MEETING MINUTES- FY2016

ROWE SCHOOL COMMITTEE

Thursday, June 9, 2016-5:00pm- Rowe School

Present: Susie Zavotka (SZ), Janet Cowie (JC), Ellen Miller (EM)

Also Present: Superintendent Jon Lev, Principal Bill Knittle

Audience: Cindy Lafond, Jenny Engleson

I. **Call to Order:** The meeting was called to order by Superintendent Lev at 5:04pm. The first order of business was the Re-organization of Committee. **JC made a motion to nominate SZ to be Chairperson of the Rowe School Committee for the 2016/2017 school year. EM seconded the motion. Unanimous. SZ made a motion to nominate EM to be Vice-Chairperson of the Rowe School Committee for the 2016/2017 school year. Seconded by JC. Unanimous.**

II. **Minutes: May 9,2016 Regular Meeting: JC made a motion to accept the May 9,2016 minutes as written, SZ seconded-Unanimous.** Minutes from 2014, 2015, and 2016 are being sent by EM to our Tech Coordinator, Graham Coterwas, to be put on the school's website.

III. **Audience of Citizens:** Cindy Lafond questioned why the summer help position was not posted outside of the school. Principal Knittle explained that since there was interest from within the school, he did not feel the need to post elsewhere. He said in the future he would be sure to post outside the school as well.

IV. **Teacher Presentation:** Principal Knittle presented a power point that had been prepared by Kara Kitchen who could not be in attendance. The presentation involved the latest all school Project Based Learning unit on Bees. Everyone was very impressed.

V. **Discussion Items:**

A. **Hampshire Power-** Jenny Engelson spoke to the committee about Hampshire Power's work with the town of Rowe over the last 6 or 7 years. It became clear that the town had saved a lot of money by purchasing their electricity through Hampshire Power. She made it clear after having reviewed some of the school's bills that the school could save a good deal of money if they had also been with Hampshire Power. Two proposals were explained involving Real Time vs. Fixed Rate. After further discussion, **EM made a motion to enter into a Real Time contract for**

electricity supply with Hampshire Power for the Rowe School to begin as soon as it can be set up. Seconded by JC. Unanimous.

B. **MTRSD agreement-update and plan-**On 6/28/2016, Heath will be having a special town meeting to vote on inviting Rowe to be in the MTRSD for grades 7-12. All the other towns in the MTRSD have voted positively to invite Rowe. More discussion took place regarding questions that were still unanswered regarding the advantages of joining MTRSD. **SZ made a motion that if Rowe is invited by MTRSD to join in grades 7-12, the Rowe SC will recommend to the Rowe Selectboard to call a Special Town Meeting to have a vote on Rowe joining the MTRSD and will prepare pertinent information to help the voters make an informed decision. Seconded by JC. Unanimous.**

C. **Heath Education Task force-** Principal Knittle has attended a recent meeting of this task force and is planning to attend another meeting in Heath tonight. He explained the purpose of the task force to the committee and the options they are considering and the options MTRSD are exploring regarding the future of the Heath School. Heath presently has 37 students K-6. The Rowe SC made it clear that they are very open to discussing different options with Heath regarding their students being a part of the Rowe School.

D. **Carl Nelson Scholarship Fund-** The Selectboard is seeking a representative for this committee. The SC is going to recommend Lori Pike & Gail May. EM will follow through on this.

E. **Social Media/Internet Policy-** A third reading was held with the few changes to the communication procedures explained by Principal Knittle. SC will review and discuss at the august SC meeting.

F. **Rowe SC 16/17 Goals-** Goals will be discussed at august SC meeting.

VI. **Financial Statement: Dated July 1,2015 Thru June 1,2016:** Superintendent Lev briefly reviewed the FY16 school budget to date. Business Manager Burnett and the superintendent feel that after June bills come in, the school should be able to send in some final orders for supplies. They will work with Principal Knittle to determine just what can be purchased to finish up the FY16 Budget for the Rowe School.

VII. **Principal's Report:** Principal Knittle reported to the SC that PARCC and MCAS testing has finished and he feels good about how the students performed during the testing period. So far 3 new choice students have enrolled in school for next year. Mr. Knittle discussed end of year activities, capped off with graduation at 6:30 on Thursday, June 16th which is also the last day of school. There will be some concrete work on the walk directly in front of the school.

VIII. **School Committee Business:**

A. New Business: Choice openings for the 2016/2017 school year were discussed. The principal made his recommendations and **Motion made by EM to open up the following choice slots at the Rowe School for the 16/17 school year- K-0, Grade 1-4, Grade 2-0, Grade 3- 5, Grade 4-5, Grade 5-1, Grade 6-4. Seconded by JC. Unanimous.** The 2016/2017 school calendar was presented by Principal Knittle. **SZ made the motion to accept the 2016/2017 Rowe School calendar as presented. Seconded by JC. Unanimous.**

B. Old Business: None

IX. **Announcements:**

A. A school budget for FY17 of $1,100,131 and a budget of $4,564-School Committee Stipend and $539,934 for Rowe School Secondary 7-12 expenses.

B. A capital expenditure from the town's stabilization fund of $7,600 was approved at Town Meeting. for Technology

C. Next meeting date: Thursday, August 11, 2016 @ 5pm.

X. **Executive Session: Not Necessary**

XI. **Adjournment: EM made a motion to adjourn the Rowe School Committee Meeting of June 9, 2016 at 7:33. Seconded by JC. Unanimous.**

Signature: Susan Zavotka Date Approved: 8/11/2016

Rowe School District

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

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Thursday, June 9, 2016, 5:00 pm
Rowe School, 86 Pond Road, Rowe, MA

Agenda

I. **Call to order- Re-organization of Committee**

II. **Approval of Minutes:** Suggested Motion: I move to approve the minutes of the regular meeting of the Rowe School Committee of May 9,2016.

III. **Audience of Citizens:**

IV. **Teacher Presentation**

V. **Discussion Items:**

- A. Hampshire Power, (Jenny Engelson, Director of Energy Operations, Hampshire Council of Govts)
- B. Mohawk Trails Regional Agreement – update and plan
- C. Carl Neilson Scholarship Fund
- D. Social Media /Internet Policy (Bill Knittle, Susie Z)
- E. Rowe School Committee 16/17 Goals- (Susie Zavotka)

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

VII. **Principal's Report**

VIII. **School Committee Business:**

- A. New Business:
- B. Old Business:

VIII. **Announcements:**

- A. The Town of Rowe voted to approve a 2017 Rowe School Budget for the following: $4,564.00 – School Committee Stipend, $1,100,131.00 – Rowe School Pre K-6 operating budget, and $539,934.00 Rowe School Secondary 7-12.
- B. The Town of Rowe voted to approve a capital expenditure from the Stabilization Fund of $7,600.00 for Rowe School technology.
- C. Next meeting date: Thursday, August 11, 2016, 5:00 pm

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.

Rowe Elementary School – Principal's Report
School Committee Meeting – June 9, 2016

Academics:

- PARCC, MCAS - Testing finished
- Choice - three new students for next year

School Based Activities:

- Field Day - Monday, June 13; Last Day and Graduation - Thursday, June 16
- Safety Drills - last Lockdown and Fire Drills were successful
- "That's A Cool Job!" Day - a great success

Building, Staffing and Professional Development/Training:

- Building Issues - Concrete
- Hitchcock Center - Professional Development

School Calendar:

June
13 - Monday, Field Day - AM at the school, PM at the Park
16 - Thursday, Last day of school, 1:00 release, Graduation at 6:30
17 - Friday, Staff work day

10:57 AM
06/02/16
Accrual Basis

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through June 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	3,684.22	**2,425.00**	1,259.22	**151.93%**
Total 1110 · School Committee	4,584.22	**4,225.00**	359.22	**108.5%**
1210 · Superintendent's Office				
1210111 · Superintendent	16,386.00	**17,041.00**	-655.00	**96.16%**
1210112 · Clerical Salaries	11,578.24	**11,827.00**	-248.76	**97.9%**
1210115 · Office Supplies	836.84	**825.00**	11.84	**101.44%**
1210116 · Other Expense	1,051.03	**525.00**	526.03	**200.2%**
121A116 · Travel Out of District	465.80	**336.00**	129.80	**138.63%**
Total 1210 · Superintendent's Office	30,317.91	**30,554.00**	-236.09	**99.23%**
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	3,000.00	**3,600.00**	-600.00	**83.33%**
Total 1430 · Legal Services	3,000.00	**3,600.00**	-600.00	**83.33%**
1450 · Administrative Technology				
1450115 · Supplies	0.00	**120.00**	-120.00	**0.0%**
1450116 · Other	0.00	**203.00**	-203.00	**0.0%**
Total 1450 · Administrative Technology	0.00	**323.00**	-323.00	**0.0%**
Total 1400 · Finance and Admin Services	3,000.00	**3,923.00**	-923.00	**76.47%**
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	12,156.75	**12,520.00**	-363.25	**97.1%**
2110112 · Secretary	2,225.60	**2,099.00**	126.60	**106.03%**
2110114 · ESPED Membership fees	671.11	**1,500.00**	-828.89	**44.74%**
2110115 · Supplies	353.19	**325.00**	28.19	**108.67%**
2110116 · Other	202.83	**575.00**	-372.17	**35.28%**
211A116 · Travel	90.00	**203.00**	-113.00	**44.34%**
Total 2110 · Supervisory - Special Education	15,699.48	**17,222.00**	-1,522.52	**91.16%**
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	78,569.25	**81,712.00**	-3,142.75	**96.15%**
2210112 · Principal's Secretary	33,447.32	**35,068.00**	-1,620.68	**95.38%**
2210115 · Principal's Supplies/contracts	2,941.97	**2,000.00**	941.97	**147.1%**
2210116 · Principal's Other	765.80	**1,050.00**	-284.20	**72.93%**
221011A · Principal's Travel	961.50	**1,000.00**	-38.50	**96.15%**
Total 2210 · School Leadership	116,685.84	**120,830.00**	-4,144.16	**96.57%**

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
2250 · Principal's Technology				
2250115 · Supplies	1,861.65	2,000.00	-138.35	93.08%
2250116 · Other	5,660.05	5,000.00	660.05	113.2%
Total 2250 · Principal's Technology	7,521.70	7,000.00	521.70	107.45%
Total 2200 · School/Building Leadership	124,207.54	127,830.00	-3,622.46	97.17%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	355,351.18	379,644.00	-24,292.82	93.6%
Total 2305 · Teachers - Classroom	355,351.18	379,644.00	-24,292.82	93.6%
2310 · Teachers - Special Education				
Salaries	42,657.60	55,523.00	-12,865.40	76.83%
Total 2310 · Teachers - Special Education	42,657.60	55,523.00	-12,865.40	76.83%
2320 · Medical Therapeutic Services				
2320111 · Speech/ PT Salaries	19,388.15	30,219.00	-10,830.85	64.16%
Total 2320 · Medical Therapeutic Services	19,388.15	30,219.00	-10,830.85	64.16%
2325 · Substitutes				
2325113 · Teacher Sub Salaries	5,069.00	4,000.00	1,069.00	126.73%
232511A · Aid Sub Salaries	0.00	500.00	-500.00	0.0%
Total 2325 · Substitutes	5,069.00	4,500.00	569.00	112.64%
2330 · Teacher Aides				
2330113 · Salaries	64,982.51	53,374.00	11,608.51	121.75%
Total 2330 · Teacher Aides	64,982.51	53,374.00	11,608.51	121.75%
Total 2300 · Instruction - Teaching Services	487,448.44	523,260.00	-35,811.56	93.16%
2340 · Library				
2340113 · Librarian Salary	6,802.05	16,816.00	-10,013.95	40.45%
2340115 · Library Supplies	481.96	1,000.00	-518.04	48.2%
Total 2340 · Library	7,284.01	17,816.00	-10,531.99	40.89%
2357 · Prof Development Expenses				
2357115 · Supplies	449.62	300.00	149.62	149.87%
2357116 · Other	6,063.13	3,250.00	2,813.13	186.56%
Total 2357 · Prof Development Expenses	6,512.75	3,550.00	2,962.75	183.46%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through June 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	6,212.75	6,500.00	-287.25	95.58%
243011S · Class Room Supplies Sped	456.98	1,000.00	-543.02	45.7%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	515.80	500.00	15.80	103.16%
2451113 · Instructional Tech Salary	6,102.80	3,967.00	2,135.80	153.84%
2451114 · Tech Utilities	1,631.76	2,500.00	-868.24	65.27%
2451115 · Instruction Tech Supplies	1,908.02	2,500.00	-591.98	76.32%
2451116 · Instructional Tech Other	4,856.00	3,600.00	1,256.00	134.89%
Total 2451 · Instructional Tech	15,014.38	13,067.00	1,947.38	114.9%
Total 2400 · Instructional Materials & Equip	27,388.18	31,567.00	-4,178.82	86.76%
2440 · Instructional Service, Other				
2440113 · Instructional Field Trip Transp	4,760.00	2,200.00	2,560.00	216.36%
2440115 · Instructional Summer Tutoring	0.00	0.00	0.00	0.0%
2440116 · Instructional Field Trip Other	8,843.69	7,100.00	1,743.69	124.56%
Total 2440 · Instructional Service, Other	13,603.69	9,300.00	4,303.69	146.28%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	10,586.00	13,762.00	-3,176.00	76.92%
Total 2710 · Guidance	10,586.00	13,762.00	-3,176.00	76.92%
Total 2700 · Guidance Counseling and Testing	10,586.00	13,762.00	-3,176.00	76.92%
3200 · Health Program				
3200115 · Supplies	5,322.71	2,500.00	2,822.71	212.91%
3200116 · Travel	389.70			
320A111 · School Nurse	54,318.40	71,664.00	-17,345.60	75.8%
Total 3200 · Health Program	60,030.81	74,164.00	-14,133.19	80.94%
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	13,652.76	15,000.00	-1,347.24	91.02%
3300114 · Bus Contracts - Elementary	49,691.07	56,084.00	-6,392.93	88.6%
330A114 · Bus Contracts - Mohawk/Tech	49,691.07	56,084.00	-6,392.93	88.6%
Total 3300 · TRANSPORTATION	113,034.90	127,168.00	-14,133.10	88.89%
3400 · Food Services				
3400114 · Staff	18,537.09	20,909.00	-2,371.91	88.66%
3400115 · Food Supplies	6,281.39	5,500.00	781.39	114.21%
Total 3400 · Food Services	24,818.48	26,409.00	-1,590.52	93.98%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	30,642.53	34,364.00	-3,721.47	89.17%
4110115 · Supplies	1,418.31	4,000.00	-2,581.69	35.46%
Total 4110 · Custodial Services	32,060.84	38,364.00	-6,303.16	83.57%
4120 · Fuel				
4120116 · Appropriation	4,729.48	8,000.00	-3,270.52	59.12%
Total 4120 · Fuel	4,729.48	8,000.00	-3,270.52	59.12%
4130 · Utilities				
4130116 · Telephone	3,198.13	5,000.00	-1,801.87	63.96%
413A116 · Electricity	24,371.13	20,000.00	4,371.13	121.86%
Total 4130 · Utilities	27,569.26	25,000.00	2,569.26	110.28%
4210 · Maintenance of Grounds				
4210116 · Appropriation	2,166.00	600.00	1,566.00	361.0%
Total 4210 · Maintenance of Grounds	2,166.00	600.00	1,566.00	361.0%
4220 · Maintenance of Buildings				
4220115 · Supplies	9,719.19	1,500.00	8,219.19	647.95%
4220116 · Other	3,267.80	2,000.00	1,267.80	163.39%
Total 4220 · Maintenance of Buildings	12,986.99	3,500.00	9,486.99	371.06%
4225 · Building Security Systems				
4225114 · Contracted Services	0.00	0.00	0.00	0.0%
4225115 · Supplies	1,859.94			
Total 4225 · Building Security Systems	1,859.94	0.00	1,859.94	100.0%
4230 · Maintenance of Equipment				
4230116 · Local	1,440.60	2,000.00	-559.40	72.03%
423A116 · Union	137.07	758.00	-620.93	18.08%
Total 4230 · Maintenance of Equipment	1,577.67	2,758.00	-1,180.33	57.2%
Total 4000 · Operation and Maint of Plant	82,950.18	78,222.00	4,728.18	106.05%
5200 · Employee Benefits				
5200116 · Medical	12,215.52	12,673.00	-457.48	96.39%
Total 5200 · Employee Benefits	12,215.52	12,673.00	-457.48	96.39%
5350 · Rental - Union Office				
5350116 · Appropriation	2,102.69	2,345.00	-242.31	89.67%
Total 5350 · Rental - Union Office	2,102.69	2,345.00	-242.31	89.67%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	$ Over Budget	% of Budget
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	199,664.00	**424,286.00**	-224,622.00	**47.06%**
9100.6B · Franklin Tech	27,875.00	**53,550.00**	-25,675.00	**52.05%**
Total 9100 · Tuition	227,539.00	**477,836.00**	-250,297.00	**47.62%**
Total Expense	1,253,455.87	**1,583,076.00**	-329,620.13	**79.18%**