

**KING PHILIP REGIONAL SCHOOL COMMITTEE  
MONDAY, DECEMBER 5, 2022 - AGENDA – 7:00PM  
KING PHILIP REGIONAL HIGH SCHOOL - LIBRARY**

**1. ROLL CALL OF COMMITTEE MEMBERS**

**2. DELEGATIONS AND VISITORS**

Mr. Zinni, Dr. Gilson, Mr. Azer, Mr. Caleb Encarnacion-Rivera, Mr. Tim O'Connor

**3. PUBLIC COMMENT:**

Anyone interested in commenting on an agenda item during the meeting or making a statement during the public comment period is asked to complete an information card and hand it to Mrs. Venessa Petit, School Committee Secretary.

**4. CONSENT ITEMS:** *All items listed below 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 requests, in which event the item will be considered in its normal sequence:* **A.R.**

- Draft Minutes from November 21, 2022
- Payment of Bills/Warrants
- Communications

**5. APPROVAL OF EXECUTIVE SESSION MINUTES**

None

**6. STUDENT COUNCIL REPORT**

-Student Council Report: Miss Addison Lewis I.O.

**7. REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

- District Update I.O.
- Model UN Overnight Field trip request-Mr. Tim O'Connor A.R.
- Letter of Commendation I.O.

**8. UNFINISHED BUSINESS:**

**9. NEW BUSINESS:**

- Introduction to DEI Director Mr. Caleb Encarnacion-Rivera I.O.
- Creation of a Superintendent Search Committee A.R.
- FY 2023 Winter Music Fees A.R.
- FY 2022 Financial Recap I.O.
- School Committee Goals-Status Update I.O.
- Policy Review (1st Reading):** A.R.
- Policy File JIC: Student Discipline**
- Policy File JICA: Student Dress**
- Policy File AC: Non Discrimination including Harrassment and Retaliation**
- Policy File GBA: Equal Employment Opportunity**
- Policy File GCF: Professional Staff Hiring**
- Policy File JB: Equal Educational Opportunities**
- Policy File JFBB: School Choice**

- Policy File DB: Regional School District Annual Budget
- Policy File DB-R: Regional School District Budget-Apportionment of Expenses
- Policy File DBC: Budget Deadlines and Schedules
- Policy File DBD: Budget Planning
- Policy File DBG: Budget Adoption Procedures
- Policy File DBJ: Regional School District Budget Transfer Authority
- Policy File DD: Funding Proposals and Applications
- Policy File DGA: Regional School District Authorized Signatures
- Policy File DH: Regional School District Bonded Employees and Officers
- Policy File DI: Fiscal Management and Reporting
- Policy File DIE: Regional School District Audits
- Policy File DJ: Purchasing
- Policy File DJE: Procurement Requirements
- Policy File DK: Regional School District Payment Procedures
- Policy File KCD: Public Gifts to the Schools

**10. REPORTS FROM SUBCOMMITTEES:**

**11. REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Ms. Wynn I.O.
- Plainville School Committee Representative: Mr. Brenneis I.O.
- Wrentham School Committee Representative: Ms. Greaney I.O.

**12. LATE COMMUNICATIONS**

**13. REPORTS OF SPECIAL COMMITTEES**

**14. RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS**

**15. ADJOURNMENT**

A.R.

The items listed on this agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

**King Philip Regional School Committee  
December 5, 2022 Minutes-Approved  
King Philip Regional High School-Library  
201 Franklin Street, Wrentham MA 02093**

**OPENING OF MEETING:**

Mr. Knott, Chair, opened the meeting at 7:00pm.

**RECORDING OF MEETING:**

This meeting was recorded by Wrentham Cable 8 and North Cable TV

**ROLL CALL OF COMMITTEE MEMBERS:**

**Members Present:**

Norfolk:	Mr. Jim Lehan, Mr. Eric Harmon
Plainville:	Mr. Greg Wehmeyer, Mr. Bruce Cates
Wrentham:	Mr. Trevor Knott, Ms. Erin Greaney; Mr. Marc Waxman

**Members Absent:**

Norfolk:	Ms. Jennifer Wynn
Plainville:	Mr. Christopher Brennis
Wrentham:	Present

**DELEGATIONS AND VISITORS:**

Mr. Zinni, Dr. Gilson, Mr. Azer, Ms. Snead, Ms. Lewis, Ms. Petit, Mr. O'Connor, Mr. Encarnacion-Rivera, Mr. Woloff

**PUBLIC COMMENT:**

There was none.

**CONSENT AGENDA:**

All items listed in the Consent Agenda are considered to be routine and will be enacted by one motion if action is required.

- Approval of November 21, 2022 Draft Minutes
- Payment of Bills/Warrants
- Communication - None

- **A Motion was made by Mr. Lehan, seconded by Mr. Harmon, to approve the Consent Agenda, as presented, including the draft Minutes of November 21, 2022. All in favor: Yes (7);No (0); Abstain (0). Motion carried: 7-0-0.**

**STUDENT COUNCIL REPORT:**

The HS Student Council Report was read into the minutes by Ms. Addison Lewis.

## **REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT:**

### **Model UN Conference, Overnight Field Trip Request** (taken out of order)

Mr. O'Connor, High School English Teacher, came before the committee for approval of the Model UN Conference, Overnight Field Trip to be held March 3, 2023-March 5, 2023 at Tufts University in Medford, MA. This is a simulation based program in which students are tasked with taking on actual roles in the United Nations representing countries, different positions on different committees. This club meets weekly to discuss ongoing international issues and also attend multiple conferences per year hosted by area high schools and universities. The anticipation is that between 10-20 students will be attending. Depending on the number of students attending, in the past the school van, parent drivers, and bus have been used for transportation. What transportation option that makes the most sense will be used. A hotel within a mile or so of the conference will be chosen once the number of students is completed. Chaperones will consist of Mr. O'Connor and he anticipates one female teacher. If numbers get too large he will ask for more chaperones. The estimated cost right now would be \$200-\$300 per student.

Mr. Zinni mentioned that Mr. O'Connor has been doing this event for a long time and thanked him for bringing it back to the district. Mr. Zinni reminded everyone that there is always support and assistance available for those that cannot afford a trip like this. Overnight trips do need the approval of the school committee.

- **A Motion was made by Mr. Harmon, seconded by Mr. Lehan, to approve the Overnight Field Trip Request to the Model UN Conference at Tufts University Medford, MA March 3, 2023-March 5, 2023. All in favor: Yes (7); No (0); Abstain (0). Motion carried: 7-0-0.**

### **FY 2023 Winter Music Fees** (taken out of order)

Mr. Wolloff discussed the proposal of fees for the FY 2023 winter music programs with the committee. Mr. Wolloff said the color guard fees stayed the same. He does not anticipate inflation of gas prices and truck prices. Last year people suggested bringing the cost of this down. Jazz ensemble has gone up. The hope is to bring the group to a Ellington Satellite festival in Connecticut. The fee for the Jazz ensemble went up a little bit. The hope is to turn this into an overnight trip. Possibly also see a show in New York as well. Percussion is going to be a tech group to work on skills to work on next year's marching program in the fall. There will be no competition this year. Mr. Wolloff clarified that the Jazz ensemble fee of \$340 includes the trip. The trip will be proposed at a later school committee meeting. Mr. Cates questioned the \$7,000 for transportation for the jazz ensemble. Mr. Wolloff clarified that this would be a charter bus to CT. For this distance and overnight this would be similar to what we do with the marching band. Mr. Zinni again reminded everyone that there is always support available who need the extra financial support. Mr. Lehan congratulated Mr. Wolloff on all the great work the Music Department has done. A copy of the FY 2023 Winter Music Fees are attached to these minutes.

- **A Motion was made by Mr. Harmon, seconded by Mr. Cates, to approve the FY 2023 Winter Music Fees. All in favor: Yes (7); No (0); Abstain (0). Motion carried: 7-0-0.**



Introduction to DEI Director Mr. Caleb Encarnacion-Rivera (taken out of order)

Mr. Zinni introduced Mr. Caleb Encarnacion-Rivera, the new DEI Director, to the committee. Mr. Encarnacion-Rivera started working in the district at the beginning of October and his salary is paid for through the social emotional grant that is shared with the three elementary districts. Mr. Encarnacion-Rivera presented the DEI Plan for 2022-2023 to the committee. A copy of his presentation is attached to these minutes.

Mr. Encarnacion-Rivera said all of the goals are centered around identity and identity work. He would also like to begin to build the culture of ownership here at King Philip and recognize that it is “us as a collective community, learning about who we are, our different identities and embracing those aspects of ourselves so we can become a more equitable and inclusive community.”

Mr. Zinni said with Mr. Encarnacion-Rivera’s expertise in working with the colleges, we will be able to offer an Ethnic Studies Course to King Philip students, after school, free of charge and they will be able to earn credits through Worcester State.

Mr. Harmon asked Mr. Encarnacion-Rivera how are we going to reach out to all the students? Mr. Encarnacion-Rivera said this work will not happen overnight. It will take approximately a six to ten year plan in regards to seeing the systemic results we want to see. Mr. Waxman asked Mr. Encarnacion-Rivera to think about helping the school committee to help him build out the vision of this work. Mr. Zinni and other members of the committee thanked Mr. Encarnacion-Rivera for his presentation.

District update:

Mr. Zinni shared that Ms. Libby Lewis, was voted by the Wrentham Select Board as their volunteer of the year. Congratulations to Ms. Lewis. Additionally, Mr. Matt Kelley, who is a senior, and his sister are responsible for the hotline information on the student identifications. Mr. Kelley was honored with the Hailey Cramer “Do Onto Others Peer Leadership Award” Congratulations to Mr. Kelley.

Mr. Zinni heard from the three select boards which sent out letters to two of our teams that made it to the finals: Volleyball team and the Football team. Mr. Zinni read both letters signed by the three select boards. Mr. Zinni thanked the select boards for their support. Copies of these letters are attached to these minutes.

Letter of Commendation

Mr. Zinni read a letter of commendation to Ms. Tara Fein for her quick thinking and in response to a bathroom trash can fire on November 17, 2022. A copy of this letter is attached to these minutes.

**UNFINISHED BUSINESS:**

There was none.

## **NEW BUSINESS:**

### **Creation of a Superintendent Search Committee-**

Mr. Knott gave an overview of the process of the superintendent search committee. This committee is composed of multiple members of the school committee, administration, parents, and students. This committee will also work in connection with a third party group which will help recruit candidates. This search committee will do the work around interviewing those candidates and finding potential new superintendents to take a closer look at. Once this is narrowed down to a few candidates the full King Philip School Committee will be involved in the final round of interviews and the selection process and make an offer to the top candidate.

Mr. Zinni said there are not only a huge number of candidates out there and the process takes time but that he will do his best to remind the committee of the timelines involved. Mr. Zinni said there are two prominent organizations. Mr. Zinni recommended to the committee to use one of these organizations because they have the capacity to advertise the position in a much more global way.

Mr. Azer gave committee members a timeline of the search process and a list of what the search committee should consist of. Mr. Azer suggested that the search committee be formed tonight. Mr. Azer would like to see the position advertised as soon as possible and start to develop selection criteria. Mr. Azer recommended that the school committee give the search committee a number of finalists they would like to see.

Mr. Zinni said that before the first of the year, you will get a search company that will get a packet together and put that out to the general population, advertising the position and asking for a series of documents that you want the applicants to put forth. (application, resume, letters of recommendation, transcripts, licensure). Simultaneously the search committee will be developed and will determine what characteristics, qualities, experiences you are looking for in a candidate. The agency will make sure the packets are sent to the initial committee and will go through them and set up a larger set of interviews. The search committee's responsibility will end at that point. From that committee they will make a recommendation of 3-5 candidates to move forward. When the candidates move forward, there is another level of screening that can be done. There can be a site visit, so representatives can meet the staff currently working with the candidate. Then also invite the candidates to come in and meet with focus groups at King Philip. Once that is completed, you bring the final candidates in front of the whole school committee. From there, the final decision is made and one candidate is offered the position. The timeline is very aggressive.

Mr. Waxman commented that the top candidates are going to pick where they are going next year by late winter. He asked what the available budget was for the two consultants. It is also important that the committee look at both consultants and others and look at what they have to offer for the whole search.

Mr. Azer distributed a recommended list of what the makeup of the search committee should consist of. Mr. Zinni recommended Mr. Larry Azer, Finance Director and Ms. Lisa Moy, Student Services Director for representatives from the district administration.



Mr. Azer informed the committee that MASC pricing is \$10,500 and can do everything from developing the job description, brochures and advertising. They also have a huge database of candidates that they push out the job posting to, initial reference checks, screen candidates, help schedule interviews, help organize site visits. This company will work with the needs of the search committee.

We also have our internal HR staff that can assist with this position. MASC is the same group the committee used five years ago.

The next company Mr. Azer gave pricing on was NESDC with price ranges from \$12,000-\$20,000 which does a lot of executive searches but they are not the school or superintendent organizations. This company would do a lot of itemize things and send additional bills for this.

Mr. Waxman informed the committee that investing in the superintendent search seems like a good idea and what is best aligned for our needs. Mr. Lehan reminded the committee that either search company would be pulling from the same pool of candidates either way. When Mr. Zinni receives solicitations, 85-90% come from either one of these two companies.

- **A Motion was made by Mr. Harmon, seconded by Mr. Wehmeyer, to approve Mr. Lehan, Mr. Cates, and Mr. Waxman as the school committee search committee members. All in favor: Yes (7); No (0); Abstain (0); Motion carried: 7-0-0.**

Mr. Knott suggested finalizing the framework of the names for the search committee. This would consist of the two principals from the middle and high school, Mr. Larry Azer, Ms. Lisa Moy from district office, two teachers (KPTA to recommend, one from each school), two parents and one student (which the principals will go back to their school improvement councils and active parents and see if anyone can make the time commitment).

- **A Motion was made by Mr. Knott, seconded by Mr. Cates, to approve Mr. Lehan and Mr. Azer to co-chair the superintendent search committee. All in favor: Yes (7); No (0); Abstain (0); Motion carried: 7-0-0.**
- **A Motion was made by Mr. Waxman, seconded by Mr. Harmon, to approve the search committee framework for the co-chairs to go forth and lead the formation of. All in favor: Yes (7); No (0); Abstain (0); Motion carried: 7-0-0.**
- **A Motion was made by Mr. Waxman, seconded by Mr. Harmon, to approve hiring MASC, as the consulting agency to work with in regards to the superintendent search. All in favor: Yes (7); No (0); Abstain (0); Motion carried: 7-0-0.**

#### FY2022 Financial Recap

Mr. Zinni said the budget process is a fifteen month process. Department head meetings are scheduled for this week to prepare the budget that will be voted on in March (FY 2024). This presentation tonight is the budget that ended on June 30, 2022. Mr. Azer's presentation is attached to these minutes.

### School Committee Goals-Status Update-

Mr. Knott said that he would like to stay committed to this and look at these goals. December, March and June would be good months to do this exercise. Mr. Zinni reminded members to go to the website and take a look at the goals that were voted on and to actively do something at the next meeting. Ms. Petit to recirculate the school committee goals to committee members.

### Policy Review (1st Reading)

Mr. Zinni informed the committee that these were very small policy changes that referred to the new Massachusetts Laws. Mr. Harmon said everything is referring to the new Massachusetts law. Nothing really changes the policies themselves. Instead of Non Discrimination including Harassment, it now is Non Discrimination including Harassment and Retaliation. No one can discriminate regarding traits historically associated with race, including but not limited to hair texture, hair type, hair length and protected hairstyle. We cannot do anything about it because it is the law.

**Policy File JIC: Student Discipline**

**Policy File JICA: Student Dress**

**Policy File AC: Non Discrimination including Harassment and Retaliation**

**Policy File GBA: Equal Employment Opportunity**

**Policy File GCF: Professional Staff Hiring**

**Policy File JB: Equal Educational Opportunities**

**Policy File JFBB: School Choice**

**Policy File DB: Regional School District Annual Budget**

**Policy File DB-R: Regional School District Budget-Appportionment of Expenses**

**Policy File DBC: Budget Deadlines and Schedules**

**Policy File DBD: Budget Planning**

**Policy File DBG: Budget Adoption Procedures**

**Policy File DBJ: Regional School District Budget Transfer Authority**

**Policy File DD: Funding Proposals and Applications**

**Policy File DGA: Regional School District Authorized Signatures**

**Policy File DH: Regional School District Bonded Employees and Officers**

**Policy File DI: Fiscal Management and Reporting**

**Policy File DIE: Regional School District Audits**

**Policy File DJ: Purchasing**

**Policy File DJE: Procurement Requirements**

**Policy File DK: Regional School District Payment Procedures**

**Policy File KCD: Public Gifts to the Schools**

- A Motion was made by Mr. Harmon, seconded by Mr. Wehmyer, to approve the new policies and waive the second reading. All in favor: Yes (7); No (0); Abstain (0); Motion carried: 7-0-0.

### REPORTS FROM SUBCOMMITTEES:

None

### REPORTS FROM SCHOOL COMMITTEE MEMBERS:

- Norfolk School Committee Representative: None
- Plainville School Committee Representative: None



- Wrentham School Committee Representative: Ms. Greaney informed the committee that the PTO finished their fundrun and raised over \$50,000 for the elementary schools. A statement of interest was placed for the refurbishment of the Roderick School.

**LATE COMMUNICATIONS:**

None

**REPORTS OF SPECIAL COMMITTEES:**

None

**RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS:**

None

**ADJOURNMENT:**

- At 9:06pm, a Motion was made by Mr. Harmon, seconded by Mr. Waxman, to adjourn. All in favor: Yes (7); No (0); Abstain (0). Motion carried: 7 -0-0.

Mr. Knott adjourned the meeting at 9:06 pm.

*Respectfully submitted,*

*Mrs. Venessa Petit  
Administrative Assistant to the School Committee*

**Documents presented on December 5, 2022:**

Agenda

November 21,2022 minutes

Bills/Warrants

Student Council Report

Model UN Overnight Field Trip Request

Letter of Commendation

FY 2023 Winter Music Fees

FY 2022 Financial Recap

School Committee Goals

Policy Review (1st Reading)

**Policy File JIC: Student Discipline**

**Policy File JICA: Student Dress**

**Policy File AC: Non Discrimination including Harassment and Retaliation**

**Policy File GBA: Equal Employment Opportunity**

**Policy File GCF: Professional Staff Hiring**

**Policy File JB: Equal Educational Opportunities**

**Policy File JFBB: School Choice**

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**Policy File DB-R: Regional School District Budget-Apportionment of Expenses**

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**Policy File DBD:Budget Planning**

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**Policy File DIE: Regional School District Audits**

**Policy File DJ: Purchasing**

**Policy File DJE: Procurement Requirements**

**Policy File DK: Regional School District Payment Procedures**

**Policy File KCD: Public Gifts to the Schools**

**King Philip Regional School Committee**  
**November 21, 2022 Minutes-Draft**  
**King Philip Regional High School-Library**  
**201 Franklin Street, Wrentham MA 02093**

**OPENING OF MEETING:**

Mr. Knott, Chair, opened the meeting at 7:04pm.

**RECORDING OF MEETING:**

This meeting was recorded by Wrentham Cable 8 and North Cable Access Plainville

**ROLL CALL OF COMMITTEE MEMBERS:**

**Members Present:**

Norfolk:	Mr. Jim Lehan, Ms. Jennifer Wynn; Mr. Eric Harmon
Plainville:	Mr. Greg Wehmeyer; Mr. Bruce Cates, Mr. Christopher Brennis
Wrentham:	Mr. Trevor Knott, Ms. Erin Greaney; Mr. Marc Waxman

**Members Absent:**

Norfolk:	Present
Plainville:	Mr. Christopher Brennis
Wrentham:	Present

**DELEGATIONS AND VISITORS:**

Mr. Zinni, Dr. Gilson, Mr. Azer, Ms. Snead, Ms. Lewis, Ms. Petit, Dr. Mobley, Ms. Kreuzer

**PUBLIC COMMENT:**

There was one public comment given by Mr. Reed Webster, Plainville. Mr. Knott asked Mr. Reed (who gave public input at the November 7, 2022 meeting) if he needed to review the public comment guidelines for him. Mr. Webster responded that he would be quick with his comment and proceeded to comment.

Mr. Webster received an email response from Mr. Knott regarding Mr. Webster's public comment from the November 7th meeting. Mr Webster read Mr. Knott's response to the committee and it read as follows:

"At the November 7th King Philip School Committee Meeting you asked the committee add as an agenda item to our next meeting the removal of one of our members from the committee, based on their behavior outside of the school committee meeting. This request is outside the purview of the King Philip Regional School Committee's authority. The school committee is charged by statute with hiring the superintendent, reviewing and approving the district's budget and establishing educational goals and policies for the district. Your request to have the school committee oversee the actions of one of its members outside of that members role on the school committee. Simply put, the school committee does not have the ability or the authority to police the activities of its members during their personal time. Given the absence of any authority by the school committee on this matter, your request is declined. Thank you for your recent public comment."

Mr. Webster clarified “that in no way, shape or form did I ask you to have a hearing or anything else to remove Mr. Wehmeyer. We don’t know if Mr. Wehmeyer is guilty of anything. I asked you not to police him, I asked you to provide a format where your constituents, each and everyone of those, could come to this room and find out what actually happened and make up their own minds for themselves on what the grejust activity happened around that racial incident and whether Mr. Wehmeyer was involved.”

Mr. Knott set the record straight on what is in the committee’s purview and what is not. Mr. Knott believed the public comment was more like a hearing. Mr. Knott clarified to everyone that type of request to remove a school committee member from the school committee is not within our authority. We are all elected or appointed. The school committee is charged with hiring the superintendent, reviewing and approving the district’s budget and establishing educational goals and policies of the district. Mr. Knott said public comments are heard. Mr. Knott explored this decision to make sure it was right. Mr. Knott spoke with the school committee’s council and this statement is correct.

Mr. Webster asked if he could speak again. Mr. Knott informed Mr. Webster that if it was in regards to the same topic, Mr. Knott did not see what would be accomplished by that and welcomed Mr. Webster to speak with him one on one. Mr. Knott reminded that this is not a public hearing.

Mr. Lehan reiterated that it is inappropriate for this committee to deal with issues associated outside of this committee. It is not in this committee’s authority to discuss this issue.

#### **CONSENT AGENDA:**

All items listed in the Consent Agenda are considered to be routine and will be enacted by one motion if action is required.

- Approval of November 7, 2022 Draft Minutes
- Payment of Bills/Warrants
- Communication - None

- **A Motion was made by Mr. Cates, seconded by Ms. Greaney, to approve the Minutes of November 7, 2022 as presented. Mr. Wehmeyer requested to defer the approval of the November 7th minutes. The votes was taken: All in favor: Yes (5)- Ms. Greaney, Mr. Knott, Mr. Cates, Mr. Lehan, Ms. Wynn; No (2)-Mr. Wehmeyer, Mr. Waxman; Abstain (1)-Mr. Harmon. Motion carried: 5-2-1. Minutes are approved.**
- **A Motion was made by Mr. Cates, seconded by Mr. Lehan, to approve the payment of the bills, warrants and communications. All in favor: Yes (8)- Ms. Greaney, Mr. Knott, Mr. Cates, Mr. Lehan, Ms. Wynn; Mr. Wehmeyer, Mr. Waxman, Mr. Harmon No (0); Abstain (0). Motion carried: 8-0-0.**

#### **STUDENT COUNCIL REPORT:**

The HS Student Council Report was read into the minutes by Ms. Addison Lewis.



## **REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT:**

### **District Update:**

Mr. Zinni said our athletic teams have had an incredible season. The Prism Concert was a phenomenal concert. The Food Drive between the two schools have done an incredible job trying to provide support for those families in need. Dr. Mobley mentioned that the KP Sports Booster supported our National Honor Society at the high school and donated gift cards to Stop & Shop, Big Y so that families could purchase fresh foods along with the boxes they receive. Our sports groups have been incredible supporters. Mr. Zinni mentioned that the girls volleyball held a fundraiser this year and 110 pies were donated as well.

**Abigail Adams Scholarship Winners:**Mr. Zinni said that we received notice of our Abigail Adams Scholarship Winners. These students have to score at least one advanced and proficient on their exam and have to be in the top 25% of their class. There were 84 King Philip students who were notified that they qualify for this scholarship. This means free tuition for any in-state college or university in Massachusetts should they go to one of these schools. Congratulations to all recipients.

### **Health KP:**

Health KP held a lip sync competition at the middle school last week. Staff and administrators performed. This was a wonderful evening.

### **New DEI Director:**

Mr. Zinni said our new DEI director, Mr. Caleb Encarnacion-Rivera, will be attending the next school committee meeting. Mr. Encarnacion-Rivera will discuss what he has learned being in the district the last three months and what his suggested plan is for us moving forward.

### **Mr. Zinni's Retirement:**

Mr. Zinni announced that after 36 years in the field of education he will retire at the end of this school year. His last day will be on June 30, 2023. Mr. Zinni thanked everyone for giving him the opportunity to have worked in the King Philip School District. Mr. Zinni said that the last four and half years have been the happiest of his career. Mr. Zinni wanted to let the school committee know early once he made this decision so the committee may begin the search for the next superintendent. Mr. Zinni will do whatever he can to ensure that moving forward is a smooth, successful transition. Mr. Knott and Ms. Wynn publicly thanked Mr. Zinni for his service to King Philip.

## **UNFINISHED BUSINESS:**

Mr. Zinni brought the school improvement plans to the last school committee meeting. The committee had some questions and asked if the building principals could come back. Dr. Mobley and Ms. Kreuzer put some slides together to frame the conversation. A copy of their presentation, "School Improvement-It Takes A District-King Philip Middle & High School Partnership" is attached to these minutes. Mr. Knott thanked Dr. Mobley and Ms. Kreuzer for the presentation. He also said the vast majority of the population we represent care about the mental health of the students and the academic education students are getting.

**NEW BUSINESS:**

None

**REPORTS FROM SUBCOMMITTEES:**

None

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Ms. Wynn-negotiations have begun with the teacher's union. Norfolk to Host Wreaths Across America-Mobile Education Exhibit on November 30th.
- Plainville School Committee Representative: None
- Wrentham School Committee Representative: Ms. Greaney no update since there was no meeting held.

**LATE COMMUNICATIONS:**

None

**REPORTS OF SPECIAL COMMITTEES:**

None

**RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS:**

None

**ADJOURNMENT:**

- At 9:19 pm, a Motion was made by Mr. Waxman, seconded by Mr. Harmon , to adjourn. All in favor: Yes (8): Mr. Waxman, Ms. Greaney, Mr. Knott, Mr. Cates, Mr. Wehmeyer, Mr. Lehan, Ms. Wynn, Mr. Harmon; No (0); Abstain (0). Motion carried: 8-0-0.

Mr. Knott adjourned the meeting at 9:19 pm.

*Respectfully submitted,*

*Mrs. Venessa Petit*

*Administrative Assistant to the School Committee*

**Documents presented on November 21, 2022:**

Agenda

November 7, 2022 draft minutes

Bills/Warrants

Student Council Report

KPHS and KPMS Improvement Plans-It Takes A District-King Philip Middle & High School Partnership

# King Philip High School School Committee Report

Submitted by Addison Lewis

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December 5, 2022

## School Wide

On December 7th, DECA will have their annual DECA Breakfast and Student Council will hold the class competition.

## Sports

Football played in the Superbowl on December 3rd at 8:00pm at Gillette. Practices have begun for winter sports.

## Fine and Performing Arts

### Drama

Who killed Zeus? KP Drama & the Grady Auditorium Production Staff (GAPS) answer that question by proudly presenting the supernatural murder mystery, *Pandemonium*, on Friday and Saturday, , December 9th and 10th. Performances begin at 7 PM each evening. Tickets are \$8 for adults and \$6 for senior citizens and children under 12 and may be purchased through the KP Drama Web site at [seatyourself.biz](http://seatyourself.biz).

### Music

The music department will be holding their annual Pops Concert on Saturday, December 17 at 7pm. They hope you can join them.

## Clubs

### Business Honors Society

KP National Business Honor Society officers for this school year have been elected! KP NBHS will be participating in KP Parents Night out on 12/2 with a table allowing students to construct and design a piggy bank and answer business related trivia for a prize!

### French National Honors Society

On November 28th, the held a French food event where all members brought items to eat after school. On December 19th, the French Honor Society is holding a French movie event where they will watch a movie in French after school at our meeting.

### Debate

The Debate Club has been keeping up on weekly meetings. Their last meeting debate was on weekly vs. entire season releases of tv shows, and the meeting prior they debated whether college tuition should be free. The debate skills of members have been noticeably improving, a trend that they hope to continue to see.

### **Active Minds**

Active Minds completed another part of the Active Minds Curriculum, *You are Not Alone*, which talks about loneliness and connection. They are planning a night meeting, which will probably take place on December 8 with pizza and VAR, Validate, Appreciate, Refer training for helping others.

### **Healthy KP**

Healthy KP will hold a Holiday Movie Night on December 14th in the Library. They will offer hot chocolate, candy canes, and other snacks. Students will be encouraged to wear their pajamas and comfy clothes! Healthy KP had a table at the Babysitting Night on December 2nd where they made holiday cards for Gilly's House.

### **KP Cares**

KP Cares participated in the Babysitting night run by Stuco. Members decorated holiday cards for the residents of Pond Home and Gilly's House on November 30th. They will bring food to the Gilly's House Dinner on December 6th. KP Cares will be Decorating the Norfolk Senior Center for the holidays on Thursday, December 8th. On December 9th and 10th, members will be sorting and wrapping gifts from the giving tree

### **Student Council**

Student Council held a parents night out drop off on December 2. This was coordinated with other clubs in the school. On Saturday, December 3, students decorated a tree on Norfolk Town Hill for the town's holiday celebration. The tree will be up until January 3. Student Council is working hard to plan the Class Competition that will be held on Wednesday, December 7. StuCo started hiding an elf called Kevin around the school on December 1st and will continue until vacation. The person who finds the elf first will get a prize. Lastly, StuCo is holding a 25 Days Till' Vacation which started after Thanksgiving. Daily challenges/ideas will be posted on the bulletin board and on their Instagram account.

Follow the following social media accounts--@kpcares, @kpstuco, @kphighschool, @kphsathletics and Arbiter Live for sports schedules.



**KING PHILIP REGIONAL SCHOOL DISTRICT  
OVERNIGHT FIELD TRIP REQUEST FORM**

Date of Request	11/18/22
School Organization (class/club/grade)	Model UN
Destination (City/State/Lodging)	Tufts University, Medford, MA
Purpose/Objective(s) of Trip	Model UN conference
Teacher(s) in charge	Mr. O'Connor
Mode of Transportation/Company	School van and/or parent drivers
Departure: date/time/arrival time/place	3/3/23 After School Friday
Return: date/time/arrival time/place	3/5/23 Sunday Afternoon
Lodging: (name and location)	Hotel Near Tufts (working w/ conference for potential discounted rates)
Number of students	~ 10-20
Names of chaperones (Please note: All Chaperones need to have current CORI on file with KPRSD*).	2
Student:chaperone ratio	~ 7:1
Cost Per Student	~ \$200 - \$300 depending on room usage
Funding Source(s)	Field trip fees

Has trip occurred previously? If so, describe.

No, but similar trips have.

\*All CORI forms need to be completed in person at the Superintendent's office with a photo I.D. (Chaperones may be required to be fingerprinted per policy ADDA.)

\*All travel requests must be received in the Superintendent's Office at least ten (10) days prior to a regular school committee meeting. Meeting dates are posted on the website.

\*One request per form, please.

\*You may attach any additional information you think will be relevant.

\*Even if there is no cost to the district or student, ALL costs of the trip (transportation, lodging, mileage, meals, etc.) should be listed under the cost section.

Principal's signature: [Signature] Date: 11-21-22

Approval: Yes  No

Superintendent's signature: [Signature] Date: 11-22-22

Approval: Yes  No

School Committee Chair: [Signature] Date: 11-5-22

Approval: yes:  No:



# KING PHILIP REGIONAL SCHOOL DISTRICT

18 KING STREET, NORFOLK, MA 02056

PHONE: (508) 520-7991 FAX: (508) 520-2044

**DATE:** NOVEMBER 30, 2022  
**TO:** KING PHILIP REGIONAL SCHOOL COMMITTEE  
**CC:** PAUL ZINNI, SUPERINTENDENT OF SCHOOLS  
**FROM:** LARRY AZER, DIRECTOR OF FINANCE & OPERATIONS  
**RE:** FY 2023 WINTER MUSIC FEES

---

Please find attached the recommendation from Josh Wolloff on the fees for the FY 2023 winter music programs. The district's share of the program costs is already included in the adopted FY 2023 operating budget; therefore, we recommend its approval.

The winter guard fee is the same as FY 2022, as is the jazz ensemble 2 fee. The proposed fee for winter percussion is down from \$285 last year as it will only be a tech class this year, so there are no registration fees factored into the expenses. The proposed fee for jazz ensemble is increased from \$160 last year as the group is adding a new festival with an overnight stay (pending committee approval).

**Recommendation:**

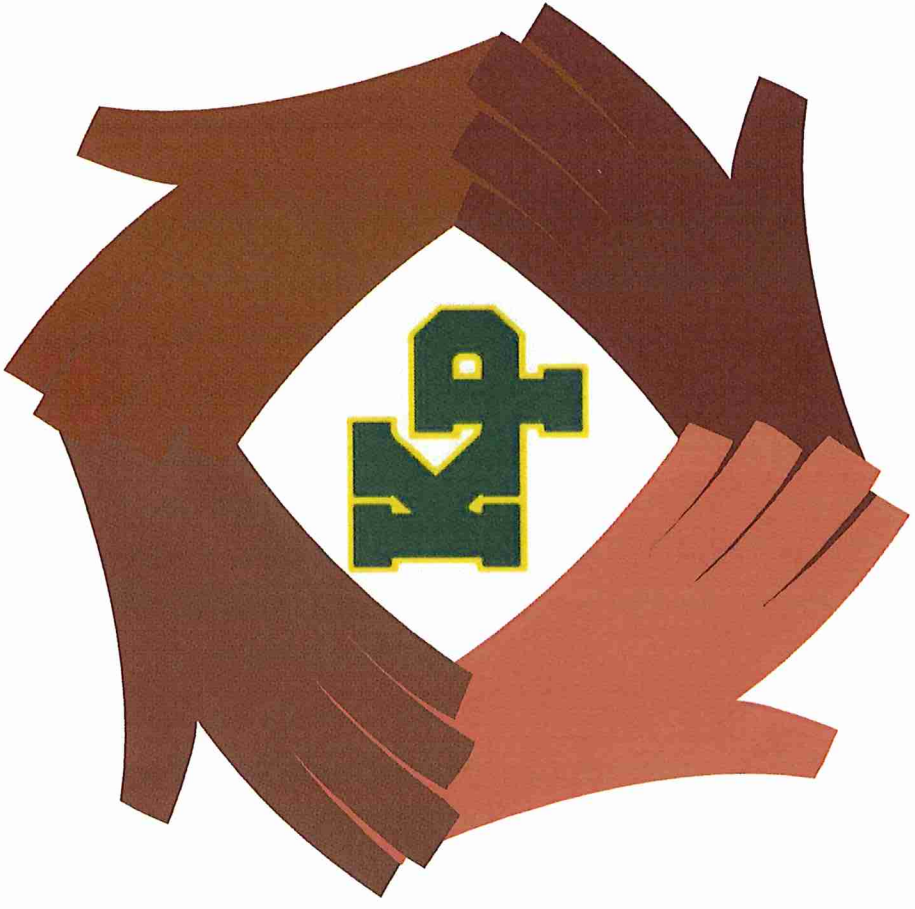
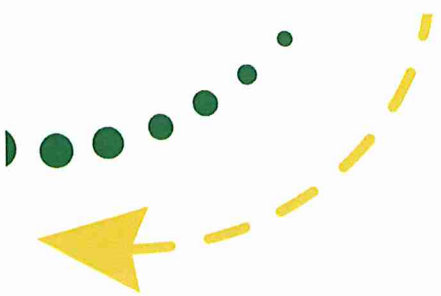
**Move that the committee approve the following fees for the FY 2023 winter music programs:**

- **Winter Guard:** \$515
- **Winter Percussion:** \$120
- **Jazz Ensemble:** \$340
- **Jazz Ensemble 2:** \$55

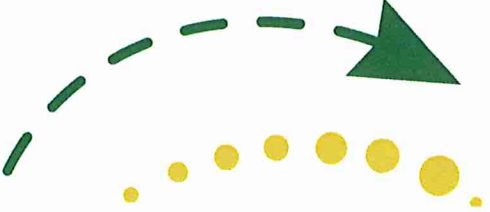
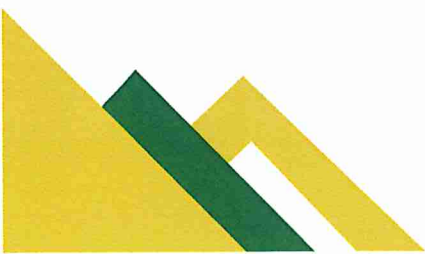
Please let us know if you have any questions. Thank you for your consideration of this matter.

<b>WINTER MUSIC PROGRAMS</b>	<b>Winter Guard</b>	<b>Winter Percussion</b>	<b>Jazz Ensemble</b>	<b>Jazz Ensemble 2</b>
<b>Registration Fees &amp; Dues</b>	\$2,000		\$1,550	\$350
<b>Food/Incidentals</b>	\$600		\$400	
<b>Instruments</b>	\$400	\$1,500	\$500	
<b>Music Rights</b>				
<b>Stipends</b>	\$10,724	\$3,500	\$6,047	\$2,550
<b>Supplies</b>	\$3,500		\$500	
<b>Transportation</b>	\$4,000	\$1,500	\$7,000	
<b>Equipment Truck Rental</b>	\$3,000	\$1,500		
<b>Trip Fee</b>			\$4,000	
<b>Uniforms</b>	\$1,500		\$300	
<b>TOTAL EXPENSE</b>	<b>\$25,724</b>	<b>\$8,000</b>	<b>\$20,297</b>	<b>\$2,900</b>
<b>District Share</b>	70%	70%	70%	70%
<b>Participant Share</b>	30%	30%	30%	30%
<b>District Expense</b>	\$18,007	\$5,600	\$14,208	\$2,030
<b>Participant Expense</b>	\$7,717	\$2,400	\$6,089	\$870
<b>Participants</b>	15	20	18	16
<b>User Fee</b>	<b>\$515</b>	<b>\$120</b>	<b>\$340</b>	<b>\$55</b>





**KING PHILIP REGIONAL SCHOOL DISTRICT  
D.E.I PLAN  
2022-2023**



# GOALS

## GOAL # 1

**BIPOC STUDENTS WILL LEAD DEI LEARNING INITIATIVES, FOSTERING GROWTH AND CRITICAL REFLECTION FOR THE KP COMMUNITY.**

## GOAL # 2

**TEACHERS AND STAFF WILL COLLECTIVELY AND INDIVIDUALLY REFLECT ON IDENTITY AND INSTRUCTION WITHIN THE SCOPE OF DEI AND ITS IMPACT ON THEIR PRACTICE.**

## GOAL # 3

**PARENTS AND COMMUNITY WILL COLLECTIVELY ENGAGE IN AND LEAD LEARNING OPPORTUNITIES RELATED TO ANTI-RACISM.**





**WORCESTER STATE UNIVERSITY DUAL ENROLLMENT COURSE**

The school district will partner with Worcester State University's Early College Program. This partnership will include one university-level course focused on ethnic studies to be taught at the high school.

**BIPOC STUDENT AFFINITY GROUP KING PHILIP MIDDLE SCHOOL**

The middle school will restart its affinity space for BIPOC students. This affinity space will support the voices of BIPOC students, providing them with actionable tools they will use to make a difference in their school community.

**PEOPLE OF PROSPERITY SCHOOL CLUB KING PHILIP HIGH SCHOOL**

The High School will launch two major initiatives through the POP School Club. One will be a Black Student Affinity Space, and the other will be the Identity SPEAKS program.

**THE TRUTH PROJECT KING PHILIP HIGH SCHOOL**

This space will be utilized strategically as a space that not only gives voice to Black students but provides them with research skills in DEI work. Members of this affinity group will lead The Truth Project. This project will be a student-led qualitative research study that aims to document and vocalize the experiences of students of color at KP High School. The project will be presented in the spring publicly for the community.

**D.E.I INSTRUCTIONAL LEADERSHIP TEAM KING PHILIP HIGH SCHOOL**

The High School will formulate a team of 5-7 teachers that will meet to focus on pedagogy and curriculum. The group will utilize instructional rounds and lead an optional PD for their colleagues. Within practice.

**D.E.I INSTRUCTIONAL ROUNDS KING PHILIP HIGH SCHOOL**

Teachers on the D.E.I Instructional Leadership Team will go through one round of the instructional rounds process amongst each other. In the instructional rounds process, teachers will have the agency to determine what areas they would like feedback on from their colleagues, and their teacher colleagues will observe and provide them feedback for growth in terms of D.E.I in practice.

**D.E.I PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

Teachers will have the opportunity to participate in the Identity SPEAKS series led by students both at the middle and high school. Additionally, at the high school, there will be a presentation/PD opportunity that is relational to the data collected from the instructional rounds in April.

**IDENTITY SPEAKS PROFESSIONAL DEVELOPMENT SERIES KING PHILIP HIGH SCHOOL & MIDDLE SCHOOL**

Students from the POP school club at the high school and the affinity group at the middle school will be trained in DEI leadership skills and strategies to effectively co-facilitate an identity-focused professional development series in the spring for their teachers.

**BELOVED COMMUNITY IS FORMED NOT BY THE ERADICATION OF DIFFERENCE BUT BY ITS AFFIRMATION, BY EACH OF US CLAIMING THE IDENTITIES AND CULTURAL LEGACIES THAT SHAPE WHO WE ARE AND HOW WE LIVE IN THE WORLD.**  
-BELL HOOKS

Teachers who are a part of the DEI Instructional Leadership Team will occasionally collaborate with students pursuing the Truth Project, supporting them in the research and final presentation.

Parents and community members will be able to attend the final presentation from students who led The Truth Project.

Parents and other members of the KP community will be able to participate in a book club, reading the book **How to Raise an Anti-Racist** by Ibram X. Kendi. Once the book is completed, members of the book club will help facilitate an open community workshop for other parents/community members on topics related to the book.

# COMMUNITY/PARENT BOOK CLUB



Students from both the POP School Club and the Truth Project will have the opportunity to participate in the first round of instructional rounds.

# GOAL 1 & 2

## Identity SPEAKS

NOV  
↓  
FEB

### LEARN

In a total of 12 sessions, students will obtain new knowledge and will be trained in DEI leadership and facilitation



MAR

### CREATE

In a total of 5 sessions, students will utilize the month of March to apply the skills and knowledge from the first 12 sessions to create and prepare the Identity Speaks PD Series for their teachers.



APR  
↓  
MAY

### LEAD

Throughout April and May, students will co-facilitate 5 PD sessions with the DEI Director that focus on Identity.



JUN

### REFLECTION

Teachers and students who participated in Identity Speaks will participate in a focus group to reflect on their experiences with the program.





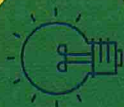
# GOAL 1

## The TRUTH Project

NOV  
↓  
FEB

### LEARN

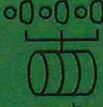
In a total of 12 sessions, students participating in the Black Student Affinity Space will be trained in Participatory Action Research skills to lead a qualitative research study that documents and examines the experiences of BIPOC students at



MAR

### COLLECT

Students will utilize the month of March to apply the skills and knowledge from the first 12 sessions and begin collecting data for their research project through interviews and focus groups.



APR  
↓  
MAY

### ANALYZE

Throughout April and May, students will analyze data collected in March. Once data has been analyzed, students will put together a report and presentation to be shared with the public.



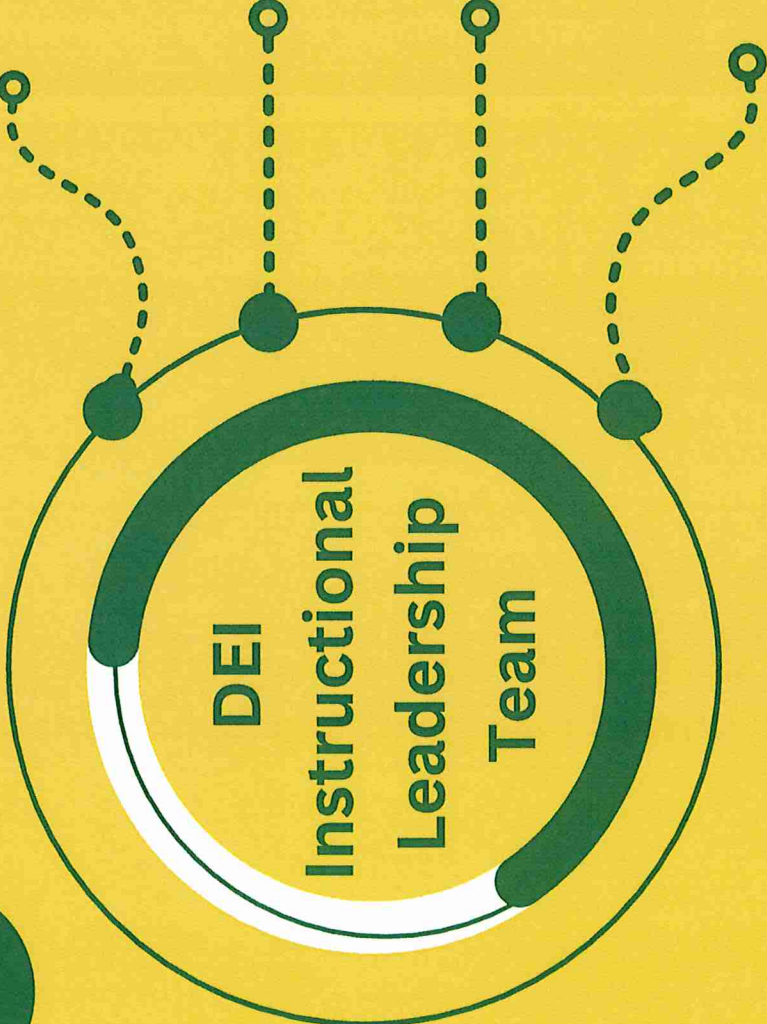
JUN

### PRESENT

Students will present their final results of The Truth Project at a community/district-wide presentation.



# GOAL 2



**JAN**  
↓  
**MAR**

**LEARN**  
In a total of 5 sessions, teachers serving on the DEI Instructional Leadership Team will learn about instructional rounds and their function for pedagogy. They will also discuss pedagogy around DEI in their classrooms.

**APR**

**COLLECT**  
In April, teachers will undergo one round of instructional rounds, collecting data related to DEI in the classroom. Everyone on the leadership team will participate in at least one instructional round. In addition, other teachers who do not serve on the leadership team but would like to participate in an instructional round may do so.

**MAY**

**ANALYZE**  
Throughout May, teachers will analyze data collected from the instructional rounds. Once data has been analyzed, teachers will put together a report and presentation to be shared with their colleagues.

**JUN**

**PRESENT**  
Teachers will present their data from the instructional rounds process and collectively provide suggestions for the next steps.



# GOAL 3

## How to Raise an Anti- Racist Book Club

FEB  
↓  
APR

### LEARN

Parents will participate in 5 Book Club sessions to discuss the book-  
*How to Raise an Anti-Racist* by Ibram X. Kendi.



APR  
↓  
MAY

### CREATE

Once the Book Club group has finished reading the book, parents  
will identify the main themes of the book that stood out and will  
create a workshop to share their learning with other parents.



MAY

### LEAD

Members of the Book Club will facilitate an open community  
workshop for other parents/community members on topics  
related to the book.



JUN

### REFLECTION

Parents who participated in the Book Club will participate in  
a focus group to reflect on their experiences with the book  
club and workshop.





## KING PHILIP REGIONAL SCHOOL DISTRICT

18 KING STREET, NORFOLK, MA 02056

PHONE: (508) 520-7991 FAX: (508) 520-2044

November 21, 2022

Tara Fein  
Teaching Assistant  
King Philip Regional High School

Dear Tara:

On behalf of the King Philip Regional High School staff and students, I am writing this letter as a commendation regarding your swift actions in response to the bathroom trash can fire on the morning of Thursday, November 17, 2022.

Upon first being alerted to the fire, you decisively sprang into action to grab a fire extinguisher to put out the fire, while at the same time instructing a student to pull the fire alarm, all within the span of about ten seconds. Your rapid actions certainly prevented a dangerous situation from quickly growing out of control. Thanks to your picture-perfect response – exactly as any trainer would have drawn it up – a potentially tragic event was hastily contained, and classes were able to resume soon thereafter.

To borrow from Mark Twain, “courage is resistance to fear, mastery of fear – not absence of fear.” To be sure, your actions last Thursday were quite courageous and are most worthy of commendation. Once again, please accept our many thanks for your actions and best wishes for the upcoming holiday season.

Sincerely,

Paul A. Zinni  
Superintendent of Schools

cc: Dr. Lisa Mobley, KPHS Principal  
Lisa Moy, Director of Student Services  
Larry Azer, Director of Finance & Operations  
King Philip Regional School Committee  
Personnel File



## Superintendent Search Committee

### 12 total members:

- 3 KP School Committee members – 1 from each town
- 2 KP building administrators – 1 from each school
- 2 KP district administrators
- 2 KP teachers – 1 middle school, 1 high school
- 2 KP parents – 1 middle school, 1 high school
- 1 KP student

## Superintendent Search Timeline

**December 2022**

Formation of search committee

Procure search consultant

Advertise the position

**January 2023**

Develop selection criteria and interview questions

Applications due and reviewed by search committee

Preliminary interviews by search committee

Selection of finalists by search committee

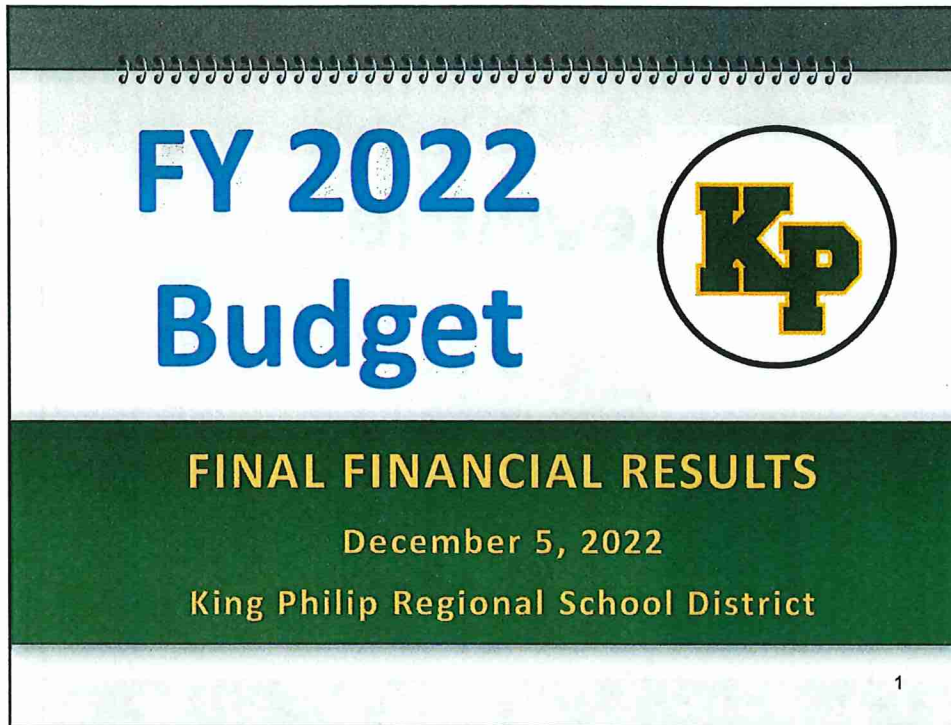
**February 2023**

Site visits, reference checks, and interviews of finalists


Vote to appoint new Superintendent

**July 2023**

New Superintendent starts



**FY 2022  
Budget**



**FINAL FINANCIAL RESULTS**  
December 5, 2022  
King Philip Regional School District

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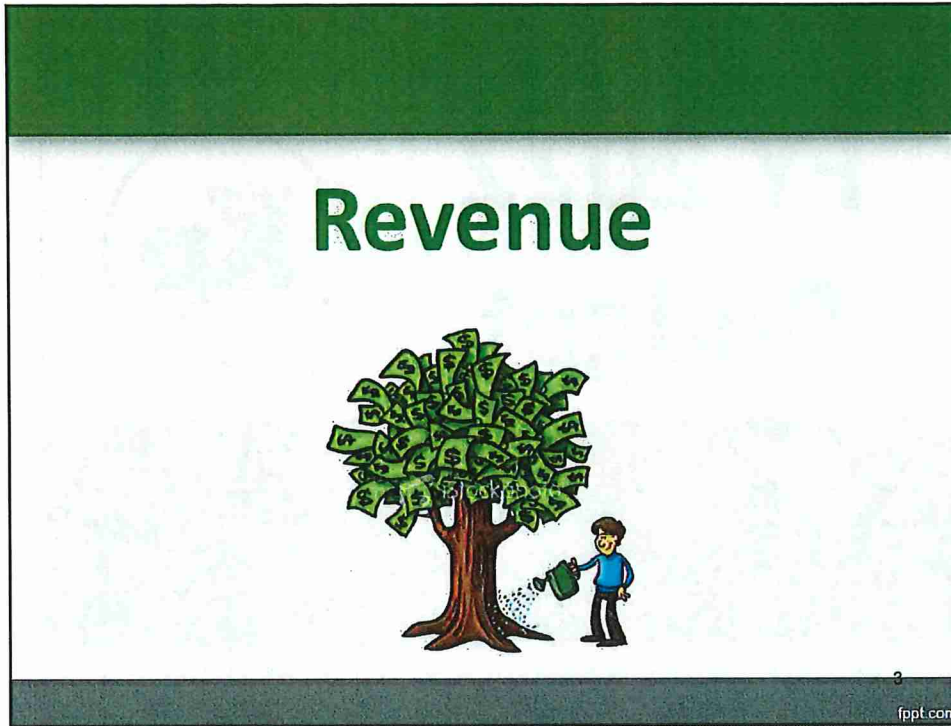
**Reminder**

**FY 2022 budget was adopted  
in March 2021**

*15 months before end of the fiscal year  
(6/30/22)*

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### FY 2022 State Aid Comparison

	Budget	YTD Actual	\$ Balance	% Balance
Chapter 70	7,653,700	7,653,700	- 0 -	- 0 -
Charter Reimbursement	62,949	211,580	148,631	+ 236%
Transportation Reimbursement	649,214	457,816	(191,398)	- 29.5%
<b>TOTALS</b>	<b>8,365,863</b>	<b>8,323,096</b>	<b>(42,767)</b>	<b>- 0.51%</b>

- Charter reimbursement balance due to increased enrollment and continued implementation of Student Opportunity Act
- Additional transportation reimbursement of \$334,337 transferred to reserve fund (resulting in maximum allowable balance)

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## FY 2022 Revenue Comparison

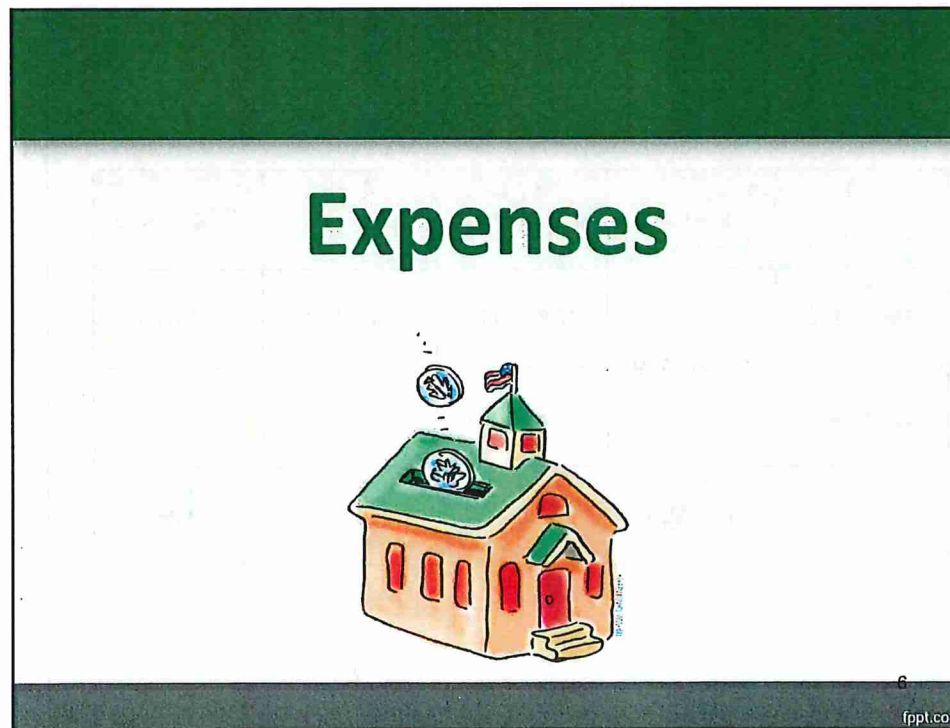
	Budget	YTD Actual	\$ Balance	% Balance
<b>Assessments</b>	26,763,416	26,763,416	- 0 -	- 0 -
<b>Debt Service</b>	1,681,000	1,681,000	- 0 -	- 0 -
<b>State Aid</b>	8,365,863	8,323,096	(42,767)	- 0.51%
<b>District</b>	90,000	510,267	420,267	+ 467%
<b>E+D</b>	400,000	400,000	- 0 -	- 0 -
<b>TOTALS</b>	<b>37,300,279</b>	<b>37,677,778</b>	<b>377,499</b>	<b>+ 1.01%</b>

▪ **District Revenue:**

- Medicaid: \$376,114 actual vs. \$80,000 budget (one-time COVID reimbursement funds)
- Other: \$134,153 actual vs. \$10,000 budget (unanticipated e-Rate reimbursements)

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### FY 2022 Budget Comparison

	Budget	YTD Actual	\$ Balance	% Balance
Instruction	22,933,597	22,849,670	83,928	+ 0.37%
Technology	1,088,461	1,013,913	74,548	+ 6.85%
Transportation	2,184,390	1,801,803	382,587	+ 17.5%
Facilities	2,694,289	3,102,248	(407,959)	- 15.1%
Insurance	6,718,542	6,868,494	(149,952)	- 2.23%
Debt Service	1,681,000	1,681,000	- 0 -	- 0 -
<b>TOTALS</b>	<b>37,300,279</b>	<b>37,317,127</b>	<b>(16,848)</b>	<b>- 0.05%</b>

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### FY 2022 Budget Summary

	Budget	YTD Actual	\$ Variance	% Variance
Revenue	37,300,279	37,677,778	377,499	+ 1.01%
Expenses		37,317,127	(16,848)	- 0.05%
<b>TOTALS</b>			<b>360,651</b>	<b>+ 0.96%</b>

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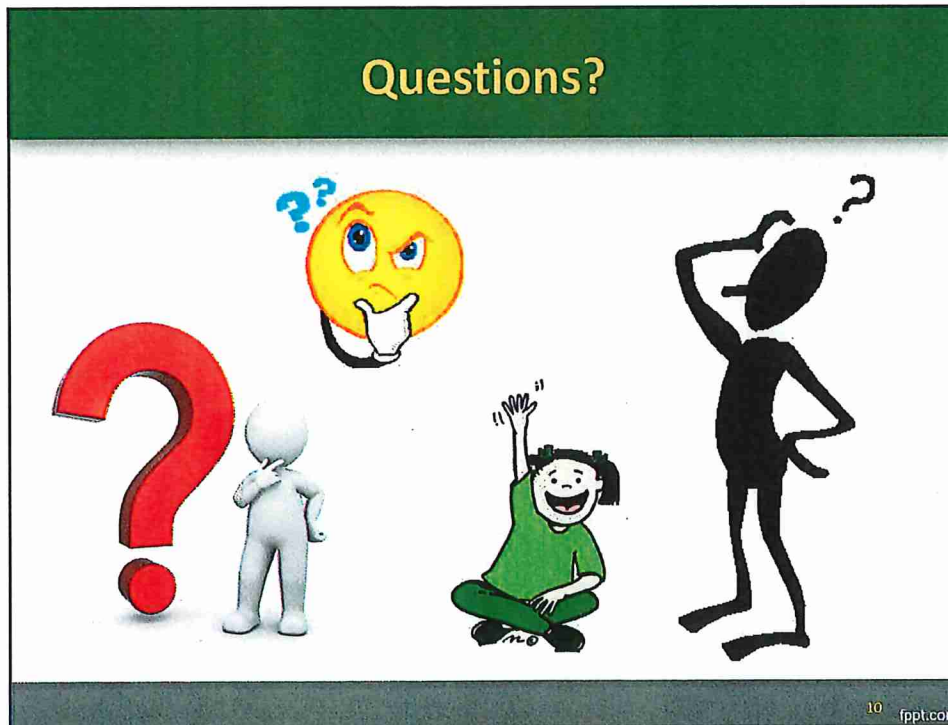
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### Excess & Deficiency

	Amount
Certified E+D balance on 6/30/2021	1,477,766
E+D used for FY 2023 budget	- 400,000
Final FY 2022 results	+ 360,651
Estimated E+D balance 6/30/2022	1,438,417

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FY 2022 Budget vs Actuals 9-19-22 FINAL  
Area

Row Labels	Category	Area					Percent Available
		A	B	C	(D - E)	(F / A)	
		Revised Budget \$	YTD Actual \$	Encumbered \$	Projected Balance \$		G
Instruction	Salary	18,854,893	18,768,283	0	86,609		0.46%
	Expense	4,078,705	4,053,018	28,369	(2,682)		-0.07%
<b>Instruction Total</b>		<b>22,933,597</b>	<b>22,821,301</b>	<b>28,369</b>	<b>83,928</b>		<b>0.37%</b>
Technology	Salary	409,311	396,207	0	13,104		3.20%
	Expense	679,150	600,533	17,173	61,444		9.05%
<b>Technology Total</b>		<b>1,088,461</b>	<b>996,740</b>	<b>17,173</b>	<b>74,548</b>		<b>6.85%</b>
Transportation	Expense	2,184,390	1,801,803	0	382,587		17.51%
<b>Transportation Total</b>		<b>2,184,390</b>	<b>1,801,803</b>	<b>0</b>	<b>382,587</b>		<b>17.51%</b>
Facilities	Salary	934,289	1,049,488	0	(115,199)		-12.33%
	Expense	1,760,000	2,001,787	50,973	(292,760)		-16.63%
<b>Facilities Total</b>		<b>2,694,289</b>	<b>3,051,275</b>	<b>50,973</b>	<b>(407,959)</b>		<b>-15.14%</b>
Insurance	Expense	6,718,542	6,868,494	0	(149,952)		-2.23%
<b>Insurance Total</b>		<b>6,718,542</b>	<b>6,868,494</b>	<b>0</b>	<b>(149,952)</b>		<b>-2.23%</b>
Debt Service	Expense	1,681,000	1,681,000	0	0		0.00%
<b>Debt Service Total</b>		<b>1,681,000</b>	<b>1,681,000</b>	<b>0</b>	<b>0</b>		<b>0.00%</b>
<b>Grand Total</b>		<b>37,300,279</b>	<b>37,220,613</b>	<b>96,514</b>	<b>(16,848)</b>		<b>-0.05%</b>



FY 2022 Budget vs Actuals 9-19-22 FINAL  
Budget by Area

INSTRUCTION	A		B		C	(D - E)		(F / A)	
	Revised Budget	YTD Actual	Encumbered	Projected Balance		% Available			
Function	Description								
1110	School Committee Expenses	84,245	79,153	0	5,092	6.04%			
1210	Superintendent's Office	245,995	257,612	0	(11,617)	-4.72%			
1220	Assistant Superintendent	158,100	170,444	0	(12,344)	-7.81%			
1410	Finance & Business	253,036	242,969	0	10,067	3.98%			
1420	Human Resources, Benefits & Personnel	162,649	169,191	0	(6,542)	-4.02%			
1430	Legal Services for School Committee	55,000	16,999	0	38,001	69.09%			
2110	Curriculum Directors, Supervisory	1,139,008	1,085,469	0	53,539	4.70%			
2120	Department Heads, Non-Supervisory	78,763	92,031	0	(13,268)	-16.85%			
2210	School Building Leadership, Principal	1,198,825	1,176,850	0	21,975	1.83%			
2305	Classroom Teachers	11,723,566	11,436,197	0	287,369	2.45%			
2320	Medical & Therapeutic Services	432,387	354,742	0	77,645	17.96%			
2324	Substitutes, Long Term	0	417,107	0	(417,107)	0.00%			
2325	Substitutes, Short Term	235,000	203,635	0	31,365	13.35%			
2330	Paraprofessionals & Instructional Assistants	1,295,402	1,217,802	0	77,600	5.99%			
2340	Librarians & Media Center	60,000	50,800	0	9,200	15.33%			
2354	Professional Development, Teacher Stipends	52,276	42,784	0	9,492	18.16%			
2356	Professional Development, General Expenses	140,900	137,484	1,984	1,432	1.02%			
2410	Textbooks, Software, Media & Materials	77,442	108,972	699	(32,229)	-41.62%			
2415	Other Instructional Materials	13,519	7,940	537	5,041	37.29%			
2420	Instructional Equipment	28,097	27,131	0	966	3.44%			
2430	General Supplies	208,114	150,372	2,252	55,490	26.66%			
2440	Other Instructional Services	157,764	92,110	0	65,654	41.62%			
2453	Instructional Hardware - Other	111,132	105,478	0	5,654	5.09%			
2710	Guidance Counselors	1,339,088	1,317,365	0	21,723	1.62%			
2800	Psychological Services	425,594	386,735	0	38,859	9.13%			
3200	Health Services	287,145	287,269	0	(124)	-0.04%			
3510	Athletics	445,890	537,578	0	(91,688)	-20.56%			
3520	Other Student Activities	393,552	370,225	0	23,327	5.93%			
3600	School Security	140,000	71,529	19,896	48,575	34.70%			
5150	Employee Separation Costs	25,000	24,335	0	665	2.66%			
5500	Other Fixed Charges	5,000	14,609	3,000	(12,609)	-252.18%			
9100	Programs with Other Mass. Districts	20,000	55,760	0	(35,760)	-178.80%			
9110	School Choice Tuition	91,443	112,797	0	(21,354)	-23.35%			
9120	Charter School Tuition	336,809	461,181	0	(124,372)	-36.93%			
9300	Tuition to Non-Public Schools	2,412,617	2,819,766	0	(407,149)	-16.88%			
9400	Tuition to Collaboratives	1,152,602	1,095,981	0	56,621	4.91%			
9600	Circuit Breaker Offset	(2,052,363)	(2,377,100)	0	324,737	-15.82%			
	SUB-TOTALS	22,933,597	22,821,301	28,369	83,928	0.37%			

FY 2022 Budget vs Actuals 9-19-22 FINAL  
Budget by Area

TECHNOLOGY							
Function	Description	Revised Budget	YTD Actual	Encumbered	Projected Balance	% Available	
1450	Technology: District-Wide	135,750	120,747	0	15,003	11.05%	
2250	Technology: School-Based	154,500	223,918	17,173	(86,590)	-56.05%	
2451	Technology: Instructional Hardware - Devices	166,500	91,420	0	75,080	45.09%	
2455	Technology: Instructional Software	11,900	8,545	0	3,355	28.19%	
4400	Technology Salaries	409,311	396,207	0	13,104	3.20%	
4450	Technology Expenses	210,500	155,904	0	54,596	25.94%	
	<b>SUB-TOTALS</b>	<b>1,088,461</b>	<b>996,740</b>	<b>17,173</b>	<b>74,548</b>	<b>6.85%</b>	

TRANSPORTATION							
Function	Description	Revised Budget	YTD Actual	Encumbered	Projected Balance	% Available	
3300	Student Transportation	2,184,390	1,801,803	0	382,587	17.51%	
	<b>SUB-TOTALS</b>	<b>2,184,390</b>	<b>1,801,803</b>	<b>0</b>	<b>382,587</b>	<b>17.51%</b>	

FACILITIES							
Function	Description	Revised Budget	YTD Actual	Encumbered	Projected Balance	% Available	
4110	Custodial Services	834,700	932,875	0	(98,175)	-11.76%	
4120	Heating	260,000	269,142	0	(9,142)	-3.52%	
4130	Utilities	770,500	599,073	0	171,427	22.25%	
4210	Maintenance of Grounds	216,266	314,061	4,350	(102,144)	-47.23%	
4220	Maintenance of Buildings	515,122	497,153	0	17,969	3.49%	
4225	Building Security Systems	20,000	13,106	0	6,894	34.47%	
4230	Maintenance of Equipment	71,700	48,418	0	23,282	32.47%	
4300	Extraordinary Maintenance	0	0	0	0	0.00%	
7300	Acquisition of Equipment	0	0	0	0	0.00%	
7390	Acquisition of Equipment	6,000	377,448	46,623	(418,071)	-6967.85%	
7400	Replacement of Equipment	0	0	0	0	0.00%	
7500	Acquisition of Vehicles	0	0	0	0	0.00%	
7600	Replacement of Vehicles	0	0	0	0	0.00%	
	<b>SUB-TOTALS</b>	<b>2,694,289</b>	<b>3,051,275</b>	<b>50,973</b>	<b>(407,959)</b>	<b>-15.14%</b>	

FY 2022 Budget vs Actuals 9-19-22 FINAL  
Budget by Area

INSURANCE & BENEFITS						
Function	Description	Revised Budget	YTD Actual	Encumbered	Projected Balance	% Available
5100	Retirement Contributions	1,168,007	1,198,178	0	(30,171)	-2.58%
5200	Insurance - Active Employees	4,058,341	4,136,185	0	(77,844)	-1.92%
5250	Insurance - Retired Employees	1,337,870	1,374,044	0	(36,174)	-2.70%
5260	Non-Employee Insurance	154,324	160,088	0	(5,764)	-3.73%
	<b>SUB-TOTALS</b>	<b>6,718,542</b>	<b>6,868,494</b>	<b>0</b>	<b>(149,952)</b>	<b>-2.23%</b>

DEBT SERVICE						
Function	Description	Revised Budget	YTD Actual	Encumbered	Projected Balance	% Available
8100	Debt Service, Principal	1,370,000	1,370,000	0	0	0.00%
8200	Debt Service, Interest	311,000	311,000	0	0	0.00%
	<b>SUB-TOTALS</b>	<b>1,681,000</b>	<b>1,681,000</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

GRAND TOTALS						
Description	Revised Budget	YTD Actual	Encumbered	Projected Balance	% Available	
INSTRUCTION	22,933,597	22,821,301	28,369	83,928	0.37%	
TECHNOLOGY	1,088,461	996,740	17,173	74,548	6.85%	
TRANSPORTATION	2,184,390	1,801,803	0	382,587	17.51%	
FACILITIES	2,694,289	3,051,275	50,973	(407,959)	-15.14%	
INSURANCE & BENEFITS	6,718,542	6,868,494	0	(149,952)	-2.23%	
DEBT SERVICE	1,681,000	1,681,000	0	0	0.00%	
<b>SUB-TOTALS</b>	<b>37,300,279</b>	<b>37,220,613</b>	<b>96,514</b>	<b>(16,848)</b>	<b>-0.05%</b>	



**MEMORANDUM**

**TO: School Committee**  
**FROM: Mr. Paul Zinni, C.A.G.S.**  
**DATE: December 1, 2022**  
**RE: Policy Revisions (1<sup>st</sup> Reading)**

The attached policies were reviewed by the Policy Subcommittee on November 22, 2022 and are being presented as a 1<sup>st</sup> reading to the full School Committee.

Policy	File Code Referred to:
JIC	Student Discipline
JICA	Student Dress
AC	Non-Discrimination including Harassment and Retaliation
GBA	Equal Employment Opportunity
GCF	Professional Staff Hiring
JB	Equal Educational Opportunities
JFBB	School Choice
Section D: Fiscal Management Policies:	
DB	Regional School District Annual Budget
DB-R	Regional School District Budget-Appportionment of Expenses
DBC	Budget Deadlines and Schedules
DBD	Budget Planning
DBG	Budget Adoption Procedures
DBJ	Regional School District Budget Transfer Authority
DD	Funding, Proposals, and Applications
DGA	Regional School District Authorized Signatures
DH	Regional School District Bonded Employees and Officers
DI	Fiscal Accounting and Reporting
DIE	Regional School District Audits
DJ	Purchasing
DJE	Procurement Requirements
DK	Regional School District Payment Procedures
KCD	Public Gifts to the School

/vrp  
Attachments



KP

Policies

w/ Red lined

Edits

 **File: JIC - STUDENT DISCIPLINE**

The Regional School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

### **Suspension**

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

#### **Notice of Suspension:**

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

#### **Emergency Removal**

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal

shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

### **In School Suspension - not more than 10 days consecutively or cumulatively**

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

### **Principal's Hearing - Short Term Suspension of up to 10 days**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to



make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

**Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

- In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;
- The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
- The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, though the student may not be compelled to do so;
- The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a

long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

### **Superintendent's Hearing**

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

### **Expulsion**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony



charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other schoolwork as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track, and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

### **Reporting**

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.



SOURCE: MASC December 2014; [MASC August 2022](#)

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#) [71: 37H ¾](#); [76:17](#); 603 CMR [53.00](#)

[Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School](#)  
[Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973 and](#)  
[Questions and Answers Addressing the Needs of Children with Disabilities and the Individuals with Disabilities Education Act's \(IDEA's\) Discipline Provisions.](#)

**NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. [71, S. 37H](#) or ~~Error!37H1/2. -Hyperlink reference not valid.~~ The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.**

[Chapter 222, An Act Relative to Student Access to Educational Services and Exclusion from School. Addresses continuation of educational services for students when they are excluded from school.](#)

[New Federal Guidance related to Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973 that students are effectively supported when responding to behavior that is based on a student's disability that could lead to student discipline has been added as a legal reference.](#)

Approved: King Philip Regional School Committee, 8/5/19

Reviewed: February 16, 2021; [October 31, 2022](#)

 **File: JICA - STUDENT DRESS CODE**

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above

SOURCE: MASC [August 2022](#)

[LEGAL REF: Creating a Respectful and Open World for Natural Hair Act of 2022](#)

Approved: King Philip Regional School Committee - April 5, 2021

[Reviewed: October 31, 2022](#)



**File: AC - NON-DISCRIMINATION ~~AND~~ HARASSMENT and RETALIATION**

The King Philip Regional School District does not tolerate discrimination against students, parents, employees or the general public on the basis of race\*, color, national origin, sex, sexual orientation, gender identity, disability, homelessness, religion, age or immigration status. The King Philip Regional School District is also committed to maintaining a school environment free of harassment based on race\*, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, age or disability. In addition, the District provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; § 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L. c. [76, § 5](#); M.G.L. c. [151B](#) and [151C](#); and 603 C.M.R. § [26.00](#). Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both. Once the school district is notified, an investigation will be conducted in accordance with the applicable procedures, laws and regulations.

The King Philip Regional School District's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of the King Philip Regional School District, or in obtaining the advantages, privileges, and courses of study of such public school on account of race\*, color, sex, gender identity, religion, national origin, sexual orientation, age, homelessness, disability or immigration status.

In addition to designating at least one administrator to handle inquiries regarding the District's non-discrimination policies, the Superintendent shall adopt and publish one or more grievance procedures for addressing reports of discrimination, harassment and retaliation under the protected classes identified in this policy. If an individual interested in filing a complaint that they have been discriminated against because of their race\*, color, sex, gender identity, religion, national origin, sexual orientation, homelessness, disability, or immigration status, their complaint should be filed in accordance with the District's grievance procedures for discrimination, harassment, and retaliation.

The student handbooks and grievance procedures shall identify the name, office address and telephone number for the compliance officer(s) for the above-referenced statutes and this policy and be posted on the District's website.

ADOPTED: Approved: King Philip Regional School Committee 2/28/22

REVISED:

LEGAL REFS.:



Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a), (b); EEOA: 20 U.S.C. 1703(f); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; Section 504:29 U.S.C. 794; 34 CFR 104.4; Title II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Secs. 721, 722(g)(4); Mass. Const. amend. art. 114; M.G.L. c. [71A, s. 7](#); c. [76, s. 5](#); 603 CMR 26.03 as amended by Chapter 199 of the Acts of 2011; MLG C. [71, s370](#); 42 USC s. 2000c et seq.; 42 USC s. 2000d et seq.; 20 USC s. 1701 et seq.; M.G.L. c. 71, Sec. 84

~~seq.; M.G.L. c. 71, Sec. 84~~ Acts of 2022, Chapter 117 (\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

SOURCE: MASC August 2022

Approved: King Philip Regional School Committee 2/28/22

Reviewed: October 31, 2022

**File: GBA - EQUAL EMPLOYMENT OPPORTUNITY**

The Regional School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their \*race, color, religion, national origin, sex, gender identity sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

SOURCE: MASC August 2022~~March 2018~~

LEGAL REF.: M.G.L. 151B:4;

BESE Regulations 603 CMR 26:00

Acts of 2022, Chapter 117 (\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

CROSS REF.: AC, Nondiscrimination

Approved: King Philip Regional School Committee - November 16, 2020

Reviewed: October 31, 2022

## GCF - PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school district and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the students.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race\*, color, religion, national origin, sex, gender identify, sexual orientation age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee, a representative screening committee may be established by the School Committee, or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making their recommendation to the School Committee.

SOURCE: MASC ~~August 2022~~ ~~March 2018~~

LEGAL REFS.: M.G.L. [69:6](#); [71:38](#); [71:38G](#); [71:39](#); [71:45](#);

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

BESE Regulations 603 CMR [7:00](#), [26:00](#), and [44:00](#)

[Acts of 2022, Chapter 117 \(\\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.\)](#)



Approved: King Philip Regional School Committee - November 16, 2020

Reviewed: October 31, 2022

**File: JB - EQUAL EDUCATIONAL OPPORTUNITIES**

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the King Philip Regional School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race\*, color, sex, religion, gender identity, national origin, sexual orientation, homeless status, physical and intellectual differences, and/ or pregnancy or pregnancy related conditions.

To accomplish this, the Regional School Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts Equal Educational Opportunities Law, which prohibits discrimination in public school admissions and programs.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

SOURCE: MASC ~~February 2019~~ [August 2022](#)

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. [76:5](#); [76:16](#) (Chapter 622 of the Acts of 1971)

BESE regulations 603 CMR [26:00](#)

BESE regulations 603 CMR [28.00](#)

The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015

[Acts of 2022, Chapter 117 \(\\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.\)](#)

CROSS REF.: [AC](#), Nondiscrimination

Approved by the King Philip Regional School Committee: January 27, 2020

Reviewed: February 16, 2021; October 31, 2022



**File: JFBB - SCHOOL CHOICE**

It is the policy of this school district not to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. [76:12](#)). The Regional School Committee, if consideration is given to participate in the Interdistrict School Choice Law, will do so under the following conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race\*, color, religious creed, national origin, sex, age, sexual orientation, gender identity, homeless status, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

SOURCE: MASC-August 2022

LEGAL REFS.: M.G.L. [71:6](#); [71:6A](#); [76:6](#); [76:12](#); [76:12B](#)

603 CMR 26:00

~~CROSS REFS.: [AC](#), Nondiscrimination, [IJ](#), Instructional Materials, [JB](#), Equal~~

~~Educational Opportunities, [IJ](#), Instructional Materials, [JBA](#),~~

~~Student To Student Harassment, [JJ/JJ-E](#), Co-Curricular and Extra-~~

~~curricular Activities~~

Acts of 2022, Chapter 117 (\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

Approved 11/7/16

Reviewed October 31, 2022

KP

Policies

w/ Red lined

Edits



## DB - REGIONAL SCHOOL DISTRICT ANNUAL BUDGET

The annual budget is the financial expression of the goals to the School Committee in meeting the needs of all students.

The budget then requires an orderly and cooperative effort by the Committee, the staff, and the regional community to achieve the goals of the district.

Public school budgeting is regulated and controlled by legislation, state regulation, regional agreement, and local Committee policy. The operating budget will be prepared and managed in line with the above.

In developing a budget, care shall be taken to make the documents associated with the budget clear and understandable to School Committee members, to municipal officials of member communities, and to the general public. ~~Finance Committees of member communities and to the general public.~~

At the discretion of the Finance ~~Policy~~ Subcommittee, an informal public information meeting may be held to solicit input from the general public. In accordance with the District Agreement, a public hearing shall be held prior to the adoption of the Final Operating and Maintenance Budget by the District Committee. The Superintendent and members of the Finance ~~Policy~~ Subcommittee will make every effort to fully inform all member communities and their officials of the budget plans of the District.

The budget shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the member communities, after the use of any offsetting revenues received from the state.

Assessments to member communities shall be made in compliance with the foundation budget, which may, in certain instances, differ from the apportionment under the District Agreement. When there is a conflict, state law shall prevail. In assessing for expenditures which are excluded from the foundation budget, the District Agreement shall determine the apportionment of assessments after the District Committee has applied all applicable state aid. The District Agreement notwithstanding, there shall be no requirement for the annual operation and maintenance budget for the District to be adopted prior to the receipt of funding estimates from the state.

The Superintendent, or their designee, will serve as budget officer but may delegate portions of this responsibility to members of their staff, as they deem appropriate. The three general areas of responsibility for the Superintendent, or their designee, as budget officer are budget preparation, budget presentation, and budget administration.

A budget is a spending plan, which is developed well in advance of the fiscal year.

Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent, or their designee.

The annual budget for each school operated by the District shall be developed with input from the School Council, and shall reflect the priorities established in the Annual School Improvement Plan.

SOURCE: MASC 202~~2~~<sup>1</sup>

LEGAL REFS.: M.G.L. [71:16B](#); [71:34](#); [71:37](#) and [71:38N](#)

Approved: King Philip Regional School Committee 2/28/22

Reviewed: , 2022

**DB-R - ~~REGIONAL SCHOOL DISTRICT~~ BUDGET - APPORTIONMENT OF EXPENSES FOR REGIONAL SCHOOL DISTRICT**

The Regional District School Committee shall annually determine the amounts necessary to be raised, after deducting the amount of aid such district is to receive ~~pursuant to section sixteen D, by state formula,~~ to maintain and operate the District school or schools during the next fiscal year, and amounts required for payment of debt and interest incurred by the District which will be due in the said year, and shall apportion the amount so determined among the several municipalities in accordance with the terms of the agreement.

The amounts so apportioned for each municipality shall be certified by the Regional School District treasurer to the treasurers of the several municipalities within thirty days from the date on which the annual budget is adopted by a two-thirds vote of the School Committee, but no later than April thirtieth.

The Regional School District treasurer shall include in the certification to each municipality a statement setting forth the amount which the District is to receive ~~by state formula under said section sixteen D~~ for the ensuing fiscal year and the proportionate share of such aid for such municipality.

In addition to amounts appropriated for long-term debt service, school lunches, adult education, student transportation, and tuition revenue, each municipality that belongs in the Regional School District shall annually appropriate for the support of the Regional School District, an amount equal to but, not less than the sum of the minimum required local contribution.

Notwithstanding the provisions of the Regional School District agreement, each member municipality shall increase its contribution to the Regional District each year by the amount indicated in that district's share of the municipalities' minimum regional contribution in that fiscal year. The District shall appropriate the sum of the minimum regional contributions of its member districts as well as all state school aid received on behalf of member municipalities. The District may choose to spend additional amounts; such decision shall be made and such amounts charged to members according to the District's required agreement.

Except as required by General Law, each school district may determine how to allocate funds appropriated for the support of public schools without regard to the categories employed in calculating the foundation budget.

SOURCE: MASC ~~Updated 2022~~2021

LEGAL REF.: M.G.L. [71:16B](#)

Approved: King Philip Regional School Committee 2/28/22

Reviewed: , 2022



## DBC - BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and District agreement.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date.

In reaching its decision on the budget amount that it will submit to the towns, the Regional School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Whatever dates are assigned, the final date for the submission of the budget to the towns in the regional system will be arranged cooperatively with the Regional School Committee and ~~F~~finance ~~C~~committees from each of the towns.

~~In reaching its decision on the budget amount that it will submit to the towns, the Regional School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.~~

Established by law and charter (regional agreement)

SOURCE: MASC ~~September 2022~~ ~~August 2016~~

LEGAL REFS.: M.G.L. [71:16B](#); [71:38N](#); [71:16B](#)

Approved: King Philip Regional School Committee 5/4/2020

Reviewed: , 2022

## **DBD - BUDGET PLANNING**

A sound budget development process must be established to ensure that the annual operating budget accurately reflects the District's goals. The budget is a financial planning tool that grounds itself in careful analysis of student achievement, enrollment, mandated services, and community values to allocate resources towards the goals set by the Committee. The first priority in the development of an annual budget will be the educational welfare of the children in our schools. The Committee also holds in balance the valid interest of the taxpayers.

The budget document shall reflect all sources of revenue. It shall clearly explain how those funds will be used.

In the budget planning process for the school district, the Superintendent, or their designee, will:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all students.
3. Use the best available techniques for budget development and management.

The Superintendent, or their designee, will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar which will be shared publicly with the community. Such calendar will take into consideration the requirement that School Councils are to be consulted in developing school budgets.

SOURCE: MASC 202~~2~~

Approved: King Philip Regional School Committee 2/28/22

Reviewed: ,2022

**File: DBG - BUDGET ADOPTION PROCEDURES**

The regional district budget is adopted by the School Committee at the cost center level. Cost centers should represent appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day-to-day work. Cost centers will be agreed upon by the Committee and administration.

All revenue sources are subject to adoption by the School Committee.

The annual regional district budget as adopted by two-thirds vote of the Regional School District Committee shall require the approval of two-thirds of the local appropriating authorities of the member municipalities.

In the event the regional school budget is not approved by at least two-thirds of the member municipalities as required, the Regional School District Committee shall have thirty days to reconsider, amend, and resubmit a budget on the basis of the issues raised.

SOURCE: MASC 202~~2~~<sup>1</sup>

LEGAL REF.: M.G.L. Ch. [71:16B](#)

CROSS REF: [DBJ](#), Budget Transfer Authority

Approved: King Philip Regional School Committee 2/28/22

Reviewed: 22

Note: Town and city charters should be checked for specific provisions relating to budget adoption procedures. Appropriate citations should be added as was done on the statement above. The above process is that of towns; changes will be necessary for cities.



## **DBJ - REGIONAL SCHOOL DISTRICT BUDGET TRANSFER AUTHORITY**

In keeping with the need for periodic reconciliation of the ~~school-department's~~District budget, the Regional School District Committee will consider requests for transfers of funds between cost centers as they are recommended by the Superintendent, or their designee. The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school district.

All requests for transfers between cost centers as approved during the annual budget deliberation must be submitted to the full School Committee for approval as part of the School Business Officer's~~Director of Business and Finance's~~ quarterly report at the School Committee's finance subcommittee or at the business meetings of the School Committee. aApproval of transfers must be done by the full Committee.

All funds in the general account not expended by the close of the fiscal year will be placed in an excess and deficiency fund that shall not exceed five percent of the operating budget and its budgeted capital costs for the succeeding fiscal year. Any added funds exceeding five percent shall be returned to the member communities to reduce their assessments in accordance with law.

SOURCE: MASC 202~~2~~1

LEGAL REF.: MGL 71:16B1/2

DOR 94-660

CROSS REFS: DBG, Budget Adoption Procedures

DI, Fiscal Accounting and Reporting

Approved: King Philip Regional School Committee 2/28/22

Reviewed:

**DD – FUNDING GRANTS, PROPOSALS AND APPLICATIONS SPECIAL PROJECTS**

In accordance with state law, all grants and gifts to the District must be reviewed and accepted by the School Committee before expenditure. The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in alignment with district goals. ~~our~~ schools.

The Superintendent will keep informed of possible funds available to the school district under the various state and federal programs, and in what manner these funds can best be used in the school district.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.

The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

The Superintendent shall ensure the district has and follows a written set of procedures in grant administration that aligns with state and federal laws and regulations.

SOURCE: MASC Updated 2022 August 2016

LEGAL REF.: M.G.L. [44:53A](#)

2 CFR 200 Federal Uniform Administrative Requirements

P.L. 874 Impact Aid

Board of Education 603 CMR [32:00](#); [34:00](#)

Approved: King Philip Regional School Committee 5/4/2020

Reviewed:

NOTE: The district business office must have a state and federal grant manual with procedures aligned with state and federal law and regulation in order to comply with state granting requirements. The approval of such a document is not subject to the School Committee; the administration should ensure a document is being followed.

**File: DGA - REGIONAL SCHOOL DISTRICT AUTHORIZED SIGNATURES**

The Committee will designate by roll call vote a single member responsible for the review and approval of all warrants as correct and approve for payment. A record of this approval will be made available on the next regular Committee agenda. Such designation does not limit the responsibility of each member.

The treasurer and the assistant treasurer are authorized to sign check withdrawals and to sign the appropriate bank forms for the Regional School District. No other signature is valid.

SOURCE: MASC Updated 2022~~August 2016~~

LEGAL REF.: M.G.L. [41:41](#); [41:52](#); [71:16A](#)

Approved: King Philip Regional School Committee 2/28/22

Reviewed:

NOTE: The above language implements a single signatory of district warrants. It should be altered according to district practice.



## DH - REGIONAL SCHOOL DISTRICT BONDED EMPLOYEES AND OFFICERS

Each employee of the school district including the Treasurer and Assistant Treasurer or School Committee member who is assigned the responsibility of receiving and dispensing disbursing school funds will be bonded individually or covered by a blanket bond. The cost of the bond will be paid by the District.

SOURCE: Updated 2022MASC 2021

LEGAL REF.: M.G.L. 40:5 ;71:16A

Approved: King Philip Regional School Committee 2/28/22

CROSS REFS: DJ Fiscal Accounting and Reporting

JJF Student Activity Funds

**File: DI - FISCAL MANAGEMENT AND REPORTING**

The Superintendent is ultimately responsible for receiving and properly accounting for all funds of the school district, maintaining internal controls so as to assure the effectiveness and efficiency of operations; adequate safeguarding of property; assurance of expenditures in accordance with programs under which revenues are received; and compliance with applicable laws and regulations.

The accounting system used will conform with Uniform Massachusetts Accounting System state requirements and to as well as good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The Regional School Committee will receive quarterly financial statements from the Superintendent showing the financial condition of the school district. Such other financial statements as may be determined necessary by either the Committee or the Superintendent will be presented as found desirable.

LEGAL REF.: M.G.L. [41:35](#)

M.G.L. 44:38

603 CMR 10:00

2 CFR 200.303

CROSS REFS: DBJ Budget Transfer Authority

DIE Audits

NOTE: References to town or city charters may be appropriate at this category, and the content of the policy should be changed accordingly.

Reviewed: King Philip Regional School Committee - 5/4/2020

**File: DIE - REGIONAL SCHOOL DISTRICT AUDITS**

An independent audit of the school department's accounts shall be conducted annually within nine months of the close of the fiscal year. This review shall be conducted by an independent public accounting firm in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U. S. Comptroller General.

Upon the completion of each audit, a report thereon shall be made to the Chair of the School Committee, and a copy sent to the Chair of the Selectmen or City Council and the Chair of the School Committee in the member municipalities. The Committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Additionally, the district is also subject to the following:

End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.

Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.

Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.

Student Activity Account: As required by state law, student activity accounts are audited annually. For accounts exceeding \$25,000, the Committee shall consider an audit of the school district's accounts at its discretion.

In addition, the Committee may request an additional audit of the school district's accounts at its discretion.

SOURCE: MASC Updated2022~~1~~

LEGAL REF: MGL [44:38-40](#); [71:47](#); [71:16E](#); [72:3](#)

CROSS REF.: [DI](#), Fiscal Accounting and Reporting

JJF, Student Activity Accounts

Approved: King Philip Regional School Committee 2/28/22

NOTE: Not every district is subject to the single audit act; check thresholds.



**File: DJ - PURCHASING**

It shall be the responsibility of the Superintendent, or their Designee:

- To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the District, thereby attaining the maximum value for each public dollar spent;
- To maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District;
- To encourage a mutually cooperative relationship with requesting departments, recognizing that successful purchasing is a result of team planning and effort;
- To promote social and economic goals such as encouraging local, small, minority, and women-owned businesses to participate in bidding for District purchases.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school district.

The Superintendent, or their designee, will designate the District's purchasing agent. They will develop and administer the purchasing program for the schools in keeping with legal requirements and within the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent, or their designee, with such exceptions as may be made by the latter for emergency purchases.

SOURCE: MASC 2022

LEGAL REF.: M.G.L.; [30B](#); [71:49A](#)

Approved: King Philip Regional School Committee 2/28/22

Reviewed: ,2022

**File: DJE - PROCUREMENT REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of the General Law.

To foster greater efficiency, the District will enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared services.

For any supply or service over \$50,000, ~~When bidding procedures are used,~~ bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent, or their designee, and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves for the District the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves for the District the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids.

Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school district.

A procurement in the amount of \$10,000 or less shall be obtained through the exercise of sound business practices.

SOURCE: MASC 202~~2~~<sup>1</sup>

LEGAL REF.: M.G.L.: [7:22A](#); [7:22B](#); [30:39M](#); [30B](#)

CROSS REF.: [DJA](#), Purchasing Authority

Approved: King Philip Regional School Committee 2/28/22

NOTE: The cross reference is to a closely related policy in this manual.

NOTE: Town or city charters may contain related provisions. If so, appropriate citations should be added to the legal references.

Reviewed:

**File: DK - REGIONAL SCHOOL DISTRICT PAYMENT PROCEDURES**

All claims for payment from the School District's funds will be processed in accordance with procedures developed by the Superintendent, or their designee. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

The Superintendent will be responsible for assuring that the budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

As an operating procedure, the Committee will receive monthly lists of bills (warrants) for payment from school department funds.

The Committee will designate by vote a single member to be responsible for the review and approval of the warrants as correct and approved for payment. Warrants then will be forwarded to the district treasurer for processing and payment. A record of this action will be made available to the Committee on the agenda of the next regular meeting.~~The lists will be certified as correct and approved for payment by the School Committee or by a subcommittee of no less than 3 members.~~ Actual invoices, statements, and vouchers will be available for inspection by the School Committee upon request.

SOURCE: MASC 2022~~+~~

LEGAL REFS.: M.G.L. [41:41](#); [41:52](#) [41:56](#); [71:16A](#)

CROSS REF: DGA-1, Regional School District Authorized Signatures

Approved: King Philip Regional School Committee 2/28/22

NOTE: The above language implements a single signatory of district warrants. It should be altered according to district practice.

NOTE: This policy is designed for Regional School districts and will be recoded to DK.



**File: KCD - PUBLIC GIFTS TO THE SCHOOLS**

In accordance with state law, all gifts to the District shall be reviewed and accepted by the School Committee before expenditure or use. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

~~The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Regional School Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.~~

~~Gifts that would involve changes in school plants or sites will be subject to Regional School Committee approval.~~

Gifts will automatically become the property of the school district. Any gift of cash, regardless of donor intent, whether or not intended by the donor for a specific purpose, will be accepted by vote of the Regional School Committee, kept separate from the general fund handled as a separate account and expended at the discretion of the Regional School Committee, as provided by law.

The Regional School Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

SOURCE: MASC-Updated 2022

LEGAL REF.: M.G.L. [44:53.71:37A](#)

CROSS REFS: DD, Grants, Proposals, and Special Projects

GBEBD: Onlice Fundraising and Solicitation-Crowdfunding

Reviewed: February 23, 2021

2022



## **Vision**

The King Philip Regional School District inspires students to develop their passions and prepares them to succeed in a world of rapid and constant change.

## **Mission**

The mission of the King Philip Regional School District is to provide an educational community where students come first and have the opportunity to achieve to their fullest potential.

This will be accomplished by fostering a climate of respect, individual and collective responsibility, creativity, and enthusiasm for learning.

The King Philip Regional School District will ensure a safe, caring, and supportive environment that balances academic rigor with the development of character and a strong sense of self.

## **Guiding Belief**

We believe that students have the potential to achieve all of their aspirations when they are in an environment that does not marginalize.

Imagine an environment where every student has a champion, a voice and the supports needed to overcome their challenges and achieve their aspirations.

# King Philip Regional School Committee Goals 2022 – 2023

District Goal 1	Ensure rigorous and relevant 7-12 curricula that fosters active engagement and depth of understanding	
	Target Date	Status
<b>School Committee Actions for Goal 1</b>	<ol style="list-style-type: none"> <li>1. Review data on educational programs on an ongoing basis. Use the evaluated data to determine budgetary needs to support continuous growth and improvement.</li> <li>2. Review data on special programs, grants, and initiatives.</li> <li>3. Monitor progress on district and state assessments.</li> <li>4. Continue to support (through budget and policy) staff, administrative, and community initiatives that demonstrate the district's willingness to be a state and national education innovator.</li> <li>5. Continue to support (through budget and policy) high quality, diverse, and rigorous program offerings that provide ongoing challenges and opportunities to students throughout their learning careers.</li> </ol>	
<b>School Committee Benchmarks for Goal 1</b>	<ol style="list-style-type: none"> <li>a. The School Committee will review budgetary recommendations for the fiscal year to support curriculum and instructional needs or/and changes.</li> <li>b. The School Committee will review reports on special programs, grants, and initiatives on an ongoing basis.</li> <li>c. The School Committee will review district and state assessment data on an annual basis.</li> <li>d. The School Committee will encourage presentations that highlight the benefits of programs and the achievements of students and staff on an ongoing basis.</li> </ol>	Target Date a. Winter 2023 b. On-going c. Fall 2022 d. On-going



District Goal 2	Develop a supportive learning community through a social emotional learning (SEL) initiative to encourage the healthy development of all students.		
School Committee Actions for Goal 2		Target Date	Status
<p><b>School Committee Benchmarks for Goal 2</b></p>	<ol style="list-style-type: none"> <li>1. Review the administration's recommended action plan to implement a comprehensive social emotional framework.</li> <li>2. Continue to foster a district-wide climate that encourages inclusion and promotes tolerance.</li> </ol> <ol style="list-style-type: none"> <li>a. The School Committee will review administration's recommended SEL action plan (with any budget implications), to implement a comprehensive social emotional framework.</li> <li>b. The school committee will schedule bi-annual presentations from the Director of Wellness and the School Committee Representative and will support recommendations through the budget process.</li> <li>c. The School Committee will support the DEI Subcommittee by reviewing progress updates and will act on their recommendations as appropriate.</li> </ol>	<p>a. On-going</p> <p>b. Fall 2022 &amp; Spring 2023</p> <p>c. On-going</p>	<p>Status</p>

District Goal 3	<b>Grow and sustain a mutually supportive and trusting relationship with stakeholder groups for the benefit of the mission and vision of the KPRSD and sustain a positive connection with and among the community at large.</b>		
School Committee Actions for Goal 3		Target Date	Status
<p><b>School Committee Benchmarks for Goal 3</b></p>	<ol style="list-style-type: none"> <li>1. Continue to work with the three elementary districts to maintain open communication and increase collaboration.</li> <li>2. Foster a positive working partnership with families by improving methods of communication.</li> <li>3. Develop and sustain a mutually supportive and trusting relationship with Wrentham, Norfolk, and Plainville communities.</li> <li>4. Work Collaboratively with the Chair of the Committee and the Superintendent of Schools to speak with "One Voice" when communicating with the three communities.</li> </ol>	<ol style="list-style-type: none"> <li>a. On-going</li> <li>b. On-going</li> <li>c. On-going</li> <li>d. On-going</li> <li>e. Fall, Winter, Spring 2022-2023</li> </ol>	Status

<b>District Goal 4</b>	<b>Provide and enhance the integration of technology resources available to staff and students.</b>	
<b>School Committee Actions for Goal 4</b>	Target Date	Status
	<ol style="list-style-type: none"> <li>1. Review the administration's needs assessment to assist in the creation of district wide vision for technology integration.</li> <li>2. Review the administration's recommended action plan to implement a District Technology Plan to support the mission, goals, and objectives of the district.</li> <li>3. Work with school administration to explore the possibility of revitalizing the high school library into a modern media center.</li> </ol>	
<b>School Committee Benchmarks for Goal 4</b>	Target Date	Status
<ol style="list-style-type: none"> <li>a. The School Committee will review and support budgetary recommendations as related to space and technology issues at both the middle and high school.</li> </ol>	On-going	



<b>District Goal 5</b>		
<b>Develop and sustain effective and efficient use of resources to focus on continuous improvement, support student learning, and fiscal responsibility.</b>		
	<b>Target Date</b>	<b>Status</b>
<b>School Committee Actions for Goal 5</b>	<ol style="list-style-type: none"> <li>1. Present a FY 2023 budget that supports the district's vision, mission, and goals – including student achievement, safety, and staff development – while allocating and managing expenditures consistent with district and school-level goals and available resources.</li> <li>2. Continue to invite member town administrators, finance committee members, and elementary district leadership to all budget discussions and share information on a regular basis; strive to ensure KP is invited to appropriate town budget discussions.</li> <li>3. Continue to present budget information in a way that is easily digestible for constituents that are not familiar with the budget process.</li> <li>4. Continue to improve the budgeting process from initial requests through seeking approval at town meetings, working with a transparent “no surprise” attitude.</li> <li>5. Continue to drive operational efficiencies to maximize expenditures with direct impact on teaching and learning.</li> </ol>	
<b>School Committee Benchmarks for Goal 5</b>	<p><b>Target Date</b></p> <ol style="list-style-type: none"> <li>a. On-going</li> <li>b. Winter/Spring 2023</li> <li>c. Winter 2023</li> <li>d. Fall 2022</li> <li>e. Spring 2023</li> </ol>	<b>Status</b>
	<ol style="list-style-type: none"> <li>a. Members should attend meetings to fully understand budget dynamics and programs they support, so to be able advocate for responsible budgets to the community.</li> <li>b. School Committee will do its due diligence in reviewing budget recommendations and approving and advocating for a responsible FY 2023 budget for the district.</li> <li>c. Invite selectmen and members of the finance committee from the three towns to appropriate KP School Committee and Finance Subcommittee meetings.</li> <li>d. Set calendar for public budget meetings and distribute to member town officials.</li> <li>e. The school committee will work collaboratively with the school administration and various staff associations to create and approve updated job descriptions.</li> </ol>	