

King Philip Regional School Committee  
December 6, 2021– APPROVED  
King Philip Regional High School – Library  
201 Franklin Street, Wrentham, MA 02093

APPROVED

**Opening of Meeting:**

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

**Recording of Meeting:**

This meeting was recorded by NorthTV/Plainville Channel.

**Roll Call of Members:**

**Members Present:**

Norfolk:	Mr. Jim Lehan, Mr. Eric Harmon
Plainville:	Mr. Christopher Brenneis, Mr. Samad Khan
Wrentham:	Mr. Trevor Knott, Ms. Grey Almeida, Mr. Marc Waxman

**Members Absent:**

Norfolk:	Ms. Sarah Ward
Plainville:	Mr. Bruce Cates
Wrentham:	Present

*(Mr. Bruce Cates arrived at 7:02pm. Ms. Sarah Ward arrived at 7:05pm.)*

**Public Comment:**

Mr. Khan read into the Minutes the Public Participation procedures.

The following community members spoke during the Public Participation period:

1. Mary Shell, Wrentham –Regarding masks requirements.
2. Joanna McFarlan, Wrentham –Timely reply to questions.
3. Julie Barrett, Wrentham – Privacy implications pertaining to Covid, protocols, and FERPA.
4. Ms. Erin McDonald, Wrentham -KP COVID numbers.
5. Ms. Lindsay Ghizzoni, Plainville – Discrimination incidents.

Mr. Khan concluded the Public Comment Period at 7:14pm.

**CONSENT AGENDA:**

(All items listed in the Consent Agenda are considered routine and will be enacted by one motion if action is required.)

**Minutes of November 1, 2021:**

- A Motion was made by Mr. Lehan, seconded by Mr. Brenneis, to approve the Minutes of November 1, 2021, as presented. All in favor: Yes (8); No (0); Abstain (1-Ward). Motion carried 8-0-1

**Payment of Bills/Warrants:**

- A Motion was made by Mr. Lehan, seconded by Mr. Harmon, to approve the Payment of Bills/Warrants, as presented. All in favor: Yes (8); No (0); Abstain (1-Brenneis). Motion carried 8-0-1

### **Welcome to the KP Marching Band and Mr. Keough.**

Members of the KP Marching Band attended the School Committee Meeting this evening, Madison Blood, Anna Wolloff, Andrew LaBerge were applauded and recognized for their hard work and dedication as they performed and did an outstanding job receiving 2<sup>nd</sup> place in the National Competition at MetLife Stadium. Mr. Zinni thanked the students and their teachers, Mr. Wolloff and Mr. Keough, for their gift of music.

### **Communication:**

HS Student Council Report – Miss James, HS Student Council Representative, presented her report dated December 6, 2021.

### **Delegations and Visitors:**

Mr. Zinni, Superintendent, Dr. Susan Gilson, Assistant Superintendent, Mr. Azer, Director of Finance, Ms. Kreuzer, MS Principal

### **UNFINISHED BUSINESS: (Taken out of Order)**

#### **MS School Improvement Plan (2<sup>nd</sup> Reading)**

Ms. Kreuzer and her team at the MS did an excellent job aligning the 2021-2022 MS School Improvement Plan to the District Strategic Plan and School Committee Goals.

- **A Motion was made by Mr. Lehan, seconded by Ms. Ward to approve the 2021-2022 MS School Improvement Plan, as presented. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0.**

### **APPROVAL OF EXECUTIVE SESSION MINUTES:**

None

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

#### **District Update:**

Mr. Zinni shared information on the following topics:

- Congratulations to all of the fall sports teams for a very successful season. Mr. Zinni extended kudos to Mr. Brown, Athletic Director, and his coaching staff.
- DECA hosted their annual breakfast with Governor Baker's wife as keynote speaker. Mr. Zinni said that it was great to see all students inducted into the DECA Program and is looking forward to judging their presentations in January.
- An outstanding performance by PRISM was held at the High School.
- MS Healthy KP event was held in which volunteers held a weekend event for KP students. This included a Lip-sync Contest that engaged students in fun and substance-free events.
- MS Student Council presented a *Do-Good* December calendar encouraging acts of kindness for our school and students.
- The Affinity Group met and held dialog about how students see the school and how welcoming we are and discussed any improvements to be made.
- A Policy Subcommittee meeting will be scheduled to meet in January to review several policies under Section D – Fiscal Management recently revised by MASC and a few outstanding policies under Section I – Instruction.
- Dual College Enrollment – Mr. Zinni, Dr. Gilson and Dr. Mobley continue to meet with higher learning institutions to provide no cost or low-cost college courses to students. We also met with an EMT training



company to offer students a college level or certificate program in 1<sup>st</sup> responding, phlebotomy and other opportunities.

- Dr. Gilson is working with a consortium of 10 other communities who have met collaboratively as a focus group. Dr. Gilson has taken the lead on writing a competitive Impact and Implementation grant to initiate dual college opportunities on behalf of the consortium that includes the following districts: KP, North Attleboro, Attleboro, Norton, Easton, East Bridgewater, Avon, Holbrook, Taunton, and Scituate. She is hopeful to be able to offer something by the start of next school year. Mr. Knott thanked Dr. Gilson and referred to her as making significant contributions with writing grants for the district.
- Dr. Gilson gave an update on the Digital Literacy Grant where the district is functional as a Pre-K through 12 district.
- Mrs. Dot Pearl, Wellness Director organized several clinics that included Covid vaccinations for children ages 5-12, booster clinics, and flu clinic. Mr. Zinni thanked Mrs. Pearl for making obtaining these vaccines available as an easy and accessible resource for the KP community.
- Congratulations to Mr. Zinni who was awarded a national state leadership award to be received in Washington, DC in March. He has received this award twice on behalf of the organization.

### **2021/2022 Calendar Change:**

Following discussion, a Motion was made to change December 23, 2021, from a full day to a half day to serve our students and families over the holiday season. Mr. Zinni will send out notification to families so that they can plan ahead for holiday travel. Mr. Cates suggested taking a vote on the calendar change as the School Committee approves the yearly school calendar.

- **A Motion was made by Mr. Cates, seconded by Ms. Almeida, to change December 23, 2021, from a full day to a half day on the 2021/2022 School Year Calendar. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0**

### **Mask Status:**

- Mr. Zinni provided an update on the vaccination calculation rate that includes a combination of fully vaccinated staff and students in each building. The HS has reached 83% and a mask waiver has been granted by DESE for those staff and students who are vaccinated. The waiver applies only during the school day. The MS has not yet met the 80% threshold and cannot apply for a waiver at this time. Further updates will be made available as information is received.

### **KyleCares Grant:**

KyleCares was started by a North Attleboro family who lost their son to suicide. A KyleCares KylePalooza event was held on November 27, 2021 in which 4 schools were recognized: KP, Canton, North Attleboro, and Dean College. KP received a Grant in the amount of \$2500 to support wellness and health initiatives of the Active Minds Group at the HS to look at the issues of mental health. Mrs. Pearl, Wellness Director works along with two teachers at the HS as liaisons to KyleCares.

### **NEW BUSINESS:**

#### **HS Winter Music Fees**

Mr. Azer provided an updated fee chart to the Committee and Mr. Zinni, Mr. Azer and Mr. Wolloff are available to answer any questions. Discussion ensued on reducing the fee of winter guard which is based on a percentage of the number of students in the program. If there are more than 15 members, then the cost will be reduced for this program.

- **A Motion was made by Mr. Lehan, seconded by Ms. Ward, to approve the 2021/2022 HS Winter Music Fees, as presented. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0**

**Job Description: Dean of Students (1<sup>st</sup> Reading)**

Mr. Zinni presented a 1<sup>st</sup> reading of the HS Dean of Students. Mr. Zinni explained that he is proposing to create an interim dean of students to the end of this school year at the HS to replace an assistant principal who is leaving the position. Mr. Zinni explained that this is the same job description as a HS Assistant Principal, with the exception of the evaluation process, and does not require a licensure of principal/assistant principal. The intent is to find a candidate to take over any discipline issues, attendance, and duties and then the other two assistant principals would take over the evaluation piece. The Dean of Students position would not pay at the same level as an assistant principal and there would be a cost savings to the district. We would then post accordingly for a permanent position. Discussion ensued on the possibility that if a candidate had the credentials, then the position of assistant principal could then be filled as that position already exists. Discussion continued that the status of this position could be reevaluated at the end of the school year.

Mr. Khan noted that the KPTA has endorsed this new position. Discussion ensued on the practice of waiving of first readings, in general.

- **A Motion was made by Mr. Lehan, seconded by Mr. Harmon, to waive the 2<sup>nd</sup> reading of the Dean of Students job description and to approve this job description as presented. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0**

**REPORTS FROM SUBCOMMITTEES:**

**Finance Subcommittee Meeting:**

New Meeting Date and Time: Thursday, 12/16/2021 at 5:30pm in Mr. Zinni's office located in the District Office, lower level of the Middle School.

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Ms. Ward – No update at this time.
- Plainville School Committee Representative: Mr. Brenneis – Parent survey review, update by the ELA and Math support specialist, reviewed test and stay program; resignation of John Farraca.
- Wrentham School Committee Representative: Ms. Almeida – Board of Health discussion re their recommendation on policy as to whether masks should be mandated or not with recent increases in Covid cases.

**LATE COMMUNICATIONS:**

None

**REPORTS OF SPECIAL COMMITTEES:**

None

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

- Mr. Harmon and Mr. Knott referred to the navigation and search feature on the KP website as being problematic. Mr. Zinni will note this to the vendor.



- Mr. Harmon asked about having the Covid Dashboard put back on the KP website. Mr. Zinni will have this put back on the KP website.
- Members would like the bullying information and form put back on the KP website. Dr. Gilson will take care of this.
- Ms. Almeida would like to see a centralized inbox for school committee as a shared inbox.
- Mr. Knott wanted to ensure that for unvaccinated students that the School Committee is comfortable with the mask policy. Mr. Zinni indicated that this is a state requirement that we are following. Mr. Cates said that any protests should be with the state, not the school.

**ADJOURNMENT:**

**At 8:45pm, a Motion was made by Mr. Lehan, seconded by Mr. Knott, to adjourn. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0**

Mr. Khan, Chair, adjourned the meeting.

*Respectfully submitted,*

*Mrs. Elisa B. Witkus  
Secretary to the School Committee*

**Documents presented on December 6, 2021**

Agenda, December 6, 2021

Draft Minutes: November 1, 2021

HS Student Council Report

2021-2022 MS School Improvement Plan (1<sup>st</sup> reading)

HS Winter Music Fees

Job Description: Dean of Students (1<sup>st</sup> reading)

**KING PHILIP REGIONAL SCHOOL COMMITTEE  
MONDAY, DECEMBER 20, 2021- AGENDA – 7:00PM  
KING PHILIP REGIONAL HIGH SCHOOL - LIBRARY**

**1. ROLL CALL OF COMMITTEE MEMBERS**

**2. DELEGATIONS AND VISITORS**

Mr. Zinni, Dr. Gilson, Mr. Azer

**3. PUBLIC COMMENT:**

Anyone interested in commenting on an agenda item during the meeting or making a statement during the public comment period is asked to complete an information card and hand it to Mrs. Lisa Witkus, School Committee Secretary.

**4. CONSENT ITEMS: *All items listed below 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 requests, in which event the item will be considered in its normal sequence:***

A.R.

- Draft Minutes from December 6, 2021
- Payment of Bills/Warrants/ Budget Transfers
- Communication

**5. APPROVAL OF EXECUTIVE SESSION MINUTES**

None

**6. STUDENT COUNCIL REPORT**

Student Council Report: Miss James

I.O.

**7. REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

- District Update
- Mask Status
- FY22 Teacher Diversification Pilot Program Grant Award

I.O.

I.O.

I.O.

**8. UNFINISHED BUSINESS:**

KP Website Update: Centralized Inbox for School Committee Members

I.O.

**9. NEW BUSINESS:**

Superintendent Goals for 2021-2022

FY2022 Budget Update

FY2023 Budget Update

Job Description - MS Dean of Students (1<sup>st</sup> reading)

Job Description – Substitute Coordinator (1<sup>st</sup> reading)

A.R.

I.O.

I.O.

I.O.

I.O.

**10. REPORTS FROM SUBCOMMITTEES:**

Policy Subcommittee Meeting: Thursday, January 20, 2022 at 6pm

Finance Subcommittee Meeting, Monday, January 31, 2022 at 7pm

Negotiations Subcommittee meeting dates to be determined for Units A, C and D

I.O.

I.O.

I.O.

**11. REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Ms. Ward
- Plainville School Committee Representative: Mr. Brenneis
- Wrentham School Committee Representative: Ms. Almeida

I.O.

I.O.

I.O.

**12. LATE COMMUNICATIONS**

**13. REPORTS OF SPECIAL COMMITTEES**

**14. RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS**

**15. ADJOURNMENT**

A.R.

The items listed on this agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



✓

**King Philip Regional School Committee**  
**December 6, 2021– DRAFT**  
**King Philip Regional High School – Library**  
**201 Franklin Street, Wrentham, MA 02093**

**Opening of Meeting:**

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

**Recording of Meeting:**

This meeting was recorded by NorthTV/Plainville Channel.

**Roll Call of Members:**

**Members Present:**

Norfolk:	Mr. Jim Lehan, Mr. Eric Harmon
Plainville:	Mr. Christopher Brenneis, Mr. Samad Khan
Wrentham:	Mr. Trevor Knott, Ms. Grey Almeida, Mr. Marc Waxman

**Members Absent:**

Norfolk:	Ms. Sarah Ward
Plainville:	Mr. Bruce Cates
Wrentham:	Present

*(Mr. Bruce Cates arrived at 7:02pm. Ms. Sarah Ward arrived at 7:05pm.)*

**Public Comment:**

Mr. Khan read into the Minutes the Public Participation procedures.

The following community members spoke during the Public Participation period:

1. Mary Shell, Wrentham –Regarding masks requirements.
  2. Joanna McFarlan, Wrentham –Timely reply to questions.
  3. Julie Barrett, Wrentham – Privacy implications pertaining to Covid, protocols, and FERPA.
  4. Ms. Erin McDonald, Wrentham -KP COVID numbers.
  5. Ms. Lindsay Ghizzoni, Plainville – Discrimination incidents.
- Mr. Khan concluded the Public Comment Period at 7:14pm.

**CONSENT AGENDA:**

(All items listed in the Consent Agenda are considered routine and will be enacted by one motion if action is required.)

**Minutes of November 1, 2021:**

- A Motion was made by Mr. Lehan, seconded by Mr. Brenneis, to approve the Minutes of November 1, 2021, as presented. All in favor: Yes (8); No (0); Abstain (1-Ward). Motion carried 8-0-1

**Payment of Bills/Warrants:**

- A Motion was made by Mr. Lehan, seconded by Mr. Harmon, to approve the Payment of Bills/Warrants, as presented. All in favor: Yes (8); No (0); Abstain (1-Brenneis). Motion carried 8-0-1

### **Welcome to the KP Marching Band and Mr. Keough.**

Members of the KP Marching Band attended the School Committee Meeting this evening, Madison Blood, Anna Wolloff, Andrew LaBerge were applauded and recognized for their hard work and dedication as they performed and did an outstanding job receiving 2<sup>nd</sup> place in the National Competition at MetLife Stadium. Mr. Zinni thanked the students and their teachers, Mr. Wolloff and Mr. Keough, for their gift of music.

### **Communication:**

HS Student Council Report – Miss James, HS Student Council Representative, presented her report dated December 6, 2021.

### **Delegations and Visitors:**

Mr. Zinni, Superintendent, Dr. Susan Gilson, Assistant Superintendent, Mr. Azer, Director of Finance, Ms. Kreuzer, MS Principal

### **UNFINISHED BUSINESS: (Taken out of Order)**

#### **MS School Improvement Plan (2<sup>nd</sup> Reading)**

Ms. Kreuzer and her team at the MS did an excellent job aligning the 2021-2022 MS School Improvement Plan to the District Strategic Plan and School Committee Goals.

- **A Motion was made by Mr. Lehan, seconded by Ms. Ward to approve the 2021-2022 MS School Improvement Plan, as presented. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0.**

### **APPROVAL OF EXECUTIVE SESSION MINUTES:**

None

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

#### **District Update:**

Mr. Zinni shared information on the following topics:

- Congratulations to all of the fall sports teams for a very successful season. Mr. Zinni extended kudos to Mr. Brown, Athletic Director, and his coaching staff.
- DECA hosted their annual breakfast with Governor Baker's wife as keynote speaker. Mr. Zinni said that it was great to see all students inducted into the DECA Program and is looking forward to judging their presentations in January.
- An outstanding performance by PRISM was held at the High School.
- MS Healthy KP event was held in which volunteers held a weekend event for KP students. This included a Lip-sync Contest that engaged students in fun and substance-free events.
- MS Student Council presented a *Do-Good* December calendar encouraging acts of kindness for our school and students.
- The Affinity Group met and held dialog about how students see the school and how welcoming we are and discussed any improvements to be made.
- A Policy Subcommittee meeting will be scheduled to meet in January to review several policies under Section D – Fiscal Management recently revised by MASC and a few outstanding policies under Section I – Instruction.
- Dual College Enrollment – Mr. Zinni, Dr. Gilson and Dr. Mobley continue to meet with higher learning institutions to provide no cost or low-cost college courses to students. We also met with an EMT training



company to offer students a college level or certificate program in 1<sup>st</sup> responding, phlebotomy and other opportunities.

- Dr. Gilson is working with a consortium of 10 other communities who have met collaboratively as a focus group. Dr. Gilson has taken the lead on writing a competitive Impact and Implementation grant to initiate dual college opportunities on behalf of the consortium that includes the following districts: KP, North Attleboro, Attleboro, Norton, Easton, East Bridgewater, Avon, Holbrook, Taunton, and Scituate. She is hopeful to be able to offer something by the start of next school year. Mr. Knott thanked Dr. Gilson and referred to her as making significant contributions with writing grants for the district.
- Dr. Gilson gave an update on the Digital Literacy Grant where the district is functional as a Pre-K through 12 district.
- Mrs. Dot Pearl, Wellness Director organized several clinics that included Covid vaccinations for children ages 5-12, booster clinics, and flu clinic. Mr. Zinni thanked Mrs. Pearl for making obtaining these vaccines available as an easy and accessible resource for the KP community.
- Congratulations to Mr. Zinni who was awarded a national state leadership award to be received in Washington, DC in March. He has received this award twice on behalf of the organization.

#### **2021/2022 Calendar Change:**

Following discussion, a Motion was made to change December 23, 2021, from a full day to a half day to serve our students and families over the holiday season. Mr. Zinni will send out notification to families so that they can plan ahead for holiday travel. Mr. Cates suggested taking a vote on the calendar change as the School Committee approves the yearly school calendar.

- **A Motion was made by Mr. Cates, seconded by Ms. Almeida, to change December 23, 2021, from a full day to a half day on the 2021/2022 School Year Calendar. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0**

#### **Mask Status:**

- Mr. Zinni provided an update on the vaccination calculation rate that includes a combination of fully vaccinated staff and students in each building. The HS has reached 83% and a mask waiver has been granted by DESE for those staff and students who are vaccinated. The waiver applies only during the school day. The MS has not yet met the 80% threshold and cannot apply for a waiver at this time. Further updates will be made available as information is received.

#### **KyleCares Grant:**

KyleCares was started by a North Attleboro family who lost their son to suicide. A KyleCares KylePaloosa event was held on November 27, 2021 in which 4 schools were recognized: KP, Canton, North Attleboro, and Dean College. KP received a Grant in the amount of \$2500 to support wellness and health initiatives of the Active Minds Group at the HS to look at the issues of mental health. Mrs. Pearl, Wellness Director works along with two teachers at the HS as liaisons to KyleCares.

#### **NEW BUSINESS:**

##### **HS Winter Music Fees**

Mr. Azer provided an updated fee chart to the Committee and Mr. Zinni, Mr. Azer and Mr. Wolloff are available to answer any questions. Discussion ensued on reducing the fee of winter guard which is based on a percentage of the number of students in the program. If there are more than 15 members, then the cost will be reduced for this program.

- A Motion was made by Mr. Lehan, seconded by Ms. Ward, to approve the 2021/2022 HS Winter Music Fees, as presented. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0

**Job Description: Dean of Students (1<sup>st</sup> Reading)**

Mr. Zinni presented a 1<sup>st</sup> reading of the HS Dean of Students. Mr. Zinni explained that he is proposing to create an interim dean of students to the end of this school year at the HS to replace an assistant principal who is leaving the position. Mr. Zinni explained that this is the same job description as a HS Assistant Principal, with the exception of the evaluation process, and does not require a licensure of principal/assistant principal. The intent is to find a candidate to take over any discipline issues, attendance, and duties and then the other two assistant principals would take over the evaluation piece. The Dean of Students position would not pay at the same level as an assistant principal and there would be a cost savings to the district. We would then post accordingly for a permanent position. Discussion ensued on the possibility that if a candidate had the credentials, then the position of assistant principal could then be filled as that position already exists. Discussion continued that the status of this position could be reevaluated at the end of the school year.

Mr. Khan noted that the KPTA has endorsed this new position. Discussion ensued on the practice of waiving of first readings, in general.

- A Motion was made by Mr. Lehan, seconded by Mr. Harmon, to waive the 2<sup>nd</sup> reading of the Dean of Students job description and to approve this job description as presented. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0

**REPORTS FROM SUBCOMMITTEES:**

**Finance Subcommittee Meeting:**

New Meeting Date and Time: Thursday, 12/16/2021 at 5:30pm in Mr. Zinni's office located in the District Office, lower level of the Middle School.

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

- Norfolk School Committee Representative: Ms. Ward – No update at this time.
- Plainville School Committee Representative: Mr. Brenneis – Parent survey review, update by the ELA and Math support specialist, reviewed test and stay program; resignation of John Farraca.
- Wrentham School Committee Representative: Ms. Almeida – Board of Health discussion re their recommendation on policy as to whether masks should be mandated or not with recent increases in Covid cases.

**LATE COMMUNICATIONS:**

None

**REPORTS OF SPECIAL COMMITTEES:**

None

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

- Mr. Harmon and Mr. Knott referred to the navigation and search feature on the KP website as being problematic. Mr. Zinni will note this to the vendor.



- Mr. Harmon asked about having the Covid Dashboard put back on the KP website. Mr. Zinni will have this put back on the KP website.
- Members would like the bullying information and form put back on the KP website. Dr. Gilson will take care of this.
- Ms. Almeida would like to see a centralized inbox for school committee as a shared inbox.
- Mr. Knott wanted to ensure that for unvaccinated students that the School Committee is comfortable with the mask policy. Mr. Zinni indicated that this is a state requirement that we are following. Mr. Cates said that any protests should be with the state, not the school.

**ADJOURNMENT:**

**At 8:45pm, a Motion was made by Mr. Lehan, seconded by Mr. Knott, to adjourn. All in favor: Yes (9); No (0); Abstain (0). Motion carried 9-0-0**

Mr. Khan, Chair, adjourned the meeting.

*Respectfully submitted,*

*Mrs. Elisa B. Witkus  
Secretary to the School Committee*

**Documents presented on December 6, 2021**

Agenda, December 6, 2021  
Draft Minutes: November 1, 2021  
HS Student Council Report  
2021-2022 MS School Improvement Plan (1<sup>st</sup> reading)  
HS Winter Music Fees  
Job Description: Dean of Students (1<sup>st</sup> reading)

# King Philip High School

## School Committee Report

Submitted by Ahunna James

---

December 20, 2021

### School Wide

Students are very much looking forward to the holiday break. Everyone is working hard on final projects and exams before leaving. A spirit week is planned for the week leading into break.

### Sports

All teams have kicked off their seasons—basketball, track, hockey, swim, winter cheer and gymnastics.

### Fine and Performing Arts

Indoor percussion and winter guard have started rehearsals and will begin competitions in late January.

The percussion and jazz ensembles held their winter concert on December 9.

The King Philip High School Concert Choir, Wind Ensemble and Symphonic Winds will be presenting their Winter Concert on Tuesday December 21st at 7pm in the High School Auditorium. The concert will feature works by Purcell, Berlin, Bernstein, Grainger and more. Admission is free.

### KP Drama & KP GAPS

Following the exemplary work done by all of the student technicians of GAPS in supporting the December Drama production, The Brothers Grimm Spectaculathon, GAPS technicians underwent training on the middle school's new auditorium audio system and have been providing tech support for the various holiday season music concerts on the stage of the Grady Theatre throughout December.

Junior Allison Boie and Senior Zachary Sorel provided audio support for the Percussion and Jazz Ensemble Concert on Thursday, Dec. 9th, followed by providing lighting support for the middle school holiday band concert held at the high school on Wednesday, Dec. 15th. They, along with Charlotte Griffin and Kurt Warnick will be rounding out the holiday concert season by providing lighting and audio support for the high school combined band and chorus concert on Tuesday, Dec. 21st. This is in addition, of course, to providing a rotating audio technical support coverage by Zach and Charlotte for the bi-weekly School Committee meetings.



## **Clubs**

### **DECA**

KP DECA is excited to begin a competition season right after winter break beginning at the Mansfield Holiday Inn for our district conference on January 5 and 6. Our chapter has worked extremely hard creating their projects and are excited to return to in-person conferences this school year. The school committee and administration are invited to attend our awards session on January 5 at the Mansfield Holiday Inn at 1:30 pm

### **2022 Student Government**

The class of 2022 held its first meeting of the prom committee on Tuesday, December 7th. We also helped secure a victory during the Class Competition. Ideas for events after winter break are in the works.

### **Business Honor Society**

Sydney O'Shea was elected President of the Business Honor Society, 2nd year in a row!

BHS President is elected on a KP merit based system - Sydney earned the most points. In addition to her scholarship, Sydney is involved at KP in numerous ways including multiple honor societies, clubs, organizations, year round athletics (field hockey, ice hockey, track). Sydney captains girls ice hockey and spring track.

Christina Gifun was elected Vice President of the Business Honor Society and will be assisting Sydney. Christina is also involved at KP in numerous ways including multiple honor societies, clubs and organizations. Christina is a year round field hockey enthusiast whether playing or coaching multiple KP youth development teams. Christina captained girls field hockey.

Now in its 9th year of existence under the advisory of Mr. Swansburg, Business Honor Society looks forward to Sydney and Christina's contributions and leadership!

### **2024 Student Government**

The freshmen and sophomores are planning a combined dance in March.

### **Model UN**

On Saturday, December 11th, King Philip Model UN attended the digital St. John's Prep Model UN Conference. The entire delegation performed admirably, and three members won first prize Best Delegate Awards for their committees: Gina Brown, who represented China on the World Health Organization, Andrew LaBerge, who represented China in the General Assembly, and Jonathan Fornash, who represented the University of Georgia on an NCAA Committee that debated college athlete compensation. They look forward to future digital and in-person conferences in the months to come.

## **KP Cares**

KP Cares just wrapped up their giving tree event. A record number of community requests were made with families picking up their wrapped gifts on Saturday, December 11.

In conjunction with the Student Council, KP Cares is creating a winter wonderland on January 4 in the main sections of the school and other clubs will decorate teachers' doors in a winter wonderland theme.

This past Wednesday our board met with the founder of Guardians of the Streets in Brockton to drop off bags full of essentials.

## **Student Council**

Student Council ran a Class Competition on December 9th. The four classes competed against each other in events such as tug-of-war, pudding eating contest, and knockout. The seniors (class of 2022) ended the event with the most points winning the prize of \$1000 (\$500 from StuCo and \$500 from Dr. Mobley). Money will be used towards the senior prom.

This past weekend StuCo set up a holiday scene in the Merry and Bright event in Norfolk.

In collaboration with the interclub council, StuCo will be holding a spirit week leading up to holiday break—Pajama Day, Dress Up Day, Ugly Sweater Day and Flannel Day.

On Tuesday and Wednesday before vacation, StuCo will be handing out hot chocolate and candy canes to students in between classes!

**Follow the following social media accounts--@kpcares, @kpstuco, @kphighschool, @kphsathletics**



## King Philip Middle School

### School Committee Report

---

December 20, 2021

#### **Art Club**

Art Club has been meeting weekly for the past two months. While the time is meant to be an open studio for students to make friends and be creative, we are currently working on an exciting project! Students were asked to pick their favorite candy or snack food to turn into giant sculptures. We just finished the paper mache base and are ready to start painting!

#### **Video Club**

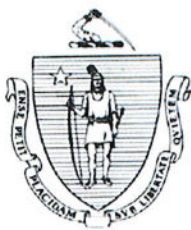
This club meets every Tuesday to create the Friday Video Announcements throughout the year.

#### **KPMS Ski & Snowboard Club**

The KPMS Ski & Snowboard Club is back on again this year! We will take 5 motorcoaches up to Wachusett Mountain for some great ski nights starting January 12. Bring on the good snow!

#### **Yearbook Club**

Yearbook Club is going well. Students are especially enjoying the photography assignments. The students are beginning to learn the graphic design program used to design the layout and yearbook pages. The next two meetings will familiarize students with the tools provided in the program and allow them time to create a practice page to showcase their new skills.



OFFICE OF THE GOVERNOR  
COMMONWEALTH OF MASSACHUSETTS  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

December 10, 2021

Dear Superintendent Zinni,

Congratulations! We are pleased to notify you that King Philip Regional School District has been awarded an FY22 Teacher Diversification Pilot Program grant of \$22,838.

We want to thank you for your commitment towards continuing to improve the educational experience for students. Through this funding and your continued support, we hope to expand access to great educational opportunities in the Commonwealth.

You will be receiving further instructions from the Department of Elementary and Secondary Education on next steps, and please feel free to contact Sylvia Lam at [Sylvia.Lam@mass.gov](mailto:Sylvia.Lam@mass.gov) or Shay Edmond at [Sheika.A.Edmond@mass.gov](mailto:Sheika.A.Edmond@mass.gov) if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Charles Baker".

Governor Charles D. Baker

A handwritten signature in blue ink that reads "Karyn E. Polito".

Lt. Governor Karyn E. Polito






# King Philip Regional School District

18 King Street  
Norfolk, MA 02056  
Telephone: 508-520-7991  
District Main Fax: 508-520-2044

## Superintendent Goals for 2021-2022

1. By June 2022, I will develop and defend a fiscally appropriate budget, designed to provide all students with a high quality education.
  - *FY 2022 Measure of Achievement: Approval of fiscally appropriate budget that supports district's mission and strategic plan.*
2. By June 2022, I will continue to increase the quality and quantity of communication to parents, the community and school committee.
  - *FY 2022 Measure of Achievement: Demonstration of improved communication to parents, the community and school committee.*
3. By June of 2022, I will investigate early college opportunities for King Philip high school students and if feasible present an implementation plan for the 2022-2023 school year.
  - *FY 2022 Measure of Achievement: End of year report outlining results of the investigation & possible 2022-2023 implementation plan.*
4. By June of 2024, I will ensure the full implantation of the district's 2019-2024 strategic plan.
  - *FY 2021 Measure of Achievement: Successful completion of milestones per benchmark schedule.*

# FY 2022 Budget



King Philip Regional School District  
December 20, 2021

1

1

## Revenue

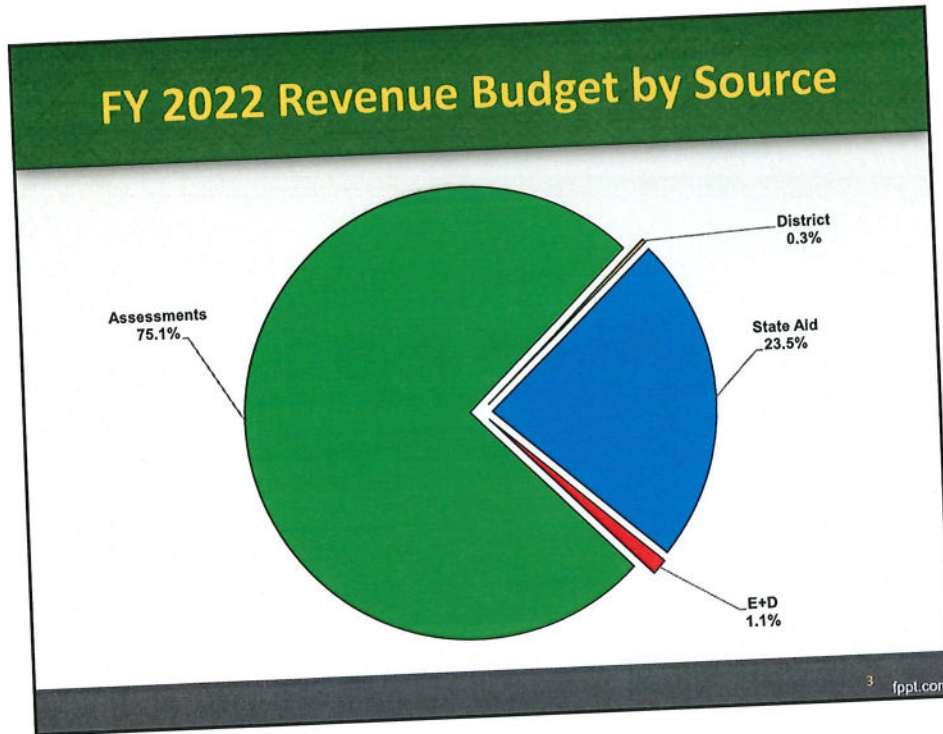


2

fppt.com

2





3

### FY 2022 Revenue Comparison

	Budget	YTD Actual	Remaining	\$ Balance	% Balance
Assessments	26,763,416	13,550,572	13,212,844	- 0 -	- 0 -
Debt Service	1,681,000	448,040	1,232,960	- 0 -	- 0 -
State Aid	8,365,863	3,225,247	5,260,357	119,741	+1.43%
District	90,000	170,128	52,488	132,616	+147%
E+D	400,000	400,000	- 0 -	- 0 -	- 0 -
<b>TOTALS</b>	<b>37,300,279</b>	<b>17,793,987</b>	<b>19,758,649</b>	<b>252,357</b>	<b>+0.68%</b>

4

### FY 2022 State Aid Comparison

	Budget	YTD Actual	Remaining	\$ Balance	% Balance
<b>Chapter 70</b>	7,653,700	3,189,040	4,464,660	- 0 -	- 0 -
<b>Charter Reimbursement</b>	62,949	25,472	35,668	(1,809)	-2.87%
<b>Transportation Reimbursement</b>	649,214	10,735	760,029	121,550	+18.7%
<b>TOTALS</b>	<b>8,365,863</b>	<b>3,225,247</b>	<b>5,260,357</b>	<b>119,741</b>	<b>+1.43%</b>

5 fppt.com

5

### COVID Grants Summary

Description	Grant Amount	Expended	Available	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025											
				9/30/20	12/31/20	3/31/21	6/30/21	9/30/21	12/31/21	3/31/22	6/30/22	9/30/22	12/31/22	3/31/23	6/30/23	9/30/23	12/31/23	3/31/24	6/30/24	9/30/24	12/31/24	3/31/25	6/30/25
Remote Learning Technology Essentials	\$182,796	\$182,796	\$0																				
CARES (from towns)	\$349,600	\$349,600	\$0																				
State Coronavirus Prevention Fund	\$68,900	\$68,900	\$0																				
COVID Relief School Reopening Grant	\$459,675	\$0	\$459,675																				
ESSER I	\$43,934	\$43,934	\$0																				
ESSER II	\$171,590	\$0	\$171,590																				
ESSER III	\$362,908	\$0	\$362,908																				
<b>TOTALS</b>	<b>\$1,639,403</b>	<b>\$645,230</b>	<b>\$994,173</b>																				

6 fppt.com

6



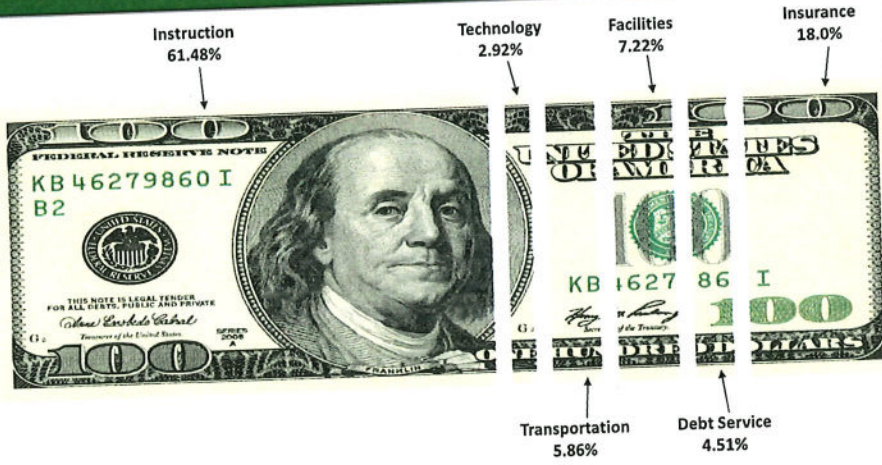
# Expenses



fppt.com

7

## FY 2022 Budget by Area



Area	Percentage
Instruction	61.48%
Technology	2.92%
Facilities	7.22%
Insurance	18.0%
Transportation	5.86%
Debt Service	4.51%

fppt.com

8

## FY 2022 Budget Introduction

- This report shows year-to-date performance of the general operating budget only. We also have additional funds available in COVID grants (as shown in a previous slide) and reserve accounts such as Circuit Breaker.
- Our general practice is to charge most expenses to the general fund and then reconcile accounts with grants and other funds towards the end of the fiscal year.
- Therefore, any deficits shown on the following pages are “on paper” only and will not result in actual deficits at the end of the fiscal year.
- There are also several expenses incurred this year that have been charged to the general fund but will eventually be reconciled to a grant or another fund. Some examples include:
  - Summer school programming and transportation
  - Facilities repairs and related expenses
  - Special education out-of-district tuition

9 fppt.com

9

## FY 2022 Budget Summary

	Budget	YTD Actual	Encumbered	Unencumbered	\$ Balance	% Balance
Instruction	22,933,597	8,717,643	14,564,159	(86,105)	(262,100)	-1.14%
Technology	1,088,461	498,075	417,129	167,824	5,433	+0.50%
Transportation	2,184,390	670,337	1,516,168	25,115	(27,231)	-1.25%
Facilities	2,694,289	1,071,008	1,501,534	164,541	(42,794)	-1.59%
Insurance	6,718,542	3,421,605	2,365,166	935,865	(4,093)	-0.06%
Debt Service	1,681,000	- 0 -	- 0 -	1,681,000	- 0 -	- 0 -
<b>TOTALS</b>	<b>37,300,279</b>	<b>14,378,667</b>	<b>20,364,156</b>	<b>2,888,240</b>	<b>(330,784)</b>	<b>-0.89%</b>

10 fppt.com

10



### FY 2022 Instruction Budget

	Budget	YTD Actual	Encumbered	Unencumbered	\$ Balance	% Balance
Salaries	18,854,893	6,536,079	11,700,697	631,919	(13,803)	-0.07%
Supplies & Services	1,200,515	381,597	373,486	389,217	56,215	+4.68%
Athletics & Student Act.	636,182	7,483	25,482	584,888	18,359	+2.89%
Professional Development	140,900	50,746	16,591	77,951	(4,388)	-3.11%
Security	140,000	13,181	28,359	69,825	28,635	+20.5%
Out-of-District Tuition	1,961,108	1,728,558	2,419,575	(1,839,906)	(347,119)	-17.7%
<b>TOTALS</b>	<b>22,933,597</b>	<b>8,717,643</b>	<b>14,564,159</b>	<b>(86,105)</b>	<b>(262,100)</b>	<b>-1.14%</b>


11 fppl.com

11

### FY 2022 Technology Budget

	Budget	YTD Actual	Encumbered	Unencumbered	\$ Balance	% Balance
Salaries	339,311	180,368	230,971	- 0 -	(72,028)	-21.2%
Equipment	248,500	42,741	21,714	5,500	178,545	+71.9%
Network	210,500	39,194	93,891	92,199	(14,784)	-7.02%
Software	70,900	62,642	1,320	6,938	- 0 -	- 0 -
Supplies	219,250	173,131	69,232	63,186	(86,300)	-39.4%
<b>TOTALS</b>	<b>1,088,461</b>	<b>498,075</b>	<b>417,129</b>	<b>167,824</b>	<b>5,433</b>	<b>+0.50%</b>

Salary deficit due to restoration of Instructional Technology Specialist cut in FY 2018. Position was funded by "buying ahead" equipment with unspent FY 2021 funds, to free up FY 2022 funds.



12 fppl.com

12

## FY 2022 Transportation Budget

	Budget	YTD Actual	Encumbered	Unencumbered	\$ Balance	% Balance
Regular Education	1,047,390	413,183	647,190	- 0 -	(12,983)	-1.24%
Special Education	1,062,000	247,484	788,871	25,115	530	+0.05%
Homeless	75,000	9,671	80,107	- 0 -	(14,778)	-19.7%
<b>TOTALS</b>	<b>2,184,390</b>	<b>670,337</b>	<b>1,516,168</b>	<b>25,115</b>	<b>(27,231)</b>	<b>-1.25%</b>



13 fppt.com

13

## FY 2022 Facilities Budget

	Budget	YTD Actual	Encumbered	Unencumbered	\$ Balance	% Balance
Custodial Services	834,700	389,459	381,079	(29,226)	93,389	+11.2%
Utilities	1,030,500	246,521	753,717	24,256	6,006	+0.58%
Grounds	216,266	92,073	95,639	11,427	17,128	+7.92%
Buildings	535,122	260,416	188,801	136,174	(50,269)	-9.39%
Equipment	77,700	82,539	82,899	21,910	(109,048)	-140%
<b>TOTALS</b>	<b>2,694,289</b>	<b>1,071,008</b>	<b>1,501,534</b>	<b>164,541</b>	<b>(42,794)</b>	<b>+1.59%</b>

- Deficits in Buildings & Equipment largely due to HS guidance suite and administration roof, as well as MS boilers


14 fppt.com

14



## FY 2022 Insurance Budget

	Budget	YTD Actual	Encumbered	Unencumbered	\$ Balance	% Balance
Active Employees	4,058,341	1,653,890	2,153,702	240,242	10,507	+0.26%
Retired Employees	1,337,870	642,247	- 0 -	695,623	- 0 -	- 0 -
Retirement Contributions	1,168,007	1,014,809	162,459	- 0 -	(9,261)	-0.79%
Non-Employee Insurance	154,324	110,659	49,004	- 0 -	(5,339)	-3.46%
<b>TOTALS</b>	<b>6,718,542</b>	<b>3,421,605</b>	<b>2,365,166</b>	<b>935,865</b>	<b>(4,093)</b>	<b>-0.06%</b>



- Non-employee insurance includes property, liability, accident, auto, etc.


15 fppt.com

15

## FY 2022 Debt Service Budget

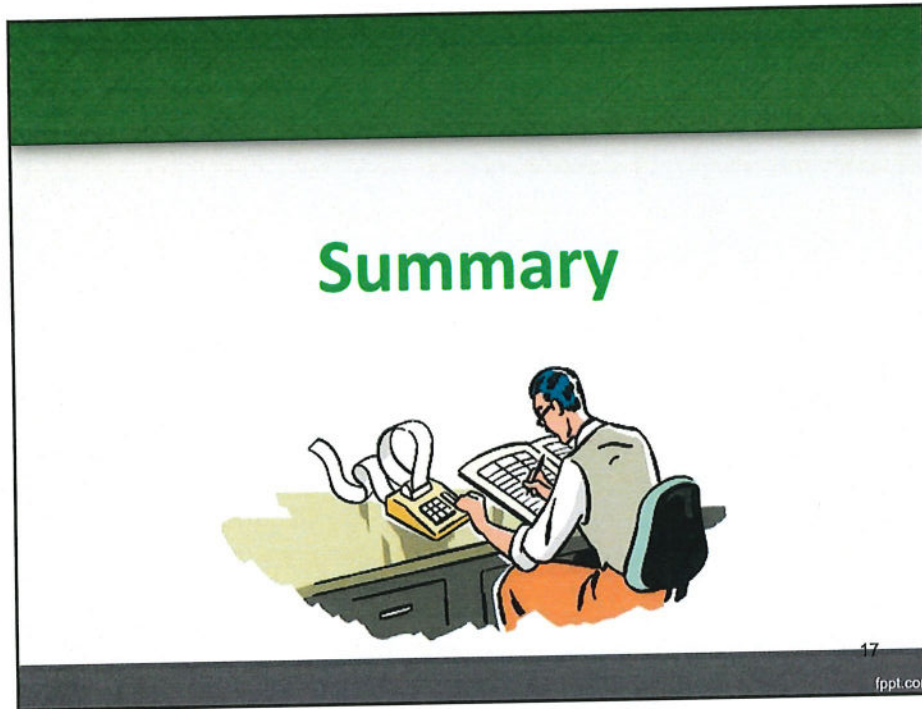
	Budget	YTD Actual	Encumbered	Unencumbered	\$ Balance	% Balance
Principal	1,370,000	- 0 -	- 0 -	1,370,000	- 0 -	- 0 -
Interest	311,000	- 0 -	- 0 -	311,000	- 0 -	- 0 -
<b>TOTALS</b>	<b>1,681,000</b>	<b>- 0 -</b>	<b>- 0 -</b>	<b>1,681,000</b>	<b>- 0 -</b>	<b>- 0 -</b>

Last year of debt service payments is in FY 2026



16 fppt.com

16



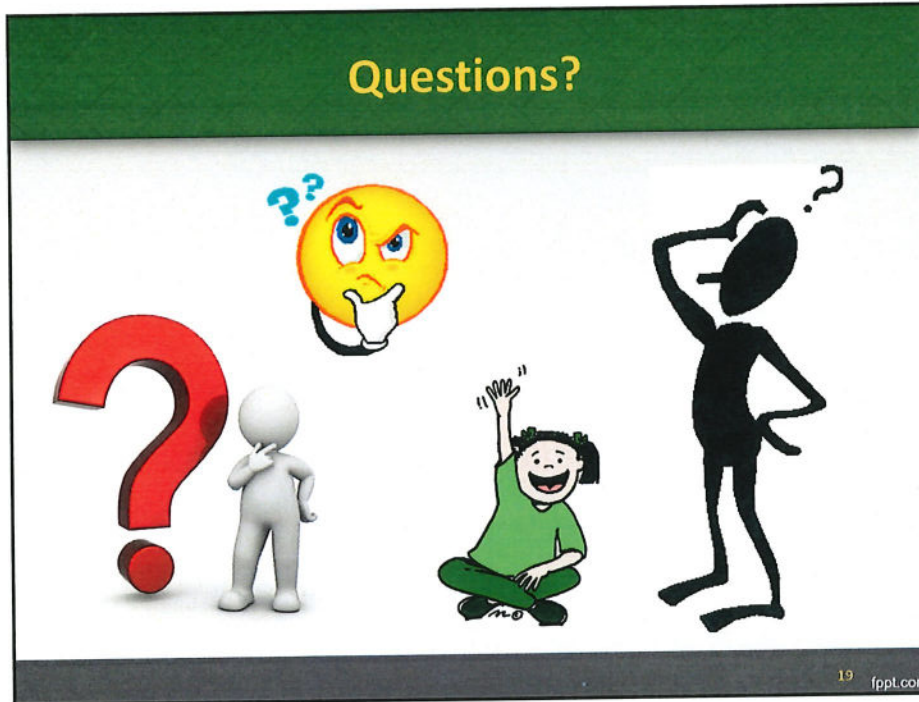
17

### FY 2022 Budget Summary

	Budget	YTD Actual	Encumbered / Unencumbered	Projected \$ Balance
Revenue	37,300,279	17,793,987	19,758,649	252,357
Expenses		14,378,667	23,252,396	(330,784)
SUB-TOTAL				(78,427)


18







# FY 2023 Budget



King Philip Regional School District  
December 20, 2021




1

1

## FY 2023 Budget Calendar

Date	Description
Wednesday 1/26/2022	Governor's budget released
Monday 2/7/2022	Public budget hearing
Monday 3/7/2022	Final budget adoption
Tuesday 5/10/2022	Norfolk Town Meeting
Monday 6/6/2022	Plainville & Wrentham Town Meetings



Finance subcommittee  
meetings are scheduled  
throughout budget process

2 fppt.com

2





3

### FY 2023 District Revenue Projection

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Projection
Medicaid Reimburse	- 0 -	55,875	102,762	80,000	80,000
Interest Income	28,637	23,010	4,025	10,000	10,000
Other Revenue	101,410	174,835	147,026	- 0 -	- 0 -
Excess & Deficiency (E+D)	400,000	400,000	400,000	400,000	400,000
<b>TOTALS</b>	<b>530,047</b>	<b>653,721</b>	<b>653,813</b>	<b>490,000</b>	<b>490,000</b>

**Assumption:** Level funding from FY 2022 to FY 2023

4

### FY 2023 State Aid Projection

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Projection
<b>Chapter 70</b>	7,529,320	7,592,980	7,592,980	7,653,700	7,653,700
Transportation Reimbursement (incl. Homeless)	697,840	648,273	684,767	649,214	760,029
Charter Tuition Reimbursement	11,262	34,033	138,583	62,949	61,140
<b>TOTALS</b>	8,238,422	8,275,286	8,416,330	8,365,863	8,474,869

**Assumption:** Level funding from final FY 2022 state budget

5 fppt.com

5

### FY 2023 Total Revenue Projection

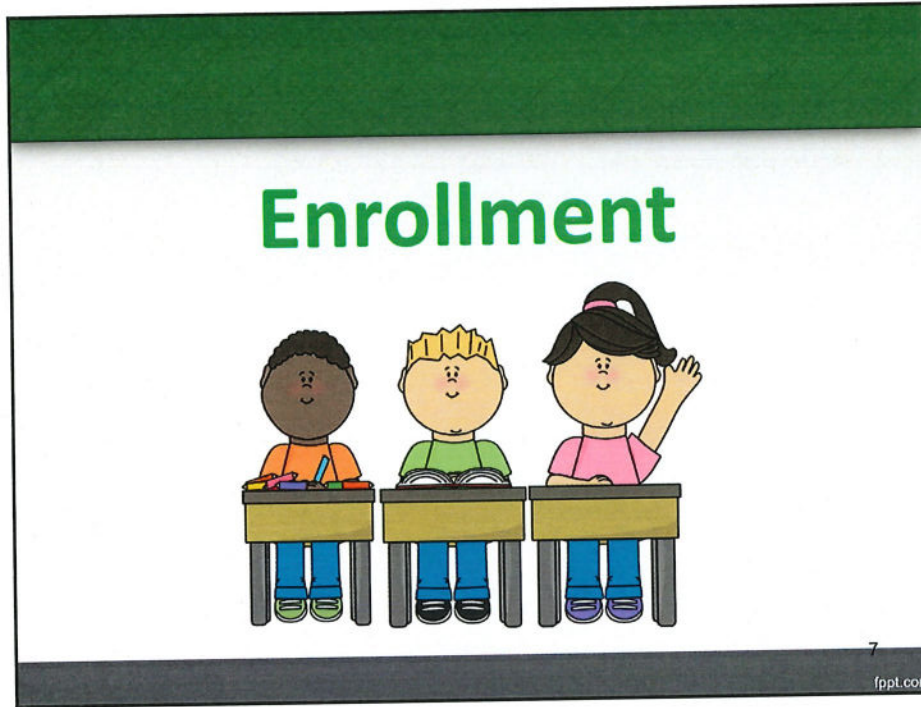
	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Budget	FY 2023 Projection	% Variance
<b>State Aid</b>	8,238,422	8,275,286	8,416,330	8,365,863	8,474,869	+1.30%
District Revenue	530,047	653,721	653,813	490,000	490,000	- 0 -
Debt Service	2,119,001	1,853,749	1,749,500	1,681,000	1,607,624	-4.37%
Member Town Assessments	23,951,906	24,871,613	25,575,579	26,763,416	27,722,988	+3.59%
<b>GRAND TOTALS</b>	34,839,376	36,654,369	36,395,222	37,300,279	38,295,481	+2.67%
<b>OPERATING BUDGET ONLY</b>	32,720,375	33,800,620	34,645,722	35,619,279	36,687,857	+3.00%

3% increase to operating budget requires 3.59% total increase to assessments

6 fppt.com

6





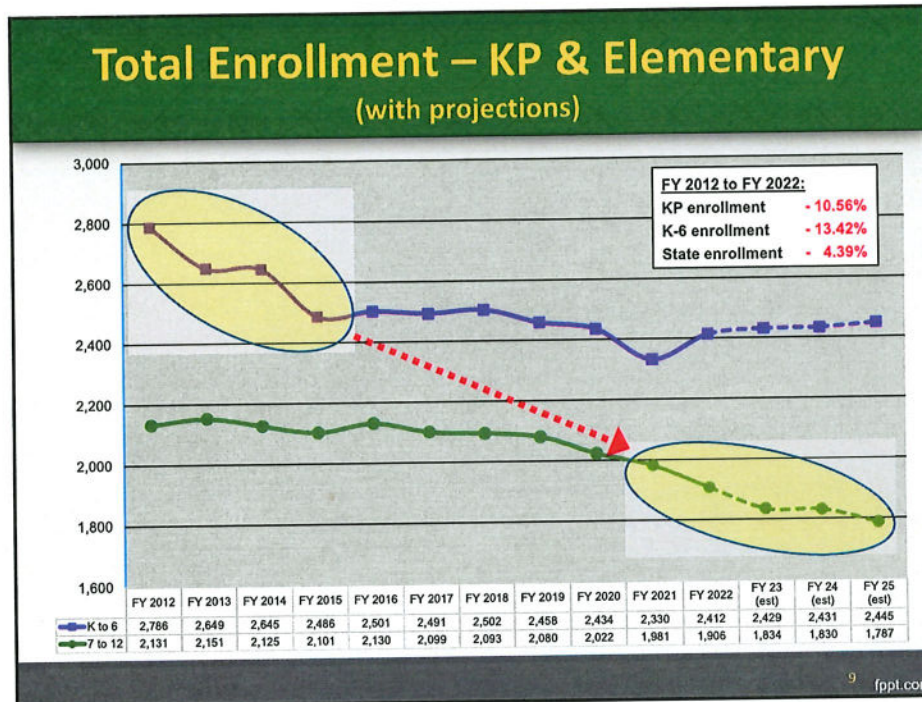
7

### 2021-22 Enrollment

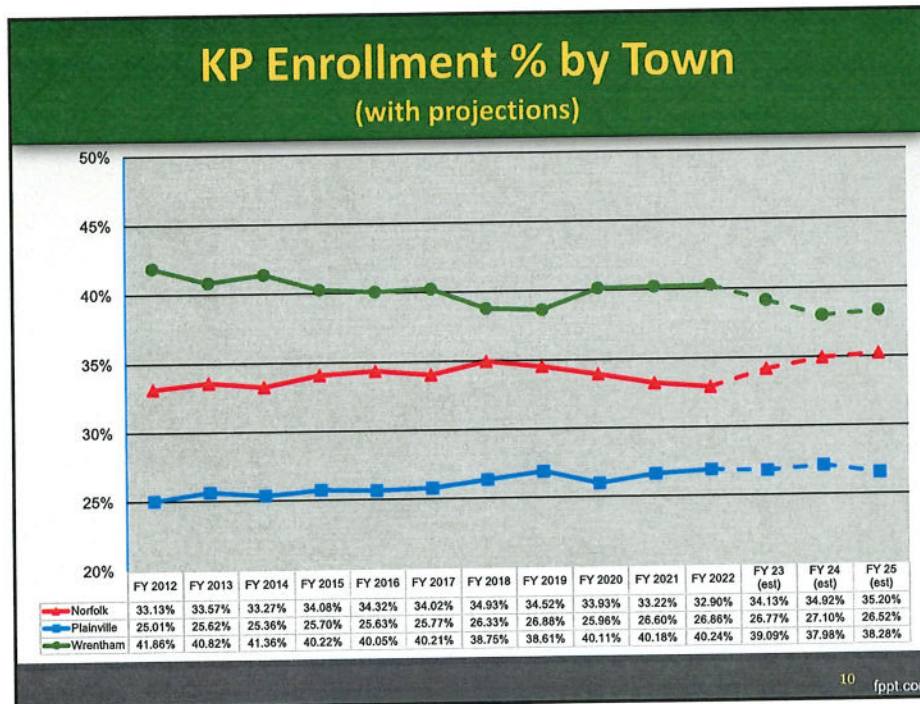
Grade	Norfolk	Plainville	Wrentham	TOTALS
7 <sup>th</sup>	103	84	131	318
8 <sup>th</sup>	130	118	151	399
9 <sup>th</sup>	88	70	116	274
10 <sup>th</sup>	99	86	118	303
11 <sup>th</sup>	94	67	113	274
12 <sup>th</sup>	113	87	138	338
<b>TOTALS</b>	<b>627</b>	<b>512</b>	<b>767</b>	<b>1,906</b>
<b>% of TOTAL</b>	<b>32.90%</b>	<b>26.86%</b>	<b>40.24%</b>	

*Above percentages are used to allocate costs above the required local contribution*

8

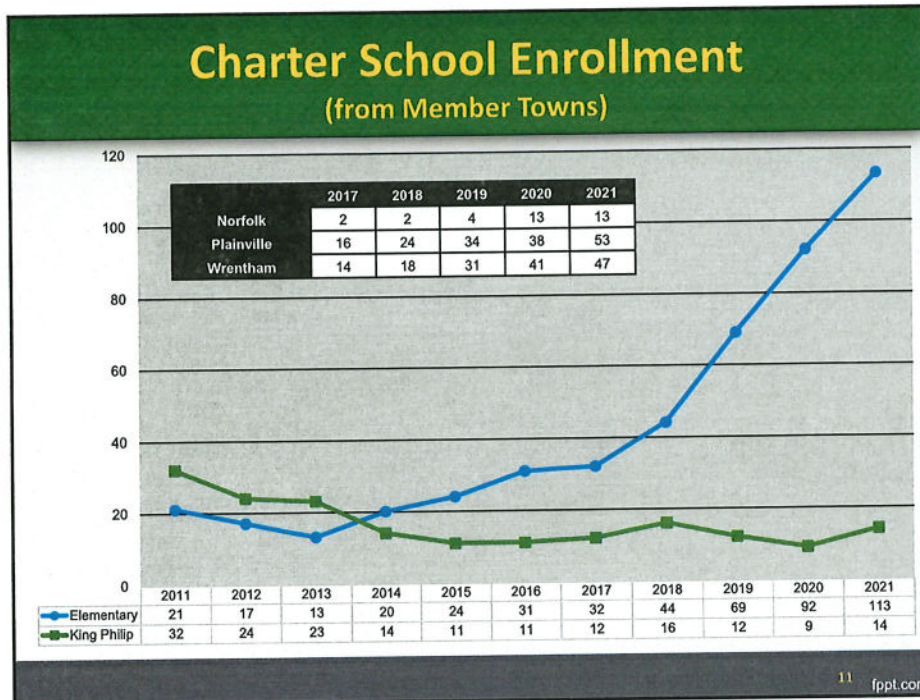


9

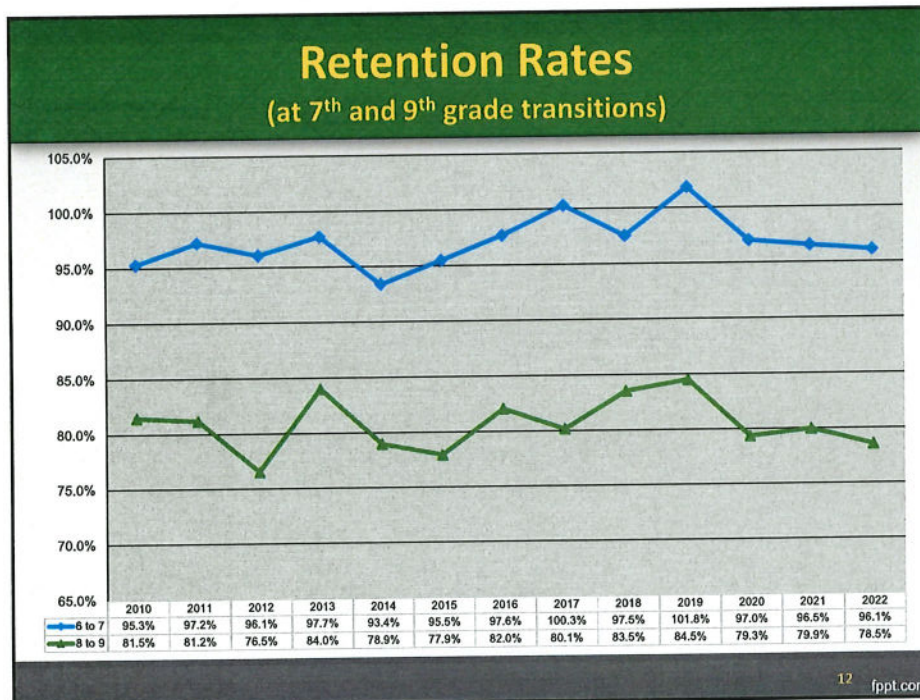


10



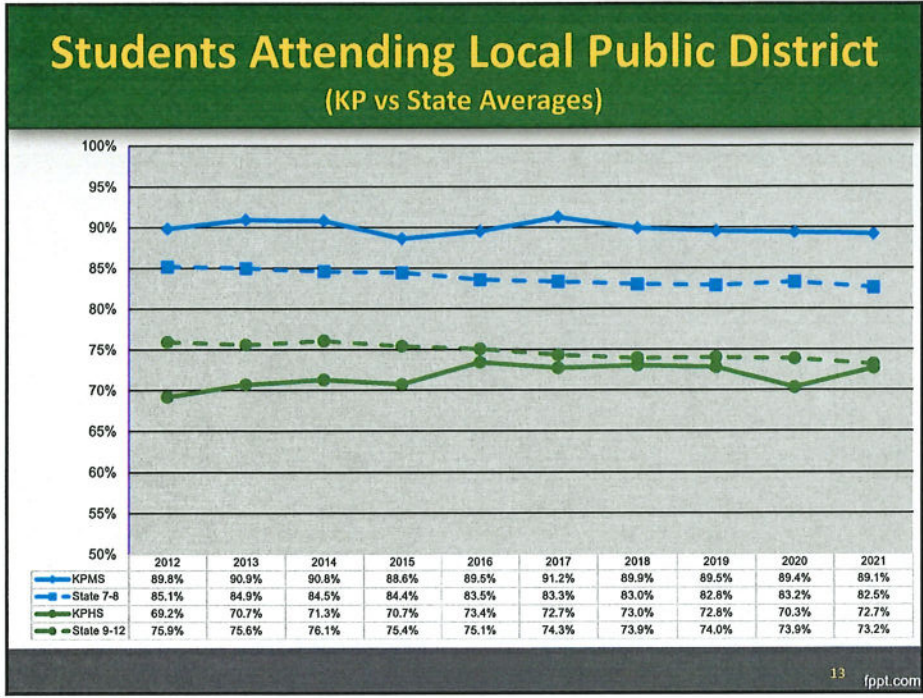


11

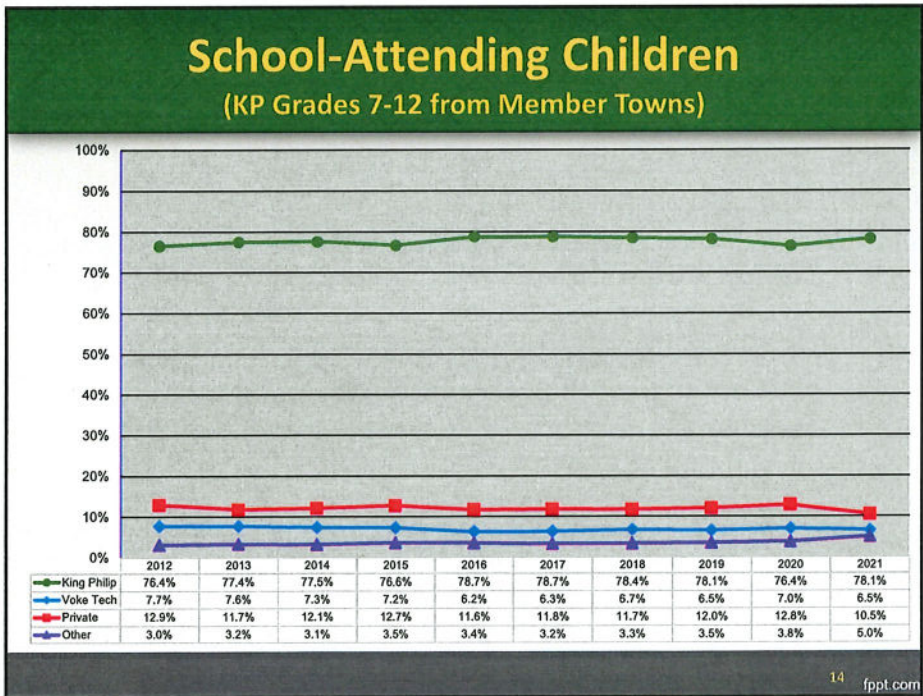


12





13



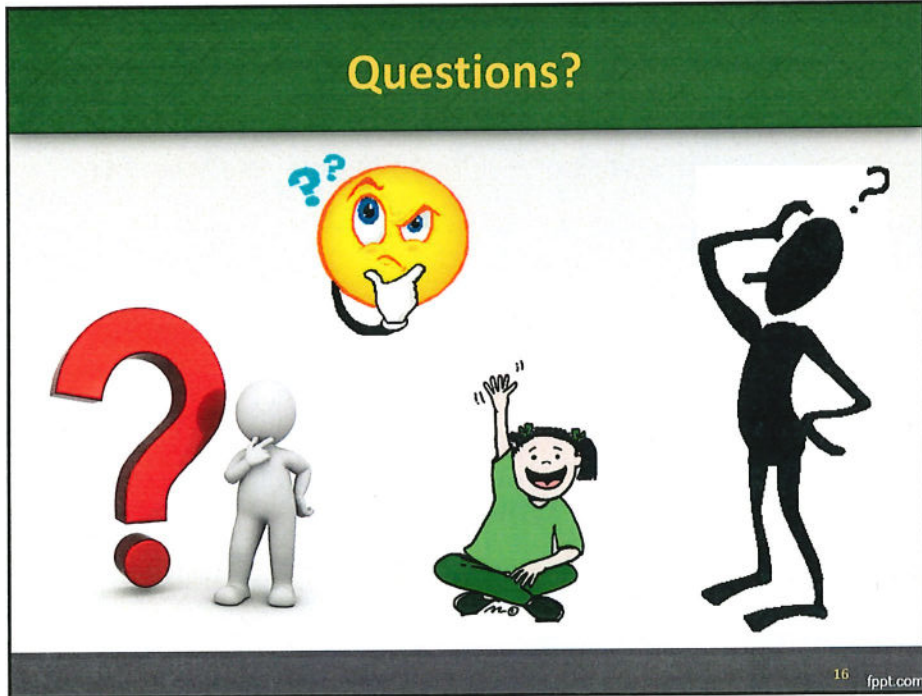
14

### School-Attending Children (Hockomock League)

HIGH SCHOOL	Public	Vocational	Choice & Charter	Private	Home School
Attleboro	82.7%	1.5%	4.5%	9.8%	1.24%
Canton	82.0%	5.9%	0.1%	10.9%	0.43%
Easton	86.3%	6.0%	1.5%	4.8%	0.99%
Foxboro	81.6%	6.0%	2.1%	8.7%	0.76%
Franklin	84.1%	8.4%	1.6%	5.1%	0.15%
<b>KING PHILIP</b>	<b>72.7%</b>	<b>9.7%</b>	<b>2.8%</b>	<b>12.5%</b>	<b>1.32%</b>
Mansfield	81.8%	6.5%	1.8%	8.7%	0.76%
Milford	78.1%	9.9%	5.9%	4.5%	0.53%
North Attleboro	66.4%	15.5%	3.1%	14.3%	0.55%
Sharon	89.6%	1.4%	1.6%	6.4%	0.81%
Stoughton	78.7%	7.8%	5.0%	7.7%	0.08%
Taunton	67.2%	24.7%	5.8%	0.0%	0.92%
HOCK AVG	78.6%	9.3%	3.2%	7.5%	0.73%
STATE AVG	73.2%	9.7%	7.5%	8.3%	0.73%

15 fppt.com

15



16





# King Philip Regional School District

18 King Street  
Norfolk, MA 02056  
Telephone (508) 520-7991  
Fax (508) 520-2044

## **Position Summary**

The role of the *Substitute Coordinator*, under the direction of the school administration, is to coordinate the scheduling of substitute teachers for the Middle or High School. The role includes daily monitoring of requests for substitute teachers due to illness or planned and approved absences, and working to fill these temporary vacancies. The *Substitute Coordinator* troubleshoots potential issues, communicates concerns as they relate to teacher absence and coverage, and maintains consistent communication with the building administration.

**Title:** Middle School Substitute Coordinator / High School Substitute Coordinator

**Reports to:** Building Level Administrator

## **Primary Responsibilities:**

### **Attendance Monitoring**

- Manage the teacher absence notification process.
- Schedule substitute teachers as needed
- Schedule substitutes for emergency coverage needs
- Work with Building Administrator to identify coverage options when substitutes are not available

### **Communication and Structure**

- Communicate appropriate staff of substitute/coverage arrangements
- Orient new substitutes on schedule, blue binders, and general procedures including appropriate administrator to reach out to for discipline issues that cannot be handled in the classroom
- Provide class lists if needed and communicate with the administration when this occurs
- Maintain a binder/electronic folder or similar of coverage needs
- Maintain accurate attendance records to submit to District Office
- Communicate personal absence with the backup coordinator

## **Qualifications**

- Excellent organization skills
- Demonstrated experience with record keeping
- Strong communication skills

## **Stipend Amounts**

- Middle School Substitute Coordinator \$5,000 per year
- High School Substitute Coordinator \$6,000 per year



**King Philip Regional School District  
Position Description**

<b>Position Title:</b>	<b>Dean of Students</b>		
<b>Department:</b>	<b>Middle School</b>		
<b>Reports To:</b>	<b>Principal/Assistant Principal</b>		
<b>Prepared By:</b>	<b>Dr. Gilson, Assistant Superintendent</b>	<b>Date:</b>	<b>11/29/21</b>
<b>Approved By:</b>	<b>School Committee</b>	<b>Approved:</b>	<b>12/20/21</b>

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties as may be assigned.*

- Assume overall responsibility for the high school in-school suspension program
- Request from teachers their assignments for students assigned to in-school suspension
- Work with teachers and guidance to monitor the academic progress of students with attendance issues
- Maintain communication with parents on the academic progress of students with attendance issues
- Monitor student attendance and provide disciplinary action in accordance with the Student and Parent Handbook
- Provide disciplinary action in accordance with the Student and Parent Handbook when teachers provide referrals for handbook infractions
- Collaborate with teachers to monitor class attendance and provide disciplinary action in accordance with the Student and Parent Handbook
- Support teachers in their efforts to maintain effective classroom management
- Provide clear and consistent communication to students, teachers, parents, and administrators
- Support high school leadership team in the prevention and investigation of unauthorized behaviors in school
- Supervise coverage for daily teacher absences/emergency coverage needs
- Supervise students in the morning and during lunch
- Assist with other duties as needed

**SUPERVISORY RESPONSIBILITIES:**

General supervision of students.

Nighttime supervision of students at extracurricular or athletic events

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Minimum of a Bachelor's Degree

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Massachusetts Teaching Certificate

**TERMS OF EMPLOYMENT:**

Individual Employment Contract

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the district.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable in standardized situations.

**OTHER SKILLS and ABILITIES:**

Exhibit qualities of leadership and organizational ability and reflect a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and School Committee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and stand.

Occasionally the employee will sit and or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel,



reach above the head, reach forward and repeat the same hand motion many times while performing the duties of the job.

The specific vision requirements of the job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation in a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the band in order to give directions.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will continuously work inside or outside depending on the sporting event. Occasionally the employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment will be noisy.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*