MEETING MINUTES – FY2016

Rowe School Committee

Thursday, February 11, 2016 – 5:00pm – Rowe School

Present: Susie Zavotka (SZ), Lisa Miller (LM) and Gail May (GM)
Also Present: Superintendent Jon Lev (JL), Principal Bill Knittle, Business Manager Carrie Garivaltis (CG), and Secretary Ellen Miller (EM)
Audience: None

I. **Call to Order**: The meeting was called to order by SZ at 5:02pm.

II. **Minutes:**

A. GM made motion to accept the **Jan 14, 2016** minutes as written. SZ seconded the motion and it passed unanimously (2/0/1). [Note: LM abstained as she was not present at that meeting.]

B. SZ made motion to accept the **Feb 1, 2016** minutes as written. GM seconded the motion and it passed unanimously (2/0/1). [Note: LM abstained as she was not present at that meeting.]

III. **Audience:** None

IV. **Teacher Presentation:** None

V. **Discussion Items:**

A. ***Personnel Policies Regarding Non-Teaching Staff*—Draft #5:** SZ made a motion to approve this latest draft with the following two changes listed in (1) below. GM seconded motion; motion passed unanimously (3/0/0).

1) **Section I. Benefits – Sick Days:**
   - **Sick Bank:** Eliminate two sentences concerning the **sick bank**. Perhaps put this in a separate policy, once status can be determined.
   - **Sick Leave Buy Back:** Change accumulated sick days from "up to 182 days" to "**up to 184 days.**" This makes the number of days consistent with page one references to "normal school year."

B. **Rowe School FY2017 Budget:** JL provided two drafts—one with FY2017 figures only, and one with a comparison to FY2016. SZ will check on process for adopting budget. A public hearing may be necessary. JL stated that the only line items that are in question are:

1) **Tuition:** Tuition rates for both Mohawk and FC Tech have not been received yet, so CG used a 3.0% increase in the per student rates for preliminary purposes. Number of students at Mohawk is decreasing next year to 28 (FY16 budgeted for 34—actual is 32). FC Tech tuition budget is increasing from 3 students this year to 5 for next year, as two 8th graders at Mohawk will be attending Tech. Tuition budget recap:

	FY2016 Budget	FY2017 Budget
Mohawk	(34) @ $12,479 = $424,286	(28) @ $12,853 = $359,894
FC Tech	(3) @ $17,850 = $ 53,550	(5) @ $18,385 = $ 91,930
	$477,836	**$451,824**

Using the above $451,824 for tuition results in a total budget of $1,612,846—a 1.88% increase over FY16. Adding one more Mohawk student as a cushion results in a $1,625,699 budget –a 2.69% increase. The FY16 budget ($1,583,076) increased 8.0% over FY15 ($1,454,600)—due to an unusually large increase in the Mohawk tuition rate.

2) **Salaries/Wages**: Per teachers' contract a 2.0% salary increase was used for teaching staff. Used same percentage for non-teaching staff, which had also been done last year. Last year the teachers' salary budget line was reduced by $105K because of two grants (Title 1 $15K, and REAP $5K), and the use of $85K in school choice funds. This year the budget for the same line was reduced by $99K, again due to projected

Title 1 and REAP grants, and the use of school choice funds. In addition to the across-the-board 2.0% salary increase for next year, six (6) teachers will also be getting STEP increases. It was discussed that a wage adjustment may possibly be given to both the cafeteria manager and the custodian, in addition to whatever the determined wage increase for non-teaching staff will be.

3) **Advertising:** Line item increased due to additional advertising planned for choice seats; and the probability we may need to advertise for OT services, and perhaps other services as well. LM encouraged the use of free advertising via news articles in local papers. BK stated that items are sent to newspapers, but they are not always published.

4) **Transportation:** JL and CG stated that the transportation contract sent to them by Robin Pease (Mohawk Facilities Manager) does not have percentage increases in it, so transportation costs for next year are unknown at this point.

5) **Substitute Pay:** SZ made a motion to increase the daily rate for certified substitute teachers from $80 to $100, and for substitute para-professionals from $70 to $80. LM seconded the motion; motion passed two in favor and one abstention (GM) (2/0/1).

After further discussion LM made a motion to submit to the Finance Committee an FY2017 budget of $1,622,653 (2.5% increase over FY2016). GM the seconded motion; motion passed unanimously (3/0/0). The school committee thanked JL, CG and BK for all of the work they put into preparing the budget.

C. **FY2017 Capital Request**: BK would like to purchase (6) Chrome books next year with capital funds. SZ made a motion to submit a Capital Stabilization Fund request for $7,600 for Tech equipment upgrades to meet DESE requirements. LM seconded the motion; motion passed unanimously (3/0/0). A request form will be prepared and submitted with the budget.

D. **Summer Landscaping/Maintenance Assistance:** It was agreed that it would be more beneficial to hire an adult this summer—rather than someone under age 18—to assist with landscaping and maintenance, as this will allow for the employee to work without a supervisor within eyesight.

E. **Heath Elementary School Task Force:** Budge Litchfield of the Heath School Committee joined the meeting to talk about a new task force—*the Heath Education Initiative Task Force*—formed by the Heath Selectboard to consider how best to provide for the education of their children... *[The following was excerpted by EM from an article in the March 2, 1016 Recorder, since the audio recording of the meeting was not audible. Full Recorder article attached.]*

> "...in response to a 'steep decline' in Heath Elementary School enrollment, which has left 'class sizes too small to be educationally effective' for Heath students. Also, he [Ken Rocke] said, there are concerns that the current Mohawk regional district budget 'may not support an effective pre-K-6 school in Heath.'
>
> Designated as a high-performing Level 1 school, based on its MCAS scores, Heath is the Mohawk district's smallest school, but has the highest cost per pupil. Projected enrollment for the coming school year is down to 51 students [which includes choice students].
>
> But with three classroom teachers and a $1.3 million building budget, the district ends up spending $22,195 per pupil in Heath, according to Mohawk district figures. In contrast, the cost-per-pupil spending for students at the larger Buckland-Shelburne Elementary School is $12,323, for Sanderson Academy in Ashfield it's $14,632 and for Colrain Center the cost per pupil is $19,029. The gap between Heath's per-pupil cost and that of the larger schools has prompted complaints that other towns are subsidizing the smallest schools in their assessments, since each town's assessment is based in part on its five-year enrollment average."

Budge stated that the task force is looking at both short term (next year or two) and long term options, and that discussions with Rowe would probably be on the long term side. His main interest this evening was to let Rowe know that they are actively exploring options.

JL stated that if they joined with Rowe they would become part of the NBSU, which is a school union (rather than a school "district") for the towns of Rowe, Monroe, Florida and Clarksburg. Heath would be similar to Monroe, which has its own school committee, but no physical school building. They tuition their primary students (K-8) to Florida Elementary School. JL provided his business card to Budge in case he has any questions or would like to discuss the matter further.

LM asked what the potential number of students attending Rowe would possibly be. Budge stated that he did not have projected enrollment numbers with him, but stated that next year they're projecting 51 students (which includes choice students). For the short term he stated they may place students at more than one facility (perhaps some at Colrain, some at Charlemont, etc.).

Budge stated that one potential plan for the current Heath school may be to use it for town administrative and public safety offices. He stated that the building is paid for. He was thanked for attending the meeting and providing information.

F. **Social Media/Internet Policy:** Tabled to April meeting.

G. **Mohawk Regional Agreement:** SZ reported that at the February 1st meeting with selectboard, Michael B (MB), Michael K (MK) of Mohawk, and the school committee they had an excellent conversation about the matter. Based on that meeting it was felt that the next step should be a meeting with the general public. The meeting was set for Wed, Feb 24th at 6:30pm at Rowe School. MB and MK will attend and present information. Marilyn Wilson wants to send out a letter and handout to everyone next week. Marilyn is writing the letter and SZ is preparing the handout. GM asked why this is being rushed. LM stated that it is a huge matter that it is being rushed. GM asked if we should be get an outside consultant who will research this on behalf of the town. LM agreed, or added that perhaps a task force be formed, like the once just formed in Heath.

H. **Rowe School Committee 15/16 Goals:** No update.

VI. **Financial Statement:** Budget vs. Actual for FY2016 was reviewed.

VII. **Principal's Report:** Report given by BK. Highlights: Report cards were done via Google docs. Some positive feedback. No negative feedback. Winter enrichment program went well. No injuries this year. Next community lunch will be March 4th. Fire inspection went well. Everything OK. The emergency generator was tripping a breaker. Weekly test run changed to a different schedule now.

VIII. **School Committee:**

A. **New Business:**
   1. **Annual Report:** SZ presented a draft of School Committee's annual report for the town report. She asked LM and GM to review and provide her with any comments or changes.
   2. **Next Meeting:** March meeting will not be held. Next meeting will be Thursday, April 14th at 5pm.

B. **Old Business:**
   1. **Policy Overview:** No update
   2. **School Choice Advertising and Media Plan:** No update.

IX. **Audience of Citizens:** None

X. **Executive Session:** Not needed.

XI. Adjournment: SM made a motion to adjourn the meeting at 7:45pm. LM seconded motion; motion passed unanimously (3/0/0).

Respectfully submitted by Ellen Miller,

Signature: Susan L Zavatka

Date Approved: 4/6/2016

Correspondence/Handouts:

- Agenda
- Minutes: Jan 14, 2016; Feb 1, 2016
- DRAFT #5 *Personnel Policies Regarding Non-Teaching Staff*
- FY2017 Proposed Budget
- Heath Task Force – Recorder article dated Mar 2, 2016
- FY2016 Budget vs. Actual 7-1-2015 to 2-11-2016
- Principal's Report dated 2-11-2016

Rowe School District

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

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Thursday, Februdary 11, 2016 – 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 January 14, 2016. I move to approve the minutes of the joint meeting of the Rowe School Committee and Rowe Board of Selectmen of Februdary 1, 2016.

III. **Audience of Citizens:**

IV. **Teacher Presentation**

V. **Discussion Items:**

- A. Non-Certified Wage/Benefits Policy for Non-teaching Employees Draft 5 (Gail May/Bill Knittle/Jon Lev)
- B. Rowe School Budget for FY2017
  - a. Substitute Pay for Paraprofessionals (Bill Knittle)
- C. Social Media /Internet Policy (Bill Knittle, Jon Lev)
- D. Mohawk Trails Regional Agreement
- E. Rowe School Committee 15/16 Goals-(plans for February meeting (Susie Zavotka)

VI. **Financial Statement: Dated July 1, 2015 Thru Feb. 1, 2016**

VII. **Principal's Report**

VIII. **School Committee Business:**

A. New Business:

B. Old Business:

Policy Overview

School Choice Advertising and Media Plan (Bill Knittle)

VIII. **Announcements:**

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:

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 Pub School
Profit & Loss Budget vs. Actual
July 1, 2015 through February 1, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
Expense				
1110 · School Committee				
1110112 · Salary	900.00	1,800.00	-900.00	50.0%
1110116 · Advert/Bids/Print	872.25	2,425.00	-1,552.75	35.97%
Total 1110 · School Committee	1,772.25	4,225.00	-2,452.75	41.95%
1210 · Superintendent's Office				
1210111 · Superintendent	10,487.04	17,041.00	-6,553.96	61.54%
1210112 · Clerical Salaries	7,232.56	11,827.00	-4,594.44	61.15%
1210115 · Office Supplies	836.84	825.00	11.84	101.44%
1210116 · Other Expense	567.23	525.00	42.23	108.04%
121A116 · Travel Out of District	215.80	336.00	-120.20	64.23%
Total 1210 · Superintendent's Office	19,339.47	30,554.00	-11,214.53	63.3%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	1,800.00	3,600.00	-1,800.00	50.0%
Total 1430 · Legal Services	1,800.00	3,600.00	-1,800.00	50.0%
1450 · Administrative Technology				
1450115 · Supplies	0.00	120.00	-120.00	0.0%
1450116 · Other	0.00	203.00	-203.00	0.0%
Total 1450 · Administrative Technology	0.00	323.00	-323.00	0.0%
Total 1400 · Finance and Admin Services	1,800.00	3,923.00	-2,123.00	45.88%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	7,780.32	12,520.00	-4,739.68	62.14%
2110112 · Secretary	1,327.32	2,099.00	-771.68	63.24%
2110114 · Sped Medicaid Filing Fees	91.67	1,500.00	-1,408.33	6.11%
2110115 · Supplies	233.64	325.00	-91.36	71.89%
2110116 · Other	134.48	575.00	-440.52	23.39%
211A116 · Travel	90.00	203.00	-113.00	44.34%
Total 2110 · Supervisory - Special Education	9,657.43	17,222.00	-7,564.57	56.08%

Rowe Pub School
Profit & Loss Budget vs. Actual
July 1, 2015 through February 1, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	50,284.32	81,712.00	-31,427.68	61.54%
2210112 · Principal's Secretary	21,398.03	35,068.00	-13,669.97	61.02%
2210115 · Principal's Supplies/contracts	1,923.74	2,000.00	-76.26	96.19%
2210116 · Principal's Other	765.80	1,050.00	-284.20	72.93%
221011A · Principal's Travel	615.36	1,000.00	-384.64	61.54%
Total 2210 · School Leadership	74,987.25	120,830.00	-45,842.75	62.06%
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	1,808.71	2,000.00	-191.29	90.44%
2250116 · Other	5,560.05	5,000.00	560.05	111.2%
Total 2250 · Principal's Technology	7,368.76	7,000.00	368.76	105.27%
Total 2200 · School/Building Leadership	82,356.01	127,830.00	-45,473.99	64.43%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	209,719.99	379,644.00	-169,924.01	55.24%
Total 2305 · Teachers - Classroom	209,719.99	379,644.00	-169,924.01	55.24%
2310 · Teachers - Specialists				
Salaries	23,461.68	55,523.00	-32,061.32	42.26%
Total 2310 · Teachers - Specialists	23,461.68	55,523.00	-32,061.32	42.26%
2320 · Medical Therapeutic Services				
2320111 · Speech/ OT/ PT Salaries	13,651.00	30,219.00	-16,568.00	45.17%
Total 2320 · Medical Therapeutic Services	13,651.00	30,219.00	-16,568.00	45.17%

Rowe Pub School
Profit & Loss Budget vs. Actual
July 1, 2015 through February 1, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2325 · Substitutes				
2325113 · Teacher Sub Salaries	2,138.00	4,000.00	-1,862.00	53.45%
232511A · Aid Sub Salaries	0.00	500.00	-500.00	0.0%
Total 2325 · Substitutes	2,138.00	4,500.00	-2,362.00	47.51%
2330 · Teacher Aides				
2330113 · Salaries	42,009.03	53,374.00	-11,364.97	78.71%
Total 2330 · Teacher Aides	42,009.03	53,374.00	-11,364.97	78.71%
Total 2300 · Instruction - Teaching Services	290,979.70	523,260.00	-232,280.30	55.61%
2340 · Library				
2340113 · Librarian Salary	3,773.40	16,816.00	-13,042.60	22.44%
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 2340 · Library	3,773.40	17,816.00	-14,042.60	21.18%
2350 · Professional Developement				
2357 · Prof Development Expenses				
2357115 · Supplies	249.62	300.00	-50.38	83.21%
2357116 · Other	5,305.37	3,250.00	2,055.37	163.24%
Total 2357 · Prof Development Expenses	5,554.99	3,550.00	2,004.99	156.48%
Total 2350 · Professional Developement	5,554.99	3,550.00	2,004.99	156.48%
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	5,829.29	6,500.00	-670.71	89.68%
243011S · Class Room Supplies Sped	396.82	1,000.00	-603.18	39.68%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	515.80	500.00	15.80	103.16%
2451113 · Instructional Tech Salary	3,356.54	3,967.00	-610.46	84.61%
2451114 · Tech Utilities	1,087.84	2,500.00	-1,412.16	43.51%
2451115 · Instruction Tech Supplies	1,705.21	2,500.00	-794.79	68.21%

Rowe Pub School
Profit & Loss Budget vs. Actual
July 1, 2015 through February 1, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2451116 · Instructional Tech Other	4,856.00	3,600.00	1,256.00	134.89%
Total 2451 · Instructional Tech	11,521.39	13,067.00	-1,545.61	88.17%
Total 2400 · Instructional Materials & Equip	23,451.57	31,567.00	-8,115.43	74.29%
2440 · Instructional Service, Other				
2440113 · Instructional Field Trip Transp	3,660.00	2,200.00	1,460.00	166.36%
2440115 · Instructional Summer Tutoring	0.00	0.00	0.00	0.0%
2440116 · Instructional Field Trip Other	8,127.20	7,100.00	1,027.20	114.47%
Total 2440 · Instructional Service, Other	11,787.20	9,300.00	2,487.20	126.74%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	5,822.30	13,762.00	-7,939.70	42.31%
Total 2710 · Guidance	5,822.30	13,762.00	-7,939.70	42.31%
Total 2700 · Guidance Counseling and Testing	5,822.30	13,762.00	-7,939.70	42.31%
3200 · Health Program				
3200115 · Supplies	4,794.72	2,500.00	2,294.72	191.79%
320A111 · School Nurse	29,875.12	71,664.00	-41,788.88	41.69%
Total 3200 · Health Program	34,669.84	74,164.00	-39,494.16	46.75%
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	5,792.08	15,000.00	-9,207.92	38.61%
3300114 · Bus Contracts - Elementary	22,084.92	56,084.00	-33,999.08	39.38%
330A114 · Bus Contracts - Mohawk/Tech	22,084.92	56,084.00	-33,999.08	39.38%
Total 3300 · TRANSPORTATION	49,961.92	127,168.00	-77,206.08	39.29%
3400 · Food Services				
3400114 · Staff	10,516.77	20,909.00	-10,392.23	50.3%
3400115 · Supplies	6,281.39	5,500.00	781.39	114.21%
Total 3400 · Food Services	16,798.16	26,409.00	-9,610.84	63.61%

Rowe Pub School
Profit & Loss Budget vs. Actual
July 1, 2015 through February 1, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	19,216.13	34,364.00	-15,147.87	55.92%
4110115 · Supplies	1,418.31	4,000.00	-2,581.69	35.46%
Total 4110 · Custodial Services	20,634.44	38,364.00	-17,729.56	53.79%
4120 · Fuel				
4120116 · Appropriation	2,048.54	8,000.00	-5,951.46	25.61%
Total 4120 · Fuel	2,048.54	8,000.00	-5,951.46	25.61%
4130 · Utilities				
4130116 · Telephone	2,928.05	5,000.00	-2,071.95	58.56%
413A116 · Electricity	12,571.71	20,000.00	-7,428.29	62.86%
Total 4130 · Utilities	15,499.76	25,000.00	-9,500.24	62.0%
4210 · Maintenance of Grounds				
4210116 · Appropriation	666.00	600.00	66.00	111.0%
Total 4210 · Maintenance of Grounds	666.00	600.00	66.00	111.0%
4220 · Maintenance of Buildings				
4220115 · Supplies	8,354.47	1,500.00	6,854.47	556.97%
4220116 · Other	1,802.80	2,000.00	-197.20	90.14%
Total 4220 · Maintenance of Buildings	10,157.27	3,500.00	6,657.27	290.21%
4225 · Building Security Systems				
4225114 · Contracted Services	0.00	0.00	0.00	0.0%
4225115 · Supplies	1,830.01			
Total 4225 · Building Security Systems	1,830.01	0.00	1,830.01	100.0%
4230 · Maintenance of Equipment				
4230116 · Local	1,416.20	2,000.00	-583.80	70.81%
423A116 · Union	92.97	758.00	-665.03	12.27%
Total 4230 · Maintenance of Equipment	1,509.17	2,758.00	-1,248.83	54.72%
Total 4000 · Operation and Maint of Plant	52,345.19	78,222.00	-25,876.81	66.92%

Rowe Pub School
Profit & Loss Budget vs. Actual
July 1, 2015 through February 1, 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
5200 · Employee Benefits				
5200116 · Medical	7,125.72	12,673.00	-5,547.28	56.23%
Total 5200 · Employee Benefits	7,125.72	12,673.00	-5,547.28	56.23%
5350 · Rental - Union Office				
5350116 · Appropriation	1,355.04	2,345.00	-989.96	57.78%
Total 5350 · Rental - Union Office	1,355.04	2,345.00	-989.96	57.78%
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	132.07	876.00	-743.93	15.08%
Total 7400 · Replacement of Equipment	132.07	876.00	-743.93	15.08%
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	0.0%
Total 9100 · Tuition	199,664.00	477,836.00	-278,172.00	41.79%
Total Expense	818,346.26	1,583,076.00	-764,729.74	51.69%

Rowe Elementary School – Principal's Report
School Committee Meeting – February 11, 2016

Academics:

- Report Cards
- PARCC

School Based Activities:

- Winter Enrichment Days
- Tuesday Afternoon Adventure Club
- After School program
- Community Lunch
- Potluck and Movie Night, Friday 3/4
- PTP, LEC

Building, Staffing and Professional Development/Training:

- Building Issues - Concrete, gym floor, front door.
- Fire Inspection
- Electricity/Energy Usage

School Calendar:

February
12 - Friday, last day of school before vacation
22 - Monday, first day back after vacation
March
4 - Friday, Potluck and Movie Night, 6 p.m.