

**KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES - APPROVED
November 6, 2017
King Philip Regional High School - Library
201 Franklin Street, Wrentham, MA 02093**

CALL TO ORDER:

Mr. Francomano, Chair called the meeting to order at 7:02PM.

ROLL CALL OF COMMITTEE MEMBERS:

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| Members Present: | Norfolk: | Michael Gee, Kenneth Dow |
| | Plainville: | Patrick Francomano, Samad Khan, Charlene McEntee |
| | Wrentham: | Erin DeStefano, Jim Killion, Trevor Knott |

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| Members Absent: | Norfolk: | Jeff Chalmers |
| | Wrentham: | Present |
| | Plainville: | Present |

HS Student Council Representative: Miss Linde, not present this evening.

The meeting is being videotaped by Wrentham Cable. Mr. Francomano 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 Mr. Francomano also explained the procedure for public comment.

DELEGATIONS AND VISITORS

Dr. Gilson, Assistant Superintendent, Mr. Azer, Director of Finance, Mr. Bois, Interim Technology Director
Kathryn Cannie, Public Agency Retirement Services (PARS), Michael Griffin, HS Student-Athlete

AGENDA

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

Following discussion, the following amendments were made to the October 16, 2017 minutes:

- ✚ **A Motion was made by Mr. Gee, seconded by Mrs. DeStefano, to approve the Consent Agenda including the Minutes of October 16, 2017. All in favor with Mr. Killion abstaining. Motion carried (8-0-1)**

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Retirements, Resignations, etc.

In a memorandum dated November 6, 2017, Dr. Zielinski presented personnel changes.

AGENDA

APPROVAL OF MINUTES

- ✚ **A Motion was made by Mrs. DeStefano, seconded by Mr. Gee, to approve and retain the Executive Session Minutes dated October 16, 2017. All in favor, with Mr. Killion and Mr. Dow abstaining. Motion carried (6-0-2).**

NEW BUSINESS (TAKEN OUT OF ORDER):

Acceptance of Donation from Michael Griffin – HS Student-Athlete

Michael Griffin was selected to participate in the Tommy Cochrane road race held in Falmouth, MA and won the race at an astounding 4 minute, 26 second mile along with a \$2500 grant. Michael would like to purchase warmup suits for his entire HS cross country team. The school committee agreed that this gesture is very commendable of Michael Griffin.

- ✚ **A Motion was made by Mr. Killion, seconded by Mr. Gee, to accept the \$2500 donation toward HS cross country warm up suits from Michael griffin. All in favor. Motion carried (8-0).**

OPEB/PCOT Trust: Kathryn Cannie, Public Agency Retirement Services (PARS)

Ms. Kathryn Cannie of PARS introduced herself to the School Committee and described the services that PARS provides as the manager of the Plymouth County OPEB Trust Program (PCOT) serving as the program administrator. Trust and investments. She explained the compliant trust structure in that PCOT is fully compliant with the following: GASB 45; IRS regulations; state/federal laws and the trust is fully vetted by the law firm of Murphy, Hesse and the trust documents are signature ready. She indicated that since the District has adopted Chapter 32B that is a great first step, and there are no start-up costs or program termination costs. Ms. Cannie described the implementation process which will take about 2 weeks once the documents are signed by the district treasurer.

Mr. Francomano asked of Mr. Azer, who has worked with PARS at a previous school district, to explain the process. Mr. Azer presented this to the Finance Subcommittee as outlined in his memorandum dated November 2, 2017, indicating that there were 3 options available to the District to establish a trust for other post-employee benefits (OPEB). Based upon his meeting with representatives of PARS/PCOT and other information, Mr. Azer has recommended joining PCOT as the next step since the School Committee has already adopted the provisions of MGL c.32B, section 20 (as amended). The Finance Subcommittee voted on October 6, 2017 to support this recommendation.

Discussion ensued on how much money does the district want to put into this fund. An option available is to take a certain percentage of Excess & Deficiency each year, or whatever is decided upon by the Committee. Ms. Cannie reviewed a plan for contribution based upon a determination of the District's funding rate.

- ✚ **A Motion was made by Mr. Killion, seconded by Mrs. McEntee, to authorize the King Philip Regional School Committee to participate in the Plymouth County OPEB Trust Program (PCOT), as outlined in Mr. Azer's memorandum dated November 2, 2017 as follows:**

A VOTE OF THE SCHOOL COMMITTEE OF THE KING PHILIP REGIONAL SCHOOL DISTRICT AUTHORIZING PARTICIPATION IN THE PLYMOUTH COUNTY OPEB TRUST PROGRAM (PCOT) WHEREAS the King Philip Regional School District (the "District") has accepted the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 218, Section 15 of the Acts of 2016; and WHEREAS Plymouth County sponsors the Plymouth County OPEB Trust Program (PCOT); and WHEREAS the District is eligible to participate in PCOT, a program designed to fund post-employment benefits for its employees as specified in the District's policies and/or applicable collective bargaining agreements; and WHEREAS it is determined to be in the best interest of the District to adopt the Public Agencies Post-Retirement Health Care Plan Trust (the "OPEB Fund"), a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the relevant statutory provisions of the Commonwealth of Massachusetts; and WHEREAS the assets of the OPEB Fund shall be invested in accordance with the prudent investor rule under the provisions of Chapter 203C of the Massachusetts General Laws; and WHEREAS the District's adoption and operation of the OPEB Fund has no effect on any current or former employee's entitlement to post-employment benefits; and WHEREAS the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the OPEB Fund; and WHEREAS the District's funding of the OPEB Fund does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and WHEREAS the District reserves the right to make contributions, if any, to the OPEB Fund. NOW THEREFORE, BE IT RESOLVED THAT:

1. The School Committee of the King Philip Regional School District (the “Committee”) hereby approves participating in the Plymouth County OPEB Trust Program (PCOT); and
2. The Committee hereby adopts the Public Agencies Post-Retirement Health Care Plan Trust, including the Public Agencies Post-Retirement Health Care Plan, effective November 6, 2017; and
3. The Committee hereby appoints the Treasurer or his/her successor or his/her designee as the District’s Plan Administrator for the Trust. The Plan Administrator shall act on behalf of the District in all matters relating to the District’s participation in the OPEB Fund, including, but not limited to, authorizing the investment of assets in PCOT’s investment pool, providing directions to the Trustee and/or the Trust Administrator, and authorizing contributions and disbursements from the District’s trust assets; and
4. The Committee hereby appoints the PCOT Investment Committee for the oversight of investments; and
5. The District’s Plan Administrator is hereby authorized to execute the legal and administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District’s participation in the OPEB Fund and to maintain compliance of any relevant regulations issued or as may be issued.

SIGNED, FOR THE KING PHILIP REGIONAL SCHOOL COMMITTEE:

 Pat Francomano, Chair

I, Lisa Witkus, the Secretary of the School Committee of the King Philip Regional School District, hereby certifies that the above foregoing vote was duly and regularly adopted by said District at a regular meeting thereof held on November 6, 2017, and passed by a _____ vote of said Committee. IN WITNESS WHEREOF I have hereunto set my hand and seal this _____, 2017.

 Lisa Witkus, Secretary of the School Committee

✚ **Motion Carried. All in favor. Yes (8); No (0).**

KP Website: Mr. Bois

Mr. Bois gave a “live” presentation on the new King Philip website which was designed based upon feedback by the entire faculty and staff who participated in a survey with the end result being this website. A positive comment about this website according to Mr. Bois is that it is simple to navigate, is clean and user friendly. He noted the delay in the launch of the website, but foresees it to be a great success and the teachers are excited about having fully customized teacher pages.

Mr. Bois gave a review of the school committee page in which members may upload a picture and write a biography of themselves for posting on this page.

Discussion ensued on whether the documents posted for the public are searchable. Currently they are not, and the District is working with *OfficeScope* which was the chosen product for this purpose. OfficeScope is working to rectify this situation.

Discussion ensued on what is the district’s commitment to OfficeScope. Currently the District is in the first year of a two-year contract. Mr. Francomano asked if it would be smart to say maybe OfficeScope was a mistake and maybe there is another way of addressing this. Mr. Bois indicated that there were things that the School Committee did like about this product and one of those things was that we were told they were searchable because the first page was. At the time of their presentation, they misled us according to Mr. Francomano and we will plan to revisit OfficeScope in December/January on the status.

The Committee agreed that the new website is terrific. Dr. Zielinski noted that the new website is ADA compliant. Discussion ensued on the District’s Facebook page that Mr. Bois created. Dr. Zielinski also noted that the Community Working Groups – Community Relations has offered to post photos sent in from students, parents and the community, however, the photos will need to be controlled and reviewed by members of the Community Relations Working Group prior to posting for security purposes.

COMMUNICATION:

KP In the News:

- DECA Installation Ceremony will be held on November 9, 2017. The date of the Foreign Language National Honor Society Induction has been changed to December 13, 2017.
- Letter from Department of Labor dated October 10, 2017
- Budget and Finance Subcommittee Minutes dated October 6, 2017

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**Report of Community Advisory Working Groups (CWG) – Quarterly Update: Dr. Zielinski**

Dr. Zielinski presented a memo dated November 1, 2017 which outlined the status for each of the Community Working Groups: Community Relations, Budget and Strategic Planning.

Dr. Gilson the lead administrator on the Strategic Planning Community Working Group explained that as part of this group, a survey team has been formed to collect information from community members as part of the strategic planning process. A survey will be sent out to the King Philip community on November 7, 2017 with a closing date of December 1, 2017. The survey is designed to gather constructive feedback in the areas of budget, technology and curriculum. This survey will run in conjunction with the superintendent search. It is the hope of this survey to provide combined useable data would coincide with what the School Committee has hired MASC to do. Dr. Gilson indicated that she has been working with Glenn Koocher of MASC on this endeavor. In January there will be opportunities for focus groups as part of the superintendent search overseen by MASC.

Discussion ensued and Mrs. Malloy who serves on the CWG indicated that for community members who do not have children in the district, there will be signage placed about the survey in the town libraries and senior centers explaining about the survey. Dr. Gilson reiterated that this would provide a nice opportunity for the public relations group to join in as well. There will also be a teacher survey and a student-friendly survey going out as well. The deadline for these would be in January in order for us have time to evaluate the data that is coming in and look at the respondents from the different demographics.

Discussion ensued that MASC will also be sending out a survey. However, in this survey, there are 2 questions from MASC incorporated asking what are the priorities of what the community wants with regard to the superintendent search.

NEW BUSINESS:**MS 2017/2018 School Improvement Plan: Dr. Gilson:**

Dr. Gilson presented 2017/2018 School Improvement Plan and gave an overview of the Strategic Goals 1-5:

Strategic Objective #1: Staff will support student engagement in effective and rigorous standards based units of instruction consisting of well-structured units with measurable outcomes. Classroom environments will be safe, motivating, and responsive to students' diverse backgrounds.

Strategic Goal #2: In order to support the professional growth of all of the teachers in the district, the building based administrative team will implement, supervise, and support all staff in their evidence gathering as required by the new DESE Educator Evaluation Model utilizing professional time to unpack all elements of the four standards.

Strategic Goal #3: Staff will support the engagement of students through the building of effective partnerships with families, community organizations, and/or other stakeholders that reinforce the mission of King Philip Middle School.

Strategic Goal #4: Staff will develop and execute effective plans, procedures, routines, and operational safety to address a full range of safety, health, and emotional and social needs.

Strategic Goal #5: The budgeting process will prioritize needs based on projected enrollment, instructional resource needs, school supply needs, and maintenance responsibilities.

BICO Amended Agreement:

Dr. Zielinski distributed a memorandum from Dr. Allardi as Board Chair of Bi-County Collaborative dated October 13, 2017 indicating that the towns of Hopedale and Uxbridge will be added to the membership. Dr. Zielinski explained that the addition of Paragraph D, under Section IX – Procedure and Timeframe for admitting new members.

A Motion was made by Mr. Knott, seconded by Mr. Khan, to approve the amendment to the Bi-County Collaborative Agreement. All in favor. Motion carried (Yes-8; No-0),

Mrs. McEntee noted that the travel time for transportation to/from BICO be within the hour.

Budget Calendar for FY19

Mr. Azer presented the FY19 Budget calendar. He explained that he intends to put forward a best practice budget process. The Curriculum Team Leaders will not be meeting with Finance Committee just the Admin Team this year. Post meetings. He intends to present a level service budget adding in inflation and any contractual obligations. He does not recommend that when the administration meets with the committee if the budget is unbalanced that budget cuts are not presented in January because it creates challenges.

Discussion ensued about the June 4, 2018 school committee meeting as there is a potential conflict with the Plainville and Wrentham town meetings also being held on that date. Mr. Francomano suggested keeping the June 4, 2018 meeting, but to add another meeting on Tuesday, May 29, 2018, if needed, as a regular school committee meeting.

UNFINISHED BUSINESS:

FY18 BUDGET UPDATE: IMPACT OF BUDGET CUTS – Mr. Azer:

Mr. Azer presented the Impacts of FY18 Budget Reductions to the School Committee in a *PowerPoint* presentation, which included an update on the E&D account and that certification is expected any day from the Department of Revenue. Mr. Azer explained that the district needs to postpone certain expenditures until E&D is certified and the budget can be increased in the amount of \$300,000. The impact of which reduces amount of reserve funds available in case of unanticipated needs.

Page 6, Discussion ensued on the part-time nurse needed in order to comply with the state-mandated SBIRT initiative (screening, brief intervention and referral to treatment.) Dr. Zielinski explained that there has been work done on SBIRT prior to the 9/1 survey. Currently, we do not have sufficient nursing staff and the impact is that we are in non-compliance with unfunded state mandate. Dr. Zielinski noted that approval from the state was denied for field trips because we did not meet the ratio. Mrs. McEntee noted that for next year, the district will need to take a deep dive into and LPN vs an RN.

Page 8, the Athletics & Music fees was addressed. Discussion followed that Athletic fees at KP are at least 50% higher than other leagues in the Hockomock. Private music lessons as a requirement for Honors credit were removed from curriculum, therefore, students can pay out of pocket if they choose to participate in lessons. Likewise, the requirement for DECA students to attend states and international competition was removed from the curriculum, therefore, students who qualify to attend these events have to pay for them themselves or fundraise.

On page 9, conferences and workshops, provisions in IECS not funded in the amount of \$24,000. Mr. Francomano noted that the School Committee never voted on conferences & workshops amount of \$24,000 be eliminated. Mr. Azer said that if the committee voted the final budget, then the committee voted on this. This item will need to be looked at further.

Late Communications:

In an email dated November 4, 2017, Mr. McGovern, Chair of Wrentham Board of Selectmen, notified the School Committee that a Joint Meeting of the 3 town finance committees, selectmen and town administrators will take place on Tuesday, November 28th at 7pm in the Board of Selectmen meeting room at the Norfolk Town Hall. Mr. Francomano said that within this email there is a letter with specific requests of what the towns want to see and the format in which they want it in. In this email, Mr. McGovern transmitted two documents to be used as a guide for this meeting which will be conducted in 2 parts. The first part relates to the projection of available funding for FY19 assessments and the second part will be to discuss six recommendations that have been developed and Mr. McGovern has asked that the district be prepared to provide at this meeting.

Discussion ensued regarding the letter from the towns in which they have asked for 6 recommendations. Mr. Azer was present at this meeting on October 11. The recommendations are as follows:

1. A simplified budget template (provided as a separate document). Mr. Azer indicated that the line items will require a little bit of work but it will be done to put into these formatted line items.
2. Special Education budget vs. actual slide. Discussion ensued if the towns get the same information or get the same expectation from the town's budgets. Dr. Zielinski will inquire if there is a breakdown from the local towns.
3. Follow on to special education slide. This needs additional clarification.
4. Detailed revised presentation for FY18. This has been completed by Mr. Azer.
5. Detailed presentation of how certified E&D will be applied to FY18 operating budget and what the intent may be for FY19. Mr. Azer can provide this information.
6. Review of all revenue accounts that are generated aside from town assessment. Mr. Azer is currently working on this item.

Mr. Azer would like to know what is the intended use of this information. Mr. Francomano explained that in the past, the finance subcommittee has invited the towns to discuss budget and there was a joint meeting last year in Plainville. The conversation is occurring earlier this year. The towns have indicated a 3% on the assessment and this is certainly going to be a challenge.

Mr. Francomano indicated that the meeting on November 28th will be a school committee meeting with a quorum and we have been invited by the 3 towns. At the November 20th school committee meeting, we will place this as an agenda item to discuss what types of addition do we need from the 3 towns and what clarifications do we need in terms of marching orders.

UNFINISHED BUSINESS:

Superintendent Search:

Mr. Francomano indicated that either Mr. Hardy or Mr. Koocher will be at the School Committee meeting on November 20. Mr. Francomano provided the committee with copies of the 2016 MASS salary survey which is the most recent data that is available. One document shows all districts and one document is a breakdown of salary and benefits. If more recent data is needed then we will need to contact those districts directly.

Mrs. McEntee asked if Mr. Hardy is moving forward on the focus groups. Mr. Francomano will contact MASC tomorrow to discuss the status of the focus groups for the superintendent search. This item will be tabled until November 20, 2017.

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

- ❖ Norfolk School Committee Representative: None
- ❖ Plainville School Committee Representative: Mrs. McEntee
Discussion was held on the following topics: Overview of MCAS, reviewed school committee goals, public relations goals, reviewed the BICO contract and reviewed the MASC resolutions. Voted on a budget timeline.
- ❖ Wrentham School Committee Representative: Mrs. DeStefano
Discussion was held on the following topics: MCAS results, parent meeting on the new standard based report cards, full-day kindergarten in which enrollment is up, Dr. Cameron presented at the MASC conference on the diverse needs of the district.
- ❖ HS Student Council Report: Miss Linde submitted her report on the HS Student Council events.

LATE COMMUNICATIONS

REPORTS OF SPECIAL COMMITTEES

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

PUBLIC COMMENT

ADJOURNMENT INTO EXECUTIVE SESSION:

- ✚ A Motion was made by Mr. Gee, seconded by Mrs. McEntee, to adjourn into Executive Session at 9:40pm to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental

effect on the bargaining or litigation position of the public body and the chair so declares; and to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. All in favor: Yes (8); No (0) Motion carried.

ADJOURNMENT:

- ✚ A Motion was made by Mrs. McEntee, seconded by Mr. Gee, to adjourn at 10:00pm and not to reconvene in open session except for the purpose of adjournment. All in favor by roll call vote. Motion carried: Yes (8); No (0).

Respectfully submitted,

*Lisa Barrett Witkus
Secretary to the School Committee*

List of documents presented to the School Committee on November 6, 2017:

- October 16, 2017 draft minutes
- Appointments, Retirements, Resignations, etc.
- October 16, 2017 draft Executive Session Minutes
- KP In The News
- Letter from Department of Labor dated October 10, 2017
- Budget & Finance Subcommittee Minutes dated October 6, 2017
- Report of Community Advisory Working Groups –Update
- FY 18 Budget Update: Mr. Azer
- Impact of FY18 Budget Cuts
- Acceptance of Donation: Michael Griffin
- OPEB/PCOT Trust: Public Agency Retirement Services (PARS)
- FY19 Budget Calendar
- MS School Improvement Plan: Dr. Gilson
- BICO Amended Agreement
- HS Student Council Report: Miss Linde