

KING PHILIP REGIONAL SCHOOL COMMITTEE  
MINUTES  
December 5, 2016  
King Philip Regional High School – Library

**CALL TO ORDER:**

Mrs. Martin, Chair called the meeting to order at 7:00PM.

**ROLL CALL OF COMMITTEE MEMBERS:**

Members Present:	Norfolk:	Jeff Chalmers, Noelle Tonelli
	Plainville:	Ann-marie Martin, Patrick Francomano, Charlene McEntee
	Wrentham:	Lynn Desrochers, Erin DeStefano
Members Absent:	Norfolk:	Michael Gee
	Wrentham:	Jim Killion
	Plainville:	Present

The meeting is 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.

**CONSENT AGENDA**

*All items listed with an asterisk (\*) 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 request, in which event the item will be considered in its normal sequence:*

**APPROVAL OF MINUTES**

None

**PAYMENT OF BILLS, FINANCIAL REPORT**

Warrants/Budget Report/Budget Transfers

**COMMUNICATION:**

Appointments, Retirements, Resignations, etc.

**AGENDA**

**APPROVAL OF MINUTES**

None

**DELEGATIONS AND VISITORS**

Dr. Gilson, MS Student Council Advisors: Ms. Hartwell and Ms. Brady along with members of the MS Student Council  
Mr. Wolloff and KP Music Students

**COMMUNICATION:**

**MS Kindness Week Presentation**

Dr. Gilson introduced MS Student Council Advisors Mrs. Hartwell and Ms. Brady along with the MS Student Council members each described projects they are currently working on along with upcoming events which included, but not limited to: Acts of Kindness Week, Donations, food drive, 8600 items of food and toiletries, Thanksgiving baskets, fall KP clothing line sale, Amazing Race, Pep Rally!!

**KP Music Awards:**

Mr. Wolloff, Band Director was present and gave accolades to the music students on their recent awards:

**High School Marching Band -**

Drum Majors Abigail Farkash and Nora Johnson in attendance

MICCA - State Marching Band Finals Gold Medalist

USBANDS - Div III Open Champions - Best Guard, Visual, Music, Effect, Percussion

USBANDS - Div III Open National Champions - Best Guard, Visual, Music, Effect, Percussion

**Individual Festival Honors**

Eli O'Neill and Eliza Sheehan in attendance

Mr. Francomano congratulated the students and attributed this to Mr. Wolloff's leadership especially during this past weekend with the Pops Concert and the football team playing in the state championship and the need to reschedule and work together to accomplish both events this weekend to support each other. The Committee and the KP community are very proud of all the accomplishments that have happened during the Fall and look forward to enjoying the rest of the year.

**Communication (continued):**

- HS Donation Acknowledgement from Living Bread Food Pantry
- Renewal of Superintendent's Contract: Mrs. Martin noted that this will be on the agenda on January 9, 2017.
- Renewal of Assistant Superintendent/MS Principal's Contract: Mrs. Martin noted that this will be on the agenda on January 9, 2017.
- M.A.S.S. Correspondence re Legalization of Marijuana in Massachusetts. Discussion ensued on whether or not this will impact "students being the presence of others who are illegally using?" Dr. Zielinski will be meeting with Mrs. McEntee on policies and this will be one of the topics. She will also obtain a legal opinion.

**REPORTS FROM SCHOOL COMMITTEE MEMBERS (taken out of order):**

Norfolk School Committee Representative: Mr. Chalmers

The last report on 11/21/16 was up to date and there is nothing new to report.

Plainville School Committee Representative: Mrs. McEntee

The Plainville School Committee met on November 22 and discussed the following topics:

Reviewed interest-based bargaining, Walkers Partnership, reviewed school committee goals, review of the superintendent's focus evaluation elements.

Wrentham School Committee Representative: Mrs. DeStefano

The following topics were discussed: Approved policies on alcohol, tobacco and drugs, Dr. Cameron attended the superintendent's leadership conference, FY18 Budget development, professional development overview and facilities update.

**HS Student Council Representative: Miss Sheehan**

**Schoolwide**

Picture Retake Day was on Tuesday, November 29th.

**KP Cares**

KP Cares has recently displayed their "Giving Tree". Students are encouraged to stop by and pick up a tag; write down their names next to their tag number for documentation, and return gifts to Mrs. Rowe by December 8th.

**GSA**

KP GSA hosted guest speaker Landon Callahan at their meeting on Wednesday, November 30th. Landon Callahan is a Gay rights advocate and health educator from North Attleboro.

**Leo Club**

King Philip Leo's will be volunteering in the following events over the course of the next few weeks:

Wrentham Outlets Tree Lighting Ceremony: Friday, December 2nd

Norfolk Lions Santa Parade: Sunday, December 4th

Wrentham Lions Christmas Tree Sales: Ongoing until Saturday, December 17th

### **Student Council**

Student council's annual Bonfire was held on November 22nd from 7-9PM. This year's bonfire was the biggest bonfire yet- with over 1100 pallettes donated to Student Council from 6 different local companies. In addition to the bonfire, a senior trio in the DECA Program put on a "Truck Pull" to benefit the Wounded Warriors Project. Five teams of 10 members participated in the pull of a Plainville Fire Truck. Hot Chocolate was served at the event and there were over 200 in attendance.

Following the day of bonfire, on November 23rd Student Council debuted a new event: Car Rally! Students were encouraged to decorate their cars to show their spirit at Thursday's Thanksgiving Game (@ Franklin High School). Students could decorate their cars with the following themes: King Philip Football, KP Spirit, Thanksgiving, KP Sports Winners. Students were awarded the following prizes for first, second, and third place: KP Hat from the DECA store, Cafe Assisi Gift card, KP Travel Mug.

On Friday, December 2nd Student Council added a spirit day to the calendar to prep for KP Football's Super bowl Game at Gillette Stadium. All students were encouraged to wear green and gold to show their spirit. In addition, "pump-up songs" were played in between class periods! Each football player's locker was decorated, as well as the main lobby and space hallway.

Holiday Week will be held during the week of December 12th.

### **DECA**

A Senior Trio's DECA Project (Taylor Travels On Campaign) is hosting a Zumba Night on December 5th. All proceeds will benefit the Taylor Travels On Scholarship Fund.

### **KPMA**

- The KPMA Wreath Sale Fundraiser recently closed- wreath pickups occurred at KPHS on November 27th. Over 1,000 wreaths were sold.
- The Winter Pops Concert was moved to have a 3PM start time on Saturday, December 3rd due to the Super Bowl Game at Gillette Stadium.
- There was a meeting for those interested in Winter Guard on November 29th at KPMS.

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

#### **King Philip's Implementation of Evaluation – Part 2: Dr. Zielinski**

Part 2 of Dr. Zielinski's presentation provided information on the impact of implementing the system on administration based on current data for the 2016/2017 school year.

Discussion ensued on professional teacher status (PTS) and the criteria thereof and how a determination is made to grant a teacher professional teacher status.

Discussion continued on the evaluation process, timeline and the method by which teachers provide evidence on what they have done. Dr. Gilson explained that there is a richness of different and multi-faceted evidence provided, as well as multiple methods of training leading to stronger alignment in the goal setting process at all levels, including the School Improvement Plan, administrator goals, superintendent goals and school committee goals. The administration also evaluates custodians, teacher assistants, secretaries as all areas affect the education provided to students.

Discussion ensued on the feedback from the teachers. Teachers are getting better at writing SMART goals, substantial, solid evidence provided to the evaluator goes above expectations of the rubric, and teachers want to go above and beyond and to engage the students in the process.

Mr. Francomano referenced the previous evaluation documentation that Dr. Zielinski provided at the November 21, 2016, school committee meeting and asked in terms of administrative evaluations that the superintendent is responsible for and noted a discrepancy in 2012 of the people that Dr. Zielinski was supposed to evaluate, 6 administrators: Athletic Director, MS and HS principal, business administrator, technology director, and director of special education. He noted that he was confused by 2012 as it looks like only 4 of them were evaluated in 2012, so there should have been more in 2012.

Mr. Francomano continued that in 2014, 2 people were not evaluated at all and a discrepancy again in 2015. And said that it seems inconsistent as far as everyone receiving evaluations.

Dr. Zielinski explained that she does conduct verbal evaluations yearly, but did not do a formal evaluation due to goal setting issues instead verbally attempting to resolve issues.

Mr. Francomano asked about a performance review and an evaluation? What is the difference? Dr. Zielinski explained that not every position is tied to a certification. When someone is hired for a new position, that person meets with the superintendent quarterly for a performance review. These reviews normally are followed with written feedback. Teach point will manage this documentation for positions certified by DESE such as teachers, principals, sped director, and business manager.

Mrs. McEntee inquired if there is documentation in the personnel file that there was a verbal performance review? Dr. Zielinski indicated that there may be emails. Mrs. McEntee said there should be a written review every year.

Dr. Zielinski said that she will take responsibility on those, but that is why we have added more performance reviews especially on new people.

Mrs. McEntee and Mr. Francomano questioned whether evaluations that are reported in Dr. Zielinski's evaluation are for the current school year or the prior one. Dr. Zielinski will look back at the evaluations to provide the requested information.

Mr. Francomano suggested that it may be worthwhile to get an overview of where the staff is falling in the evaluation process as well as some feedback on the administrator evaluations in terms of strengths and weaknesses in order to evaluate the Superintendent appropriately.

Dr. Zielinski noted that in January she will be reporting on her goals and will look to report on the administrator goals as they align to those of the Superintendent.

#### **UNFINISHED BUSINESS:**

##### **Plan Related to FY15 Audit Comments: Mr. Caliento**

In response to the Finance Subcommittee's request to provide the full committee with an update and projected timeline on the audit recommendations by our auditors based on the FY15 Audit Management Report, Mr. Caliento provided a memorandum dated December 1, 2016 along with the status and plan for improvement for each of the 5 auditor recommendations.

Mr. Francomano indicated that the Finance Subcommittee will continue to monitor progress and report back as items unfold. Some items needs to be clarified with the auditors.

#### **NEW BUSINESS:**

##### **Cash Flow Analysis: Mr. Caliento**

In a memorandum dated December 1, 2016, Mr. Caliento presented the school committee with FY17 cash flow projections. Discussion ensued on how best to time spending to avoid potential short term borrowing while the district waits for quarterly town payments. Mr. Caliento and Mr. Meichelbeck are also looking at a potential line of credit for when these situations occur.

##### **Capital Budget Plan: Mr. Caliento**

Dr. Zielinski and Mr. Caliento met with the Plainville Selectmen this evening and had a discussion about the Capital Plan (2017-2032). Discussion ensued on the type of heating system used at the HS and the MS as it pertains to the use and replacement of glycol anti-freeze as listed on the capital plan. Mr. Caliento indicated that it is forced hot water and the chemical engineers have recommended total replacement of the glycol at the middle school. Currently the district is talking to engineers and putting a bid together for the MS and second opinion that will support that replacing it completely.

The School Committee has asked that Mr. Caliento have the engineers present to the school committee at a future meeting the need for glycol and its replacement thereof.

#### **LATE COMMUNICATIONS**

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

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

Mrs. Martin announced that the December 19, 2016, School Committee meeting will be cancelled.

#### **PUBLIC COMMENT**

**ADJOURNMENT**

- ✚ A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, to adjourn the School Committee meeting at 9:40pm. All in favor by roll call vote: Yes (7); No (0).

*Respectfully submitted,*

*Lisa Barrett Witkus  
Secretary to the School Committee*