

KING PHILIP REGIONAL SCHOOL COMMITTEE  
MINUTES  
Tuesday, September 2, 2014  
King Philip Regional High School Library

**CALL TO ORDER:** Mrs. Martin called the meeting to order at 7:00pm.

**ROLL CALL OF COMMITTEE MEMBERS:**

Members Present:	Norfolk:	Michael Gee, Noelle Tonelli, Jeff Chalmers
	Plainville:	Ann-marie Martin, Charlene McEntee, Patrick Francomano
	Wrentham:	Lynn Desrochers, Edward Goddard
Members Absent:		Jim Killion
HS Student Council Representative:		Edward Cullinane

The meeting is not being videotaped this evening by Wrentham Cable Access. Mrs. Martin explained that the public may visit the district's website at [www.kingphilip.org](http://www.kingphilip.org) to review informational documents pertaining to each school committee meeting. Videotaped meetings may be viewed in their entirety at [www.wrenthamcableaccess.com](http://www.wrenthamcableaccess.com). Mrs. Martin also explained the procedure for public comment.

**DELEGATIONS, VISITORS, PUBLIC PARTICIPATION, ETC.:**

Dr. Gilson, Dr. Oliveira, Mr. Ferreira

**CONSENT AGENDA**

**PAYMENT OF BILLS, FINANCIAL REPORT:**

Warrants/Budget Report & Transfers

The following documents were presented as the Consent Agenda:

- The Minutes of July 15, 2014 were held by the Chair for further review.
- ✚ **A Motion was made by Mr. Gee, seconded by Mrs. McEntee, to approve the Minutes of August 11, 2014.**

Discussion ensued about the laptop lease agreement and it was noted that this is not a purchase agreement as indicated in the minutes

- ✚ **A Motion was made by Mrs. McEntee, seconded by Mr. Gee, to amend the Minutes of August 11, 2014 to indicate that the Laptop Lease Agreement is a lease agreement, not a purchase agreement of laptop computers. All in favor with Mr. Francomano and Mr. Goddard abstaining.**
- Appointments, Retirements, etc.
- *Board & Administrator, August 2014, Vol. 28, No. 4*

**AGENDA ITEMS:**

**Introduction of Mrs. Fischer, MS Assistant Principal:**

Dr. Zielinski announced that Mrs. Nancy Fischer will be the new MS Assistant Principal. Mrs. Fischer was a MS English Teacher, MS English Curriculum Team Leader and Chair of the Mentor Steering Committee for the District over the course of her career at King Philip.

**COMMUNICATION:**

An article dated August 7, 2014 in *The Sun Chronicle* entitled, "Back to School."

## **REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

### **School Building Walk-Throughs:**

Building walk throughs were conducted on Tuesday evening, August 26, 2014 at the high school and the middle school. Dr. Zielinski indicated that class sizes are large and there is one teacher is working from a cart and sharing classrooms. Discussion ensued about enrollment projections over the next few years from the elementary districts.

### **Opening Day Overview:**

Dr. Zielinski noted that there was a slight change in the opening day schedule for faculty this year. Staff members went immediately into building-based meetings and then all staff joined together to a musical introduction by the administration to welcome the staff to the new school year. It was noted that Mr. Lawler celebrated his 10<sup>th</sup> anniversary at KP this year. Staff members attended workshop on Synergy, safety and security training and spent time in their classrooms to set up. Students will be arriving on September 3, 2014.

### **Reports from School Committee Members:**

Mr. Chalmers: The Norfolk Elementary District discussed the MASC Joint Conference attendance; update to family handbook, transfers, and strategic plan.

Mrs. McEntee: The Plainville Elementary District discussed at their last meeting student data and enrollment; attendance; the Jump Start Kindergarten Program; a review and finalizing of the final budget.

Mr. Goddard: Wrentham Elementary District held their first meeting with new superintendent Dr. Cameron. Mr. Goddard noted that the first day of school was today and it went great with all positive reports. Opening day was last week for staff members. There was an announcement of two end of year retirements. Custodians did a fabulous job. The district created a substitute handbook.

### **HS Student Council Representative Report:**


Mr. Cullinane: Announced the "Before I die" wall which is a bucket list promoted by KP Cares.

### **NEW BUSINESS (Taken Out of Order):**

Dr. Gilson, MS Principal and Dr. Oliveira, HS Principal, presented together the MS and HS School Improvement Plans. Both plans contain the district's strategic goals in curriculum, instruction and assessment. This would include supporting teachers in improving their classroom effectiveness by focusing on specific elements contained in the new teacher evaluation system and develop and implement District Determined Measures (DDMs) that align with curriculum. Other district strategic goals include parent and community engagement; professional culture; and district operations to improve the efficiency of our school facilities. The plan also encourages to build parental and community wide support and expanded commitment to financially support the school district's operations; to promote student learning; to review and revise current job descriptions and roles to reflect the current and future needs of the district and to provide staff and student training in districtwide safety protocols to reflect the best nationwide safety practices.

Each school improvement plan also specifically addressed the Action Plan Goals, the action steps taken, the evidence of implementation and the assessment of progress for each goal step individually.

Discussion ensued on when the school committee will be reviewing the plan to determine progress as these documents are considered budget driving elements. It was suggested that a review be done in December/January as it would be helpful to see where the District is and to reinforce some areas. Discussion followed on how the district is focusing on the elements in these plans and the teachers need to have these in place for the first day of school so that they can plan their goals. Dr. Zielinski explained the DDM process and the Coordinated Program Review, and that the school improvement plans are bench markers for this institutional review along with the new teacher evaluation.

** A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to accept the MS and the HS School Improvement Plans as presented. All in favor.**

### **Public Participation (Taken out of Order):**

Mr. Touhey (Norfolk) presented his intention to address the Committee, but decided not to discuss the agenda as he originally intended.

## **NEW BUSINESS:**

### **Home School Plans:**

- ✦ A Motion was made by Mr. Francomano, seconded by Mr. Gee, to approve the following home school requests for the 2014/2015 school year according to School Committee Policy IHBG:
  - ✦ J.P. – Grade 8
  - ✦ T.P. – Grade 7
  - ✦ M.B. – Grade 7
  - ✦ C.C. – Grade 11
  - ✦ T.C. – Grade 11
- All in favor.

Discussion ensued on the review of the home school plans by the superintendent. Dr. Zielinski indicated that she reviews all of the home school plans; and, if needed home school parents dialog with superintendent about the plans.

### **School Physician:**

In a memorandum dated August 28, 2014, Mr. Schaefer presented the contract for a school physician's appointment by the School Committee, along with background information for the Committee's review.

- ✦ **A Motion was made by Mr. Francomano, seconded by Mr. Goddard, that the King Philip Regional School Committee, appoint Dr. Arthur Guilano and Dr. Olivia Kim as School Physicians through Pediatric Specialists of Foxboro and Wrentham for an annual total stipend of \$2,850.00. Further, the School Committee authorizes the Superintendent to execute the contract and any other documents necessary for the purpose of providing School Physician services to the district. All in favor.**

## **UNFINISHED BUSINESS:**

### **School Committee Goals**

In a memorandum dated August 28, 2014, from Mrs. Martin, Chair, she tried to capture the goals that were discussed at the School Committee Retreat on July 15, 2014.

#### **Carry over Goals from 2013/2014 – taken from the minutes of the 7/15 Retreat**

- The committee (under the direction of the Chair) will develop a School Committee Member's Handbook (which perhaps mirrors the MASC handbook) which is specific to King Philip policies, procedures and practices. **Expected completion date is December 2014**
- The Committee would host a legislative meeting for all 4 School Committees and invite Dan Winslow and Richard Ross. Mrs. Martin has hosted a meeting of the chairs and would like to propose as an agenda item to meet on a more frequent basis. Needs to reach out to new Norfolk chair.  
**Mrs. Martin has reached out to all 3 chairs and still needs to reach out to Norfolk Chair. The intent is to hold a meeting on the special education transition and the way that it is perceived in all of the three towns. Looking at a meeting date in October. Further discussion ensued on having a legislative meeting with the legislative liaison and the four committees around February to discuss budgetary items or specific agenda items.**
- The Committee should investigate hosting a facilitated conference for all 4 School Committees to discuss and identify shared goals and missions. Will continue to look at this in meetings of the chairs and as part of increase emphasis on public relations.
- The Committee should revise its strategic plan and goals. **Work in process.**

- Committee meetings are not properly amplified. Mr. Schaefer will take the necessary steps to insure that all members of the audience, including those sitting in the rear of the meeting room, will be able to hear what is being said at the meeting. Steps were taken following the 2013 retreat but some problems with amplification continue. The School Committee would like to have Mr. Ferreira attend a meeting to tailor the microphones, etc. to the School Committee's needs.

Mr. Ferreira attended tonight's meeting (9/2/14) and set up the microphones and the speakers so that the sound is amplified throughout the HS Library and attendees can hear what is being said.

- The School Committee will review materials prepared by the High School Principal (in conjunction with three School Committee members and others as she deems appropriate) which address athletic issues as outlined above. Dr. Oliveira has been working with the athletic director (and has engaged member of the School Committee and other stakeholders) on a review of policy, job descriptions, hiring, protocols, etc., with regard to athletics. This is still in process.

The Athletic Committee is still working on the changes to the athletic director's position. The next step will be to post the Athletic Director's position as Mr. Schairer will be retiring at the end of this school year. There has been some discussion about the coaches' evaluation process and the athletic handbook. Dr. Oliveira likes the evaluation tool currently in place, but the coaching job descriptions need to be reviewed which would then need to be negotiated.

Discussion ensued on how does the district measure extra-curricular activities and what is the basis for a successful, quality program on a year to year basis? What does a good quality sports program look like; a successful DECA and other extra-curricular programs? There was some discussion, but from a budgetary standpoint, we need to see if fees are appropriate and merit the financial support that they get from the district and this should be part of the analysis.

Dr. Zielinski stated that an analysis of a program and an individual's evaluation are two separate items. Another mark is participation in any given program. The programs should be driven by student interest and there may be new things that come into a trend and could potentially lead to a curriculum change. The district will need to decide on something very specific as a model. We need to determine what are our standards for a quality (i.e. football) program. We need to do more research.

Discussion continued. We would need to know the cost of the program to the district. At the end of the season, does a coach give some reflection on how the season went. Every advisor (band, drama, DECA, etc) or coach should be reflecting to see how the program could improve along with feedback from the parents. There is a need to formulate a standard program analysis of reflection for each extra-curricular activity. The goal would be to create an evaluation tool that can be used accordingly and to ensure that there is a system in place to make sure the programs are reflective and aligned with the district's philosophy.

Discussion ensued about having a presentation from each program advisor on how the program went during a season or event. Dr. Zielinski stated that this should be aligned with mission and vision. She suggested that the Athletic Handbook be consolidated into a one-page document with 4 components, winning record, cost, woven into the structure of KP, active community members who attend. How do you gauge that cultural measure about a successful program and develop it? The evaluation would be separate and the AD's responsibility would be to articulate it to the school committee. Dr. Zielinski feels that is the goal and to create a system and expectations around when the AD would give a presentation.

### New potential goals

- Budget transparency goal
  - Investigate putting public documents on the district website for better transparency. Mr. Bouzan will attend the 2<sup>nd</sup> meeting in September to follow up (September 15). Investigate putting public documents on the district website for better transparency. How do you set up the "tree?"
  - Discussion on *BoardDocs*. Mr. Bouzan has been investigating the cost and what is involved.

- SPED transparency including potential review pre-K- age 22 involving KP and all three elementary districts

SPED transparency will be taken up at the meeting of the chairs. Wrentham has indicated that they would be on board to figure out a better way to expedite this.

Placed on Finance Subcommittee agenda to define what information you are looking for from KP and all three elementary districts and making a smooth transition to KP. What would be the cost involved?

PR Goal – annual report/revamp of existing town reports

Revised the towns' annual reports and provide better ways to report to the towns and let them know that things are going well at KP. Further discussion will occur in a future meeting.

Building Committee is part of strategic plan that was approved and is in motion. Dr. Zielinski met with both the MS and HS head custodians. There is a delegation process from assistant principals for each of their buildings and will be presented to the Building Committee. The District is actively looking for community representation of people who have an interest in certain projects such as lighting retro-fit, solar panels, wood-pellet heating, Johnson Controls proposal and looking ahead to the five-year plan. Dr. Zielinski will follow-up on this matter.

The Public Relations Subcommittee talked about substantive materials for distribution on what is KP all about, including a pamphlet and marketing approach.

Mrs. Tonelli has been in touch with the principals about dates for upcoming events and will share that information with the committee so that there is a presence by the committee.

#### **Wrentham Day:**

Saturday, September 6 is Wrentham Day, and Dr. Oliveira cannot attend. Mrs. Martin will send out an email to committee members about the time. Dr. Cameron, Wrentham Superintendent will be participating in the Road Race.

#### **Recommendations or Questions from Individual Committee Members:**

None

#### **Late Communications:**

Dr. Zielinski provided the Committee with a copy of the District's Coordinated Program Review of KP's Civil Rights Progress Report. It was determined that no further progress reports are now required until the Mid-cycle review in 2015/2016 school year.

#### **Adjournment:**

✚ At 8:15pm, a Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to adjourn into Executive Session for the following purposes: to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; and, to comply with, or act under the authority of, any general or special law or federal grant in aid requirements. All in favor by roll call vote: Yes (8); No (0).

✚ At 9:00pm, A Motion was made by Mr. Francomano, seconded by Mr. McEntee to adjourn. All in favor by roll call vote: Yes (8); No (0).

*Respectfully submitted,  
Lisa Barrett Witkus  
Executive Assistant &  
Secretary to the School Committee*