# MEETING MINUTES – FY2019

## Rowe School Committee - Thursday, August 16, 2018 – 4:00pm
## Rowe School Library, 86 Pond Rd, Rowe MA

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**Present:** Susie Zavotka (SZ), Ellen Miller (EM), Matt Crowningshield (MC)
**Absent:** None
**Also Present:** Supt. John Franzoni (JF), Rowe School Principal Bill Knittle (BK)
**Audience:** None

1. **Call to Order:** SZ called the meeting to order at 4:02pm.

2. **Minutes:** Minutes of the June 14, 2018 meeting were unanimously approved (3/0/0) as corrected. JF will make corrections and bring to next meeting for SZ signature.

3. **Announcements:**
   A. **New Superintendent:** The board warmly welcomed new NBSU superintendent John Franzoni. This evening's meeting was his first official Rowe School Committee meeting since his official hire date July 1, 2018, although he has visited the Rowe school many times in the past few months.
   B. **New School Staff:** SZ reported that two new individuals have joined the staff: Hannah French is a new Gr 3/4 teacher (joining Mrs. Poplawski's room) and Kate Smith is the new School Nurse (RN). BK is preparing a new directory which he will send to the SchCom members.

4. **Discussion Items:**
   A. **Working Together—Expectations of working relationship between NBSU staff and Rowe SchCom:** JF reported: have streamlined physical arrangement of NBSU office and eliminated extra phone line for SPED. One main number now: 664-9292. Ronna Brandt, Asst. to Supt., will be preparing our meeting agendas, sending meeting postings to towns, and sending out meeting packets to SC. Josh Arico, IT Tech, will be changing from school year to full year basis due to IT workload. He has implemented a new backup system at NBSU office, and NBSU is in process of upgrading outdated computer equipment. JF stated that SchCom members are welcome to communicate directly with NBSU staff. He does not need to be in the loop on all day-to-day items but asked that we let him know if we have any issues with getting timely responses. Everyone at table agreed that emailing is preferred method of communicating with one another, but if matter is urgent to text instead. JF will prepare a directory for everyone of all staff (NBSU and all schools) with contact info and areas of responsibility.
   B. **Goal Planning Sheet for FY2019:** SZ presented a draft goal planning sheet which the committee reviewed and updated as shown below.
      1. **New Supt:** DONE
      2. **NBSU Superintendency Agreement and Bylaws:** JF report at Oct meeting
      3. **Bus Transportation:** EM or BK attend Sept 4th Mohawk mtg; JF contact Dufour
      4. **Wage/Benefit Structure for Non-Teaching Staff:** BK handed out job descriptions for Teaching Assistant, School Secretary, School Custodian, School Nurse and Cafeteria Manager for review and discussion at next meeting. BK would also like to set up a wage structure for non-teaching staff. No one is aware of a state certification process for classroom teaching assistants in MA. BK does feel that Cafeteria Mgr pay rate should be addressed. All others are fine. JF & BK work on this.
      5. **Policy Handbook:** SZ compare manual MASC prepared for Rowe School Committee and our current policies for a decision at our next meeting.
      6. **Building Eval/Maintenance Plan:** BK prepare binder with contractor info. Perhaps establish advisory group to periodically evaluate building/equipment. MC work on this for Sept/Oct.

7. **Tuition Process:** Carrie/JF/SZ work on establishing process to get timely info each year—for Nov.
8. **School Improvement Plan (3 year):** NBSU adopt renewed plan at Oct NBSU mtg, then schools prepare their renewed plans.
9. **School Volunteer Support:** In past worked with PTP (Janet Cowie was our rep) for recruiting volunteers. JF and SZ talked recently about establishing plan for recruiting volunteers to help with various school activities; i.e., clean-up day, help in Library, etc. BK thought that perhaps we get in touch with town seniors to volunteer at the school. Volunteers would need CORI check. BK work on this for Oct.
10. **Examine Policies (preschool enrollment, sch choice, tuitioning):** Benefit(s) to school? BK work on this for Nov.
11. **School Crisis Plan:** BK updates these plans each year in conjunction with state police, Rowe police and Rowe fire departments.

5. **Financial Statement:** Statement for FY19 YTD was reviewed. It was noted that $107K was turned back at year end 6-30-2018 and SchChoice account balance had over $200K as of 6-30-2018.

6. **Principal's Report:**
   a) Tardiness: Had a tardiness problem last year. Some students were 20 or more days late. Addressing in earnest this year.
   b) Gave out a "Principal Survey" at end of school year. Six out of 23 staff responded. Results were given to SchCom members.
   c) Preschool Tuition Policy: Question from parent that has child in school and one entering preschool this year. Asked if there was any way around this new policy. It was agreed that policy will be adhered to without exception.
   d) Draft of Safety Drill Schedule for the year was given to SC members
   e) Calendar of Events for the year was given to SC members
   f) Professional Development: First PD...teachers will attend 3-day PD at MCLA Aug 21-23.
   g) Blizzard Bags: Had success last year with 4 bags. Will continue program this year with 5 bags planned.

7. **Superintendent's Report**: Attending Superintendent's Conference very beneficial. Some items he's working on: work with towns on hiring protocols; upgrading school websites and seeking information on establishing a North Berkshire School Union website that could be beneficial to better communication with students, families, and staff members. JF handed out an excerpt from the Mass. Model System for Educator Evaluation, Part VI, Implementation Guide for Supt. Evaluation. Evaluation needs to be done yearly by the SchComs. The plan will be to schedule a North Berkshire School Union Meeting in October to review the goals for the superintendent in 2018-19 as part of the evaluation process.

8. **School Committee Business:**
   A. **New Business:**
      1) **MASC *Charting the Course* SchCom Training**: This all-day training will be held Aug 25th at Hoosac Valley HS in Cheshire. New SchCom members required to attend, and to periodically attend to keep apprised of current education laws and requirements. JF & Ronna will attend.
      2) **6th Grade Graduation Awards**: Discussion of the many number of awards given out relative to the size of graduating class (8 awards for class of 10 students this year). Seven students received awards. Each award is decided independently by a classroom teacher. Discuss award process going forward.
      3) **Lightning Protection Plan**: BK have lightning protection plan developed for the pump house.

4) **Upcoming Town Training**: JF announced that the town accountant informed him town will be holding training session for town officials in next month or so on procurement procedures, including prevailing wage law requirements.

**B. Old Business:**

1) **Mohawk Tuition Agreement—Final FY19 Rate**: FY17 - $13,275, FY18 - $13,838, FY19 Budget - $15,882 x 19 = $302K...new final FY19 rate is $17,107 x 21 students = $360K. (Three new students moved into district in June 2018.) SchChoice funds can be used to cover any tuition account shortfall. Tuition rate increased significantly due to drop in enrollments from Mohawk member towns.
2) **School Building Issues**:
   a) **Water damage cleanup**: BK reported project complete except for one missing shelf.
   b) **Fire suppression pump repair**: BK reported repair from lightning hit is complete...total cost $11K. MIIA covering all costs except deductible. (See Item 7.A.3 for plan going forward.)
   c) **Fire Inspection**: BK reported annual fire inspection is complete—all systems passed. Kitchen hood is cleaned professionally every 2-3 years.

**9. Next Meeting:** Thursday, Sept 13 – 4pm

**10. Executive Session:** Not needed

**11. Adjournment:** At 6:34pm board voted unanimously to adjourn meeting (3/0/0).

Respectfully submitted,
Ellen B Miller

Approved: Susan Zavotka 9/13/18
Susan Zavotka, Chair Date

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Attachments:
- Agenda
- 2018-2019 SC Goals
- FY19 Financial Statement YTD
- Principal's Report and attachments (calendar, principal survey, job descriptions, blizzard bag info, safety drill schedule)
- Mass DOE: Appendix H: re new supt. evaluations