

**School Committee Meeting
Minutes - August 6, 2018 – Approved
King Philip Middle School – Library
18 King Street
Norfolk, MA 02056**

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

Roll Call of Members:

Members Present:

Norfolk:	Michael Gee, Kenneth Dow
Plainville:	Bruce Cates, Amy Abrams, Samad Khan
Wrentham:	Jim Killion

Members Absent:

Norfolk:	Paul Cochran
Plainville:	Present
Wrentham:	Erin DeStefano, Trevor Knott

Delegations and Visitors:

Mr. Zinni, Superintendent, Mr. Azer, Director of Finance & Operations

Consent Agenda

APPROVAL OF MINUTES

None

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Resignations, Retirements, etc.

In a memorandum dated August 6, 2018, Mr. Zinni presented a list of appointments, resignations and personnel changes along with corresponding stipend amounts, if any.

AGENDA

APPROVAL OF MINUTES:

None

COMMUNICATION:

Special Education Planning Committee Update:

Mr. Zinni presented the facilitator's review on the work of the Special Education Planning Committee which concluded its work for the year in a final meeting on June 15, 2018. He explained that the Committee will continue to meet on an on-going basis. The Committee completed several major tasks related to two identified focus areas. One area was analyzing and making recommendations related to supports for students with social/emotional/behavior health. The Subcommittee focused on common vocabulary and definitions, as different terminology and phrasing may be different in other districts, and then coming back together and creating common language so that regardless of which feeder district they are coming from, it will all be the same upon the students entering Grade 7. The Subcommittee also focused on a continuum of actual services and programs with transition planning. The Subcommittee looked at shared services and resources amongst the 4 districts.

Mr. Zinni indicated that a full-day workshop has been planned in September off-site where special education directors and superintendents of the 4 districts will be meeting.

Discussion ensued on technology used and data alignment with the 4 districts. Mr. Zinni indicated that the technology directors have discussed this and will continue to do so in the upcoming school year.

Discussion ensued on the district getting a new software system. Mr. Zinni explained that some data did not transfer over properly on a recent report to DESE. There are on-going internal conversations about systems that we are currently using at KP so that our data is clean and accurate so that reports are submitted in a timely manner.

Budget & Finance Subcommittee Minutes:

The Budget & Finance Subcommittee Minutes dated April 27, 2018 were presented.

Building Walk-throughs (Middle School and High School):

Based upon the schedule outlined at the June 18, 2018 School Committee meeting, the building walk-throughs will be held on Monday, August 20, 2018 starting at the Middle School at 6pm, followed by the High School at 7pm. Administrators and Head Custodians from each building, along with Mr. Azer, will walk through each building along with school committee members. Mr. Gee indicated that this is a very worthwhile event.

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT

Superintendent's Update: Mr. Zinni

Mr. Zinni indicated that the Administrative Team has been very busy hiring staff, including 2 assistant principals at the HS, Lori-Ann Dunn and Tracy Knapp.

The Administrative Team has met 3 times since July and plans to meet for a full-day meeting on August 21st in which they will work on a one-year strategic plan. Mr. Zinni indicated that the foundation has been laid, and on August 21st the Administrators will work with 2 school leadership consultants from WestEd. He explained that WestEd does an excellent job with professional development based on goals set for next year. At the first meeting in September, discussion will be held on 3 goals, objectives and action steps.

Mr. Zinni indicated that he met with the 3 town managers of Norfolk, Plainville and Wrentham, and this group will continue to meet on a monthly basis to keep lines of communication open on budget, work on collaboration and building bridges. There will be a Joint Selectmen's meeting on Tuesday, September 11 in Wrentham. School Committee members are invited to attend.

Mr. Zinni indicated that the superintendents of the 4 districts (KP, Norfolk, Plainville and Wrentham) have also set monthly meetings for the upcoming school year. Mr. Zinni also plans to meet with the police chiefs in order to build relationships and update a memorandum of understanding relative to school resource officers.

On school safety, Mr. Zinni plans to schedule meetings with a broader spectrum including police, fire, and administrators to determine what is working and what our next steps are to keep our students safe. The community should also be made aware of what already has been done.

UNFINISHED BUSINESS:

MS Student Handbooks (2nd reading)

Mr. Zinni informed the Committee that the District's attorney has reviewed the dress code language presented at the 1st reading and there were changes that were recommended by the attorney for the 2nd reading.

Discussion ensued on the wording included in the dress code: The school administration reserves the right to determine what appropriate attire is and may prohibit certain attire if it is distracting or disruptive to the school environment. It was suggested to run this new dress code for this year and then reevaluate for next year. Mr. Zinni indicated that this is an area that has been struggled with for years in many school districts. This language gives the administrators latitude in extreme situations and is situational.

Discussion ensued that the dress code is different at the HS and the MS and the need for continuity at both schools. Mr. Zinni explained that at the MS the language in the dress code will be rolled out first based upon input from students, School Council and recommended language from the attorney. The HS may follow the language and their dress code may be adjusted accordingly going forward.

The Committee discussed and decided that the word “shall” will replace the word “should.”

Discussion ensued on clarification on articles of outdoor clothing, backpacks, purses, messenger bags or bags of any kind should not be carried unless nurse or administrator permission has been granted.

- ✚ **A Motion was made by Mr. Killion, seconded by Mrs. Abrams, to approve the 2nd reading of the MS 2018/2019 Student Handbook, as written, and to change the word “should not be worn” to “shall not be worn.” All in favor: Yes (6); No (0); Abstain (0). Motion carried.**

Final FY 2019 Budget: Mr. Azer

In a memorandum dated August 1, 2018, Mr. Azer presented the Final FY2019 Budget in which total restorations of \$71,422 were recommended that include restoration of late buses of \$43,000, restore instructional supplies of \$26,500 and reduce circuit breaker offset \$1,922. A vote in favor will be needed reflecting two-thirds of the total committee, which means all the 6 school committee members present this evening.

Mr. Azer explained that this does not restore replacement of musical instruments, but the KPMA could probably restore that. The administration was able to bring back the 3rd HS assistant principal position for 10-months; however, the level of service is not back to where we were 2 years ago. The FY19 budget will offer the same level of services offered in FY18.

A review of the state process was reviewed by Mr. Azer referring to the 45-day notice to the towns in which the towns may act upon at a special town meeting, or their silence means acceptance. The KP vote comes first and then we notify the towns. Discussion ensued that the \$43,000 for the restoration of the late buses was an appropriate use of the increased state allocation for regional transportation.

- ✚ **A Motion was made by Mr. Killion, seconded by Mr. Cates, that the District adopt an amended FY19 budget of \$34,729,162 with the following member town assessments: Norfolk, \$9,358,560; Plainville, \$6,389,220; and Wrentham, \$10,323,127. All in favor: Yes (6); No (0); Abstain (0).**

NEW BUSINESS:

2018/2019 Approval of Home School Plans

Discussion ensued on whether or not students who are home schooled are allowed to walk in the graduation procession and if students receive a diploma from King Philip. Mr. Zinni will research the home school policy.

- ✚ **A Motion was made by Mr. Khan, seconded by Mr. Cates, to approve the following home schooling requests for the 2018/2019 school year according to School Committee Policy IHBG:**
 - A.M. Entering Grade 10**
 - 2, I.I. Entering Grade 12**
 - 3, B.P. Entering Grade 7**
 - 4. T.P. Entering Grade 9**
 - 5. T.P. Entering Grade 10**
 - 6. J.P. Entering Grade 12**
 - 7. E.S. Entering Grade 11**
 - 8. E.M. Entering Grade 7.**

All in favor. Yes (6); No (0); Abstain (0).

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

Norfolk School Committee Representative – Mr. Cochran: No report.

Plainville School Committee Representative: Mrs. Abrams - DECA gave a presentation as a way to reconnect HS students back to the elementary school.

Wrentham School Committee Representative – Mrs. DeStefano: No report.

LATE COMMUNICATIONS: None

REPORTS OF SPECIAL COMMITTEES: None

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL MEMBERS:

- MASS/MASC Joint Conference registration was discussed. Mr. Gee, Mr. Killion and Mr. Zinni will be attending.
- Mrs. Abrams indicated that at the Summer Institute later start times was discussed and asked that the School Committee consider a discussion for a task force discussion be on the next agenda.

PUBLIC COMMENT: None

Adjournment:

- ✚ At 7:55pm, a Motion was made by Mr. Cates, seconded by Mr. Khan to adjourn. All in favor by roll call vote: Yes (6); No (0). Motion carried.

Respectfully submitted,

*Lisa Barrett Witkus
Secretary to the School Committee*

Documents presented on August 6, 2018:

Warrants/Budget Report/Budget Transfers
Appointments, Resignations, Retirements, etc.
Special Education Planning Committee Update
Budget & Finance Subcommittee Minutes: April 27, 2018
Building Walk-throughs Memorandum
MS Student Handbooks (2nd reading)
Final FY 2019 Budget
2018/2019 Approval of Home School Plans