

**King Philip Regional School Committee Retreat**  
**August 9, 2023 Minutes - Approved**  
**King Philip Regional Middle School-Library**  
**18 King Street, Norfolk, Wrentham, MA 02056**

Mr. Lehan, Chair, welcomed everyone and opened the meeting at 8:33a.m.

**Roll Call of Members:**

**Members Present:**

Norfolk:	Mr. Jim Lehan, Mr. Eric Harmon
Plainville:	Mr. Bruce Cates, Mr. Greg Wehmeyer, Ms. Michele Sharpe
Wrentham:	Mr. Marc Waxman, Mr. Joe Cronin, Ms. Erin Greaney

**Members Absent:**

Norfolk:	Ms. Jennifer Wynn
Plainville:	None
Wrentham:	None

**Delegations and Visitors:**

Dr. Rich Drolet, Superintendent, Mr. Larry Azer, Director of Finance, Mrs. Venessa Petit, Administrative Assistant

This meeting is not being recorded.

**1. Welcome**

Mr. Lehan welcomed committee members and said that this retreat is an opportunity, working with Dr. Drolet, to set our expectations and ground rules on how to work together as a committee. It is also an opportunity to come up with a plan to identify/re-evaluate priorities and engage the superintendent and administration to help accomplish these goals. The chair's role is to help facilitate that process, with the help of all members, and to operate as a committee. Mr. Lehan reminded the committee that every voice is equal.

**Norms for Working in Groups** were discussed which included the following:

- Commit to confidentiality and trusting relationships
- Prioritize and value the time by being present
- Ensure everyone's opinion is heard
- Practice honest and respectful feedback
- Infuse humor
- Assume positive intent
- Treat one another with dignity and respect
- Withhold judgements
- Share challenges, successes and failure
- Demonstrate humility

**2. Confidentiality, Communication Procedures, King Philip School Committee Protocols, and School Committee Member Ethics**

A copy of the school committee protocols and school committee member ethics are attached to the minutes. The committee conducts its business through a set agenda. Emerging items will be

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addressed in subsequent meetings through agenda items. Meetings are held in public with meeting goals to be effective and efficient. Trust needs to be developed on all levels to build relationships, and allow us to celebrate successes. The committee should work through Dr. Drolet to address any communication concerns. The superintendent and the school committee recognize the importance of proactive communications and agree that there will be no surprises. If school committee members have questions or concerns, they agree to contact the superintendent well in advance of a meeting. School committee members will channel requests for information through the superintendent and school committee chair rather than directly to staff.

Dr. Drolet and Mr. Lehan noted that “Charting the Course” should be completed by each committee member within 1 year after their initial election or appointment. Each member shall complete at least 8 hours of orientation concerning the responsibilities of their office at no cost to individual school committee members. The orientation shall include but not be limited to a review of school finance, the open meeting law, public records law, conflict of interest law, special education law, collective bargaining, school leadership standards and evaluations and the roles and responsibilities of school committee members. The orientation shall be provided by the Massachusetts Association of School Committees, Inc. or any other entity approved by the commissioner of education after consulting the association.

Dr. Drolet will continue to meet one on one with committee members every other month, September, November and January as needed.

**3. DEI Update**

Dr. Drolet informed the committee that the DEI Director position is no longer funded at this time. The past two years this position was funded by grant money. King Philip funded 50% percent and the three elementary schools funded the other 50%. Mr. Waxman asked if there were resources available for DEI and inquired about an equity audit. Dr. Drolet will follow up with the leadership team about grant monies going forward and how that money will be used. Mr. Wehmeyer and Mr. Waxman inquired about the grant for this year and what is the process for decisions to get made and how does the district think about these things as a whole. Mr. Waxman asked that the next decisions around the budget be transparent.

**4. New Superintendent Entry Plan**

Dr. Drolet shared his entry plan with the committee. A copy of the plan is attached to these minutes.

**5. Review of 2019-2024 District Strategic Plan**

Dr. Drolet reviewed the 2019-2024 KPRSD Strategic Plan with the committee. This is the last year of a five year plan. Copies of the current plan year are attached to these minutes.

**6. Review of the subcommittee roles and responsibilities**

Dr. Drolet and Mr. Lehan reviewed the school committee subcommittee listing and explained each committee's responsibilities. A listing of the subcommittees is attached to the minutes.

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**7. School Committee Goal Review 2022-2023 and Goal Setting for 2023-2024**

Dr. Drolet informed the committee that district goals are set through 2024 and the school committee goals are written annually. The committee reviewed their goals for 2022-2023. The committee will also need to set goals for the upcoming 2023-2024 school year and need to be consistent with the superintendent's goals. Dr. Drolet will have his goals to the committee by the second meeting in September or the first meeting in October which will need to be voted upon. Copies of the 2022-2023 school committee goals are attached to these minutes.

The committee agreed that at least two meetings should be held each year to discuss status updates on each goal, the action steps, and benchmarks to reflect on progress.

The committee had a discussion regarding the superintendent's evaluation process. Mr. Harmon, Ms. Geaney, and Mr. Cates will make up this subcommittee. They will formulate a process and come back and explain it to the full committee. Members agreed the evaluation should be completed before elections.

**8. Superintendent's Update**

Dr. Drolet gave a staffing update to members. Ms. Gina Santos, the new district wide dean of students has resigned. The job title for this position will be changed from dean to assistant principal.

There are approximately 700 students at the middle school and approximately 1200 at the high school this coming year.

Dr. Drolet gave an update from the legal council on the new features of Public Participation at School Committee Meetings. A copy of the new features and the current KP policy are attached to these minutes.

Dr. Drolet informed the committee that DESE has sent out a public comment-draft of the Comprehensive Health and Physical Education for grades PreK-12. If any member would like to take the online survey, please contact Mrs. Petit for the link. Dr. Drolet also shared guidance from MIAA, DESE, and MA state law regarding gender identity or expression.

King Philip High School will have a NEASC visit in November. The accreditation is good for 5-10 years and will give an outside perspective of the high school. The surveyors will give a final report of their visit along with any feedback. Dr. Drolet said a school committee member might be needed to visit with the accreditation team. The district will be responsible for paying for hotels and meals for the team.

Dr. Gilson along with Ms. Polly Bath will be facilitating The Summer Behavior Institute on August 17th & 18th. This institute has been designed for district teachers who would like to participate. Institute will become the foundation of the district's effort towards solution focused

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outcomes in behavior amongst teams within the middle school, and in high school classes. Any teacher that would like to attend is welcome.

The Administration Team held a Restorative Justice retreat at the end of July which is a ‘train the trainer’ model and participants will leave with the knowledge and skills necessary to effectively lead restorative circles, implement effective restorative justice practices and train other educators in these methods.

Mr. Azer gave an overview of the school budget process. A copy of “Budget Roles & Responsibilities” and the KP Budget Calendar for FY 2025 are attached to these minutes. The first finance subcommittee meeting will be held in November.

Dr. Drolet said school building walkthroughs will be done on August 28, 2023 before the school committee meeting. The high school will be held between 6:00-6:30 pm, and the middle school will be held between 6:30-7:00 pm

Due to the media center construction at the high school, Dr. Drolet informed the committee that the first few school committee meetings will be relocated to the middle school library. The retreat concluded at 12:35pm.

*Respectfully submitted,*

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

**Documents presented on August 9, 2023:**

- KPRSC Protocols & Policy BCA-School Committee Member Ethics
- Superintendent Entry Plan-Dr. Rich Drolet
- KPRSD Strategic Plan 2019-2024
- KP School Committee Subcommittees
- KP School Committee Goals 2022-2023
- Budget Roles & Responsibilities
- KP Budget Calendar FY 2025
- New Features of Public Participation at School Committee Meetings
- KP Policy BEDH-Public Participation at School Committee Meetings
- Draft Health and Physical Education Framework Goes Out for Public Comment
- MIAA, DESE, MA State Law Guidance in regards to gender identity or expression
- KP Athletics Overview