MEETING MINUTES – FY2016

Rowe School Committee

Thursday, November 12, 2015 – 5:00pm – Rowe School

Present: Susie Zavotka (SZ), Lisa Miller (LM) and Gail May (GM)
Absent: N/A
Also Present: Supt. Jon Lev (JL), Principal Bill Knittle (BK), Ellen Miller (EM)
Audience: Claudine Poplawski

I. **Call to Order**: The meeting was called to order by SZ at 5:00pm.

II. **Teacher Presentation:** A breakout session took place to view a presentation by Gr 3/4 teacher Claudine Poplawski at the other side of the Library Room. Highlights of the presentation were the tech teaching being given by the school's IT Tech Graham Coterwas (teaching students how to prepare docs, tables & graphs, etc.) and the 5 hours of community service her students will undertake this year (planting bulbs, putting up butterfly and bird houses, assisting the Rowe Council on Aging and work at Pelham Lake Park).

III. **Minutes:** LM made motion to approve 10/8/2015 minutes as presented. GM seconded the motion; passed unanimously (3/0/0).

IV. **Audience of Citizens:** None

V. **Discussion Items:**

A. **Non-Certified Wage Benefits:** JL presented a 2nd draft of this policy that he, GM and BK have prepared. Draft was reviewed in detail. Will review 3rd draft at Dec 10th meeting.

- Personal Days: It was agreed to add the stipulation that personal days take effect after 30 days of employment. Also, policy should state that personal days require advance approval. BK will find the wording in the teachers' contract and put it in this policy.
- Sick Leave: Sick days are available on first date of employment—pro-rated if starting after first day of school.
- Sick leave buy-back: This will be revisited. Perhaps use policy of 15% buy-back (up to 182 days) after 10 full years of service, using the rate of pay at termination date. (This is similar to the teachers' contract). Perhaps determine approximate projected cost of such buy-back.
- Bereavement days: Spell out that these days are for each occurrence. Also add that all leaves must be authorized by Principal.
- Retirement Bonus: Add that it will be at 1.0% of per diem rate (rate on date of termination) x years of service (minimum of 20 years). [Teachers' contract is 1.5% w/20 year minimum.] SZ asked if it was usual to get both a sick leave buy-back and a retirement bonus. JL stated that it is typical to get both, and that longevity pay (aka retirement bonus) can be paid out in various ways. Sometimes it is like the Rowe contract and sometimes it is a flat amount for the number of years served; i.e., $500 after 10-15 years, $750 for 15-20 years and $1000 after 20 years.
- Evaluation: Add that evaluation will be done at least once annually.
- Health Insurance Benefits: Add statement re health insurance benefits (see teachers' contract). Also add that employees working a minimum of 20 hrs/wk are eligible. Full year employees as well as school employees who do not work the full calendar year, but work a minimum of 20 hpw are eligible.
- Termination: Perhaps add termination clause.

B. **Facilities Subcommittee:** SZ reported that the subcommittee had their first meeting last Friday. Members are Sean Loomis, Ed May, Kerry McLatchy, Tim Schramel, BK and SZ. SZ was elected chair. They went over a list of issues. Subcommittee will meet again Dec 4th to address some specific issues; i.e., maintenance checks, roof leaks, HVAC, landscape maintenance. One item that came up...the subcommittee highly recommends that the SC move forward with hiring help during the summer (as was done in the past) to assist with yard and

maintenance work. It needs to be determined what type of work these employees will do. That may be a determination in the age of workers needed. This item will be added to SC's Dec 10th agenda.

C. **School Improvement Plan:** BK presented 1st draft of 3-year (2015-2017) plan. JL & BK reviewed several other plans (Ludlow, Longmeadow, Dracut, Mohawk, MASC website, etc.) and took parts of each. SC members' homework is to review plan for discussion on Dec 10th. BK will have staff input by Dec 10th. He hopes to have LEC input by that date as well. [Note: SIP presented for information only—it does not require SC approval.]

D. **Social Media/Internet Policy:** BK disseminated 1st draft of policy to SC members for review and discussion at Dec 10th meeting. Parts of Mohawk, Dracut PS, Longmeadow PS, and boilerplate items on MASC website were used to develop this draft. SZ: Will this replace 3 existing policies—*Social Media, Technology*, and *Facebook Social Networking*...and our *Personal Electronic Devices* policy? SZ and BK will review and look for overlaps. BK was thanked for the work he put in on school policies.

E. **Rowe School Policies Overview:** Ongoing project. JL disseminated a 1st draft of a ***Physical Restraint*** policy that the DOE is requiring (via a new law) all schools adopt by Jan 2016. Adam developed this draft. Some teachers are already trained, but the whole staff will be getting an in-service on this. SC members will review the draft for discussion at next meeting. SZ and BK will meet to go over all known current policies to look for overlaps. There may be existing policies that are no longer needed. [The official policy book was lost in the fire.]

F. **SC Goals:** SZ: We're moving along nicely on our Goals for the year.

G. **Mohawk Regional Agreement:** BK reported that the following items are being focused on by Mohawk SC:
- Current agreement covers K-12 education...change agreement to cover PreK-12?
- Considering how to work on bringing Rowe into Gr 7-12
- Working on voting process—currently requires unanimous vote of all member towns. Should it be three-fourths vote or perhaps a weighted vote??

Next meeting of Mohawk Budget Subcommittee is Wed Nov 18 at 5pm (full Mohawk meeting at 7pm). BK cannot attend (prior commitment). SZ will be out of town. She will talk to her husband (on FinCom) to see if someone from FinCom or BOS can attend.

VI. **Financial Statement - 7.1.2015 thru 11.4.2015:** Current budget vs. actual was reviewed.
- **2330113 Teacher Aides Salaries:** Higher than it should be due to a one-time retirement bonus payout.
- **2357116 PD Other:** Currently at 146% of budget due to some items being charged here that should have been charged to the REAP grant. Working on REAP account re monies that should be carried over, etc., and getting expenses classified correctly. REAP $$ can be carried over for two years.
- **9100.6A Mohawk Tuition:** GOOD NEWS! Received first half Mohawk tuition invoice. Had budgeted for 34 students @ $12,479 for total of $424,286. Bill received was for 32 students @ $12,479 = $199,664. If we maintain 32 students for remainder of year there will be a surplus in that line item of about $25K. (Payment to Mohawk is on current warrant—not posted as of financial statement dated Nov 4th.)
- **3400115 Food Supplies**: At 90.74% of budget; however, once we begin receiving school lunch revolving funds expenses can be taken from that line item. *Side note: DOE's nutrition department recently performed a cafeteria audit. Took 1½ days. Auditor was very impressed with our school and kitchen and gave very positive feedback. There are a few things we need to do, but nothing major. She had both breakfast and lunch while here.*
- **4130116 Telephone:** At 48.15% of budget due to O'Neill Consulting being paid up front ($500). They take care of our e-rate billings.
- **Medicaid Reimbursements:** JL stated that the town recently received a school Medicaid reimbursement. He and Carrie are writing a letter to the town asking that they create an account for this money, and at the same time they are sending them a bill the school received (which is 10% of the payment received) asking that they pay the bill with these funds. SZ will mention this to Tracy.

VII. **Principal's Report:** BK reported on activities during the past month. Some highlights: Project Based Learning is going very well. SZ stated that the SC appreciates the presentations that teachers have been giving them. Cultural study of Sweden is underway. Began with luncheon. Two fiddlers are coming next week to teach Swedish folk songs. Vävstuga Weaving School of Shelburne Falls will be bringing a loom to school to demonstrate Swedish weaving.

After School Program: There does not seem to be a need for the program this year. During Sept & Oct we averaged (2) students on 17 of 34 days. Need 4-5 students to pay for itself. Thursdays are getting the most requests. For now will just be doing Thursdays. May adjust in the winter for grandparents (caregivers) being away. Wendy Norcross has done a great job with this program. Website: Graham is redesigning the school's website to make it more family and user friendly. Should be done in the next few weeks. Building: DEW planted a replacement tree and drilled a core from the pitted sidewalk to determine the problem with the concrete. Emergency Diesel Generator Shed Access: Fire Chief is getting an estimate for cost of gate installation cost and is working to see what funds the Fire Dept. may have to pay for this. School's job will be to remove snow up to that gate and to the pump house so they have access. Electricity Usage: BK set up a time for PRISM Energy Services to come and look at our electricity usage. Ben Weil from UMass Extension Service (who was an advisor to the SBC and recommended the mini-split heat pumps) has also been contacted for assistance. BK is putting together historical information on oil and electricity usage for Ben. He will analyze this data to determine how we're doing in the new building vs. the old building. Speech/Language Pathologist: Bev Blatt had up to 6 extra days allotted in her annual contract for report preparation. She did work 18.25 hours at the end of last year and submitted the hours for payment, but inadvertently did not get paid. We owe her $981.49 for these hours. Will pay this prior year payroll item from School Choice funds. She had been a .2FTE with the 6 extra days, but this year she has gone to .4FTE.

VIII. School Committee:

A. New Business:

1) **Nurse's Monthly Activity Report:** Report was received. Created with new SNAP software.
2) **Cafeteria Statistics:** LM asked if the same type of information given by the nurse's software can be provided for the cafeteria; i.e., how many breakfasts and lunches are being served. BK stated this information is already being tracked, and he will add it to his monthly Principal's Report starting next month.
3) **Next Meeting:** Dec 10th at 5pm. SZ asked if everyone can make it at that time. Everyone stated they will be there. BK stated that an Art Show takes place that evening at 6pm, followed by the Swedish cultural study performance at 6:30pm.
4) **Substitute Pay for Paraprofessionals**: JL: SC changed the sub rate for substitute teachers at the last meeting; however, he would like clarification on pay rates for paraprofessional substitutes; i.e., subs for classroom aides, cafeteria workers, custodial workers, etc. Will put this item on Dec 10th agenda. *Note: MA minimum wage is $9.00/hour eff. Jan 2015; however, Schools are exempt from this.*
5) **Noise Levels in Cafeteria and Gymnasium:** An email was received from resident Jack Williams expressing concern about acoustics at the school (cafeteria/kitchen and gym). Jack phoned GM to discuss the matter. He stated he had to leave the last town meeting (in the gym) because he could not hear those that were speaking, and added that noise in the cafeteria is a problem also. He won't be coming to school lunches because of this. He thinks something should be done about this problem. He suggested perhaps a consultation with his grandson-in-law who lives in Rowe (Chuck Sokol who works for Valley Communications) would be helpful. GM: We need to ensure that when someone brings something forward to the committee that we respond. SZ agreed. SZ: Before the next town meeting we will work to get the chairs and the mic closer together, close the stage curtain, etc. BK: Tom Creen (music teacher) adjusted the mic's treble so it should be better. BK stated that he will call Chuck for assistance (Valley Communications installed the school's phone system). SZ: We're researching noise-dampening panels for possible use in the cafeteria and perhaps the kitchen.
6) **Franklin County Sheriff's Office:** We may contact them to perform miscellaneous work at the school. They offer free labor. We only need to pay for materials and supplies.
7) **Warrants:** Treasury and payroll warrants were approved and signed.

B. Old Business:

1) **PRISM Energy:** They will be coming to discuss energy usage and perform an audit (see Principal's Report).

IX. Correspondence: MASC training session for new SC members: Sat, Nov 21st at CES in Northampton.

X. Executive Session: Not needed.

XI. Adjourn: Motion made to adjourn meeting at 6:59pm. Motion seconded; passed unanimously (3/0/0).

Respectfully submitted by Ellen Miller,

Signature: Susan Zavatta

Date Approved: 12/21/15

Correspondence/Handouts:

- Agenda
- Minutes: Oct 8, 2015
- DRAFT #2 *Policies Regarding Benefits for Non-Teaching Staff*
- DRAFT #1 *Rowe Elementary School – School Improvement Plan*
- DRAFT #1 *Rowe School Social Media Policy*
- DRAFT #1 *Physical Restraint Policy*
- FY2016 Budget vs. Actual 7/1/2015 to 11/4/2015
- Principal's Report dated 11/12/2015
- Email dated 11.4.2015 from Jack Williams re school acoustical problems
- Email dated 11.4.2015 re MASC training in Northampton

Rowe School District

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

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Thursday, November 12, 2015 – 5:00 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 October 9 , 2015

III. **Audience of Citizens:**

IV. **Teacher Presentation**

V. **Discussion Items:**

- A. Non-Certified Wage/Benefits Policy for Non-teaching Employees (Gail May/Bill Knittle/Jon Lev)
- B. Rowe School Facilities Sub committee update (Susie Zavotka/Bill Knittle)
- C. School Improvement Plan (Bill Knittle, Jon Lev)
- D. Social Media /Internet Policy (Bill Knittle, Jon Lev)
- E. Rowe School Policies Overview (report from Adam, Jon Lev, other Policy revisions, Susie Zavotka)
- F. Rowe School Committee 15/16 Goals-(plans for December meeting) (Susie Zavotka)

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

VII. **Principal's Report -**

VIII. **School Committee Business:**

A .New Business:

Nurse's Monthly Activity Report

December 10th meeting ok?

B. Old Business:

School Energy Audit (PRSIM?)

VIII. **Announcements:**

- A. Building Warranty Items Update

IX. **Audience of Citizens:**

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

XI. **Adjournment:**

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

Posted:

Rowe School District

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

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

Rowe Elementary School

"Where children come first..."

86 Pond Road
Rowe, MA 01367
www.roweschool.org

Bill Knittle, Principal
Phone: 413-512-5100
FAX: 413-339-8621

Policies Regarding Benefits for Non-Teaching Staff

Draft - November 12, 2015

There will be two categories of non-teaching personnel:

- Category I - All permanent, full-year employees who work at least thirty-five hours a week, fifty-two weeks a year
- Category II - All permanent employees who work the normal school year (184 days).
- Category III - All permanent employees who work at least thirty-five hours a week during the normal school year (184 days), and during summer or school vacations as needed.

Permanent employees are those who are hired on an annual basis. Individuals hired for temporary, substitute or summer work are not eligible for benefits.
Part-time employees who are hired on a permanent basis for twenty or more hours a week but less than a full work day will receive a percentage of the benefits prorated based on the hours worked.
Part-time employees who are hired on a permanent basis but for less than twenty hours a week are not eligible for benefits.

Benefits:
Vacation:

Category I employees:
1 week for 1st year after 6 months
2 weeks for 2nd through 4th year
3 weeks for 5th through 9th year
4 weeks for 9th year and beyond (maximum vacation time)
Vacation time renews on July 1
Vacation time must be used within the fiscal year and does not carry over
Category II and III employees do not earn vacation time

Grievance

- An employee with a grievance shall present it to the principal in writing. The principal must respond in writing within six working days.
- If the grievance is not resolved to the satisfaction of the grievant within six working days, the grievant may present the grievance in writing to the Superintendent.
- If the grievance presented to the Superintendent is not resolved to the satisfaction of the grievant within six working days, the grievant may present the grievance in writing to the School Committee.
- If the grievance presented to the School Committee is not resolved to the satisfaction of the grievant within thirty days, the grievant may take grievance to arbitration.

Evaluation

The administration has the responsibility to evaluate non-teaching staff annually. The evaluation shall be written using the attached evaluation form, and completed by June 1.

An employee whose rating is unsatisfactory will receive notice from the principal in writing of the improvement in writing.

9:01 AM
11/03/15
Accrual Basis

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through November 4, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
Income				
49900 · Appropriated Town Funds	0.00	1,583,076.00	-1,583,076.00	0.0%
Total Income	0.00	1,583,076.00	-1,583,076.00	0.0%
Expense				
1110 · School Committee				
1110112 · Salary	450.00	1,800.00	-1,350.00	25.0%
1110116 · Advert/Bids/Print	872.25	2,425.00	-1,552.75	35.97%
Total 1110 · School Committee	1,322.25	4,225.00	-2,902.75	31.3%
1210 · Superintendent's Office				
1210111 · Superintendent	6,554.40	17,041.00	-10,486.60	38.46%
1210112 · Clerical Salaries	4,346.92	11,827.00	-7,480.08	36.75%
1210115 · Office Supplies	161.84	825.00	-663.16	19.62%
1210116 · Other Expense	1,441.67	525.00	916.67	274.6%
121A116 · Travel Out of District	10.24	336.00	-325.76	3.05%
Total 1210 · Superintendent's Office	12,515.07	30,554.00	-18,038.93	40.96%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	900.00	3,600.00	-2,700.00	25.0%
Total 1430 · Legal Services	900.00	3,600.00	-2,700.00	25.0%
1450 · Administrative Technology				
Admin Tech Salary	515.50			
1450115 · Supplies	0.00	120.00	-120.00	0.0%
1450116 · Other	0.00	203.00	-203.00	0.0%
Total 1450 · Administrative Technology	515.50	323.00	192.50	159.6%
Total 1400 · Finance and Admin Services	1,415.50	3,923.00	-2,507.50	36.08%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	4,862.70	12,520.00	-7,657.30	38.84%
2110112 · Secretary	705.19	2,099.00	-1,393.81	33.6%
2110114 · Sped Medicaid Filing Fees	0.00	1,500.00	-1,500.00	0.0%
2110115 · Supplies	131.90	325.00	-193.10	40.59%
2110116 · Other	59.21	575.00	-515.79	10.3%
211A116 · Travel	0.00	203.00	-203.00	0.0%
Total 2110 · Supervisory - Special Education	5,759.00	17,222.00	-11,463.00	33.44%
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	31,812.30	81,712.00	-49,899.70	38.93%
2210112 · Principal's Secretary	13,365.17	35,068.00	-21,702.83	38.11%
2210115 · Principal's Supplies/contracts	1,883.76	2,000.00	-116.24	94.19%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through November 4, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
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	47,661.60	120,830.00	-73,168.40	39.45%
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	1,784.80	2,000.00	-215.20	89.24%
2250116 · Other	4,144.05	5,000.00	-855.95	82.88%
Total 2250 · Principal's Technology	5,928.85	7,000.00	-1,071.15	84.7%
Total 2200 · School/Building Leadership	53,590.45	127,830.00	-74,239.55	41.92%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	101,961.19	379,644.00	-277,682.81	26.86%
Total 2305 · Teachers - Classroom	101,961.19	379,644.00	-277,682.81	26.86%
2310 · Teachers - Specialists				
Salaries	4,265.76	55,523.00	-51,257.24	7.68%
Total 2310 · Teachers - Specialists	4,265.76	55,523.00	-51,257.24	7.68%
2320 · Medical Therapeutic Services				
2320111 · Speech/ OT/ PT Salaries	6,205.00	30,219.00	-24,014.00	20.53%
Total 2320 · Medical Therapeutic Services	6,205.00	30,219.00	-24,014.00	20.53%
2325 · Substitutes				
2325113 · Teacher Sub Salaries	546.75	4,000.00	-3,453.25	13.67%
232511A · Aid Sub Salaries	0.00	500.00	-500.00	0.0%
Total 2325 · Substitutes	546.75	4,500.00	-3,953.25	12.15%
2330 · Teacher Aides				
2330113 · Salaries	22,466.79	53,374.00	-30,907.21	42.09%
Total 2330 · Teacher Aides	22,466.79	53,374.00	-30,907.21	42.09%
Total 2300 · Instruction - Teaching Services	135,445.49	523,260.00	-387,814.51	25.89%
2340 · Library				
2340113 · Librarian Salary	1,658.31	16,816.00	-15,157.69	9.86%
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 2340 · Library	1,658.31	17,816.00	-16,157.69	9.31%
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				

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through November 4, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2357115 · Supplies	42.90	300.00	-257.10	14.3%
2357116 · Other	4,735.70	3,250.00	1,485.70	145.71%
Total 2357 · Prof Development Expenses	4,778.60	3,550.00	1,228.60	134.61%
Total 2350 · Professional Developement	6,050.75	3,550.00	2,500.75	170.44%
2400 · Instructional Materials & Equip				
2410 · Texts and related materials	5,704.53	11,000.00	-5,295.47	51.86%
2430114 · Contract serv/Tools of Mind	0.00	0.00	0.00	0.0%
2430115 · General Classroom Supplies/ Reg	5,070.67	6,500.00	-1,429.33	78.01%
243011S · Class Room Supplies Sped	63.89	1,000.00	-936.11	6.39%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	1,525.70	3,967.00	-2,441.30	38.46%
2451114 · Tech Utilities	450.00	2,500.00	-2,050.00	18.0%
2451115 · Instruction Tech Supplies	1,609.75	2,500.00	-890.25	64.39%
2451116 · Instructional Tech Other	4,350.00	3,600.00	750.00	120.83%
Total 2451 · Instructional Tech	7,935.45	13,067.00	-5,131.55	60.73%
Total 2400 · Instructional Materials & Equip	18,774.54	31,567.00	-12,792.46	59.48%
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	3,917.21	7,100.00	-3,182.79	55.17%
Total 2440 · Instructional Service, Other	3,917.21	9,300.00	-5,382.79	42.12%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	2,646.50	13,762.00	-11,115.50	19.23%
Total 2710 · Guidance	2,646.50	13,762.00	-11,115.50	19.23%
Total 2700 · Guidance Counseling and Testing	2,646.50	13,762.00	-11,115.50	19.23%
3200 · Health Program				
3200115 · Supplies	4,751.25	2,500.00	2,251.25	190.05%
320A111 · School Nurse	13,579.60	71,664.00	-58,084.40	18.95%
Total 3200 · Health Program	18,330.85	74,164.00	-55,833.15	24.72%
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	1,965.17	15,000.00	-13,034.83	13.1%
3300114 · Bus Contracts - Elementary	5,521.23	56,084.00	-50,562.77	9.85%
330A114 · Bus Contracts - Mohawk/Tech	5,521.23	56,084.00	-50,562.77	9.85%
Total 3300 · TRANSPORTATION	13,007.63	127,168.00	-114,160.37	10.23%
3400 · Food Services				
3400114 · Staff	4,668.39	20,909.00	-16,240.61	22.33%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through November 4, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
3400115 · Supplies	4,990.73	5,500.00	-509.27	90.74%
Total 3400 · Food Services	9,659.12	26,409.00	-16,749.88	36.58%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	11,547.53	34,364.00	-22,816.47	33.6%
4110115 · Supplies	1,418.31	4,000.00	-2,581.69	35.46%
Total 4110 · Custodial Services	12,965.84	38,364.00	-25,398.16	33.8%
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	2,407.38	5,000.00	-2,592.62	48.15%
413A116 · Electricity	5,365.11	20,000.00	-14,634.89	26.83%
Total 4130 · Utilities	7,772.49	25,000.00	-17,227.51	31.09%
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	2,065.82	1,500.00	565.82	137.72%
4220116 · Other	1,621.40	2,000.00	-378.60	81.07%
Total 4220 · Maintenance of Buildings	3,687.22	3,500.00	187.22	105.35%
4225 · Building Security Systems				
4225115 · Supplies	1,010.17			
Total 4225 · Building Security Systems	1,010.17			
4230 · Maintenance of Equipment				
4230116 · Local	1,302.84	2,000.00	-697.16	65.14%
423A116 · Union	70.47	758.00	-687.53	9.3%
Total 4230 · Maintenance of Equipment	1,373.31	2,758.00	-1,384.69	49.79%
Total 4000 · Operation and Maint of Plant	27,960.26	78,222.00	-50,261.74	35.75%
5200 · Employee Benefits				
5200116 · Medical	5,089.80	12,673.00	-7,583.20	40.16%
Total 5200 · Employee Benefits	5,089.80	12,673.00	-7,583.20	40.16%
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%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through November 4, 2015

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
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	317,756.61	1,583,076.00	-1,265,319.39	20.07%

Rowe Elementary School – Principal's Report
School Committee Meeting – November 12, 2015

Academics:

- Project Based Learning-Penny Fair, Marine Animals, Forces and Motion
- Cultural Study
- Conferences

School Based Activities:

- After School Program
- Website
- Fire Prevention and Safety presentations
- Community Lunch

Building, Staffing and Professional Development/Training:

- Building Issues
- Shed Access
- Fire Drill
- Electricity/Energy Usage
- 11/3 Professional Learning Day
- Long Term Sub
- SLP pay

School Calendar:

November
13 - Friday, Conferences, 12:30-3:30
16 - Monday, Faculty Meeting, 3:30-4:30
17 - Tuesday, Artists In Residence at school
18 - Wednesday, PL day, 1:50 release, PD: Writing
19 - Thursday, All School Meeting, 2:30 (3/4)
25 – Wednesday, Native American Craft and Activities, 12:30 release, lunch served.

North Berkshire School Union

Jon Lev <jlev@nbsunion.com>

MASC Training Session

1 message

Bill Erickson <berickson@collaborative.org> Wed, Nov 4, 2015 at 7:01 AM
Bcc: jlevnbsu@gmail.com

Dear Superintendents:

Some of you may have new School Committee members (or will have after today's elections).

This is a reminder that **MASC will hold their Charting the Course training for new school committee members** (or others who want a refresher) as follows:

Date of Training: Saturday, November 21st

Time: Check-in -- 8:00-8:30
Training -- 8:30-3:00

Location: Collaborative for Educational Services, 97 Hawley Street, Northampton, in our Conference Rooms A and B (first floor)

Registration: Go to:
http://www.collaborative.org/events-and-courses/charting-course-training-new-school-committee-members

Lunch: Please bring your own lunch. Attendees may also chip in for pizza

My best,
Bill Diehl

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William G. Erickson, Ed.D., Administrative Consultant
Collaborative for Educational Services, Northampton
Connecticut Valley Superintendent Roundtable Executive Secretary
direct: (413) 588-5904 berickson@collaborative.org cell: (413) 552-8130

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