

**KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES - Approved
December 18, 2017
King Philip Regional High School - Library
201 Franklin Street, Wrentham, MA 02093**

CALL TO ORDER:

Mr. Francomano, Chair called the meeting to order at 7:00PM.

ROLL CALL OF COMMITTEE MEMBERS:

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

Members Absent:	Norfolk:	Present
	Wrentham:	Present
	Plainville:	Charlene McEntee

HS Student Council Representative: Miss Linde

The meeting is not being videotaped by Wrentham Cable. Mr. Francomano 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 Mr. Francomano also explained the procedure for public comment.

DELEGATIONS AND VISITORS

Dr. Mobley, HS Principal, Mr. Azer, Director of Finance, Mr. Meichelbeck, District Treasurer
Mr. Lynch, Mr. Connor, Auditors, Mr. Hardy, MASC

APPROVAL OF MINUTES

- ✚ **November 20, 2017.** Mr. Dow questioned the accuracy of a statement he made in the November 20, 2017 minutes. Mr. Francomano asked that there be a review of the video of the meeting and that the minutes be held at this time.

Mr. Gee noted a typographical error to the November 28, 2017 minutes on Page 2, paragraph 5 in which the revised budget amount should be \$33,886,835, not 433,886,835.

- ✚ **A Motion was made by Mr. Gee, seconded by Mr. Killion, to approve the Minutes of November 28, 2017, with the noted correction on page 2, paragraph 5. All in favor with Mrs. DeStefano abstaining. Yes (7); No (0); Abstain (1). Motion carried.**
- ✚ **A Motion was made by Mr. Gee, seconded by Mr. Killion, to approve the Minutes of December 4, 2017. All in favor with Mrs. DeStefano abstaining. Yes (7); No (0); Abstain (1). Motion carried.**

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Retirements, Resignations, etc. were presented in a memorandum from Dr. Zielinski dated December 4, 2017.

- ✚ **A Motion was made by Mr. Gee, seconded by Mr. Killion to approve the Consent Agenda with the exception of the November 20, 2017 minutes. All in favor. Yes (8); No (0). Motion carried.**

APPROVAL OF MINUTES:

- ✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Khan, to approve and hold the Executive Session minutes dated November 20, 2017. All in favor with Mr. Dow abstaining. Yes (7); No (0); (1) Abstain. Motion carried.

AGENDA

UNFINISHED BUSINESS (taken out of order):

Superintendent Search: Mr. Hardy, MASC

Mr. Hardy distributed 2 documents to the School Committee which included the timeline and activities of the Search Committee and a summary of the focus group discussions on the online survey. The survey indicated that the working groups are off to a great start as there are members from every town. One suggestion was to move around school committee meetings perhaps in a cycle of 4 to different locations amongst the 3 towns. There is a shared vision among the three communities to help build cohesiveness among the 4 districts.

Mr. Hardy indicated that 3 focus groups have been held to-date. Applications will close on January 5 and resumes will be provided to the search committee on January 8. The task at hand now is the determination of the makeup of the search committee so that participants can be solicited for different stakeholder groups and in place by January 8, 2018, so that the School Committee may formally appoint members and to start the interview process.

Following discussion, it was determined that the Search Committee will consist 13 members in which 7 votes is a majority:

- 2 - School committee members – Mr. Killion and Mrs. DeStefano
- 2 – Building administrators with one from each building – Dr. Gilson and Dr. Mobley
- 2 - Teachers (chosen by the KPTA with one from each building)
- 1 - Director of Special Education, or alternate from the special education department.
- 1 - Director of Finance – Mr. Azer
- 2 - Parents (one from the MS and one from HS).
- 2 - HS student representatives.
- 1 - Municipal town administrator or selectman representative or an elementary superintendent

Mr. Hardy reviewed the process for the formation of the Superintendent Search Committee which will be an agenda item for January 8 at which time the School Committee will formally appoint its members and give them their charge. Mr. Hardy will then train the members in a separate meeting. This will be a regularly posted school committee meeting and a separately posted search committee for this purpose to begin at 7:30pm.

New Business (Taken out of Order):

Mr. Robert Lynch, and Grady Connor Partners of Lynch, Malloy, Marini, LLP, CPA & Advisors presented the FY17 basic financial statements and management's discussion and analysis for the year ended June 30, 2017 within the independent auditor's report. The purpose of the engagement to perform an audit of the financial statements. Mr. Lynch explained they have to make sure and evaluate the competency of those signing and to give an opinion of the district's financial statements and on internal controls and compliance. A management letter was also issued through the course of the audit to implement effective internal controls and comment as needed for management to improve the accounting and internal control.

Mr. Lynch indicated there was no material weaknesses or significant deficiencies reports as a result of the audit procedures, surrounding financial statements (financial reporting). No material noncompliance reported as a result of audit procedures current year. Next year the district will be required to report OPEB liability. The Committee did vote to set up a trust fund which has not yet been funded. Discussion ensued on E&D from last year or unassigned general fund balance and the deficit of KP cafeteria school lunch will be addressed and on a policy regarding revolving accounts.

Mr. Francomano thanked Mr. Lynch for an excellent presentation and also thanked Mr. Meichelbeck.

MASC Annual Meeting 2017 – Update:

This item will be tabled until January 8, 2018 as Mrs. McEntee would like to participate in this discussion.

Reports from School Committee Members:

Norfolk School Committee: Mr. Chalmers – Meeting was held on December 12, discussed MCAS results, bullying, policy items.

Wrentham School Committee: Mrs. DeStefano – MCAS results were discussed.

HS Student Council Representative, Miss Linde, presented her report.

2017/2018 District Goals:

Following discussion at the December 4, 2017 school committee meeting, members were asked to provide revised, updated goals for review by the full committee.

Mr. Khan prepared an updated version of Goal #1 to reflect what work is being done with the Community Working Groups and also updated the dates. He added a survey after the end of the budget season.

<u>District Goal #1:</u>	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.
<u>Key Actions for Goal #1:</u>	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. Create a follow-up community survey. b. Create a Community Working Group with the goal of fostering a greater sense of community with our three towns by engaging the students, families, and residents from each of the communities. 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. d. Individual members will work toward the promotion of King Philip at various community events that they attend in the community. 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.
<u>Benchmarks for Goal #1:</u>	a. The Committee will review current data from the last community survey and with the help of the Community Working Group, create a new community survey to be distributed no later than July 2018. 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 2018. c. The Working Group will present to the full committee potential promotional materials as well as a proposal for consideration of a PR stipend by December 2018.

Mr. Francomano and Dr. Gilson, along with collaboration with Dr. Mobley, presented an updated Goal #2.

<u>District Goal #2:</u>	Continually review data and to evaluate programs that affect students, teachers and administrators to ensure continuous growth and learning.
<u>Key Actions for Goal #2:</u>	a. Annual review of data presented on programs being evaluated for the fiscal year. Use evaluated data to determine budgetary changes to support a change in programs as needed.
<u>Benchmarks for Goal #2:</u>	<p>b. The School Committee will respond to recommendations about programs to be reviewed by the first school committee meeting in October.</p> <p>a. Reports will be placed on the school committee agenda by the chair at appropriate reporting periods throughout the year, with a discussion at these meetings about the data/information presented.</p> <p>Year 1- Science/Math (2016-2017) Year 2- ELA/Fine and Performing Arts / Safety and Security (2017-2018) Year 3-History/World Language/Tech/ Mentoring (2018-2019) Year 4- Guidance/Physical Education/ Business (2019-2020)</p> <p>Special Education Review - Follows the cycle of the Coordinated Program Reviews.</p>

Goal #3 was revised and updated by Mr. Gee, with the assistance of Dr. Mobley on inclusion and tolerance.

<u>District Goal #3:</u>	District Goal #3: 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.
<u>Key Actions for Goal #3:</u>	<p>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.</p> <p>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.</p> <p>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.</p> <p>d. Create a district-wide climate that encourages inclusion and promotes tolerance.</p>
<u>Benchmark for Goal #3:</u>	<p>a. The School Committee will include students and staff who will be highlighted at School Committee meetings at least monthly.</p> <p>b. The School Committee will take the opportunities to visit the District's programs on invited walkthroughs during the 2017-2018 school year.</p> <p>c. Ensure that programs which support student social/emotional growth are considered in the budget process for FY 2019.</p>

	<p>d. Engage teachers, students, administrators, and community (including elementary districts) to develop an action plan to improve cultural proficiency and develop protocols for responding to bias incidents.</p>
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Mr. Ken Dow developed new benchmarks for Goal #4.

<p>District Goal #4:</p>	<p>Continually evaluate and develop policies, procedures and systems that exemplify transparency, demonstrate fiscal responsibility and foster public confidence in the District’s business operations.</p>
<p><u>Key Actions for Goal #4:</u></p>	<ul style="list-style-type: none"> a. Include an executive summary when uploading all financial reports onto the KP website in a timely manner. 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. c. Prepare financial reports for public consumption in a way that is easily digestible for constituents that are not familiar with the budget process. d. Continuing to improve the budgeting process from initial requests through town meeting when seeking approval-work with a “no surprise” attitude. e. Develop, publish and advocate for a rolling strategic five-year plan for capital needs as well as major long-term financial requirements.
<p><u>Benchmarks for Goal #4:</u></p>	<ul style="list-style-type: none"> a. Check website for financial data posting and executive summary on a quarterly basis, beginning in September for Q1. b. Continue to review financial subcommittee meeting minutes on a monthly basis. c. Set calendar for public budget meetings and distribute to member town officials. d. Hold agenda item space for budget review at each School Committee meeting throughout the budget season. e. Invite selectmen and members of the finance committee from the three towns to the King Philip Finance Sub Committee meetings. f. Involve community working group/budget to budget meetings and encourage them to attend budget meetings in the three towns. (include elementary schools). g. To engage in thorough advance planning with staff and administration to develop budgets and guide expenditures. h. Goals for student achievement should drive budget process. I. The district should promote the budget rather than defend it. That we are fiscally responsible. Promote fine programs that the district has in place and promote them and extracurricular activities. Start off with what we have done and what we want to do as a marketing plan as a different approach. <p>Following discussion, it was determined that H and I are action items rather than benchmarks. They are very valid. Consensus on #4 with change to H and I in the final version.</p>

Mr. Knott was asked to develop a goal to hire an educational leader who will support the district goals, lead the district and promote cohesion with all stakeholders of the KP community.	
District Goal #5:	To recruit and hire King Philip's next Superintendent of Schools, effective July 1, 2018. King Philip's next Superintendent will possess the optimal mix of leadership, administrative, and management skills that are best suited to both the district's near-terms needs/challenges and long-term vision for becoming one of the premier high-performing districts in the state.
Key Actions for Goal #5:	<p>a) Review and consider all data-findings and survey-findings provided by the Community Working Groups (CWG's) and King Philip Regional School Committee (KPRSC) to develop a rich target-candidate profile.</p> <p>b) Actively engage our chosen consultant to lead and guide the KPRSC in its search and selection process.</p> <p>c) Form a dedicated Search team made up of members of our 3 town communities, administration, parents, students, elementary-district leaders, and KPRSC members to conduct comprehensive exploratory interviews with target-candidates.</p> <p>d) Ensure that the compensation and benefits package offered to our target candidates is fully sufficient and commensurate with the kind of candidates King Philip is seeking to attract and ultimately hire, to lead the district in its evolution to becoming one of the premier high-performing districts in the state.</p>
Benchmarks for Goal #5:	<p>a) Review multiple search-consultants to lead/assist the KPRSC in the search-process; choose consultant by mid-Fall, 2017.</p> <p>b) Establish Search Committee by end of year, 2017.</p> <p>c) Actively recruit, interview, and narrow list to top 2-4 candidates by end of January 2018. to be subsequently interviewed and reviewed by the KPRSC.</p> <p>d) Tender offer and secure acceptance from candidate by ?</p>

New Goal #6: Discussion ensued what are the goals of the administrators and what the individual administrator does will feed into these goals. Mr. Chalmers was asked to prepare this new goal and benchmarks to ensure that the administrative team is taking action to place these goals into effect.

<p>District Goal #6:</p>	<p>To ensure the consistent and increased productive goal setting between and among Administrators.</p> <p>Key Actions:</p> <ul style="list-style-type: none"> • Creation of smart goals to define collective and transparent initiatives that can better prepare and develop future vision plans • Timely collaboration of future goal development among Administrators <p>Benchmarks:</p> <ol style="list-style-type: none"> 1. Establish a transparent set of definitive goals that can be quickly measured on a monthly, quarterly and annual basis
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Discussion was held on the implementation and compliance with the rubric by DESE and that the information is not sufficient to implement Goal #6.

The School Committee reached consensus on District Goals 1 through 5. Mr. Francomano asked that a final copy be presented for approval at the January 8, 2018 meeting.


New Business (Taken out of order):

Figure Skating Proposal:

In a memorandum from Dr. Mobley, she presented a proposal for a figure skating club submitted on 12/7/17 by parents Ellen Sebastiano, Erinn Byrne and Stacy McGhehey. They would like to form a club to compete in the NE High School Competitive Series sponsored by the NE InterClub Council. This activity does not fall under the umbrella of a sport as the MIAA does not recognize it and the parents are asking for circumstances that do not render it a club that the HS can run per Dr. Mobley. Dr. Zielinski explained that in order for this club to run it will need to be declared a sport for King Philip. Mr. Azer questioned liability and whose insurance will the skaters be covered. Discussion ensued that this would be a great opportunity for King Philip but that more information is needed including costs involved and what classification category this falls under. This is a proposal for next year and there is time to do research on how other districts handle this. Discussion ensued on protocol on how other clubs run at the high school and the number of participants will also determine if the HS can move forward with this request. The parents indicated that there are currently 15 schools are part of this league, supervised by Bonnie Nagel.

 **A Motion was made by Mr. Khan, seconded by Mr. Killion, to table this discussion to the 2nd meeting in January (January 22, 2018).**

There was further discussion and an amendment to the motion to table this topic to March until this matter can be researched further. Mr. Francomano asked the parents to send him the contact information and forward any relevant questions so that he research this. Mr. Azer is concerned about equity if a child cannot afford the fee as it was mentioned that the entry fee is \$30 for the year.

 **A Motion was made by Mr. Khan, seconded by Mr. Gee, to table this topic to the second meeting in March, 2018. All in favor.**

HS Program of Studies (1st reading): Dr. Mobley

Dr. Mobley presented a new course: Advanced STEM Mathematics with BC Calculus (ASMC). There was no discussion on this topic.

Dr. Mobley indicated that she will be bringing forward AP Music Theory at the next meeting. Mr. Keough, Music Director, would be willing to go to the institute and offer that to students next year, the minimum number of students for music courses. The School Committee will waive the 1st reading of AP Music Theory. She will provide the Music course description for the next meeting, waive 1st reading of AP Music Theory.

Technical Change:

Dr. Mobley asked that the HS would like to require that students meet all of the academic requirements in order to participate in the graduation ceremony. Currently, students are allowed to participate in the ceremony if they are within 5 credits. The guidance department is proposing to change graduation requirements as students are given waivers if they owe credits as they do not always come back and work on it. Dr. Mobley explained that if we can force them to finish before they walk, Tutoring is provided and assistance as needed, the credits will be completed and walking at graduation will be held to a higher standard and if students are considered drop outs, this would affect the dropout rate at DESE.

Discussion ensued that the numbers are low to warrant a change in requirements.

- ✚ A Motion was made by Mr. Knott, seconded by Mr. Chalmers, to support Dr. Mobley's recommendation on the Technical Change to graduation. Yes (4 – Mr. Knott, Mr. Chalmers, Mr. Dow, Mrs. DeStefano); No (4 - Mr. Khan, Mr. Francomano, Mr. Gee, Mr. Killion). Motion failed.
- ✚ A Motion was made by Mr. Gee, seconded by Mr. Chalmers, to approve the 2018/2019 HS Program of Studies as presented. All in favor. Yes (8); No (0). Motion carried.

Late Communications:

Winter Percussion Program Fee 2017/2018:

- ✚ A Motion was made by Mr. Gee, seconded by Mr. Chalmers, to approve the 2017/2018 winter percussion fee of \$450 per student. All in favor. Yes (8); No (0). Motion carried.

**FY19 Budget: Mr. Azer
PowerPoint Presentation**

Mr. Azer presented the FY19 budget initial draft and noted that the numbers are subject to change. Discussion ensued on the special education budget, in which Mr. Azer reviewed the history and anticipated projections.

REPORTS OF SPECIAL COMMITTEES

None

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

None

PUBLIC COMMENT

None

ADJOURNMENT INTO EXECUTIVE SESSION:

- ✚ At 10:31pm, a Motion was made by Mr. Knott, seconded by Mr. Khan to enter into Executive Session for the following purposes: 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 (Unit A collective bargaining). All in favor by roll call vote: Yes (8); No (0); Abstain (0). Motion carried.

ADJOURNMENT

(Mr. Dow recused himself from Executive Session.)

- ✚ **At 10:40pm, a Motion was made by Mr. Gee, seconded by Mr. Khan, to adjourn Executive Session and to return to open session solely for the purpose of adjournment. All in favor by roll call vote: Yes (7); No (0); Abstain (0). Motion carried.**

Respectfully submitted,

*Lisa Barrett Witkus
Secretary to the School Committee*

Documents presented to School Committee on December 18, 2018:

Draft minutes of November 20, 2017
Draft minutes of November 28, 2017
Draft minutes of December 4, 2017
Appointments, Retirements, Resignations, etc.
Draft Executive Session Minutes of November 20, 2017
KP in the News
Approved Minutes of the Finance Subcommittee dated 10/20/17 & 11/9/17
Superintendent Search Update: Mr. Hardy
2017/2018 District Goals
HS 2018/2019 Program of Studies (2nd Reading): Dr. Mobley
FY17 Auditor's Report: Mr. Meichelbeck and Mr. Connor
FY19 Budget: Mr. Azer
Special Education Budget (History/Projections): Mr. Azer
HS Figure Skating Proposal: Dr. Mobley
HS Student Council Report: Miss Linde