

**School Committee Meeting
Monday, January 7, 2019
King Philip Regional High School – Library
201 Franklin Street, Wrentham, MA 02093**

Mr. Gee, Chair, opened the meeting at 7:00pm.

Roll Call of Members:

Members Present:

Norfolk:	Michael Gee, Kenneth Dow, Jeffrey Curry
Plainville:	Amy Abrams, Samad Khan
Wrentham:	Jim Killion, Erin DeStefano

Members Absent:

Norfolk:	Present
Plainville:	Bruce Cates (arrived at 7:11pm)
Wrentham:	Trevor Knott

HS Student Council Representative: Miss Linde

The meeting is being videotaped by Wrentham Cable Access. Mr. Gee 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

PUBLIC COMMENT:

Mr. Gee reviewed the procedure for public comment.

Delegations and Visitors:

Mr. Zinni, Superintendent, Dr. Lisa Mobley, HS Principal, Mr. Azer, Director of Finance & Operations
Mr. Meichelbeck, District Treasurer, Mr. Connor, Independent Auditor, Mr. Keough, Music Director

Consent Agenda

APPROVAL OF MINUTES

December 17, 2018 Minutes:

- ✚ A Motion was made by seconded by Mr. Killion, seconded by Mrs. DeStefano, to approve the Consent Agenda including Minutes of December 17, 2018, as presented. All in favor: Yes (7); No (0). Motion carried.

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Resignations, Retirements, etc.

In a memorandum dated January 7, 2019, Mr. Zinni presented a list of appointments, resignations and personnel changes along with corresponding stipend amounts, if any.

AGENDA

APPROVAL OF EXECUTIVE SESSION MINUTES:

None

COMMUNICATION:

- **KP in the News**
The following news articles were presented:
An article in The Sun Chronicle dated December 20, 2018, entitled, "Not all heroes wear capes."
Annual DECA Round Table article.
- FY18 BICO Annual Report
- HS and MS Student Council Report was presented by Miss Linde.

- Dr. Mobley mentioned that a DECA Fashion Show will be held in which Miss Caravaggio will be designing the fashions for the show for her DECA project.
- Mr. Zinni noted that a presentation by Jane Hardin will be held on January 15, 2019 at the High School on the digital footprint and social media. This event is open to the entire community and will provide good information to the elementary districts as well on digital tools and digital footprint. Students are encouraged to attend. Mr. Zinni explained that the workshop will be streamed live, but cannot be recorded due to copyrights with Rebis.

(Mr. Cates arrived at 7:11pm.)

UNFINISHED BUSINESS:

HS Program of Studies: Dr. Mobley

Dr. Mobley thanked the School Committee for approving the courses presented during the 1st reading of the Program of Studies and for their feedback and suggestions to remove the designation of College Preparatory courses and to designate them as honors courses or listed by specific title.

Dr. Mobley explained the new SIS system that will result in new report cards and the HS will be able to use the 21st Century Learning Expectations as outlined in her memorandum to the School Committee dated January 7, 2019. Mr. Zinni noted that the expectations were very well done by the HS administration.

Discussion was held on NEASC accreditation and reference was made to some schools who pulled out of NEASC. According to Dr. Mobley, NEASC revamped all their standards and has made the process more user friendly. She noted that it is important to have this accreditation for colleges and parents. A NEASC accreditation is a “stamp of approval”; not having it, a college may question the quality of rigor and wonder why accreditation was lost, which could be problematic for our students.

Dr. Mobley explained that the HS administration has done a lot of work to bring the HS up to this level. Discussion was held on the NEASC premise and implementation of these expectations and hopefully the high school is now in compliance for the next NEASC accreditation within the next 5 years.

✚ A Motion was made by Mr. Killion, seconded by Mrs. DeStefano, to approve the 2019/2020 HS Program of Studies, as presented. Yes (8); No (0). All in favor.

NEW BUSINESS:

Music Fees – Winter Guard

In a memorandum dated November 15, 2018, Mr. Keough indicated that the proposed student fee for Winter Guard for the 2018/2019 be \$900, with an additional charge for a warm up suit of \$75.00 for a total of \$975.00. He continued that this fee also includes an overnight field trip to a high-level competition. Discussion ensued on the high cost of this fee.

The KPMA will assist in the total cost reduction for this program from \$1100 to \$900. Mr. Keough indicated that there is a lower number of students than last year (12 vs 20) but fixed costs are the same. Discussion ensued on the waiver process and a sibling discount; however, this is not a self-funded program according to Dr. Mobley.

Mr. Azer referred to an analysis done last year in which the costs of music and athletics are the highest in the area.

✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Cates, to approve the fee as \$900.00. Yes (8); No (0). All in favor. Motion carried.

Mrs. DeStefano suggested looking at the fees for programs at a future meeting.

HS Overnight Field Trip – Music:

✚ A Motion was made by Mr. Khan, seconded by Mr. Killion, to approve the HS Music - Winter Guard overnight field trip to attend the Winter Guard International World Championships in Beavercreek, OH from Tuesday, April 2 to Saturday, April 6, 2019, according to Policy JJH and IHOA. Yes (8); No (0). All in favor. Motion carried.

FY19 Student Activities Account Audit: Auditors: Mr. Connor and Mr. Lynch along with Mr. Meichelbeck, District Treasurer

Mr. Connor presented a summary of agreed upon procedures for the Student Activities Account dated January 7, 2019. He referred to guidelines on the creation, operation, control and compliance, and reporting.

Mr. Connor reviewed the summary highlights of finding and recommendations. In reference to DESE guidelines, and for the district to be in compliance, additional work is needed on updating policies and training staff on policies and procedures. An internal audit yearly and the external audit every 3 years. Total amount of student activities account balance of \$215,000 between the 2 schools which does not reflect the flow through of funds for each account. Mr. Connor indicated that the School Committee establishes maximum balances in checking accounts and recommended that the District evaluate the limits. Also, Mr. Connor referred to the disposition of class funds in which under the current policy is 2 years. He indicated that discussions be held on a potential change to that policy to disburse the money sooner or it would revert back to the district.

Mr. Azer reviewed the purchase order and warrant process for expenditures.

FY19 Independent Audit Report: Mr. Connor

A summary of financial statement audit was presented by Mr. Connor. A review of responsibilities by management and the auditor's was reviewed, along with the issued independent auditor's reports, overview of financial statements, and a management letter. Mr. Connor reviewed the financial statement highlights indicated that the district improved on some items from the prior year.

Mr. Cates asked if there was anything noted that the district be concerned about and needs to be reported to the towns? Mr. Connor indicated that there are no material weaknesses or discrepancies were reported. Mr. Cates said that this is a positive audit with some recommendations. Mr. Zinni said that everything is accounted for and we are managing our funds accordingly and kudos to the business manager and district treasurer. Mr. Azer noted that the reporting is accurate and we are following established policies and procedures to effectively and accurately run a district business office.

Discussion ensued on crisis management and how that becomes a policy decision, as long as you are meeting your obligations, paying your bills and meeting bonding responsibilities.

Mr. Gee said that the School Committee should be approving all student activities on an annual basis and present anything new to the School Committee as it occurs and to add this item to the School Committee Benchmark Calendar.

Mr. Zinni noted that the Policy Subcommittee will be meeting and reviewing this and other pertinent policies (fraud, student activities and approvals) in the spring and will be presented to the School Committee at the Retreat in the summer.

2018/2019 Home School Plans Approval

 **A Motion was made by Mrs. DeStefano, seconded by Mr. Khan, to approve the 2018/2019 home school requests according to School Committee Policy IHBG. All in favor: Yes (8); No (0). Motion carried.**

Discussion ensued on the minimal requirements for home school approval. Mr. Zinni explained that each application is different and once a family opts to move to the home component, they are responsible for acknowledgement that they have an education, but we are not auditing their education as long as they assess.

Mr. Cates asked if home school students are allowed to walk in graduation, liability and accountability. Mr. Zinni will provide a summary of the implementation of the home school policy and procedures and graduation information at a future meeting. Mr. Gee noted that the School Committee is approving that the superintendent has done his due diligence.

Following this discussion, the motion was retaken:

- ✦ **A Motion was made by Mrs. DeStefano, seconded by Mr. Khan, to approve the 2018/2019 home school requests according to School Committee Policy IHBG. All in favor: Yes (8); No (0). Motion carried.**

2018/2019 School Committee Subcommittee List:

Mr. Zinni explained that Unit D has requested negotiations and anticipates that Unit C will be forthcoming. The Subcommittee list was approved in December and it was decided to leave the subcommittees as is, according to Mr. Gee.

Mr. Zinni suggested having one initial meeting first and then offer dates to meet with the individual units. Following discussion, Mr. Gee approved an initial meeting of both Unit C and Unit D Negotiation Subcommittees and they will meet on February 4, 2019 at 6:30pm to set up dates to meet with union representatives.

Public Records Request:

Mr. Zinni indicated that Mrs. Witkus has been working to comply with public records requests as they are received in the District. One request we have been involved in and has proven to be very time consuming is a request for emails and text messages on a personal device has been made. We have had several discussions with our attorney and have gone to the state supervisor of records for clarification. Mr. Zinni notified the school committee that your personal device if used for school business is school business and is a public record. Any employee who is issued a KP email account has been issued one internal mechanism for public communication and these messages are archived. We have started to research some of the education apps for archiving. The *REMIND ME* app is archived by the company. This request has brought up some intriguing questions.

Mr. Zinni suggested that school committee members continue to use KP email accounts so that messages are archived on the district server. Mr. Zinni will be meeting with staff members regarding text messages as well.

Mr. Khan suggested that a policy be put into place so that staff do not use their personal devices. Mr. Zinni said there is a user agreement that staff and students sign.

Mrs. Abrams asked that Mr. Zinni share this information with other superintendents at their next meeting.

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

- ❖ Norfolk School Committee Representative: Mr. Curry – No report.
- ❖ Plainville School Committee Representative: Mrs. Abrams – No report.
- ❖ Wrentham School Committee Representative: Mrs. DeStefano – No report.

LATE COMMUNICATIONS: None

REPORTS OF SPECIAL COMMITTEES: None

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

None

ADJOURNMENT INTO EXECUTIVE SESSION:

- ✦ **At 8:45pm, a Motion made by Mr. Khan, seconded by Mr. Killion, to adjourn and enter into Executive Session 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. All in favor by roll call vote: Yes (8) – Mr. Gee, Mr. Dow, Mr. Curry, Mrs. Abrams, Mr. Khan, Mr. Cates, Mr. Killion, Mrs. DeStefano; No (0). Motion carried.**

ADJOURNMENT:

- ✦ **A Motion was made by Mr. Cates, seconded by Mr. Killion, to adjourn at 9pm. All in favor by roll call vote: Yes (8) – Mr. Gee, Mr. Dow, Mr. Curry, Mrs. Abrams, Mr. Khan, Mr. Cates, Mr. Killion, Mrs. DeStefano; No (0). Motion carried.**

Respectfully submitted,

*Lisa Barrett Witkus
Secretary to the School Committee*

Documents presented to School Committee on January 7, 2019:

Unofficial Draft of December 17, 2018 Minutes
Appointments, Resignations, Retirements, etc.
KP in the News
Bi-County Collaborative FY18 Annual Report
HS & MS Student Council Report
HS Program of Studies (2nd reading)
HS Winter Guard Music Fees
HS Music Overnight Field Trip: Mr. Keough
FY19 Student Activities Account Audit
FY19 Independent Audit Report
2018/2019 Home School Plans Approval
Negotiations Subcommittee Configuration