

KING PHILIP REGIONAL SCHOOL COMMITTEE  
MINUTES - Approved  
March 20, 2017  
King Philip Regional High School – Media Center

**CALL TO ORDER:**

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

**ROLL CALL OF COMMITTEE MEMBERS:**

Members Present:    Norfolk:    Mike Gee, Noelle Tonelli  
                         Plainville:    Ann-marie Martin, Charlene McEntee, Patrick Francomano  
                         Wrentham:    Lynn Desrochers

Members Absent:    Norfolk:    Jeff Chalmers  
                         Wrentham:    Jim Killion, Erin DeStefano  
                         Plainville:    Present

**VISITORS:**

Dr. Zielinski, Dr. Gilson, Mr. Caliento, Mrs. Reynolds

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](http://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](http://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. Tonelli, to approve Consent Agenda including the Minutes dated February 27, 2017, as presented. All in favor with Mrs. Desrochers abstaining.**
  
- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. Tonelli, to approve the Consent Agenda including the Minutes dated March 6, 2017, as presented. All in favor, with Mrs. McEntee abstaining.**

**PAYMENT OF BILLS, FINANCIAL REPORT**

Warrants/Budget Report/Budget Transfers

**COMMUNICATION**

Appointments, Retirements, Resignations, etc.  
SEPAC Workshop

**AGENDA**

**APPROVAL OF MINUTES**

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to retain and approve the Executive Session Minutes of February 27, 2017, as presented. All in favor with Mrs. Desrochers abstaining.**
- ✚ **A Motion was made by Mr. Francomano, seconded by Mr. Gee, to retain and approve the Executive Session Minutes of March 6, 2017, as presented. All in favor with Mrs. McEntee abstaining.**

Dr. Gilson presented a brief video of the MS choral, directed by Ms. Nelson, HS music teacher, depicting an eloquent spiritual piece. This coincides with grades 6-12 professional development discussion amongst the three towns. She also noted that UMass Band will be visiting from Amherst next week to help with Master classes. They have been invited by Mr. Keough to perform Ben Webster's arrangement piece. Congratulations to Mr. DeWolfe, Ms. Nelson, Mr. Keough, Mr. Wolloff and the band.

**Late Communications: (Taken out of Order):**

**MS Point of Sale System.** Mrs. Reynolds, Cafeteria Director presented an overview of the proposed Point of Sale System for the District. The intent is that the system will first be implemented at the Middle School by May 2017 and then the full implementation will roll out to the High School in September 2017. The System will improve sales, payments, inventory, and menu development.

The Budget & Finance Subcommittee recommended the Point of Sale System be presented to the full committee.

**✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve Heartland School Solutions for the MS Point of Sale System in the amount of \$14,942. All in favor.**

**COMMUNICATION:**

KP In the News:

- Mr. Dow, DECA Advisor, submitted the DECA Emerging Leader Awards dated March 1, 2017;
- An article published in The Sun Chronicle dated 3/8/17 on KP events.

Finance Subcommittee Approved Minutes dated 2/17/17 and 3/3/17 were presented;

Special Education: SEPAC Parent Workshop to be held on March 22, 2017;

An article entitled, "Strategies for Teens and Marijuana," dated March 3, 2017.

**REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

In a memorandum dated March 13, 2017, Dr. Zielinski provided information on safety drills that the District, along with the Police and Fire Departments of the three towns coordinate throughout the school year to ensure a safe environment for students and staff members. Also provided was a letter from Norfolk Police Chief Stone outlining the relationship between schools and security officials and programs that are currently offered.

Discussion ensued on the protocol for K-9 searches in the buildings and in the parking lots. Mr. Francomano thanked Dr. Zielinski for sharing this information. He suggested that the District be upfront with parents at the beginning of the school year and at open houses, etc. Then parents can reinforce it with their children. Information about these searches are in the student handbook and is signed off by parents and students when they obtain a parking space.

Mr. Gee commented that one of the challenges when things happen in schools is that social media gets the information when an event occurs. Students text the information out before school officials have a chance to reach out to the community.

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

Norfolk School Committee Representative: Mr. Chalmers - None

Plainville School Committee Representative: Mrs. McEntee - Plainville will be meeting next Tuesday.

Wrentham School Committee Representative: Mrs. DeStefano – None

HS Student Council Representative: Miss Sheehan  
Schoolwide

There was a College Admissions Panel on Wednesday, March 15th at 7PM in the KPHS Auditorium. Representatives from Boston College, WPI, UMass Amherst & Bridgewater State attended the panel.

Students who qualified for the Stanley Koplik Scholarship (based on 10th grade MCAS Scores) must return their completed applications into guidance by May 1st 2017.

KP debuted "Ping Pong Club" March 6-9 after school in the field house at 2:20PM. Many students participated in ping pong tournaments- this new club received a lot of good feedback!

#### KP Metacomet

The KP Metacomet is holding a Short Story Contest. Short Story submissions are due to the KP Metacomet by Wednesday, April 5th. The winner will have their story featured in the school newspaper and receive a \$25 gift card to the vendor of their choice.

#### DECA

On March 9-11 the King Philip DECA chapter travelled to Boston, MA for the annual DECA SCDC (state career development conference.) On March 11th, at the award ceremony, 20 teams qualified to attend the ICDC (International Career Development Conference) in Anaheim, CA this April. With the 20 teams advancing, King Philip is sending 40% (37 members) to the international conference. Out of KP's 51 DECA teams, 42 placed among the top 10 in each written category. Out of the entire state of MA, King Philip is sending the most students from their DECA chapter to the international conference.

At the conference Mr. Dow was also recognized among advisors for 10 years of service to the King Philip DECA Chapter. Another extremely successful year for King Philip!

KP DECA Members Jaron May and Ashley Guertin earned DECA's Emerging Leader National Award for 2016-2017.

#### KP Cares

On Wednesday March 15th KP Cares hosted their annual Volleyball tournament. The tournament consisted of teams of six players. The cost to play on a team was \$10.00 per person.

#### Student Council

KP Student Council attended the annual MASC Conference at the Hyannis Resort and Conference Center March 8-10. Students attended leadership workshops and learned how to incorporate communication, teamwork, and time management skills into running school-wide events. KP Student Council received a Top 10 Project Award in addition to a Five Star Council Award! KP Students Brie Stephani, and Jake Mager were honored Commonwealth Honor awards for their hard work and dedication to KP StuCo. Prior to attending the conference, KP StuCo participated in MASC's Polar Plunge to benefit SOMA! KP Student Council raised over \$2,300 dollars for the organization.

Student Council will host their annual "Easter Bunny Breakfast" on Saturday, April 8th at 9AM in the KPHS Cafeteria! KP StuCo welcomes community members for a morning on pancakes, games, crafts, and other activities. Admission is free!

Student Council recently postponed their annual Talent Show Event to Wednesday, March 29th at 6PM. Tickets will be on-sale for \$5 each. 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.)

MS presentation of "Beauty and the Beast." All four performances are sold out,

#### **UNFINISHED BUSINESS:**

### **FY18 Budget Update:**

In a memorandum dated March 17, 2017, Mr. Caliento reviewed the FY17 Line Item Budget Projections, including expenditures and encumbrances through March 16, 2017. He will update this report every 2 weeks through the end of the year.

Discussion ensued on whether there is a protocol in place to determine which items on the warrant are essential, referencing the spending freeze that has been in place for 4-5 months. Mr. Caliento said that all contractually based, and utility charges are being paid - discretionary spending and repairs are being reviewed to determine if they are necessary.

Dr. Zielinski suggested that perhaps Mr. Caliento could create a cover page to help identify each expenditure. Dr. Zielinski reviewed the purchase order review process with the first approval being the building principal. Mr. Francomano questioned how many purchases have been denied in the last three months. Mr. Caliento stated that he didn't have a number, and that many of the requests he sees, such as a recent electrical repair, are obvious necessities. Scrutiny happens before a request gets to him as requests are reviewed by building principals, head custodians, or the head grounds keeper prior to getting to the business office.

Dr. Gilson stated that they are approving predominantly are custodial issues.

Dr. Zielinski recommended that a summation page be provided for each warrant and group them into sections (payroll, maintenance, utilities).

Mrs. McEntee asked about the predicted \$100K budget surplus; money allocated for the previously approved POS system will come from this budget.

Mr. Caliento stated that this will affect to E&D.

Mr. Francomano: We discussed the budget in Finance Subcommittee, we still have some very serious concerns where the numbers are with respect to how the towns are going to be able to support the level services budget. One of the things that has been demonstrated in the past couple of weeks and in social media, is that parents want to be part of the process. We were made aware that members of the governing bodies of the 3 towns (selectmen, finance and town administrators) are scheduled to meet this week to discuss the KP budget. We have not received an invitation to this meeting.

Mr. Francomano continued: We have worked to make the budget process a collaborative one. This is a closed meeting and I don't know what the purpose is or why is the school committee and the superintendent are being excluded. This concerns me. If we did not bring this up here we would be remiss. We were told of an to discuss the KP budget behind closed doors and the school committee, superintendent and parents were not included.

Mr. Francomano sent an email to the Plainville Board of Selectmen as a private citizen. King Philip still has not received an invitation to this meeting.

### **Excess & Deficiency Update:**

Dr. Zielinski in a memorandum dated March 8, 2017 explained the fund balance reconciliation. The issue has been a prepayment made to Norfolk County Retirement in 2016 for FY2017. Excess & Deficiency cannot cross over fiscal years. To rectify this MDOR reduced KP's E&D certified amount by the amount of the payment. At the end of FY17 that money will go back into E&D fund.

King Philip has been utilizing E&D funds for a variety of reasons including capital improvements (septic system, lighting retrofit, MS water system or one time amounts of money). In trying to help the towns out, or a lower assessment, we have also applied E&D to the operating budget. E&D balance cannot exceed 5% of the operating budget.

The district projects that the E&D balance will be \$573,544 on June 30, 2017 but the total will not be firm until it is certified.

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

## **School Committee Self-Evaluation:**

The consensus of the Committee was to review each question and discuss any unsatisfactory or unacceptable answers.

### **Question 2: Governance:**

There were 2 Unsatisfactory responses on Statement 2. Discussion ensued on the need to look at a better method of evaluating progress relative to the goals and objectives and whether the MASC has any guidance.

### **Question 3 – Operations:**

There was 1 Unsatisfactory on Statement 3. New members receive introductory training and orientation from the KPRSC, including a member mentor, when they join the committee. Discussion ensued that as we look at goal setting this would be a perfect goal.

Mr. Gee asked if there a mentor policy and procedure? Charting the Course is offered through MASC and the superintendent meets with all new members. Mrs. McEntee noted that in Plainville, the new person meets with each principal, business manager, superintendent and special education director.

Mrs. Tonelli noted that discussing the budget with the Director of Finance was very important.

### **Q4 – Member Relations:**

The Committee feels strongly that the members are a professional group and respect each other.

### **Q5 – Committee/Superintendent Relations:**

There was 1 Unacceptable to Statement 5: The superintendent informs the committee of major personnel decisions.

There was 1 Unsatisfactory to Statement 7: Both the Committee and the superintendent operate on a “no surprises” model.

Mrs. Desrochers noted that there was also an exceptional indicating that the superintendent is always accessible.

### **Q6 – Strategic Planning:**

There was 1 Unsatisfactory to Statement 1: A long-term strategic plan exists and is regularly reviewed. Discussion ensued on constantly reacting to tight budgets rather than trying to forecast out several years of needs.

Mrs. Martin: we have attempted that in the past, we want to do this.

Mrs. McEntee: Forecast it out for a few years and if it requires an override, then it requires an override.

Mr. Francomano: Need a program plan in place as the objective. We do wonderful things while keeping our heads above water, but when you think of what we could be doing.

### **Q7 - Community Relations:**

Mrs. Tonelli noted the comment in the Comment section.

### **Q8 – Conduct of Meetings:**

There were 2 Unsatisfactory ratings in this category. Referring to long meetings with lengthy agendas, difficult to address.

Mrs. McEntee suggested minimizing the consent agenda and communication; pinpoint visitors and topics.

Mr. Francomano suggested having the 1<sup>st</sup> meeting dedicated to certain topics and 2<sup>nd</sup> meeting to other topics.

## **NEW BUSINESS:**

### **Superintendent Evaluation:**

Dr. Zielinski explained that her goal was to have it done today. She is hoping to have the evaluation distributed by Friday and members will be given several weeks to complete it. Members who are leaving the Committee in April (Mrs. Martin and Mrs. Desrochers) are asked to complete the evaluation prior to the election.

### **REPORTS OF SPECIAL COMMITTEES**

### **RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS**

### **PUBLIC COMMENT**

### **ADJOURNMENT TO EXECUTIVE SESSION**

A Motion was made by Mr. Francomano, seconded by Mr. Gee, to adjourn Executive Session at 8:50pm for the following purposes:

1. 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 (Lawsuit Update; Civil Rights Investigation Update).
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. (Zielinski contract negotiation).
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, Retiree - Health insurance; Unit B Negotiations).

All in favor by roll call vote: Yes (6); No (0).

### **ADJOURNMENT**

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, to adjourn at 10:20pm. All in favor by roll call vote: Yes (6); No (0).

*Respectfully submitted,*

*Lisa B. Witkus  
Secretary to the School Committee*