

KING PHILIP REGIONAL SCHOOL COMMITTEE  
 MINUTES  
 June 6, 2017  
 King Philip Middle School Library  
 18 King Street, Norfolk, MA 02056

**CALL TO ORDER:**

Mr. Gee, Chair called the meeting to order at 7:10PM.

**ROLL CALL OF COMMITTEE MEMBERS:**

Members Present:     Norfolk:       Mike Gee, Jeff Chalmers, Kenneth Dow  
                               Plainville:     Samad Khan, Patrick Francomano, Charlene McEntee  
                               Wrentham:     Jim Killion, Trevor Knott, Erin DeStefano

Members Absent:     Norfolk:       None  
                               Wrentham:     None  
                               Plainville:     None

The meeting is being videotaped by Norfolk Community Television rebroadcasted [www.norfolkcable.com](http://www.norfolkcable.com). Mr. Gee 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. Mr. Gee also explained the procedure for public comment.

Condolences were extended for Henry Carr with a moment of silence. Henry's mother was a member of the King Philip Regional School Committee for many years. Henry was the heart and soul of KP.

**SCHOOL COMMITTEE REORGANIZATION:**

**Dr. Zielinski entertained a Motion for chair of the King Philip Regional School Committee for the FY18 school year. Mr. Gee explained for new members that he has been as chair for approximately 2 months and could not stay in the position permanently but is perfectly willing to be vice chair.**

**✚ Mr. Gee nominated Patrick Francomano, seconded by Jeff Chalmers. Dr. Zielinski asked for other nominations 3 times. All in favor, with Mr. Francomano abstaining.**

**Mr. Francomano, Chair asked for a roll call of members.**

Members Present:     Norfolk:       Mike Gee, Jeff Chalmers, Kenneth Dow  
                               Plainville:     Samad Khan, Patrick Francomano, Charlene McEntee  
                               Wrentham:     Jim Killion, Trevor Knott, Erin DeStefano

Members Absent:     Norfolk:       None  
                               Wrentham:     None  
                               Plainville:     None

**Mr. Francomano, Chair entertained a motion for vice chair.**

**✚ Mrs. McEntee nominated Mr. Gee, seconded by Mr. Killion. All in favor, motion carries unanimously.**

**2017/2018 Subcommittee Reorganization:**

A description of each of the subcommittees was given and the time commitment involved. For a 3 member subcommittee, a quorum would be 2 out of the 3 and there can be an alternate if needed, but this may affect the flow. Changes in membership of each subcommittee is outlined below:

	<b><u>Norfolk</u></b>	<b><u>Plainville</u></b>	<b><u>Wrentham</u></b>
Policy:	Michael Gee	Samad Khan	Open seat in Wrentham
Finance:	Kenneth Dow	Patrick Francomano	Jim Killion
Collective Bargaining Group A - Unit A (Teachers)	Michael Gee	Patrick Francomano	Open seat in Wrentham
Collective Bargaining Group B - Unit B (Custodians)	Michael Gee	Samad Khan	Trevor Knott
Collective Bargaining Group B - Unit C (Secretaries)	Jeff Chalmers	Patrick Francomano	Trevor Knott

Collective Bargaining Group B - Unit D (Teacher Assts)	Michael Gee	Charlene McEntee	Erin DeStefano
Collective Bargaining - KP Cafeteria Association	Kenneth Dow	Charlene McEntee	Trevor Knott
Public Relations Liaisons	Michael Gee	Open	Open seat in Wrentham
Health and Welfare Trust	Michael Gee	Patrick Francomano	Open
Discussion ensued on whether Health & Welfare Trust is viable and the reasoning behind forming initially.			
Representatives to Sick Bank	Jeff Chalmers	Charlene McEntee	Erin DeStefano
Cable Advisory Board Special Liaison	Asked for follow up with the Cable Advisory Board.		
Capital Budget & Planning Special Liaison			Jim Killion
Health & Wellness Special Liaison	Open	Charlene McEntee	
Legislative Special Liaison		Patrick Francomano	
<del>Teacher Evaluation Special Liaison</del>	Delete this Subcommittee as it is completed.		
Building Committee Liaison	Samad Khan has been appointed to review.		
Community Engagement Subcommittee	Jeff Chalmers	Charlene McEntee	Jim Killion
(Discussion ensued to see how this pertains following roundtable discussions as part of public relations)			

### 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. Killion, seconded by Mrs. McEntee, to approve the Minutes of April 3, 2017. All in favor.

#### PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

#### COMMUNICATION:

None

### AGENDA

#### APPROVAL OF MINUTES

None

#### DELEGATIONS AND VISITORS

#### COMMUNICATION:

##### BICO FY18 Budget

In a letter dated May 25, 2017 from Mr. Meichelbeck, BICO Treasurer, he certified the BICO annual budget for FY18 at \$14,307,587 for revenue and \$14,307,587 for expenses resulting in a balanced budget. Discussion ensued on a request that 2 other districts would like to join BICO and if so the entire agreement would need to be voted again. BICO is currently looking at a way to mitigate the loss of revenue from those towns so that it would not be so dramatic to BICO at the higher rate. Discussion ensued on why would you let them in with a decrease in revenue? Dr. Zielinski explained that the number of students has been increasing. Discussion ensued on available space to accommodate more students.

#### REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT

None

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

- ❖ Norfolk School Committee Representative: Mr. Chalmers Norfolk meets once a month, and there is nothing new to report at this time.
- ❖ Plainville School Committee Representative: Mrs. McEntee The Committee met on May 23, reviewed policies, voted no on school choice, appointed Supt. Raiche to BICO. There was a discussion about communication between Plainville and King Philip, reviewed job descriptions new to the district.
- ❖ Wrentham School Committee Representative: Mrs. DeStefano: There has not been a meeting since last month.
- ❖ HS Student Council Representative: A new student representative will be announced soon from the high school.

### **6. UNFINISHED BUSINESS:**

#### **FY18 Budget Update**

##### **– FY18 Annual Budget Vote**

- ✚ **A Motion was made by Mr. Killion, seconded by Mrs. McEntee, to approve a revised FY18 King Philip Regional School District budget totaling \$31,397,585 which is a 3.244% increase over the FY17 budget. This budget total equates to the following town assessment amounts:**

**Plainville's assessment will increase 10.74% or \$540,668 over FY17 for a total FY18 operating assessment of \$5,576,669.**

**Wrentham's assessment will increase 10% or \$860,028 over FY17 for a total FY18 operating assessment of \$9,461,916.**

**Norfolk's assessment will increase 4.65% or \$364,463 over FY17 for a total FY18 operating assessment of \$8,195,194.**

**All in favor.**

Mr. Francomano explained that once E&D is certified in the fall, we will use \$300,000 to supplement the budget for items that have been deferred which will bring us to a 4.0% over FY17 and minimize the loss of faculty. Double studies are eliminated at MS and HS unless there is a course that would not run due to insufficient enrollment according to Dr. Zielinski.

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

Mr. Gee, read a statement that the Superintendent's evaluation is done in public by law and is based on the DESE indicators. The survey was completed by 8 members of the school committee, including 3 members who are no longer on the committee. The document that was posted includes the goal, the rubric, and results of the school committee members' rating. In the past there has not been enough evidence to support the goals and this year Dr. Zielinski has provided sufficient information. Mr. Gee indicated that the whole document will be reviewed and the results.

### **Superintendent's Evaluation Rubric – 2017:**

#### **Indicator 1AA: Standards based unit design.**

Answer choices: 6 – Proficient/2 Exemplary

#### **Indicator 1-B-1: Instructional practices.**

Answer choices: 6 – Proficient/2 Exemplary

#### **Indicator 1-B-2: Quality of effort and work**

This goal is about student work, not the quality of the superintendent's work and that may have caused confusion in the answers by members.

Answer choices: Needs improvement 2/Proficient 5/Exemplary 1

Mr. Gee read each of the comments. Comment #3 from Mr. Francomano looked at specific grading modeling of high school expectations and the documentation that was provided did not necessarily provide that, referring to expectations of staff.

#### **I-B-3: Diverse Learners' Needs**

Answer choices: Proficient 7 /Exemplary 1

#### **I-C-1: Variety of Assessments**

Answer choices: Proficient 8

### **I-C-2 – adjustment to practice**

Answer choices: Proficient 8

### **I-D-1 evaluation – educator goals**

Answer choices: Proficient 7 / Exemplary 1

Mr. Francomano indicated Proficient because he had heard at various meetings administrators saying things that support this conclusion in the course of open meetings.

### **I-D-3 Ratings**

Answer choices: Needs improvement 2/Proficient 6

No evidence to support that there was sound and reliable judgement. The School Committee does not see evaluations.

Discussion ensued that Wrentham sends out a lot of surveys surrounding the superintendent and the community that he serves, while King Philip has not done a survey on the superintendent by the community and administrators. This would need to be discussed with the superintendent.

Discussion ensued that while the survey is completed online, no distillation of this 83 page document into a 1 page executive summary and the chair could have done that and generalized the high and low points. Mr. Francomano indicated that there are parts of this evaluation instrument broken into 4 general category, you could do a synopsis of each of those, but an average in any of those one areas may not reflect what is important to the committee. This is a cumbersome document that could be streamlined but have to make sure that the rubric matches the category that is assigned.

Discussion ensued on various methods in which Wrentham and Plainville in which their evaluations are conducted and even though Wrentham does not use the DESE evaluation, it needs to be approved by DESE. Once the evaluation is approved, then you are bound by DESE. Norfolk uses the rubric as does Plainville.

### **I-D-4 Alignment Review**

Answer choices: Proficient 8

### **I-E-1 Knowledge and Use of Data**

Answer choices: Proficient 8

### **I-E-2 School and district goals**

Answer choices: Proficient 7/ Exemplary 1

Ongoing progress in this area in which Mr. Gee reiterated this through this budget process.

### **II-A-2 Operational Systems**

Answer choices: Needs improvement 1/Proficient 7

Mr. Francomano indicated his concern about the budget as it referred to operational systems to be fiscally responsible and referred to the overtime situation for custodians and it is irresponsible financial management in the development of that system.

Mr. Killion agreed with Mr. Francomano as we fell short over the overtime issue and need to do a better job going forward.

Mr. Francomano indicated that fell short does it justice, we failed. A budget that contains overtime that is equivalent of 4 FT positions is irresponsible and to include that in a budget makes no fiscal sense and then to maintain it in the budget over a period of time after discussions is irresponsible and then not remove it from the budget shows lack of leadership.

Mr. Gee indicated that he cannot disagree with that, I would change this to needs improvement and one of the struggles we have had is getting certain data and things that could have been done to dig stuff out now.

Mr. Francomano said that we have data points to see how this spending occurred and obtain the data and it was much too late for this fiscal year. There were great challenges in FY18 to make sure we succeed, and the data that was finally analyzed re overtime was not provided to us in a timely manner.

### **II-B-1 Recruitment and hiring strategies.**

Answer choices: 1 Needs improvement/7 Proficient

Mr. Francomano spoke to needs improvement response. We have had some issues with the management team placements and have been very concerned and there is no evidence of the superintendent being

Proficient in this area. I don't know if you have hired an effective administrator within the last 2 years and we have lost a technology and business area. I need to see more evidence that this is occurring.

### **II-B-2 Induction, professional development and career growth strategies**

Answer choices: Proficient 5/Exemplary 3

Very positive comments in this area including a presentation done at MASC.

### **II-C-1 Time for teaching and learning**

Answer choices: Needs improvement 1/Proficient 7

Mr. Francomano indicated that he was not sure that the evidence met what was implied, but the information that you reference in both the POS system in food service has been talked about for about 5 years and up until Mr. Caliento coming in it never happened. I will give you credit for putting it in place, there are things occurring now that should have been happening a couple of years ago.

Mrs. McEntee indicated that implementing *School Dude* and should have been in place sooner. OfficeScope, the counterpart was *BoardDocs*. OfficeScope made a great presentation but the purpose was to make sure that the information was going to be searchable by the public and the committee. Mrs. McEntee noted more in the lines of record keeping, the presentation did show that it was searchable and after the fact it is not. Dr. Zielinski explained that the first page is completely searchable, however, we were sold a wrong bill of goods and this should have been brought to our attention. Mr. Chalmers indicated that this is incredibly deceptive. In a memorandum dated April 24, 2017, Dr. Zielinski indicated that our IT Department is working actively with *OfficeScope* to rectify this situation. Mrs. McEntee noted that *BoardDocs* is also having issues.

### **II-C-2 Time for Collaboration**

Answer choices: 8 Proficient

### **II-D-1 laws and policies**

Answer choices: 6 Proficient/2 Exemplary

### **II-E-1 fiscal systems**

Answer choices: 1 Unsatisfactory/3 needs improvement/3 Proficient /1 Exemplary

Mrs. McEntee said that we have come to the conclusion that there is significant work that needs to be done in the budget aspect and there are major deficits in this area and an action plan needs to be implemented.

Mr. Killion indicated that we fell short considerably and communication was not at its best and he said that he did not partake in this process. Collaboration with towns is extremely important for us to move forward.

Mr. Gee said that his comment gave more of the benefit of the doubt. Communication was the issue for me and conflicted at the time. We have thought we had improved the budget process by communicating early with the towns, finding efficiencies and problem solving. But the negatives that arose largely around communication and what we had done over the years didn't matter and became irrelevant this year and is largely on the superintendent.

Mr. Francomano, the topic is the superintendent and the budget process but I have referenced the overtime, and the superintendent's command of the budget, the issue of health insurance that we raised early on that the district knew about this early on and was put on the agenda by a school committee member that health insurance became a topic but to be fiscally responsible there was no vision or leadership with what needed to occur. Another matter is the Special education placements and inconsistencies coming from the elementary districts and we can't have that. The assessments were wrong and we should be able to rely on these things. It needs to be pointed out where the efficiencies were and shame on us for moving the budget process out and was the downfall of the school committee itself and we never had a full understanding of the budget, maybe the subcommittee did, but not the full committee until March. And we have to take some of this responsibility.

### **III-A-2 Community and business engagement**

Answer choices: 1 Needs improvement/6 Proficient/1 Exemplary

Discussion ensued on the fact that you may delegate, but not necessarily take credit for what others do.

### **III-B-1 Student Support**

1.a. Answer choices: 5 Proficient/3 Exemplary

### **III-B-1 Student Support**

#### **2.b. Emotional and behavioral**

Answer choices: 7 Proficient/1 Exemplary

### **III-B-1 Student Support**

#### **3.c. behavioral**

Answer choices: 7 Proficient/1 Exemplary

### **III-B-2**

#### **Family Collaboration**

Answer choices: 8 Proficient

### **IV-A-1 Commitment to high standards**

Answer choices: 4 Proficient/3 Exemplary

Mr. Gee noted the continuous improvement of high standards

### **IV-A- 3 Meetings evidence**

Answer choices: 7 Proficient/1 Not applicable

Mr. Francomano indicated there was no evidence provided, but wasn't sure how that could have been done.

### **IV-C-1 Communication skills**

Answer choices: 4 needs improvement/4 Proficient

Mr. Gee said that people like the *Friday Letters*. The quality or clarity coming out the district office is unclear. Communication over the past few weeks, gross numbers spoke for themselves, the presentations were not on point, no stock of credibility and referred to a question from public about strategic planning and response was how little people really know what is going on. Communication is the front door of the district.

Mrs. DeStefano said that written communication needs to be more polished and more effective. It has been clear that there is frustration around communication and strong relationships and trust with the member towns is really important to build credibility. We need to improve communication with families, students, town management with other school committees to be more effective.

Mr. Killion said that we fall short in explaining ourselves to the towns and be proactive in reaching out to them and getting feedback on a regular basis.

Mr. Francomano said that he has never been to a town meeting where there has not been a handout from KP and there was no handout at Plainville or Wrentham. I was shocked and that is evidence of not getting it. Not to provide the key piece of communication, and it was ready to go, and done through a connected that went out late last week. There is a desire to move KP forward and what has happened over the last several weeks I am not certain the superintendent has the skill set to do it. It has caused us the credibility of the district.

Dr. Zielinski said there were handouts provided at the Norfolk Town Meeting.

Dr. Zielinski indicated that they should have been mass produced at both meetings and I will take full responsibility.

Mr. Chalmers said that we represent the district 3 towns.

### **IV-D-1 continuous learning of staff evidence**

Answer choices: 7 Proficient/1 Exemplary

### **IV-D-2 continuous learning of administration**

Answer choices: 8 Proficient

### **IV-E-1.shared vision**

Answer choices: 8 Proficient

### **IV-F-3 consensus building**

Answer choices: 1 needs improvement/7 Proficient

Mr. Francomano indicated that generally the results are Proficient overall along with the written comments.

Discussion ensued on what is the evaluation for, to renew a contract or annual evaluation? The superintendent's contract is an agenda item to be discussed in executive session and not open to the public.

### **School Committee Retreat Date:**

The School Committee Retreat is scheduled for July 11 during the day. What has occurred with regard to the budget and having 3 new members, we will spend a full day on this. Mr. Francomano indicated that he will work on an agenda for the next meeting. It was decided to begin the meeting at 9am and continue through 2pm at either the high school or the middle school, whichever is available and will be a regular meeting of the school committee and open to the public.

### **Change to 2017/2018 School Year Calendar**

- ✚ **A Motion was made by Mr. Gee, seconded by Mrs. DeStefano to change the 2017/2017 school year calendar to reflect that the high school open house currently scheduled for September 28, 2017 will be changed to Tuesday, September 26, 2017. All in favor.**

### **Director of Finance Search Update:**

Mr. Killion gave an update on the Director of Finance Search. He feels there is an excellent pool of candidates. The first round of interviews will take place on June 8 and the second round on June 15 at which time we will let the candidates know that June 19 will be the final interview. On June 15, the candidates will be going to the HS and the MS and meeting with administrators, operational staff and the KPTA.

It is anticipated that the finalist will be interviewed and asked for feedback by the School Committee on June 19, 2017. The School Committee indicated that are expecting a minimum of 3 candidates to be presented to the full committee. If there are only 2 candidates, then the Search Committee should prepare an explanation.

### **Non-Discrimination and Harassment Policy (1<sup>st</sup> Reading)**

Dr. Zielinski explained that this policy revision is in response to an OCR complaint filed against the district. Clarification on the Boy Scouts has been asked.

### **HS Program of Studies – Revisions 1<sup>st</sup> reading:**

Tabled to June 19. Mr. Francomano would like the edits as follows: Have a bold for new language and cross out for old language.

### **NEW BUSINESS:**

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

Tabled to executive session.

#### **Appointment of BICO Representative:**

- ✚ **A Motion was made by Mr. Gee, seconded by Mr. Killion to appoint Dr. Zielinski as the King Philip representative to BICO for the 2017/2018 school year. All in favor.**

#### **Reappointment of District Treasurer:**

- ✚ **A Motion was made by Mrs. McEntee, seconded by Mr. Killion to reappoint Mr. Joseph Meichelbeck as the District Treasurer from July 1, 2017 to June 30, 2018. All in favor.**

#### **Reappointment of School Committee Secretary:**

- ✚ **A Motion was made by Mr. Gee, seconded by Mr. Chalmers, to reappoint Mrs. Elisa B. Witkus as the Secretary to the School Committee from July 1, 2017 to June 30, 2018. All in favor.**

#### **2017/2018 Unit A – Lane Change:**

- ✚ **A Motion was made by Mrs. McEntee, seconded by Mr. Killion, to approve Unit A Lane Changes for the 2017/2018 school year per the contract**

### **LATE COMMUNICATIONS**

Discussion ensued on an inquiry re Bill 291 on the use of Native American mascots and banning them. Dr. Zielinski has sent a letter to State Senator Ross and State Representative Dooley. If this Bill does go through,

King Philip would need to change the name of the school district, etc. We have eliminated the use of the mascot at our events, but they just show up and when they show up we inform them it is not appropriate.

**REPORTS OF SPECIAL COMMITTEES**

**RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS**

**PUBLIC COMMENT**

**ADJOURNMENT INTO EXECUTIVE SESSION:**

- ✚ A Motion was made by Mr. Gee, seconded by Mrs. McEntee, to adjourn into Executive Session at 9:05pm, and not to return to open session, 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). All in favor by roll call vote: Yes (8); No (0). (Mr. Dow will recuse himself from Executive Session.)

**ADJOURNMENT**

- ✚ A Motion was made by Mr. Gee, seconded by Mr. Killion, to adjourn Executive Session at 10:12pm. All in favor by roll call vote: Yes (8); No (0).

*Respectfully submitted,*

*Lisa Barrett Witkus  
Secretary to the School Committee*