# MEETING MINUTES- FY2017

# ROWE SCHOOL COMMITTEE

## Thursday, December 8, 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 5:09pm.

II. **Approval of Minutes: JC made the Motion to Approve the Minutes of the Meeting of the Rowe School Committee of November 10, 2016. 2nd by EM. Unanimous. SZ made the Motion to Approve the Minutes of the Rowe School Committee of November 9, 2016. 2nd by EM. Unanimous. EM made the Motion to Approve the Minutes of the Meeting of the Rowe School Committee of November 22, 2016. 2nd by JC. Unanimous.**

III. **Audience of Citizens: None**

IV. **Teacher Presentation:** Principal Bill Knittle told the committee how well the Cultural Study Activities were progressing. He explained how hard the staff was working to make this a great success and a great learning experience for the students. He invited the committee to the performance on December 15.

V. **Discussion Items:**

A. **Mohawk Trails Regional Agreement: i**- SZ gave a review of the November 22, 2016 meeting with MTRSD. (see attached minutes of meeting). Business Manager Mike Kociela is expected to send the committee samples of tuition agreements from other districts. It was determined that the actual tuition being paid this year is very close to the tuition basis for Rowe 7-12 pupils per RDA except that using that basis, Mohawk would be paying for Rowe's FY17 transportation costs of $56, 084. **ii**- There are plans for a Rowe Subcommittee to meet with Mohawk Representatives on December 15, 2016 at 2pm to continue discussions on a tuition agreement.

B. **Heath School Plans:** Heath has been in talks with DESE and got the green light from the department to approach MTRSD for approval of a plan to close the Heath School, look for another school to tuition their students to, and pursue a plan for MTRSD to cover the tuition costs. It appears that the Heath Education Task Force is looking to recommend sending their students to Charlemont or Rowe. Heath will be discussing this at the MTRSD School Committee Meeting scheduled for Wednesday, December 14, 2016 at 7pm. **JC made the following Motion: The Rowe School**

**Committee is very interested in meeting with the Heath Task Force to pursue options for the education of all Heath students at the Rowe Elementary School. Seconded by EM. Unanimous.**

C. **Wage/ Benefit/Personnel Policy for non-union employees/time cards.** The school committee looked at a revised copy of personnel policies regarding non-teaching staff. Wage increases, sick leave, etc. were discussed. The committee will continue to review the policy and work on this more next month. Principal Knittle and Superintendent Lev will be gathering requested information for the committee to review.

D. **School Volunteer Support.** Continue until next month.

E. **Policy Handbook.** The committee continued to review the draft of the concussion policy and will get more feedback from the school nurse and others. Will review next month.

VI. **Financial Statement: Dated July 1, 2016 through December 1, 2016:** Superintendent Lev reviewed the financial statement with the committee.

VII. **Principal's Report:** (see attached report)

VIII. **School Committee Business:**

A. **New Business**: The superintendent and principal spoke to the committee about a family from out of state that had inquired about 2 of their children attending the Rowe School. They had been home-schooling them and wanted to enroll them in a good school. They had checked out some schools including their in-district school, private schools, and other schools in the vicinity. After visiting Rowe, they felt that this was their first choice. Principal Knittle has discussed with the teachers at Rowe that would be involved and made a recommendation to the committee to allow a discussion to take place regarding a tuition agreement with this family to accept the children after the holiday vacation. After a short discussion,**SZ Made the Motion: To accept the school age children of the Frost family for the remainder of the 2016/2017 school year and allow the principal and superintendent to negotiate a tuition agreement with the family. Seconded by JC. Unanimous.**

B. **Old Business:** i- EM continues to work on the matter of the payroll information. ii- Principal Knittle explained the after school plan for preschool students who choose to stay until 3:20pm. The time will be used productively including work on speech/language issues. Ms. Baker is happy with how this time will be spent. iii- There was nothing new to report on the MA Rural Schools Committee at this time.

**IX. Executive Session-Per Chapter 30A, Section 21 MGL: Not Necessary**

X. **Adjournment: SZ Made the Motion to Adjourn the Rowe School Committee Meeting of December 8, 2016 at 7:40pm. 2nd 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,**
**December 8, 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 November 10, 2016. I move to approve the minutes of the meeting of the Rowe School Committee of (November 9, 2016), (November 22, 2016).

III. **Audience of Citizens:**

IV. **Teacher Presentation**

V. **Discussion Items:**

- A. Mohawk Trails Regional Agreement /Tuition Calculation
  - i. Review of Nov 22 meeting
  - ii. Plans for meeting Mohawk Representatives (December 15?)
- B. Heath School Plans
- C. Wage/Benefit/Personnel Policy for non-union employees/ time cards (Bill, Ellen, Jon)
- D. School Volunteer Support (Bill, Janet)
- E. Policy Handbook (Susie, Jon)
  - i. Concussion Policy/Procedure

VI. **Financial Statement: Dated November 1 through December 1**

VII. **Principal's Report**

VIII. **Superintendent's Report**

IX. **School Committee Business:**

- A. New Business:
- B. Old Business:
  - i. Pay roll information (vacation hours, sick time, etc...) –has this been changed?
  - ii. Preschool –after school plan
  - iii. MA Rural Schools update

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 STAFF

| NAME | YEARS | HOURLY WAGE |
|---|---|---|
| Traci Barnes | 6 | 13.88 |
| Kimberly Celli | 4 | 13.55 |
| Melanie Gokey | 1 | 13.00 |
| Laurie Laffond | 12 | 21.44 |
| Molly Lane | 2 | 20.26 |
| Carol Lively | 8 | 14.75 |
| Wendy Norcross | 1 | 13.00 |
| Timothy Schramel | 8 | 15.87 |

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

| | Jul '16 - Jun 17 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| Ordinary Income/Expense | | | | |
| Expense | | | | |
| 1110 · School Committee | | | | |
| 1110112 · Salary | 0.00 | 1,800.00 | -1,800.00 | 0.0% |
| 1110116 · Advert/Bids/Print | 3,586.60 | 3,100.00 | 486.60 | 115.7% |
| Total 1110 · School Committee | 3,586.60 | 4,900.00 | -1,313.40 | 73.2% |
| 1210 · Superintendent's Office | | | | |
| 1210111 · Superintendent | 8,022.60 | 17,382.00 | -9,359.40 | 46.16% |
| 1210112 · Clerical Salaries | 5,697.85 | 12,119.00 | -6,421.15 | 47.02% |
| 1210115 · Office Supplies | 450.00 | 975.00 | -525.00 | 46.15% |
| 1210116 · Other Expense | 919.37 | 1,223.00 | -303.63 | 75.17% |
| 121A116 · Travel Out of District | 23.35 | 525.00 | -501.65 | 4.45% |
| Total 1210 · Superintendent's Office | 15,113.17 | 32,224.00 | -17,110.83 | 46.9% |
| 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 | | | | |
| 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 | 1,208.25 | 3,952.00 | -2,743.75 | 30.57% |
| 2110 · Supervisory - Special Education | | | | |

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

| | Jul '16 - Jun 17 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 2110111 · Admin of Special Education | 5,952.00 | 12,896.00 | -6,944.00 | 46.15% |
| 2110112 · Secretary | 951.89 | 2,153.00 | -1,201.11 | 44.21% |
| 2110113 · Sped Coordinator | 0.00 | 0.00 | 0.00 | 0.0% |
| 2110114 · ESPED Membership fees | 71.67 | 325.00 | -253.33 | 22.05% |
| 2110115 · Supplies | 227.02 | 375.00 | -147.98 | 60.54% |
| 2110116 · Other | 65.31 | 1,525.00 | -1,459.69 | 4.28% |
| 211A116 · Travel | 0.00 | 225.00 | -225.00 | 0.0% |
| Total 2110 · Supervisory - Special Education | 7,267.89 | 17,499.00 | -10,231.11 | 41.53% |
| 2200 · School/Building Leadership | | | | |
| 2210 · School Leadership | | | | |
| 2210111 · Principal | 38,656.20 | 83,755.00 | -45,098.80 | 46.15% |
| 2210112 · Principal's Secretary | 16,386.94 | 35,755.00 | -19,368.06 | 45.83% |
| 2210115 · Principal's Supplies/contracts | 966.05 | 2,000.00 | -1,033.95 | 48.3% |
| 2210116 · Principal's Other | 164.37 | 1,050.00 | -885.63 | 15.65% |
| 221011A · Principal's Travel | 461.52 | 1,000.00 | -538.48 | 46.15% |
| Total 2210 · School Leadership | 56,635.08 | 123,560.00 | -66,924.92 | 45.84% |
| 2250 · Principal's Technology | | | | |
| 2250115 · Supplies | 797.11 | 1,000.00 | -202.89 | 79.71% |
| 2250116 · Other | 3,653.12 | 5,100.00 | -1,446.88 | 71.63% |
| Total 2250 · Principal's Technology | 4,450.23 | 6,100.00 | -1,649.77 | 72.96% |
| Total 2200 · School/Building Leadership | 61,085.31 | 129,660.00 | -68,574.69 | 47.11% |
| 2300 · Instruction - Teaching Services | | | | |
| 2305 · Teachers - Classroom | | | | |
| Teachers - Regular | 121,717.25 | 432,284.00 | -310,566.75 | 28.16% |
| Total 2305 · Teachers - Classroom | 121,717.25 | 432,284.00 | -310,566.75 | 28.16% |

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

| | Jul '16 - Jun 17 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 2310 · Teachers - Special Education | | | | |
| Salaries | 15,661.94 | 58,173.00 | -42,511.06 | 26.92% |
| Total 2310 · Teachers - Special Education | 15,661.94 | 58,173.00 | -42,511.06 | 26.92% |
| 2320 · Medical Therapeutic Services | | | | |
| 2320111 · Speech/ PT Salaries | 7,756.63 | 24,886.00 | -17,129.37 | 31.17% |
| 2320114 · Contracted Services (OT) | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 2320 · Medical Therapeutic Services | 7,756.63 | 27,886.00 | -20,129.37 | 27.82% |
| 2325 · Substitutes | | | | |
| 2325113 · Teacher Sub Salaries | 1,160.00 | 3,000.00 | -1,840.00 | 38.67% |
| 232511A · Aid Sub Salaries | 347.58 | 500.00 | -152.42 | 69.52% |
| Total 2325 · Substitutes | 1,507.58 | 3,500.00 | -1,992.42 | 43.07% |
| 2330 · Teacher Aides | | | | |
| 2330113 · Salaries | 22,929.26 | 56,084.00 | -33,154.74 | 40.88% |
| Total 2330 · Teacher Aides | 22,929.26 | 56,084.00 | -33,154.74 | 40.88% |
| Total 2300 · Instruction - Teaching Services | 169,572.66 | 577,927.00 | -408,354.34 | 29.34% |
| 2340 · Library | | | | |
| 2340113 · Librarian Salary | 2,306.82 | 7,294.00 | -4,987.18 | 31.63% |
| 2340115 · Library Supplies | 744.10 | 1,000.00 | -255.90 | 74.41% |
| Total 2340 · Library | 3,050.92 | 8,294.00 | -5,243.08 | 36.79% |
| 2350 · Professional Developement | | | | |
| 2351 · Prof Development Principal | 420.00 | 1,000.00 | -580.00 | 42.0% |
| Total 2350 · Professional Developement | 420.00 | 1,000.00 | -580.00 | 42.0% |
| 2355 · Prof Developement Substitutes | | | | |

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

| | Jul '16 - Jun 17 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 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 | 91.84 | 300.00 | -208.16 | 30.61% |
| 2357116 · Other | 1,416.65 | 2,250.00 | -833.35 | 62.96% |
| Total 2357 · Prof Development Expenses | 1,508.49 | 2,550.00 | -1,041.51 | 59.16% |
| 2400 · Instructional Materials & Equip | | | | |
| 2410 · Texts and related materials | 3,560.64 | 3,000.00 | 560.64 | 118.69% |
| 2415 · PBL Supplies | 30.14 | 2,000.00 | -1,969.86 | 1.51% |
| 2430115 · General Classroom Supplies/ Reg | 4,020.08 | 7,500.00 | -3,479.92 | 53.6% |
| 243011S · Class Room Supplies Sped | 60.90 | 1,000.00 | -939.10 | 6.09% |
| 2451 · Instructional Tech | | | | |
| 2451112 · Instructional Tech Stipend | 0.00 | 500.00 | -500.00 | 0.0% |
| 2451113 · Instructional Tech Salary | 2,565.43 | 8,093.00 | -5,527.57 | 31.7% |
| 2451114 · Tech Utilities | 1,359.80 | 2,500.00 | -1,140.20 | 54.39% |
| 2451115 · Instruction Tech Supplies | 426.39 | 1,500.00 | -1,073.61 | 28.43% |
| 2451116 · Instructional Tech Other | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 2451 · Instructional Tech | 4,351.62 | 15,593.00 | -11,241.38 | 27.91% |
| Total 2400 · Instructional Materials & Equip | 12,023.38 | 29,093.00 | -17,069.62 | 41.33% |
| 2440 · Instructional Service, Other | | | | |
| 2440113 · Instructional Field Trip Transp | 542.50 | 10,100.00 | -9,557.50 | 5.37% |
| 2440116 · Instructional Field Trip Other | 176.53 | 2,900.00 | -2,723.47 | 6.09% |
| Total 2440 · Instructional Service, Other | 719.03 | 13,000.00 | -12,280.97 | 5.53% |
| 2700 · Guidance Counseling and Testing | | | | |
| 2710 · Guidance | | | | |

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

| | Jul '16 - Jun 17 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 2710111 · Salaries | 3,854.76 | 14,318.00 | -10,463.24 | 26.92% |
| Total 2710 · Guidance | 3,854.76 | 14,318.00 | -10,463.24 | 26.92% |
| Total 2700 · Guidance Counseling and Testing | 3,854.76 | 14,318.00 | -10,463.24 | 26.92% |
| 3200 · Health Program | | | | |
| 3200115 · Supplies | 2,078.46 | 2,500.00 | -421.54 | 83.14% |
| 320A111 · School Nurse | 20,011.61 | 73,076.00 | -53,064.39 | 27.39% |
| Total 3200 · Health Program | 22,090.07 | 75,576.00 | -53,485.93 | 29.23% |
| 3300 · TRANSPORTATION | | | | |
| 3300113 · Transportation/ Late Bus | 1,963.27 | 15,000.00 | -13,036.73 | 13.09% |
| 3300114 · Bus Contracts - Elementary | 11,031.43 | 56,084.00 | -45,052.57 | 19.67% |
| 330A114 · Bus Contracts - Mohawk/Tech | 16,547.14 | 56,084.00 | -39,536.86 | 29.5% |
| Total 3300 · TRANSPORTATION | 29,541.84 | 127,168.00 | -97,626.16 | 23.23% |
| 3400 · Food Services | | | | |
| 3400114 · Staff | 9,120.30 | 23,587.00 | -14,466.70 | 38.67% |
| 3400115 · Food Supplies | 30.86 | 7,000.00 | -6,969.14 | 0.44% |
| 3400116 · Cafeteria Non-Food Supplies | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 3400 · Food Services | 9,151.16 | 31,087.00 | -21,935.84 | 29.44% |
| 4000 · Operation and Maint of Plant | | | | |
| 4110 · Custodial Services | | | | |
| 4110113 · Salaries | 14,788.87 | 34,305.00 | -19,516.13 | 43.11% |
| 4110114 · Summer Custodian Salaries | 0.00 | 2,160.00 | -2,160.00 | 0.0% |
| 4110115 · Supplies | 1,434.16 | 3,000.00 | -1,565.84 | 47.81% |
| 4110116 · Travel | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4110 · Custodial Services | 16,223.03 | 39,465.00 | -23,241.97 | 41.11% |

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

| | Jul '16 - Jun 17 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 4120 · Fuel | | | | |
| 4120116 · Appropriation | 1,019.92 | 6,000.00 | -4,980.08 | 17.0% |
| Total 4120 · Fuel | 1,019.92 | 6,000.00 | -4,980.08 | 17.0% |
| 4130 · Utilities | | | | |
| 4130116 · Telephone | 2,437.88 | 5,000.00 | -2,562.12 | 48.76% |
| 413A116 · Electricity | 3,067.47 | 20,000.00 | -16,932.53 | 15.34% |
| Total 4130 · Utilities | 5,505.35 | 25,000.00 | -19,494.65 | 22.02% |
| 4210 · Maintenance of Grounds | | | | |
| 4210116 · Appropriation | 1,153.74 | 600.00 | 553.74 | 192.29% |
| Total 4210 · Maintenance of Grounds | 1,153.74 | 600.00 | 553.74 | 192.29% |
| 4220 · Maintenance of Buildings | | | | |
| 4220115 · Supplies | 1,644.05 | 1,000.00 | 644.05 | 164.41% |
| 4220116 · Other | 4,528.23 | 4,500.00 | 28.23 | 100.63% |
| Total 4220 · Maintenance of Buildings | 6,172.28 | 5,500.00 | 672.28 | 112.22% |
| 4225 · Building Security Systems | | | | |
| 4225114 · Contracted Services | 2,311.61 | 1,000.00 | 1,311.61 | 231.16% |
| Total 4225 · Building Security Systems | 2,311.61 | 1,000.00 | 1,311.61 | 231.16% |
| 4230 · Maintenance of Equipment | | | | |
| 4230116 · Local | 2,743.93 | 6,000.00 | -3,256.07 | 45.73% |
| 423A116 · Union | 58.80 | 352.00 | -293.20 | 16.71% |
| Total 4230 · Maintenance of Equipment | 2,802.73 | 6,352.00 | -3,549.27 | 44.12% |
| Total 4000 · Operation and Maint of Plant | 35,188.66 | 83,917.00 | -48,728.34 | 41.93% |
| 5200 · Employee Benefits | | | | |

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

| | Jul '16 - Jun 17 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 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 | 1,342.46 | 3,075.00 | -1,732.54 | 43.66% |
| Total 5350 · Rental - Union Office | 1,342.46 | 3,075.00 | -1,732.54 | 43.66% |
| 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 | 379,388.33 | 1,640,064.00 | -1,260,675.67 | 23.13% |
| Net Ordinary Income | -379,388.33 | -1,640,064.00 | 1,260,675.67 | 23.13% |

**Rowe Elementary School – Principal's Report**
**School Committee Meeting – December 8, 2016**

**Academics:**

- A snake and a turtle - Science with the Hitchcock Center
- Brazil Projects - all grades
- Preschool Speech Carryover/After School

**School Based Activities:**

- Good Neighbors Food Collection
- After School Activities - Mosaic Art, Gymnastics, Yoga, Ukelele
- Cultural Study - Mini-Courses this week, Performance - Thursday, 12/15

**Building, Staffing and Professional Development/Training:**

- Professional Learning Days - Wednesday, 11/30, Wednesday, 12/7
- Safety Plans - Lockdown, Monday, January 9, time TBD

**School Calendar:**

**December**
14 - Wednesday, professional Learning Day, students released at 1:50
15 - Thursday – Cultural Study Art Show, 6:00 and Performance 6:30
22 - Thursday - All School Sing Along, 11:00, Early Release, 12:30
23-31 - Winter Break
**January**
3 - Tuesday, Classes resume
5, 12, 19, 26 - Thursdays, Winter Enrichment Days at Berkshire East
11 - Wednesday, professional Learning Day, students released at 1:50
25 - Wednesday, professional Learning Day, students released at 1:50