

**School Committee Meeting  
Monday, December 17, 2018 - Approved  
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
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](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)

**PUBLIC COMMENT:**

Mr. Gee reviewed the procedure for public comment.

**Delegations and Visitors:**

Mr. Zinni, Superintendent, Dr. Gilson, Assistant Superintendent/MS Principal, Dr. Lisa Mobley, HS Principal, Mr. Azer, Director of Finance & Operations

**Consent Agenda**

**APPROVAL OF MINUTES**

**November 19, 2018 Minutes:**

- ✚ A Motion was made by seconded by Mrs. Abrams, seconded by Mr. Khan, to approve the Consent Agenda including Minutes of November 19, 2018, as presented. All in favor: Yes (6); No (0); Abstain (1) – Mrs. DeStefano. Motion carried.

**PAYMENT OF BILLS, FINANCIAL REPORT**

Warrants/Budget Report/Budget Transfers

**COMMUNICATION:**

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

In a memorandum dated December 17, 2018, 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
- Mr. Zinni asked that everyone continue to check the KP news blog for good news stories and upcoming events.
- Mr. Zinni and Dr. Mobley are working with consultant Dr. Jane Harden on the topic of the use and misuse of social media. More details will be forthcoming on a workshop to be held on January 15 from 6:30-8pm at the HS.
  
- HS and MS Student Council Report: Miss Linde

- Finance Subcommittee Minutes dated September 21, 2018

## **UNFINISHED BUSINESS:**

### **Adolescent Sleep – School Start Times: Mr. Zinni**

Mr. Zinni indicated that this topic was deferred to this meeting so that members could review and comment on the adolescent sleep survey that was presented at the November 19, 2018 meeting. He is seeking an official decision to move forward, comments, and recommendations.

- ✚ **A Motion was made by Mrs. Abrams to move forward with an adolescent sleep task force.**

Mr. Curry asked about costs involved and also indicated that some districts have moved forward and then reversed their decision. Mr. Zinni intends to look at those determinations and decisions as lessons learned. He intends to form a committee and explore this topic fully including budget implications beginning in January 2019, and report back in the spring and/or the end of school year on its process and progress.

- ✚ **Following discussion, the Motion was seconded by Mr. Khan. All in favor: Yes (7); No (0). Motion carried.**

Mr. Curry commented school start time is 7:30am and feedback was on the transportation to move back 15-30 minutes. Mr. Zinni noted that there are secondary issues such as screen time, workshops on education, homework and other related issues that we should be looking at to support the whole process such as getting enough rest, healthy and continue in the learning environment. Referring to a timeline, he would like to hopefully meet during the end of January; communicating via a press release to the community at large to get volunteers, staff members, union representation, director of finance, elementary superintendents and has shared this at a monthly meeting of the superintendents as an ongoing issue. He will update the school committee in January, April, and the end of the school year.

## **NEW BUSINESS:**

### **Appointment of Public Records Access Officer:**

Mr. Zinni recommends changing the current public records access officer from Mrs. Witkus, Executive Assistant, to Mr. Zinni, Superintendent. He indicated that currently there are very complex public records requests that involve attorney opinions and consultations that require the superintendent's expertise to review any correspondence that is sent on these matters. He indicated that it makes more sense to have the superintendent be the point person for the District. Mr. Zinni noted that Mrs. Witkus has done an outstanding job in doing research and collecting data and information relative to public records requests to-date and will continue to assist in these matters, however, the letters will be signed by Mr. Zinni.

- ✚ **A Motion was made by Mrs. DeStefano, seconded by Mr. Killion, to appoint Paul A. Zinni, Superintendent as the District's Public Records Access Officer as the point person for all public records requests that are received by the District. All in favor: Yes (7); No (0). Motion carried.**

### **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 (7); No (0). Motion carried.**

### **2018/2019 School Committee Subcommittee List:**

Mr. Gee explained that there are currently 2 openings for subcommittee representation from Norfolk and asked that Mr. Curry represent Norfolk in those capacities: Collective Bargaining Group B – Unit C (Secretaries) and as a representative to Sick Bank.

- ✚ **A Motion was made by Mrs. Abrams, seconded by Mr. Killion, to appoint Jeffrey Curry as the Norfolk school committee representative to Collective Bargaining Group B – Unit C (Secretaries) and as a representative to Sick Bank. All in favor: Yes (7); No (0). All in favor.**

### **HS Program of Studies (1<sup>st</sup> reading): Dr. Mobley**

In a memorandum dated December 17, 2018, Dr. Mobley presented proposed changes to the 2019/2020 HS Program of Studies.

Discussion ensued on the proposed MCAS Mathematics Review Course, which was proposed as a requirement for students who scored below 220 on MCAS 8<sup>th</sup> or 10<sup>th</sup> grade exam. Discussion ensued on keeping the course but making it optional.

Dr. Mobley asked that courses be approved on first reading if the Program of Studies goes to a second reading.

✚ **A Motion was made by Mrs. DeStefano, seconded by Mrs. Abrams, to approve the 5 course descriptions as presented; and, with the deletion of the requirement change to the MCAS Mathematics Review Course as not mandatory. All in favor: Yes (7); No (0). Motion carried.**

It was noted that Mr. Khan's name be corrected on the program of studies. Dr. Mobley will present a 2<sup>nd</sup> reading of the HS Program of Studies on January 7, 2019.

### **HS School Improvement Plan: Dr. Mobley**

Dr. Mobley submitted a revised HS school improvement plan that contains goals and action steps which reflect the district goals. The plan was reviewed with the School Council and approved on November 27, 2018.

Mr. Zinni explained that the District is working on one unified plan to move the district forward and will be doing a more comprehensive strategic plan next year. Professional development will become more aligned with District improvement plan along with the budget.

Action Plan – Goal #1 – Professional growth of staff members  
Action Plan – Goal #2 – Expanding communication  
Action Plan – Goal #3 – Safety, health, social/emotional needs  
(Referring to school-wide rubrics; it is a NEASC requirement)  
Action Plan – Goal #4 – Collaboration and alignment with Middle School

Discussion ensued on going forward having the phrasing the same in both the HS and MS. Dr. Gilson explained that that is collaboration with both schools and there are similarities between the MS Goal #1 and the HS Goal #4.

Mr. Zinni gave a thank you to the HS administrators and wanted to acknowledge their professionalism while dealing with very difficult situations over the past few weeks.

### **MS School Improvement Plan: Dr. Gilson**

Dr. Gilson explained the process of the school improvement plans and how it has evolved over the years and indicated this is the best year that we have had in terms of being in sync at both schools; she also acknowledged the involvement of the community working groups, the strategic planning process, and the work involved with the district improvement plans. The administrators, under the direction of Mr. Zinni, have looked at data, had a retreat and set district goals and will continue to assess the needs of the district.

Dr. Gilson presented the MS School Improvement Plan:

Goal # 1 – Student learning.

Goal #2 – Investing in purposeful use of technology within the classroom. Discussion ensued that the district is definitely behind with other districts due to budget specific items to build in technology into the budget. It is clear that the district needs to look at what we need to function with the MCAS and the use of technology and we can no longer continue to cut it. Dr. Gilson explained that the district used the full 3 years to get the online MCAS testing to be fully functional and every device in both the HS and the MS are being utilized which means there are no devices to use in the classroom and computer carts due to sharing of computers between both schools. The other challenge is that practice time regularly built in to the classroom to learn technology and to actually take the assessment.

Mrs. Abrams asked if there are any teachers doing assessments on line? Dr. Gilson explained that the teachers cannot guarantee they will get a cart that will work; BYOD (bring your own device) is not an official, and other factors such as Wi-Fi may not be working. This started with PARCC and we have been working with online assessment for 4 years; technology is an area that we need to focus on. According to Mr. Gee, technology has hit the end of the line. How do we balance everything?

Goal #3 – Effective partnerships, teenage wellness, student management software (Infinite Campus) will be replacing Ipass.

Goal #4 – All building staff will develop and execute effective plans, procedures, routines, and operational safety to address a full range of safety, health and emotional and social needs.

Goal # 5 – The budgeting process will prioritize the needs based on projected enrollment, instructional resource needs, school supply needs and maintenance responsibilities.

(Mr. Dow left the meeting at 8:40pm)

**Initial FY20 Budget Presentation: Mr. Azer**

Mr. Azer indicated that he will be making a change to the FY20 budget calendar. On December 6, 2018, Mr. Gee, Mr. Zinni and Mr. Gee met with town officials to discuss the KP budget with further meeting dates to be held sometime in February. The budget public hearing will be changed from January 28, 2019 to February 4, 2019. There will also be some changes to upcoming finance subcommittee meeting dates.

Mr. Azer presented the initial FY20 Budget which he indicated is a level service budget.

**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 – Dr. Cameron presented a 2019/2020 draft school year calendar and hopefully the 3 elementary districts and KP will be in sync on professional development days to assist families who have children in both systems. Wrentham intends to vote on the school calendar in January 2019.

**LATE COMMUNICATIONS**

**REPORTS OF SPECIAL COMMITTEES**

**RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS**

**ADJOURNMENT:**

- ✚ At 10pm, a Motion was made by Mr. Khan, seconded by Mr. Killion, to adjourn the meeting. 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 to School Committee:  
December 17, 2018**

Warrants/Budget Report/Budget Transfers  
Appointments, Resignations, Retirements, etc.  
KP in the News  
HS Student Council Report: Miss Linde  
Finance Subcommittee Minutes dated September 21, 2018  
Adolescent Sleep – School Start Times  
Appointment of Public Records Access Officer  
2018/2019 Home School Plans Approval  
2018/2019 School Committee Subcommittee List  
HS Program of Studies (1<sup>st</sup> reading)

HS School Improvement Plan  
MS School Improvement Plan  
Initial FY20 Budget Presentation