

**School Committee Meeting  
July 30, 2019 – Minutes - Approved  
King Philip Middle School – Superintendent’s Office  
18 King Street, Norfolk, MA 02056**

**OPENING OF MEETING:**

Mr. Gee opened the meeting at 8:30am.

**Roll call of members:**

**Members Present:**

Mrs. Amy Abrams, Mr. Michael Gee, Mr. Trevor Knott, Mr. Kenneth Dow, Mr. Bruce Cates

**Members Not Present:** Mr. Jim Killion, Mr. Samad Khan, Mrs. Erin DeStefano, Mr. Jeff Curry

**Delegations and Visitors:**

Mr. Paul Zinni, Mr. Larry Azer and Dr. Susan Gilson

**I. Update on District Events**

Ms. Moy, Director of Student Services, has taken the two handbooks and combined them into one that has been reviewed. Monday will be devoted to the policy manual and the handbook. Mr. Zinni will confirm a quorum prior to meeting on August 5<sup>th</sup>. Mr. Zinni will send electronic version of handbook to SC today. Mr. Gee. New administrators will be invited to that meeting. Ms. Lori Dunn took a full time higher education position at Providence College. Ms. Meghan Sullivan is the new high school Assistant Principal. Mrs. Tracy Knapp has earned licensure and is appointed. Dr. Susan Gilson has been appointed full time Assistant Superintendent. Mrs. Michelle Kreuzer was appointed as Middle School Principal and enters with a background as a Curriculum Head from Milton. Mr. Zinni explained the search process for the middle school principal. Mrs. Michelle Kreuzer is now looking for a Vice Principal. Mr. Joe Zahner was promoted to the Director of Facilities role.

Mr. Ken Dow raised the issue of the tennis courts to promote usage. Mr. Azer noted that we are working on signage so that the community is aware of usage. The new manager is responsible for all facility usage. He is focused on hiring a new groundskeeper and working with the custodial staff. CWG had community members respond to the cleanliness in the building. Facility manager will be monitoring building cleaning. He will be here at night and on the weekends. Mr. Zinni gave a shout out to Mr. Azer and the Groundskeeper.

Middle School had been working towards moving back to the Team Model. They had been in the model for the 2018-2019 school year. Beginning with the 2019-2020 year, teams of students will be located in closer proximity. Co Teaching classrooms are side by side. We are building a social and emotional classroom which will be based at the middle school this year.

District office which had been spread out has been more centrally located on the bottom floor of the middle school. Three additional laptop carts were purchased at the end of last year.

Mr. Zahner will do the work on creating excavating for parking near district office. This will create 23 extra parking spaces. Parking space funding will come out of the rental fee account and will not have any impact on the operating budget. Mrs. Abrams recommended that all School Committee members be present for the Building Walkthrough.

Mrs. Amy Abrams recommended a review of norms for the meeting. Norms included: commitment to confidentiality and trust, prioritize and value the time by being present, ensure everyone's opinion is heard, practice honesty and respectful feedback, infuse humor, assume positive intent, treat one another with dignity and respect withhold judgements, share challenges, successes and failures, demonstrate humility. Mr. Dow suggested we look at meeting structure and consider including the pledge of allegiance.

Admin Retreat will bring in Mrs. Laura Tilton for work around data. She will be here meeting with admin, department heads, and CTL's. Item analysis, breakdown by subgroups. Overall achievement scores are fine we are continuing to look at growth- state looks at growth and percentiles. Students arrive as high performers and we support their continued high performance. Team will be working on a deeper data dive. This is the information, along with data taken over the past year, that will be used to add to our strategic plan.

Mr. Zinni spoke about the co-teaching and the original recommendation that the school committee had reviewed from the Walker Report.

Needs Assessments describe all that we have available along with the strengths. Message to committee needs to help explain that we have some needs but we have a lot to be proud of and we are investing wisely.

#### I. Strategic Planning

Mr. Zinni asked the SC to think about Stops, Starts, and Stays.... The following identifies ideas that were posted by committee members

##### **Stay - What do we want to preserve...**

Keep engaging all kids in discussion of what they want

Focus on all levels

Continue positive messages to the community

Clubs, bands, DECA, etc.

Rigor of Curriculum

Social Emotional Program

PR

**Start- What things need to start....**

Re start KP ALUM Association  
Innovation Lab for KP- constantly source new ideas  
Requirements for students to participate in extracurricular activities  
Life Skills classes  
Educate public about the non-academic requirements and unfunded mandates  
Measurable plan for improving academic achievement  
Internet Security/Safety  
Better Guidance for students regarding post-secondary options  
Promoting acceptance of all  
Training on significant impact of social media on Social Emotional Status  
Partnership with recovery HS  
Social Norms Campaign

**Stop- What things need to stop....**

GPA driven valedictorian

**Where do we need to go from here?** Continue to identify and execute “signature” step change initiatives (example: School start times)

**Where would we like to be in 5 Years?** Measurably lower rate of private school options

The committee had additional discussion about issues that we are seeing in our students. Homework, Mental Health. Depression and Anxiety were of concern in the data reviewed on the MetroWest Health survey. Mr. Zinni indicated that we were seeing results in HS pathways for distinction. He reminded the committee that some of the highest ranking districts have gone away from GPA. Current offerings are strong. Through conversation with our students we are seeing that we want to focus on educating the community about mindset for life rather than just immediate after high school. Mr. Zinni spoke about students expressing the need for a life skills course (personal finance, decision making, etc.)

Mr. Dow asked about the state of MCAS. MCAS is federally mandated – components of accountability are still there. The current commissioner is looking at other types of assessments. The current commissioner might try to roll back current assessments.

Discussion reflected on the fact that Mr. Zinni has been a positive voice while still focusing on where we can improve. What more can we do to create a cultural shift so that we have a measured plan for improving? This is more about the collective environment and how it functions. Two former members of alum approached Paul about re starting an alum club.

There are a lot of people that have pride in going to the school. The discussion continued to look how we are reaching out to our senior citizen population and our pre-secondary community. The drama program for example, has outreached to elementary schools

and the senior population. We may want to continue to expand our outreach to the Council on Aging.

Mr. Zinni spoke about the grant for the new Wellness Director. We now have a strong community coalition. 15 people are on the team .... Depression and anxiety go hand in hand with substance abuse. Mr. Zinni shared information about our Norms Campaign.

Norms Campaign. Mr. Zinni discovered that kids create their own perceptions such as in the MetroWest Behavior. WE are going to need to be unpacking impact of the vaping/pot shops in community etc. Mr. Zinni and Mr. Lewis went to Norfolk Board of Health where they were debating restricting vapes age to 21. Addictive properties are developed as kids. Research why to not engage in vaping/etc. - children do not want to disappoint their parents; children do not want bad decisions to interfere with their goals. Mr. Zinni provided the Committee with information about the strength of the work to date for a grant application to further support wellness. While he had planned to take the 70 page grant application that needs to be uploaded to 4 sites and submit for consideration this year, the district found that a dun's number was needed for the upload. A lot of effort went into working to get the number which unfortunately was sent to a former employees email. The good news is that the information is ready and will be submitted next year.

PR Implementation has been very effective. Mr. Zinni directed SC to see the comments which are very positive. See Twitter, Facebook, news blog. Mr. Azer pointed out the Newsblog- he reinforced positive articles. Over 2k following Facebook page.

## **II. Budget and Finance Process**

Mr. Azer referenced the variances between the legislature versions to the adopted King Philip budget. Total variance from Chap 70, Transportation, Charter Tuition, and School Choice was 78,611. This represents ¼ of one percent of the total operating budget for the year. Mr. Azer explained that we did not budget to do a capital plan this year but we are going to be looking further at our needs this year.

## **III. SC Self Evaluation and Operational Review**

All of the survey results were discussed. There was a recommendation made to establish a body of information to create uniform understanding of the language needed to understand the protocols. Another issue that was discussed at length was how to get more consistent attendance as a committee. Questions that were raised on whether everyone needed an attendance summary so that they would have the opportunity to review their own attendance record. The idea of surveying the membership to determine what barriers were to SC attendance was considered. Members also reviewed meeting times of our local school committees. Norfolk and Wrentham meet once a month with Plainville meeting twice a month. The committee felt that we should retain the twice a month meeting structure.

The SC spoke about establishing a mentor mentee program for new SC members. Mr. Zinni agreed to mentor new members.

Some time was spent on reviewing the protocol for public speech- sign up for 3 minutes-Mr. Zinni told the SC members that a new template policy is supposed to be coming out through MASC. He will provide to the SC when it comes out. Questions that came up from the members included whether or not we are able to draw the line on public speech if you don't live or work in the community. When public comment is at the beginning, does the committee feel that we should enforce it? To provide more structure it was noted that we should add this to the district website that public speak will be the first item on the agenda.

The committee brainstormed to generate ideas for workshop. Ideas that were presented included a workshop around confidentiality around student records; bringing the four school committees together to work with a consultant around Equity; providing GSA/LBGTQ / Transgender training; and reviewing public comment in a workshop.

Mr. Gee mentioned that the SC GOALS 2016-2017 seem like a relatively good model to guide the group moving forward. They should feed off of the goals for the district. The outline below was proposed to guide future work. Mr. Zinni also informed SC members of the weeklong administrative retreat that was to take place from August 5 thru August 9<sup>th</sup> with the full administrative team where Vision and Mission would have significant discussion.

Timeline- October 7

Vision Mission and Strat Plan- Tuesday, Sept 3 Presentation

Workshop discussion next meeting

Approval- 1<sup>st</sup> Meeting in October

Supt Goals and SC Goals – Approval mid-October

Ideas about improvement content of meetings were made. For Overnight and Out of State fieldtrips, it was determined that full presentation was not needed.

It was noted that Mr. Zinni, Mr. Gee, and Mr. Killion meet every week to plan the agenda and have done an excellent job on streamlining.

Fundraising- Mrs. Abrams mentioned that she had met with Mr. Zinni and Dr. Mobley where Lisa explained how fundraising works in district. Mrs. Abram's suggestion was to put information together in a document (summary presentation) so that SC membership could better understand process about how fundraising works with various organizations such as Boosters, etc. works.

Mr. Zinni provided an update on the progress being made on the School Start Time discussion. He went to all 3 elementary schools to gain support. People are interested. Mr. Zinni needs to send info to people that are willing to serve and determine a start time. The SC felt that this should be included as part of the SC goals.

In summary, the members felt that the retreat discussion was a positive one and that there might be a benefit to continuing the discussion where time allows for lengthy discussion amongst the membership. It was hoped that more members could be present so that all could take part!

Building Walkthroughs:

The School Committee following discussion, decided that the building walkthroughs for the MS and the HS will be Monday August 26<sup>th</sup> starting at 6pm at the HS.

**ADJOURNMENT:**

**✚ A Motion was made by Mr. Knott, seconded by Mr. Dow to adjourn at 1pm. All in favor by roll call vote. Yes (5); Mrs. Amy Abrams, Mr. Michael Gee, Mr. Trevor Knott, Mr. Kenneth Dow, Mr. Bruce Cates; No (0). Motion carried.**

*Respectfully submitted,*

*Dr. Susan Gilson  
Assistant Superintendent*