

**KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES - APPROVED
September 18, 2017
King Philip Regional High School
Library**

CALL TO ORDER:

Mr. Francomano, Chair called the meeting to order at 7:04PM.

ROLL CALL OF COMMITTEE MEMBERS:

Members Present: Norfolk: Michael Gee,
 Plainville: Patrick Francomano, Samad Khan, Charlene McEntee
 Wrentham: Erin DeStefano, Jim Killion

Members Absent: Norfolk: Kenneth Dow, Jeff Chalmers
 Wrentham: Trevor Knott
 Plainville: Present

HS Student Council Representative: Miss Linde

The meeting is being videotaped. 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.

DELEGATIONS AND VISITORS

Mr. Keough

NEW BUSINESS: (Taken out of Order):

HS Music Overnight Field Trip: Mr. Keough

Mr. Francomano on behalf of the School Committee congratulated Mr. Keough and the band students on a wonderful preview show and KPMA for putting on a wonderful dinner with an outstanding performance.

- ✚ **A Motion was made by Mrs. McEntee, seconded by Mrs. DeStefano, to approve the HS Marching Band students to attend the USBands National Finals in East Rutherford, NJ from November 10-12, 2017, according to Policy JJH and IJOA. All in favor.**

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

Correct the spelling of Mr. Khan's name on page 3, paragraph 7.

- ✚ **A Motion was made by Mrs. McEntee, seconded by Mr. Gee, to approve the Consent Agenda including the Minutes of September 5, 2017, with the noted correction. All in favor, with Mr. Killion abstaining.**

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Retirements, Resignations, etc.

In a memorandum dated September 18, 2017, Dr. Zielinski presented personnel changes.

AGENDA

APPROVAL OF MINUTES

- ✚ A Motion was made by Mr. Gee, seconded by Mrs. McEntee, to retain and approve the Executive Session Minutes of September 5, 2017. All in favor, with Mr. Killion abstaining.

COMMUNICATION:

KP In the News:

1. KP Sports Network for the Boston New England Chapter has been nominated for the best sports program. Tom Bergeron will be the host on October 3rd to award presentation at Emerson College in Los Angeles, CA. There is much anticipation of how this is going to unfold for King Philip.

2. Commonwealth of MA, charge of prohibitive practice against the District filed by the KPTA. The School Committee will proceed accordingly per Mr. Francomano.

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT

Report of Community Advisory Working Groups – Update:

In a memorandum dated September 13, 2017, Dr. Zielinski gave an update on the Community Working Groups (CWG). She noted that the official kick-off of the CWG was held on September 14, 2017 in which a Power Point presentation was presented along with a discussion on how each group would reach out to the local boards to discuss the King Philip budget. Approximately 35 people attended this presentation. For those community members who could not attend on September 14, another presentation was held in which 6 people attended. Mr. Gee is very optimistic of the work that has been done so far, and thanked Dr. Liz, Mr. Azer, Dr. Gilson, and Dr. Mobley for attending and contributing to the Thursday night presentation.

UNFINISHED BUSINESS:

Budget Update: Mr. Azer

FY17:

Mr. Azer gave an updated on the budget and indicated that he is in the process of closing out FY17 and awaiting certification on Excess & Deficiency (E&D) from the state.

FY18:

Mr. Azer explained that he is still in the process of reconciling FY18 so the bottom line total is accurate and that specific line items may need to be adjusted, because we are still working on it and the final report should be completed by the end of October. This was noted to the Budget and Finance Subcommittee at the September 15, 2017 meeting.

Mr. Azer reviewed encumbered expenses and has added a column labeled “unencumbered” in the worksheet in which expenses that we know will be forthcoming, but are not able to be encumbered for one reason or another, such as substitutes. He also identified that DESE announced that this year’s circuit breaker reimbursement will be only 65% leaving a gap of about \$76,000 in the projection, or almost \$185,000 from the state’s full 75% obligation.

Mr. Francomano noted that Mr. Azer has been doing a doing a significant amount of work and playing catch up and getting the District where it needs to be in working with the FY17 and FY18 budget from the Budget and Finance Subcommittee. Members commented that they appreciate the format and it is very easy to understand.

New Business: continued

504 Compliance:

Dr. Zielinski explained that due to the reduction of a high school assistant principal how it has impacted the district-wide implementation of 504 Plan procedures. This year 10 new teachers at the HS will need to be observed and each will need to be evaluated 5 times and all of the substantial write-ups. She wanted to make the School Committee of how the District will manage the 504s. At the MS there was funding to pay staff members to do scheduling of 504s, by assigning a 6th section. At the HS an analysis is still in the process of being completed to find the funding for the implementation of these 504 plans and remain in compliance. There are currently 93 504 plans at the HS with 5 pending, plus the 52 plans at the MS.

A history of the role of the 504 administrator was given and for the last 4 years the HS has had 3 assistant principals and the administration with one assistant principal being responsible for the 504s. Currently the administration, mostly

Mr. Christie, has taken over writing the 504 plans. To make up for the loss of the 3rd assistant principal to be in compliance this amounts to 15-20 hours per week spent on 504s.

Discussion ensued on what happens if the District is found to be out of compliance. Dr. Zielinski outlined the steps that are taken: first you get a call from the Office of Civil Rights siting a compliant, followed by a letter, followed by a hearing and then at that point you will need come up with a mediation plan. The harassment policy is now approved. The result is that you are hurting a student and we do not want to be put into a position that we are not doing our best for students.

Discussion ensued on whether there is funding for a stipend. Mr. Azer will review this matter with payroll. This topic will be placed on the agenda for November 6 for further review and discussion.

Extra-curricular Clubs/Activities FY18:

In a memorandum dated September 14, 2017, Dr. Zielinski reviewed the basis for administrative decisions for clubs and activities for FY18. Mr. Francomano stated that several school committee members have received complaints from parents regarding clubs and activities not being run this year due to budgetary concerns. A review was held by the Budget & Finance Subcommittee. Given the projection for FY18, it seemed appropriate that the Subcommittee recommend to the full committee that the \$25,000 that is required to run those programs be appropriated and that line item be increased to reflect the running of those programs.

Mr. Francomano noted that this topic was discussed at one of the budgetary meetings in Plainville, in which there was discussion re clubs, and that his recollection was that the District was hoping to restore certain positions and restore those clubs. All are integral parts of what education is at KP and to allow those to suffer and not be able to engage students in life at KP given our financial position at this time, it would appear by all analysis, that we can work with this or cut any positions along those lines. It has been recommended by Budget & Finance to restore those clubs and make sure there was funding for this.

A Motion was made by Mr. Killion, seconded by Mrs. McEntee, to restore \$25,000 for the purpose of restoring clubs and activities for FY18.

Discussion followed. Mrs. DeStefano, asked weren't we just having a discussion about 504 compliance and restoring a HS assistant principal position. Mr. Francomano indicated that the \$25K to restore those programs was reviewed by the Budget & Finance Subcommittee. This committee never voted to cut those programs but the concern was these clubs should be running and kids are getting impacted. Administrative decisions were made early on regarding the need to save money to keep teachers in the classrooms. Since the HS offers many extra and co-curricular activities as part of the contract, clubs which were not part of the contract were not placed in the FY18 budget.

Dr. Mobley explained that clubs and activities at HS in which the ideas are student generated. 99% of the time if a club is new the teacher advisor volunteers to get it up and running, after a year depending on program and its attendance is reviewed and may be run for a long or short time. Some of the clubs would cost \$350 for 10 week one shot deal, other clubs like Model UN and English NHS they are impacting a lot of students so moving forward we would look into running these clubs. We may not use \$25,000, we would review them and may not utilize all of these funds.

Mr. Francomano asked if planning for FY19, is it appropriate to charge a nominal fee of participation similar to what we do for music and sports.

Ms. Linde expressed her opinion that lots of students do not do sports or music and these clubs are very important for these students who are highly motivated achievers and want to participate in extra-curricular activities.

✚ A Motion was made by Mr. Killion, seconded by Mrs. McEntee, to restore \$25,000 for the purpose of restoring clubs and activities for FY18. All in favor.

District Goal Setting and Review

Mr. Francomano prefers to call the goals district goals vs. school committee goals. At the last meeting held on September 5, 2017, discussed was held on the current goals and the school committee members were asked to consider the district goals that should be maintained and not fall off the radar. Additionally, the committee talked about establishing community trust in the budget and the management and the administration. With that as a foundation, Mr. Francomano asked if that is sufficient or does the Committee need to expand on key actions and benchmarks. Mrs. McEntee suggested that these are too broad of goals so to have specific action items they may have to go into a different path and take advantage of opportunities that may arise, especially in light of the work with community

working groups. These are goals to guide is and we need a strong belief system and these are the things that we stand for and we are judged on that.

- ✚ **A Motion was made by Mr. Gee, seconded by Mr. Killion, to approve the items that were outlined in 2016/2017 and add the 2 items that we referenced (budget and management) and to adopt these as the School Committee's beliefs and goals, and guiding principles for the 2017/2018 school year. All in favor.**

Superintendent Search Update:

At the School Committee meeting to be held on October 2, 2017, Mr. Francomano has set up presentations: NESDEC will present at 7:30pm and MASC will present at 8:15pm.

Municipal Representative to the School Community:

The School Committee sent out a letter to the town administrators and boards of selectmen of the three towns of Norfolk, Plainville and Wrentham seeking a municipal representative to sit on the King Philip Regional School Committee to make a committee of 10 and to-date the Committee has not received a response yet. Mr. Francomano and/or Dr. Zielinski will follow up with the member towns. Mr. Francomano explained that the Committee does not have to wait and they could become part of the Committee at any time. As a committee of 10, you will need a quorum of 6.

FY19 Budget Process:

Mr. Azer presented a PowerPoint on FY19 budget process, in which it is assumed to be a level funding from FY18 to FY19.

Comments from the Committee were that this was an excellent presentation. Mrs. McEntee asked if this presentation could be placed on the King Philip website in a video format. Dr. Zielinski will follow up on this.

Mrs. DeStefano asked how do the towns want to engage with King Philip for the budget process. Mr. Francomano indicated that there are 2 steps to be taken:

1. The Community working group for budget is reaching out to the 3 towns to try and schedule a meeting, so it almost seemed duplicative to for us to do something.
2. Gerry McGovern on behalf of the 3 boards of selectmen is suggesting a meeting in October.

NEW BUSINESS:

Approval of Home School Plans:

- ✚ **A Motion was made by Mrs. DeStefano, seconded by Mrs. McEntee to approve the following 2017/2018 home school plans as presented, including the additional plans listed under Late Communications:**

1. T.F. – Grade 9
 2. J.F. – Grade 12
 3. N.G. – Grade 10
 4. Z.R. – Grade 11
 5. D.R. – Grade 8
 6. G.S. – Grade 8
 7. J.S. – Grade 9
- All in favor.**

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

- ❖ Norfolk School Committee Representative: Mr. Chalmers - None
- ❖ Plainville School Committee Representative: Mrs. McEntee – The Plainville School Committee met on 9/12, in which they discussed the following topics:
Update on Plainville's new safety facility, report from Superintendent Raiche, Coordinated Program Review will be coming in October, enrollment is down from what was projected, contracted with *BoardDocs*, there was a yearend report from food service and technology.
- ❖ Wrentham School Committee Representative: Mrs. DeStefano - The Wrentham School Committee will meet on 9/19.

Open houses were held last week and evacuation drill.

- ❖ HS Student Council Report: Miss Linde reported on the HS Student Council events.

LATE COMMUNICATIONS

Vehicle Assessments: Mr. Azer

In a memorandum dated September 14, 2017, Mr. Azer reviewed the existing conditions of all grounds vehicles owned by the District and also a prioritized listing with estimated year and cost of replacement. In particular, he called attention to a 2005 Chevy Silverado which is in need of replacement and is seeking approval to move forward with an official procurement of this vehicle using the state bid list, as well as local dealers, to find the best price, financed over a five-year period.

- ✚ **A Motion made by Mr. Killion, seconded by Mrs. DeStefano, to approve the funding for a replacement of a 2005 Chevy Silverado, used for snow plowing and grounds. This funding would come out of operating budget vs capital budget and a semi long-term plan of replacement cycle. All in favor.**

REPORTS OF SPECIAL COMMITTEES

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

PUBLIC COMMENT

Mrs. Snead commented on funding of extra-curricular activities and clubs, and how there are students who are not participating because they cannot afford it.

ADJOURNMENT INTO EXECUTIVE SESSION:

- ✚ **At 8:55pm, a Motion was made by Mrs. McEntee, seconded by Mr. Killion, to adjourn into Executive Session for the following purposes: 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. (Unit A – Negotiations); and to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and to return to open session solely for the purpose of adjournment. All in favor by roll call vote: Yes (6); No (0).**

ADJOURNMENT:

- ✚ **A Motion was made by Mrs. McEntee, seconded by Mrs. DeStefano, to adjourn at 9:25pm. All in favor by roll call vote. Yes (6); No (0).**

Respectfully submitted,

*Lisa Barrett Witkus
Secretary to the School Committee*