

KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES - Approved
February 6, 2017
King Philip Regional High School – Library

CALL TO ORDER:

Mrs. Martin, Chair called the meeting to order at 7:00PM.

ROLL CALL OF COMMITTEE MEMBERS:

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

The meeting is 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. Francomano, seconded by Mrs. McEntee, to approve Consent Agenda including the Minutes dated January 23, 2017, as presented. All in favor,

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Retirements, Resignations, etc., memorandum dated January 23, 2017.

AGENDA

APPROVAL OF MINUTES

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve and retain the Executive Session Minutes of January 23, 2017 emailed by Mrs. Martin to the School Committee. All in favor.

DELEGATIONS AND VISITORS

Attorney Waugh, Dr. Gilson, Dr. Mobley
Mr. O'Connor, Ms. Cress, Mrs. Carneiro, Ms. Dill

COMMUNICATION:

The Scholastic Art & Writing Awards Presentation: Mrs. Carneiro and Ms. Cress

Mrs. Carneiro, HS Fine Arts Curriculum Team Leader and Ms. Cress, HS Art Teacher, thanked the School Committee, the administration, teachers and families who have supported the arts program. Using various mediums and sizes, the students' pieces of artwork was presented. Mrs. Carneiro explained that Gold Key pieces were judged nationally with 2 pieces in this category being from King Philip. Sierra Corso won Gold Key and Best of Show and was nominated to compete for the American Voices and Visions Medal at the National Level, for the first time ever at King Philip. Sierra explained the vision of her piece. The School Committee extended their congratulations to all winners.

New Business (Taken out of Order):

HS Overnight Field Trips:

Model UN – Mr. O'Connor, Advisor was present.

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve the Model UN overnight field trip to UMass-Amherst from March 10-12, 2017, according to Policy JJH and IJOA, as presented. All in favor.

HS Student Council - Mrs. Dill, Advisor was present.

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve both HS Student Council field trips as presented: MASC Student Council Leadership Conference at the Hyannis Resort & Conference Center from March 8-10, 2017 and the Student Council National Conference in Derry, New Hampshire from June 28-29, 2017, per Policy JJH and IJOA. All in favor.

Late Communications (Taken out of order):

HS Music Overnight Field Trip presented by Mrs. Snead as Mr. Wolloff was not available. Discussion ensued on the on fees.

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve the attendance of the KPRHS students to attend the following winter percussion overnight field trips, according to Policy JJH and IJOA:
 1. WGI Regional in Trumbull, CT on March 3-4, 2017; and
 2. WGI Regional in Robinville, NJ on March 24-26, 2017. All in favor.

Communication:

KP In the News:

- "KP instructor teaching students how to think like artists," *Wicked Local Wrentham*, dated 1/12/17.
- The School Committee congratulated Mr. Michael Keough, MS Band Director and the MS 8th Grade Band for being chosen to participate in the MA Music Educators All-State Conference.
- *CollegeBoard* Notification: King Philip has been named to the 7th annual AP District Honor Roll this year.

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT

None

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

- Norfolk School Committee Representative: Mr. Chalmers - None
- Plainville School Committee Representative: Mrs. McEntee – the last meeting was held on January 24, 2017, discussion was held on a book study, mid-year review on food service and technology and voted on Municipal Organization Act, a decision was made that 5 people will continue sign the warrants following a discussion.
- Wrentham School Committee Representative: Mrs. DeStefano - None
- HS Student Council Representative: Miss Sheehan

KP Cares

KP Cares officially kicked off "Kindness Month" beginning February 1st. KP Cares first act of kindness was showing appreciation for the traffic director by bringing her and iced coffee.

Day 2 of kindness was designated to make appreciation cards for faculty members with the help of National Honors Society's officers and general members.

Leo Club

KP Leo's recently made cards for soldiers at their last general meeting in the Library on Monday, January 30th at 7PM.

Student Council

Student Council recently postponed their annual Talent Show Event to Wednesday, March 29th. This year's Talent Show will also consist of a "Lip Sync Battle" Segment. First, Second, and Third Place Talent Show winners will have the opportunity to compete in Oliver Ames "Talent For a Cause" event. (Last year, one of our own KP Students, Caroline Watson, won first place in the competition at Oliver Ames High School.)

On February 1st, the Executive Board sent off the year of 2016's Book of Excellence. The book of excellence is a chapter book of indicators that represent the details of King Philip Student Council. The book of excellence is judged by the state board at the annual MASC Conference in March at the Hyannis Resort and Conference Center.

Student Government

Senior Class Officers worked in conjunction with the Yearbook Club to host KP's annual "Senior Supper". Senior Supper occurred on Monday, January 30th in the High School Cafeteria. Entry fee was \$5.00 prior, and \$10.00 at the door. Students were served pizza. Several seniors received superlatives such as

- Most Likely to Succeed
- Most Likely to Become President
- Class Couple, Class Clown
- Most Likely to be Offended if they did not receive a Superlative

The Freshman class officers have been selling tickets for the Freshman Semi Formal which will occur on this Friday, February 10th. Tickets are \$15.00. The "causal" dance is Neon themed.

Junior and Senior Class officers have been in the midst of planning Junior and Senior Proms. Both classes have formed planning committees.

Junior Prom: Friday, April 7th

Senior Prom: Friday, June 2nd

UNFINISHED BUSINESS:

FY18 Budget Update:

In a memorandum dated February 3, 2017, Dr. Zielinski presented a list of possible budget reductions that have been placed into four categories:

1. Middle School reductions
2. High School reductions
3. Special Education
4. Other

Dr. Zielinski explained that an increase in health insurance premiums, contractual increases (steps and lanes), and increases in special education have all impacted the budget. The administration team has met to review the budget and listed potential reductions by MS, HS, special education and other reductions based on general information that has been provided and how these reductions will affect the current programming. The administrative team continues to review all cost areas for the FY18 budget and adjustments will be made as we move forward in the budgeting process.

Mr. Francomano indicated that the Finance Subcommittee will continue to meet with the administration and that the subcommittee has not approved any of these potential recommendations. The district is still trying to come to grips with the projections that have been provided. Mr. Francomano found the cuts disturbing and in some cases unacceptable.

The Finance Subcommittee's next meeting will be held on February 10, 2017, and then on February 16, 2017 with the 3 towns. Mr. Francomano suggested moving this meeting to the MS media center for more space. This meeting is open to the public.

Excess & Deficiency Update:

Dr. Zielinski provided the School Committee with correspondence sent to Ms. Mary Jane Handy, Director of Accounts, with the Massachusetts Department of Revenue (MDOR). Dr. Zielinski explained that a prepayment the district made in order to receive a discount is causing our certified E&D balance to be reduced by that amount. This payment was made on 6/27/16 and should have been made on 7/1/16. The MDOR applied a rule that has not been applied in the past. Dr. Zielinski has written an appeal and received a letter back requesting additional information which has been provided to the MDOR. Dr. Zielinski estimates that the District could anticipate a balance on E&D between \$500,000 - \$650,000, if the appeal is approved. She reminded the Committee that this is a lower value than in the past as E&D has been used over the past years to supplement the budget.

School Committee Goal Review:

The School Committee reviewed the approved 2016/2017 school committee goals, key actions and benchmark generation, which are included in their entirety.

2016/2017 School Committee Goals, Key Actions and Benchmark Generation:

<p><u>School Committee Goal #1:</u></p>	<p>Foster a greater sense of community with our three towns both socially and academically by engaging the students and families from the feeder districts and within our own district to encourage a long-term affiliation with King Philip.</p>
<p><u>Key Actions for Goal #1:</u></p>	<ul style="list-style-type: none"> a. Review the last community survey to see what the communities response was, who were the responders, and compose a revised community survey to gather data. b. Set up a subcommittee of school committee members and administration, with representation from each school council, to work together to gather data about the communities degree of affiliation with King Philip. c. Address with the three elementary districts the need to open up communication from King Philip about programs and opportunities that are provided to the district's students. d. Individual members will work toward the promotion of King Philip at various community events that they attend in the community. e. Quarterly King Philip promotional materials will be approved by the School Committee for distribution. The committee will consider creating a stipend for a PR person.
<p><u>Benchmarks for Goal #1:</u></p>	<ul style="list-style-type: none"> a. The subcommittee membership will be established to review current data and create a new community survey to be distributed no later than April 2017. b. The elementary representatives of the KP school committee will create a common message to seek a more open communication stream between KP and their respective communities by September 2016. c. The subcommittee will present to the full committee potential promotional materials as well as a proposal for consideration of a PR stipend by December 2016.
<p><u>School Committee Goal #2:</u></p>	<p>Continually review data and to evaluate programs that affect students, teachers and administrators to ensure continuous growth and learning.</p>
<p><u>Key Actions for Goal #2:</u></p>	<ul style="list-style-type: none"> a. Quarterly review data presented on programs being evaluated for the fiscal year. Use evaluated data to determine budgetary changes to support a change in programs.
<p><u>Benchmarks for Goal #2:</u></p>	<ul style="list-style-type: none"> a. The School Committee will respond to recommendations about programs to be reviewed by the first school committee meeting in October 2016.

	<p>b. Reports will be placed on the school committee agenda by the chair at least every three months, with a discussion at these meetings about the data/information presented.</p>
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School Committee Goal #3:	Continually develop a professional and creative culture that is student centered, focuses on the whole child, and supports students' diverse talents and social, emotional and intellectual needs.
<u>Key Actions for Goal #3:</u>	<p>a. Continue to develop and support staff, administrative and community initiatives which demonstrates the District's willingness to be a state and national education innovator.</p> <p>b. Continue to develop and support high quality, diverse and rigorous program offerings that provide ongoing challenges and opportunities to students throughout their learning careers.</p> <p>c. Foster access to existing programs that support the social/emotional needs of all district students and continue to enhance and develop programs to address those changing needs.</p>
<u>Benchmark for Goal #3:</u>	<p>a. The School Committee will include students and staff who will be highlighted at School Committee meetings at least monthly starting in October 2016.</p> <p>b. Ensure that programs which support student social/emotional growth are considered in the budget process by January 2017.</p> <p>c. The School Committee will take the opportunities to visit the District's programs on invited walkthroughs during the 2016/2017 school year.</p> <p>d. Review the current social/emotional data from the Metro West survey as it pertains to King Philip students at least once a year.</p>
School Committee Goal #4:	Continually evaluate and develop policies, procedures and systems that exemplify transparency, demonstrate fiscal responsibility and foster public confidence in the District's business operations.
<u>Key Actions for Goal #4:</u>	<p>a. Include an executive summary when uploading all financial reports onto the KP website in a timely manner.</p> <p>b. Continue to invite member town administrators, finance committee members and elementary district leadership to all budget discussions and share information on a regular basis.</p>

	<ul style="list-style-type: none"> c. Prepare financial reports for public consumption in a way that is easily digestible for constituents that are not familiar with the budget process. d. Continuing to improve the budgeting process from initial requests through town meeting when seeking approval-work with a “no surprise” attitude. e. Develop, publish and advocate for a rolling strategic five-year plan for capital needs as well as major long-term financial requirements.
<p><u>Benchmarks for Goal #4:</u></p>	<ul style="list-style-type: none"> a. Check website for financial data posting and executive summary on a quarterly basis, beginning in September for Q1. b. Continue to review financial subcommittee meeting minutes on a monthly basis. c. Set calendar for public budget meetings and distribute to member town officials. d. Hold agenda item space for budget review at each School Committee meeting throughout the budget season.

Discussion ensued on Benchmarks for Goal #1: Section a - The subcommittee membership will be established to review current data and create a new community survey to be distributed no later than April 2017.

Discussion ensued that it has become difficult for school committee members to serve on the school committee’s established Community Engagement Subcommittee. This has become part of Dr. Zielinski’s goals and a lot of work has been done on her part. Discussion continued that while Dr. Zielinski cannot be held responsible, should it be eliminated as one her goals or should this become the responsibility of the School Committee because nothing has happened and there have not been any meetings thus far.

Dr. Zielinski mentioned that in relation to her goals, documentation has been prepared for this subcommittee on community engagement. There have been a number of activities that the administration has worked on and in the community and still some things that are planned going forward. A survey has been drafted and there is more that needs to be done at KP and as we go through it maybe in late spring work with different advisory boards to go over the survey and edit it. This would include what is the perception of KP’s strengths and weaknesses to focus on our growth and look at our mission statement as there is work that still needs to be done.

Mrs. Martin asked how do we involve the school committee? Mrs. McEntee noted that as advocates of the school committee, aren’t we already involved.

Mr. Francomano noted that there are 3 benchmarks for the goal; 2 involved the subcommittee. Discussion continued on School Committee goals and District goals and what is specifically achievable by the School Committee.

Discussion turned to Community Engagement, and how the School Committee can work to be sure the Community is being reached and feels engaged. Detective Palladini’s work as well as Dr. Mobley’s Community Conversations were praised. Dr. Zielinski noted that the district will need to survey the Community again as it has been several years since the last survey was done.

Discussion ensued on Benchmarks for Goal #1: Section e: The elementary representatives of the KP school committee will create a common message to seek a more open communication stream between KP and their respective communities by September 2016.

Mrs. McEntee stated that she is advocating for KP at the elementary level.

Discussion ensued on Goal #3, Benchmark a: The School Committee will include students and staff who will be highlighted at School Committee meetings at least monthly starting in October 2016.

The Committee agreed that teachers are understandably very proud of their students and promote them to the school committee.

Discussion ensued on Goal #3, Benchmark b: Ensure that programs which support student social/emotional growth are considered in the budget process by January 2017.

The Committee discussed how these programs are promoted in budget, STEPS, SBIRT opiate epidemic crisis, suicide prevention, and Metro-West survey data. It was suggested to create a link so that parents that access data that is being compiled now. Dr. Gilson mentioned that the District sent out multiple ConnectEd messages about *Screenagers* where almost 400 people attended from the elementary districts and KP families. January was a good time to promote these types of programs and to get word out via media, perhaps on a KP *YouTube* channel.

Discussion continued with Goal #4, Benchmark a: Check website for financial data posting and executive summary on a quarterly basis, beginning in September for Q1.

Mr. Francomano expressed concern that the District is not where it needs to be. Meetings are happening with the towns, but Executive Summaries are not being provided on a regular basis, and the subcommittee is not comfortable with the numbers being provided.

Discussion ensued on the change to the budget schedule, and how that may be affecting the timing of this year's budgeting. Concern was expressed about the possible cuts memo provided by the administration. Mr. Francomano stated that he is not comfortable with the numbers and that Budget and Finance is continuing to drill down the recently provided line item budget.

Dr. Zielinski indicated that a line item budget should be posted by Wednesday but that the numbers are still under review.

Mr. Gee noted that there are large items that are significant

Mr. Francomano noted that we also have an issue with E&D and cannot plan to use it as a budget supplement, as the Committee has in the past. Dr. Zielinski indicated that E&D may be available, once certified, prior to all the special town meetings in the fall. The administration will work with CPAs to get E&D certified quickly.

Superintendent's Successor Contract: To be discussed in Executive Session.

NEW BUSINESS (continued):

Special Education Advisory Committee (Walker's Report):

In a memorandum dated February 2, 2017, Dr. Zielinski updated the School Committee on the status of the Special Education Advisory Committee. The superintendents of the three towns interviewed 3 candidates and selected Dorsey Yearley, Educational Consultant, to facilitate this process.

Mrs. McEntee asked if the makeup of this committee has been solidified. Dr. Zielinski indicated that the Advisory Committee will consist of the 4 superintendents, special education directors, and principals from each of the towns to begin discussions and possibly bring in parents. She noted that first the committee needs to figure out a common philosophy. Mrs. McEntee asked that the meeting minutes be shared with the School Committee.

Mr. Francomano asked if the start of these meetings would be in March and if it is anticipated that there will be monthly meetings. Dr. Zielinski indicated that meetings will be held every 4-6 weeks to facilitate everyone's availability.

Mr. Francomano asked what the ultimate goal of these meetings would be. Dr. Zielinski indicated that a written plan on how we move forward to implement the recommendations from the Walker Report would be produced. Discussion was held on whether it would be in the FY18 or FY19 school year budget.

Healthcare Plan Design:

To be discussed in Executive Session.

LATE COMMUNICATIONS

REPORTS OF SPECIAL COMMITTEES

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

PUBLIC COMMENT

ADJOURNMENT INTO EXECUTIVE SESSION:

A Motion was made at 8:25pm by Mr. Gee, seconded by Mr. Francomano, to adjourn into Executive Session for the following purposes, and to return to open session. All in favor by roll call vote Yes (5); No (0).

1. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. (Unit A – music tutor grievance) (Zielinski contract negotiation).
2. 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. (Unit B contract negotiations).
3. 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. (Units A, B, C D and Cafeteria - Health insurance).

RECONVENEMENT:

The School Committee reconvened to open session at 9:25pm.

Healthcare Plan Design:

- ✚ A Motion was made by Mr. Francomano, seconded by Mr. Gee, to notify each KPTA collective bargaining unit and the retiree group, of the School Committee's intent to vote on whether to implement the process under 32B, Section 21-23. All in favor.

ADJOURNMENT

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to adjourn at 9:30pm. All in favor by roll call vote: Yes (5); No (0).

Respectfully submitted,

*Lisa B. Witkus
Secretary to the School Committee*