

KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES
September 15, 2014
King Philip Regional High School Library

CALL TO ORDER: Mrs. Martin called the meeting to order at 7:00pm.

ROLL CALL OF COMMITTEE MEMBERS:

Members Present:	Norfolk:	Michael Gee, Noelle Tonelli, Jeff Chalmers
	Plainville:	Ann-marie Martin, Charlene McEntee, Patrick Francomano
	Wrentham:	Lynn Desrochers, Jim Killion
Members Absent:		Edward Goddard
HS Student Council Representative:		Edward Cullinane

The meeting is not being videotaped this evening 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.

DELEGATIONS, VISITORS, PUBLIC PARTICIPATION, ETC.:

Dr. Oliveira, HS Principal, Mr. Wolloff, HS Band Director

CONSENT AGENDA

PAYMENT OF BILLS, FINANCIAL REPORT:

Warrants/Budget Report & Transfers

The following documents were presented as the Consent Agenda:

- Appointments, Retirements, etc. dated September 15, 2014;
- Budget & Finance Subcommittee Meeting Minutes dated:
May 21, 2014
June 6, 2014
June 16, 2014
July 2, 2014

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve the Consent Agenda including the Minutes of September 2, 2014, as presented. All in favor, with Mr. Killion abstaining.**

AGENDA ITEMS:

Approval of Minutes:

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to approve the Executive Session Minutes of September 2, 2014. All in favor, with Mr. Killion abstaining.**

New Business (Taken out of order):

HS Music Overnight Field Trip: Mr. Wolloff

A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, to approve the attendance of the HS Marching Band to attend the US Bands National Finals in Lyndhurst, NJ from November 14-16, 2014, according to Policy JJH and IJOA.

Discussion ensued on the fingerprinting process and procedure of chaperones. Dr. Zielinski explained that all chaperones are cori'd and are not fingerprinted unless they will be with students alone. Chaperones and students will be with someone from the district who has been fingerprinted. Mr. Wolloff indicated that he will be fingerprinted by the time teachers are supposed to be along with other staff members.

Discussion continued that the District currently does not have a set policy; and, also given the fact that it is not mandatory for current staff to be fingerprinted yet, how can we hold volunteers to a higher standard at this point. At this time, this should not be an issue. Discussion ensued on the cost of the fingerprinting process and who will take care of the cost of volunteers being fingerprinted.

The Policy Subcommittee will plan need to meet and review model policies and obtain a legal opinion. Mrs. McEntee noted that Plainville has decided that overnight chaperones are required to be fingerprinted.

A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, to approve the attendance of the HS Marching Band to attend the US Bands National Finals in Lyndhurst, NJ from November 14-16, 2014, according to Policy JJH and IJOA. All in favor.

Unfinished Business:

School Committee Goals: Update on Technology Programs

Mr. Bouzan updated the Committee on his review of technology programs that may be used for the Committee purpose. BoardDocs is a common vendor and will make documents more transparent at a cost of approximately \$4500. GoogleDocs is another option.

Currently, Mr. Bouzan has placed on the website (on a temporary basis as an example) a link called public documents. This is searchable in the database. This file contains 2 folders: Budget documents and Employment Contracts with sub files broken down into individual and KPTA Contracts. These documents would be archived and broken down as the years go on; this would be used as a repository for documents. There would be no added expense to the District as they would be stored in-house, so the cost is manpower vs. purchase of GoogleDocs or BoardDocs.

The difference is sorting information and having a searchable document. Mr. Bouzan explained that you will need to know the criteria that you are looking for, and cite what exactly you are looking for. You will need to "drill" through the document to search for what you are looking for. This will only search on the title of the document and the content which is a limitation.

The Committee recommended that this topic be discussed at a later date and placed on the agenda for next Finance Subcommittee meeting on September 29, 2014.

HS Artificial Turf Field Update: Dr. Oliveira

Dr. Oliveira updated the Committee that the Artificial Turf Field Committee met on Tuesday to organize several upcoming fundraisers. There will be a Golf Tournament on October 7 at Wentworth Country Club. The Committee is looking for donations for raffle prizes, such as restaurants, salons, etc. There is currently an open registration for the 5K sponsored by KPMA that will be held on November 23. This is also to benefit the local food pantries and will have musical groups to play at every mile. There is a Gala event to be held in February. Dr. Oliveira said that she has received a \$6000 donation from an individual and his/her company. A portion of the revenues from a septic service company will also be donated. There is also ongoing canning at football games for donations. There has been no response from Plainville on the barometer yet, but Mrs. McEntee will follow-up with the Plainville School Committee.

SAT and AP Courses: Dr. Oliveira

Dr. Oliveira presented the School Committee with the 2013/2014 Advanced Placement results. She indicated that she is very proud of the results and there is an increase in the number of students participating in AP course work. She embraces the advanced placement courses which focuses less on actual scores but in increasing the rigor for all students by encouraging participation in the course work and shows that students are taking a chance. Students at KPRHS continue to exceed both the state and the national average on SAT and ACT college testing.

Discussion ensued on the evaluation of the advanced placement coursework over the past five year's trend and at what point are you able to do an evaluation. Concern was expressed over continuing lower results in certain subjects including

AP Statistics. 40% of students in that subject received a 2 or a 1 on the exam. Dr. Oliveira will look into the score but explained that there is no prerequisite for statistics and gave an overview of the relevance of the course. She truly believes in the exposure and students need to be exposed to the rigor of the program. If the course was not designed correctly that would come up in the AP audit.

Discussion continued on whether or not there is a preassessment and a baseline for the students prerequisite skills for this class. Dr. Oliveira will review the data on the College Board and update the School Committee.

COMMUNICATION:

The following documents were presented as part of Communication:

- A thank you letter to the Committee from Ms. Zuercher;
- Information on the MassCue and STEM Conferences.

Mrs. Martin noted the MASC Registration: Division III Meeting (Oct 1, 2014 06:00 PM).

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT

Reports from School Committee Members:

Mr. Chalmers: The Norfolk Elementary District discussed the regional school committee meeting; appointment of school physician; technology updates. Next meeting will be held on October 14.

Mrs. McEntee: The Plainville Elementary District discussed at their last meeting their revised policy on expulsion, Task Force Report on school safety, fundraising, summary of staff evaluations, taping of Plainville School Committee meetings, logistics, etc. Mrs. McEntee asked whether King Philip students may be able to tape the meetings; still under discussion.

Mr. Goddard: None

HS Student Council Representative Report:

Mr. Cullinane:

Student Council

- Student Council is currently planning Homecoming activities including the Homecoming Court, Dance, and Pep Rally.
- The first General Meeting was held on Wednesday, September 10th, and Freshman Elections are being held on September 16th.
- Student Council is also currently selling planners for \$10.

Science National Honor Society

- SNHS is currently accepting applications for Juniors and Seniors who meet the requirements. Applications can be picked up and returned to Mrs. Lambert.
- Requirements for membership are posted on the SNHS link on the HS activities website.

KP Cares

- Chop to Stop/Shave to Save- KP Cares is hosting a Chop to Stop/Shave to Save Haircut-a-thon on Monday, September 29th. For more information contact Cheryl Rowe, KP Cares Advisor.

National Business Honor Society

- The National Business Honor Society held informational meetings for Juniors and Seniors interesting in joining.

KP GSA

- KP's Gay Straight Alliance holds their meetings Wednesdays in room 339.
- The group serves as a non-judgmental, supportive, and safe place where kids of all sexualities can feel accepted.

Spanish National Honor Society

- Spanish National Honor Society is currently accepting applications. They are available Sra. Abeille's room 118. Applications are due by October 1st.
- SNHS Meetings will be held every month, on the second Thursday in rom 118.

Drama & GAPS

- KP Drama and GAPS held an informational meeting last Wednesday for students interested in joining the program.

The Committee thanked Mr. Cullinane for participating in the recent ALS Ice Bucket Challenge with them. Mrs. Martin noted that the Norfolk School Committee is trying to arrange to accept the KP School Committee's challenge.

UNFINISHED BUSINESS:

School Committee Goals

In a memorandum dated September 11, 2014, from Mrs. Martin, Chair, she tried to capture the conversations and form preliminary goals that were discussed at the School Committee Retreat on July 15, 2014.

- The committee (under the direction of the Chair) will develop a School Committee Member's Handbook (which perhaps mirrors the MASC handbook) which is specific to King Philip policies, procedures and practices. December 2014
- The Chair will coordinate meetings with the chairs of the three elementary districts, coordinating quarterly meetings to enhance communication and collaboration between all districts. PreK – Age 22 Special Education review, joint committee meetings and legislative updates will be investigated.
- The School Committee will review a variety of standards and evaluation tools for extracurricular and co-curricular activities. An evaluation tool that can be used to ensure that all district programs are reflective and aligned with the district's philosophy will then be created.

✚ **A Motion was made by Mr. Francomano, seconded by Mrs. Tonelli, to accept the School Committee Goals as presented and to revisit them in October to see if any additions are needed. All in favor.**

Music Committee Discussion:

Mrs. Desrochers and Mr. Francomano have volunteered to serve on the Music Committee. If they are not able to attend a meeting(s), Mr. Chalmers and Mr. Gee will serve as alternate music committee members.

NEW BUSINESS (continued):

Home School Plans:

✚ **A Motion was made by Mr. Francomano, seconded by Mr. Gee, to approve the following home school requests for the 2014/2015 school year according to School Committee Policy IHBG:**

1. I.D. Grade 7
2. A.D. Grade 9
3. N.A. Grade 9

All in favor.

Budget Transfers:

In a memorandum dated September 8, 2014, Mr. Schaefer gave the School Committee a budget transfer sheet that requires their approval. This transfer has been reviewed with the Finance Subcommittee at its' meeting on September 8, 2014. The memorandum identified the reasons for the transfers.

The Chair recognized Mr. McGovern, Chair of the Wrentham Finance Committee, who inquired about the reason for the budget transfer request. Discussion ensued regarding the budget transfers.

✚ **A Motion was made by Mr. Gee, seconded by Mrs. Tonelli, to approve the FY2015 budget transfers as identified in Attachment #1. All in favor.**

Credit Card Policy and Procedures:

In a memorandum dated September 5, 2014, Mr. Schaefer provided information that was discussed at the September 8, 2014 Budget and Finance Subcommittee meeting concerning the establishment of a district credit card and the policies and procedures that would need to be put in place. There would be one credit card controlled in the District office. The consensus of the Finance Subcommittee was to move forward with this agenda item and develop a policy. The auditors are

recommending that the School Committee not follow this route due to the current DOR regulations. It is expected that the DOR will be generating more guidance in the future on this item.

- ✚ **A Motion was made by Mr. Francomano, seconded by Mr. Killion, to create a policy. All in favor.**

Appointment of Recording Secretary:

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, to appoint Ms. Karen Wolf as the Recording Secretary for the Budget & Finance Subcommittee at an hourly stipend of \$25 per hour. All in favor.**

SC KP Wear - Discussion:

Discussion ensued on the idea of purchasing clothing with a King Philip logo which has been discussed previously at the Public Relations Subcommittee, Finance Subcommittee and the School Committee Retreat meetings. The idea is to distinguish school committee members at functions in either wearing clothing designed with a KP logo or wearing a name tag pin. Members would purchase their own clothing through the district. Several options are being looked into including purchasing clothing through DECA. A decision will be made at a later date.

Recommendations or Questions from Individual Committee Members:

None

Late Communications:

Announcements:

Mrs. Martin encouraged all School Committee members to attend, if their schedule allows, the upcoming open houses:

The HS Open House will be held on Thursday, September 18, 2014 from 6-8pm.

The Middle School Open Houses are scheduled as follows:

Grade 7 – October 2, 2014 from 6-8pm.

Grade 8 – October 8, 2014 from 6-8pm.

Adjournment:

- ✚ **At 8:30pm, a Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to adjourn into Executive Session for the following purpose: 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. All in favor by roll call vote: Yes (8); No (0).**
- ✚ **At 9:10pm, a Motion was made by Mr. Francomano, seconded by Mr. McEntee to adjourn. All in favor by roll call vote: Yes (8); No (0).**

Respectfully submitted,

*Lisa Barrett Witkus
Executive Assistant &
Secretary to the School Committee*

KING PHILIP REGIONAL SCHOOL DISTRICT

Budget Transfer Request Form

1. Budget Transfer Information

Fiscal Year	2015	BUDGET	
		INCREASE	DECREASE
Transfer Account #:	Description	Debit	Credit
01.5.1420.00.204.33500	SALARY: PAYROLL/BENEFITS	11,308.00	
01.5.2210.21.105.31700	SALARY: PRINCIPAL & ASST. PRINCIPAL	23,912.00	
01.5.2305.12.108.42500	SALARY: TEACHERS		49,352.00
01.5.2305.13.108.42500	SALARY: TEACHERS	10,856.00	
01.5.2305.21.108.10000	SALARY: TEACHERS		59,651.00
01.5.2305.31.108.10000	SALARY: TEACHERS	90,583.00	
01.5.2315.12.108.42500	SALARY: TEAM CHAIR	7,383.00	
01.5.2315.13.108.42500	SALARY: TEAM CHAIR	8,985.00	
01.5.2315.13.202.42500	SALARY: CLERICAL	6,556.00	
01.5.2330.12.330.43600	SALARY: TEACHER AIDES		126,670.00
01.5.2330.12.330.43601	SALARY: TA - SUMMER PROGRAM		6,175.00
01.5.2330.13.330.43600	SALARY: TEACHER AIDES	61,396.00	
01.5.2330.13.330.43601	SALARY: TA - SUMMER PROGRAM	7,492.00	
01.5.2710.12.121.41100	SALARY: GUIDANCE COUNSELOR		65,510.00
01.5.2710.13.121.41100	SALARY: GUIDANCE COUNSELOR	55,470.00	
01.5.2710.21.121.41100	SALARY: GUIDANCE COUNSELOR	3,417.00	
01.5.3600.21.402.37100	CONTRACT SERVICE: SRO	20,000.00	
GRAND TOTAL TRANSFERS		307,358.00	307,358.00

2. Explanation for Budget Transfer

To reclassify salary expenses for the fiscal year as a result of the new hires, transfers, resignations, salary breakage

3. Authorization Request

Up to \$ 5,000	Principal/Director	_____ Signature	_____ Date
\$ 5,001 - \$ 10,000	Superintendent	_____ Signature	_____ Date
\$ 10,001 - \$ 25,000	Finance Subcommittee	_____ Signature	_____ Date
\$ 25,001 and higher	School Committee	_____ Signature	_____ Date

Business Office Use Only: Transfer entered on: _____ BJE # _____

Director of Finance & Operations: _____
Signature Date