MEETING MINUTES- FY2017

ROWE SCHOOL COMMITTEE

Thursday, August 11, 2016-5:00pm- Rowe School

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

Also Present: Superintendent Jon Lev, Principal Bill Knittle,

Audience: None

I. **Call to Order:** The meeting was called to order by Chairperson Susie Zavotka at 5:37pm.

II. **Minutes: June 9,2016 Regular Meeting: SZ made a motion to accept the June 9,2016 minutes as written with the clarification that $7,600 capital expenditure was for technology, EM seconded-Unanimous. JC made a motion to accept the July 27, 2016 minutes as written, EM seconded-Unanimous.**

III. **Audience of Citizens:** None

IV. **Teacher Presentation:** None

V. **Discussion Items:**

A. **Mohawk Trails Regional Agreement-** The committee felt it was very important that they have as much correct information for the town as possible before a public meeting is held to discuss joining Mohawk Trail Regional School District grades 7-12. Ellen Miller and members of the Rowe Selectboard and Finance Committee will be meeting with officials from MTRSD to clarify some questions that have come up.

B. **Heath-Rowe: Options for Educating our children together-** SZ and Superintendent Lev discussed their meeting on July 28, 2016 with the Heath Educational Task force. Heath is interested in the possibility of joining Rowe in some fashion that would be acceptable to both towns. Heath will continue to explore this possibility and be in touch with Rowe School Committee. Some members of the task force visited the school recently.

C. **Social Media/Internet Policy-** After reviewing the policy and a short discussion, **SZ made a motion to accept the Rowe School Social Media/Internet Use Policy as written. Seconded by JC. Unanimous.**

D. **Rowe School Committee 16/17 Goals-** The committee reviewed the Goal Planning Chart and discussed goals for the new school year. SZ will update the sheet for the next meeting. Superintendent Lev will check with MASC on when the closest

"Charting the Course" class will be held for newest SC members JC and EM. He will also try to get more info on school policy needs.

E. **Title I Grant-** Superintendent Lev informed the committee that the Title I Grant for Rowe has been reduced considerably for FY17. This grant is an entitlement grant based on free and reduced lunch applications. The school will make every effort to be sure all parents fill out application at the beginning of school year. It was determined that this reduction should not have a serious effect on the school budget.

F. **Insurance Policy-** Superintendent Lev explained that he would like to address more clearly at the NBSU School Committee Meeting in October, how an employee who works in more than one NBSU school, receives health insurance. He feels a policy should be in place that allows employees who work less than 20 hours in any one town, but more than 20 hours total in 2 or more towns, to receive health insurance benefits. Without this, we would have a very hard time attracting and keeping quality teachers and specialists in our small schools. The superintendent will discuss this with our school lawyers.

G. **Staff Salary Questions-** This item was tabled for the time being and no discussion took place.

VI. **Financial Statement: Dated July 1,2016 Thru August 1,2016:** Superintendent Lev briefly went over the financial statement for the first month of FY17. There was not a lot of activity and nothing specific to report on.

VII. **Principal's Report:** Principal Knittle updated the committee on activities that have been happening at the school this summer and upcoming plans. (see attached report).

VIII. **School Committee Business:**

A. **New Business**: **1**) Superintendent Lev informed the committee of some difficulty in paying the first installment on the 5/6 field trip that was discussed at an earlier SC Meeting. The town is feeling that they can not allow a payment in advance of the activity. Principal Knittle will contact the 4H Youth Conference Center to see if something workable can be negotiated. **2**) EM stated that she has been approached regarding a school employee falsifying a time sheet. The person/persons felt that the hours listed on the time sheet were not the hours worked and that this has occurred in the past as well. SZ reported that she had been notified of this concern also. Superintendent Lev and Principal Knittle told the committee that they will look into this matter and report back to the committee at the September SC Meeting. **3) JC made a motion to appoint Dr. Richard Warner School Physician for the Rowe Elementary School at an annual stipend of $620 ($10 per enrolled student) plus $100 per physical performed for the 2016/2017 school year. Seconded by EM. Unanimous.**

B. **Old Business**: **1) Hampshire Power:** EM will contact Hampshire Power and check on when Rowe School can expect their electricity to begin being supplied by Hampshire Power and how the account will be invoiced. **2) Solar Energy:** After Principal Knittle handed out a letter from Nexamp regarding allocation of solar net metering credits, the committee discussed enrolling in their program. **EM made a motion for the Rowe School to enter into an agreement to receive solar net metering credits ("solar credits") from Nexamp's community solar facilities to begin on or before summer 2017. Seconded by JC. Unanimous.**

IX. **Announcements:**

A. Lori Pike has agreed to be the Rowe representative on the Carl Nilman Scholarship Fund.

B. Next meeting date: Thursday, September 15, 2016 @ 5pm.

X. **Executive Session: Not Necessary**

XI. **Adjournment: EM made a motion to adjourn the Rowe School Committee Meeting of August 11, 2016 at 7:41. Seconded by JC. Unanimous.**

Signature:_____ Date Approved: _____

Rowe School District

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

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Thursday,
August 11, 2016, 5:00 pm
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 June 9, 2016 and July 27, 2016.

III. **Audience of Citizens:**

IV. **Teacher Presentation**

V. **Discussion Items:**

- A. Mohawk Trails Regional Agreement
- B. Heath – Rowe: Options for Educating our children together
- C. Social Media /Internet Policy (Bill Knittle, Susie Z)
- D. Rowe School Committee 16/17 Goals- (Susie Zavotka)
- E. Title I Grant
- F. Insurance Policy
- G. Staff Salary Questions

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

VII. **Principal's Report**

VIII. **School Committee Business:**

- A. New Business:
- B. Old Business:
  - i. Hampshire Power - Has this been activated?
  - ii. Solar Energy

VIII. **Announcements:**

- A. Carl Nilman Scholarship Fund – Lori Pike has agreed to do this – Thanks Ellen for making the connection

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 School District

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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 School District

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(413) 512-5100

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

(Joint meeting with Rowe BOS and Finance Committee)

Thursday,
August 11, 2016, 4:00 pm
Rowe School, 86 Pond Road, Rowe, MA

Agenda

I. **Call to order**
II. **Audience of Citizens:**
III. **Discussion Items:**
   A. **Mohawk Trail Regional Agreement changes for grades 7-12**
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:

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Rowe Public School
Budget vs. Actual
July 1, 2016 - August 1, 2016

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
Expense				
1110 · School Committee				
1110112 · Salary	0.00	1,800.00	-1,800.00	0.0%
1110116 · Advert/Bids/Print	0.00	3,100.00	-3,100.00	0.0%
Total 1110 · School Committee	0.00	4,900.00	-4,900.00	0.0%
1210 · Superintendent's Office				
1210111 · Superintendent	2,005.65	17,382.00	-15,376.35	11.54%
1210112 · Clerical Salaries	1,269.76	12,119.00	-10,849.24	10.48%
1210115 · Office Supplies	0.00	975.00	-975.00	0.0%
1210116 · Other Expense	195.87	1,223.00	-1,027.13	16.02%
121A116 · Travel Out of District	19.88	525.00	-505.12	3.79%
Total 1210 · Superintendent's Office	3,491.16	32,224.00	-28,732.84	10.83%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	0.00	3,600.00	-3,600.00	0.0%
Total 1430 · Legal Services	0.00	3,600.00	-3,600.00	0.0%
1450 · Administrative Technology				
1450111 · Administrative Tech Salary	0.00	0.00	0.00	0.0%
1450115 · Supplies	0.00	202.00	-202.00	0.0%
1450116 · Other	0.00	150.00	-150.00	0.0%
Total 1450 · Administrative Technology	0.00	352.00	-352.00	0.0%
Total 1400 · Finance and Admin Services	0.00	3,952.00	-3,952.00	0.0%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	1,488.00	12,896.00	-11,408.00	11.54%
2110112 · Secretary	0.00	2,153.00	-2,153.00	0.0%
2110113 · Sped Coordinator	0.00	0.00	0.00	0.0%

Rowe Public School
Budget vs. Actual
July 1, 2016 - August 1, 2016

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
2110114 · ESPED Membership fees	0.00	325.00	-325.00	0.0%
2110115 · Supplies	62.38	375.00	-312.62	16.64%
2110116 · Other	0.00	1,525.00	-1,525.00	0.0%
211A116 · Travel	0.00	225.00	-225.00	0.0%
Total 2110 · Supervisory - Special Education	1,550.38	17,499.00	-15,948.62	8.86%
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	9,664.05	83,755.00	-74,090.95	11.54%
2210112 · Principal's Secretary	4,096.72	35,755.00	-31,658.28	11.46%
2210115 · Principal's Supplies/contracts	0.00	2,000.00	-2,000.00	0.0%
2210116 · Principal's Other	164.37	1,050.00	-885.63	15.65%
221011A · Principal's Travel	115.38	1,000.00	-884.62	11.54%
Total 2210 · School Leadership	14,040.52	123,560.00	-109,519.48	11.36%
2250 · Principal's Technology				
2250115 · Supplies	0.00	1,000.00	-1,000.00	0.0%
2250116 · Other	3,644.05	5,100.00	-1,455.95	71.45%
Total 2250 · Principal's Technology	3,644.05	6,100.00	-2,455.95	59.74%
Total 2200 · School/Building Leadership	17,684.57	129,660.00	-111,975.43	13.64%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	0.00	432,284.00	-432,284.00	0.0%
Total 2305 · Teachers - Classroom	0.00	432,284.00	-432,284.00	0.0%
2310 · Teachers - Special Education				
Salaries	0.00	58,173.00	-58,173.00	0.0%
Total 2310 · Teachers - Special Education	0.00	58,173.00	-58,173.00	0.0%
2320 · Medical Therapeutic Services				

Rowe Public School
Budget vs. Actual
July 1, 2016 - August 1, 2016

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
2320111 · Speech/ PT Salaries	0.00	24,886.00	-24,886.00	0.0%
2320114 · Contracted Services (OT)	0.00	3,000.00	-3,000.00	0.0%
Total 2320 · Medical Therapeutic Services	0.00	27,886.00	-27,886.00	0.0%
2325 · Substitutes				
2325113 · Teacher Sub Salaries	0.00	3,000.00	-3,000.00	0.0%
232511A · Aid Sub Salaries	0.00	500.00	-500.00	0.0%
Total 2325 · Substitutes	0.00	3,500.00	-3,500.00	0.0%
2330 · Teacher Aides				
2330113 · Salaries	0.00	56,084.00	-56,084.00	0.0%
Total 2330 · Teacher Aides	0.00	56,084.00	-56,084.00	0.0%
Total 2300 · Instruction - Teaching Services	0.00	577,927.00	-577,927.00	0.0%
2340 · Library				
2340113 · Librarian Salary	0.00	7,294.00	-7,294.00	0.0%
2340115 · Library Supplies	0.00	1,000.00	-1,000.00	0.0%
Total 2340 · Library	0.00	8,294.00	-8,294.00	0.0%
2350 · Professional Developement				
2351 · Prof Development Principal	0.00	1,000.00	-1,000.00	0.0%
Total 2350 · Professional Developement	0.00	1,000.00	-1,000.00	0.0%
2355 · Prof Developement Substitutes				
2355113 · Salaries	0.00	1,000.00	-1,000.00	0.0%
Total 2355 · Prof Developement Substitutes	0.00	1,000.00	-1,000.00	0.0%
2357 · Prof Development Expenses				
2357115 · Supplies	0.00	300.00	-300.00	0.0%
2357116 · Other	0.00	2,250.00	-2,250.00	0.0%
Total 2357 · Prof Development Expenses	0.00	2,550.00	-2,550.00	0.0%

Rowe Public School
Budget vs. Actual
July 1, 2016 - August 1, 2016

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
2400 · Instructional Materials & Equip				
2410 · Texts and related materials	0.00	3,000.00	-3,000.00	0.0%
2415 · PBL Supplies	0.00	2,000.00	-2,000.00	0.0%
2430115 · General Classroom Supplies/ Reg	0.00	7,500.00	-7,500.00	0.0%
243011S · Class Room Supplies Sped	0.00	1,000.00	-1,000.00	0.0%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	0.00	8,093.00	-8,093.00	0.0%
2451114 · Tech Utilities	679.90	2,500.00	-1,820.10	27.2%
2451115 · Instruction Tech Supplies	96.00	1,500.00	-1,404.00	6.4%
2451116 · Instructional Tech Other	0.00	3,000.00	-3,000.00	0.0%
Total 2451 · Instructional Tech	775.90	15,593.00	-14,817.10	4.98%
Total 2400 · Instructional Materials & Equip	775.90	29,093.00	-28,317.10	2.67%
2440 · Instructional Service, Other				
2440113 · Instructional Field Trip Transp	0.00	10,100.00	-10,100.00	0.0%
2440116 · Instructional Field Trip Other	0.00	2,900.00	-2,900.00	0.0%
Total 2440 · Instructional Service, Other	0.00	13,000.00	-13,000.00	0.0%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	0.00	14,318.00	-14,318.00	0.0%
Total 2710 · Guidance	0.00	14,318.00	-14,318.00	0.0%
Total 2700 · Guidance Counseling and Testing	0.00	14,318.00	-14,318.00	0.0%
3200 · Health Program				
3200115 · Supplies	0.00	2,500.00	-2,500.00	0.0%
320A111 · School Nurse	0.00	73,076.00	-73,076.00	0.0%
Total 3200 · Health Program	0.00	75,576.00	-75,576.00	0.0%

Rowe Public School
Budget vs. Actual
July 1, 2016 - August 1, 2016

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	0.00	15,000.00	-15,000.00	0.0%
3300114 · Bus Contracts - Elementary	0.00	56,084.00	-56,084.00	0.0%
330A114 · Bus Contracts - Mohawk/Tech	0.00	56,084.00	-56,084.00	0.0%
Total 3300 · TRANSPORTATION	0.00	127,168.00	-127,168.00	0.0%
3400 · Food Services				
3400114 · Staff	451.50	23,587.00	-23,135.50	1.91%
3400115 · Food Supplies	0.00	7,000.00	-7,000.00	0.0%
3400116 · Cafeteria Non-Food Supplies	0.00	500.00	-500.00	0.0%
Total 3400 · Food Services	451.50	31,087.00	-30,635.50	1.45%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	2,854.92	34,305.00	-31,450.08	8.32%
4110114 · Summer Custodian Salaries	0.00	2,160.00	-2,160.00	0.0%
4110115 · Supplies	0.00	3,000.00	-3,000.00	0.0%
4110116 · Travel	0.00	0.00	0.00	0.0%
Total 4110 · Custodial Services	2,854.92	39,465.00	-36,610.08	7.23%
4120 · Fuel				
4120116 · Appropriation	0.00	6,000.00	-6,000.00	0.0%
Total 4120 · Fuel	0.00	6,000.00	-6,000.00	0.0%
4130 · Utilities				
4130116 · Telephone	450.45	5,000.00	-4,549.55	9.01%
413A116 · Electricity	0.00	20,000.00	-20,000.00	0.0%
Total 4130 · Utilities	450.45	25,000.00	-24,549.55	1.8%
4210 · Maintenance of Grounds				
4210116 · Appropriation	144.43	600.00	-455.57	24.07%

Rowe Public School
Budget vs. Actual
July 1, 2016 - August 1, 2016

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
Total 4210 · Maintenance of Grounds	144.43	600.00	-455.57	24.07%
4220 · Maintenance of Buildings				
4220115 · Supplies	0.00	1,000.00	-1,000.00	0.0%
4220116 · Other	0.00	4,500.00	-4,500.00	0.0%
Total 4220 · Maintenance of Buildings	0.00	5,500.00	-5,500.00	0.0%
4225 · Building Security Systems				
4225114 · Contracted Services	0.00	1,000.00	-1,000.00	0.0%
Total 4225 · Building Security Systems	0.00	1,000.00	-1,000.00	0.0%
4230 · Maintenance of Equipment				
4230116 · Local	0.00	6,000.00	-6,000.00	0.0%
423A116 · Union	0.00	352.00	-352.00	0.0%
Total 4230 · Maintenance of Equipment	0.00	6,352.00	-6,352.00	0.0%
Total 4000 · Operation and Maint of Plant	3,449.80	83,917.00	-80,467.20	4.11%
5200 · Employee Benefits				
5200116 · Medical	407.04	14,396.00	-13,988.96	2.83%
Total 5200 · Employee Benefits	407.04	14,396.00	-13,988.96	2.83%
5260 · Insurance				
5260116 · School Building Liability	515.85			
Total 5260 · Insurance	515.85			
5350 · Rental - Union Office				
5350116 · Appropriation	383.56	3,075.00	-2,691.44	12.47%
Total 5350 · Rental - Union Office	383.56	3,075.00	-2,691.44	12.47%
7300 · Improvement of Equipment				
General - Union	0.00	165.00	-165.00	0.0%

Rowe Public School
Budget vs. Actual
July 1, 2016 - August 1, 2016

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
Total 7300 · Improvement of Equipment	0.00	165.00	-165.00	0.0%
7400 · Replacement of Equipment				
740A116 · Appropriation - Union	0.00	413.00	-413.00	0.0%
Total 7400 · Replacement of Equipment	0.00	413.00	-413.00	0.0%
9100 · Tuition				
9100.6A · Mohawk Trail Regl	0.00	378,000.00	-378,000.00	0.0%
9100.6B · Franklin Tech	0.00	90,850.00	-90,850.00	0.0%
Total 9100 · Tuition	0.00	468,850.00	-468,850.00	0.0%
Total Expense	**28,709.76**	**1,640,064.00**	**-1,611,354.24**	**1.75%**

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

Academics:

- New Science Standards
- New student roster - 64 students
- Benchmark Assessments, Track My Progress, Writing Samples
- New Schedule
- Project Based Learning

School Based Activities:

- All School Meeting - Wednesday, 8/31, 9 a.m.
- Fall Field Day - Friday, 9/2

Building, Staffing and Professional Development/Training:

- Building Issues - Concrete fixed, Inspections done
- Professional Development - Hitchcock Center, Thursday, 8/11
  Science, PBL, Report Cards, Report Cards, Fri., 8/12
  Hopes and Dreams, Safety Plans, Positive Language, Tues., 8/30
  Require Subjects (SPED Compliance), Wed., 8/31

School Calendar:

August
12 - Friday, Teacher PD
15 - Monday, Rediker PD
17 - Wednesday, Rediker PD
29 - Monday, Staff work day
29 - Monday, School Safety Planning Meeting, 9 a.m.
30 - Tuesday, Staff PD Day
31 - Wednesday, First day with students, 8:25-12:30, Teacher PD

September
1 - Thursday, 12:30 release, Teacher PD
2 - Friday, 12:30 release
6 - Tuesday, full day of school, 8:25-3:20
8 - Thursday, School Committee, 5 p.m.
12 - Monday, Faculty Meeting, 3:30 p.m.
14, 16 - Wednesday, Friday, Mediation training for Grade 6 students with Ms. Lapointe
21 - Wednesday, PL day, 1:50 release, PD:
21 - Wednesday, Open House, 6:30-7:30 p.m.
28 – Wednesday, PL day, 1:50 release, PD:
30 - Friday, K-6 Field Trip to Plimouth Plantation, Plymouth, MA