

KING PHILIP REGIONAL SCHOOL COMMITTEE  
MINUTES - DRAFT  
April 6, 2015  
King Philip Regional High School Library

**CALL TO ORDER:** Mr. Gee, Vice Chair called the meeting to order at 7:00pm.

**ROLL CALL OF COMMITTEE MEMBERS:**

Members Present:	Norfolk:	Noelle Tonelli, Michael Gee
	Plainville:	Patrick Francomano,
	Wrentham:	Lynn Desrochers, Jim Killion,
Members Absent:		Jeff Chalmers, Ann-marie Martin, Charlene McEntee, Danielle Schmitz
Municipal Representative:		Charles Kennedy was not present.
HS Student Council Representative:		Edward Cullinane

The meeting is being videotaped this evening by Wrentham Cable Access. Mr. Gee explained that the public may visit the district's website at [www.kingphilip.org](http://www.kingphilip.org) to review informational documents pertaining to each school committee meeting. Videotaped meetings may be viewed in their entirety at [www.wrenthamcableaccess.com](http://www.wrenthamcableaccess.com). Mr. Gee also explained the procedure for public comment.

**DELEGATIONS, VISITORS, PUBLIC PARTICIPATION, ETC.:**

Dr. Oliveira, HS Principal  
Mrs. Greenleaf and student members of the HS KPTV Production Crew  
Mrs. Dill, HS French Teacher

**CONSENT AGENDA**

**Approval of Minutes:**

Mr. Gee noted that the Town Meeting Warrant for the MS Sanitary Project listed as an agenda item under "New Business" this evening was approved at the March 16, 2015 meeting.

- ✚ **A Motion was made by Mr. Francomano, seconded by Mr. Killion, to approve the Minutes of March 16, 2015. All in favor.**

**Payments of Bills, Financial Report:**

Warrants/Budget Report & Transfers

**Communication:**

*Board & Administrator, March 2015, Vol. 28, No. 11*

**AGENDA ITEMS:**

**Approval of Minutes:**

- ✚ **A Motion was made by Mr. Francomano, seconded by Mr. Killion, to approve and retain the Executive Session Minutes of March 16, 2015. All in favor.**

**Delegations and Visitors:**

Mrs. Greenleaf and the KPTV Production students were introduced by Dr. Oliveira. This broadcast was a captivating, surreal and a historical piece. A team of KPTV students, along with their teacher Ms. Greenleaf, travelled to Boston to cover the historic Tsarnaev trial in person. While they felt a bit intimidated at first, they quickly settled in and got what they needed to tell the story of their journey. They recorded quite a few interviews including one with courtroom artist Jean Flavell Collins, went into the over-flow room at the courthouse to watch the trial in real time, and travelled to The Finish Line to revisit the sacred ground on which the tragedy happened. It was a profound learning experience for the students and their teacher. Link to the broadcast: <https://www.youtube.com/watch?v=izOmPH-L4B4>

The KPTV students involved were: Kelly Lewicki, Rachel Raposa, Holden Cooper, Molly Coletta, John Gage and Blair Cloutier.

**Unfinished Business (taken out of order):**

Mrs. Dill, HS French Teacher, provided the School Committee with an update on the April field trip to France. The original request was approved by the School Committee on April 7, 2014. Among their travels, the students will be visiting Normandy and laying a wreath on the American gravesite. The trip is organized through St. Malo Tours, St. Pierre, Paris France. The students are aware that this trip is sanctioned under school policy. Students will experience French culture, speak French in an immersion setting and experience living history and art. Mrs. Dill explained that CaptureCam will be utilized with follow up after the trip. She may also put a link on her Fusion page.

**Communication:**

KP in the News

Murphy, Hesse: *Education Client Alert*, March 2015

Murphy, Hesse: *Labor & Employment Alert*, March 2015

Murphy, Hesse: *Municipal Client Alert*, March 2015

BICO: Activities and Information, March 2015

**Reports and Recommendations of the Superintendent:**

Dr. Zielinski in a memorandum dated April 6, 2015, presented the School Committee with two documents pertaining to her evaluation:

1. The Superintendent Rubric in which she highlighted in yellow all of the elements that are aligned with her established Smart Goals. She also highlighted in green some areas in which she believes she has some particular strength.
2. The Superintendent's Smart Goals for the 2014/2015 school year were also submitted to the School Committee on August 11, 2014. Dr. Zielinski gave an update on her Smart Goal progress on January 12, 2015. This document indicates the rubric alignment and elements for each Smart Goal.

Discussion was held on which elements the School Committee may or may not want to include to help with the length of the evaluation. Other school committees in the towns in Norfolk, Plainville and Wrentham select certain areas and elements to narrow the focus of the lengthy evaluation. According to Mrs. Desrochers, Wrentham chose main areas and other areas that either needed work or accommodation. Once a determination has been made, along with evidence and reflection, the evaluation will be sent to School Committee members via *Survey Monkey* for their completion.

Discussion ensued on how to trim the evaluation down to make it more manageable, but there was concern about eliminating elements because they are all important. It was recommended that the chair work with Dr. Zielinski and present it at a future meeting. Mrs. Desrochers would like to add standard 4C.

Mr. Francomano noted that the process of selecting which elements to evaluate should be decided during the goal-setting process, rather than after the fact. For the next cycle, we should identify our priority goals, establish the superintendent's smart goals, and create the basis for the evaluation—the process should be tied together

For right now, the committee agreed with the recommendations to add C and focus on the evaluation elements that are highlighted, recognizing that this needs to change for next year. The Committee would also like to ensure that Dr. Zielinski's self-evaluation makes it clear how she met or addressed the elements that we end up including, especially in areas that the School Committee does not necessarily have a direct line of sight into.

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, that the Superintendent's Evaluation for the 2014/2015 school year includes the yellow and green highlighted areas as well as standard for 4C and 1-B-2, seconded by Mrs. Desrochers. All in favor.**

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative - Mr. Chalmers: None
- Plainville School Committee Representative – None

- Wrentham School Committee Representative - Ms. Schmitz: None
- HS Student Council Representative: Mr. Cullinane
  - Operation Dress It Up as a huge success! Many dresses were donated and several girls were able to get Prom Dresses. Another event will be held before senior prom for those in need of dresses.
  - KP Drama & GAPS is hosting their spring performance "An Appointment With Death," on Friday, May 8<sup>th</sup>, and Saturday, May 9<sup>th</sup> at 7 PM each night.
  - The International Club, in conjunction with the Art Club, completed a memory project, drawing pictures of children in orphanages in India.
  - KP DECA will be competing at the International Career Development Conference in Orlando, Florida from April 24<sup>th</sup>-April 29<sup>th</sup>.
  - Junior Government: Junior Prom is being held on April 10<sup>th</sup> at Kirkbrae Country Club.

**UNFINISHED BUSINESS:**

**Authorization to Sign Payroll Warrants:**

- ✚ **A Motion was made by Mr. Francomano, seconded by Mr. Killion, that the King Philip Regional School Committee designates the School Committee Chair and in her absence the Vice Chair to sign and make an oath to all payroll warrants. All in favor.**

Mr. Francomano cautioned that this addresses only the payroll warrants. However, regular warrants need to be signed in a timely manner so that warrants are signed and not paid ahead of time.

**School Committee Self Evaluation:**

The School Committee Self-Evaluation discussion was tabled for next meeting on April 27, 2015.

**2015/2016 School Committee Calendar (2<sup>nd</sup> Reading):**

- ✚ **A Motion was made by Mr. Francomano, seconded by Mr. Killion, to approve the 2015/2016 School Committee Calendar as printed. All in favor.**

**2015/2016 Unit C Paid Holiday Calendars (10 and 12-month):**

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. Tonelli, to approve the 2015/2016 Unit C (12-month) Paid Holiday Calendar as printed. All in favor.**
- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, to approve the 2015/2016 Unit C (10-month) Paid Holiday Calendar as printed. All in favor.**

**DECA Overnight Field Trip Update (Orlando, FL):**

In a memorandum dated March 26, 2015, Mr. Dow, DECA Advisor, updated the School Committee on the DECA trip to Orlando, FL to attend the ICDC 2015 from April 25-30, 2015. The School Committee has requested to be informed if any issues arise.

**BICO – Capital Reserve Fund:**

- ✚ **A Motion was made by Mr. Francomano, to approve transferring \$360,400 from the BICO General Fund into a capital reserve fund for the purpose of Technology & Furniture and Van Replacement. All in favor.**

**New Business:**

**Acceptance of Proposal for Engineering Services, Phase 2, HS Artificial Turf Field**

The motion was to get bids on a potential artificial turf field project, so that there is a true estimate of what it will cost to build the field. Mr. Francomano asked that the Administrative Team to report that the materials are within appropriate safety standards and to so advise the School Committee and the 3 towns (Norfolk, Plainville and Wrentham), and to ensure that the net costs have been thoroughly explored, such as maintenance of the carpet during the summer. He requests such documentation to be provided.

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, the King Philip Regional School Committee accepts that proposal for Designer Services from Gale Associates, Inc. in the amount of \$18,520 and sets aside an additional \$750 for reimbursable expenses, said funds to be appropriated from Fund 34, Artificial Turf Field. Further, the Director of Finance & Operations is directed and authorized to sign the proposal on its behalf. All in favor.**

**Job Description: Financial Secretary (1<sup>st</sup> Reading):**

Dr. Zielinski explained that the expansion of responsibilities of the financial secretary's position to a 1.0 FTE will depend on the outcome of the budget. The District Office is seeking to add 1.5 FTE positions that would include the increase to the financial secretary and payroll clerk positions as recommended by MASBO.

**MASC Day on the Hill:**

The MASC Day on the Hill is scheduled for Wednesday, April 29, 2015. Mr. Francomano indicated that was MASC hoping to do a webinar as a preview on the different issues and this would remain on the MASC website.

**Recommendations or Questions from Individual Committee Members:**

**Late Communications:**

A flyer was distributed by the KP Special Education PAC Spring Workshop to be held on Thursday, April 16, 2015.

**Public Comment:**

**Adjournment:**

- ✚ **At 8:20pm, a Motion was made by Mr. Francomano, seconded by Mrs. Desrochers, to adjourn into Executive Session for the following purpose: to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body; and the chair so declares, only to return to open session for purposes of adjournment. All in favor by roll call vote: Yes (5); No (0).**
- ✚ **At 8:30pm, a Motion was made by seconded to adjourn. All in favor by roll call vote: Yes (5); No (0).**

*Respectfully submitted,*

*Lisa Barrett Witkus  
Executive Assistant &  
Secretary to the School Committee*