MEETING MINUTES- FY2017

ROWE SCHOOL COMMITTEE

Thursday, February 23, 2017-10:00am-Rowe School

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

Also Present: Superintendent Jon Lev, Principal Bill Knittle, Business Manager Carrie Burnett

Audience: None

I. **Call to Order:** The meeting was called to order by Chairperson Susie Zavotka at 10:06am.

II. **Approval of Minutes: JC made the Motion to Approve the Minutes of the Meeting of the Rowe School Committee of January 4, 2017 with the few edits discussed. . 2nd by SZ.**

III. **Audience of Citizens: None**

IV. **Teacher Presentation:** None

V. **Discussion Items:**

A. **Mohawk Trails Regional Agreement/Tuition Calculation: i** EM presented to the committee her updated work on the tuition calculations and regional agreement numbers. She is still waiting on figures from the MTRSD business manager Mike Koceila. It appears at this time that it would be financially detrimental for Rowe to join the MTRSD 7-12, but it still feels that there are still some positive reasons to join that are not money related. No recommendation will come from the committee at this time until more reliable information is obtained. SZ will be making a request with members of the AD Hoc Committee that was formed to look into the tuition re-calculations to meet very soon. A request will also be made to the chair of the MTRSD School Committee for help obtaining needed information.

B. **Heath School Plans:** The Rowe SC received a letter from Heath stating that they have made the decision that they have chosen Hawlemont as the school the town of Heath will be sending their students to in the fall of 2017.

C. **Rowe School Budget FY18:** Superintendent Lev and Business Manager Burnettt presented a draft of the FY18 Rowe School Budget. After going through the draft, it looked like the secondary budget would show a decrease and the elementary budget would have a slight increase. Overall the increase should be around 2%. It is also important to know the final numbers of Rowe's enrollment at MTRSD 7-12 for FY18. It was felt that this draft used higher numbers then will actually be attending.

The school has not received the actual tuition rate from MTRSD. The draft used a 5% increase. Mike Koceila will be contacted to provide that figure. The decision on whether Rowe will become a member town of the MTRSD 7-12 will be voted on soon, and that will have an effect on the numbers also. A meeting will be set up with the finance committee soon to discuss. A Public Hearing will also be scheduled soon.

D. **Hampshire Power:** Hampshire Power will only be offering a fixed rate for the new contract. SC is recommending that the school stay with them, but would like to have their own contract instead of being on the contract with the town as is presently the case.

E. **Review of Personnel Policy Regarding Non-Teaching Staff:** A review took place of the policy as newly presented. Some changes will be made and a new draft will be brought to the next SC Meeting.

F. **School Volunteer Support:** Continued until next meeting.

VI. **Financial Statement: Dated July 1, 2016 through February 1, 2017:** Superintendent Lev reviewed the updated financial statement with the committee. Mechanical problems that had to be addressed recently was also discussed. Approximately $23,000 has been billed to fix the problems. MIIA will be contacted by the principal to see if they will cover this expense. A Tractor Supply bill was also discussed and a question was raised wondering if the school should have their own credit card. Carrie will check on this.

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

VIII. **Superintendent's Report:** Superintendent Lev informed the committee that a family that was enrolled at the school as a resident, is no longer considered a resident by the town. He was informed by the town clerk that the family has been taken off the voter rolls. It was decided that the family would be notified that they will be allowed to finish the school year at the Rowe School, but would need to pay tuition if they continued to live out of state. The superintendent also made the committee aware of a referral that had been made to DCF on the Friday before February vacation.

IX. **School Committee Business**

A. **New Business**: Teacher negotiations will begin on March 8th, 2017. SZ and Superintendent Lev will represent the school committee along with school lawyer Adam Dupere. The superintendent requested that the June SC meeting date be changed. The committee was looking at June 13th or 14th. A date will be set at the March SC meeting.

B. **Old Business:** i- Payroll information – Still being check on if the vacation hours, sick time, etc. are being recorded. ii- Policy Handbook- no new info. iii – Concussion Policy- will be reviewed at March meeting.

X. **Executive Session-Per Chapter 30A, Section 21 MGL: SZ made a Motion to go into Executive Session to discuss strategy with respect to collective bargaining and to conduct strategy sessions in preparation for negotiations with nonunion personnel and will adjourn out of the Executive Session at 1:35pm. Roll Call Vote: JC-yes, EM-yes, SZ-yes.**

XI. **Adjournment: SZ Made the Motion to Adjourn the Rowe School Committee Meeting of February 23, 2017 out of Executive Session at 1:56pm., Roll Call Vote: SZ-yes, EM-yes, JC-yes.**

Signature:_____ Date Approved: _____

Rowe School District

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

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Thursday, February 9, 2017, 4:00 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 January 4, 2017.

III. **Audience of Citizens:**

IV. **Teacher Presentation**

V. **Discussion Items:**

- A. Mohawk Trails Regional Agreement /Tuition Calculation
  - i. Review of information from Ellen and Mike Koceila (Ellen)
- B. Heath School Plans (Susie)
- C. Rowe School Budget 2018 (Bill, Jon, Carrie)
- D. Hampshire Power (Ellen)
- E. Review of Personnel Policy Regarding Non-teaching Staff (Bill, Ellen, Jon)
- F. School Volunteer Support (Bill, Janet)

VI. **Financial Statement: Dated January 1 through February 1**

VII. **Principal's Report**

VIII. **Superintendent's Report**

IX. **School Committee Business:**

- A. New Business:
  - i. Teacher negotiations
  - ii. Reschedule April and June SC Mtgs
- B. Old Business:
  - i. Pay roll information (vacation hours, sick time, etc...) –has this been changed?
  - ii. Policy Handbook (Susie, Jon)
  - iii. Review of Concussion Policy/Procedure

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 Elementary School – Principal's Report
School Committee Meeting – February 9, 2017

Academics:

- SCA volunteers
- MCAS 2.0 - beginning in April

School Based Activities:

- After School Activities - Yoga, Ukelele next
- Outdoor Science Day - Wed., 2/15

Building, Staffing and Professional Development/Training:

- Professional Learning Days - Wednesday, 2/15, Wednesday, 3/1, 8, 15, 29
- Safety Plans - Evacuation 5/24, Training 4/26

School Calendar:

February

15 - Wednesday, PL Day, Outdoor Science Day with Ted for K-6
16 - Thursday, Mass MoCA?
17 - Vacation begins at 3:30

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2016 through February 6, 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	4,386.60	3,100.00	1,286.60	141.5%
Total 1110 · School Committee	**4,386.60**	**4,900.00**	**-513.40**	**89.52%**
1210 · Superintendent's Office				
1210111 · Superintendent	11,365.35	17,382.00	-6,016.65	65.39%
1210112 · Clerical Salaries	8,032.90	12,119.00	-4,086.10	66.28%
1210115 · Office Supplies	450.00	975.00	-525.00	46.15%
1210116 · Other Expense	1,206.89	1,223.00	-16.11	98.68%
121A116 · Travel Out of District	32.42	525.00	-492.58	6.18%
Total 1210 · Superintendent's Office	**21,087.56**	**32,224.00**	**-11,136.44**	**65.44%**
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	2,100.00	3,600.00	-1,500.00	58.33%
Total 1430 · Legal Services	**2,100.00**	**3,600.00**	**-1,500.00**	**58.33%**
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	**2,108.25**	**3,952.00**	**-1,843.75**	**53.35%**
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	8,432.00	12,896.00	-4,464.00	65.39%
2110112 · Secretary	1,480.50	2,153.00	-672.50	68.77%

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2016 through February 6, 2017

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
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	243.87	375.00	-131.13	65.03%
2110116 · Other	94.87	1,525.00	-1,430.13	6.22%
2110117 · Medicaid Administrative Fees	871.61	0.00	871.61	100.0%
211A116 · Travel	90.00	225.00	-135.00	40.0%
Total 2110 · Supervisory - Special Education	**11,212.85**	**17,499.00**	**-6,286.15**	**64.08%**
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	54,762.95	83,755.00	-28,992.05	65.39%
2210112 · Principal's Secretary	23,214.84	35,755.00	-12,540.16	64.93%
2210115 · Principal's Supplies/contracts	1,879.13	2,000.00	-120.87	93.96%
2210116 · Principal's Other	164.37	1,050.00	-885.63	15.65%
221011A · Principal's Travel	661.40	1,000.00	-338.60	66.14%
Total 2210 · School Leadership	**80,682.69**	**123,560.00**	**-42,877.31**	**65.3%**
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	**85,132.92**	**129,660.00**	**-44,527.08**	**65.66%**
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	203,545.83	432,284.00	-228,738.17	47.09%
Total 2305 · Teachers - Classroom	**203,545.83**	**432,284.00**	**-228,738.17**	**47.09%**
2310 · Teachers - Special Education				
Salaries	26,849.04	58,173.00	-31,323.96	46.15%
Total 2310 · Teachers - Special Education	**26,849.04**	**58,173.00**	**-31,323.96**	**46.15%**

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2016 through February 6, 2017

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
2320 · Medical Therapeutic Services				
2320111 · Speech/PT/OT Salaries	11,080.90	27,886.00	-16,805.10	39.74%
Total 2320 · Medical Therapeutic Services	**11,080.90**	**27,886.00**	**-16,805.10**	**39.74%**
2325 · Substitutes				
2325113 · Teacher Sub Salaries	2,880.00	3,000.00	-120.00	96.0%
232511A · Aid Sub Salaries	347.58	500.00	-152.42	69.52%
Total 2325 · Substitutes	**3,227.58**	**3,500.00**	**-272.42**	**92.22%**
2330 · Teacher Aides				
2330113 · Salaries	38,128.09	56,084.00	-17,955.91	67.98%
Total 2330 · Teacher Aides	**38,128.09**	**56,084.00**	**-17,955.91**	**67.98%**
Total 2300 · Instruction - Teaching Services	**282,831.44**	**577,927.00**	**-295,095.56**	**48.94%**
2340 · Library				
2340113 · Librarian Salary	3,637.74	7,294.00	-3,656.26	49.87%
2340115 · Library Supplies	784.27	1,000.00	-215.73	78.43%
Total 2340 · Library	**4,422.01**	**8,294.00**	**-3,871.99**	**53.32%**
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				
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	2,108.24	2,250.00	-141.76	93.7%
Total 2357 · Prof Development Expenses	**2,200.08**	**2,550.00**	**-349.92**	**86.28%**

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2016 through February 6, 2017

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
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	4,866.09	7,500.00	-2,633.91	64.88%
243011S · Class Room Supplies Sped	231.11	1,000.00	-768.89	23.11%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	4,397.88	8,093.00	-3,695.12	54.34%
2451114 · Internet	1,653.80	2,500.00	-846.20	66.15%
2451115 · Instruction Tech Supplies	234.39	1,500.00	-1,265.61	15.63%
2451116 · Instructional Tech Other	506.00	3,000.00	-2,494.00	16.87%
Total 2451 · Instructional Tech	**6,792.07**	**15,593.00**	**-8,800.93**	**43.56%**
Total 2400 · Instructional Materials & Equip	**15,480.05**	**29,093.00**	**-13,612.95**	**53.21%**
2440 · Instructional Service, Other				
2440113 · Instructional Field Trip Transp	2,637.50	10,100.00	-7,462.50	26.11%
2440116 · Instructional Field Trip Other	6,284.33	2,900.00	3,384.33	216.7%
Total 2440 · Instructional Service, Other	**8,921.83**	**13,000.00**	**-4,078.17**	**68.63%**
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	6,608.16	14,318.00	-7,709.84	46.15%
Total 2710 · Guidance	**6,608.16**	**14,318.00**	**-7,709.84**	**46.15%**
Total 2700 · Guidance Counseling and Testing	**6,608.16**	**14,318.00**	**-7,709.84**	**46.15%**
3200 · Health Program				
3200115 · Supplies	2,378.46	2,500.00	-121.54	95.14%
3200116 · Travel	49.68			
320A111 · School Nurse	33,862.76	73,076.00	-39,213.24	46.34%
Total 3200 · Health Program	**36,290.90**	**75,576.00**	**-39,285.10**	**48.02%**

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2016 through February 6, 2017

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	5,891.61	15,000.00	-9,108.39	39.28%
3300114 · Bus Contracts - Elementary	33,094.27	56,084.00	-22,989.73	59.01%
330A114 · Bus Contracts - Mohawk/Tech	33,094.27	56,084.00	-22,989.73	59.01%
Total 3300 · TRANSPORTATION	**72,080.15**	**127,168.00**	**-55,087.85**	**56.68%**
3400 · Food Services				
3400114 · Staff	11,528.30	23,587.00	-12,058.70	48.88%
3400115 · Food Supplies	2,484.47	7,000.00	-4,515.53	35.49%
3400116 · Cafeteria Non-Food Supplies	0.00	500.00	-500.00	0.0%
Total 3400 · Food Services	**14,012.77**	**31,087.00**	**-17,074.23**	**45.08%**
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	20,466.09	34,305.00	-13,838.91	59.66%
4110114 · Summer Custodian Salaries	2,799.30	2,160.00	639.30	129.6%
4110115 · Supplies	1,786.39	3,000.00	-1,213.61	59.55%
4110116 · Travel	0.00	0.00	0.00	0.0%
Total 4110 · Custodial Services	**25,051.78**	**39,465.00**	**-14,413.22**	**63.48%**
4120 · Fuel				
4120116 · Appropriation	2,740.07	6,000.00	-3,259.93	45.67%
Total 4120 · Fuel	**2,740.07**	**6,000.00**	**-3,259.93**	**45.67%**
4130 · Utilities				
4130116 · Telephone	3,430.22	5,000.00	-1,569.78	68.6%
413A116 · Electricity	6,006.35	20,000.00	-13,993.65	30.03%
Total 4130 · Utilities	**9,436.57**	**25,000.00**	**-15,563.43**	**37.75%**

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2016 through February 6, 2017

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
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	2,791.05	1,000.00	1,791.05	279.11%
4220116 · Other	7,101.92	4,500.00	2,601.92	157.82%
Total 4220 · Maintenance of Buildings	**9,892.97**	**5,500.00**	**4,392.97**	**179.87%**
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	73.80	352.00	-278.20	20.97%
Total 4230 · Maintenance of Equipment	**2,817.73**	**6,352.00**	**-3,534.27**	**44.36%**
Total 4000 · Operation and Maint of Plant	**53,404.47**	**83,917.00**	**-30,512.53**	**63.64%**
5200 · Employee Benefits				
5200116 · Medical	2,554.87	14,396.00	-11,841.13	17.75%
Total 5200 · Employee Benefits	**2,554.87**	**14,396.00**	**-11,841.13**	**17.75%**
5260 · Insurance				
5260116 · School Building Liability	515.85			
Total 5260 · Insurance	**515.85**			
5350 · Rental - Union Office				
5350116 · Appropriation	1,534.24	3,075.00	-1,540.76	49.89%
Total 5350 · Rental - Union Office	**1,534.24**	**3,075.00**	**-1,540.76**	**49.89%**

Rowe Public School
Profit & Loss Budget vs. Actual
July 1, 2016 through February 6, 2017

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
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	172,575.00	378,000.00	-205,425.00	45.66%
9100.6B · Franklin Tech	46,975.00	90,850.00	-43,875.00	51.71%
Total 9100 · Tuition	**219,550.00**	**468,850.00**	**-249,300.00**	**46.83%**
Total Expense	**844,755.00**	**1,640,064.00**	**-795,309.00**	**51.51%**

HAMPSHIRE COUNCIL
OF GOVERNMENTS

ELECTRICITY

Received

JAN 13 2017

TOWN OF ROWE

January 10, 2017

Town of Rowe,

Thank you for being a loyal member of the Hampshire Power Real-Time Plan for your electricity supply. As part of our continuing efforts to better serve you and bring you savings, we will be eliminating the Real-Time Product for the foreseeable future. However, we have new, exciting products that can continue to save you money while keeping your electricity dollars local.

Real-Time Product will officially end on June 30, 2017. The Real-Time market is extremely volatile and subject to forces that can very likely create significant price spikes. We strongly recommend that our Real-Time customers join our Fixed Rate product.

Fixed Rate Product. Hampshire Power offers a highly competitive fixed-rate product that will eliminate the risk of price spikes due to volatility in the energy market. With this product, customers will be able to budget their electricity expenses by paying an agreed-upon fixed rate for a set term.

Hampshire Solar. In addition to the savings associated with the Fixed Rate product, we strongly encourage you to explore our Community Solar Net Metering product that will save you 15% on local solar net metering credits.

Barry Zamer from our team will be in contact with you shortly to walk you through your options.

We're Local. Hampshire Power is the only local supplier in Massachusetts, and the only one that is not a profit-making company. With Hampshire Power your energy dollars stay in western and central Massachusetts. Our interest is in getting the maximum savings we can for all our customers. You are our shareholders and we work to serve you and you alone.

We appreciate your participation in Hampshire Power and look forward to serving you in the future.

Sincerely yours,

Todd D. Ford
Executive Director
Hampshire Council of Governments

99 MAIN STREET
NORTHAMPTON, MA 01060

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HAMPSHIRECOG.ORG