

KING PHILIP REGIONAL SCHOOL COMMITTEE  
MINUTES - Approved  
April 3, 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, Jeff Chalmers, Noelle Tonelli
	Plainville:	Ann-marie Martin, Patrick Francomano, Charlene McEntee
	Wrentham:	Jim Killion, Erin DeStefano, Lynn Desrochers
Members Absent:	Norfolk:	Present
	Wrentham:	Present
	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](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. Wrentham is having some technical difficulties this evening that will hopefully be resolved.

**Recognition of School Committee Members:**

State Rep. Shawn Dooley presented citations to Mrs. Martin (Plainville) and Mrs. Desrochers (Wrentham), and Mrs. Tonelli (Norfolk). Members of the State House wanted to recognize each of them for their service, dedication and resolve to students, teachers and parents, on behalf of the Commonwealth of Massachusetts.

Mr. Gee recognized Mrs. Martin and Mrs. Desrochers for their service and dedication to the District as each of them as brought so much to the Committee and it has been a pleasure working with each of them to make the board better; and, they will be greatly missed!

**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 the Consent Agenda including the Minutes dated March 20, 2017, as presented. All in favor, with Mrs. DeStefano and Mr. Killion abstaining

**PAYMENT OF BILLS, FINANCIAL REPORT**

Warrants/Budget Report/Budget Transfers

**COMMUNICATION:**

Appointments, Retirements, Resignations, etc., memorandum dated March 31, 2017 was presented by Dr. Zielinski.

**AGENDA**

**APPROVAL OF MINUTES**

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve and retain the Executive Session Minutes of March 20, 2017 emailed by Mrs. Martin to the School Committee. All in favor, with Mrs. DeStefano and Mr. Killion abstaining.

## **DELEGATIONS AND VISITORS**

Dr. Gilson, Mr. Caliento, Mr. Meichelbeck,  
Mr. Grady Connor, and Mr. Lynch, Auditors, Lynch, Malloy, Marini, LLP  
Mr. Bill Rice  
Representative Shawn Dooley

## **NEW BUSINESS (TAKEN OUT OF ORDER):**

FY16 Independent Audit Report: Mr. Connor, Mr. Lynch and Mr. Meichelbeck

The FY16 End of Year Summary report dated April 3, 2017 was presented by Mr. Connor and reviewed with the Committee.

Mr. Connor presented to the School Committee the 2016 Independent Audit. Mr. Connor indicated that the Audit's primary purpose is to express opinion on District's financial statements. The audit was conducted in accordance with *Government Auditing Standards (GAS)* and requires issuance of Independent Auditor's Report on Internal Controls over Financial Reporting and Other Matters which could have a direct and material effect on the financial statements and not expressing an opinion on internal controls. Mr. Connor reported that no material weaknesses or significant deficiencies were reported as a result of audit procedures, surrounding financial statements (financial reporting), and no material noncompliance were reported as a result of audit procedures for 2016.

Mr. Francomano asked if other districts are considering bond ratings in relation to funding the OPEB liability. Mr. O'Connor responded that some districts have a plan, and no one is fully funding it and that they are following the plan and not changing year to year, or looking at stability. Some regional districts are putting aside \$10,000 per year in OPEB and larger districts not putting in anything.

Mr. Francomano noted that he is extremely concerned about the comments that are raised in the management letter. Specifically, the number of comments that are recurring that we have not responded to, along with questions and concerns about how serious each of these recommendations are. Mr. Francomano requested that Mr. Connor review each recommendation and potential action needed to improve.

Mr. O'Connor noted that the timing of the audit report was extremely late—well into the current fiscal year—so that the district has already addressed some of them. Mr. Connor informed the School Committee that the district has implemented corrective action on warrants and PayPal receipts through the treasurer. The comment about the treatment of lighting and sound technicians from the prior year's (FY 15) audit management report has also been addressed.

Mr. Francomano asked if there are model procedures and processes and what should we be doing to satisfy the auditors. Mr. O'Connor indicated that in the municipal world, formalized procedures are lacking with the changing audit standards. A formalized procedure would need to be implemented for a complete year or more. Account set-ups cannot be changed quickly. Under auditing standards the auditors are required to report a deficiency, but nothing reported in this management letter rises to that level.

Mr. Francomano commented he is concerned that we are not addressing these things and getting them done. Mr. Connor indicated that changes have been made in prior year management year. Mr. Lynch said that discrepancies would be reported in that report, and would be brought to the attention of management and management is addressing them, issues in the FY16 audit have been addressed for FY17.

Mr. Conner commented that in applying auditing standards and accounting standards they are expressing an opinion on financial statements in their management letter. Mr. Conner noted an example of the student activities account where only original receipts should be used and not photo copies.

Mr. Francomano said that we have had many of these recommendations since last year and the most recent report since February; he asked the administration what have we done, what are we doing, and when will we be fully compliant? Dr. Zielinski explained that Mr. Caliento has put a plan together and some of the recommendations and processes have been implemented. We have adopted a new policy on student activities. Mrs. McEntee indicated that this policy change does not address the audit.

Discussion ensued on the use PayPal and the process through this system to refund parents' athletic fees if their child does not make the team. The concern was providing parents with an immediate refund which does not comply with auditing standards and the requirement to go through the warrant process. Mr. Meichelbeck reviewed the PayPal process and noted

that the warrant process is a slower process that doesn't meet the immediate refund need. When a refund is to be issued the treasurer is notified in writing, and then authorizes the transfer/refund through PayPal.

Mr. Francomano questioned if that process goes against what the auditors say and emphasized the need to follow the statute. Mr. Francomano suggested that you indicate that on a form to make it clear what the expectation are for refunds. Mrs. Tonelli suggested that perhaps wait for tryouts to be over to see if you child makes the team and then pay? Discussions ensued that payment for a child making the team may not be made in time and created a new collection issue. Mr. Francomano asked that we look at the recommendations and get provide a report on how the management letter suggestions will be addressed at the next meeting.

Mr. Caliento indicated that Mr. Meichelbeck, Regional Treasurer and Mr. Caliento discuss these issues weekly and constantly review the process on how to improve the process.

An example provided by Mr. Caliento was that on the student activity accounts and scholarships, the school committee is seeing them with the bills. Joe reconciles that with the bookkeepers in the buildings. He suggested that we break out scholarships into specific scholarship funds. Mr. Meichelbeck indicated the process in which the scholarships are currently entered and that the software is outdated. It would cost a substantial sum to update the software and we decided against that. They will review the auditors recommend best practices. Mr. Caliento said he is talking with Infinite Visions to see if the accounting system can breakout with each fund. We currently keep separate side journals and spreadsheets with the journal entries and control sheets. This shows the auditors how we keep track of these funds.

Discussion ensued on electronically signing warrants. Mr. O'Connor said that he has not seen any existing clients yet signing electronically and suggested discussing this with legal counsel and making it fit with MGL. Mrs. Martin suggested that Dr. Zielinski check with attorney as there was a question within the past 6 years on electronic signatures. This topic will be discussed in Finance Subcommittee and with the full Committee in May.

Discussion ensued with reimbursements made to KPMA. Mrs. Snead indicated that a donation is made to the district and then the program reimbursements are made at the end of the year. Mrs. Wolf indicated that the KPMA pays the expenses throughout the year and then ask for reimbursement from the District.

 **A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, to accept the FY16 Independent Audit Report as presented. All in favor.**



Mrs. McEntee asked that the Committee see an update in May 2017 along with a report as to where we stand.

**Unfinished Business (Taken out of Order):**

**Gary Lombard Baseball Field Dedication: Mr. Rice**

In a memorandum dated April 3, 2017, from Messrs. Rice, Plympton and Weir, information was presented with regard to the monument and plaque and signage that will be placed on King Philip Baseball Field in memory of Mr. Lombard. A dedication ceremony will take place on April 29, 2017 and all are invited to attend.

Mr. Rice thanked the 3 members of the committee that are leaving for their service to King Philip.

 **A Motion was made by Mr. Francomano, seconded by Mrs. Tonelli, to approve and accept the design of the monument, plaque and signage as put forth by Mr. Rice, with much thanks. All in favor.**

**COMMUNICATION (continued):**

KP In the News

NEASC Special Progress Report of KPRHS dated 3/10/17.

HS Septic Problem Update

MA Department of Labor Standards Letter dated 3/24/17. Dr. Gilson noted the 5 corrective actions. Mr. Francomano asked for follow-up in May on what corrective actions have occurred.

Discussion was held on Safety and Health Program Management for Municipalities.

**REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

None

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

Norfolk School Committee Representative: Mr. Chalmers – NSC will be meeting on Tuesday, April 11, 2017.

Plainville School Committee Representative: Mrs. McEntee – A Polar Plunge fundraiser was held; the substitute rate was changed; discussion was held on the School Committee and superintendent evaluation process; discussion on electronic document file systems and comparing BoardPaq or OfficeScope or other systems.

Wrentham School Committee Representative: Mrs. DeStefano – the Committee approved the FY18 budget, Kindergarten info night; new early release days was sent to parents, taking MCAS 2.0 online format, recognition to Mr. Goddard.

## **HS Student Council Representative: Miss Sheehan:**

Schoolwide

Senior Scholarship Packets were due to the Guidance office by 3PM on Friday, March 31st.

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

Guidance has published a notification regarding a volunteer program at Sturdy Memorial Hospital this summer. Volunteers must be 13 years or older. Applications are available in the Guidance Office.

Students taking AP Exams must attend one of the AP Pre-administration sessions on: 3/28 at 7AM, 2/29 at 2:15PM, or 4/11 at 7AM.

CrossFit Club

CrossFit Club is a new addition to KP that will be starting this April. The active club will be held on Tuesdays and Thursdays after school. All are welcome. Students are encouraged to see Mr. Adams in the guidance office to sign up.

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

Students from the King Philip DECA Chapter who will be moving onto the ICDC competition in Anaheim California are in the process of raising funds to lower the expenses for the trip. Students are individually selling cookie dough.

KP Cares

KP Cares is hosting their annual "Strike Out Cancer" Event on the Red Sox Opening Day- Monday, April 3rd.

Student Council

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 hosted their annual Talent Show Event on Wednesday, March 29th at 6PM. Tickets were on-sale for \$5 each. This year's Talent Show consisted of a "Lip Sync Battle" Segment. There were over 10 Talent acts, and 4 Lip Sync Acts. This year's winners were freshmen Erica Maxon, and Abbey Citarell. Concessions were on sale as well. All proceeds benefited this years Southeastern Massachusetts Association of Student Council's selected Charity: Schools on Wheels.

## **UNFINISHED BUSINESS (continued):**

### **FY18 Budget Update:**

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In a memorandum dated April 3, 2017, Dr. Zielinski presented a two-tier reduction ladder: Dr. Zielinski reviewed the impact of the budget cuts indicating that tier one reductions show changes to the approved level service budget through cost savings, deferment of expenses to anticipated receipt of E&D which is only possible with School Committee approval and the reduction of two administrative positions and a teacher through attrition will have an impact on the district's ability to function and will impact the district. Tier two reductions have a critical impact on the education programming that has been developed at King Philip.

The memorandum also includes specific reductions for the high school, which includes the elimination of funding for music lessons, the elimination of funding for DECA state level competitions, and reductions in the technology department, and how each of these reductions would impact the District.

Discussion ensued on the PC Refresh Plan for the technology department. Mr. Chalmers asked what is the difference between Windows 7 vs 8. Mr. Bois indicated that he would never move to 8 and would rather move to Windows 10, as it is smoother and runs better on equipment and more feasible.

Mr. Francomano suggested that for purposes of the PC refresh Plan, we need to demonstrate what is happening because some people need to see a demonstration on the equipment failure. Mr. Bois suggested talking to teachers and have them explain their frustrations, and also talk to the students.

Discussion on BYOD (bring your own devices): we need to provide that technology in the classroom and there is equipment that we can loan out to students. Teachers need to decide which direction they want to go in i.e. chrome books or google apps and its compatibility.

Discussion on the number of nurses within the district and their caseload. Does the district have liability due to medical coverage? Mrs. McEntee suggested that the district could hire LPN instead of an RN. Dr. Zielinski noted that the state recommended ratio per nurse is 1-700 students and we are well over that. With reference to SBIRT, in place of a nurse, would you look at the guidance counselors to cover intervention services?

Dr. Zielinski explained that critical level reductions will have a direct impact on students and student programming. There are unknowns on the governor's budget. The School Committee has a strong voice on regional transportation as it is not 100% funded. She suggested continued lobbying of our legislatures to increase budgeting regional transportation.

Mr. Francomano asked what percentage did we receive last year from state aid on transportation?

Mr. Francomano noted that for Music Lessons and DECA, neither of those cuts will occur unless we officially vote a program of studies change and also on the deferment. He indicated that on music lessons and DECA, he will have a hard time to voting in favor of a program of studies change for courses that will be debilitated and 2 of our showcase programs. Mr. Francomano asked for an explanation of DECA from Mr. Dow as the change is understated by Dr. Mobley and he would want to hear from Mr. Dow that elimination of the state requirement. Mr. Francomano thinks the elimination of this funding will impact the DECA program that is a significant learning experience overall.

Mrs. Martin, agreed that that is devastating on DECA. Everything on this list is devastating, if we have to get to the critical level.

Mr. Gee noted in addition to DECA and music that there are also would be program of studies changes required if the 4 AP courses on the reduction ladder were to be eliminated.

Mr. Francomano said that the Finance Subcommittee will be meeting with the 3 towns on April 10. Based on the meeting that Dr. Zielinski and he attended a couple of weeks ago, at what point do the budget cuts reach the critical level? We need to get a consensus that Level 1 we can live with; however, Level 2 is not something we an advocate.

Discussion ensued on whether students have already picked their courses for next year and Dr. Mobley ran a "ghost" schedule with core and elective courses. Mr. Francomano suggested that Dr. Zielinski and Dr. Gilson work on a demonstration on the impact of budget implications.

#### **Superintendent's Successor Contract:**

To be discussed in Executive Session.

#### **Superintendent's Evaluation:**

Dr. Zielinski indicated that an email has been sent to all School Committee members' KP account and to please access it that way. The survey will be open for 2 weeks. Mrs. Martin and Mrs. Desrochers will be able to open the survey and complete it following the election results this evening.

#### **Unit C 2017/2018 Paid Holiday Calendars - (12-month and 10-month) 2<sup>nd</sup> reading:**

-  A Motion was made by Mr. Francomano, seconded by Mr. Killion to approve the 2017/2018 Unit C 12-month and 10-month calendars, as presented. All in favor.**

**LATE COMMUNICATIONS**

In a memorandum received on April 3, 2017, Mr. Lewis, HS Assistant Principal respectfully requested time on the school committee agenda on April 24 to highlight the current progress made as a result of the findings from the HS Traffic Study.

**REPORTS OF SPECIAL COMMITTEES:** None

**RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS**

Mrs. Martin thanked the KP community and the school committee for their dedication and work during her tenure.

**PUBLIC COMMENT**

Mrs. Snead announced that A Capella night will be held this coming Thursday. All are invited to attend.

**ADJOURNMENT INTO EXECUTIVE SESSION:**

- ✚ At 9:15pm, a Motion was made by Mr. Francomano, seconded by Mrs. McEntee to adjourn into Executive Session for the following purposes, and to return to open session solely for the purpose of adjournment. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. (Dr. Zielinski contract negotiation).  
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 (9); No (0).

**ADJOURNMENT:**

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to adjourn at 10:20pm. All in favor by roll call vote: Yes (9); No (0).

*Respectfully submitted,*

*Lisa B. Witkus  
Secretary to the School Committee*