

KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES - APPROVED
September 6, 2016
King Philip Regional High School – Library

CALL TO ORDER:

Mr. Gee, Vice Chair called the meeting to order at 7:05PM.

ROLL CALL OF COMMITTEE MEMBERS:

Members Present: Norfolk: Michael Gee
 Plainville: Patrick Francomano, Charlene McEntee
 Wrentham: Lynn Desrochers, Jim Killion

Members Absent: Norfolk: Jeff Chalmers (arrived at 7:08pm), Noelle Tonelli
 Wrentham: Danielle Schmitz
 Plainville: Ann-marie Martin

The meeting is not 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 the Minutes of August 15, 2016. All in favor, with Mrs. Desrochers abstaining.**

PAYMENT OF BILLS. FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Retirements, Resignations, etc. dated September 6, 2016. Mr. Francomano asked that a list of Staff members who are no longer employed by King Philip since June 30, 2016 and the names of their replacements be provided to the School Committee for the next meeting on October 3, 2016.

AGENDA

APPROVAL OF MINUTES

None

DELEGATIONS AND VISITORS

None

COMMUNICATION:

KP In the News - None
HS and MS Open House Dates- provide times

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT
2016/2017 Superintendent's Goals:

In a memorandum dated, September 2, 2016, Dr. Zielinski presented her 2016/2017 Goals to the Committee.

Mr. Gee said that these are good goals and Dr. Zielinski did a nice job of weaving in the goals that the School Committee approved and they seem to be aligned. He also suggested that the School Committee goals be provided at every meeting, including the benchmarks and action items have were approved at the August 15, 2016 meeting.

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve the 2016/2017 Superintendent's Goals as presented. All in favor.**

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

- Norfolk School Committee Representative: Mr. Chalmers reported that at the Norfolk School Committee meeting opening day events were discussed.
- Plainville School Committee Representative: Mrs. McEntee reported that the Plainville School Committee Meeting was cancelled due to lack of quorum.
- Wrentham School Committee Representative: Ms. Schmitz – None.
- Miss Sheehan, HS Student Council Representative reported that the Guidance Department accommodated students' schedules very nicely. The first day of school went very well. She will provide a more detailed report for the next meeting in September.

AGENDA

UNFINISHED BUSINESS:

FY17 Budget Update: Mr. Caliento:

Mr. Caliento reported that on August 15, 2016, the school committee approved a revised budget. Mr. Meichelbeck, District Treasurer, sent out notices to the town administrators of Norfolk, Wrentham and Plainville, notifying each town of their respective assessment. A copy of each letter was provided to Committee members.

Mr. Francomano made a request as a matter of protocol. He had spoken with Kathy Parker, Town Treasurer for Plainville, who indicated that she was unaware of the revised assessment and said that discussions were held with town administrators. It might behoove us in the future to notify the chair of the finance committee and the town treasurer.

Dr. Zielinski noted that the independent audit report will be reviewed at the September 19, 2016 meeting.

Individual Employment Contracted (IEC) Employees – Sick Bank:

In a memorandum dated September 2, 2016, Dr. Zielinski outlined the parameters to become a member of the IEC sick bank. She indicated that this design has been reviewed by legal counsel.

In speaking to the Superintendent's proposal to "fund" the bank with 75 days, Mr. Francomano asked what is the total amount in terms of average cumulative sick time for each member? Dr. Zielinski indicated that this ranges from 15-18 days per year depending on the individual contract. She will ask Mrs. Farrington in the Benefits Department to run a report. She indicated that last year within this group, there were 24 days donated to an IEC staff member who had utilized all of his sick time. This individual only accessed 5 days before he returned to work, so the remaining days can start the bank.

Mrs. McEntee asked if this is going to encompass all of the IEC employees and asked that a list be provided with their total number of sick days available and the maximum amount of sick time that may be accumulated.

Mr. Francomano made the point that this should be a very clear, specific policy. It could include a verification protocol with specific medical information (within the limits of HIPPA laws) – perhaps beyond a doctor's note to having the individual examined - even though other "units" are not asked for this provision. He also suggested having three members of the school committee on the IEC sick bank committee, which would be one member for each town, instead of the proposed two.

Mr. Francomano asked if there are members do not want to participate, then they can have their day(s) back.

This agenda item will be tabled to October 3, 2016. The Superintendent will take these comments under consideration and present a revised proposal.

NEW BUSINESS:

2016/2017 Opening Day Update:

Dr. Zielinski indicated that she visited all of the classrooms at the HS and the MS. Temperatures were not overbearingly hot in the classrooms. Student Council put motivational phrases on all lockers at the HS. Both schools had a very good opening day and students enjoyed their lunch.

Dr. Zielinski also noted that the schedule was changed a little bit to work out bus issues and Mr. Caliento resolved several bus issues with Holmes Bus Company.

Mr. Wolloff said that Holmes was very accommodating in keeping his children safe.

2016/2017 Home School Plans:

✦ **A Motion was made by Mr. Francomano, seconded by Mr. Killion, to approve the following 2016/2017 home school plans as presented:**

**Z.R. Grade 9
D.R. Grade 8
M.D. Grade 10
G.D. Grade 9
I.D. Grade 7
A.L. Grade 8.
All in favor.**

2016/2017 School Committee Benchmark Calendar:

Dr. Zielinski presented the Committee with the 2016/2017 School Committee Benchmark calendar that incorporates the School Committee Goal items such as the Formation of Community Engagement Subcommittee, Food Service Presentation and the dates of important events have been added. Mr. Francomano asked that along with the goals for the next meeting to present the calendar again as it is adjusted and new items may take priority are added.

Mrs. Snead said that the Marching band preview show will be held on September 18, 2016.

Formation of Community Engagement Subcommittee:

In a memorandum dated September 1, 2016, from Mrs. Martin, she has appointed Mrs. McEntee and Mr. Killion as the primary and secondary School Committee representatives with Mr. Jeff Chalmers serving as alternate.

The representative from administration is Dr. Mobley, as goals pertain to communication for the HS along with Dr. Zielinski.

An audience member asked if community members will serve on this committee. Discussion ensued.

Mr. Gee indicated that the subcommittee will make that decision on the formation of the subcommittee and community members should be involved and we do have consensus of the School Committee.

Job Description: Director of Technology and Integration (1st reading):

Dr. Zielinski provided the Committee with a 1st reading of a proposed new job description for a Director of Information Technology and Integration, along with the last job description for a District Technology Coordinator that was approved in 1996. There may be a more up to date version according to Mrs. McEntee and would like to compare the two?

Discussion ensued on the certification for this position in Microsoft programs and the differences between an integration specialist and information technology.

Mr. Francomano said that he understands there is overlap instructional technology vs. information technology. The district needs someone to manage databases, firewalls and the help desk. The

instructional technology function is intertwined with curriculum and instruction. He sees them as two distinct positions and so combining them might more of a band-aid solution rather than giving the issue more thought.

Mr. Francomano continued that he would like to see an organizational chart of the department - who is doing what and what they are responsible for and who they are reporting to - so that we can put this in appropriate context. Based on minimal research he is seeing that a potentially different skill set is required for instructional technology vs. information technology. Mr. Bouzan recognized that and pushed consistently for a technology integration specialist for years. Now we have put that into the job description and take this as an opportunity of doing an inventory and long-term goals to the extent that we need to put the right people in the right place.

Mr. Gee pointed out that now we have a sudden opening and timetable. What happens when he leaves?

Dr. Zielinski said that we need to post for the position. She is working with the department and planning a meeting this week with the department to have a conversation about all the different components. The department will report to Dr. Zielinski, Dr. Gilson and Mr. Caliento. Mr. Bouzan is putting together a list of items, leases, vendors, student system, etc.

Mr. Francomano said that he is sorry that we are under the gun, but we did not create that situation. One possibility is hiring a consultant in the meantime on a per diem interim basis.

Mr. Killion asked if we have someone in place to handle the systems and leases. Dr. Zielinski responded that we have internal person to handle the systems.

Mr. Chalmers noted that his background is all in technology and teaches all over the country.

Discussion continued on the interim plan and job description. Mr. Francomano said to advertise the old job description and advertise as an interim position. Mrs. McEntee said to look at an integration specialist. Mr. Gee asked that Dr. Zielinski come back with an organization chart, interim job description and a newer job description. Dr. Zielinski said that hiring an interim is important.

Mr. Gee summarized that the job started off as more of information technology and what we are looking for is more instructional technology – that is the piece that we do not have a systematic approach to. How do we best serve the needs of the students and the staff? Mr. Francomano indicated that no one has hit on the right formula to provide training more systematic, more orientated. Mrs. McEntee said they are two different worlds.

In terms of other districts, there are separate information technology and instructional technology positions in Norfolk. In Plainville they are in the process of hiring an instructional technology coach, which was made a position this year.

The School Committee's directive is to post for Interim Director of Technology.

LATE COMMUNICATIONS

REPORTS OF SPECIAL COMMITTEES

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

Mr. Francomano asked about the protocol for naming of fields. Dr. Zielinski indicated that she is working with Mrs. Martin on this matter and has done research on past practices. Mr. Killion asked if we are we looking overall. Mr. Francomano said that he assumes there will be a recommendation for next meeting as the superintendent sets the protocols subject to the School Committee's input.

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

PUBLIC COMMENT

ADJOURNMENT:

- ✚ At 8:04pm, A Motion was made by Mrs. McEntee, seconded by Mr. Killion to adjourn. All in favor by roll call vote. Yes (6); No (0).

Respectfully submitted,

*Lisa B. Witkus
Secretary to the School Committee*