

KING PHILIP REGIONAL SCHOOL COMMITTEE  
MINUTES – Approved  
September 19, 2016  
King Philip Regional High School – Library

**CALL TO ORDER:**

Mrs. Martin, Chair called the meeting to order at 7:00PM.

**ROLL CALL OF COMMITTEE MEMBERS:**

Members Present: Norfolk: Michael Gee, Noelle Tonelli  
Plainville: Ann-marie Martin, Patrick Francomano, Charlene McEntee  
Wrentham: Lynn Desrochers, Jim Killion, Danielle Schmitz

Members Absent: Norfolk: Jeff Chalmers  
Wrentham: Present  
Plainville: Present

The meeting is not being videotaped by Wrentham Cable Access. Mrs. Martin explained that the public may visit the district's website at [www.kingphilip.org](http://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](http://www.wrenthamcableaccess.com) Mrs. Martin also explained the procedure for public comment.

**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**

None

**PAYMENT OF BILLS, FINANCIAL REPORT**

Warrants/Budget Report/Budget Transfers

**COMMUNICATION:**

**Appointments, Retirements, Resignations, etc.**

Per the request of the School Committee, a complete list of new employees hired for the 2016/2017 school year, along with the names of the staff members that they have replaced, was presented by Dr. Zielinski in a memorandum dated September 13, 2016.

**AGENDA**

**New Business: (Taken out of Order):**

**FY2015 Independent Audit Report: Mr. Grady Connor, Auditor with Lynch, Malloy, Marini, LLP, Certified Public Accountants & Advisors**

Mr. Grady Connor, Auditor, thanked the school committee and the administration for their assistance during the audit process. A summary was distributed and presented to the School Committee with the results of the audit for FY2015 dated September 19, 2016.

- The results of the audit were summarized indicating in their professional opinion the district's financial statements are presented in material respects and are in accordance with GAAP or Generally Accepted Accounting Principles.
- There were no reportable issues with the Special Education cluster or IDEA grants.
- There were no material weaknesses or significant deficiencies reported on internal control over financial reporting and on compliance and other matters.
- The district's schedule of Expenditures of Federal Awards is reported to be fairly stated in relation to the basic finance statements of the District.

Discussion ensued about OPEB and on whether there would be an impact on the District's bond rating. At the present time, Mr. Grady indicated there is no definitive answer, the District will need to have a plan to address OPEB. This matter will be discussed by the Finance Subcommittee at their meeting on Friday, September 23, 2016.

A review of the Fund basis financial statements was done with the total general fund balance, unassigned fund balance and other governmental funds were reviewed and are reflected in the District's financial statements. The unassigned fund balance is a Department of Revenue term or also referred to as excess and deficiency which is not exact dollar for dollar amount, but close to the same amount.

Suggestions for improvement in accounting procedures and internal controls, or the management letter were highlighted as follows:

- Formal reconciliation of withholding accounts and activity;
- Enhance monitoring and review of general ledger account setup
- Enhance department receipt reporting/monitoring for PayPal;
- Continually evaluate control environment and internal risk assessment, student activities, streamlining scholarships, etc.

**Status of prior year comments:**

Mr. Grady indicated there is an old grant that was there in FY14 and may have been in the ledger before even Mr. Schaefer's term. Mr. Caliento will look into this and it will also be discussed during the Finance Subcommittee Meeting on Friday. The results will be reported back to the full committee once a determination has been made.

Discussion ensued on the timeliness of the FY2015 report as it is almost 6 months behind. Mr. Schaefer indicated that that was on his shoulders in his lateness in getting the information to the auditors. Mr. Francomano indicated that the target for the next audit report should be done by 12/30/16 with a June 30, 2017 fiscal year. Mr. Grady indicated that the auditors will be getting the FY16 audit going as soon as practical.

**2016/2017 HS Traffic Study: Mr. Lewis**

Mr. Lewis, Assistant Principal, Officer Hearon, School Resource Officer, Joseph Zahner, Groundskeeper, Mr. Bill Rice, Parking Attendant, Michael Pompelli and Richard Palemento of WorldTech were in attendance to discuss the Hs Traffic Study.

In a memorandum dated September 19, 2016, Mr. Lewis noted that the purpose of this request is to highlight the most current progress made as a result of the findings of a safety and security review, along with a report from WorldTech Engineering on HS campus traffic operations.

Mr. Lewis presented a PowerPoint presentation to the School Committee that included the timeline, data sources and action steps relative to the traffic study. He indicated that the intention of this presentation is to ask for feedback from the school committee as a result of the data presented. Analysis of data collected from a safety and traffic survey to be sent to all constituents in the district (Fall 2016/2017) will be forthcoming.

Part of the presentation was a TV production video of the HS drop off in the morning and pick up in the afternoon. This was taken by a drone, which was 20 minutes long condensed to 3 minutes.

Mr. Tonelli asked if there are any statistics on how many accidents there have been in the parking lot. Mr. Lewis indicated that there are not that many with an average about 6 per year.

Officer Steve Hearon noted that at 2:15pm there are also athletic activities and busses dropping off and picking up students for various athletic events especially in the spring by the baseball and tennis fields. Traffic speed has been marked at significantly higher than what should be an average of 15 mph, especially considering the number of inexperienced drivers. Speed bumps have slowed people down, but they sometimes go out of the traffic pattern to avoid them. It was noted that if there was an evacuation at 2:15p, or if fire trucks needed to enter, gridlock would occur.

Several ideas have been raised about re-routing busses, additional parking and changing the bus pick up and drop off areas.

The only entity that has complained about any change is Holmes Bus Company because the busses run such a tight schedule for pick up and drop off of all students. Holmes was invited to the focus group,

Mr. Lewis indicated that the next step is to conduct a survey of the community. Some recommendations so far have been to add additional speed bumps and/or to add an on campus traffic person.

## **Agenda**

### **APPROVAL OF MINUTES**

None

### **DELEGATIONS AND VISITORS:**

Mr. Schaefer, Mr. Lewis

Mr. Grady Connor, Lynch, Malloy, Marini, LLP

Mrs. Snead and Mrs. Wolf, KPMA

**COMMUNICATION:**

**Walker's Partnership: Special Education Review**

Dr. Zielinski noted that the superintendents, chairs and special education directors of the three towns and King Philip, are trying to schedule a meeting to discuss the findings of the Walker's Partnership Special Education Review with the goal of planning a meeting with everyone. This coordination is being handled out of the Wrentham Elementary District. An update will be provided as information becomes available.

**REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

None

**REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

Norfolk School Committee Representative: Mr. Chalmers – None

Plainville School Committee Representative: Mrs. McEntee

There was an attempt to live stream meetings, but unfortunately the volume did not work;

Report of first day of school;

Voted on the wellness policy;

Ballot questions will be discussed at the next meeting.

Wrentham School Committee Representative: Ms. Schmitz

Start of school was discussed;

Recognized teachers who received professional teacher status;

Mrs. Maloney lead teacher for student services did a presentation on social/emotional learning role;

New playground opened at Delaney;

Roderick open house was held last week and Delaney open house will be this week.

HS Student Council Representative: Miss Sheehan

**Schoolwide**

The first day of classes was on September 6th, 2016. Opening day was a success!

Senior Graduation orders (Robes, Caps & Tassels) were due in the main office on Friday, September 16th.

PSAT registration details have been distributed to students.

**KP Cares**

Friday, September 16th was "White Out Day" at KPHS. The spirit day was to honor a KP Student who is battling cancer.

All proceeds from Friday's first home football game, in addition to all profits made from the concession stands benefited this student.

**Leo Club**

Leo Club hosted their first general meeting on Wednesday, September 14th.

They will be assisting the cracker barrel fairgrounds this weekend by hosting their own concessions booth.

**Student Council**

The Student Council hosted their first auxiliary meeting on Tuesday, September 13th.

Information regarding freshman elections was distributed.

Elections will be held on Wednesday, September 21st.

Student Council is hosting a Color Run to benefit one of KP's own students and his battle against cancer, & the "One Mission" fund on September 24th. Registration is via Family ID.

Student Government

Student Government elections for the freshman class will also occur on September 21st.

### **KPMA**

The Marching Band's home-show is on Saturday, October 1st.

### **New Business:**

#### **Protocol for the Naming of Fields and Facilities: (Taken out of Order)**

In a memorandum dated September 26, 2016, Dr. Zielinski provided background information on how the naming of facilities occurred in the past, the current Policy FF (Naming of Facilities) and a proposed protocol for the naming of facilities going forward for consideration by the School Committee.

Discussion ensued on the specific language that should be in place for the naming and/or dedication of school facilities and the protocol that will need to be followed.

**A Motion was made by Mr. Francomano, seconded by Mrs. McEntee, for the naming of new or renovated public school facilities shall occur through implementation of the procedures which follows:**

- 1. Sixty days prior to the naming of a facility, a public announcement of the intent to name the facility will be made by the School Committee at its regular meeting.**
- 2. The Superintendent of Schools will direct that news releases be distributed to local news media announcing the intent to name the facility and inviting members of the community to suggest names either by writing to the Superintendent of Schools or by appearing before the Committee at its next regular meeting.**
- 3. At the first regular meeting of the Committee following the initial announcement, members of the community may appear before the Committee to have the opportunity to present their suggestions. The Superintendent of Schools shall present other names which have been submitted to him/her by his/her staff and by members of the community not present at the meeting.**
- 4. At the second regular meeting following the initial announcement, the Superintendent shall present to the Committee a list of all names suggested along with his/her recommendation. The official naming of the school facility will then be made by the School Committee.**

**The following procedure shall be followed when there is a formal request to have a room or area of a school campus dedicated to an individual:**

- 1. A written explanation (nomination form) outlining the specific reasons why a room or area of the school campus should be dedicated to a particular individual should be submitted to the Chairman of the School Committee and the Superintendent of Schools. The School Committee Chair and/or Superintendent will meet with the**

individual or individuals making the request and following that discussion place the request on the next School Committee agenda.

2. The Superintendent of Schools will direct that news releases be distributed to local news media announcing the intent to name the facility and inviting members of the community to comment either in writing to the Superintendent of Schools or by appearing before the Committee at its next regular meeting or subsequent meeting. Community members may also suggest other names by completing the nomination form, submitting it to the Superintendent of Schools and meeting with Chairman of the School Committee and the Superintendent of Schools prior to the second School Committee meeting referenced in Paragraph 4 below and by appearing before the Committee at its next regular meeting.
3. The School Committee will meet with the petitioner(s) at a scheduled School Committee meeting to listen to their explanation concerning the dedication request and take the request under advisement.
4. At the next scheduled School Committee meeting the Committee may make a determination on the naming of a room or area of the school campus applying the selection criteria previously listed in this policy or hear other petitions for naming the facility if they have been submitted.

**\*All signs, banners, plaques, etc. must have prior school committee approval before being purchased and before being publically displayed.**

All in favor.

**UNFINISHED BUSINESS:**  
**FY17 Budget Update: (Increase/Decrease Review) Mr. Caliento**

As part of the budget process, the school committee will need to vote on line item budget. Mr. Caliento provided the notes/explanations for the FY17 budget revisions on major increases and decreases. This will be placed on the Agenda for October 3, 2017.

Mr. Francomano asked if the crossing guard line item was in addition to what was spoken about tonight.

Mr. Francomano noted that the Finance Subcommittee wanted to know why there was a \$12K increase in individual employment contracts (IECs) from \$53K to \$65K. Mr. Francomano indicated that personally he had a major issue with this increase that is an astronomical increase on an IEC without having any discussion on it. Theoretically this decision is in the preview of the superintendent, but that is a huge budgetary line item and it is disturbing that this type of raise was given without any sort of discussion.

Dr. Zielinski explained that while the budget assumes maximum raises, not all individuals received the maximum. There was a reduction in a new person coming on board. The individual in this case is an important member of the staff and was offered another position in another district. A survey was done on the salary for that position. The survey indicated what that salary rate is comparable to other

districts. To find a replacement would cost \$10K, there was a dialog with the chair, who felt as long as the IEC salaries remained within the approved budget, the superintendent had discretion.

Mrs. McEntee, agreed with Mr. Francomano that this should have been discussed prior and the Budget & Finance Subcommittee should have decided on this.

Mr. Francomano continued to express concern that there was the possibility to discuss this over the summer and that if the Finance Subcommittee did not specifically ask for this type of breakdown, the increase would not have been seen.


Mr. Killion expressed concern about transparency within the three towns.

### **New Business (continued):**

#### **2016/2017 Home School Request:**

-  **A Motion was made by Mr. Francomano, seconded by Mrs. Tonelli, to approve the 2016/2017 home school request for T.F., Grade 8 per policy IHBG. All in favor.**

#### **Obsolete Equipment: Mr. Caliento**

-  **A Motion was made by Mr. Francomano, seconded by Mr. Gee, to declare the following equipment, located in the high school ground level storage room, as obsolete and/or inoperable and as such this equipment should be removed and disposed of after one last attempt to donate the equipment to any organization willing to accept it with no cost or effort on behalf of the King Philip Regional School District. The referenced equipment is identified in the photos provided to the School Committee include the following:**
  - (30) two level computer tables**
  - (50) rolling chairs**
  - (2) two damaged desks**
  - (1) four draw very old filing cabinet**
  - and (2) two shelving units.****All in favor.**

The School Committee recommended that Mr. Caliento let 3 towns know that the equipment is available for donation. Mrs. McEntee asked that if there is anything of use to notify MASC as they sent out a request for school districts seeking donations to school districts that were affected by floods.

#### **Request for reduction of rate: Budget & Finance Subcommittee**

In a memorandum dated September 13, 2016, the Budget & Finance Subcommittee is requesting that the school committee reduce the cost billed to Mr. Jeff Plympton for Plympton Crush for the use of the King Philip Baseball Field as the original recommendation was based upon an apparent misunderstanding on the rate that would be charged, an inconsistency in the history of the conversations and the lack of any records from the administration to support the originally billed usage.

- ✚ A Motion was made by Mr. Francomano, seconded by Mr. Gee, to approve the request of the Budget & Finance Subcommittee for reduction of rate to Mr. Plympton for Plympton Crush for the 2016 school year. Mr. Caliento will report back to the Subcommittee which will in turn report back to the full School Committee by the first meeting in December. All in favor.

#### **HS Overnight Trips: Mrs. Snead and Mrs. Wolf representing KPMA on behalf of Mr. Wolloff**

- ✚ A Motion was made by Mr. Francomano, seconded by Mr. Gee, to approve the attendance of the KPRHs Winter Percussion to attend the US Bands Marching Band National Championships in East Rutherford, NJ from November 11-13, 2016, according to Policy JJH and IJOA. All in favor.

#### **MASC Delegate Resolutions:**

This item will be tabled to October 3, 2016.

#### **Charter School Resolution:**

Charter School Resolution will be added to the October 3, 2016 school committee agenda for discussion according to Mrs. Martin. Mr. Hawkins of the MTA will be presenting the charter school resolution.

#### **LATE COMMUNICATIONS**

#### **REPORTS OF SPECIAL COMMITTEES**

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

#### **PUBLIC COMMENT**

Mr. Kramer, HS Track Coach announced that the KP Track school record boards for indoor and outdoor track have been installed in the main hallway at the HS.

#### **ADJOURNMENT INTO EXECUTIVE SESSION:**

- ✚ A Motion was made at 9:18pm by Mr. Gee, seconded by Mrs. McEntee, to adjourn into Executive Session for the following purpose, to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, and to return to open session solely for the purpose of adjournment. All in favor by roll call vote: Yes (8); No (0).

#### **ADJOURNMENT**

- ✚ At 10:20pm, A Motion was made by Mr. Gee, seconded by Mrs. McEntee, to adjourn. All in favor by roll call vote. Yes (8); No (0).



*Respectfully submitted,*

*Lisa B. Witkus  
Secretary to the School Committee*