

School Committee Meeting
Monday, November 4, 2019 - Approved
King Philip Regional High School - Library
201 Franklin Street, Wrentham, MA 02093

OPENING OF MEETING:

Mr. Gee, Chair, opened the meeting at 7:08pm.

ROLL CALL OF COMMITTEE MEMBERS

Members Present:

Norfolk:	Jeff Curry, Kenneth Dow, Michael Gee
Plainville:	Amy Abrams, Brice Cates
Wrentham:	Erin DeStefano, Trevor Knott, Jim Killion

Members Absent:


Norfolk:	Present
Plainville:	Samad Khan (arrived at 7:15pm)
Wrentham:	Present

HS Student Council Representative: Marion Linde

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

-  A Motion was made by Mrs. DeStefano, seconded by Mr. Knott, to approve the Minutes of October 21, 2019, as presented. All in favor: Yes (6); No (0); Abstain (2) - Mr. Cates and Mr. Dow. Motion carried.

PAYMENT OF BILLS, FINANCIAL REPORT:

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Resignations, Retirements, etc. were presented in a Memorandum dated November 4, 2019 from Mr. Zinni.

AGENDA

APPROVAL OF MINUTES:

Executive Session - None

DELEGATIONS AND VISITORS:

Mr. Zinni, Dr. Gilson, Mr. Azer

COMMUNICATION:

- HS and MS Student Council Report: Miss Linde
- Mrs. Abrams encouraged school committee members to attend and support the cheerleaders on November 10 during the Regional Competition.
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(Mr. Khan arrived at 7:15pm)

- ACT Scores

Mr. Zinni indicated that nationally the number of people participating in ACT and SAT testing is going down as there is less reliance on assessments as many colleges are going SAT optional. In 2019, 74 King Philip students took the ACT test in which the five-year trend indicated that they did better than the state average in all subject areas.

Mr. Zinni presented a Press Release from Massachusetts DESE entitled, "Massachusetts NAEP Results Lead Nation Again," dated October 30, 2019. Mr. Zinni reiterated that Massachusetts remains the highest performing state in the country on the National Assessment of Education Progress (NAEP) and that King Philip's students receive a world class education and our students are outperforming the county.

As a follow-up to a previous conversation regarding the Strategic Plan and trends about leveling at the middle school and where do we compare with other districts, Mr. Zinni noted that Dr. Gilson has been doing significant work on this. Dr. Gilson said that she has looked at "neighborhood" comparisons and found that King Philip is consistent with other schools. Out of 9 schools, either schools were not leveling at all or just in math. The current trend in math is that there are 3 levels in grade 8 math and 2 levels at grade 7 math which is what KP is doing. Some of the schools named in the comparison were Dover-Sherborne, and Lexington, all at the middle school level. She indicated that there has been no research done yet at the high school level.

REPORTS OF THE SUPERINTENDENT:
Sample Superintendent Goals for 2019/2020:

Mr. Zinni provided 6 sample goals to be placed in his 2019/2020 evaluation and suggested not to look at more than 4 during a year, to be measured and evaluated on, but wanted to provide more options. Mr. Zinni indicated that while he will be working on all 6, some people have a passion for specific goals.

The sample goals listed were:

1. Develop and defend a fiscally appropriate budget, designed to provide all students with a high-quality education.
2. Update, organize and coordinate district procedures and practices to enhance the day to day operations of the district.
3. Increase the quality and frequency for which he gives administrators feedback, regarding classroom observation to ensure that administrators' feedback to teachers is calibrated and provided with fidelity.
4. Review the district's policy and procedural manuals to make sure they are up to date, and in compliance with changes in laws and DESE regulations.
5. Provide high quality professional development for all King Philip Regional School staff that is aligned with the district's current improvement plan.
6. Oversee and ensure the full implementation of the District's 2019-2020 Strategic Plan.

Mrs. Abrams asked these goals could be rewritten in the Smart Goal format as the superintendent requires Smart Goals from his staff to judge their quality of work, and to provide evidence that it is high quality.

Mr. Zinni indicated that last year he provided a folder of evidence with bullets, feedback, and surveys provided. Discussion followed on the timeline related with Smart Goals. Mr. Gee said that Smart Goals seem reasonable and 4 Smart Goals is a reasonable number, and this will give you a guide obtain those goals.

Mr. Curry mentioned that school nurses and immunization revolve around Goal No. 4 and that it is important to look at policy and procedures to be in compliance with the laws and regulations and that we are executing these laws and regulations.

Discussion ensued on the status of 157 Middle School students who were issued letters regarding their immunizations. Mr. Zinni gave an update stating that this number went down to 25 families requiring documentation. As of today, there are 10 families that still need to provide more information in which the deadline was November 1, and if they were not in compliance then as of today, those students would receive a letter not to enter school. Mr. Zinni explained

that normally this process is done before students enter school on the first day and this procedure should have been in place at that time.

Discussion ensued that it is legal to exclude students for this purpose in Massachusetts. Mr. Zinni further explained that both he and Ms. Moy, Director of Student Support Services, are working on this notification. Mr. Zinni noted that incoming 7th grade students did receive this notice in 6th grade.

Upon review of Goals No. 2 (internal procedures) and No. 4 (policy and procedure), discussion ensued to collapse Goal 2 and Goal 4 together.

Discussion ensued on Goal No. 3 on conducting walk throughs with administrators and reviewing, debriefing, feedback, which are not considered formal evaluations. Mr. Zinni noted that he only provides formal evaluations of administrative staff. Dr. Gilson will be implementing and calibrating with regard to teachers. Discussion ensued whether Goal No. 3 and Goal No. 5 could coincide with one another.

Mr. Zinni said that this follows along with the Professional Development Plan discussion. The November professional development meeting will be held by department, where Dr. Gilson and Mr. Zinni will walk teachers through the first goal of the strategic plan relating to academic rigor and look at creating a department goal to move toward that first goal and measure the success. This will also encompass technology and supportive needs and putting a professional development plan together. From there we will create a professional development committee tied to the strategic plan and work on benchmark assessments.

Dr. Gilson explained that she is working with the elementary districts for grade PreK-12 and is also working with Lesley University. Dr. Gilson referred to an example in which there are 3 designated common days involving nurses and legal issues. Using our district doctor and his nurses, we consult with them on mandated screenings, such as SBIRT, which has been a great resource and extended this to the elementary districts. Dr. Gilson also discussed workshops on differentiated instruction. There are 4 broad areas: social emotional, co-teaching; teaming, differentiated instruction; integrating reading and writing in all content areas. Each area has a keynote speaker and will continue to build on these themes throughout the year and some topics will move into next year as well.

Dr. Gilson mentioned that she has also brought in Ms. Dot Pearl, Wellness Coordinator, and has been working with the Guidance Departments for Grades 7-12 to facilitate with focus work in that area.

Mrs. Abrams asked if these goals can be written to show student impact, and have these goals been effective. She asked how can you write a goal that isn't measurable?

Mr. Gee asked if we could make them smart and as an example gave the work on the Policy manual; could do a 2-year plan.

Mr. Knott said that the goals range from broad and some are not, but he is surprised not to see leadership as the face of KP and bringing all stakeholders together. Mr. Zinni will bring it back in.

The School Committee would like to see the following Smart Goals for Mr. Zinni: Goal 1, 6, 3&5, 2&4, add one on leadership/communication. Mr. Zinni indicated that these are ongoing goals and may not be done by June 30, 2020, but it is important to note that he will be working on them as long as that is the understanding that they may not be done by 6/30/2020 but making progress toward achieving.

Mr. Gee said to make them Smart Goals and revisit at the next meeting.

UNFINISHED BUSINESS:

Policy Update: Mr. Zinni

Mr. Zinni recapped that the Policy Subcommittee met this evening on field trip policies and fundraising policies. The King Philip Policy manual has 12 sections, and the Policy Subcommittee also reviewed drafts of Section A, in which the current King Philip policy was compared with the MASC recommended policy and merged together for Policy Subcommittee Review. Mrs. Witkus has been working on this task. It is the intent that at the next School Committee meeting, the Committee will vote on the revisions on all the above.

Mr. Zinni indicated that he is prepared to discuss the field trip and fundraising policies as Mrs. Abrams had asked for this information, however, following discussion, it was decided to move this discussion to the next meeting on November 18, 2019.

Late Start Time Feasibility Committee Update: Mr. Zinni

Mr. Zinni gave an update on the Late Start Time Feasibility Committee and the work that has been ongoing. He has met with the 3 elementary superintendents and for King Philip the hurdle is the money that is associated with transportation. Mr. Zinni indicated that 2 years ago, Mr. Azer worked with elementary districts on the transportation bids, and there is only one company, Holmes, and it has a 2-tiered system – 24 buses go to both schools in the towns. Holmes has said that if KP changes our times without a corresponding change to the elementary districts, they will have to double their fleet, increase drivers, and double the transportation fees for KP and Plainville and Norfolk transportation fees. Mr. Zinni noted that KP spends \$1M on transportation and the increase would be another \$1M, or a 3% increase to the budget. Mr. Gee noted that for King Philip, some of this would be reimbursement by the state. Mr. Zinni explained that King Philip would need to go out to bid and work with elementary districts to change their start and end times. Another the big hurdle is KP is doing it alone or KP has to work with elementary districts to flip flop times and then work on other piece.

Discussion ensued on a request for information (RFI) that was suggested be sent to area transportation companies, providing scenarios and asking what their bids would look would like hypothetically. It was noted that historically there hasn't been any bidders other than Holmes on KP bus contracts. Mr. Azer will send out the RFI to 60 transportation companies.

Mr. Knott inquired as to what is the model from other districts, in terms of enacting schedule changes across K-12. Mr. Azer indicated that in most scenarios there is a single K-12 district, with one superintendent; one regional district example, Nauset, has a superintendency union across K-12 and was able flip elementary and secondary schedules . Mr. Knott asked what is the hurdle, multiple teacher unions, superintendents? Mr. Azer replied, "Yes."

Mr. Zinni said that If KP were to make a decision to unilaterally change the start time (go it alone without flipping with elementaries), we would need to have full support of towns because it would have a direct impact on their budgets for both elementary and KP transportation. If we were to flip, then the transportation cost piece goes away.

Mr. Zinni said the RFI responses will tell us the next steps to take, obtain feedback, and base a decision on that or going back to elementaries to see if they were willing to flip.

NEW BUSINESS:

2019/2020 Professional Development Overview:

Mr. Gee indicated this discussion was covered during the discussion of the superintendent's goals.

KP Emergency Guidelines:

Mr. Zinni presented a Flip Chart created for the district showing the Emergency Guidelines to follow during various scenarios. He indicated that every classroom and office space within the District will be provided with a copy. The police and fire departments, first responders, have reviewed this document. Mr. Zinni provided copies to each school committee members which was very well received. Mr. Cates who works in a facility and has never seen such a comprehensive document in this format on safety. Other members would like to share it with their districts as a model.

2019/2020 Co-Curricular Music Fees – Winter:

Mr. Zinni noted that the Winter Music fees have gone down overall, as they are based on student participation, and calculation of costs of the total program.

- ✚ **A Motion was made by Mrs. Abrams, seconded by Mrs. DeStefano, to approve the 2019/2020 Co-Curricular Music Fees – Winter, as presented: HS Jazz Ensemble recommended fee - \$160.00; HS Winter Guard recommended fee - \$610.00; and, HS Winter Percussion recommended fee - \$330.00. All in favor: Yes (9); No (0). Motion carried.**

Reports from School Committee Members:

Norfolk School Committee Representative: Mr. Curry - None

Plainville School Committee Representative: Mrs. Abrams - None

Wrentham School Committee Representative: Mrs. DeStefano – Beth Gilbert, Finance Director announced that she is retiring from her position.

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

LATE COMMUNICATIONS:

Mr. Zinni noted a grant opportunity for regional school districts and indicated that he is working with the 3 elementary superintendents for a regionalization grant.

REPORTS OF SPECIAL COMMITTEES - None

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS:

- Mr. Cates indicated that the Plainville Finance Committee and Board of Selectmen will be holding a meeting on Tuesday, November 5, 2019 and he is planning to attend. Mr. Khan is also planning to attend. Mr. Zinni, while he has not been invited formally, is planning to attend on behalf of King Philip.
 - Mrs. DeStefano will be attending the Sheriff Task Force Initiative Meeting on November 18 representing the King Philip Regional School Committee and will not be attending the School Committee meeting scheduled for that
- Stop the bleed training: Mr. Zinni indicated that there was a school-based training during the day last week at KP. There will be another training in the evening and school committee members have been invited to attend on November 12 at 6pm. There is also a unified basketball game that evening as well.

ADJOURNMENT:

- ✚ **A Motion was made by Mr. Knott, seconded by Mrs. DeStefano, to adjourn the School Committee meeting at 8:35pm. All in favor by roll call vote: Yes (9) - Mr. Killion, Mr. Curry, Mrs. Abrams, Mr. Khan, Mrs. DeStefano, Mr. Knott, Mr. Gee, Mr. Cates, Mr. Dow; No (0). All in favor. Motion carried.**

Respectfully submitted,

*Elisa Barrett Witkus
Secretary to the School Committee*

Documents presented on November 4, 2019:

Draft Minutes of October 21, 2019
Appointments, Resignations, Etc.
HS and MS Student Council Report

ACT Scores
2019/2020 Sample Superintendent's Goals and Review
2019/2020 Professional Development Overview
KP Emergency Guidelines
2019/2020 Cocurricular Music Fees - Winter