

KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES
November 7, 2016
King Philip Regional High School – Library

CALL TO ORDER:

Mrs. Martin, Chair called the meeting to order at 7PM.

ROLL CALL OF COMMITTEE MEMBERS:

Members Present:	Norfolk:	Michael Gee, Noelle Tonelli, Jeff Chalmers
	Plainville:	Ann-marie Martin, Patrick Francomano, Charlene McEntee
	Wrentham:	Erin DeStefano, Lynn Desrochers

Members Absent:	Norfolk:	Present
	Wrentham:	Jim Killion
	Plainville:	Present

The meeting is not being videotaped by Wrentham Cable Access. Mrs. Martin explained that the public may visit the district's website at 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 Mrs. Martin also explained the procedure for public comment.

CONSENT AGENDA

All items listed with an asterisk () are considered to be routine and will be enacted by one motion if action is required. There will be no separate discussion of these items unless a member of the committee so request, in which event the item will be considered in its normal sequence:*

APPROVAL OF MINUTES

- ✚ A Motion was made by Mr. Gee, seconded by Mr. Francomano, to approve the Minutes of October 17, 2016 as presented. All in favor with Mr. Chalmers abstaining.

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

None

AGENDA

APPROVAL OF MINUTES

None

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT (taken out of order)

Dr. Zielinski presented the 2016 Massachusetts Association of School Superintendents (MASS) – Student Awards to two well-deserving HS seniors, based upon the criteria set forth by MASS as they have distinguished themselves in the pursuit of excellence during their high school careers:

- Ethan Dunne
- Julia Tupper

DELEGATIONS AND VISITORS

Dr. Gilson, Assistant Superintendent/MS Principal, Ms. Lacher, Director of Special Education
Ms. DeLuca, HS Teacher

New Business (Taken out of Order):

HS Ski Trip: Mrs. DeLuca

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, to approve the HS Ski Club to travel to Sunday River in Bethel, Maine from Friday, March 3 to Sunday, March 5, 2017 according to Policy IJOA and JJH, as presented. All in favor.

Dr. Zielinski mentioned that the District is considering the possibility of adding a Ski Team and Boys' Volleyball. Practice for the ski team would be either at Nashoba Valley and/or Blue Hills.

COMMUNICATION:

BICO Activities and Information dated October 7, 2016. Dr. Zielinski noted that due to the increased enrollment in the BICO programs, they are engaging in dialog of where the growth is and opening up additional classrooms in the area. Transportation becomes an issue for more centralized locations for these students. Dr. Zielinski is a member of the search committee that is looking new sites for the program, specifically at the Finberg School in Attleboro for students with social/emotional issue, but this is an older building and does not show very well. The Committee is also looking at different options for potential growth.

A memorandum from Mr. Francomano dated October 19, 2016, regarding the Evaluation Process, suggesting that this be an agenda item for November 21, 2016. In a memorandum dated November 2, 2016, Dr. Zielinski set forth her plan to address Mr. Francomano's request and will prepare a two to three-part informational presentation on the evaluation process at King Philip. Dr. Zielinski continued that a lot of work was spent in negotiations and a lot of time in the evaluation process but she is not sure how familiar the community is with the language and the amount of time commitment in the evaluation process.

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

- Norfolk School Committee Representative: Mr. Chalmers – no update at this time.
- Plainville School Committee Representative: Mrs. McEntee – The PSC met on October 26, 2016, the superintendent reviewed the quarterly goals, appointment of a public records officer was given, revised the wellness policy and voted on MASC resolutions.
- Wrentham School Committee Representative: Mrs. DeStefano – WSC reviewed the MCAS results noting that the district did very well. The Wrentham CPAC hosted a seminar on children with anxiety which is big concern with the parent population where over 50 parents attended. Student ambassadors were chosen and will attend Wrentham school committee meeting held at the Roderick School. There will be a Book Fair Fundraiser at Barnes & Noble in Walpole to benefit the elementary libraries.

Mrs. Martin congratulated the KP athletic teams and the band on their accomplishment as both groups had a very good weekend.

HS Student Council Representative: Miss Sheehan
Student Council

The "Halloween Bash" event scheduled for Saturday, October 22nd was postponed until the spring season.

Student Council hosted their annual "Spooktacular" Halloween Event on October 29th 4:00-6:30. Faculty and their children were invited to attend this event, as well as elementary school aged students from the Tri-Town. This event was completely free of charge.

King Philip Student Council Members who are chairing the "Autumn Outreach" event are working with the Habitat for Humanity HR Chapter out of North Attleboro, MA to gather volunteers from within KP's Executive and Auxiliary Board Councils.

The Executive Board officers attended MASC's annual "Officershop" conference at the College of the Holy Cross on October 20th.

DECA

The *Project Purple Initiative Project* recently hosted a school-wide scavenger hunt throughout the hallways of KP to promote substance abuse awareness. This interactive activity got students from all grades involved.

KPMA

The KP Choral Program performed with Foxboro High School's string orchestra and choral program on Thursday, October 27th at Foxboro High School. This event was free admission for KP affiliated guests.

Students in the Concert and Symphony Bands were recently placed into their chamber groups for the school-year.

The private lesson schedule has been released, and lessons are routinely in full swing.

UNFINISHED BUSINESS:

Walkers Partnership Report Review - Evaluation of the Special Education Programs

Mrs. Martin noted that the meeting of the chairs and the superintendents will be held on November 10 at 6pm at the Delaney School in Wrentham to discuss the Walker report as a group. Mrs. Martin introduced Ms. Lacher, Director of Special Education who is here to speak to the King Philip section.

Ms. Lacher said that the report had very nice things to say about King Philip. While King Philip had some recommendations, there were many commendations including the Links Transitions Program that was considered to be one of the best in the state. This program is the most comprehensive evidence-based program that has been observed. Ms. Lacher noted that it was nice to be recognized for cutting edge work that has been done relating to the transition process for students aged 18-22.

Ms. Lacher said that she took around Dr. Shillinglaw, Southeast Region Associate Manager for Walker Partnerships to various classrooms within the district. Mr. Shillinglaw saw classrooms which included a co-assisted general education math classroom and a resource math class where the alignment of the curriculum was collaborated. The teachers do a very conscientious job of aligning general, co-assisted classes and resource classrooms and take care in scheduling classes at the same time for fluidity.

One of Mr. Shillinglaw's recommendations was to decrease the number of teaching assistants in the district. For example, decrease 3 teaching assistants in exchange for one special education teacher. Ms. Lacher explained that we have resource classes to facilitate the students who have IEP recommendations that require a modified curriculum, an, a smaller class setting. Given the amount of instruction they need; they are not singled out in the larger general education setting to receive this instruction. They require implementation, with fidelity of behavior support plans. Mr. Shillinglaw's recommendation for a co-taught model requires a match with general education teachers and special education teachers in the classroom, as well as additional planning time between these teachers.

This would not be conducive to servicing as many students, nor would it allow for meeting the needs of our more involved students. Further Mr. Shillinglaw's comment that King Philip uses the least qualified staff (teaching assistants) for direct instruction in our co-assisted classroom is inaccurate. The general education teacher is responsible for direct instruction of our special education students in these classrooms. The teaching assistants are responsible for ensuring that accommodations are being met within the classroom, such as taking notes, assisting students to organize their materials and stay on track in the classroom. Discussion ensued on one of the guiding questions from the evaluation regarding consistency of the criteria across districts as to the need for one-to-one teaching assistants vs a shared teaching assistants.

Ms. Lacher referred to an interesting comment that was made in looking at state averages. The report stated that King Philip over identifies students with autism. Ms. Lacher explained that we do not make that decision, they come to us with that medical diagnosis and reiterated that KP does not diagnose autism.

Mr. Francomano asked the superintendent why this comment regarding autism over-identification was not questioned when she had an opportunity to debrief? Dr. Zielinski said that she had a chance to review the document before the final report and that she did go through and correct any inaccuracies. She gave feedback, but it would be up to Walker to make those changes.

Mr. Gee noted that KP has students in somewhat more restrictive settings according to data by the state. Ms. Lacher explained the continuum of special education programming King Philip offers which has been commended by DESE in program reviews. That continuum is composed of a combination of varying degrees of placement in general education classrooms, the bottom line is that at a certain point in student's education, they do need more concentrated services in order to be successful. The success of our continuum of programming options is shown in the fact that the state average of students on IEPs is lower than the state average as well as the average in each of the three towns. This demonstrates that we are preparing students with the skills they need and ultimately are released from being on IEPs.

Mrs. Martin commented on the KP's requirement of classroom ready behavior for students.

Mr. Francomano asked if we could get a sense of % coming from elementary that are already diagnosed with autism vs. the number and/or percentage that are diagnosed once they get here?

Ms. Lacher answered that there are a handful of students that are identified with communication disabilities; we don't diagnose, but give services, so a very small percentage.

Mr. Francomano: Why wouldn't elementary districts have just as high a percentage of population as we are accepting what is coming in?

Mr. Gee: Because we are losing some going to private schools or charter schools?
Reference was made by Dr. Zielinski to the state averages on autism for the three towns where the percentages in two of the three towns are above the state average (Page 22 – Wrentham, Page 24 where the percentages are above the state average. Page 30, Plainville is below the state average for autism however above the state average in other categories.)

Discussion ensued that maybe the number is wrong need to drill down. Mr. Francomano asked that this data be confirmed for the rational. This is important so that we can make sure the Finance Subcommittee and the selectmen understand those numbers. Mrs. McEntee suggested the need for FY15 numbers.

Discussion ensued around Mr. Shillinglaw's recommendation that the elementary districts hire an out of district coordinator. Dr. Zielinski noted that Ms. Collins, King Philip's Out-of-District Coordinator offers to share her expertise with the elementary districts whenever they outreach to her. Dr. Zielinski added that Ms. Collins knows and evaluates the programs.

Mrs. Tonelli questioned if it was unusual to have a high number of initial evaluations in the 6th grade especially at the end of the school year.

It has a financial impact. It was noted that this may be a conversation to talk collaboratively. Ms. Lacher noted that KP has an RTI model. State law requires that if requested we have to evaluate. During this evaluation period, KP implements interventions to support students while they are in the evaluation process. Often students may not be eligible after an evaluation so it is important that interventions of some kind are being put in place to assist them. To that end, we have a student success team at the MS and a building based support team at the HS. Ms. Lacher offered the suggestion that in order to address the initial evaluations in 6th grade possible the districts could look at their RTI model and be diagnostic in terms of seeing where referrals are coming from for initial evaluations

Hope was expressed that this is the beginning of more collaboration across the board.

Erin DeStefano indicated that the Wrentham district is open for it.
Mrs. McEntee need to move ahead for the benefit of the students.
In Norfolk. Mr. Chalmers commented that everyone is on the same page as a group and it has gotten much better.
Ms. Lacher concurred with Mr. Shillinglaw's comment and challenge that not all of the elementary districts provide draft IEPs to KP at team meetings. Mr. Shillinglaw noted in the report that it was the best practice to do so.

Mrs. McEntee suggested that someone should take minutes at the meeting of the chairs on November 10, especially if there is an agreement. Mr. Francomano agreed that there should be a document on the collaboration. And consensus on the document that comes out of that.

Ms. Lacher thanked the School Committee for their support.

New Business (continued):
MS School Improvement Plan: Dr. Gilson

- Dr. Gilson presented the 2016/2017 MS School Improvement Plan and reviewed the key components:
- KPMS Mission and Core Values which are: Respect, Achievement, Opportunity, Responsibility, which form the acronym- ROAR.
 - Highlights and Accountability which includes both student and staff accomplishments both in and out of the classroom.
 - In response to the changing science standards, John Pappadonis has been consulted to help build a cohesive Science plan for grades 6-8;

- PARCC online assessment which has 5 levels. ELA and Math performance on the PARCC test is outlined in the SIP, as well as Standard 4 of the professional standard, teacher reflection and goal setting and growth are discussed.
- Officer Palladini, MS School Resource Office and Norfolk Police Officer did a presentation at the MASC Conference with a focus on teenage wellness. Dr. Gilson noted that the SRO position at the district has really created a model.

Mrs. McEntee noted that there will be a statewide school committee meeting where Officer Palladini will present. Dr. Zielinski noted that Officer Palladini will also be presenting at the Superintendent's Roundtable in January.

✚ A Motion was made by Mr. Gee, seconded by Mr. Francomano, to accept the MS School Improvement Plan for the 2016/2017 school year. All in favor.

Dr. Zielinski noted that she attended the MCAS 2.0 at the MASC Conference where discussion was held on the challenge to compare PARCC to MCAS because they are on a different scale: MCAS has been on a 4-point scale, PARCC has 5 different levels because you are shifting the midpoint. MCAS 2.0 will continue the 4-point MCAS model.

Unfinished Business (continued):

1. Job Description: Coordinator of Technology Integration (1st reading)
2. Job Description: Director of Technology (1st reading)

In a memorandum to Dr. Zielinski dated October 14, 2016, Dr. Gilson presented the Technology Search Committee's recommendations for an Interim Technology Director and is seeking the opportunity to pilot the idea of an interim technology integration specialist utilizing the current budget. This recommendation is based upon the 2 components of security and staff and students' tech training.

Dr. Zielinski responded to and considered this request in a memorandum dated November 2, 2016 to the School Committee and has asked Mr. Caliento to review the budget impact for the positions which based upon his analysis are within our budgeted funds from the IEC contractual line. Dr. Zielinski indicated that we currently have appointed an Interim Director of Technology, Mr. Bois.

Mr. Francomano noted that the Finance Subcommittee has not weighed in on this.

Mr. Francomano asked the Chair if the Committee could have a breakdown of where this money is coming from and for all positions going forward.

In reviewing the job descriptions, Mr. Francomano asked what is the plan for integration specialist, what will this individual be doing.

Dr. Zielinski responded that the integration specialist will be working with the interim director and looking at software use and the apps, working with staff to make sure they are familiar, trouble shooting during the day in the classroom, help teachers in the classroom for a smooth transition, working with the department heads where that intersects with the curriculum, working with technology committee, instruction curriculum and assessment and on professional development.

Mrs. McEntee asked if there a certain focus?

Dr. Gilson explained that during the search it became evident that we needed to assess our technology for the future ready, identify their strength in technology infrastructure and education. It became very clear that we needed an inventory of all of our technology software in addition to MS365; we have google classroom educators we need someone who is comfortable with all different software that we are using, working with the tech team and educational knowledge. We need this role for the infrastructure and technology integration. This will help to bring departments together in grades 7-12 and identify the experts we have.

Mrs. Desrochers questioned what is the preferred education and experience, they should be literate in software programs that are essential to KP.

Mr. Francomano asked if the Coordinator of Integration reports to the Director of Technology.

Dr. Zielinski explained that there are 3 job descriptions presented this evening:

1. Job Description for the Director of Technology (1st reading)

2. The 1996 approved job description for a Coordinator of Technology.
3. Job description for the Coordinator of Technology Integration

Discussion ensued on who had input on these descriptions as responsibilities seemed to fall under both jobs. Mrs. Martin noted that we are trying to transition some of these tasks into another role. Mrs. Desrochers explained that the technology director cannot remove these responsibilities because, in the current structure, he still has the responsibility.

Discussion followed and the committee asked that at the next meeting there be 3 separate job descriptions:

- Job Description for the Director of Technology, keep the one presented, but then do another split position, reporting to the superintendent, working with principals.
- Job Description for the Coordinator of Technology Integration.

Mr. Francomano would like to have the Interim Technology Director present at the next meeting to have some input.

2016 Policy Updates as listed – (2nd Reading):

- Policy File: AC – Nondiscrimination
- Policy File: GBEC – Drug-free workplace
- Policy File: IHAMB – Teaching about Drugs, Alcohol, and Tobacco
- Policy File: IJ – Instructional Materials
- Policy File JB – Equal Educational Opportunities
- Policy File JBA – Student-Student Harassment
- Policy File JFBB – School Choice

- Policy File: JICH – Alcohol, Tobacco and Drug Use by Students Prohibited – does not reflect what we have in the student handbook, remaining the presence of. It was suggested that Policy JICG be deleted if Policy JICH covers both. Referred back to Policy Subcommittee.

- Policy File JJ/JJ-E – Co-curricular and Extra-Curricular Activities
- Policy File: JJF – Student Activity Accounts
- Policy File: JLCD – Administering Medicines to Students

- Policy File: KF – Community Use of School Facilities: Discussion ensued and it was determined that Mr. Caliento is in the process of reviewing this policy, along with KF-R by default, and will report back to the school committee. This would be subject to a review by the Policy Subcommittee.

- Policy File: FF/FF-E – Naming New Facilities

✚ **A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, to approve the following policies as presented, with the exception of Policy files JICH and KF/KF-R:**

- **Policy File: AC – Nondiscrimination**
- **Policy File: GBEC – Drug-free workplace**
- **Policy File: IHAMB – Teaching about Drugs, Alcohol, and Tobacco**
- **Policy File: IJ – Instructional Materials**
- **Policy File JB – Equal Educational Opportunities**
- **Policy File JBA – Student-Student Harassment**
- **Policy File JFBB – School Choice**
- **Policy File JJ/JJ-E – Co-curricular and Extra-curricular Activities**
- **Policy File: JJF – Student Activity Accounts**
- **Policy File: JLCD – Administering Medicines to Students**
- **Policy File: FF/FF-E – Naming New Facilities**

All in favor.

2016 Policy Update:

Policy File: GDCCC: Independent Employees Sick Leave Bank (1st Reading)

Based upon discussion with Attorney Waugh the proposed policy is being presented. Discussion ensued that there are approximately 24 days remaining in the sick bank from the 2015/2016 school year. Mr. Francomano states that

this policy does not address IEC members who have already donated. If the contract gives new employees 12-15 sick days, then require 3 days to join. A new hire can decide to join the IEC sick bank in future years.

NEW BUSINESS (continued):

Private Music Lessons Bid Award: Mr. Caliento

In a memorandum dated November 1, 2016, Mr. Caliento proposed a motion that the School Committee vote to accept the KPMA as the winning vendor for the private music lessons as they submitted the single complete and qualifying bid package in response to King Philip's publicized RFP.

Mr. Francomano expressed concern that King Philip began the lesson program prior to the bid going out and being received and awarded. The individuals that are currently giving lessons are now school employees. No one has been paid at this point, but in order to benefit the students, the lessons would begin until the bid was awarded to, the KPMA would have paid these lesson teachers.

Mr. Francomano stated that they are currently KP employees. They have been given W-2s previously. They are individuals providing services to the district until after the RFP was awarded.

Discussion:

Mr. Caliento said that the lessons were made a curriculum requirement. The District needed to have a vendor procurement with the state so we went out to bid.

Mr. Francomano, why wasn't the bid sent out earlier?

Mr. Caliento explained various factors that put this behind by about 3.5 weeks.

Mr. Francomano stressed that this should have been ready to go by 9/1/16 because good business practice matters to me. These people were employees and received W-2's then went to independent contractors perhaps under KPMA but they are employees, but if they got hurt while on the property they would be employees of the district and it doesn't matter who is paying because they are providing services on behalf of the district. Discussion ensued on how these individuals would be paid and they will get a w-2 after June 30.

Mrs. DeStefano noted that there is a red flag when you change with Department of Labor from a W-2 to another form of payment.

- ✦ **A Motion was made by Mr. Gee, seconded by Mrs. Desrochers, to approve that the King Philip Music Association as the winning vendor for the private music lessons bid, and award the contract to them based on the bid requirements. All in favor.**

LATE COMMUNICATIONS

REPORTS OF SPECIAL COMMITTEES

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

PUBLIC COMMENT

ADJOURNMENT

- ✦ **A Motion was made by Mr. Gee, seconded by Mr. Chalmers, to adjourn the meeting at 9:20pm. All in favor by roll call vote: Yes (8); No (0).**

Respectfully submitted,

*Lisa B. Witkus
Secretary to the School Committee*