

**School Committee Meeting  
Monday, August 5, 2019 – Approved  
King Philip Regional High School – Library  
201 Franklin Street, Wrentham, MA 02093**

**OPENING OF MEETING:**

Mr. Gee, Chair, opened the meeting at 7:02pm.

**Roll Call of Members:**

**Members Present:**

Norfolk:	Michael Gee, Ken Dow
Plainville:	Amy Abrams, Bruce Cates, Samad Khan
Wrentham:	Jim Killion

**Members Absent:**

Norfolk:	Jeff Curry
Plainville:	Present
Wrentham:	Erin DeStefano, Trevor Knott

**PUBLIC COMMENT:**

Mr. Gee reviewed the procedure for public comment. This meeting was not recorded.

**REPORTS OF THE SUPERINTENDENT (Taken out of Order):**

**ADMINISTRATIVE INTRODUCTIONS:**

Mr. Zinni introduced the current administrative staff at the high school as well as introductions of new administrators. Introductions of newly appointed administrators included: Ms. Sullivan, HS Assistant Principal, Mr. Alves, MS Assistant Principal and Ms. Kreuzer, MS Principal. Also in attendance were: Dr. Gilson, Dr. Mobley, Mr. Lewis, Ms. Knapp, Mr. Bois, and Ms. Moy who were all present this evening.

The administrative team held a meeting along with department heads and curriculum team leaders today in a full day workshop with Laura Tilton who gave a presentation/workshop on the efficiency of data according to Mr. Zinni.

**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 Mrs. Abrams seconded by Mr. Khan, to approve the Minutes of June 16, 2019, as presented. All in favor: Yes (6); No (0). Motion carried.

**APPROVAL OF EXECUTIVE SESSION MINUTES:**

- ✚ A Motion was made by Mrs. Abrams seconded by Mr. Killion, to approve and retain the Executive Session Minutes of June 16, 2019, as presented. All in favor: Yes (6); No (0). Motion carried.

**PAYMENT OF BILLS, FINANCIAL REPORT**

Warrants/Budget Report/Budget Transfers:

Mr. Dow asked about the request for reimbursement to the student activity accounts. Mr. Azer explained the process for this request and that it has been an ongoing process throughout the year.

## AGENDA

### **UNFINISHED BUSINESS (Taken out of Order):**

#### **Policy J – Students: Review**

Mr. Zinni gave an overview of the process in which policies have been updating and maintained within the District over the past few years. He explained that Mr. Jim Hardy of MASC facilitated in the updating of the Policy Manual which was adopted in 2014. Since that time, there have been a lot of policy changes. Ms. Moy has reviewed all of the policies in Policy J – Students. These revised policies have been reviewed by the Policy Subcommittee and have been vetted by Attorney Joyce. Mr. Zinni further explained that the content of these policies is current because it is from MASC and has been reviewed by the attorney.

Mr. Zinni further explained that this year, the student handbooks of the High School and the Middle School have been combined to become a district student handbook and the updated policies coincide with the new handbook. He noted that the administration did not make changes in the other sections of the handbook as they have been approved in previous years.

While the administration recognizes that there are further changes to be made, next year the assistant principals will create a subcommittee and review the other sections and bring those up to date. This would include, as an example, an infraction for tardiness where both schools have similar consequences, but not necessarily aligned. Next year, we will work on aligning in grades 6-12, at which time it will be reviewed by the attorney and then next spring there will be one updated handbook. He indicated that there is still a lot of work to be done to be consistent.

The following policies were presented for review and approval by the School Committee and include the following Policy Update: Section J – Students. Mr. Zinni noted again that these policies have been reviewed by the Policy Subcommittee and have been vetted by Attorney Michael Joyce:

#### **Rescind the following policies:**

- JBA – Student to Student Harassment
- JICG – Use of Tobacco Products
- JICH – Drug and alcohol use by students
- JICI – Weapons
- JJ-E- Co-curricular and extra-curricular activities
- JKF – Special needs discipline
- JLIE – Student driving/parking
- JRA-R – Student records

#### **New Policies:**

- EFC – Free and reduced price food services (1<sup>st</sup> reading)
- EFD – Meal charge policy (1<sup>st</sup> reading)
- EFDA – Offer vs. Serve school meals policy (1<sup>st</sup> reading)

#### **Revisions:**

- **IHBG – R – Home Schooling**

Discussion ensued on graduation requirements for home schooled students. Mr. Zinni indicated that this is not related to King Philip and does not pertain to the Handbook at this time. Home schooled student will not be allowed to walk across the stage during graduation at King Philip if they do not meet state and local requirements. Dr. Mobley indicated that home schooled students do not take the MCAS. This policy will be revised as follows:


**In order for home schooled students to participate in the graduation ceremony, they must meet all KPRHS requirements and standards. A student, with the approval of the King Philip Regional School Committee, may be awarded a high school diploma if they have satisfied the Department of Elementary and Secondary Education's competency requirements and have met the District's educational standards for graduation.**

- Revise Policy ADC – Tobacco Products on School Premises Prohibited
- Revise Policy GBED – Tobacco use on school property by staff members prohibited
- Revised JICFB – Bullying Prevention

**Revised Policies (1<sup>st</sup> reading):**

- JB – Equal Educational Opportunities – no comments.
- JF – School Admissions – no comments
- JH – Student absences and excuses. The School Committee would like to see this word-smithed on students not attending colleges, but visiting other college or college visits.
- JHD – Exclusions and Exemptions from School Attendance
- JIC – Student Discipline. Revise Superintendent's Hearing
- JICFB – Bullying. This policy has been reviewed and edited by Mr. Gee. Ms. Moy made the proposed edits and the revised draft was presented to the School Committee. The content was not changed.
- JICFA-E – Hazing – no comments
- JII – Student complaints and grievances – no comments
- JJ – Co-curricular and extracurricular activities – no comments
- JJE – Student fundraising activities – no comments
- JJF – Student activity accounts – no comments
- JK – Student conduct – no comments
- JLCB – Inoculations of students – no comments
- JLCD – Administering medicines to students – no comments

Discussion ensued on the presentation of these policies and that this is the first time the committee has had the opportunity to review and comment on them. Mr. Killion noted that the Policy Subcommittee and other committees work very hard and spend a lot of time reviewing items such as this before presenting it to the full committee and we need to trust in their work and have confidence in the administration.

-  **A Motion was made by Mr. Khan, seconded by Mr. Killion, to approve the policies as presented, with the noted changes as discussed, and to waive the 2<sup>nd</sup> reading, based upon the Policy Subcommittee's recommendation (Mr. Gee, Mr. Khan and Mrs. DeStefano) who has reviewed them and moved them to full School Committee for approval. All in favor: Yes (6); No (0). Motion carried.**

**Student Handbook:**

Mr. Zinni explained that Attorney Joyce has reviewed the District Student Handbook for content. The only changes this year are the policy changes and everything else is the same. Ms. Moy noted that there was a merge with the high school and the middle school, e.g., attendance, to make this one district attendance policy. There was one change in the MS discipline section that was revised to be consistent and comprehensive with the high school. Additional work will be done throughout the year.

Infinite Campus, the new student portal, will be used this year to get the students' schedules up and running and we are still in the process of finalizing this process. Staff members are still changing, especially at the high school.

According to Mr. Zinni, changes are specifically aligned with the policies that the school committee just approved.

Discussion ensued on the dress code (Page 39) that needs to be revised and enforced, or not put the language in there at all. Dr. Mobley had intended to put this through School Council, but could not get quorum in the last 3 meetings so they were not voted on. She indicated that the HS can work with new MS administrative team and work together on a new dress code policy. Mr. Gee reviewed MGL which is already in existence in the handbook policy. Dr. Mobley indicated that the School Council is responsible for the student handbook. Mr. Zinni would like to bring this to the school attorney for his review.

Mr. Zinni asked that the school committee approve the handbook, with the caveat that any updated language will be brought before the School Committee before it is published, and he will have it vetted by the school attorney. Ms. Moy

asked that the Committee approve the top section, which is the law, and then have the attorney vet the rest of the policy in the handbook.

Mrs. Abrams asked about the Student Advisory Committee (page 46) and what is the student involvement in decision making as part of MASC Policy. Dr. Mobley said that that is with DESE and there are 2 members and an alternate who work on state level decision making, state student advisory committee to the DESE. Mr. Gee indicated that there is a student member on the school committee.

Discussion followed on deleting the Student advisory committee. Mr. Khan asked if there are other pieces in the handbook such as this. Ms. Moy indicated that she worked off of MASC Policy.

Mrs. Abrams referred to religious observances that may not be in the handbook. Dr. Mobley annually sends out this information to the HS teachers. Discussion followed that this needs to be in the handbook, Dr. Mobley needs to wordsmith to cover more religious holidays for all students. Have a general statement in the handbook that covers religious holidays and the need to work with the elementary districts and the staff members.

The school committee asked to review the new dress code policy when it has been prepared.

On Page 95 – delete ECP.

Mr. Gee suggested having 3 dividing sections one for high school, middle school. He also noted that there is a misplaced section on bringing lunches to school under truancy.

**A Motion was made by Mrs. Abrams, seconded by Mr. Khan, to approve the 2019/2020 District Student Handbook, and to waive the 2<sup>nd</sup> reading, with the pending the anticipated changes to dress code and religious observances/homework, eliminate student section, with the caveat that the school attorney update and vet the dress code and homework policy before the handbook is published. Yes (6); No (0). Motion carried. All in favor.**

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

##### **Job Description: District Receptionist (2<sup>nd</sup> reading).**

Mr. Zinni apologized for the title and has changed the title of the job description to District Secretary. He indicated that there is no implication to the budget or new funding, but a restructuring to be consistent with the management of 504 Plans to gain efficiency. The primary responsibility of this position is to handle 504 Plans. Mr. Zinni gave a history of how 504s were handled in the past. There is still a full-time school psychologist covering the middle school but it is now covered by 2 people. Mr. Zinni indicated that we are not losing a school psychologist, but there is a change in FTE between two staff members.

Mr. Dow stated that he felt that an engineering instructor should be hired; that there were staff cuts that were never restored instead of this position and high student fees. Mr. Zinni discussed the engineering instructor position with Dr. Mobley who said the courses are not offered in the program of studies because students had already chosen their courses and the intent is to build it into next year's budget. Mr. Zinni feels he has been fiscally responsible in the addition of staff and reduction of some fees by 10%.

Mrs. Abrams suggested the out of district coordinator do some of the 504 instead of this new position just managing meetings. Mr. Zinni indicated that too much of the scheduling according to Ms. Moy and this is mandated by law. There is no extra person just to do 504s. According to Mr. Zinni 504s has been a problem over the years and we need to be compliance.

Mr. Killion said that we communicate with our towns and they see a head count and the perception of hiring a facilities manager the community sees the focus on special education are we doing enough for regular education, personally I would love to see the focus on adding engineering instructor, there is great debate to Ken's point. Mr. Zinni said to have any community member contact him directly and he will review the budget with them and why our students are getting a great value for their money.

Mr. Gee indicated that these changes are based on compliance and efficiency and making positive changes.

The School Committee recommended changing the order of the responsibilities on the job description structure.

- ✦ **A Motion was made by Mr. Khan, seconded by Mr. Killion, to approve the job description and title change to District Secretary, as amended, with the noted changes to the restructuring. Yes (6); No (1) -Ken Dow opposed. Motion carried.**

**Job Description: Human Resources Manager (Taken out of Order):**

Mr. Zinni said that in looking at the efficiencies of the central office by adjusting this position and increasing the salary of Mrs. Le, Payroll Director, by a few thousand dollars would be beneficial for extra responsibilities. Discussion ensued on where is that money coming from and Mr. Zinni explained that it would be coming from efficiencies of hiring over the summer. Mr. Khan asked what benefits these additional responsibilities would have to the district. Mr. Zinni said that he discovered that Mrs. Le was paid overtime which carried over into this year. While no one should be getting overtime, Ms. Le was doing things beyond her current job description and beyond the current work day. It has been determined that we could build these responsibilities into a new job description for significantly less than what Ms. Le was paid in overtime over the past two years. That position becomes more efficient and is salary not overtime.

Discussion ensued on what was the overtime amount. Mr. Zinni discovered that the HR person was doing both of benefits and payroll when the benefits coordinator resigned and then another person was out on medical leave, so Ms. Le accrued about \$20K in overtime, which were extenuating circumstances. This increase will be less than half of this amount in overtime.

- ✦ **A Motion was made by Mr. Killion, seconded by Mr. Cates, to approve the job description of Human Resources Manager, as presented. Yes (6); No (0). Motion carried.**

**Policy BEDH - Public Participation Policy (1<sup>st</sup> Reading):**

Mr. Zinni distributed copies of the Spaulding et al v. Town of Natick School Committee decision to the School Committee re the topic of free speech at school committee meetings. He stated that MASC policies were built under an old premise of free speech. Guests can come to the school committee meeting and the school committee can limit time and forum for public speak. Discussion ensued on changing the format at the first meeting in September.

Discussion ensued on how our current policy cannot be enforced as it is currently written and to adopt a new policy written by our attorneys.

The new policy was read in its entirety into the minutes by Mr. Gee as follows:

**File: BEDH**

*PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS*

*All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.*

*The School Committee desires members of the King Philip Regional School community to attend its meetings so that they may become better acquainted with the operations and the programs of the King Philip Regional School District. In addition, the Committee would like the opportunity to hear the wishes and ideas of members of the King Philip Regional School community on matters within the scope of their authority. These matters include the budget for the King Philip Regional School District, the performance of the Superintendent, and the educational goals and policies of the King Philip Regional School District.*

*In order that all members of the King Philip Regional School community who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted consistent with state and federal free speech laws:*

- 1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives who have signed up to speak will be invited to address the Committee during its 15-minute public comment period, which shall be known as Public Speak.*

2. *All speakers are encouraged to present their remarks in a respectful manner.*
3. *Speakers must begin their remarks by stating their name, town or city of residence, and affiliation. All remarks will be addressed through the Chair of the meeting.*
4. *Public Speak shall concern items that are not on the School Committee's agenda, but which are within the scope of the School Committee's authority. Therefore, any comments involving staff members or students must concern the educational goals, policies, or budget of the King Philip Regional School District, or the performance of the Superintendent.*
5. *Assuming that four (4) or fewer speakers sign up to engage in public comment, each speaker will be allowed three (3) minutes each to present their material. If five (5) or more speakers sign up to engage in public comment, then each speaker will be allowed two (2) minutes each to present their material. No more than six (6) speakers will be accommodated at any individual meeting.*
6. *Large groups addressing the same topic are encouraged to consolidate their remarks and/ or select a spokesperson to comment at Public Speak.*
7. *Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted. However, speakers who require reasonable accommodations on the basis of a speech-related disability or who require language interpretation services may be allotted a total of five (5) minutes to present their material. Speakers must notify the School Committee by telephone or email at least 48 hours in advance of the meeting if they wish to request an extension of time for one of these reasons.*
8. *The Chair reserves the right to terminate speech which is not Constitutionally protected because it constitutes true threats, incitement to imminent lawless conduct, comments that were found by a court of law to be defamatory, and/ or sexually explicit comments made to appeal to prurient interests. Verbal comments will also be curtailed once they exceed the time limits outlined in paragraphs 5 and 7 of this policy and/ or to the extent they exceed the scope of the School Committee's authority.*
9. *King Philip Regional School District Disclaimer: Public Speak is not a time for debate or response to comments by the School Committee. Comments made at Public Speak do not reflect the views or the positions of the School Committee. Because of constitutional free speech principles, the School Committee does not have the authority to prevent all speech that may be upsetting and/ or offensive at Public Speak.*



Mr. Zinni will check with Attorney Waugh to see if the committee can, prior to the meeting, designate additional time for a specific topic to extend and will bring it back to discuss at a future meeting. Discussion ensued on the interpretation of the new format which requires further information from Attorney Waugh.

It was suggested that Policy BEDH to place on the overhead screen during a school committee meeting.

- ✚ **A Motion was made by Mr. Dow, to waive the 2<sup>nd</sup> reading of Policy BEDH and to approve it as presented, seconded by Mrs. Abrams. Yes (6); No (0). Motion carried.**

**MASC Delegate:**

The MASC Voting Delegate will be tabled to September 3, 2019.

**Food service budget transfer:**

In a memorandum dated July 22, 2019, Mr. Azer explained the purpose for the Food Service Budget Transfer. Mr. Dow requested data on debt money at the end of each year. This is a cost of doing business according to Mr. Cates. Mrs. Reynolds works very hard on this according to Mr. Zinni.

- ✚ **A Motion was made by Mrs. Abrams, seconded by Mr. Cates, to approve the food service budget transfer of \$14,581.20 from the general fund to the food services fund. Yes (6); No (0). Motion carried.**

**FY20 Budget Report:**

No Discussion.

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Mr. Curry – None
- Plainville School Committee Representative: Mrs. Abrams – None
- Wrentham School Committee Representative: Mrs. DeStefano – None

**LATE COMMUNICATIONS**

**REPORTS OF SPECIAL COMMITTEES**

**RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS**

**ADJOURNMENT:**

- ✚ **A Motion was made by Mrs. Abrams, seconded by Mr. Cates, to adjourn the School Committee meeting at 9:30pm. All in favor by roll call vote: Mr. Gee, Mr. Killion, Mrs. Abrams, Mr. Khan, Mr. Cates, Mr. Dow – Yes (6); No (0). Motion carried.**

*Respectfully submitted,*

*Elisa Barrett Witkus  
Secretary to the School Committee*