

KING PHILIP REGIONAL SCHOOL COMMITTEE  
MINUTES- RETREAT  
July 19, 2016  
King Philip Regional High School - Library

**CALL TO ORDER:**

Mrs. Martin, Chair called the meeting to order at 3:19PM.

**ROLL CALL OF COMMITTEE MEMBERS:**

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

Members Absent:	Norfolk:	Present
	Wrentham:	Jim Killion, Danielle Schmitz
	Plainville:	Present

The meeting is being not 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.

**APPROVAL OF MINUTES**

- ✚ A Motion was made by Mr. Gee, seconded by Mr. Francomano, to approve the Minutes of June 20, 2016. All in favor, with Mrs. McEntee abstaining.
- ✚ A Motion was made by Mr. Francomano, seconded by Mr. Gee, to approve the Minutes of June 27, 2016, with the revised meeting location as the High School Library. All in favor, with Mr. Chalmers and Mrs. Tonelli abstaining.

**AGENDA**

**APPROVAL OF EXECUTIVE SESSION MINUTES**

- ✚ A Motion was made by Mr. Gee, seconded by Mrs. Desrochers, to approve and retain the Minutes of Executive Session dated June 20, 2016. All in favor, with Mrs. McEntee abstaining.
- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve and retain the Minutes of Executive Session dated June 27, 2016. All in favor, with Mr. Chalmers and Mrs. Tonelli abstaining.

**DELEGATIONS AND VISITORS**

Dr. Zielinski, Dr. Gilson, Mr. Caliento, Dr. Mobley, Mr. Lewis, Mr. Christie, Mrs. Gavin, Mrs. Fischer, Mr. Bouzan, Mrs. Correira, MASC Facilitator

## **NEW BUSINESS:**

Mrs. Correira introduced herself to the Committee. She has been an MASC Field Service Representative for many years after serving on the Springfield School Committee. She presented a *PowerPoint* presentation on the roles and governance of school committee members. She noted that first and foremost is student achievement.

Roles and Governance of School Committees include the following responsibilities:

- a. Policy
- b. Budget, complete authority for review and approval of the budget.
- c. Collective bargaining
- d. Appointment/fire of the superintendent. This is the most important hire and the assistant superintendent on a recommendation of the superintendent. The superintendent is the chief executive officer and the educational and financial advisor for the district.
- e. Hire/fire the district's attorney.
- f. Hire/fire school physicians and nurses if the town or municipality does not hire them. Often time nurses are brought into the teachers' union.
- g. Goals and objectives
- h. Mission statement
- i. Performance standards

Communication is key in all aspects and in all levels of administration. It is important to follow the protocol and support the superintendent in matters that conform to School Committee policy.

The development of a strategic plan for the district is key. King Philip already has this in place is key.

Self-evaluation of the committee's own effectiveness should be reviewed on a regular basis and should be anonymous. MASC can review the self-evaluation and provide a summary to the school committee members.

Develop and implement orientation and training programs for new and seasoned school committee members. Members have attended the MASC "Charting the Course" and should understand their roles as the chief policy makers and advocates for students and student achievement.

School committee members act as a body, and individual members do not have independent authority except as assigned by the committee. If an individual member feels very compassionate about an issue, it is important to say, "This is my personal opinion." Members should support each other and treat each other with respect. They need to be cohesive and talk to each other.

When setting goals, every goal has a dollar sign attached to it. Stay out of contentious matters, follow the protocol and the superintendent will provide all committee members with the information.

The school committee packet will be provided well in advance of the meeting. If there is an agenda matter that members have a question about, they should contact the superintendent prior to the meeting.

Policies are always changing; therefore, all handbooks should coincide with current district policies.

Develop a plan to keep the entire staff informed about the mission, goals and strategic initiatives and strategies of the school district.

Mrs. Correira presented to the Committee District Governance Program which consists of Goal setting, SMART Goals, strategies and benchmarks and linking goals to the budget and target vision statements.

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Goals should reflect the mission/vision statements; how do the goals affect the students and what does the school committee really care about. School committee members could have their own individual goals, such as all members attend a conference. How can I be a better school committee member and you can see that in the self-evaluation and micromanaging is not something that you should be doing and that is why you have a superintendent. Review goals on a regular basis during regular school committee meetings and write them down. And remember that goals require funding.

### **DISTRICT GOALS:**

Discussion ensued on the goal setting for the school committee and how the superintendent's and the administration's goals should all align. In a memorandum dated July 7, 2016, Mr. Francomano redrafted the school committee goals in accordance with the last discussion held on Goals in late 2015 and provided them to the full committee for purposes of discussion.

The first goal discussed was:

Provide opportunities for elementary student and adult education programs to capitalize on King Philip's excellent resources and foster a greater sense of community. The strategy behind this is to determine characteristics of a summer enrichment program for grades 4-6 (using KPMS or KPHS) that would meet parents' needs.

Mr. Francomano indicated that the challenge at the regional level is dealing with the 3 towns and there seems to be a disconnect by getting the students and the adults into the building at any given point to foster a sense of community. A one-year strategy that might change the following year may be to have adult education, but the concept is to determine what people want and then see if we can fulfill that. Students need to see what KP offers academically so that they do not seek out private schools or charter schools in the area. A collaborative opportunity with the elementary districts could be pursued. We do great social things, but not doing enough to show the strength of our academics and some of those supporting programs.

Mrs. McEntee asked if King Philip should have a PR person.

Dr. Zielinski said that this has been discussed by the Finance Committee and perhaps we could offer a position with a stipend. Research will need to be done on the enrollment and would be based on projections but we are finding that we lose a certain percentage of kids from grade 8 to grade 9. Some students are returning for grade 10.

Mrs. Desrochers said that perhaps the focus should be on middle school students, to encourage them academically.

Mr. Caliento suggested an email marketing brochure with a link to videos. This is common in private schools.

Dr. Mobley indicated that the HS has one, a spot light program.

Mr. Francomano noted that KP has a wonderful DECA program and multi-media program that we could capitalize on. Can we bring this to the elementary school committees?

Dr. Gilson indicated that KP could run more enrichment programs in the science areas but certain weeks during the summer are not feasible due to scheduling issues and family vacations. The MS has run a summer drama program that attracted a small group of students. Perhaps inter-collaboration with the elementary schools and bus them to the MS one day a week for a choral opportunity. There was a study skills program that tapped into the interest of the community at different times and runs on vacation cycles.

Mrs. McEntee suggested having HS students work with the elementary students. Dr. Mobley indicated that DECA has been very involved in going to the 3 towns with a focus on learning.

The team discussed rebranding who we are at KP with a goal of leading learning and not remaining stagnant. To look at data for every program.


**School Committee Goals, Key Actions and Benchmark Generation:**

<p><b><u>School Committee Goal #1:</u></b></p>	<p><b>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.</b></p>
<p><b><u>Key Actions for Goal #1:</u></b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>d. Individual members will work toward the promotion of King Philip at various community events that they attend in the community.</li> <li>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.</li> </ul>
<p><b><u>Benchmarks for Goal #1:</u></b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>

<b><u>School Committee Goal #2:</u></b>	<b>Continually review data and to evaluate programs that affect students, teachers and administrators to ensure continuous growth and learning.</b>
<b><u>Key Actions for Goal #2:</u></b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><u>Benchmarks for Goal #2:</u></b>	<ul style="list-style-type: none"> <li>a. The School Committee will respond to recommendations about programs to be reviewed by the first school committee meeting in October 2016.</li> <li>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.</li> </ul>

<b>School Committee Goal #3:</b>	<b>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.</b>
<b><u>Key Actions for Goal #3:</u></b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
<b><u>Benchmark for Goal #3:</u></b>	<ul style="list-style-type: none"> <li>a. The School Committee will include students and staff who will be highlighted at School Committee meetings at least monthly starting in October 2016.</li> <li>b. Ensure that programs which support student social/emotional growth are considered in the budget</li> </ul>

	<p>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>
<b>School Committee Goal #4:</b>	<b>Continually evaluate and develop policies, procedures and systems that exemplify transparency, demonstrate fiscal responsibility and foster public confidence in the District's business operations.</b>
<b><u>Key Actions for Goal #4:</u></b>	<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> <p>c. Prepare financial reports for public consumption in a way that is easily digestible for constituents that are not familiar with the budget process.</p> <p>d. Continuing to improve the budgeting process from initial requests through town meeting when seeking approval-work with a "no surprise" attitude.</p> <p>e. Develop, publish and advocate for a rolling strategic five-year plan for capital needs as well as major long-term financial requirements.</p>
<b><u>Benchmarks for Goal #4:</u></b>	<p>a. Check website for financial data posting and executive summary on a quarterly basis, beginning in September for Q1.</p> <p>b. Continue to review financial subcommittee meeting minutes on a monthly basis.</p> <p>c. Set calendar for public budget meetings and distribute to member town officials.</p> <p>d. Hold agenda item space for budget review at each School Committee meeting throughout the budget season.</p>

 **A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve the high level School Committee Goals 1 through 4. All in favor.**

Dr. Zielinski noted that these goals meet the 4 categories of the Theory of Action and Strategic Objectives of the District and thanked the Committee.

Mrs. Desrochers suggested setting overarching goals for the district, foster greater sense of community, collect data, family, community and engagement


Dr. Zielinski suggested reviewing the mission and vision and going back to stakeholders in the next year to see if the perception has changed.

Discussion ensued on communication and making sure that we have sufficient backup data to have good discussion during school committee meetings. It was suggested by Dr. Mobley that the school committee benchmark calendar needs to be looked at and make it less fluid so that the administration is more prepared to present agenda items.

Discussion ensued on a monthly newsletter, a marketing brochure and the use of social media to promote KP activities. It was agreed that there should be a link between the elementary districts and KP.

Discussion turned to the Walker Partnership special education report. The district is awaiting the final report and will present it to the School Committee at an upcoming meeting.

**ADJOURNMENT:**

 **At 8:25pm, a Motion was made by Mr. Francomano, seconded by Mrs. McEntee to adjourn. All in favor by roll call vote. Yes (7); No (0).**

*Respectfully submitted,*

*Lisa Barrett Witkus  
Secretary to the School Committee*