noise in cafeteria dining room.

IX. Announcements:

A. Outdoor Clean-Up/Fix-Up Day: SZ reported there was a good turn-out of volunteers for the event and a lot of work got done. Many new flowering plants (well over 100) were planted, playground equipment was worked on, four square and basketball area lines painted, bleachers stained, etc.), all in time for school opening.

B. Charting the Course: JL reported that Glenn Koucher of MASC will provide a class in North Adams. SZ and GM will get dates they're available to JL.

C. Hilltowns History Fair: An all-day history fair and conference is being held at Mohawk HS on Sat 9/19.

X. Executive Session: Not necessary

XI. Next Meeting: Thursday, Oct 8th at 5:00pm.

XII. Adjourn: LM made motion to adjourn meeting at 6:49pm. GM seconded motion; passed unanimously (3/0/0).

Respectfully submitted by Ellen Miller,

Signature: Susan Zawatka

Date Approved: 10/8/15

Correspondence/Handouts:

- Agenda
- Minutes: August 13, 2015
- *Collaborative for Educational Services*: information packet
- FY2016 SchCom Goals (draft #2)
- SZ email to NGrid, et.al., 9/4/2015
- Berkshire County Education Task Force: white paper
- FY2016 Budget vs. Actual YTD as of 9-4-2015
- Principal's Report dated 9/10/2015
- Rowe ES 2015-16 Events Calendar
- Memo re Laptop for Music Teacher 8/25/2015

Rowe School District

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

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Thursday, September 10, 2015 – 4:30 p.m.
Rowe School, 86 Pond Road, Rowe, MA

Agenda

I. **Call to order**

II. **Approval of Minutes:** Suggested Motion: I move to approve the minutes of the regular meeting of the Rowe School Committee of August 13 , 2015

III. **Audience of Citizens:**

IV. **Discussion Items:**

A. Custodial Truck Use
B. Rowe School Committee 15/16 Goals-(see updated handout)
C. National Grid and Electric Bills
D. Mohawk Regional SD- SC Report
E. Berkshire County Education Task Force
F. SC Packets
G. Non-Certified Evaluations

V. **Financial Statement: Dated July 1, 2015 Thru September 4, 2015**

VI. **Principal's Report -**

VII. **School Committee Business:**

A .New Business:

B. Old Business: Kitchen Noise Level

VIII. **Annoucements:**

A. Building Warranty Items Update
B. Outdoor Clean-Up/Fix-Up Day
C. Charting the Course

IX. **Audience of Citizens:**

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

XI. **Adjournment:**

2:58 PM
09/03/15
Accrual Basis

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through September 3, 2016

	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	399.50	2,425.00	-2,025.50	16.47%
Total 1110 · School Committee	399.50	4,225.00	-3,825.50	9.46%
1210 · Superintendent's Office				
1210111 · Superintendent	3,932.64	17,041.00	-13,108.36	23.08%
1210112 · Clerical Salaries	2,371.50	11,827.00	-9,455.50	20.05%
1210115 · Office Supplies	161.84	825.00	-663.16	19.62%
1210116 · Other Expense	368.57	525.00	-156.43	70.2%
121A116 · Travel Out of District	0.00	336.00	-336.00	0.0%
Total 1210 · Superintendent's Office	6,834.55	30,554.00	-23,719.45	22.37%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	300.00	3,600.00	-3,300.00	8.33%
Total 1430 · Legal Services	300.00	3,600.00	-3,300.00	8.33%
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	300.00	3,923.00	-3,623.00	7.65%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	2,917.62	12,520.00	-9,602.38	23.3%
2110112 · Secretary	254.74	2,099.00	-1,844.26	12.14%
2110114 · Sped Medicaid Filing Fees	0.00	1,500.00	-1,500.00	0.0%
2110115 · Supplies	14.64	325.00	-310.36	4.51%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through September 3, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
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	3,200.06	17,222.00	-14,021.94	18.58%
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	19,087.38	81,712.00	-62,624.62	23.36%
2210112 · Principal's Secretary	8,009.93	35,068.00	-27,058.07	22.84%
2210115 · Principal's Supplies/contracts	1,261.67	2,000.00	-738.33	63.08%
2210116 · Principal's Other	600.37	1,050.00	-449.63	57.18%
221011A · Principal's Travel	0.00	1,000.00	-1,000.00	0.0%
Total 2210 · School Leadership	28,959.35	120,830.00	-91,870.65	23.97%
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	33,103.40	127,830.00	-94,726.60	25.9%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	21,165.39	379,644.00	-358,478.61	5.58%
Total 2305 · Teachers - Classroom	21,165.39	379,644.00	-358,478.61	5.58%
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%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through September 3, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2320 · Medical Therapeutic Services				
2320111 · Speech/ OT/ PT Salaries	1,278.01	30,219.00	-28,940.99	4.23%
Total 2320 · Medical Therapeutic Services	1,278.01	30,219.00	-28,940.99	4.23%
2325 · Substitutes				
2325113 · Teacher Sub Salaries	30.00	4,000.00	-3,970.00	0.75%
232511A · Aid Sub Salaries	0.00	500.00	-500.00	0.0%
Total 2325 · Substitutes	30.00	4,500.00	-4,470.00	0.67%
2330 · Teacher Aides				
2330113 · Salaries	5,731.15	53,374.00	-47,642.85	10.74%
Total 2330 · Teacher Aides	5,731.15	53,374.00	-47,642.85	10.74%
Total 2300 · Instruction - Teaching Services	28,204.55	523,260.00	-495,055.45	5.39%
2340 · Library				
2340113 · Librarian Salary	188.67	16,816.00	-16,627.33	1.12%
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 2340 · Library	188.67	17,816.00	-17,627.33	1.06%
2350 · Professional Developement				
2351 · Prof Development Leadership				
2351116 · Other expenses	1,272.15			
Total 2351 · Prof Development Leadership	1,272.15			
2357 · Prof Development Expenses				
2357115 · Supplies	0.00	300.00	-300.00	0.0%
2357116 · Other	2,958.98	3,250.00	-291.02	91.05%
Total 2357 · Prof Development Expenses	2,958.98	3,550.00	-591.02	83.35%
Total 2350 · Professional Developement	4,231.13	3,550.00	681.13	119.19%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through September 3, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2400 · Instructional Materials & Equip				
2410 · Texts and related materials	5,538.38	11,000.00	-5,461.62	50.35%
2430114 · Contract serv/Tools of Mind	0.00	0.00	0.00	0.0%
2430115 · General Classroom Supplies/ Reg	3,725.58	6,500.00	-2,774.42	57.32%
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	305.14	3,967.00	-3,661.86	7.69%
2451114 · Tech Utilities	150.00	2,500.00	-2,350.00	6.0%
2451115 · Instruction Tech Supplies	679.52	2,500.00	-1,820.48	27.18%
2451116 · Instructional Tech Other	0.00	3,600.00	-3,600.00	0.0%
Total 2451 · Instructional Tech	1,134.66	13,067.00	-11,932.34	8.68%
Total 2400 · Instructional Materials & Equip	10,398.62	31,567.00	-21,168.38	32.94%
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%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	529.30	13,762.00	-13,232.70	3.85%
Total 2710 · Guidance	529.30	13,762.00	-13,232.70	3.85%
Total 2700 · Guidance Counseling and Testing	529.30	13,762.00	-13,232.70	3.85%
3200 · Health Program				
3200115 · Supplies	3,718.81	2,500.00	1,218.81	148.75%
320A111 · School Nurse	2,715.92	71,664.00	-68,948.08	3.79%
Total 3200 · Health Program	6,434.73	74,164.00	-67,729.27	8.68%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through September 3, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
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	494.13	20,909.00	-20,414.87	2.36%
3400115 · Supplies	1,289.11	5,500.00	-4,210.89	23.44%
Total 3400 · Food Services	1,783.24	26,409.00	-24,625.76	6.75%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	6,348.00	34,364.00	-28,016.00	18.47%
4110115 · Supplies	1,290.90	4,000.00	-2,709.10	32.27%
Total 4110 · Custodial Services	7,638.90	38,364.00	-30,725.10	19.91%
4120 · Fuel				
4120116 · Appropriation	1,151.23	8,000.00	-6,848.77	14.39%
Total 4120 · Fuel	1,151.23	8,000.00	-6,848.77	14.39%
4130 · Utilities				
4130116 · Telephone	977.36	5,000.00	-4,022.64	19.55%
413A116 · Electricity	1,772.97	20,000.00	-18,227.03	8.87%
Total 4130 · Utilities	2,750.33	25,000.00	-22,249.67	11.0%
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	591.07	1,500.00	-908.93	39.41%
4220116 · Other	596.00	2,000.00	-1,404.00	29.8%
Total 4220 · Maintenance of Buildings	1,187.07	3,500.00	-2,312.93	33.92%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through September 3, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
4230 · Maintenance of Equipment				
4230116 · Local	620.16	2,000.00	-1,379.84	31.01%
423A116 · Union	55.47	758.00	-702.53	7.32%
Total 4230 · Maintenance of Equipment	675.63	2,758.00	-2,082.37	24.5%
Total 4000 · Operation and Maint of Plant	13,403.16	78,222.00	-64,818.84	17.14%
5200 · Employee Benefits				
5200116 · Medical	3,053.88	12,673.00	-9,619.12	24.1%
Total 5200 · Employee Benefits	3,053.88	12,673.00	-9,619.12	24.1%
5350 · Rental - Union Office				
5350116 · Appropriation	613.88	2,345.00	-1,731.12	26.18%
Total 5350 · Rental - Union Office	613.88	2,345.00	-1,731.12	26.18%
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	112,678.67	1,583,076.00	-1,470,397.33	7.12%

Rowe Elementary School – Principal's Report
School Committee Meeting – September 10, 2015

Academics:

- New: Math Program, Second Step, PBL Classes
- Old: Assessments, Getting back to it
- Library
- Track My Progress

School Based Activities:

- First Day/Week of School
- Evacuation/Reunification Plans
- Field Trips
- After School Program
- Website
- Events Calendar
- Bus
- Cultural Study

Building, Staffing and Professional Development/Training:

- Building Issues
- Shed Access Meeting
- Electricity/Energy Usage
- Professional Development

Other Items

- Custodian Truck Use

School Calendar:

September
14 - Monday, First day of after school program
16 - Wednesday, PL Day, 1:50 release, Training for evacuation/reunification
22 - Tuesday, Evacuation/reunification drill
23 - Wednesday, PL Day, 1:50 release,
25 - Friday, Field Trip to Mashantucket Pequot Museum, K-6
28 - Monday, Grades 5/6 leave for Nature's Classroom

TOWN OF ROWE - School Committee - Goal Planning Sheet 2015-16

GOAL/ INITIATIVES	SPECIFIC GOAL TO ACCOMPLISH	PERSONS RESPONSIBLE	1ST REPORT DATE	DATE TO COMPLETE	PROGRESS ACCOMPLISHMENTS
1. School Improvement Plan	Developed by principal and superintendant	Jon Lev Bill Knittle			
2. Facilities Systems Sub-committee	Establish a sub-committee that would periodically review the school facility and maintenance programs	Susie Zavotka Bill Knittle			
3. Wage/Benefit Plan Structure Review	Establish a sub-committee to review the salary structure for all non-union personnel	Gail May Bill John Lev			
4. School Social Media and Internet Policy	Develop a policy that would define social media and internet use by students and staff	NBSU Administrative team			
5. School Crisis Plan	Develop a school crisis plan	Bill Knittle Jon Lev Barbara Griffin			
6. Review of NBSU services	Develop a method/instrument to review services provided by NBSU	Zavotka Adam DuPree			
7. Policy Handbook	Compile all existing Rowe School Policies and create an electronic and paper copy	Zavotka			
8. Mohawk Regional Agreement	Contine to investigate joining Mohawk 7-12	School Committee Adam DuPree			
9. School Garden/Landscape Plan	Establish a plan of volunteers and perhaps student help with school gardens	Zavotka TM			

CLARKSBURG ELEMENTARY SCHOOL

Principal: Tara Barnes
67 Ballou Lane — School – 663-8735
Williamstown, MA 01267 — Fax - 663-8629
E-mail: tbarnes@clarksburgschool.org
School Address: 777 West Cross Roads, Clarksburg MA 01247

Administrative Assistant: Mary Giron E-mail: mgiron@clarksburgschool.org
Custodian: Michael Peters, School – 663-8735

GABRIEL ABBOTT MEMORIAL SCHOOL

Principal: Heidi Dugal — Home – 664-7529
18 Tilda Hill Road — School- 664-6023 Alt. School – 664-2078
Florida, MA 01247 — Fax - 663-3593
E-mail: hdugal@abbottmemorial.org
Joyce Gallup, Admin. Asst. E-mail: jgallup@abbottmemorial.org
Glen Burdick, Highway Super.– 664-6274
School Address: 56 North County Road, Florida, MA 01247

EMMA MILLER MEMORIAL ELEMENTARY SCHOOL

Principal: Cathy Ann Chapman — Cell: 413-475-0616
305 Main Street — School: 743-1992
Plainfield, MA 01070
E-mail: cchapman@savoyelementary.com
School Address: 26 Chapel Road, Savoy, MA 01256

ROWE ELEMENTARY SCHOOL

Principal: William Knittle — School: 413-512-5100
75 Lexington Ave. — Fax: 413-339-8621
Holyoke, MA 01040
School Address: 86 Pond Road, Rowe, MA 01367
E-Mail: wknittle@roweschool.org

UNION OFFICE CONTACT LIST

SUPERINTENDENT

Jon Lev — Cell: 884-2777
343 Chester Knoll — Work: 664-9292
Bennington, VT 05201 — Fax: 664-9942
E-mail: jlev@nbsunion.com
Union Office Address: 98 Church Street, North Adams, MA 01247

Carrie Garivaltis, Business Administrator; E-mail: cgarivaltis@gmail.com

Ronna Brandt, Secretary/Receptionist; E-mail: rbrandt@nbsunion.com

SPED ADMINISTRATION

Deb Rosselli, SPED Director — Office: 664-4655
98 Church Street
North Adams, MA 01247
E-mail: drosselli@nbsunion.com

Vicki Winchell, Secretary; E-Mail: vwinchell@nbsunion.com

OFFICIAL RESULTS SPECIAL TOWN MEETING JUNE 24, 1982

SPECIAL TOWN MEETING HELD AT ROWE ELEMENTARY SCHOOL JUNE 24, 1982. MEETING CALLED TO ORDER BY MODERATOR JOHN WILLIAMS AT 6:30 P.M. QUORUM PRESENT. CONSTABLE BLANCHE VEBER SERVED TOWN MEETING WARRANT. CALL OF MEETING AND CONSTABLES RETURN READ BY MODERATOR. TELLERS CYNTHIA LAFFOND AND MERLE RIGGAN APPOINTED AND SWORN BY MODERATOR. TOWN MEETING WARRANT POSTED JUNE 9, 1982.

Article 1: Voted to accept Amendment Number Six (6) to the "Agreement between the Town of Buckland et al. with Respect to the Formation of a Regional School District," drawn up by a Mohawk Trail Regional School District Committee on May 12, 1982, which provides for the withdrawl of the Town of Rowe from the Mohawk Trail Regional School District, said acceptance, however, being contingent upon execution of the so-called corollary agreement between said District and the Town of Rowe.

Here follows Amendment Number Six:

AMENDMENT NUMBER SIX TO THE REGIONAL SCHOOL DISTRICT
AGREEMENT PROVIDING FOR THE WITHDRAWL OF THE TOWN OF
ROWE FROM THE MOHAWK TRAIL REGIONAL SCHOOL DISTRICT.

The agreement dated February 4, 1964, for the establishment of the Mohawk Trail Regional School District as amended on August 12, 1964, October 26, 1966, December 13, 1972, July 10, 1974 and May 14, 1975, is hereby further amended for the sixth time as follows:

1. By striking out the caption and paragraph preceding Section I and inserting in place thereof the following caption and paragraph:

AGREEMENT BETWEEN THE TOWNS OF
ASHFIELD, BUCKLAND, CHARLEMONT,
COLRAIN, HAWLEY, HEATH,
PLAINFIELD, AND SHELBURNE, MASSACHUSETTS,
WITH RESPECT TO THE FORMATION OF A
REGIONAL SCHOOL DISTRICT

This agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, between the towns of Ashfield, Buckland Charlemont, Colrain, Hawley, Heath, Plainfield and Shelburne herinafter sometimes referred to as member towns. In consideration of the mutual promises herein contained, it is hereby agreed as follows:

2. By striking out Subsection I (A) and inserting in place thereof the following Subsection:

(A) Composition

The powers and duties of the regional school district shall be vested in and exercised by a regional school district committee, hereinafter sometimes referred to as a Committee. The Committee shall consist of sixteen members; three from each of the towns of Buckland, Colrain, and Shelburne; two from each of the towns of Ashfield and Charlemont; and one from each of the towns of Hawley, Heath, and Plainfield. Except as provided in Subsection I (B), of the three members from each of the towns of Buckland, Colrain and Shelburne, one shall be an appointed member and two shall be elected members ; of the two members from each of the towns of Ashfield and Charlemont one shall be an appointed member and one shall be an elected member, and each of the members from the towns of Hawley, Heath and Plainfield shall be an appointed member. Appointed members shall be those appointed by the local school committee of each member town and elected members shall be those elected at annual town elections. Members shall serve until their respective successor members are appointed or elected and qualified.

(B) SPECIAL EDUCATION PUPILS FROM THE TOWN OF ROWE

The Committee shall provide for the education of pupils from the Town of Rowe who are entitled to attend the regional district school irrespective of the specific and particular educational needs of any pupil from said Town of Rowe, and irrespective of whether such education for any pupil from said Town of Rowe is provided at the regional district school or at any other school as may be approved by said Committee.

(C) Transportation of Pupils from the Town of Rowe

The Committee shall provide for the transportation of pupils from the Town of Rowe who are entitled to attend the regional district school, to and from the regional district school to the extent that such transportation is provided for pupils from member towns who are entitled to attend the regional district school. The Committee shall provide for the transportation of pupils from the Town of Rowe who are entitled to attend the regional district school, to and from any other school as may be approved by said Committee to the extent that such transportation is provided for pupils from member towns who are entitled to attend the regional district school, to and from any other school as may be approved by said Committee.

(D) Tuition Basis for Pupils from the Town of Rowe

The cost of tuition to the regional district school for each pupil who attends said regional district school or any other school as may be approved by the Committee, and who resides in the Town of Rowe shall be paid by said Town of Rowe to the Mohawk Trail Regional School District during the fiscal year when each such pupil is actually in attendance. The basis of the cost of tuition to the regional district school or any other school as may be approved by said Committee for each fiscal year shall be established as follows: The total Maintenance and Operating Budget as defined in Subsection IV (C) of this agreement, for that fiscal year, reduced by the anticipation amounts of receipts from the Commonwealth of Massachusetts to be used by the Committee to defray such budgeted maintenance and operating charges for that fiscal year, and further reduced by the anticipated amounts of surplus revenue from the Mohawk Trail Regional School District treasury to be used by the Committee to defray such budgeted manitenance and operating charges for that fiscal year, and further reduced by the amounts received from towns paying tuition to the Mohawk Trail Regional School District, consistent with the terms of Subsection XL (C) of this agreement; the balance(viz, the net operating and maintenance budget for said fiscal year) to be divided by the total enrollment of pupils in the regional district school from member towns as of October 1 of the previous fiscal year and the resulting balance further divided by one and one-tenth (I.I); the final balance to equal the cost of tuition for one pupil for one complete school year.

(E) Reduction of the Cost of Tuition for Pupils Resident in the Town of Rowe

In the event the Committee reduces the net operating and maintenance costs assessed to the member towns for any fiscal year, by the reduction of the Operating and Maintenance Budget for said fiscal year or by the application of additional amounts of revenue, irrespective of the source thereof, to reduce the net operating and maintenance costs assessed to said member towns for that fiscal year, the cost of tuition to the Town of Rowe for the education of its students during said fiscal year shall be likewise reduced in accordance with the provisions of Subsection XVII (D) .

(F) Schedule of Payment of Tuition Costs by the Town of Rowe

In lieu of payment of tuition costs to the Mohawk Trail Regional School District for fiscal year 1983, the Town of Rowe shall pay to said Mohawk Trail Regional School District during said fiscal year, $52,683.28 as its share of the Fiscal Year 1983 Operating and Maintenance Budget of said Mohawk Trail Regional School District. For Fiscal Year 1984 and thereafter, the Town of Rowe shall pay for the tuition of its students to the regional district school or any other school as may be approved by the Committee, such amounts as are in accordance with the provisions of Subsection XVII (D) , and shall make such payments twice each fiscal year at the following times: I) not later than January 31 of each fiscal year; 2) not later than June 30 of each fiscal year.

AGREEMENT
between the
TOWN OF ROWE
and the
MOHAWK TRAIL REGIONAL SCHOOL DISTRICT

****

THIS AGREEMENT is entered into this ___ day of June, 1982, by and between the TOWN OF ROWE and the MOHAWK TRAIL REGIONAL SCHOOL DISTRICT, hereinafter called the "School District";

WHEREAS, pursuant to Section VIII(A) of *The Agreement between the Towns of Buckland (et al) With Respect to the Formation of a Regional School District*, hereinafter called the "Agreement", the Town of Rowe voted at its Annual Town Meeting on May 10, 1982, to request the School District to prepare an amendment to the Agreement setting forth the terms by which the Town may withdraw from the School District, and

WHEREAS, the Mohawk Trail Regional School District Committee, hereinafter called the "School District Committee", prepared said amendment to the Agreement at a meeting held May 12, 1982, pursuant to Section VIII(B) of the Agreement. Said Agreement is entitled *Amendment Number Six to the Regional School District Agreement Providing for the Withdrawal of the Town of Rowe from the Mohawk Trail Regional School District*, hereinafter referred to as the "Amendment", and

WHEREAS, the Town of Rowe has voted to accept said Amendment at a Special Town Meeting held June ___ 1982 subject to execution of this Agreement by the School District Committee and the Board of Selectmen and School Committee of the Town of Rowe,

NOW THEREFORE, in consideration of the covenants herein, the parties agree as follows:

1. The School District shall not adopt any amendment to the Agreement which either impairs or in any way affects the rights of the Town of Rowe as set forth in the Amendment without the express approval of he Town of Rowe having been secured in advance by virtue of a Town Meeting vote.
2. The parties hereto understand and agree that the Town of Rowe has accepted said Amendment with the express understanding that it may not be modified at any time in the future so as to impair or affect the rights of the Town of Rowe as set forth in the Amendment without its approval as described in the preceeding paragraph. Accordingly, all limitations, liabilities and restrictions upon the School District set fort in this Agreement shall be binding upon the School District Committee as it may be constituted and organized at any time hereafter.
3. This Agreement shall become effective when said Amendment has been accepted by all of the member towns of the School District.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed by their respective authorized officers and their respective corporate seals hereto affixed as of date first above written.

Signed: Mohawk Trail Regional School District
Town of Rowe Board of Selectmen
Town of Rowe School Committee

ROWE SCHOOL COMMITTEE MEETING AND WARRANT DATES

Meeting Dates:

10/1 @ 6pm in Clarksburg (NBSU Committee)

10/8 @ 4:30

11/12 @4:30

12/10 @ 4:30

1/14 @ 4:30

2/11 @ 4:30

3/10 @ 4:30

4/14 @ 4:30

5/2 @ 6:30 in Savoy (NBSU Committee)

5/12 @ 4:30

6/9 @4:30

Warrant Dates:

9/4,9/18, 10/2, 10/16, 10/30, 11/13, 11/30,

12/11, 12,28, 1/8, 1/22, 2/5, 2/19, ¾, 3/18,

4/1, 4/15, 4/29, 5/13, 5/27, 6/10, 6/24