

King Philip Regional School Committee Meeting

King Philip Regional High School – Library

September 14, 2020 – 7PM

Minutes

Mr. Gee opened the meeting at 7PM.

ROLL CALL OF COMMITTEE MEMBERS

Members Present:

Norfolk:	Michael Gee, Jim Lehan, Sarah Ward
Plainville:	Bruce Cates
Wrentham:	Erin DeStefano, Jim Killion, Trevor Knott

Members Absent:

Norfolk:	Samad Khan
Plainville:	Michele Sharpe
Wrentham:	Present

Visitors:

Mr. Zinni, Dr. Gilson, Mr. Azer

This meeting is being recorded by Wrentham Cable 8 and NorthTV.

PUBLIC COMMENT:

Mr. Gee read into the Minutes the Public Comment Procedure, as follows:

As the School Committee is transitioning to in-person meetings, Public Comment will be accepted by the current process as outlined below:

Public Comments can be addressed to the School Committee via an email to Superintendent Paul Zinni at zinnip@kingphilip.org. Please designate "Public Comment" in the subject line. Additionally, people wishing to have a comment read must include their full name and address in the body of the email. Ten minutes at the beginning of each public meeting will be set aside for public comment. Emails will be read aloud by the Superintendent in the order in which they have been received, until the ten-minute period has concluded. The period for real-time email submission will be closed once the meeting officially begins.


No emails were received by Mr. Zinni.

For those attending the meeting in person and wish to speak during the Public Comment period, please sign in at the Librarian's Desk and complete the Public Comment Form prior to the start of the meeting and hand it to Mrs. Witkus, School Committee Secretary.

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 requests, in which event the item will be considered in its normal sequence:*

APPROVAL OF MINUTES:

-  A Motion was made by Mr. Killion, seconded by Mr. Lehan, to approve the Minutes dated August 12, 2020, August 24, 2020, and September 1, 2020, as presented. All in favor. Yes (6); No (0), Abstain (1) – Mr. Knott. Motion carried.

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers were distributed and signed at the meeting.

COMMUNICATION:

None

AGENDA

APPROVAL OF EXECUTIVE SESSION MINUTES:

✦ A Motion was made by Mr. Cates, seconded by Mrs. DeStefano, to approve and retain the Executive Session Minutes dated August 6, 2020, August 12, 2020, and September 1, 2020. All in favor. Yes (6); No (0), Abstain (1) – Mr. Knott. Motion carried.

DELEGATIONS AND VISITORS

Mr. Zinni, Dr. Gilson, Mr. Azer

COMMUNICATION:

None

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT

District Reopening Plan Update:

- **Overview:** Mr. Zinni provided an overview of the District's reopening plan. On Wednesday, September 16, students will be returning to learning with the majority of students working from a remote location. The staff has been working on professional development for the last 10 days and are ready to greet our students. Virtual open houses have been held and the administration has received positive feedback from the parents, students, and community members. During the MS open house, there were team presentations and the administration answered questions, followed by Specialty Staff talking about their expectations for the year. This has been chronicled on the KP Website.
- **Technology:** The administration and staff members have been distributing technology devices to families. Over 750 devices in the district were distributed and with the assistance of a Technology Grant, discussed at a previous meeting, each student will receive a Chromebook that will be theirs to use.
- **Distribution of Materials:** Mr. Zinni gave a huge thank you to administrators in both buildings, the technology staff and teacher assistants, and many others, for their assistance with the distribution of the materials and books to students, in which over 2000 packages between the HS and the MS were distributed for a successful team effort.
- **Food Services:** The District received good news from the Federal Government re the Food Distribution Plan. Mr. Zinni extended a thank you to the YMCA for distributing care packages and food to families in need. The school department will be taking over distribution so that this program can now continue through December 31 or until the food runs out. We can continue to distribute food to any family that needs it twice a week for breakfast and lunch. The school department will be reimbursed for meals, in the same way as if they were purchased meals. These funds will assist the Food Services Department revenue to maintain the program.
- **Covid-19 Testing for Staff:** Mr. Zinni thanked Ms. Dot Pearl, Wellness Director, who deals with the social emotional issues, food distribution, staff wellness, and making sure that all families who need assistance receive services. In a memorandum dated September 8, 2020, Ms. Pearl outlined how Covid-19 testing would be available to staff members on a voluntary basis on two separate dates. The testing will cost approximately \$70 per test and will be paid for by the district. On September 10, approximately 60 staff members were tested. The second round of testing will be held on October 13 just prior to beginning the hybrid model on October 15. Mr. Zinni explained that the District is trying to find any way possible to help families and staff feel comfortable returning to school and keeping everyone safe. Discussion ensued on why this was done on a voluntary basis vs. a mandatory basis. Mr. Zinni explained that testing is not mandated by the government at this time and HIPPA laws needs to be followed.
- Mr. Zinni reviewed other safety measures the District is following. Some of which are face masks being required, and face shields have been purchased for each staff member as a level of additional protection. Specially made three-sided plexiglass desk top barriers have been purchased for teacher and staff desks. Other safety measures have been taken to keep everyone safe.

Review of Logistics:

Discussion ensued on what else needs to be tracked and monitored to reopen in hybrid in October, weekly monitoring of local cases; CDC and DESE guidelines are being followed as well as the Board of Health recommendations. Lunch services were reviewed, signage that is on order for direction for passing in the halls at the HS. With regard to transportation, final bus routes are still being worked on. It is anticipated that more parents will be driving their students. Social distancing needs to be maintained. Staff members will be on duty to keep everything more manageable.

Mr. Zinni indicated that he has been working with the elementary and other superintendents within the Hockomock League and college level communities and reviewing direction from the DESE and/or keep remote based upon the data.

LATE COMMUNICATION (Taken out of Order):

Mr. Zinni distributed a letter from the DESE Commissioner dated September 14, 2020 that was addressed to School Committee members that provided an overview of the color-coded health matrix. Discussion followed on what is the District's responsibility if there is a positive case of COVID-19 of a student or staff member. Mr. Zinni reviewed the procedure outlined by the CDC and DESE guidelines, including contact tracing and quarantine procedure.

Mr. Zinni noted that DESE has provided samples of letters to be sent to families depending on circumstances and proximity of the contact tracing guidelines. The District would not close for one case; however, there would be a mobile unit set up with instructions on when to close the building based on numbers and data based upon CDC and DESE guidelines.

Reports of the Superintendent (Continued):

Professional Development:

Mr. Zinni introduced Dr. Gilson, Assistant Superintendent, who, he explained, did an extraordinary job putting together 10 full days of professional development (PD) for all staff members. During the training they utilized all the tools they will use in the virtual environment, so that the staff could maximize their skills in remote learning as they also learned about each topic.

- Dr. Gilson provided an overview of the structure of 10 PD days. She explained how the process started with a survey to staff looking at curriculum compacting, technology tools to enhance and enrich learning environments. (video conferencing platform) Zoom, whiteboard, breakout rooms; materials and resource development to support instruction to keep things in a consistent pattern.
- Trauma informed teaching during a Pandemic was introduced by the school psychologists and school adjustment counselors, using techniques to support students and bring about increased awareness, strategies, and resources available.
- Checking in with students utilizing Google Forms, assessment strategies and how to use the technology to help teachers with this. Dr. Gilson reviewed, what are the *norms* that we are going to establish for remote learning to get to know students when they are not in their physical space.
- 12 different modules State Mandated Trainings for staff members.
- Differentiated sessions for all learners and needs (FM systems and adaptive technologies for auditory learning).
- Guidance department, all 19 counselors became certified in the remote delivery of adolescent mental health services. Let students know that they could be successful in a virtual learning classroom experience and achieve academic success.
- Potential assessments and categories were discussed and included (summative, formative, class engagement activities)
- Teacher assistant training to enhance their ability to communicate with all students.
- Dr. Gilson provided a daily email to all staff members that included the links of the training for each day, the consistency and expectations, and thanked all the teachers who invested in the training pieces and the professional development.

Discussion was held on whether there was a play book put together for this and how it all came together. Dr. Gilson explained that she is on the assistant superintendent listserv and has spoken with elementary districts curriculum leaders. She said the play book is to know what your technology platforms are, how do we teach kids to be successful and interactive. She explained that her doctoral thesis was on, Thinking and learning with technology, and we could use the same model again by just looking at the structure again. The School Committee thanked Dr. Gilson for an excellent and informative presentation and for all her time and effort toward preparing the PD program.

Discussion ensued on what will the District be doing about substitute teachers and is there an anticipated need. Mr. Zinni indicated that in some cases utilizing teacher assistants, based upon the signed memorandum of agreement with the KPTA, hiring additional teacher assistants and substitute teachers.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Acceptable Use Technology Permission Form:

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Mr. Zinni presented the Acceptable Use Technology Permission Form to the School Committee for their information. He indicated that all families received a paper copy along with Handbook Addendum as well as an online version. Families are expected to log on and turn in their completed, signed forms.

20/21 Calendar Revision- Option 7:

Mr. Zinni presented a revised – Option 7 – 20/21 School Year Calendar for acceptance and approval by the School Committee. It was noted that the date of November 18 will be a half-day of Professional Development. The changes to this calendar are that all PD days will be on Wednesdays from October to June while in the remote/hybrid phase and this will have no impact on transportation or other schedules.

- ✚ **A Motion was made by Mr. Cates, seconded by Mrs. DeStefano, to approve the 20/21 Option 7 Calendar Revisions, as presented, and to include November 18 as a half-day of Professional Development. All in favor: Yes (7); No (0); Abstain (0). Motion carried.**

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

- Ms. Ward: Norfolk School Committee – Donation to purchase diverse books; renewed partnerships with local non-profit organizations (Norfolk Lions and Norfolk Community Television); adopted a new digital dismissal system; MOA to renew teacher contracts.
- Ms. Sharpe: Plainville School Committee – None.
- Mrs. DeStefano: Wrentham School Committee: 1st day of school in Wrentham; update on Professional Development; Channel 4 interview with Dr. Cameron.

Comments from Individual Committee Members:

Mr. Knott asked for a Budget Update. Mr. Azer reviewed the status of the budget as it pertains to state funding. There are a lot of variables currently on circuit breaker and transportation funding. An update will be provided on FY20 as well as the current year projection at an upcoming meeting as information becomes available from the state.

On behalf of families within the District feeling overwhelmed by the amount of emails and information that is being sent by the District (MS and HS), Mr. Cates asked that the subject matter of emails sent to families be clearly defined and identified in the subject line. This would allow students and families to easily ascertain the emails that pertain to them. Mr. Zinni will share this request with the administration and asked that if there are concerns to have parents contact either himself or the administration directly to address it in a timely manner.

HS Building Walk-through:

The next meeting of the School Committee will be held on Monday, October 5 at 7pm. The building walk-through will start at 6PM and members will meet in the HS Library, prior to the school committee meeting.

Discussion ensued on the advantages of meeting remotely to allow the community to become more engaged and accessible. Further discussion was held on public comment and public participation. The next meeting will be an in-person meeting on October 5, 2020.

Regarding public comment, Mr. Zinni referred to the School Committee policy, which is based on recommendations from our counsel and MASC. The policy sets aside Public Comment time at the beginning of our regular public meetings, versus ongoing interaction with the audience. He continued that committee members can refer to or weigh in on points raised in Public Comment during the meeting itself. There is a difference between public comment and a Public Hearing, which is a type of meeting that is set up for the purpose of soliciting input from the public. The Committee will discuss this further at a future meeting.

ADJOURNMENT:

- ✚ **At 9PM, a Motion was made by Mr. Cates, seconded by Mrs. DeStefano, to adjourn. All in favor: Yes (7); No (0); Abstain (0). Motion carried.**

Respectfully submitted,

Elisa B. Witkus

School Committee Secretary

Documents Presented on 9/14/20:

Draft Minutes dated: August 12, 2020, August 24, 2020 and September 1, 2020

Draft Executive Minutes dated: August 6, 2020, August 12, 2020 and September 1, 2020

Covid-19 testing for staff Memorandum

Acceptable use Technology Permission Form

20/21 Calendar Revision