

MEETING MINUTES – FY2016

Rowe School Committee

Thursday, December 10, 2015 – 5:00pm – Rowe School

Present: Susie Zavotka (SZ), Lisa Miller (LM) and Gail May (GM)

Absent: None

Also Present: Supt. Jon Lev (JL), Ellen Miller (EM)

Audience: Barbara Griffin (staff rep)

I. Call to Order: The meeting was called to order by SZ at 5:03pm.

II. Minutes: LM made motion to approve the Nov 10, 2015 minutes as corrected [Item VIII.A.(5): Jack Williams phoned Gail May]. GM seconded the motion. Motion passed unanimously (3/0/0).

III. Audience:

- A. School Choice Advertising:** Barbara Griffin (staff rep) stated that the staff would like the school to advertise for School Choice seats now, if possible, rather than waiting until the spring. JL: The deadline for applying for openings is June 1st, but the SchCom needs to first declare the number of seats by grade level that are open. It is probably too early at this point to determine the openings, but perhaps it can be earlier in the spring (or even late winter). It was suggested that School Choice parents be asked what their decisions to come to Rowe School are. This could help in reaching out to other families. Hopefully the bus company will continue to pick up choice students en route to school. This is a big consideration for families.
- B. Media Coverage:** There was general discussion among all present that we need more news about Rowe School in the area newspapers (Recorder, Shel Falls Independent). Reporters/photographers should be invited to the Sweden program and other events at the school. JL will speak with BK about this.

IV. Teacher Presentation: None.

V. Discussion Items:

- A. Non-Certified Wage/Benefit Policy - Draft #3:** Reviewed third draft. Changes:
- 1) **Policy Title:** Change to: *Personnel Policies Regarding Non-Teaching Staff*
 - 2) **Break it down into three sections:** *Section I: Benefits, Section II. Grievances, and Section III: Evaluations*
 - 3) **Remove wording:** Remove the word “permanent” in first two sections (in at least 5 spots)
 - 4) **Para 2: Eligibility:** *Employees hired on an annual basis for a minimum of 20 hours per week are eligible for benefits. Benefit time for part-time employees hired for twenty or more hours per week, but less than full-time, will be pro-rated based on hours worked. [Note: Pro-rating does not apply to health insurance benefits.]*
 - 5) **Insurance:** *Category I, II and III employees who work a minimum of 20 hours per week are eligible for health, dental and life insurance coverage under the town’s group policies.*
 - 6) **Sick Leave Buy Back:** Rewrite this section. Base it on percentage rather than flat daily rate?
 - 7) **Sick and Personal Time:** Delete end of sentence: ~~and rounded off to the nearest day including accrual.~~
 - 8) **Holidays:** Re-write this section, spelling out actual days that are paid holidays.
 - 9) **Longevity:** Change “annual pay/184” to “annual pay / # of days worked per year”
 - 10) **Punctuation:** Fix punctuation and changes caps to lower case in several areas
- B. Facilities Subcommittee:** SZ reported the subcommittee has had their 2nd meeting. They’ve looked at the roof and have recommendations on what needs to be done for snow removal. They want to meet again in January and help BK make some decisions on a maintenance contract. She’s very pleased with how well this is going.

- C. School Improvement Plan:** Draft was provided for last meeting. SZ stated that BK is awaiting feedback from the teachers and the LEC. SZ asked if in the goals section an item should be added stating the teachers' desires to stay connected with the teachers at Mohawk. Is this still a concern of the teachers? JL: If this is going well, it doesn't need to be added to the plan. The collaboration with the other NBSU schools is something we want to work on, so that is why it is in the plan. SZ: Re the science standards, we've talked about adding a science teacher for several years. LM is in agreement with rehiring a science teacher, stating that over the past 10 years we have cut programs to keep the budget on track, and this position was cut during that time. JL: All NBSU schools need to improve their science programs. The morning of Jan 7th we're doing a PD on this. We've gotten an ITQ grant from MCLA to work on this in K, 1, 2. A consultant is coming into the schools to do some science programs. SZ: Do we need microscopes, etc.? JL: There may be a recommendation to purchase curriculum to improve the science program. As far as hiring a science teacher, that is something the school committee can recommend. SZ: How do we proceed? JL: Perhaps have a subcommittee with teachers discuss this and make recommendations. GM: What is sheltered English immersion? JL: New state law requires that all teachers—before they recertify—need to have 15 hours of sheltered English immersion PD. NBSU is offering this right now. Classes are held the first Monday of each month from 3:15 to 5:15pm in Florida. 27 teachers are taking part. JL thinks that all Rowe teachers are involved in these classes. If we get a student who qualifies for this, any teacher teaching that child has one year to take a 3 credit course. It does not mean that we have to provide an interpreter for the student, but we must learn how to accommodate the student so that they can learn English. Right now NBSU is paying for these classes. They've hired the coordinator of the ESL program in North Adams.
- D. Social Media Policy:** SZ is reviewing this and several existing "acceptable use" policies with BK. There are other similar policies as well. They are very complicated and need further review. Revisit this at next meeting.
- E. Physical Restraint Policy:** State law requires that this policy be adopted by Jan 2016. This draft was prepared by school's attorney. The policy stipulates that staff must be trained annually. JL recommends that the policy as written be adopted. GM made a motion to adopt the Physical Restraint Policy as written. LM seconded motion; passed unanimously (3/0/0).
- F. Hiring Summer Help:** BK is working with Tim on developing a plan for hiring up to two students during the summer. They will determine the type of work needed to be done to ascertain age of workers needed. GM asked if this needs to be students, and asked if existing school employees could be hired for this. GM mentioned before that Carol Lively might be interested in doing this work. If they are students under age 18, they need supervision at all times and cannot work independently. SZ will mention this to BK.
- G. Policy Overview:** SZ is working on this with BK. SZ now has a copy of the handbook and is cross-referencing it to the policies she has.
- H. SchCom 2015-2016 Goals:** Moving along nicely on goals. Revisit again at January meeting.
- **School Improvement Plan:** Done
 - **Facilities Subcommittee:** SZ will do a report for next meeting.
 - **Non-Teaching Staff Benefits/Personnel Policy:** Hope to finalize at next meeting.
 - **Social Media:** Discuss again at next meeting
 - **School Crisis Plan:** Done
 - **Policy Handbook:** Discuss again at next meeting
 - **Mohawk Regional Agreement:** Ongoing
 - **School Garden/Landscape:** Working on this (see Item V.F above).
- I. FY2017 Budget:** SZ reported that she heard through the grapevine that town department chairs received an email stating that budgets need to be turned in by week of Jan 1st. Neither she nor JL nor BK received this email. JL stated that he and Carrie will meet with BK in January to discuss where we are for FY2016, and at the same time work on FY2017. Will be on the January meeting agenda.

VI. Financial Statement—7/1/2015 to 12/4/2015: Reviewed statement. JL noted that the Medicaid reimbursements the town receives via efforts by the school will go to the General Fund, and cannot be turned over to the school. SZ stated that she discussed this with Tracey who acknowledged that a \$9K payment was received, and also stated that it could not be transferred to the school. It was agreed that voters should be made

aware of these receipts that the school applies for on the town's behalf. Perhaps add this information to a school handout for the annual town meeting. It was noted that a third party processes these Medicaid reimbursement requests, and the school has been paying their fees.

VII. Principal's Report: JL handed out and read BK's report dated Dec 10th. [BK went home ill earlier today.]
Discussion:

- **Swedish Performance/Art Show:** Rescheduled to next Thursday due to Mohawk concert tonight.
- **Parent/Guardian Conferences:** 90-95% showed up. Very good. Staff discussing a student led conference for the future.
- **PARCC Results:** Being mailed out on Friday. Will be taken again in the spring.
- **Website:** Up and running. Please give feedback.
- **Winter Enrichment:** Begins Thursday, Jan 14th
- **AmeriCorps:** Ry and Vanessa have started.
- **Building:** Concrete won't get fixed until summer. Sprinkler inspection Friday. Complete annual building inspection will be conducted after that.
- **Fire Inspection:** Fire Chief has asked to do a fire inspection after the first of the year. BK has asked him what this will entail. Waiting to hear from Chief.
- **Building Audio:** Chuck Sokol of Valley Communications will be here next Tuesday to measure noise levels. Believe the testing is free, but he is bringing a salesman with him to offer products, services, etc.
- **Shed Access:** Snow removal plan all set. Still waiting to hear from Fire Chief re gate to access shed.
- **Electricity Usage:** PRISM Energy performed assessment and states electricity usage is not out of line for a building our size, but efficiencies could be found with auto scheduling of heat on/off during nights, weekends, vacations, etc. CTC is coming back in next two weeks to do this.
- **Long-Term Sub:** An LTS has been hired to cover a teaching assistant's maternity leave.
- **Insurance:** Investigated using staff cars to transport students for ski program (four Thursdays), but after discussing this with Adam Dupere will continue to use our bus company (Kuzmeskus).
- **Adult Lunch Prices:** DESE audit (passed with flying colors) revealed that non-student cafeteria prices need to be increased. We are charging less than cost of meal, which is not appropriate. Breakfast, lunch and other prices will be increased after Jan 1st. [Lunch price was raised from \$2.00 to \$3.00.]
- **Meal Counts:** These should be added to the report. JL will remind BK.

VIII. School Committee Business:

A. New Business:

- 1) **Substitute Pay for Paraprofessionals:** We asked BK for his thoughts on this. Will discuss this at next meeting. He's suggesting maybe using the state minimum wage of \$10/hour, or perhaps a flat \$70/day.

B. Old Business:

- 1) **Mohawk Regional Agreement:** SZ could not attend latest meeting. BK did attend meeting and reported that there is no information available. Mike Kociela did put together a comparison of the past 10 years with and without Rowe. SZ will get this report. She thinks it's time to have a meeting of the Rowe school committee, finance committee and selectboard with Michael Buoniconti and Mike Kociela to sit down and ask questions and get information. We have not been a part of discussions up to now. Per BK it will clearly benefit the other towns. For Rowe, it will be a little more expensive. At the Mohawk meeting the question about Rowe paying for current capital debt was discussed, but Mike and Mike said no—you should take into consideration all of the items Rowe has paid for throughout the years which compensates for this. GM: Do they expect us to vote on this this year? SZ: It's complicated. The argument all the other towns are involved in is the voting clause...all votes require unanimous approval to pass. They don't know if they want to take this vote before making other changes to the agreement. Mike and Mike want it all to happen now because they need the money. GM: This should not be rushed. We haven't seen anything to read yet. I don't see this happening by May. Unless the townspeople see black & white information they won't vote for it. SZ: I agree. That's why we need to have a joint meeting to get information. I think they're under the assumption that Rowe is in full agreement with this. GM: Before we have a meeting I

want to see some material to see what this all means. They need to show us how this will help Rowe. LM: I want to be able to digest information before we sit down to talk. GM: First, we need information. Then we need to meet and discuss. Then we could meet with FinCom, BOS and Mike & Mike with our questions ready. SZ: We should also be part of the meetings the other towns are involved in. At this last meeting all of the finance committees and selectboards were there to discuss the matter. Rowe wasn't invited. BK told SZ about it and she emailed Marilyn who stated that someone from the school committee should attend. SZ could not attend as she was out of town.

IX. Announcements: There will be an MASC training on Thurs., Jan 28th, at the North Adams Central Office (on Main Street above Berkshire Bank). They extended an invitation to the NBSU schools. SZ and GM will attend this training. [LM has already attended.]

X. Executive Session: Not needed.

XI. Adjourn: LM made a motion to adjourn meeting at 7:07pm. GM seconded motion; passed unanimously (3/0/0).

Respectfully submitted by Ellen Miller,

Signature: _____

Date Approved: _____

Correspondence/Handouts:

- Agenda
- Minutes: Nov 10, 2015
- DRAFT #3 *Policies Regarding Benefits for Non-Teaching Staff*
- DRAFT #2 *Rowe Elementary School – School Improvement Plan*
- DRAFT #2 *Rowe School Social Media Policy*
- DRAFT #1 *Physical Restraint Policy*
- FY2016 Budget vs. Actual 7/1/2015 to 12/4/2015
- Principal's Report dated 12/10/2015

Rowe School District

86 Pond Road, Rowe, MA 01367

(413) 512-5100

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Thursday, December 10, 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 November 12 , 2015
- III. **Audience of Citizens:**
- IV. **Teacher Presentation**
- V. **Discussion Items:**
 - A. Non-Certified Wage/Benefits Policy for Non-teaching Employees update (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. Physical Restraint Policy (Bill Knittle, Jon Lev)
 - F. Hiring Student Summer Help (Susie Zavotka)
 - G. Rowe School Policies Overview (Susie Zavotka)
 - H. Rowe School Committee 15/16 Goals-(plans for January meeting) (Susie Zavotka)
- VI. **Financial Statement: Dated July 1, 2015 Thru Dec 4th, 2015**
- VII. **Principal's Report**
- VIII. **School Committee Business:**
 - A. New Business:
 - Substitute Pay for Paraprofessionals
 - B. Old Business:
 - Mohawk Regional Agreement
 - Cafeteria/Gym Noise Levels
 - School Energy Audit (PRSIM?)
 - Building Warranty Items Update
 - Medicaid Reimbursement
- VIII. **Announcements:**

There will be a MASC training session for new SC members on Thursday Jan. 28th at 5 pm in North Adams
- IX. **Audience of Citizens:**

Rowe School District

86 Pond Road, Rowe, MA 01367

(413) 512-5100

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:

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

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through December 4, 2016

Jul '15 - Jun 16 Budget \$ Over Budget % of Budget

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	7,865.28	17,041.00	-9,175.72	46.16%
1210112 · Clerical Salaries	5,326.02	11,827.00	-6,500.98	45.03%
1210115 · Office Supplies	161.84	825.00	-663.16	19.62%
1210116 · Other Expense	1,551.52	525.00	1,026.52	295.53%
121A116 · Travel Out of District	84.01	336.00	-251.99	25.0%
Total 1210 · Superintendent's Office	14,988.67	30,554.00	-15,565.33	49.06%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	1,200.00	3,600.00	-2,400.00	33.33%
Total 1430 · Legal Services	1,200.00	3,600.00	-2,400.00	33.33%
1450 · Administrative Technology				
Admin Tech Salary	515.80			
1450115 · Supplies	0.00	120.00	-120.00	0.0%
1450116 · Other	0.00	203.00	-203.00	0.0%
Total 1450 · Administrative Technology	515.80	323.00	192.80	159.69%
Total 1400 · Finance and Admin Services	1,715.80	3,923.00	-2,207.20	43.74%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	5,835.24	12,520.00	-6,684.76	46.61%
2110112 · Secretary	924.64	2,099.00	-1,174.36	44.05%
2110114 · Sped Medicaid Filing Fees	91.67	1,500.00	-1,408.33	6.11%
2110115 · Supplies	204.83	325.00	-120.17	63.03%
2110116 · Other	131.67	575.00	-443.33	22.9%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through December 4, 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
211A116 - Travel	0.00	203.00	-203.00	0.0%
Total 2110 - Supervisory - Special Education	7,188.05	17,222.00	-10,033.95	41.74%
2200 - School/Building Leadership				
2210 - School Leadership				
2210111 - Principal	37,713.24	81,712.00	-43,998.76	46.15%
2210112 - Principal's Secretary	16,042.79	35,068.00	-19,025.21	45.75%
2210115 - Principal's Supplies/contracts	1,900.19	2,000.00	-99.81	95.01%
2210116 - Principal's Other	765.80	1,050.00	-284.20	72.93%
221011A - Principal's Travel	461.52	1,000.00	-538.48	46.15%
Total 2210 - School Leadership	56,883.54	120,830.00	-63,946.46	47.08%
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	5,019.05	5,000.00	19.05	100.38%
Total 2250 - Principal's Technology	6,803.85	7,000.00	-196.15	97.2%
Total 2200 - School/Building Leadership	63,687.39	127,830.00	-64,142.61	49.82%
2300 - Instruction - Teaching Services				
2305 - Teachers - Classroom				
Teachers - Regular	140,002.27	379,644.00	-239,641.73	36.88%
Total 2305 - Teachers - Classroom	140,002.27	379,644.00	-239,641.73	36.88%
2310 - Teachers - Specialists				
Salaries	8,531.52	55,523.00	-46,991.48	15.37%
Total 2310 - Teachers - Specialists	8,531.52	55,523.00	-46,991.48	15.37%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through December 4, 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
2320 · Medical Therapeutic Services				
2320111 · Speech/ OT/ PT Salaries	8,667.00	30,219.00	-21,532.00	28.75%
Total 2320 · Medical Therapeutic Services	8,667.00	30,219.00	-21,532.00	28.75%
2325 · Substitutes				
2325113 · Teacher Sub Salaries	719.25	4,000.00	-3,280.75	17.98%
2325114 · Aid Sub Salaries	0.00	500.00	-500.00	0.0%
Total 2325 · Substitutes	719.25	4,500.00	-3,780.75	15.98%
2330 · Teacher Aides				
2330113 · Salaries	30,383.38	53,374.00	-22,990.62	56.93%
Total 2330 · Teacher Aides	30,383.38	53,374.00	-22,990.62	56.93%
Total 2300 · Instruction - Teaching Services	188,323.42	523,260.00	-334,936.58	35.99%
2340 · Library				
2340113 · Librarian Salary	2,383.20	16,816.00	-14,432.80	14.17%
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 2340 · Library	2,383.20	17,816.00	-15,432.80	13.38%
2350 · Professional Development				
2351 · Prof Development Leadership				
2351116 · Other expenses	1,272.15			
Total 2351 · Prof Development Leadership	1,272.15			
2357 · Prof Development Expenses				
2357115 · Supplies	249.62	300.00	-50.38	83.21%
2357116 · Other	3,771.47	3,250.00	521.47	116.05%
Total 2357 · Prof Development Expenses	4,021.09	3,550.00	471.09	113.27%
Total 2350 · Professional Development	5,293.24	3,550.00	1,743.24	149.11%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through December 4, 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
2400 · Instructional Materials & Equip				
2410 · Texts and related materials	5,704.07	11,000.00	-5,295.93	51.86%
2430114 · Contract serv/Tools of Mind	0.00	0.00	0.00	0.0%
2430115 · General Classroom Supplies/ Reg	5,357.35	6,500.00	-1,142.65	82.42%
2430115 · Class Room Supplies Sped	289.40	1,000.00	-710.60	28.94%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	2,135.98	3,967.00	-1,831.02	53.84%
2451114 · Tech Utilities	815.88	2,500.00	-1,684.12	32.64%
2451115 · Instruction Tech Supplies	1,609.21	2,500.00	-890.79	64.37%
2451116 · Instructional Tech Other	4,350.00	3,600.00	750.00	120.83%
Total 2451 · Instructional Tech	8,911.07	13,067.00	-4,155.93	68.2%
Total 2400 · Instructional Materials & Equip	20,261.89	31,567.00	-11,305.11	64.19%
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	4,960.83	7,100.00	-2,139.17	69.87%
Total 2440 · Instructional Service, Other	4,960.83	9,300.00	-4,339.17	53.34%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	3,705.10	13,762.00	-10,056.90	26.92%
Total 2710 · Guidance	3,705.10	13,762.00	-10,056.90	26.92%
Total 2700 · Guidance Counseling and Testing	3,705.10	13,762.00	-10,056.90	26.92%
3200 · Health Program				
3200115 · Supplies	4,751.25	2,500.00	2,251.25	190.05%
320A111 · School Nurse	19,011.44	71,664.00	-52,652.56	26.53%
Total 3200 · Health Program	23,762.69	74,164.00	-50,401.31	32.04%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through December 4, 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	4,137.20	15,000.00	-10,862.80	27.58%
3300114 · Bus Contracts - Elementary	11,042.46	56,084.00	-45,041.54	19.69%
330A114 · Bus Contracts - Mohawk/Tech	11,042.46	56,084.00	-45,041.54	19.69%
Total 3300 · TRANSPORTATION	26,222.12	127,168.00	-100,945.88	20.62%
3400 · Food Services				
3400114 · Staff	6,888.27	20,909.00	-14,020.73	32.94%
3400115 · Supplies	6,281.39	5,500.00	781.39	114.21%
Total 3400 · Food Services	13,169.66	26,409.00	-13,239.34	49.87%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	14,137.73	34,364.00	-20,226.27	41.14%
4110115 · Supplies	1,418.31	4,000.00	-2,581.69	35.46%
Total 4110 · Custodial Services	15,556.04	38,364.00	-22,807.96	40.55%
4120 · Fuel				
4120116 · Appropriation	1,574.76	8,000.00	-6,425.24	19.69%
Total 4120 · Fuel	1,574.76	8,000.00	-6,425.24	19.69%
4130 · Utilities				
4130116 · Telephone	2,893.29	5,000.00	-2,106.71	57.87%
413A116 · Electricity	7,031.01	20,000.00	-12,968.99	35.16%
Total 4130 · Utilities	9,924.30	25,000.00	-15,075.70	39.7%
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%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2015 through December 4, 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
4220 - Maintenance of Buildings				
4220115 - Supplies	3,997.38	1,500.00	2,497.38	266.49%
4220116 - Other	1,621.40	2,000.00	-378.60	81.07%
Total 4220 - Maintenance of Buildings	5,618.78	3,500.00	2,118.78	160.54%
4225 - Building Security Systems				
4225115 - Supplies	1,010.17			
Total 4225 - Building Security Systems	1,010.17			
4230 - Maintenance of Equipment				
4230116 - Local	1,356.54	2,000.00	-643.46	67.83%
423A116 - Union	77.97	758.00	-680.03	10.29%
Total 4230 - Maintenance of Equipment	1,434.51	2,758.00	-1,323.49	52.01%
Total 4000 - Operation and Maint of Plant	35,118.56	78,222.00	-43,103.44	44.9%
5200 - Employee Benefits				
5200116 - Medical	6,107.76	12,673.00	-6,565.24	48.2%
Total 5200 - Employee Benefits	6,107.76	12,673.00	-6,565.24	48.2%
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%

Rowe Public School
Profit & Loss Budget vs. Actual
 July 1, 2015 through December 4, 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
9100 - Tuition				
9100.6A - Mohawk Trail Regl (34 students)	199,664.00	424,286.00	-224,622.00	47.06%
9100.6B - Franklin Tech (3 students)	0.00	53,550.00	-53,550.00	0.09%
Total 9100 - Tuition	199,664.00	477,836.00	-278,172.00	41.79%
Total Expense	618,488.51	1,583,076.00	-964,587.49	39.07%

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

Academics:

- Cultural Study
- Conferences
- Math program
- PARCC

School Based Activities:

- Website
- Community Lunch
- Winter Enrichment Days
- Report Cards
- Americorps members

Building, Staffing and Professional Development/Training:

- Building Issues, Inspection, Audio
- Shed Access, Tractor, Snow
- Electricity/Energy Usage
- Long Term Sub
- Insurance
- Benefits
- Meal costs

School Calendar:

December

16 - Wednesday, Professional Learning Day, 1:50 release for students

17 - Thursday, Cultural Study Art Show and Performance, 6 p.m. (Snow date - Friday)

23 - Wednesday, Holiday sing-a-long, 2:30 p.m., last day of school.

January

4 - Monday, first day of school

14 - Thursday, first ski day



Rowe Elementary School

"Where children come first..."

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Rowe, MA 01367
www.rowschool.org

Bill Knittle, Principal
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PHYSICAL RESTRAINT

School District General Policy

It is the policy of the District to use physical restraint only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

In accordance with this policy, physical restraint shall only be used by employees who have received the necessary training under 603 CMR 46.04(2) or 603 CMR 46.04(3). Employees shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.

What Constitutes Physical Restraint?

Physical restraint is direct physical contact which prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical Escort Not a Restraint- A physical escort, defined as a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student that is agitated to walk to a safe location, is not considered to be a physical restraint.

Permitted physical escorts include guiding a student to time-out (if the student is not fighting the re-direction against his/her will), redirecting students by a busy road, or grabbing a student who is about to fall, or breaking up a fight between students.

Who May be Involved in Physical Restraint?

Only staff members who have received training in the use of physical restraint as a member of program staff, or staff members who have received in-depth training as a school-wide resource can administer physical restraint.

When is the Use of Physical Restraint Appropriate?

The use physical restraint is appropriate only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate. In all instances physical restraint must be conducted with extreme caution. Whenever possible, physical restraint must be witnessed by at least one person who is not participating in the restraint.

Emergency Situations- The student represents an imminent danger to self or others.

Last Resort- Other methods of de-escalation or behavior support have been unsuccessful, or would be inappropriate.

When is the Use of Physical Restraint Prohibited?

Physical restraint may not be used in any of the following circumstances:

- a) Punishment- Physical restraint as a means of punishment is strictly prohibited.
- b) Student Medical Safety Concerns- Physical restraint shall not be used where it cannot be safely implemented because of medical conditions (such as asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting).
- c) Student Misbehavior Not Resulting in Assault or Imminent, Serious, Physical Harm- Physical restraint may not be used in response to a destruction of property, disruption of school order, refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious physical harm.
- d) Physical Restraint as a Standard Response - Physical restraint may not be used as a standard response. Employees are required to engage in positive behavioral interventions. No written behavioral or individualized educational program (IEP) may include the use of physical restraint as a standard response to any behavior.*

*Note: Teams must be proactive at IEP meetings to remove references to the use of restraints which were permitted prior to January 1, 2016.

What Amount of Force May be Used When Physical Restraint is appropriate?

When the use of physical restraint is appropriate, properly trained employee(s) shall only use the amount of force reasonable necessary to protect a student or another member of the school community from assault or from imminent, serious, physical harm.

What Safety Procedures are required in the Use of Physical Restraint?

The use of physical restraint shall be done in the safest method available and appropriate to the situation in a manner to prevent or minimize physical harm. Physical restraint shall not be administered in a manner in which the student is prevented from breathing or speaking.

During the restraint a staff member must continuously monitor the physical status of the student, including skin temperature and color, and respiration. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.

What Types of Physical Restraint and Separation Techniques are prohibited?

The use of mechanical restraint, medication restraint, and seclusion are prohibited in all instances. The use of prone restraint is generally prohibited.

Mechanical restraint-Mechanical restraint is defined as the use of any device or equipment to restrict a student's movement.

Medication restraint- Medication restraint is defined as the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

Seclusion- Seclusion is defined as the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Prone Restraint- As indicated above, the use of prone restraint is generally prohibited. Prone restraint is a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face down position.

Prone restraint is prohibited, except when all of the following criteria are met:

- the student has a documented history of repeatedly causing serious injury to self or others;
- all other forms of restraint have been unsuccessful in ensuring safety;
- there are no medical contraindications as documented by a licensed physician;
- there is psychological or behavioral justification with no psychological or behavioral contraindications as documented by a licensed mental health professional;
- the program has obtained consent from the parent to use prone restraint in an emergency, and the consent has been approved in writing by the principal;
- the program has documented all of the above in advance of the use of prone restraint.

How Long May the Physical Restraint Continue?

Any use of physical restraint shall end as soon as the student is no longer an immediate danger to him/herself and/or others.

Principal Approval Required for Restraints In Excess of Twenty (20) Minutes- If a student is restrained for a period longer than twenty (20) minutes, program staff shall obtain the approval of the principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint.

What is the Difference between Seclusion and Time-Out?

Seclusion occurs when a student who is left alone with no staff present or immediately available in an area where the student is prevented from leaving. Seclusion is not permitted under any circumstances.

Time-outs are a permitted behavioral support strategy. Time-outs involve a temporary separation of a student from learning activities or from the classroom, either by choice or by direction of staff for the purpose of calming.

Time-outs must end as soon as the student has calmed. If time-outs are used as a behavioral support strategy, there must be a procedure in place for the use of time-outs that includes a process for obtaining principal approval for time-outs of more than thirty (30) minutes. During a time-out the student must be

continually observed by staff member(s). Staff member(s) must be with the student or immediately available to the student at all times.

The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming.

What Notification is Required Following the Use of Physical Restraint?

Employee Notification to Principal- Employees who administered restraint are required to verbally inform the principal as soon as possible, and submit written report no later than the next school day.

Parent Notification- The Principal or Director of Pupil Services, or his/her designee, will make reasonable efforts to verbally notify the student's parents of the physical restraint with twenty-four (24) hours of the event. A written report will be sent to the parents/guardians within three (3) school days by an email provided to the school by the parent/guardian or postmarked within three (3) school days by regular mail. If the parent/guardian receives school-related information in a language other than English, the written report shall be provided in such non-English language. The student and parents/guardians shall have the right to respond to the use of physical restraint as well as the content of the report verbally or in writing.

What Must be Included in the Written Report to Parents/Guardians Following a Restraint?

The written report to parents within three (3) school days must include the following:

- 1) The name of the student; the names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the principal or designee who was verbally informed following the restraint; and, as applicable, the name of the principal or designee who approved continuation of the restraint beyond 20 minutes pursuant to 603 CMR 46.05(5)(c).
- 2) A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
- 3) A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.
- 4) Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.
- 5) Information regarding opportunities for the student's parents to discuss with school officials the administration of the restraint, any consequences that may be imposed on the student, and any other related matter.

What Action Other than the Written Report is Required Following a Restraint?

The District is required to take certain follow up procedures in addition to the report. The follow up procedures required are dependent upon whether the student was restrained once over the course of a week, or was restrained multiple times over the course of the week.

Single Restraint of Student in the Course of a Week- After the release of a student from a restraint, the District shall review the incident with the student to address the behavior that

precipitated the restraint, review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed, and consideration of whether any follow-up is appropriate for students who witnessed the incident.

Multiple Restraints of Student in the Week- The Principal is required to conduct weekly reviews of restraint data. If the Principal identifies a student or student(s) who have been identified as being restrained multiple times during the course of the week, the Principal shall convene a team to assess the restrained student's progress and needs. This assessment shall include as least the following:

- 1) review and discussion of the written reports and any comments provided by the student and parent about such reports and the use of the restraints;
- 2) analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved;
- 3) consideration of factors that may have contributed to escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions as appropriate, with the goal of reducing or eliminating the use of restraint in the future;
- 4) agree on a written plan of action by the program.

*Note- If the principal directly participated in the restraint, a duly qualified individual designated by the superintendent or board of trustees shall lead the review team's discussion. The principal shall ensure that a record of each individual student review is maintained and made available for review by the Department or the parent, upon request.

Principal Monthly Review

As mentioned above, the Principal is required to conduct weekly reviews to determine if any students have been physically restrained multiple times. Additionally, the principal shall conduct a monthly review of school-wide restraint data. This review shall consider patterns of use of restraints by similarities in the time of day, day of the week, or individuals involved; the number and duration of physical restraints school-wide and for individual students; the duration of restraints; and the number and type of injuries, if any, resulting from the use of restraint. The principal shall determine whether it is necessary or appropriate to modify the school's restraint prevention and management policy, conduct additional staff training on restraint reduction/prevention strategies, such as training on positive behavioral interventions and supports, or take such other action as necessary or appropriate to reduce or eliminate restraints.

What Information Is Reported to the State Regarding the Use of Physical Restraint?

Injury reports and annual data on the use of physical restraints must be reported to the Department of Elementary and Secondary Education (Department).

Injury reports- All restraint-related injuries will be reported by the District to the Department. When a physical restraint has resulted in an injury to a student or program staff member, the program shall send a copy of the written report detailed above postmarked no later than three (3) school days of the administration of the restraint. The District shall also send the Department a copy of the record of physical restraints written reports for the thirty (30) day period prior to the date of the reported restraint. Within thirty (30) calendar days the Department will determine if any action is warranted.

Annual report- The District will collect data concerning every use of physical restraint and report such data to the Department on an annual basis. Such data shall be reported in a manner and form directed by the Department.

Staff Training Requirements

Annual the District will conduct general staff training covering information on the role of the student, family, and staff in preventing restraint. The training will cover the district's restraint prevention and behavior support policy and procedures, including the use of time-out as distinct from seclusion. Staff will be instructed in interventions that could be used to preclude the need for restraint, as well as de-escalation techniques and other alternatives. Staff will also receive information on the types of permitted physical restraints and related safety considerations, including medical or psychological limitations, known or suspected trauma history. Staff who have received or will receive in-depth training and who can serve as resources to others should be identified to the school staff as a whole.

For those staff members who will receive in-depth training, the Department recommends that the training in the use of physical restraint be at least 16 hours and include an annual refresher training. Such training must include at least the following:

- Appropriate procedures for preventing the use of physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternatives to restraint;
- A description and identification of specific dangerous behaviors on the part of students that may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints;
- Demonstration by participants of proficiency in administering physical restraint; and,
- Instruction regarding the impact of physical restraint on the student and family, recognizing the act of restraint has impact, including but not limited to psychological, physiological, and social-emotional effects.