

**School Committee Meeting**  
**Tuesday, September 3, 2019 - Approved**  
**King Philip Regional High School – Library**  
**201 Franklin Street, Wrentham, MA 02093**

**OPENING OF MEETING:**

Mr. Gee, Chair, opened the meeting at 7:05pm.

**ROLL CALL OF COMMITTEE MEMBERS**

**Members Present:**

Norfolk:	Michael Gee, Jeff Curry
Plainville:	Amy Abrams, Samad Khan, Bruce Cates
Wrentham:	Erin DeStefano, Trevor Knott

**Members Absent:**

Norfolk:	Ken Dow
Plainville:	Present
Wrentham:	Jim Killion (arrived at 7:27pm)

**PUBLIC SPEAK**

Mr. Gee reviewed the updated procedure on Public Participation revised by the School Committee on August 5, 2019 and read it into the Minutes in its entirety.

**File: BEDH**

*PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS*

*All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.*

*The School Committee desires members of the King Philip Regional School community to attend its meetings so that they may become better acquainted with the operations and the programs of the King Philip Regional School District. In addition, the Committee would like the opportunity to hear the wishes and ideas of members of the King Philip Regional School community on matters within the scope of their authority. These matters include the budget for the King Philip Regional School District, the performance of the Superintendent, and the educational goals and policies of the King Philip Regional School District.*

*In order that all members of the King Philip Regional School community who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted consistent with state and federal free speech laws:*

- 1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives who have signed up to speak will be invited to address the Committee during its 15-minute public comment period, which shall be known as Public Speak.*
- 2. All speakers are encouraged to present their remarks in a respectful manner.*
- 3. Speakers must begin their remarks by stating their name, town or city of residence, and affiliation. All remarks will be addressed through the Chair of the meeting.*

4. *Public Speak shall concern items that are not on the School Committee's agenda, but which are within the scope of the School Committee's authority. Therefore, any comments involving staff members or students must concern the educational goals, policies, or budget of the King Philip Regional School District, or the performance of the Superintendent.*
5. *Assuming that four (4) or fewer speakers sign up to engage in public comment, each speaker will be allowed three (3) minutes each to present their material. If five (5) or more speakers sign up to engage in public comment, then each speaker will be allowed two (2) minutes each to present their material. No more than six (6) speakers will be accommodated at any individual meeting.*
6. *Large groups addressing the same topic are encouraged to consolidate their remarks and/ or select a spokesperson to comment at Public Speak.*
7. *Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted. However, speakers who require reasonable accommodations on the basis of a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material. Speakers must notify the School Committee by telephone or email at least 48 hours in advance of the meeting if they wish to request an extension of time for one of these reasons.*
8. *The Chair reserves the right to terminate speech which is not Constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct, comments that were found by a court of law to be defamatory, and/ or sexually explicit comments made to appeal to prurient interests. Verbal comments will also be curtailed once they exceed the time limits outlined in paragraphs 5 and 7 of this policy and/ or to the extent they exceed the scope of the School Committee's authority.*
9. *King Philip Regional School District Disclaimer: Public Speak is not a time for debate or response to comments by the School Committee. Comments made at Public Speak do not reflect the views or the positions of the School Committee. Because of constitutional free speech principles, the School Committee does not have the authority to prevent all speech that may be upsetting and/ or offensive at Public Speak.*

Anyone interested in making a statement during the public comment period is asked to complete an information card available on the librarian's desk and hand it to Mrs. Lisa Witkus, School Committee Secretary.

Discussion ensued on the title of Public Speak and if there are other suggestions for another title. This topic will be discussed at the next school committee meeting in September. Mr. Zinni will obtain a legal opinion on this prior to the next meeting. Discussion ensued on the Open Meeting Law for school committee meetings and interaction with the public. Mr. Zinni also noted that the school committee conducts public hearings during the year, such as the budget, in order to obtain input from the community and these are built in deliberately into the agenda ahead of time.

The Chair announced that this Meeting is being televised by Wrentham Cable and provided details about how to access school committee documents on the King Philip Website at: [Kingphilip.org](http://Kingphilip.org)

## 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. Knott seconded by Mrs. Abrams to approve the Minutes of July 30, 2019, as presented. All in favor: Yes (7); No (0). Abstentions: Mrs. DeStefano, Mr. Curry and Mr. Khan. Motion carried.

Mr. Gee asked that members who abstained from the Retreat minutes to familiarize themselves with these items as they will be referred to over the course of the year.

- ✚ A Motion was made by Mrs. Abrams, seconded by Mr. Khan, to approve the Minutes of August 5, 2019, as presented. All in favor: Yes (7); No (0). Abstentions: Mrs. DeStefano, Mr. Curry and Mr. Knott. Motion carried.

### PAYMENT OF BILLS, FINANCIAL REPORT:

Warrants/Budget Report/Budget Transfers

### COMMUNICATION:

Appointments, Resignations, Retirements, etc.

## AGENDA

### APPROVAL OF MINUTES:

None

### DELEGATIONS AND VISITORS

Mr. Zinni, Dr. Gilson, Mr. Azer

### COMMUNICATION:

- **HS & MS Student Council Report:** Miss Linde read her report. Mrs. Snead is the new student council advisor.
- Dr. Gilson gave an update on the MS student council report. She noted that the MS Custodians did an amazing job with the movement around the building; the new building set up makes the students feel comfortable in the school setting and after-school activities will be rolled out. Dr. Gilson mentioned that a new MS yearbook advisor will be appointed for the 2019/2020 school year.
- **Public Participation Policy File BEDH: Updated 8/5/19**
- **U.S. News & World Report**  
Mr. Zinni noted that King Philip Regional High School ranked 89.58 out of 100%, and ranks in the top 20% of high schools in MA, with an overall rank in the top 10% in the country. The reports indicates that KP students are very well prepared with a college readiness index rank of 1,035 out of 17,245.

(Mr. Killion arrived at 7:27pm)

- **Letter from Jerry P. McDermott, Sheriff, Norfolk County, 8/27/19**  
In a letter dated August 27, 2019, Norfolk County Sheriff McDermott seeking a representative from the school committee to be part of the Sheriff's Task Force on Juvenile Substance Abuse and Mental Health. Mr. Gee sent an email to the 3 other chairs of the local districts to see how they are going to proceed. Mrs. Abrams indicated that Plainville has appointed a representative and Mrs. DeStefano indicated that Wrentham has also appointed a representative. Mr. Gee asked for a volunteer from the King Philip Regional School Committee.

Mr. Zinni indicated that superintendents were not copied on this initiative and it is comprised of school committee members. Mrs. DeStefano indicated that she would be willing to participate, with Mr. Cates as backup. Mr. Zinni will assist along with Ms. Pearl, Wellness Coordinator and Mr. Lewis, HS Assistant Principal.

- ✚ **A Motion was made by Mrs. Abrams, seconded by Mr. Killion, to appoint Mrs. DeStefano as the King Philip Regional School Committee's representative to the Norfolk Sheriff's Task Force. All in favor. Yes (8); No (0). Motion carried.**

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

### **DESE Correspondence 8/21/19: Significant Disproportionality in Special Education**

Mr. Zinni reported that DESE has made it their priority to increase educational access and equity for students, especially those with disabilities. This priority necessitated identification of significant disproportionality in special education. DESE is required to analyze this data and report to the federal office of special education programs under the IDEA. Mr. Zinni noted that King Philip has not identified significant disproportionality by race or ethnicity in special education identification, placement or discipline. Mr. Zinni noted that the 4 districts participated together (a total of 24 members) who looked at the issues of equity to address this matter. King Philip does not have this issue.

### **Opening Day Update:**

Mr. Zinni gave an overview of opening day and noted that over the summer the District Office staff on-boarded approximately 40 new staff members, based upon the funding from the towns for new positions, resignations, etc. The new staff orientation and mentor training were held on August 27 and 28, with both days being full-day workshops. Dr. Gilson is working very closely with the mentor committee. Mr. Zinni read a few words from "The Important Book."

Mr. Zinni indicated that today was the first day for staff. Mr. Gee gave an opening welcome commentary to the staff orientation. Mr. Gentili, KPTA President also gave an opening message to all of the staff. Mr. Zinni, along with the administration, thanked the custodians, central office staff members and secretaries for their work over the summer to get schools up and running today. To set the stage for the new year, Mr. Zinni read, "The Blueberry Story," written by Jamie Vallmer. Attorney Michael Joyce spoke to staff re 504 and confidentiality and there was a technology training period on new technology in place for this school year on Infinite Campus which is replacing Ipass.

### **Appointments, Resignations, etc.**

In a memorandum dated September 3, 2019, Mr. Zinni presented a list of new staff, resignations, coaching appointments and stipend positions. Discussion ensued on the role of the Team Chairs and the District Team Chair. Mr. Zinni explained that each of these roles manage a different level of evaluation of special education teachers. The District Team Chair also coordinates with the elementary schools and their elementary team meetings for students who transition to the Middle School.

Discussion ensued on the stipends for department heads and for curriculum team leaders. Mr. Zinni explained that a department head stipend is based on the number of staff in the specific department and the number of evaluations that they are responsible for. Discussion followed.

Mrs. Abrams asked for a summary of what the role is for a department head and a curriculum team leader and what they do that is beyond their daily activities.

Mr. Azer noted that curriculum team leaders do the department budgets, collect information from their departments, and manage the purchase orders for their departments as well as other duties.

Mr. Killion asked that an updated list of coaches be provided for each season when the coaches are appointed.

## **UNFINISHED BUSINESS:**

### **MASC Voting Delegate (and alternate):**

Following discussion, Mr. Gee, Mrs. Abrams, Mr. Killion and possibly Mr. Khan will be attending the annual MASC/MASS Joint Conference in November 2019. Following discussion it was decided to appoint Mr. Killion as the MASC voting delegate.

- ✦ **A Motion was made by Mr. Cates, seconded by Mr. Curry, to appoint Mr. Killion as the 2019 voting delegate and Mr. Khan as the alternate voting delegate representing the King Philip Regional School Committee at the annual meeting of the MASC/MASS Joint Conference in November 2019. All in favor: Yes (8); No (0). Motion carried.**

### **School Committee Building Walk-throughs:**

Mr. Zinni noted that all of the inspections for the opening of school have occurred at the both the MS and the HS and the buildings are ready to open. There seemed to be a number of conflicts for school committee members to attend the previously scheduled building walkthroughs on August 26. The MS invited the community and they held an evening walk through on August 26 and many parents and students arrived for a tour of the building. Mr. Zinni said that it turned into a very nice evening from that perspective that became a welcomed student event.

Mr. Gee ensued discussion about having an annual building walk through or doing something different. He indicated that while there is no requirement to have one, it became more of a tradition when the renovations were being done by the building committee around 2006. Mr. Gee asked that the members of the School Committee consider what they would like to do when they set next year's calendar. Mr. Curry indicated that Norfolk had a walkthrough on August 20. None were held for Wrentham or Plainville.

### **Student Handbook Update:**

Mr. Zinni gave an update on the District Student Handbook in that the assistant principals would be working this year as a committee to review the remainder of the handbook to make one concise document. He noted that Attorney Joyce has vetted the language changes on the dress code to make it legally appropriate and more gender neutral. Regarding the religious beliefs Attorney Joyce has provided revised language that will be added to the attendance section of the handbook. The handbook was approved pending these changes at the August 5, 2019 school committee meeting.

Mr. Gee read the previous motion from August 5, 2019 into the Minutes as follows:

- ✦ **A Motion was made by Mrs. Abrams, seconded by Mr. Khan, to approve the 2019/2020 District Student Handbook, and to waive the 2<sup>nd</sup> reading, with the pending the anticipated changes to dress code and religious observances/homework, eliminate student section, with the caveat that the school attorney update and vet the dress code and homework policy before the handbook is published. Yes (6); No (0). Motion carried. All in favor.**

There were no comments and the previous motion carried according to Mr. Gee.

### **NEW BUSINESS:**

#### **Infinite Campus Rollout:**

Mr. Zinni gave an update in *Infinite Campus*, the new student data system. Ipass ended on June 30 and the *Infinite Campus* product was chosen and rolled out this summer. Mr. Bois, along with Dr. Gilson, Dr. Mobley and Ms. Kreuzer, worked on student schedules day and night to ensure a smooth transition for staff and students.

#### **Summer Work & School Readiness Review:**

This topic was covered under building walkthroughs with no further discussion.

#### **Go Fund Me Attorney Review:**

Mr. Zinni provided a review of the GoFundMe page in which the presenting issue was whether an individual school employee could raise money through this site or does this run afoul of the state's conflict of interest law. Attorney Waugh reviewed this matter and provided his legal opinion on this topic. Mr. Zinni will be sharing this with staff. He indicated that the Ethics training for a certificate of compliance is required every 2 years and one of those sections in the training process is around receiving gifts and GoFundMe me types of accounts. If a teacher sets up a GoFundMe page for

someone else's with the best of intentions, if it hits a certain threshold for a specific dollar amount it could be perceived as an ethics violation.

### **Strategic Plan:**

Mr. Zinni gave an overview on how the administrative team met over the summer to produce a district strategic plan that he presented this evening. A full-day was spent on the mission and vision statement. Another two days were spent on the administrative strategies and goals and will be updated each year.

The role of the school committee is to review and comment on the strategic plan as a guide for the next five years. Mr. Knott commended Mr. Zinni that this was very well done. The committee should be involved in the strategic plan goals and the budget.

Mr. Knott asked for clarification of Goal No. 1, Strategy 4: Implement the multi-tiered system of supports and processes for elementary to middle school, middle to high school and high school to career/college to support successful student academic learning. He indicated that he is not seeing changes made to the team environment and leveling, does not see it in any of the strategies, thought to see it in Goal 1. Mr. Zinni said this is embedded in a lot of things, but will come back and add one more strategy to address moving the co-teaching model upward from the MS to the HS. Mr. Knott continued that if these strategies are not more specific, then we are missing an opportunity to be more specific. Mr. Gee agreed. Mr. Zinni how do we implement that accordingly.

Discussion ensued on benchmarking and will these items be sustained.

It was determined that this plan will be considered a first reading. Mr. Zinni indicated that strategic planning continues to evolve. The goals should be broad enough to take us out 5 years, but the strategies will continue to grow and progress. The administrative team will review this each year. Mr. Knott referred to the specificity of initiatives and the 2019/2020 key initiatives should be identified and then pull out the essential goals that have more specificity around it and are measurable.

Mr. Zinni would like to take some more time and have a thoughtful conversation with the administrative team to see if we can capture the essence of what you are asking for and put together another version to present to the school committee at a later date.

The School Committee agreed with the Mission & Vision Statement and Guiding Belief as presented.

**✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Knott, to approve the King Philip Mission & Vision and the Guiding Belief, as presented, and will read each of these at the beginning of each School Committee meeting. All in favor: Yes (8); No (0). Motion carried.**

### **REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Mr. Curry -The chair reads the mission statement and then go into roll call at the beginning of the Norfolk School Committee meetings. Main topics discussed at the last meeting included:  
An update on new students and enrollment; new roof tour; improvements to be made if the budget allowed included countertops in the classroom; and switch out 50-60 sinks for a total of about \$16K.

Mr. Curry read into the Minutes the Norfolk School Committee's Mission & Vision Statement as follows:

#### **Mission Statement**

The Norfolk Public Schools offers a *safe, joyful and challenging learning* environment that meets the needs of our *diverse* students. Through *school, family and community partnerships*, we provide an education that inspires life-long learners and cultivates *caring and productive citizens* of our ever-changing world.

## Vision

Teach. Inspire. Empower. Succeed.

- Plainville School Committee Representative: Mrs. Abrams – Discussion and appointment of the Sheriff's new Task Force and budget items.
- Wrentham School Committee Representative: Mrs. DeStefano – School started today, new bus routes, new staff in place.

## LATE COMMUNICATIONS

## REPORTS OF SPECIAL COMMITTEES

## RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

Mrs. Abrams inquired about the report regarding attendance of School Committee Members that was discussed at the Retreat. Mr. Gee indicated that we can send out to individuals their individual attendance. Mr. Curry suggested that we could discuss setting guidelines and give reports to the Chair. Mr. Gee will agree to do whatever the school committee decides and what the expectations are. Mr. Gee noted that some members serve on 2 committees; it is more efficient when we are all here on a regular basis, but things occur and summer is a challenge. We can make people aware of where they stand. There have been some challenges for a quorum and he reminded members that there is a remote participation policy.

## ADJOURNMENT:

- ✚ **A Motion was made by Mrs. Abrams, seconded by Mr. Cates, to adjourn the School Committee meeting at 9pm. All in favor by roll call vote: Mr. Gee, Mr. Curry, Mr. Killion, Mrs. Abrams, Mr. Khan, Mr. Cates, Mrs. DeStefano, Mr. Knott– Yes (8); No (0). Motion carried.**

*Respectfully submitted,*

*Elisa Barrett Witkus  
Secretary to the School Committee*

## Documents presented on 9/3/19:

Draft Minutes of July 30, 2019  
Draft Minutes of August 5, 2019  
Appointments, Resignations, Retirements, etc.  
HS & MS Student Council Report: Miss Linde  
Public Participation Policy File BEDH: Updated 8/5/19  
*U.S. News & World Report*  
Letter from Jerry P. McDermott, Sheriff, Norfolk County, 8/27/19  
DESE Correspondence 8/21/19: Significant Disproportionality in Special Education  
MASC Voting Delegate (and alternate)  
Student Handbook Update  
*Go Fund Me* Attorney Review  
Strategic Plan