

KING PHILIP REGIONAL SCHOOL COMMITTEE  
MINUTES - RETREAT  
July 21, 2015  
*An Unlikely Story*, Route 1A, Plainville, MA 02762

**CALL TO ORDER:**

Mrs. Martin, Chair called the meeting to order at 2:17pm.

**ROLL CALL OF COMMITTEE MEMBERS:**

Members Present:	Norfolk:	Michael Gee, Noelle Tonelli, Jeff Chalmers
	Plainville:	Charlene McEntee, Patrick Francomano, Ann-marie Martin
	Wrentham:	Jim Killion
Members Absent:		Danielle Schmitz, Lynn Desrochers (arrived at 3:35pm)

The meeting is not being videotaped by Wrentham Cable Access. Mrs. Martin 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). Mrs. Martin also explained the procedure for public comment.

**1. APPROVAL OF MINUTES**

- ✚ A Motion was made by Mr. Gee, seconded by Mrs. McEntee, to approve the Minutes of May 18, 2015, as presented. All in favor, with Mr. Killion abstaining.
- ✚ A Motion was made by Mr. Gee, seconded by Mrs. McEntee, to approve the Minutes of June 1, 2015, as presented. All in favor.
- ✚ A Motion was made by Mr. Gee, seconded by Mrs. McEntee, to approve the Minutes of June 15, 2015, as presented. All in favor, with Mr. Francomano, Mrs. Martin abstaining.

**2. PAYMENT OF BILLS, FINANCIAL REPORT**

Warrants/Budget Report/Budget Transfers

**3. COMMUNICATION:**

None

**AGENDA**

**APPROVAL OF MINUTES**

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. Tonelli, to retain and approve the Executive Session Minutes of April 27, 2015 as presented. All in favor with Mr. Gee abstaining.
- ✚ A Motion was made by Mr. Killion, seconded by Mr. Francomano, to retain and approve the Executive Session Minutes of May 18, 2015 as presented. All in favor.

Mr. Killion asked for discussion of the June 15, 2015 Executive Session minutes. Mrs. Martin will place this as an agenda item during Executive Session on August 17, 2015.

## **2. DELEGATIONS AND VISITORS**

Dr. Zielinski, Dr. Gilson, Mr. Schaefer, Dr. Oliveira, Mr. Bouzan, Mr. Lewis, Mrs. Witkus

### **COMMUNICATION:**

None

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

Incorporated below under New Business

### **REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

Incorporated below under New Business

### **UNFINISHED BUSINESS:**

#### **Domestic Water Separation Bid:**

Mr. Schaefer updated the Committee indicated that there are no bids and that the District is currently soliciting plumbers or site contractors to do the work. He will be in communication with the fire chief on the status.

#### **August School Committee Meetings:**

- ✦ **A Motion was made by Mr. Francomano, seconded by Mrs. McEntee to hold a regular School Committee meeting on August 17, 2015 and conduct the building walkthroughs on August 26, 2015 beginning at 6pm at the Middle School and continuing at 7pm at the high school. These additional dates will be place on the School Committee Meeting Date Calendar. All in favor.**

#### **Graduation Discussion:**

Mrs. Martin indicated that she and other individual members of the Committee are still receiving letters about how graduation was handled with the inclement weather and the tent issues. Mrs. Tonelli noted that some parents were discussing that a photographer was not available to take photos after graduation. Mrs. Martin is uncomfortable responding to these letters as she also had a graduate this year and asked for discussion on how the Committee would like to proceed. Mrs. Martin indicated that Dr. Oliveira did attend a School Committee meeting on June 15, 2015 and at that meeting took full responsibility for the outcome of the graduation. Dr. Oliveira has also responded to individuals who have commented on the graduation. Discussion was held on putting a link on the KP website showing Dr. Oliveira's sincere apology to the School Committee on June 15, 2015.

Discussion ensued on the public relations issue that has evolved due to the handling of the graduation. It was determined that a letter should be crafted from the school committee and mailed to each household of the 2015 graduating class apologizing for the outcome and providing links to the video as well as supporting document from the June 15<sup>th</sup> meeting where Dr. Oliveira appeared before the committee to discuss graduation.

The district is in the process of searching for another venue in which to hold the 2016 graduation that will accommodate the large capacity of the graduating class and families.

### **NEW BUSINESS:**

#### **Approval to Donate Used Books as Surplus**

- ✦ **A Motion was made by Mr. Francomano, seconded by Mr. Killion, that the King Philip Regional School Committee declares as obsolete the inventory of textbooks as attached and further that said books be donated to Big Hearted Books. Further that the School Committee extends its thanks to Ms. Del Mastro, Ms. Downey, Ms. Greene and Mr. Fayle for their efforts on behalf of the community and the District. All in favor.**

## **School Committee Retreat:**

### **General Operations:**

#### **School Committee Chair Meetings:**

Mrs. Martin, Chair, in her memorandum dated July 21, 2015, outlined the meeting of the chairs held on June 22, 2015. Also presented was a document that she received at this meeting from Mr. Edward Clark, Administrator of the Plainville Special Education Department dated May 11, 2015 to Mrs. Linn Caprarella, Chair of the Plainville School Committee, containing specific concerns and questions with regard to transition and programming for students as they transition into King Philip, along with other data. Mrs. Martin expressed concern that the document appeared accusatory and not collaborative.

Mrs. McEntee, as the Plainville School Committee representative, noted that she had not seen this document previously, nor had other members of the Plainville School Committee with the exception of Mrs. Caprarella.

Dr. Zielinski noted that Ms. Lacher, King Philip Special Education Director, has never been included in any of the meetings referenced in Mr. Clark's memorandum.

Discussion ensued on securing a consultant to address the issues raised in the King Philip Budget and Finance memorandum of October 2, 2014 as well as those that the elementary districts special education departments had raised. King Philip feels strongly that all of the districts should work collaboratively and King Philip will offer to pay for a consultant to prepare a report.

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. McEntee to request the individual local elementary school committee representatives to ask their committees to approve a joint (Pre-K to age 22) review of special education programs and as more specifically laid out in Mr. Francomano's memorandum dated October 2, 2014 and Mr. Clark's May 11, 2015 letter to Mrs. Caprarella, with the understanding that King Philip will fund up to \$15,000 for this report. King Philip is asking for a response on or before October 1, 2015. The consultant would be agreed upon by the superintendents of the participating elementary districts. All in favor.**

Mrs. Tonelli suggested that if this plan fails, then Plan B would be to review the special education departments of King Philip and those districts who do respond.

### **2015/2016 Master Calendar**

Dr. Zielinski distributed a draft of the 2015/2016 School Committee Benchmark Master Calendar.

### **Graduation (discussion continued):**

Dr. Oliveira is in the process of looking at other venues to hold graduation which include Stonehill College, Fore Kicks and Gillette Stadium. There are several factors that will need to be taken into consideration before a final decision is made such as cost effectiveness, air conditioning and the sound system, capacity and whether or not a deposit is refundable.

(Lynn Desrochers arrived at 3:35pm.)

The date that is currently being looked at for graduation is Monday, June 5, 2016 at 6pm at Stonehill College. The student body will be the deciding factor and alternative ideas could be discussed with the community for their input before a final decision is made about the venue.

### **Remote Participation Policy:**

Additional language to the Remote Participation Policy was presented and reviewed to create more flexibility for subcommittees but to keep comparative safeguards against abuse in place.

- ✦ **A Motion was made by Mrs. McEntee, seconded by Mr. Francomano, to approve the new language presented for Remote Participation Procedures, King Philip Policy File BEDL-R as presented. All in favor.**

### **Focus Issues:**

#### **Discussion of District Strategic Initiatives:**

Dr. Zielinski presented the District Strategic Initiatives.

#### **Review Superintendent 2016 Draft Goals:**

Dr. Zielinski presented her draft 2016 S.M.A.R.T. Goals which include key actions and benchmarks for the implementation of these goals that include areas of the Superintendent Rubric that align with the draft goals indicated:

- #1 Professional Practice
- #2 Student Learning
- #3 Student Learning (Special Education)
- #4 District Improvement

Discussion ensued on the model for exemplary professional practice as well as the implementation of District Determined Measures (DDM) that will need to be created, selected and negotiated with the KPTA. Ms. Logan and Mrs. Haynes along with Mr. Gentili will be on the KPTA negotiating team for this purpose that will need to be formalized by the 2016/2017 school year.

Discussion ensued on student learning and differentiated instruction and the need for the administration to identify specific flagship goals that include:

1. Global Studies
2. STEM Learning, including engineering
3. Dual Enrollment
4. International Baccalaureate programs
5. Choral Program and the high school musical

Another goal outlined by Dr. Zielinski was the hiring of an HR Director. She explained that while interviews have taken place, none of the candidates were the right match for the district so the position has been reposted. Dr. Zielinski also indicated that with the retirement of Mr. Schaefer as the Director of Finance that the District will be looking to hire a new business manager in January 2016 and would be transitionary through the fall until Mr. Schaefer retired and this would give this individual the opportunity to work through a full budget cycle.

Mr. Francomano asked if that position has been budgeted for an extra 6 months of salary. Mr. Schaefer said that it has not been budgeted.

Mr. Francomano suggested that the District explore the possibility of working with the member towns to share the Business Manager function, as well as potentially the HR position, Dr. Zielinski explained that 2 years ago, she sent a similar letter to the elementary districts to see if there was an interest in sharing an HR Director and there was no response.

Discussion ensued on the need for a facility director in all of the three towns. Mrs. Tonelli noted that Norfolk is very receptive to sharing positions to benefits students and the financial budget of the town.

Dr. Zielinski will revisit this and will follow up with the Chair of the School Committee on how to proceed.

#### **Review and comment of Superintendent Evaluation Document:**

Dr. Zielinski referenced the DESE Superintendent's Rubric as related to her draft goals. She explained that this rubric contains 56 elements and asked the school committee which elements they would like included going forward and the type of evidence to be submitted.

Mrs. McEntee would like to see all of the 56 elements included.

Discussion ensued on the addition of the specific flagship goals as discussed previously and incorporating them into new goals and to shape them within the district:

- Global Studies
- STEM Learning, including engineering
- Dual Enrollment
- International Baccalaureate programs
- Choral Program and the high school musical

Discussion ensued about whether the hiring of an HR director belonged in the goals or was considered general business operations.

Dr. Zielinski said that she would restructure and firm up her goals and will provide a mid-cycle review in January and asked for clarification about providing evidence for all 56 elements. Mr. Gee suggested that she start with the 29 that were given last year and then add the additional elements that were left out.

Dr. Zielinski will prepare a list of revised goals and present it to the School Committee at the August 17, 2015 meeting.

#### **Review of 2014/2015 School Committee Goals:**

Mrs. Martin provided the School Committee with a list of the 2014/2015 School Committee Goals for further discussion and review.

1. **School Committee Member's Handbook.** Discussion ensued and the Committee felt that a handbook was not necessary and that new members are required to attend the MASC Charting the Course Workshop. The King Philip Regional School Committee will continue to designate a mentor to all new school committee members for one year.
2. **Meetings of the Chairs.** The School Committee, as discussed earlier during this meeting, will conduct a joint review of the special education departments of the elementary and King Philip districts.
3. **Review of standards and evaluation tools for extra-curricular and co-curricular activities.** The School Committee will continue to review this goal even though some of this goal has been significantly reviewed such as the Music Subcommittee and Gymnastics. Coaching job descriptions are currently being reviewed and revised.

- ✚ **A Motion was made by Mrs. Tonelli, seconded by Mrs. McEntee to provide a School Committee mentor to each new school committee members for one year. All in favor.**

#### **Goal Setting for School Committee 2016:**

Can the school committee be any more pro-active? Discussion ensued on public relations and the need for the school committee to have a presence at events. The School Committee discussed having a regional school committee meeting that would include the elementary school committees, with the focus to be on school safety and include the district attorney's office. Also to have a legislative night with Senator Richard Ross.

The School Committee commented that it is important to acknowledge who is who at events and to introduce members to the community. It was noted that at the turf field ground breaking there were officials from the King Philip member towns that did not know each other.

The School Committee will continue the goal setting process during the first meeting in September (9/8/15).

#### **LATE COMMUNICATIONS**

#### **REPORTS OF SPECIAL COMMITTEES**

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

#### **PUBLIC COMMENT**

#### **Adjournment:**

- ✚ At 5:54 pm, a Motion was made by Mrs. McEntee, seconded by Mr. Francomano, to adjourn. All in favor by roll call vote. Yes (8); No (0).

*Respectfully submitted,*

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