MEETING MINUTES- FY2017

ROWE SCHOOL COMMITTEE

Thursday, March 9, 2017-4:00pm-Rowe School

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

Also Present: Superintendent Jon Lev, Principal Bill Knittle,

Audience: Janice Lapointe

I. **Call to Order:** The meeting was called to order by Chairperson Susie Zavotka at 4:10pm.

II. **Approval of Minutes: JC made the Motion to Approve the Minutes of the Meeting of the Rowe School Committee of February 23, 2017. 2nd by SZ. Unanimous. SZ made a Motion to Approve the Minutes of the Rowe School Committee Meeting of March 8, 2017 @ 10am. 2nd by EM. Unanimous, (JC Abstained). A Motion was made to Approve the Minutes of the March 8, 2017 School Committee Meeting held at 4:30pm by EM. 2nd by SZ, (JC Abstained). Unanimous.**

III. **Audience of Citizens:** None

IV. **Teacher Presentation:** Primary Teacher Janice Lapointe was present to update the committee on some special activities and events that have been going on at the Rowe School. Items presented included an exciting and educational Science Day at the Lake. This all school event was loved by the students and staff. The Dr. Seus Celebration was very successful and it was great to have some guest readers in the building. Grades ¾ did a fantastic job with their Monster Poems. Kerri McLatchy has started a school store which some of her students will be running. This will be a great opportunity to use the math skills being taught in some real life situations. On March 15 a spaghetti supper will be held to raise money for the 5/6 trip to Washington DC.

V. **Discussion Items:**

A. **Mohawk Trails Regional Agreement/Tuition Calculation: i** EM reported on her meeting regarding tuition calculation for Rowe students attending Mohawk Regional JR./Senior H.S. for the FY18 school year. It was agreed upon that Rowe would pay a tuition rate of $14,585 per student. After discussion regarding informational material regarding joining the MTRSD in grades 7-12, **SZ Made a Motion that the Rowe School Committee wishes to have the Rowe BOS Schedule a Special Town Meeting to be held in April, 2017 to allow the Town of Rowe to Vote on a Warrant Article to Amend the Regional Agreement adding Rowe as a Member Town in Grades 7-12. 2nd by JC. Unanimous.** An informational meeting on this warrant article

will be held at 6pm on April 6, 2017 at the Rowe School. The material discussed will be written up by SZ and sent to SC members before being given to the BOS for distribution. Possible dates to be recommended to the BOS were discussed and will be communicated to them by SZ. **EM Made the Motion that since Rowe was a Founding Member of the MTRSD and only left to help the MTRSD for Financial Reasons, which is no longer a factor, the Rowe School Committee is Recommending that Rowe Rejoin the MTRSD in Grades 7-12. 2nd by JC. Unanimous.**

B. **Rowe School Budget FY18:** Superintendent Lev handed out copies of the latest updated draft of the FY18 Rowe School Budget. This draft is level funded and was presented to the Rowe BOS and Finance Committee on March 8, 2017. It appeared that the committee members at that meeting had positive feedback of this level funded budget. It was decided that a Public Hearing of the school budget will be held on April 5, 2017 at 4pm at the school. Superintendent Lev will make sure the hearing is advertised in the Recorder and posted properly.

C. **Hampshire Power:** Table this discussion until the April school committee meeting

D. **Review of Personnel Policy Regarding Non-Teaching Staff:** Ellen presented a copy of the Town of Rowe Personnel Policy for the committee to review. Discussion will be held at April meeting.

E. **Concussion Policy Procedure-final approval/vote: JC Made a Motion that the Rowe School Committee Adopt the Concussion Policy as Written. 2nd by EM. Unanimous.**

F. **Plans for School Choice-2017/2018 School Year:** This discussion is being tabled until the April meeting.

G. **School Volunteer Support:** Nothing new to report at this time.

VI. **Financial Statement: Dated July 1, 2016 through March 3, 2017:** There were no questions or comments after a review of the updated financial report that was presented to the committee.

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

VIII. **Superintendent's Report:** Superintendent Lev gave an update on the family that was no longer renting in the town of Rowe. Since they were now residing it appeared in Vermont, they will be offered the chance to tuition their kids back at Rowe under the same plan as another family from out of state is enrolled under. The committee agreed that at this late date in the school year, as long as attendance is not a problem, the students will be allowed to finish out the school year. This is generally the case when students move late in the school year.

IX. **School Committee Business**

A. **New Business**: 2 Warrant Articles need to be submitted to the town for the special town meeting- one regarding tuition receipts being placed in school fund and a second warrant article regarding Rowe joining MTRSD grades 7-12.

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 – Principal Knittle checked with the school's insurance carrier and the school's electric wiring problems are not covered. He will pursue the contractor's liability insurance to see if they will cover any of the bills incurred due to faulty installation. Iv- June 14, 2017 will be the date of the school committee meeting in that month. v- Superintendent Lev reported that the school lawyer had explained that it was normal for the school to have a credit card for school purchases such as at Tractor Supply. The school committee can make policies regarding the use of said card to help keep it regulated properly.

X. **Executive Session-Per Chapter 30A, Section 21 MGL: SZ made a Motion to go into Executive Session at 7:10pm 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. Roll Call Vote: JC-yes, EM-yes, SZ-yes.**

XI. **Adjournment: SZ Made the Motion to Adjourn the Rowe School Committee Meeting of March 9, 2017 out of Executive Session at 7:35pm. 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, March 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 February 23, 2017.

III. **Audience of Citizens:**

IV. **Teacher Presentation**

V. **Discussion Items:**

- A. Mohawk Trails Regional Agreement /Tuition Calculation
  - i. Review of information from Ellen meeting held March 6th
- B. Rowe School Budget 2018 (Bill, Jon, Carrie)
- C. Hampshire Power (Ellen)
- D. Review of Personnel Policy Regarding Non-teaching Staff (Bill, Ellen, Jon)
- E. Concussion Policy Procedure – final approval/vote
- F. Plans for School Choice for 2017-18
- G. School Volunteer Support (Bill, Janet)

VI. **Financial Statement: Dated February 1 through March 3, 2017**

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. Policy Handbook (Susie, Jon)
  - iii. School Electric wiring resolution
  - iv. June SC Date-June 14, 2017
  - v. School Credit Cards

VIII. **Announcements:**

IX. **Audience of Citizens:**

X. **Executive Session- Per Chapter 30A, Section 21 MGL**

Motion: For the School Committee to Retire into Executive Session to Discuss Strategy with Respect to Collective Bargaining and to Discuss Strategy Sessions in preparation for negotiations with nonunion personnel.

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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 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	4,574.10	3,100.00	1,474.10	147.55%
Total 1110 · School Committee	4,574.10	4,900.00	-325.90	93.35%
1210 · Superintendent's Office				
1210111 · Superintendent	12,702.45	17,382.00	-4,679.55	73.08%
1210112 · Clerical Salaries	8,966.92	12,119.00	-3,152.08	73.99%
1210115 · Office Supplies	450.00	975.00	-525.00	46.15%
1210116 · Other Expense	1,236.03	1,223.00	13.03	101.07%
121A116 · Travel Out of District	32.42	525.00	-492.58	6.18%
Total 1210 · Superintendent's Office	23,387.82	32,224.00	-8,836.18	72.58%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	2,400.00	3,600.00	-1,200.00	66.67%
Total 1430 · Legal Services	2,400.00	3,600.00	-1,200.00	66.67%
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	2,408.25	3,952.00	-1,543.75	60.94%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	9,424.00	12,896.00	-3,472.00	73.08%

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

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
2110112 · Secretary	1,644.24	2,153.00	-508.76	76.37%
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	322.47	375.00	-52.53	85.99%
2110116 · Other	99.17	1,525.00	-1,425.83	6.5%
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	12,451.49	17,499.00	-5,047.51	71.16%
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	61,205.65	83,755.00	-22,549.35	73.08%
2210112 · Principal's Secretary	25,946.00	35,755.00	-9,809.00	72.57%
2210115 · Principal's Supplies/contracts	1,690.13	2,000.00	-309.87	84.51%
2210116 · Principal's Other	353.37	1,050.00	-696.63	33.65%
221011A · Principal's Travel	738.32	1,000.00	-261.68	73.83%
Total 2210 · School Leadership	89,933.47	123,560.00	-33,626.53	72.79%
2250 · Principal's Technology				
2250115 · Supplies	843.13	1,000.00	-156.87	84.31%
2250116 · Other	4,132.12	5,100.00	-967.88	81.02%
Total 2250 · Principal's Technology	4,975.25	6,100.00	-1,124.75	81.56%
Total 2200 · School/Building Leadership	94,908.72	129,660.00	-34,751.28	73.2%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	238,046.73	432,284.00	-194,237.27	55.07%
Total 2305 · Teachers - Classroom	238,046.73	432,284.00	-194,237.27	55.07%

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

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
2310 · Teachers - Special Education				
Salaries	31,323.88	58,173.00	-26,849.12	53.85%
Total 2310 · Teachers - Special Education	31,323.88	58,173.00	-26,849.12	53.85%
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	3,509.80	3,000.00	509.80	116.99%
232511A · Aid Sub Salaries	347.58	500.00	-152.42	69.52%
Total 2325 · Substitutes	3,857.38	3,500.00	357.38	110.21%
2330 · Teacher Aides				
2330113 · Salaries	35,764.01	56,084.00	-20,319.99	63.77%
Total 2330 · Teacher Aides	35,764.01	56,084.00	-20,319.99	63.77%
Total 2300 · Instruction - Teaching Services	320,072.90	577,927.00	-257,854.10	55.38%
2340 · Library				
2340113 · Librarian Salary	4,123.98	7,294.00	-3,170.02	56.54%
2340115 · Library Supplies	784.27	1,000.00	-215.73	78.43%
Total 2340 · Library	4,908.25	8,294.00	-3,385.75	59.18%
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%

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

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
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%
2400 · Instructional Materials & Equip				
2410 · Texts and related materials	3,158.80	3,000.00	158.80	105.29%
2415 · PBL Supplies	30.14	2,000.00	-1,969.86	1.51%
2430115 · General Classroom Supplies/ Reg	5,604.14	7,500.00	-1,895.86	74.72%
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	5,130.86	8,093.00	-2,962.14	63.4%
2451114 · Internet	1,359.80	2,500.00	-1,140.20	54.39%
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	7,231.05	15,593.00	-8,361.95	46.37%
Total 2400 · Instructional Materials & Equip	16,255.24	29,093.00	-12,837.76	55.87%
2440 · Instructional Service, Other				
2440113 · Instructional Field Trip Transp	3,217.50	10,100.00	-6,882.50	31.86%
2440116 · Instructional Field Trip Other	6,313.82	2,900.00	3,413.82	217.72%
Total 2440 · Instructional Service, Other	9,531.32	13,000.00	-3,468.68	73.32%
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%

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

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
Total 2700 · Guidance Counseling and Testing	6,608.16	14,318.00	-7,709.84	46.15%
3200 · Health Program				
3200115 · Supplies	1,899.46	2,500.00	-600.54	75.98%
3200116 · Travel	49.68			
320A111 · School Nurse	39,403.22	73,076.00	-33,672.78	53.92%
Total 3200 · Health Program	41,352.36	75,576.00	-34,223.64	54.72%
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	9,304.80	15,000.00	-5,695.20	62.03%
3300114 · Bus Contracts - Elementary	38,611.78	56,084.00	-17,472.22	68.85%
330A114 · Bus Contracts - Mohawk/Tech	38,611.78	56,084.00	-17,472.22	68.85%
Total 3300 · TRANSPORTATION	86,528.36	127,168.00	-40,639.64	68.04%
3400 · Food Services				
3400114 · Staff	19,249.68	23,587.00	-4,337.32	81.61%
3400115 · Food Supplies	3,272.74	7,000.00	-3,727.26	46.75%
3400116 · Cafeteria Non-Food Supplies	0.00	500.00	-500.00	0.0%
Total 3400 · Food Services	22,522.42	31,087.00	-8,564.58	72.45%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	23,048.40	34,305.00	-11,256.60	67.19%
4110114 · Summer Custodian Salaries	2,799.30	2,160.00	639.30	129.6%
4110115 · Supplies	2,468.49	3,000.00	-531.51	82.28%
4110116 · Travel	0.00	0.00	0.00	0.0%
Total 4110 · Custodial Services	28,316.19	39,465.00	-11,148.81	71.75%
4120 · Fuel				
4120116 · Appropriation	3,647.98	6,000.00	-2,352.02	60.8%
Total 4120 · Fuel	3,647.98	6,000.00	-2,352.02	60.8%

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

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
4130 · Utilities				
4130116 · Telephone	3,926.85	5,000.00	-1,073.15	78.54%
413A116 · Electricity	7,078.76	20,000.00	-12,921.24	35.39%
Total 4130 · Utilities	11,005.61	25,000.00	-13,994.39	44.02%
4210 · Maintenance of Grounds				
4210116 · Appropriation	1,810.73	600.00	1,210.73	301.79%
Total 4210 · Maintenance of Grounds	1,810.73	600.00	1,210.73	301.79%
4220 · Maintenance of Buildings				
4220115 · Supplies	372.05	1,000.00	-627.95	37.21%
4220116 · Other	7,391.41	4,500.00	2,891.41	164.25%
4220117 · Maint. of Bldg/Inspections	2,630.55	0.00	2,630.55	100.0%
Total 4220 · Maintenance of Buildings	10,394.01	5,500.00	4,894.01	188.98%
4225 · Building Security Systems				
4225114 · Contracted Services	1,308.89	1,000.00	308.89	130.89%
4225115 · Supplies	286.99			
Total 4225 · Building Security Systems	1,595.88	1,000.00	595.88	159.59%
4230 · Maintenance of Equipment				
4230116 · Local	2,743.93	6,000.00	-3,256.07	45.73%
423A116 · Union	101.46	352.00	-250.54	28.82%
Total 4230 · Maintenance of Equipment	2,845.39	6,352.00	-3,506.61	44.8%
Total 4000 · Operation and Maint of Plant	59,615.79	83,917.00	-24,301.21	71.04%
5200 · Employee Benefits				
5200116 · Medical	8,005.03	14,396.00	-6,390.97	55.61%
Total 5200 · Employee Benefits	8,005.03	14,396.00	-6,390.97	55.61%

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

	Jul '16 - Jun 17	Budget	$ Over Budget	% of Budget
5260 · Insurance				
5260116 · School Building Liability	515.85			
Total 5260 · Insurance	515.85			
5350 · Rental - Union Office				
5350116 · Appropriation	1,917.80	3,075.00	-1,157.20	62.37%
Total 5350 · Rental - Union Office	1,917.80	3,075.00	-1,157.20	62.37%
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	937,733.94	1,640,064.00	-702,330.06	57.18%

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

Academics:

- SCA volunteers - last day, Tuesday, 3/7
- MCAS - beginning in April
- School Store

School Based Activities:

- After School Activities - Yoga finishes 3/14, Ukulele lessons start 3/23
- MESPA Conference - Rowe teachers to present
- Mass In Motion grant - $270 for garden expansion

Building, Staffing and Professional Development/Training:

- Professional Learning Days - Wednesday, 3/15, 29
- Safety Plans - Evacuation 5/24, Training 4/26
- School psychologist
- Next year

School Calendar:

March
15 - Wednesday, PL Day
April
3 - Fire Drill
10-14 - 5th and 6th grade trip to Washington, D.C.