MEETING MINUTES- FY2017

ROWE SCHOOL COMMITTEE

Thursday, May 11, 2017-5:00pm-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: Laurie Pike

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

II. **Audience of Citizens: None**

III. **Approval of Minutes: To be voted on at June SC Meeting**

IV. **Teacher Presentation:** Laurie Pike spoke to the committee about the 5/6 grades trip to Washington D.C. 14 students and 5 adults attended the trip including SC member JC. Slides were shown which depicted a great educational and fun trip for everyone.

V. **Discussion Items:**

A. **Mohawk Trails Regional Agreement:** SZ emailed the MTRSD School Committee after the Annual Town Meeting, where the vote to join the MTRSD 7-12 was voted down. The response was courteous and they were aware that the Rowe School Committee was in favor of Rowe joining. Rowe will now need to decide on finalizing a tuition agreement of some kind with Mohawk. Carrie, business manager for NBSU and EM will get some info on sample tuition agreement formulas. SZ will be intouch with the Mohawk committee to make some plans to meet.

B. **NBSU Committee Meeting-May 11, 2017:** The upcoming NBSU meeting was discussed briefly.

C. **Review of Personnel Policy regarding non-teaching staff:** No discussion. Will review next month.

D. **Plans for School Choice-2017/2018 School Year:** Principal Knittle spoke about the current enrollment numbers for next year. A new family has moved into town and it appears they have 4 children, 2 elementary aged and possibly 2 to Mohawk. The principal also discussed the fact that he is getting more inquiries into choice openings for next year. The possibility of opening a new classroom in Rowe was discussed. The superintendent still felt that opening a new class and changing the present configuration of the school for this fall was not an option at this late stage. He felt it should be studied more and the community and others should be informed and part of the decision. He felt it would or could be a strong possibility for FY19. **A**

Motion was made by SZ to change the previously voted on open seats to school choice applicants for the 2017/2018 School Year to now read: Kindergarten- 0, 1st Grade-0, 2nd Grade-0, 3rd Grade-4, 4th Grade-3, 5th Grade-4, and 6th Grade-1. 2nd by JC. Unanimous.

E. **School Electric Wiring Resolution-Report of Meeting:** SZ, Principal Knittle and Superintendent Lev met with Bob Kischko from DuBois & King along with John Penney from JFPCS and architect Chip Greenberg regarding the electrical problems at the school building. After the meeting it was felt that Bob will write up his report which supports Rowe's claim that the contractors should take some responsibility for the problems that occurred with the electrical system. This report will be sent to P3 by SZ and then on to DEW. Continued follow up will occur.

VI. **Financial Statement: Dated July 1, 2016 through April 1, 2017:** No questions on financial statement at this time. Business Manager Carrie Burnett met with the auditor, Tom Scanlon who is doing the Rowe town audit and he claimed there were no concerns or problems on the school finances at this time.

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

VIII. **Superintendent's Report:** No Additional report

IX. **School Committee Business**

A. **New Business**: June School Committee Meeting will be on the 14th at 4pm.

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.

X. Executive Session-Per Chapter 30A, Section 21 MGL: SZ made a Motion to go into Executive Session at 5:18pm to discuss strategy with respect to collective bargaining . Roll Call Vote: JC-yes, EM-yes, SZ-yes.

XI. Adjournment: SZ Made the Motion to Adjourn the Rowe School Committee Meeting of April 5, 2017 at 6:30pm. JC 2nd. Unanimous.

Signature:_____ Date Approved: _____

TOWN OF ROWE - School Committee - Goal Planning Sheet 2017-18

GOAL/ INITIATIVES	SPECIFIC GOAL TO ACCOMPLISH	PERSONS RESPONSIBLE	1ST REPORT DATE	DATE TO COMPLETE	PROGRESS ACCOMPLISHMENTS
1. Labor Negotiations	Complete a new 3 year teacher contract	Kerri McClatchy Adam Dupere Susie Zavotka John Lev		**August 31**	
2. Evaluation of Classroom Instructional Structure	Evaluate the current classroom/grade instructional structure. Make recommendations				
3. Examination of policies related to preschool enrollment, school choice, tuitioning	Evaluate current practices related to enrollment of preschool. School choice and tutioning students. Make recommendations.				
4. Wage/Benefit Structure and Review Plan	Complete	Bill Knittle Jon Lev Ellen Miller			
5. School Volunteer Support	Establish a plan to help the PTP, recruit volunteers to help with various school activities (clean-up days, library, etc...)	Bill Knittle Janet Cowie			
6. School Crisis Plan	Develop a school crisis plan	Bill Knittle Jon Lev Barb Griffin Tim Lively Beverly			ongoing
7. Policy Handbook	Create a digital policy manual with all state required policies	Susie Zavotka Jon Lev			

8. Mohawk Tuition Agreement	Establish a new tuition agreement with Mohawk				
9. School Improvement Plan				**2018**	

E. Full time and part time teachers who are employed for a work year of less than one hundred eighty four (184) work days shall be entitled to and granted sick leave in proportion to the time they are employed and compensated.

F. Sick Leave shall be paid at the rate of the teacher's per diem rate of pay under his/her personal employment contract, irrespective of the full-time or part-time employment status of the teacher. Accumulations of sick leave of teachers who change from full-time to part-time status (or vice versa) or who otherwise change in the pro-rated basis of part-time status shall not be increased or decreased as a result of such changes.

G. Notwithstanding the limitations set forth in Section C of this Article (above), the Committee authorizes teachers to use up to twenty-five (25) of their sick leave days per school year (see Section A above) in instances of family emergency, but only with prior approval of the Principal or his/her designee. Family emergency shall mean an illness or injury to a member of the teacher's immediate family, as defined in the F.M.L.A. of 1993, which requires the absence of the teacher from school in order to provide necessary care to the afflicted family member.

H. A teacher who retires, is laid off, including the closing of School after ten (10) years of service, defined in Article 6, Section D., including approved leaves of absence, shall receive fifteen percent (15%) on all accumulated sick leave at the Teacher's then current rate of pay. A teacher who terminates his/her employment by choice after ten (10) years of service, including approved leaves of absence, shall receive ten percent (10%) on all accumulated sick leave at the Teacher's then current rate of pay. A teacher who is terminated for cause or is hired on or after August 15, 2014 shall not be entitled to the above accumulated sick leave payment.

ARTICLE 19
SICK LEAVE BANK

A Policy – It shall be the policy of the [illegible] ittee to establish a Sick Leave rs of the bargaining unit to ılation for use by a participating : and/or catastrophic illness or ıeir personal account.

73,020 ÷
184 =
Daily rate - 396.85 *

396.85 ×
Sick days - 125 =
49,606.25 *

49,606.25 ×
0.15 =
pay out - 7,440.94 *

0 *

Bank is gained by agreement ı the bank. This agreement must ı the chairperson of the Rowe Sick Leave Bank must be nplete an application for Sick starting date, but may not have entitlement to Sick Leave Bank benefits until six (6) months from his/her starting date. Members of the Sick Leave Bank will contribute one (1) day upon application for membership.

C. Sick Leave Bank Committee - The Sick Leave Bank Committee shall consist of two (2) members appointed by the Chairperson of the School Committee, and two (2) members appointed by the President of the Association. The Sick Leave Bank Committee shall

Rowe School District

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

NOTICE OF MEETING

ROWE SCHOOL COMMITTEE

Thursday, May 11 5:00 pm
Rowe School, 86 Pond Road, Rowe, MA

Agenda

I. **Call to order**

II. **Audience of Citizens:**

III. **Approval of Minutes:** Suggested Motion: I move to approve the minutes of the regular meeting of the Rowe School Committee of April 4, 2017, 4:00 pm, and 6:30 pm.

IV. **Teacher Presentation**

V. **Discussion Items:**

- A. Mohawk Trails Regional Agreement
- B. Final Plans for Northern Berkshire Union Meeting at Rowe, tonight
- C. Review of Personnel Policy Regarding Non-teaching Staff (Bill, Ellen, Jon)
- D. Plans for School Choice for 2017-18
- E. School Electric wiring resolution – report of meeting

VI. **Financial Statement: Dated July, 2016 through May, 2017**

VII. **Principal's Report**

VIII. **Superintendent's Report**

IX. **School Committee Business:**

- A. New Business:
  - i. School Calendar
  - ii. June Meeting date and time
- B. Old Business:
  - i. Pay roll information (vacation hours, sick time, etc...) –has this been changed?
  - ii. Policy Handbook (Susie, Jon)

VIII. **Announcements:**

IX. **Audience of Citizens:**

X. **Executive Session- Per Chapter 30A, Section 21 MGL: Suggested Motion- To go into Executive Session to discuss strategy with respect to Collective Bargaining.**

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

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

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 May 2017

	Jul '16 - May 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	5,054.15	3,100.00	1,954.15	163.0%
Total 1110 · School Committee	5,054.15	4,900.00	154.15	103.1%
1210 · Superintendent's Office				
1210111 · Superintendent	15,376.65	17,382.00	-2,005.35	88.5%
1210112 · Clerical Salaries	10,834.96	12,119.00	-1,284.04	89.4%
1210115 · Office Supplies	450.00	975.00	-525.00	46.2%
1210116 · Other Expense	1,337.19	1,223.00	114.19	109.3%
121A116 · Travel Out of District	100.95	525.00	-424.05	19.2%
Total 1210 · Superintendent's Office	28,099.75	32,224.00	-4,124.25	87.2%
1400 · Finance and Admin Services				
1430 · Legal Services				
1430114 · Contracted Services	2,700.00	3,600.00	-900.00	75.0%
Total 1430 · Legal Services	2,700.00	3,600.00	-900.00	75.0%
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	15.60	150.00	-134.40	10.4%
Total 1450 · Administrative Technology	15.60	352.00	-336.40	4.4%
Total 1400 · Finance and Admin Services	2,715.60	3,952.00	-1,236.40	68.7%
2110 · Supervisory - Special Education				
2110111 · Admin of Special Education	11,430.50	12,896.00	-1,465.50	88.6%
2110112 · Secretary	2,055.15	2,153.00	-97.85	95.5%
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	387.80	375.00	12.80	103.4%
2110116 · Other	107.67	1,525.00	-1,417.33	7.1%
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	14,942.73	17,499.00	-2,556.27	85.4%

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

	Jul '16 - May 17	Budget	$ Over Budget	% of Budget
2200 · School/Building Leadership				
2210 · School Leadership				
2210111 · Principal	74,091.05	83,755.00	-9,663.95	88.5%
2210112 · Principal's Secretary	31,408.32	35,755.00	-4,346.68	87.8%
2210115 · Principal's Supplies/contracts	2,166.80	2,000.00	166.80	108.3%
2210116 · Principal's Other	353.37	1,050.00	-696.63	33.7%
221011A · Principal's Travel	892.16	1,000.00	-107.84	89.2%
Total 2210 · School Leadership	108,911.70	123,560.00	-14,648.30	88.1%
2250 · Principal's Technology				
2250115 · Supplies	997.81	1,000.00	-2.19	99.8%
2250116 · Other	4,132.12	5,100.00	-967.88	81.0%
Total 2250 · Principal's Technology	5,129.93	6,100.00	-970.07	84.1%
Total 2200 · School/Building Leadership	114,041.63	129,660.00	-15,618.37	88.0%
2300 · Instruction - Teaching Services				
2305 · Teachers - Classroom				
Teachers - Regular	310,904.93	432,284.00	-121,379.07	71.9%
Total 2305 · Teachers - Classroom	310,904.93	432,284.00	-121,379.07	71.9%
2310 · Teachers - Special Education				
Salaries	40,273.56	58,173.00	-17,899.44	69.2%
Total 2310 · Teachers - Special Education	40,273.56	58,173.00	-17,899.44	69.2%
2320 · Medical Therapeutic Services				
2320111 · Speech/PT/OT Salaries	13,297.08	27,886.00	-14,588.92	47.7%
Total 2320 · Medical Therapeutic Services	13,297.08	27,886.00	-14,588.92	47.7%
2325 · Substitutes				
2325113 · Teacher Sub Salaries	5,004.95	3,000.00	2,004.95	166.8%
232511A · Aid Sub Salaries	347.58	500.00	-152.42	69.5%
Total 2325 · Substitutes	5,352.53	3,500.00	1,852.53	152.9%
2330 · Teacher Aides				
2330113 · Salaries	47,640.45	56,084.00	-8,443.55	84.9%
Total 2330 · Teacher Aides	47,640.45	56,084.00	-8,443.55	84.9%
Total 2300 · Instruction - Teaching Services	417,468.55	577,927.00	-160,458.45	72.2%
2340 · Library				
2340113 · Librarian Salary	5,339.58	7,294.00	-1,954.42	73.2%
2340115 · Library Supplies	894.27	1,000.00	-105.73	89.4%
Total 2340 · Library	6,233.85	8,294.00	-2,060.15	75.2%

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

	Jul '16 - May 17	Budget	$ Over Budget	% of Budget
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	30.6%
2357116 · Other	2,557.35	2,250.00	307.35	113.7%
Total 2357 · Prof Development Expenses	2,649.19	2,550.00	99.19	103.9%
2400 · Instructional Materials & Equip				
2410 · Texts and related materials	3,173.74	3,000.00	173.74	105.8%
2415 · PBL Supplies	30.14	2,000.00	-1,969.86	1.5%
2430115 · General Classroom Supplies/ Reg	6,034.24	7,500.00	-1,465.76	80.5%
243011S · Class Room Supplies Sped	611.44	1,000.00	-388.56	61.1%
2451 · Instructional Tech				
2451112 · Instructional Tech Stipend	0.00	500.00	-500.00	0.0%
2451113 · Instructional Tech Salary	6,596.82	8,093.00	-1,496.18	81.5%
2451114 · Internet	1,495.78	2,500.00	-1,004.22	59.8%
2451115 · Instruction Tech Supplies	398.38	1,500.00	-1,101.62	26.6%
2451116 · Instructional Tech Other	506.00	3,000.00	-2,494.00	16.9%
Total 2451 · Instructional Tech	8,996.98	15,593.00	-6,596.02	57.7%
Total 2400 · Instructional Materials & Equip	18,846.54	29,093.00	-10,246.46	64.8%
2440 · Instructional Service, Other				
2440113 · Instructional Field Trip Transp	9,173.50	10,100.00	-926.50	90.8%
2440116 · Instructional Field Trip Other	7,010.98	2,900.00	4,110.98	241.8%
Total 2440 · Instructional Service, Other	16,184.48	13,000.00	3,184.48	124.5%
2700 · Guidance Counseling and Testing				
2710 · Guidance				
2710111 · Salaries	7,795.08	14,318.00	-6,522.92	54.4%
Total 2710 · Guidance	7,795.08	14,318.00	-6,522.92	54.4%
Total 2700 · Guidance Counseling and Testing	7,795.08	14,318.00	-6,522.92	54.4%
2800 · Pyschological Services				
2800114 · Contracted Services	2,000.00			
Total 2800 · Pyschological Services	2,000.00			

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

	Jul '16 - May 17	Budget	$ Over Budget	% of Budget
3200 · Health Program				
3200115 · Supplies	1,899.46	2,500.00	-600.54	76.0%
3200116 · Travel	177.01			
320A111 · School Nurse	50,484.14	73,076.00	-22,591.86	69.1%
Total 3200 · Health Program	52,560.61	75,576.00	-23,015.39	69.5%
3300 · TRANSPORTATION				
3300113 · Transportation/ Late Bus	12,821.42	15,000.00	-2,178.58	85.5%
3300114 · Bus Contracts - Elementary	44,127.49	56,084.00	-11,956.51	78.7%
330A114 · Bus Contracts - Mohawk/Tech	44,127.49	56,084.00	-11,956.51	78.7%
Total 3300 · TRANSPORTATION	101,076.40	127,168.00	-26,091.60	79.5%
3400 · Food Services				
3400114 · Staff	22,703.66	23,587.00	-883.34	96.3%
3400115 · Food Supplies	6,412.30	7,000.00	-587.70	91.6%
3400116 · Cafeteria Non-Food Supplies	254.02	500.00	-245.98	50.8%
Total 3400 · Food Services	29,369.98	31,087.00	-1,717.02	94.5%
4000 · Operation and Maint of Plant				
4110 · Custodial Services				
4110113 · Salaries	28,156.36	34,305.00	-6,148.64	82.1%
4110114 · Summer Custodian Salaries	2,799.30	2,160.00	639.30	129.6%
4110115 · Supplies	2,791.20	3,000.00	-208.80	93.0%
4110116 · Travel	0.00	0.00	0.00	0.0%
Total 4110 · Custodial Services	33,746.86	39,465.00	-5,718.14	85.5%
4120 · Fuel				
4120116 · Appropriation	5,929.13	6,000.00	-70.87	98.8%
Total 4120 · Fuel	5,929.13	6,000.00	-70.87	98.8%
4130 · Utilities				
4130116 · Telephone	4,929.31	5,000.00	-70.69	98.6%
413A116 · Electricity	11,766.01	20,000.00	-8,233.99	58.8%
Total 4130 · Utilities	16,695.32	25,000.00	-8,304.68	66.8%
4210 · Maintenance of Grounds				
4210116 · Appropriation	1,810.73	600.00	1,210.73	301.8%
Total 4210 · Maintenance of Grounds	1,810.73	600.00	1,210.73	301.8%
4220 · Maintenance of Buildings				
4220115 · Supplies	10,904.22	1,000.00	9,904.22	1,090.4%
4220116 · Other	8,039.77	4,500.00	3,539.77	178.7%
4220117 · Maint. of Bldg/Inspections	2,630.55	0.00	2,630.55	100.0%
Total 4220 · Maintenance of Buildings	21,574.54	5,500.00	16,074.54	392.3%

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

	Jul '16 - May 17	Budget	$ Over Budget	% of Budget
4225 · Building Security Systems				
4225114 · Contracted Services	1,308.89	1,000.00	308.89	130.9%
4225115 · Supplies	423.49			
Total 4225 · Building Security Systems	1,732.38	1,000.00	732.38	173.2%
4230 · Maintenance of Equipment				
4230116 · Local	2,764.09	6,000.00	-3,235.91	46.1%
423A116 · Union	165.42	352.00	-186.58	47.0%
Total 4230 · Maintenance of Equipment	2,929.51	6,352.00	-3,422.49	46.1%
Total 4000 · Operation and Maint of Plant	84,418.47	83,917.00	501.47	100.6%
5200 · Employee Benefits				
5200116 · Medical	9,265.38	14,396.00	-5,130.62	64.4%
Total 5200 · Employee Benefits	9,265.38	14,396.00	-5,130.62	64.4%
5260 · Insurance				
5260116 · School Building Liability	515.85			
Total 5260 · Insurance	515.85			
5350 · Rental - Union Office				
5350116 · Appropriation	2,109.58	3,075.00	-965.42	68.6%
Total 5350 · Rental - Union Office	2,109.58	3,075.00	-965.42	68.6%
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	45.7%
9100.6B · Franklin Tech	46,975.00	90,850.00	-43,875.00	51.7%
Total 9100 · Tuition	219,550.00	468,850.00	-249,300.00	46.8%
Total Expense	1,135,317.82	1,640,064.00	-504,746.18	69.2%
Net Ordinary Income	-1,135,317.82	-1,640,064.00	504,746.18	69.2%

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

	Jul '16 - May 17	Budget	$ Over Budget	% of Budget
Other Income/Expense				
Other Expense				
PAYROLL EXPENDITURES				
Other Payroll Expenditures	63,084.12			
Total PAYROLL EXPENDITURES	63,084.12			
Total Other Expense	63,084.12			
Net Other Income	-63,084.12	0.00	-63,084.12	100.0%
Net Income	**-1,198,401.94**	**-1,640,064.00**	**441,662.06**	**73.1%**

Rowe Elementary School – Principal's Report
School Committee Meeting – May 11, 2017

Academics:

- MCAS - finishes next week
- School Store
- Wind, Washington and Washington

School Based Activities:

- After School Activities - Tennis, leatherworking, Legos and chess
- Kids In Concert
- PreK - Gardens, Primary - , 3/4 - Cleaning library grounds, roadside, 5/6 - Visiting bog, cleaning roadside
- Raised Beds
- Art and Music Night - Thursday, 5/25, 6:00 p.m.
- Scouts and 4H

Building, Staffing and Professional Development/Training:

- Professional Learning Days - Wednesday, 5/24, also evacuation/reunification drill
- HVAC Analysis
- School psychologist
- Next year

School Calendar:

May
12 - Friday, MCAS - 3/4 Math
15 - Monday, MCAS - Grade 5 Science and Technology
16 - Tuesday, PreK-6 field trip to Old Deerfield
17 - Wednesday, MCAS - Grade 5 Science and Technology
17 - Wednesday, Fired Drill - 11:55 a.m.
25 - Art and Music Night, 6:00 p.m.
June
5 - Monday, "That's A Cool Job!" Day, 1:00-3:00
21 - Wednesday, Graduation, 6:30 p.m.
23 - Friday, Last day of school, 1:00 p.m. release