

**KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES
October 2, 2017
King Philip Regional High School
Library**

CALL TO ORDER:

Mr. Francomano, Chair called the meeting to order at 7:00PM.

ROLL CALL OF COMMITTEE MEMBERS:

Members Present:	Norfolk:	Michael Gee, Kenneth Dow, Jeff Chalmers
	Plainville:	Patrick Francomano, Samad Khan, Charlene McEntee
	Wrentham:	Jim Killion, Trevor Knott

Members Absent:	Norfolk:	Present
	Wrentham:	Erin DeStefano
	Plainville:	Present

HS Student Council Representative: Miss Linde

The meeting is being videotaped by Wrentham Cable 8. Mr. Francomano explained that the public may visit the district's website at 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. Mr. Francomano also explained the procedure for public comment.

Dr. Gilson, Assistant Superintendent is in attendance this evening as Dr. Zielinski had a personal matter to attend to.

DELEGATIONS AND VISITORS

Dr. Gilson, Ms. DeLuca

AGENDA

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

Correction to the September 18, 2017 minutes was noted by Mrs. McEntee to change the Plainville School Committee discussion reference of CPR to Coordinated Program Review.

- ✚ A Motion was made by Mr. Killion, seconded by Mr. Gee, to approve the Consent Agenda including the Minutes of September 18, 2017, with the noted change. All in favor.**

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Retirements, Resignations, etc.

In a memorandum dated October 2, 2017, Dr. Zielinski outlined personnel changes.

AGENDA

APPROVAL OF MINUTES

- ✚ A Motion was made by Mrs. McEntee, seconded by Mr. Gee, to retain and approve the Executive Session Minutes of September 18, 2017. All in favor, with Mr. Killion abstaining.**

HS STUDENT COUNCIL REPORT: (Taken out of Order):

Ms. Linde, HS Student Council Representative to the School Committee presented her bi-monthly report. Ms. Linde noted that \$75,000 has been raised for *Raise Up For Ryan* and all proceeds will benefit Ryan's medical expenses. Mr. Killion mentioned that he attended this fundraising event and was overwhelmed by the support of the community.

NEW BUSINESS: (Taken out of Order):

HS Overnight Field Trip: HS Ski Club – Ms. DeLuca

- ✦ **A Motion was made by Mr. Gee, seconded by Mr. Chalmers, to approve the HS Ski Club overnight field trip to travel to Sunday River in Bethel, Maine from Friday, March 2, 2018 to Sunday, March 4, 2018, according to Policy IJOA and JJH. Motion carried unanimously.**

COMMUNICATION:

- KP In the News: None
- Budget & Finance Subcommittee approved Minutes of August 4, 2017.
- Special Education Planning Committee memorandum dated September 29, 2017 from Dr. Zielinski was distributed. A similar memorandum was given to each of the three elementary districts of Norfolk, Plainville and Wrentham from their respective superintendent. Dr. Gilson noted that the intent is to have a fully developed implementation plan coming up soon.
- Office of Civil Rights letter dated September 20, 2017 indicating that this matter has been resolved. Dr. Gilson noted that the District provided an annual training to all staff which was done on opening day 9/1/17.

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT

Report of Community Advisory Working Groups – Update:

In a memorandum dated September 29, 2017, Dr. Zielinski gave an update on each of the three Community Working Groups (CWG): Community Relations, Budget and Strategic Planning, all of which are moving forward with solid plans for planning purposes. Dr. Gilson indicated that the Community Relations Group is seeking to enhance communication, and will be on board at open houses at the HS, as well as at the MS Grade 7 and Grade 8 open houses. Dr. Gilson has been talking with Mr. Azer regarding the Budget Working Groups and she is actively involved with strategic planning and researching various strategic plans across the state, a needs assessment survey will be forthcoming as well as focus groups and baseline research on performance evaluations. The next meeting is scheduled for October 3.

Mr. Francomano gave an update that the Budget Working Group and an invitation has been received from the three member towns to meet with their representatives on Thursday, October 26 at a time and place to be determined. This meeting will address the budget process by looking at details of certain budget areas to identify potential efficiencies that might be realized in the future.

In addition, there has been an invitation extended to the CWG specifically from an informal group from the boards of selectmen, finance committees and the town administrators from each of the 3 towns to meet on October 11. Discussion ensued on whether or not there was an agenda or topics proposed for the October 11 meeting. According to Mr. Killion, it is his understanding that the expectations and agenda will be forthcoming.

UNFINISHED BUSINESS:

Municipal Representative to the School Committee re collective bargaining:

Mr. Francomano updated the Committee that he has asked for a response by October 10 from the three member towns for a municipal representative to the School Committee re collective bargaining. To date, there has been no response from Plainville or Norfolk.

Superintendent Search Update:

Mr. Francomano has set up presentations with New England School Development Council (NESDEC) and Massachusetts Association of School Committees (MASC) to present their proposals to the School Committee for the upcoming superintendent search.

NESDEC – 7:30pm: Dr. Art Bettencourt, Executive Director and Dr. Sally Dias, Search Consultant

Dr. Bettencourt introduced Dr. Dias who would be the search consultant recommended to facilitate the search at King Philip. Dr. Bettencourt distributed information packets to the School Committee for their review. He disclosed that he is a resident of Norfolk and take that into consideration.

Dr. Bettencourt gave an overview of NESDEC, including its mission and various services offered, along with a cost proposal. Discussion ensued on focus groups and the additional cost for each focus group is \$365 in which data collected would be reviewed and interpreted and the results would be brought back to the School Committee. NESDEC warrants their work from the beginning to the end of the process and if no candidate is successful, they will continue with the process. There is also a two-year warranty from the date of appointment should a superintendent leave for any reason, other than retirement, NESDEC would do the search over again charging only for expenses. Additionally, since King Philip is not a member of NESDEC, they would offer King Philip a one-year affiliation which would include other services that are included in a membership along with discounted services.

Discussion ensued on the timeline in which Mr. Francomano said that the School Committee is pursuing a superintendent search to have someone in place for July 1, 2018. He also indicated that there have been some discussions about shared services and regionalization, but no formal effort has been made along those lines.

Discussion ensued on the possible hiring of an interim superintendent. Dr. Dias indicated that NESDEC would help with the hiring of an interim and suggested that you can shorten the process and develop a smaller applicant pool that would give you a good fit with an experience level as most interim superintendents are retired. However, the minus to that, is that it just makes for another transition. Most districts base compensation on experience and so as to not get locked into that, NESDEC asks candidates what their requirements are and then discuss a range. Discussion ensued on salary ranges and how there are two filters based upon experience and enrollment. Dr. Bettencourt thought the salary range for King Philip would be a little more than what the District is currently paying.

Discussion ensued on the membership of NESDEC which includes other school systems such as Franklin, Medway and Millis to name a few according to Dr. Bettencourt.

Dr. Bettencourt said that other factors that candidates take into consideration other than salary is the quality of life with their family time, as they do understand the position requires 24/7; someone who understands that this is a regional district which has different financing issues; and, other special issues such as major building projects, financial difficulties. Dr. Bettencourt stated that the bottom line is that King Philip is a great school system, his own children attended King Philip, and the communities are great.

Mr. Francomano thanked Dr. Bettencourt and Dr. Dias for attending this evening.

The Committee briefly recessed and returned at 8:05pm.

MASC: Mr. Glenn Koocher, Executive Director and Mr. James Hardy, Field Director/Search Consultant

(Charlene McEntee recused herself from this discussion.)

Mr. Hardy gave an overview of the 5 phases/steps that are followed during the superintendent search process which are: leadership profile development; candidate recruitment, candidate screening; committee evaluation of finalists; and appointment of the superintendent. He then gave a quick synopsis of the process:

1. An online survey would be done, because not everyone can attend in a focus group, assessment of stakeholders, working with the school committee and develop a profile, salary expectations, licensure options, do you want a higher standard.
2. Announcement of the vacancy. This would be done in an informational brochure with a mailing done to approximately 1300 various venues. Online postings are included at no additional charges. Paid venues, such as the Boston Globe would be an additional charge depending on how much money you want to spend for advertising.
3. Making contact with potential candidates, within and out of state.
4. Application of criteria, development of the criteria and applying it to the applications to identify potential candidates. This maybe done through a subcommittee or an advisory committee who makes a recommendation of finalists to the full committee. MASC will do background checks and site visits.
5. Timeline depends on what the school committee decides upon.

Mr. Koocher reviewed that MASC also provides an alternative to districts who want to do the searches themselves for no cost for technical services. There are charges for printing and mailing of promotional materials and advertising costs. This depends on how quickly does the District wants to move. MASC provides an extensive array of supporting documents and services of model interview questions. 95% of the people who want to be superintendent utilize MASC and MASS and these are accessible to you by using those 2 websites. MASC is also affiliated nationally with

National Affiliation of Superintendent Searches (NASS) sponsored by the National School Boards Association (NSBA). MASC's technical experience averages about 8 searches per year, or individually the average search is 2 per year.

Mr. Gee asked about the focus groups and online surveys. Mr. Hardy indicated that MASC usually does both because of engagement and allows for open responses, they both historically mirror each other's feedback and the Committee will decide on how many focus groups they feel are appropriate. The process of developing the focus groups would be on the School Committee with the assistance of MASC and MASC would provide the surveys.

Discussion ensued on the uniqueness of the District as it is a 7-12 and not a K-6. Mr. Hardy suggested that questions be posed to the candidates to find out what they know and their commitment for a regional district by asking what their experience is with municipal officials; what is your understanding of finances in a regional district and 3 communities; and, how do you respond and become accessible and visible so that everyone knows that you care for each community. You can show how candidates care for the region and a single school district.

Discussion ensued on the fee proposal for MASC is \$9500 for the entire search process, expenses are capped at \$2500 including travel and incidental expenses. There is a warranty on the search if it does not work out for 2 years in which MASC would come back and do the search again, per Mr. Hardy. Mr. Koocher indicated that if the Committee does not like the candidates, then they will start over until you hire who you want and that until a contract is signed, then the search is ongoing.

Mr. Hardy reviewed the process of creating a timeline in which you need to look at any upcoming events such as elections and re-elections, budget meetings, town meetings and there needs to be a balance of the needs of the school committee, school and community.

Mr. Hardy suggested that when you establish a search committee, to present to the School Committee no less than 3 candidates and, no more than 5. All meetings are public including site visits. Discussion ensued on finding qualified candidates, depends on what the school committee establishes as the minimum criteria to determine the pool of candidates.

Public Comment:

Mrs. Karen Wolf, asked about shared services, regionalization and superintendent's contract of the Committee. Mr. Francomano indicated that at two previous school committee meetings ago, there was discussion about the concept behind shared services and regionalization and those take an extended period of time. This was also something that the working groups (particularly strategic planning and the budget working groups may be looking at and were mentioned in passing), but collectively there was consensus that this was not something that we were looking at this point in time. Those conversations take about 3 years, because of the background work that needs to be done and ensuring that there is census to proceed. That is a process that takes an extensive period of time and due to our immediate needs, the School Committee did not think it would be feasible, potentially since we had other groups.

Discussion ensued on whether the district could conduct the search by ourselves? Mr. Francomano indicated there are no support staff that could potentially do it, or who has the time to devote to this. Mr. Gee indicated that it is critical to have focus groups and that input would be critical in this process.

Mr. Francomano indicated that both search consultants are exceptionally qualified groups. He indicated the fees based upon the proposals presented this evening. MASC's fee of \$9,500 includes focus groups. NESDEC starts at \$12,500 plus the extra costs and fees of focus groups at \$365 each.

✚ A Motion was made by Mike Gee, seconded by Mr. Chalmers, to engage the consulting services of MASC to conduct the superintendent search process, based upon their proposal for the recruitment of candidates and the cost proposal. Yes (6); No (1) – Mr. Knott; Abstain (1) - Mrs. McEntee. Motion carried.

Discussion ensued by Mr. Knott to Mr. Gee who asked if his decision was based on price. Mr. Gee responded that yes from what the 2 groups described as we would get the same benefit for less cost. The previous search was done by MASC and the superintendent has been with the district for 7 years. Discussion followed.

Mr. Francomano indicated that the pool of candidates is going to be pretty much the same, what really matters how you put together your search committee, with the assistant of the consultant. The search committee would include

school committee members, faculty, administration, community members, parents and students for a broad and robust group.

The Committee asked if Mr. Azer has worked with either of these consulting groups. Mr. Azer indicated that he had and did not sit at the table during the presentations. As a previous school committee member in another district, he used both firms for various searches and they both led to hired superintendents and he had been part of successful searches with both firms.

Mr. Khan agreed with Mr. Gee to lean towards MASC. Mr. Knott was impressed with the list of schools on NESDEC, instead of taking the path we have already taken. Mr. Chalmers commented that the secondary person was incredibly timid. From a cost standpoint, Mr. Chalmers does not want to be in an ala cart type of situation and have most of that built into the actual fee.

✚ A Motion was made by Mr. Gee, seconded by Mr. Chalmers, to authorize Mr. Francomano to sign a superintendent search contract with MASC. All in favor.

Suggestions for the formation of the Superintendent Search Committee and focus groups was discussed and to ask MASC for their guidance.

- 2 - school committee members – one from each town.
- 2 - faculty members (one from each building)
- 1 - Director of special education
- 1 - Director of finance
- 1 - Assistant superintendent/building principal
- 2 - building principal
- 2 - parents
- 2 - students

Other: Selectmen, town administrator, elementary superintendent

Dr. Gilson suggested asking the administration who is willing and available to sit on the search committee.

NEW BUSINESS:

Data Specialist Position Update:

In a memorandum dated September 29, 2017, Dr. Zielinski notified the School Committee that Mrs. Olen had resigned as the Data Specialist and that the District is actively seeking a replacement. In the meantime, Mrs. Olen has worked to ensure that files are ready for the October 1 report to be submitted in a timely manner with backup assistance by Mrs. Farrington who has attended a training on the October 1 state reporting requirements. Mrs. McEntee noted that in Mrs. Olen's contract her position was erroneously referred to as Benefits/Payroll Director instead of Data Specialist on page 1.

2017 MASC Delegate Resolutions:

Tabled to October 16, 2017.

LATE COMMUNICATIONS

REPORTS OF SPECIAL COMMITTEES

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

PUBLIC COMMENT

ADJOURNMENT:

✚ A Motion was made by Mrs. McEntee, seconded by Mr. Gee, to adjourn at 9:25pm. All in favor by roll call vote. Yes (8); No (0). All in favor by roll call vote.

*Respectfully submitted,
Lisa Barrett Witkus
Secretary to the School Committee*

List of Documents provided to the School Committee 10/2/17:

- Draft Minutes of September 18, 2017
- Appointments, Retirements, Resignations, etc.
- Executive Session Minutes September 18, 2017
- Budget & Finance Subcommittee approved minutes dated August 4, 2017
- Special Education Planning Committee Memorandum
- Office of Civil Rights letter dated September 20, 2017
- Report of Community Advisory Working Groups – Update
- MASC Proposal for Superintendent Search
- HS Overnight Field Trip: Ski Trip 2018
- Data Specialist Position Update
- 2017 MASC Delegate Resolutions
- HS Student Council Report: Miss Linde