King Philip Regional School Committee Retreat
July 28, 2026 Minutes - Approved
King Philip Regional Middle School-Library
18 King Street, Norfolk, MA 02056

Mr. Lehan, Chair, welcomed everyone and opened the meeting at 8:40 a.m.

Roll Call of Members:
Members Present:
Norfolk: Mr. Jim Lehan, Mr. Eric Harmon
Plainville: Mr. Bruce Cates, Ms. Michele Sharpe
Wrentham: Ms. Cait Lanza, Ms. Veronica Gonzalez
Members Absent:
Norfolk: Mr. Peter Svalbe
Plainville: Ms. Shannan Kerrigan
Wrentham: Ms. Erin Greaney

Delegations and Visitors:
Dr. Rich Drolet, Ms. Colleen Terrill, Ms. Jill Brilhante, Mr. Michael Bois, Ms. Kyle Santos, Ms. Dot Pearl, Mr. Ed Lee, TLA Senior Leadership Project Manager, Mrs. Venessa Petit

CONSENT AGENDA

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

-Payment of Bills/Warrants
-Communication

- **A Motion was made by Mr. Harmon, seconded by Mr. Cates, to approve the Consent Agenda, including the payment of bills/warrants as presented. All in favor: Yes (6) Mr. Lehan, Mr. Harmon, Mr. Cates, Ms. Lanza, Ms. Sharpe, Ms. Gonzalez; No (0); Abstain (0); Motion carried 6-0-0.**

Welcome
Dr. Drolet welcomed everyone to the retreat, followed by introductions. This was the third year that Mr. Ed Lee of The Teaching & Learning Alliance (TLA) facilitated the retreat. TLA previously assisted the District with the development of the 2024-2029 Strategic Plan. This is the third year of the five year plan.

The focus of the retreat was to review, create and/or continue with School Committee goals for the 2026-2027 school year. These goals will support the Superintendent and the District Leadership Team in achieving the Strategic Plan objectives. The School Committee will vote on its goals for the 2026-2027 school year in September.

Mr. Lee led the Committee in a presentation and discussion covering the following topics:

- Agreements for Working Together
- Objective: Review, create, and/or continue School Committee goals for 2026-2027 to collaboratively, intentionally, effectively, and efficiently support the Superintendent and District

Leadership Team in achieving the Strategic Plan objectives
- Consensus Protocol
- Role of the School Committee, as outlined by DESE
- Review of the Strategic Plan
- Advanced Student-Centered Initiative (1.3)
- Development of 2026-2027 Goals
- Next Steps

Mr. Lee also reviewed confidentiality, communication, procedures, King Philip Regional School District School Committee Protocols, and School Committee Member Ethics with members.

A copy of Mr. Lee's presentation is attached to these minutes.

The Committee took a short recess.

2026-2027 School Committee Goal Setting/Annual Review of 2024-2029 District Strategic Plan
District Administrators each gave a presentation on input that could be incorporated into the School Committee's Goals.

Ms. Terrill discussed Goal 1 on how to increase student engagement and applied learning across the District, with a focus on expanding opportunities.

She discussed the implementation of Open Architects, a visual data warehouse that will bring MCAS, AP, and math growth data together, for example, to help identify areas of growth and concern.

The District will be enhancing family communication through parent/teacher conferences and the implementation of ParentSquare this year. Mr. Bois is assisting with the implementation of ParentSquare.

Ms. Terrill also discussed the Vision of a Graduate, with this year's focus on putting the identified skills into practice and determining how they will be measured. Students and staff have also participated in showcases with the One8 Foundation. A copy of Ms. Terrill's presentation slides is attached to these minutes.

Ms. Pearl discussed Goal 4 and the MetroWest Adolescent Health Survey, which students complete every two years. The most recent survey was administered in the fall 2025. She reviewed the survey data and results. A copy of the 2025 MetroWest Adolescent Health Survey, Trends and Considerations, and an executive summary are attached to these minutes.

Members of the Committee and District Administration broke into four small groups to further define the proposed goals and develop clear ways to communicate them. The groups shared their discussions and received feedback from the full group. This input helped to shape the District's goals for the upcoming year. A copy of the draft goals and objectives are attached to these minutes.

Dr. Drolet shared several brief updates. At the September School Committee meeting, members will be asked to vote on an amendment to increase the FY 2027 Chapter 70 increase from $75 to $160 per student, which would provide an approximate additional $150,000 in funding. This increase would not affect the town assessments. The additional funds could be used to address rising special education costs or capital improvements.

Dr. Drolet also reported that Governor Healey has proposed an additional $100 million reserve for K–12 school districts, funded through the Fair Share Surtax. If approved, the proposal would provide approximately $112 per student in one-time funding for the current school year. The legislation has not yet been officially approved. Ms. Brilhante added that this additional funding is being proposed as a grant and would make the money available immediately without further appropriation. There would not be a need for a budgeted amendment. Dr. Drolet wrote letters to Senator Rausch and Representative Vaughn advocating in support of this proposed legislation. If approved, the District would receive approximately $200,000 in one-time funding for the 2026–2027 school year.

Ms. Brilhante informed the Committee that the Business Office has been working diligently to close out FY26. The FY26 audit has begun, and the auditors have been provided with the necessary documentation to begin their work. Ms. Brilhante will continue reconciling accounts, closing out grants, and preparing the final FY26 financials.

Ms. Brilhante reported that the Q4 memo will be distributed to all on November 16, 2026.

Ms. Brilhante also reported that the District anticipates ending FY26 with approximately $300,000 in unexpended funds, provided there are no significant changes in the interim. In November, she will provide additional details regarding unfunded expenses incurred to support the schools during FY26. Any remaining unexpended funds will be transferred to Excess and Deficiency (E&D).

Mr. Bois informed the Committee that the District purchases new Chromebooks each year for all incoming seventh-grade students. Students are expected to keep their devices throughout their six years at KP. When seniors graduate, the District collects the remaining devices and repurposes usable parts for repairs or to replenish loaner Chromebook carts.

Mr. Bois also highlighted the student technology help program, which is run by Ms. Rowe. Students assist with signing out loaner Chromebooks, troubleshooting software issues, and disassembling Chromebooks for parts. Mr. Bois noted that the program provides students with a valuable hands-on learning opportunity and allows them to gain practical technology skills.

Mr. Bois also reported on the implementation of ParentSquare, noting that the platform offers many features that will be beneficial to the District. He shared that ParentSquare has been successfully implemented in many school districts and expressed his confidence that the implementation process will be smooth.

Ms. Santos discussed the Extended School Year (ESY) program, which is a five-week program that will be held at the middle school this summer.

Ms. Santos reported that since beginning her position in January, she has visited each elementary school district and met with the Student Services Directors to establish a collaborative working relationship. She noted that this collaboration will continue through quarterly meetings with the Student Services Directors.

The Committee and Administrators took a brief lunch break.

Review of subcommittees as well as subcommittee/liaison roles and responsibilities

The Committee reviewed the 2026–2027 list of subcommittees, as well as the liaison roles and responsibilities. Mr. Lehan informed the Committee that all members are welcome to attend subcommittee meetings. However, members should be mindful of quorum requirements. The Facilities Subcommittee, in particular, would need to remain at four members to avoid creating a quorum of the full Committee.

Potential Residency Policy
Dr. Drolet shared that King Philip currently does not have a residency policy in place. He provided information regarding a residency policy from his prior district, as well as the Massachusetts Department of Elementary and Secondary Education's (DESE) rules and guidelines regarding residency. The Committee discussed the need for a possible future residency policy. Mr. Cates asked whether the District's Charter addresses residency requirements. The Committee also discussed the possibility of verifying student residency at various points between Grades 7 and 12.

Following the discussion, Committee members agreed that a residency policy should be placed on the Policy Subcommittee's agenda for further review. The Committee also agreed that the District's Charter should be reviewed as part of the policy development process.

Finance Subcommittee
Ms. Brilhante presented to the Committee the FY 2028 Budget Preparation Calendar. She noted that finance subcommittee meetings will now be held each month prior to school committee meetings. These meetings will be held on Mondays at 4:00 pm.

Artificial Intelligence
Mr. Bois and Ms. Terrill shared a presentation slide regarding Artificial Intelligence (AI), including a red, yellow, and green light framework/protocol for considering appropriate AI use. Mr. Bois shared that he has participated in several groups focused on AI since ChatGPT was launched several years ago. He noted that AI-related policies have been difficult to enforce and cautioned the Committee about developing policies that may be challenging to monitor or enforce. He shared that the recommendation from the Massachusetts Department of Elementary and Secondary Education (DESE) is to provide guidance rather than overly prescriptive policies.

Ms. Terrill shared that an invitation was extended to all staff members who were interested in participating in the AI group. The group began by examining the use of AI in education and discussing appropriate guardrails and protocols. Ms. Terrill noted that AI is increasingly embedded in many educational tools and platforms.

MSBA ARP ROOF PROJECTS/ESTABLISHMENT CAPITALIZATION ACCOUNT AND UPCOMING FACILITIES UPGRADES
Ms. Brilhante reported that on July 21, 2026, the District met with the Owner's Project Manager (OPM), Next Level, and the design team, Dietz and Company Architects, for a meet-and-greet. The next step is to execute a contract with the OPM. The OPM fee is determined by the Massachusetts School Building Authority (MSBA) at $15,000 for one school or $20,000 for both schools, with the ability to negotiate the fee. Contracts will be executed once the terms are finalized.

Ms. Brilhante explained that the schematic design phase is expected to take approximately seven months and will involve gathering data and working closely with the design team. The OPM will also execute the contract with the design team. The cost of the schematic design for both schools is $375,000, which will be funded through Excess and Deficiency (E&D) funds. The District will be reimbursed for approximately 51% of this amount after the work is completed. Ms. Brilhante noted that the District cannot exceed the $375,000 allocation.

Once the contracts are executed, the project team will establish the project timeline and begin working toward the required deliverables. The schematic design is anticipated to be completed by February, which should coincide with an MSBA approval meeting and the special town meetings anticipated in the spring. The special town meetings would include a vote on funding for the project. The project is not expected to begin until the summer of 2028. Dr. Drolet will provide updates to the tri-town managers on the status of the projects.

Dr. Drolet also highlighted several additional projects that the District would like to consider for the capital improvement list. One priority is the high school vestibule/foyer entrance, which is currently not connected to the front office. The District's architect of record provided a design fee proposal of $28,100 to complete a feasibility study for a high school security vestibule. Dr. Drolet noted that this project is a safety priority and that there may be a need to request funding support from the towns.

Dr. Drolet also informed the Committee that King Philip will fund a full-time School Resource Officer at the high school this year.

Ms. Brilhante reported that the District will meet with Huntress Associates in the coming weeks to discuss potential athletic facility improvements. She explained that the District does not need to go out to bid for the design work because there is no construction involved at this stage and the project is considered landscaping. The District will seek Huntress' input regarding the potential cost of the improvements.

Potential improvements include replacement of the existing turf, a complete replacement of the track, an add alternate for the tennis courts, as well as improvements to the bleachers, press box, and lighting. Ms. Brilhante noted that the turf is approximately 10 years old and would need to be replaced, and that the track would require a complete renovation.

Seeing no further business a motion was made to adjourn the meeting.

- **A Motion was made by Mr. Harmon, seconded by Mr. Cates, to adjourn the meeting. All in favor: Yes (6) Mr. Lehan, Mr. Harmon, Mr. Cates, Ms. Lanza, Ms. Sharpe, Ms. Gonzalez; No (0); Abstain (0); Motion carried 6-0-0.**

The meeting was adjourned at 1:07 p.m.

Respectfully submitted,
Mrs. Venessa Petit
Administrative Assistant to the School Committee

Documents presented on July 28, 2026:
School Committee Goal Setting Presentation-Ed Lee TLA
KPRSD Vision of a Graduate
2025 MetroWest Adolescent Health Survey
2025 KP MetroWest Adolescent Health Survey Trends and Considerations

2025 Metrowest Adolescent Health Survey Executive Summary Grades 7-12
Appropriation Letter to Senator Rausch and Representative Vaughn
2026-2027 King Philip Subcommittee Listing
2026-2027 School Committee Meeting Dates
Sample Residency Policy
FY 2028 Budget Preparation Calendar
AI Green, Yellow, Red Light Tool
Draft King Philip School Committee Goals 2026-2027