MEETING MINUTES- FY2017

ROWE SCHOOL COMMITTEE

Thursday, September 15, 2016-5:00pm- Rowe School

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

Also Present: Superintendent Jon Lev, Principal Bill Knittle, **Rowe Selectboard**: Marilyn Wilson, Walt Quist, and Dennis May. **Rowe Finance Committee**: Roy Wilson, Wayne Zavotka, and Mitch Soviecke

Audience: Gail May, Diane Broncaccio, Barbara Griffin

I. **Call to Order:** The meeting was called to order by Chairperson Susie Zavotka at 5:03pm.

II. **Minutes: September 15,2016 Regular Meeting: EM made a motion to accept the September 15,2016 minutes as written with the clarification that Dennis May and Roy Wilson were identified re: meeting with officials from MTRSD. Also identified that the insurance policy was a health insurance policy and that the signed Hampshire Power contracts will be forwarded to them. JC seconded-Unanimous.**

III. **Audience of Citizens:** None

IV. **Teacher Presentation:** Barbara Griffin was present and updated the committee on the different units the classes were working on. She also talked about the music program. Ms. Griffin expressed the feelings of the staff on the continued absence of a PT person at the school. The principal has been advertising the opening, but has had no luck in finding someone to fill this position. NBSU OT, Christin George is now coming to Rowe 1 x per month to consult and provide some classroom work. The staff has really appreciated her expertise and help. The committee was told that the teachers would like to have a school credit card to utilize for field trips and other needs. Now they have to use their own personal credit cards and then get reimbursed. It was explained that the town can not authorize a credit card for the school. The department of revenue will not allow this. This led to a discussion on the Washington D. C. field trip down payment problem which Principal Knittle is still trying to work out.

V. **Discussion Items:**

A. **Mohawk Trails Regional Agreement-** The School Committee was joined by the Rowe Selectboard and the Rowe Finance Committee to get updates and continue discussion on the issue of Rowe joining the MTRSD grades 7-12. Ellen Miller, Rowe

SC, Ray Wilson, Rowe Finance Committee and Dennis May, Selectboard met with Mohawk superintendent Michael Buoniconti and business manager Mike Kociela to get more clarification regarding financial questions that have arisen during discussions of this issue. The 3 attempted to get answers to questions regarding MTRSD's cost per student calculation that had been presented to the committees. There were questions about transportation costs figuring into these calculations and if they were used correctly according to the tuition agreement with Mohawk. It appears no answers were derived from the meeting. EM agreed to check out the numbers and attempt to find an answer. The 3 committee members were in agreement that they were interested in getting this straightened out before making any recommendations to voters and they would like an answer before any billing for tuition takes place for the present school year. MTRSD School Committee will hopefully be involved in helping to clarify this dilemma. It was decided that the special town meeting to decide on joining MTRSD 7-12 will be held in mid November.

B. **Heath-Rowe: Options for Educating our children together-** There has been no further discussions with the Heath Committee that is exploring the options for educating their children. Meetings are continuing and they are aware that Rowe is still open for discussions.

C. **Rowe School Committee 16/17 Goals-** The committee reviewed the Goal Planning Chart and continued to discuss goals for the new school year and assigned responsibilities to different individuals. **EM made a motion that SZ be appointed to represent the Rowe School Committee on negotiations with the Rowe Teachers Association. 2nd by JC. Unanimous. Motion Carried.**

VI. **Financial Statement: Dated July 1,2016 Thru September 2 ,2016:** Superintendent Lev briefly went over the financial statement dated July 1, 2016 Thru September 2, 2016. There was a discussion regarding the bill from Padula that covered repairs to the school tractor.

VII. **Principal's Report:** Principal Knittle updated the committee on activities that have been happening at the school both past, present, and future. (see attached report).

VIII. **School Committee Business:**

A. **New Business: 1)** Principal Knittle brought the committee up to date on discussions taking place in the MTRSD regarding 6th graders going to Mohawk Middle/High School for the 2017/18 school year. It is still in the talking stage and Bill will keep us informed. **2)** Questions were raised regarding the shed for the

tractor and Mr. Knittle responded to the questions. **3)** Concern about the supervision of preschoolers who were waiting for the 3:20 release time of the rest of the school was discussed. Superintendent Lev and Principal Knittle will speak with Ms. Baker and report back to the committee. **4)** SZ will be speaking with the Town Clerk in regards to updating information on the Department of Revenue website.

B. **Old Business: 1) Hampshire Power:** EM provided Principal Knittle will the information to make contact and Bill will talk to Janice regarding the invoice. **2) Solar Energy:** This is all set up, but will not go into effect until probably next summer. **3) Non union employee time cards:** The concern over problems with an employee's time card being falsely filled out was discussed. A town time sheet was brought forward from EM and will be utilized by all hourly employees. A question was raised again regarding why sick time, vacation time, etc. was still not being listed on the paystubs as it is on other town employees' paystubs. SZ will looked into this.

IX. **Announcements:**

A. Next meeting date: **Thursday, October 13, 2016 @ 5pm. Also, NBSU Committee Meeting in Florida, Thursday October 20, 2016 @6:30pm.**

X. **Executive Session: Not Necessary**

XI. **Adjournment: SZ made a motion to adjourn the Rowe School Committee Meeting of September 15, 2016 at 8:03pm. Seconded by EM. Unanimous.**

Signature: Susan Zanetta Date Approved: 10/20/16

Rowe School District

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

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Thursday,
September 15, 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 August 11, 2016.
III. **Audience of Citizens:**
IV. **Teacher Presentation**
V. **Discussion Items:**
   A. Mohawk Trails Regional Agreement (joint meeting with Rowe BOS and Finance Committee)
   B. Heath – Rowe: Options for Educating our children together
   C. Rowe School Committee 16/17 Goals- (Susie Zavotka)
      i. Assignment of persons responsible and dates to complete
VI. **Financial Statement: Dated July 1, 2016 Thru September 2, 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 – Nexamp
      iii. Non-union employee time cards
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.

News > Local (/News/Local/)

Mohawk schools discuss deadlines for changes

By DIANE BRONCACCIO
Recorder Staff

Thursday, September 01, 2016

BUCKLAND — If the Mohawk Trail Regional School District reconfigures its elementary school, should the issue go to annual town meetings or is the issue important enough to be brought before special town meetings?

A special committee has been studying possible new class configurations for the district's declining elementary enrollment.

Some have suggested its recommendations be put before district towns in separate special town meetings before a school budget is adopted at the annual meetings in spring.

That was one issue discussed Wednesday by BEST (Building Education, Sustainability and Trust) Committee members, along with an overall time frame for consolidating elementary classes among its four elementary schools and reducing education costs for member towns.

The committee also wants to reduce its consolidation scenarios to just a few, so that budget calculations could be made and brought to towns as early as possible, along with the committee's recommendations. Because school officials want to begin making changes by next fall, they hope to have a full Mohawk school committee vote on a recommended scenario by the end of November.

Ideas the group is considering include:

• Keeping pre-kindergarten to second grade in Heath Elementary, Sanderson Academy and Colrain Central schools; send all Grade 3 to Grade 5 pupils to the Buckland Shelburne Elementary School (BSE), with Grades 6 and up going to Mohawk.

• Having pre-K only at Colrain and Heath; Grades pre-K through 5 at BSE and Sanderson Academy, with Grades 6 and up at Mohawk.

• If Heath joins Hawlemont, having only pre-K in Colrain, pre-K through Grade 5 at BSE and Sanderson, Grades 6 and up at Mohawk.

• Pre-K through Grade 5 at BSE, Colrain, Heath and Sanderson; with BSE also housing all students in Grade 6 to 8, and Mohawk housing Grades 9 through 12, with available space to accommodate collegiate/vocational programs.

Mohawk officials would like to move the sixth-grade classes out of the four elementary schools and into the Mohawk Trail Regional School by next fall — both to save money on sixth-grade staffing and to engage the students in Mohawk activities, at a time that some school families think of moving their children into charter schools.

But it's possible that the Hawlemont Regional School District, Rowe Elementary School and Heath won't want their sixth-graders sent to Mohawk. Heath, which has 30 children enrolled in its elementary school this year, has been considering whether to leave Mohawk's elementary district and join another regional district, such as Hawlemont, where Charlemont and Hawley have their elementary students.

Another concern is that the Mohawk regional district agreement legally provides for elementary (pre-K through Grade 6) and secondary (Grade 7 through 12) school assessments, but not for pre-k through Grade 5 and Grades 6 through 12 assessments.

Some school board members say a separate, special town meeting would allow voters to focus just on the school issues, instead of having to deal with significant school issues "at 10:30 at night" after a long town meeting. Also, if a reconfiguration proposal was voted on before annual town meeting, if would help in budget planning for fiscal year 18.

BEST Committee Chairwoman Martha Thurber pointed out that an adopted budget can always be reduced later, but it can't be increased after a vote has been taken. Superintendent Michael Buoniconti suggested that bigger savings would probably come in later years of the phased-in changes — not in the first year.

On Sept. 21, the group is to meet with school staff to get feedback on the different proposals.

TOWN OF ROWE - School Committee - Goal Planning Sheet 2016-17

GOAL/ INITIATIVES	SPECIFIC GOAL TO ACCOMPLISH	PERSONS RESPONSIBLE	1ST REPORT DATE	DATE TO COMPLETE	PROGRESS ACCOMPLISHMENTS
1. Labor Negotiations	Develop a new 3 year teacher contract	SC Representative Adam Dupere			
2. Heath Initiative	Continue to work with Heath Task Force and communities members as they make decisions regarding the future education of their children.	Susie Zavotka Bill Knittle			
3. Wage/Benefit Structure and Review Plan	Establish a sub-committee to establish a review plan for all non-union personnel.	Bill Knittle Jon Lev SC member			
4. School Volunteer Support	Establish a plan to help the PTP, recruit volunteers to help with various school activities (clean-up days, library, etc...)				
5. School Crisis Plan	Develop a school crisis plan	Bill Knittle Jon			
6. Policy Handbook	Create a digital policy manual with all state required policies	Zavotka ???			
7. Mohawk Regional Agreement	Continue to investigate joining Mohawk 7-12	Zavotka Miller			
School Improvement Plan				**2018**	

Rowe Public School
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	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	1,311.69	3,100.00	-1,788.31	42.31%
Total 1110 · School Committee	1,311.69	4,900.00	-3,588.31	26.77%
1210 · Superintendent's Office				
1210111 · Superintendent	4,011.30	17,382.00	-13,370.70	23.08%
1210112 · Clerical Salaries	2,670.79	12,119.00	-9,448.21	22.04%
1210115 · Office Supplies	0.00	975.00	-975.00	0.0%
1210116 · Other Expense	568.47	1,223.00	-654.53	46.48%
121A116 · Travel Out of District	19.88	525.00	-505.12	3.79%
Total 1210 · Superintendent's Office	7,270.44	32,224.00	-24,953.56	22.56%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	600.00	3,600.00	-3,000.00	16.67%
Total 1430 · Legal Services	600.00	3,600.00	-3,000.00	16.67%
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	8.25	150.00	-141.75	5.5%
Total 1450 · Administrative Technology	8.25	352.00	-343.75	2.34%
Total 1400 · Finance and Admin Services	608.25	3,952.00	-3,343.75	15.39%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	2,976.00	12,896.00	-9,920.00	23.08%
2110112 · Secretary	201.73	2,153.00	-1,951.27	9.37%
2110113 · Sped Coordinator	0.00	0.00	0.00	0.0%
2110114 · ESPED Membership fees	0.00	325.00	-325.00	0.0%
2110115 · Supplies	140.38	375.00	-234.62	37.44%
2110116 · Other	14.16	1,525.00	-1,510.84	0.93%
211A116 · Travel	0.00	225.00	-225.00	0.0%
Total 2110 · Supervisory - Special Education	3,332.27	17,499.00	-14,166.73	19.04%
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	19,328.10	83,755.00	-64,426.90	23.08%
2210112 · Principal's Secretary	8,193.46	35,755.00	-27,561.54	22.92%
2210115 · Principal's Supplies/contracts	132.25	2,000.00	-1,867.75	6.61%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
2210116 · Principal's Other	164.37	1,050.00	-885.63	15.65%
221011A · Principal's Travel	230.76	1,000.00	-769.24	23.08%
Total 2210 · School Leadership	28,048.94	123,560.00	-95,511.06	22.7%
2250 · Principal's Technology				
2250115 · Supplies	386.92	1,000.00	-613.08	38.69%
2250116 · Other	3,644.05	5,100.00	-1,455.95	71.45%
Total 2250 · Principal's Technology	4,030.97	6,100.00	-2,069.03	66.08%
Total 2200 · School/Building Leadership	32,079.91	129,660.00	-97,580.09	24.74%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	18,214.55	432,284.00	-414,069.45	4.21%
Total 2305 · Teachers - Classroom	18,214.55	432,284.00	-414,069.45	4.21%
2310 · Teachers - Special Education				
Salaries	2,237.42	58,173.00	-55,935.58	3.85%
Total 2310 · Teachers - Special Education	2,237.42	58,173.00	-55,935.58	3.85%
2320 · Medical Therapeutic Services				
2320111 · Speech/ PT Salaries	1,108.09	24,886.00	-23,777.91	4.45%
2320114 · Contracted Services (OT)	0.00	3,000.00	-3,000.00	0.0%
Total 2320 · Medical Therapeutic Services	1,108.09	27,886.00	-26,777.91	3.97%
2325 · Substitutes				
2325113 · Teacher Sub Salaries	280.00	3,000.00	-2,720.00	9.33%
232511A · Aid Sub Salaries	0.00	500.00	-500.00	0.0%
Total 2325 · Substitutes	280.00	3,500.00	-3,220.00	8.0%
2330 · Teacher Aides				
2330113 · Salaries	1,720.26	56,084.00	-54,363.74	3.07%
Total 2330 · Teacher Aides	1,720.26	56,084.00	-54,363.74	3.07%
Total 2300 · Instruction - Teaching Services	23,560.32	577,927.00	-554,366.68	4.08%
2340 · Library				
2340113 · Librarian Salary	202.60	7,294.00	-7,091.40	2.78%
2340115 · Library Supplies	700.00	1,000.00	-300.00	70.0%
Total 2340 · Library	902.60	8,294.00	-7,391.40	10.88%
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%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
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	1,011.84	2,250.00	-1,238.16	44.97%
Total 2357 · Prof Development Expenses	1,011.84	2,550.00	-1,538.16	39.68%
2400 · Instructional Materials & Equip				
2410 · Texts and related materials	1,414.10	3,000.00	-1,585.90	47.14%
2415 · PBL Supplies	0.00	2,000.00	-2,000.00	0.0%
2430115 · General Classroom Supplies/ Reg	3,297.79	7,500.00	-4,202.21	43.97%
243011S · Class Room Supplies Sped	36.95	1,000.00	-963.05	3.7%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	366.49	8,093.00	-7,726.51	4.53%
2451114 · Tech Utilities	1,019.85	2,500.00	-1,480.15	40.79%
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	1,482.34	15,593.00	-14,110.66	9.51%
Total 2400 · Instructional Materials & Equip	6,231.18	29,093.00	-22,861.82	21.42%
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	550.68	14,318.00	-13,767.32	3.85%
Total 2710 · Guidance	550.68	14,318.00	-13,767.32	3.85%
Total 2700 · Guidance Counseling and Testing	550.68	14,318.00	-13,767.32	3.85%
3200 · Health Program				
3200115 · Supplies	2,078.46	2,500.00	-421.54	83.14%
320A111 · School Nurse	2,770.23	73,076.00	-70,305.77	3.79%
Total 3200 · Health Program	4,848.69	75,576.00	-70,727.31	6.42%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	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	2,754.15	23,587.00	-20,832.85	11.68%
3400115 · Food Supplies	20.00	7,000.00	-6,980.00	0.29%
3400116 · Cafeteria Non-Food Supplies	0.00	500.00	-500.00	0.0%
Total 3400 · Food Services	2,774.15	31,087.00	-28,312.85	8.92%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	6,740.52	34,305.00	-27,564.48	19.65%
4110114 · Summer Custodian Salaries	0.00	2,160.00	-2,160.00	0.0%
4110115 · Supplies	343.56	3,000.00	-2,656.44	11.45%
4110116 · Travel	0.00	0.00	0.00	0.0%
Total 4110 · Custodial Services	7,084.08	39,465.00	-32,380.92	17.95%
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	957.09	5,000.00	-4,042.91	19.14%
413A116 · Electricity	629.33	20,000.00	-19,370.67	3.15%
Total 4130 · Utilities	1,586.42	25,000.00	-23,413.58	6.35%
4210 · Maintenance of Grounds				
4210116 · Appropriation	648.15	600.00	48.15	108.03%
Total 4210 · Maintenance of Grounds	648.15	600.00	48.15	108.03%
4220 · Maintenance of Buildings				
4220115 · Supplies	1,968.99	1,000.00	968.99	196.9%
4220116 · Other	703.69	4,500.00	-3,796.31	15.64%
Total 4220 · Maintenance of Buildings	2,672.68	5,500.00	-2,827.32	48.59%
4225 · Building Security Systems				
4225114 · Contracted Services	0.00	1,000.00	-1,000.00	0.0%
4225115 · Supplies	1,957.32			
Total 4225 · Building Security Systems	1,957.32	1,000.00	957.32	195.73%

Rowe Public School
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
4230 · Maintenance of Equipment				
4230116 · Local	2,743.93	6,000.00	-3,256.07	45.73%
423A116 · Union	7.50	352.00	-344.50	2.13%
Total 4230 · Maintenance of Equipment	2,751.43	6,352.00	-3,600.57	43.32%
Total 4000 · Operation and Maint of Plant	16,700.08	83,917.00	-67,216.92	19.9%
5200 · Employee Benefits				
5200116 · Medical	2,147.83	14,396.00	-12,248.17	14.92%
Total 5200 · Employee Benefits	2,147.83	14,396.00	-12,248.17	14.92%
5260 · Insurance				
5260116 · School Building Liability	515.85			
Total 5260 · Insurance	515.85			
5350 · Rental - Union Office				
5350116 · Appropriation	767.12	3,075.00	-2,307.88	24.95%
Total 5350 · Rental - Union Office	767.12	3,075.00	-2,307.88	24.95%
7300 · Improvement of Equipment				
General - Union	0.00	165.00	-165.00	0.0%
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	104,612.90	1,640,064.00	-1,535,451.10	6.38%

Rowe Elementary School – Principal's Report
School Committee Meeting – September 15, 2016

Academics:

- New student roster - 57 students
- Track My Progress, Benchmark Assessments

School Based Activities:

- Open House - Wednesday, 9/21, 6:30-7:30
- Plimoth Field Trip - Friday, 9/30
- After School Activities
- Cultural Study

Building, Staffing and Professional Development/Training:

- Professional Development - Hitchcock Center, Four PL days
- New staff - IT, Spanish, Kitchen/Classroom Assistant
- Safety Plans

School Calendar:

September

21 - Wednesday - Picture Day, Preschool field trip to Pine Hill Orchard
16 - Friday, Mediation training for Grade 6 students with Ms. Lapointe
21 - Wednesday, PreK Field Trip to Pine Hill Orchard
21 – Wednesday, Professional Learning Day, 1:50 release (collaborative time)
21 - Wednesday, Open House, 6:30-7:30 p.m.
28 – Wednesday, Professional Learning Day, 1:50 release (scheduled meeting)
30 - Friday, K-6 Field Trip to Plimoth Plantation, Plymouth, MA

October

5 – Wednesday, PL day, 1:50 release, PD:
7 – Friday, K-6 hike, Dunbar Brook Trail
10 – Monday, Columbus Day, no school
17 - Monday, Faculty Meeting, 3:30-4:30