

**School Committee Meeting
Monday, September 17, 2018
King Philip Regional High School – Library
201 Franklin Street, Wrentham, MA 02093**

Mr. Gee, Chair, opened the meeting at 7:02pm.

Roll Call of Members:

Members Present:

Norfolk:	Michael Gee, Kenneth Dow
Plainville:	Bruce Cates, Amy Abrams
Wrentham:	Erin DeStefano, Trevor Knott

Members Absent:

Norfolk:	Paul Cochran
Plainville:	Samad Khan
Wrentham:	Jim Killion

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 to review informational documents pertaining to each school committee meeting. Videotaped meetings may be viewed in their entirety at www.wrenthamcableaccess.com

PUBLIC COMMENT:

Mr. Gee reviewed the procedure for public comment.

Delegations and Visitors:

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

Consent Agenda

APPROVAL OF MINUTES

September 4, 2018 Minutes:

- ✚ **A Motion was made by Mrs. DeStefano seconded by Knott, to approve the Consent Agenda including Minutes of September 4, 2018, as presented. All in favor: Yes (6); No (0); Abstain (0). Motion carried.**

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Resignations, Retirements, etc.

In a memorandum dated September 4, 2018, Mr. Zinni presented a list of appointments, resignations and personnel changes along with corresponding stipend amounts, if any.

Mr. Zinni indicated that he is in the process of creating a News blog for KP.

AGENDA

APPROVAL OF MINUTES:

- ✚ **A Motion was made by Mrs. Abrams, seconded by Mr. Cates, to approve and retain the Executive Session Minutes of September 4, 2018. All in favor: Yes (6); No (0); Abstain (0). Motion carried.**

COMMUNICATION:

HS Student Council Report:

- Ms. Linde presented the Student Council report that included upcoming Student Council events to be held at the High School.
- Speaker Mike Smith hosted a leadership seminar on September 12 at the High School for Student Council members and other school leaders. Mr. Zinni indicated that he was incredibly impressed with the KP student audience and the staff supervising the event.
- The following articles and press releases were presented:
- "Meet KP's new superintendent of schools," *Norfolk & Wrentham localtownpages* dated September 2018;
- Press Release: "KPRSD utilizing new visitor management system;"
- Press Release: "Unique KPRHS programs provide several avenues for student success."

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT

Superintendent's Update: Mr. Zinni

Opening of School Update:

Mr. Zinni gave an update on the opening of school. The staff rallied to the cause during the opening days of school with the very hot temperatures. There were some adjustments made to accommodate classrooms for students and staff members to have them safe and comfortable and continue the learning process.

On September 11, 2018, the three towns held a joint meeting that was well attended by the selectmen and town administrators of each town and to introduce the new superintendent. Discussion was held on the budget process and the next steps to be taken to move forward with budgetary transparency. This meeting was held at the Norfolk Town Hall and was televised through the Norfolk Cable. Discussion ensued that there was recognition by all three communities that Plainville may be affected by the budget with the straight calculation of numbers and an effort to provide early projections and information for the towns to plan accordingly. They recognized that KP needs to be funded and all three communities provide a very strong foundation.

Ms. Malloy suggested having another fall preview for the budget with the 3 towns. Discussion ensued on the Norfolk assessment and to explore and analyze the assessment based upon population vs. the current assessment formulation.

Mr. Zinni extended congratulations to Coach Lee for his 100th football win and to his dedication to our students and his talent for coaching. The School Committee will send a congratulatory card to Coach Lee.

On Tuesday, September 20th, the 4 superintendents, special education directors and special education team chairs (a total of 17) will meet at the Warren Conference Center in Ashland for a one- day retreat. In the morning, Warren staff will lead the group through a series of team building activities. In the afternoon, Mr. Zinni will lead the group in a discussion to create a shared understanding of Free Appropriate Public Education, FAPE and Least Restrictive Environment, LRE and Dr. Allardi will wrap up the afternoon by assisting the group to develop a shared special education vision and mission for the tri-towns of Norfolk,

Plainville and Wrentham. The superintendents intend to present an update to the school committees later this fall.

Mr. Zinni gave an update on the Middle School conversation on the gym wear for students and the practice of having students change for gym class by wearing yellow and green clothing. We recognize that this is something new and appreciate the comments and will revisit this in the spring with Dr. Gilson and the gym teachers and decide which direction to go in and reassess. Mr. Zinni indicated that 90-95% had the clothing and were wearing them. As the new process is rolling out, Mr. Zinni indicated that students should not be penalized for wearing the wrong colors if they come to gym prepared with t-shirts, shorts and sneakers.

Mr. Zinni offered kudos to the Music Department for the Sunday evening Band Event.

Mr. Zinni discussed the *Raptor System* and explained the process in which the system works. The information runs through a publicly available sex offender data base. This process does not replace a CORI or fingerprinting report. People do have the right to participate in their children's education and we need to be conscious of that and be thoughtful of providing access.

Discussion ensued on policy and protocol that has been in place since the implementation of *Raptor*. Mr. Zinni indicated that the district is heightening our security and monitoring the people who come into our buildings.

In the September 2018 issue, *Boston Magazine* listed top 150 schools in the state of Massachusetts. KP was listed as No. 58, top 20%, for the state, which Mr. Zinni indicated was very nice to see. He explained that the statistics indicate larger class sizes 30-35 students, high performing students and interesting to look at student to teacher ratio as KP has one of the highest student to staff ratios in the bracket.

Discussion ensued on class size at the middle school vs the high school level. Mr. Zinni outlined what goes on in the classroom with relation to the class size student-teacher ratio and how qualified, well trained teachers make this work. This is a real tribute to the education system that KP offers.

UNFINISHED BUSINESS:

None

NEW BUSINESS: (Taken out of Order)

DECA Overnight Field Trip:

James Dow was present to answer any questions the School Committee members had. He indicated that an estimate for the fees and flights will be \$900 and that fundraising options will be available. He will provide more information as it becomes available.

✚ **A Motion was made by Mr. Cates, seconded by Mr. Knott, to approve the attendance of the KPRHS DECA Program members to attend the following overnight field trips, according to Policy JJH and IJOA:**

- **DECA SCDC, Marketing Skills Conference, to be held on March 7-9, 2019 in Boston, MA; and**
- **DECA Annual ICDC International Marketing Skills Competition to be held April 27-May 2, 2019 in Orlando, FL, with transportation (flights) and lodging accommodations to be determined as it becomes available.**

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

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT (continued)
Superintendent's Update: Mr. Zinni

District Improvement Plan 2018/2019 – One Year Plan

Mr. Zinni explained that the goals were worked on based on administrator's expertise. In August, WestEd facilitated a meeting with the Administrative Team to assist in formulating the goals.

Goal 1:

Clearly articulate and implement a comprehensive system of supports and services that meet the diverse needs of all learners

Audit:

- Determine student needs
- Inventory what is currently in place
- Identify gaps and holes
- Explore inequities in supports
- Identify budget implications

Revise and Develop:

- Celebrate Current Successes
- Create a model informed by the needs of all students
- Develop programs
- Determine and define roles and responsibilities
- Revise job descriptions
- Review curriculum, materials, technology and facilities needs

Implement:

- Provide professional development
- Evaluate programs and resources

Goal 2:

Incorporate technology in the classroom in order to improve students' problem solving skills, increase and enhance their opportunities for collaboration and provide a means to authentically solve real-world problems.

Teachers:

- Provide professional development opportunities
 - Google Classroom training
 - Department time for shared lesson planning
 - Encourage cross curriculum collaboration
- Create a collaborative professional practices goal for staff to adopt as part of the evaluation process

Administration:

- Model expectations
 - Shared documents and folders to faculty and staff

- Provide professional development opportunities
- Support transitions
 - Offer ongoing support in Office 365 and Google Classroom
 - Provide advanced notice for all districtwide changes

Resources:

- School
 - Review Bring Your Own Device initiative
 - Evaluate server capacity
- Home
 - Survey families regarding internet access
 - Survey families regarding technology devices
- Community
 - Develop relationships with community organizations such as libraries and community centers to expand availability of devices and internet accessibility

Goal 3:

Complete a thorough review of all Human Resources processes and procedures, with the aim of improving the efficiency and effectiveness of recruitment, hiring, onboarding, and retention.

Recruitment:

- Review and update job descriptions
- Investigate advertising options to maximize exposure
- Investigate partnerships with higher education
- Attend job fairs
- Explore internship possibilities

Selection:

- Explore strategies to recruit a more diverse pool of applicants
- Create a standard pool of interview questions
- Explore the possibility of requiring applicants to teach a sample lesson

Hiring:

- Analyze the steps involved in the hiring process and clearly delineate who is responsible for each step
- Identify what technology must be updated during the hiring process and revise the process to ensure all software is updated in a timely manner

Retention:

- Review and update the mentoring process
- Calibrate the evaluation process with all evaluators
- Provide high quality professional development opportunities

Discussion ensued on the one-year plan.

Mr. Zinni explained that with reference to Goal 3 there were a lot of steps that are needed for onboarding, reporting to DESE, referring to lpass and it is so antiquated and the number of errors were staggering that we needed to ask DESE for an extension. We also realized there was some data that was not collected and we need to review these procedures so that the data is uploaded appropriately, and that information does not get lost.

Mr. Knott asked whether the recruitment and hiring aims of Goal 3 refer to administration or to all staff.

Mr. Zinni explained the different systems in place such as, Aesop, Teachpoint, HR, recruitment process, look at more systems. As an example, the district is looking to hire a replacement for a tech position and right now the district only posts on School Spring. Mr. Zinni reached out to different sites and is looking at ways to broaden how the district hires staff for more diverse and high quality applicants.

Further discussion:

- General consensus on these goals
- They should be written as Smart goals. Mrs. Abrams suggested that he do a midpoint with general timelines.
- Mr. Zinni will revise and present at an upcoming meeting for approval.

Mr. Zinni also presented an outline of 10 *Norms* which he talked about at the retreat and provided it again as a mechanism with each stakeholder groups and to generate the *Norms* that they feel are important.

Superintendent Goals for 2018-2019

Mr. Zinni presented 5 Goals based upon areas that have percolated in the few months since he has been here, such as culture and climate. Discussion ensued on ways culture and climate can be addressed and how it can be measured. Discussion ensued on the possibility of sending out a “pulse” survey, such as businesses use, that ask one or two simple questions. In the past, Mr. Zinni has done this with the administrative team for his own personal growth. Further discussion was held on a survey done previously by the Community Working Groups.

Further discussion ensued on the pros and cons of surveys. Would our PR consultant have insight on this? Mr. Zinni indicated that would depend on what the survey is and whether it is tied to evaluation and goals, but he is on board with collecting data.

Discussion ensued whether the committee would approve these goals as stated based upon the timeline. Mr. Gee referred to the DESE Rubric and suggested that Mr. Zinni go through it and highlight the ones that we would want to evaluate him on for each standard and provide bullets and information on the most relevant for the October 1 meeting.

Mr. Gee indicated that as part of Mr. Zinni’s evaluation, the committee will evaluate him sometime in the spring. Discussion continued on evaluating and completing the superintendent’s review before elections in the three towns or partial implementation.

For the October 1 school committee meeting, Mr. Zinni will share the DESE Rubric along with Superintendent’s Goals with a recommendation.

Unfinished Business:

Mrs. Abrams asked about the status of the following agenda items as part of Unfinished Business:

1. Ongoing school start time in the fall bring a committee together (Julie Kinney)
2. Configuration of the regionalization, started that conversation with the superintendents. Dr. Cameron prepared a proposal and shared it with Mr. Zinni but has not yet been presented.
3. Structure of the fundraising efforts. Mr. Zinni will look into this further and perhaps form a committee.

Ratification of Unit A 2018-2021 Memorandum of Agreement

- ✦ A Motion was made by Mrs. Abrams, seconded by Mrs. DeStefano, to ratify the 2018-2021 Unit A Memorandum of Agreement for a successor collective bargaining agreement. All in favor: Yes (5); No (0); Abstain (1) – Mr. Kenneth Dow. Motion carried.

Music Overnight Field Trip:

- ✦ A Motion was made by Mrs. Abrams, seconded by Mr. Knott, to approve the attendance of the HS Marching Band to attend the Yamaha Cut Competition in East Rutherford, NJ from October 12-14, 2018, according to Policy JJH and IJOA. All in favor: Yes (6); No (0); Abstain (0). Motion carried.

2018/2019 Approval of Home School Plans:

- ✦ A Motion was made by Mrs. Abrams, seconded by Mrs. DeStefano, to approve the following home schooling requests for the 2018/2019 school year according to School Committee Policy IHBG:

1. N.G. – entering Grade 11
2. E.D. – entering Grade 11
3. I.D. – entering Grade 9
4. G.D. – entering Grade 7
5. E.S. – entering Grade 7
6. G.S. – entering Grade 9
7. J. S. – entering Grade 10

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

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

Norfolk School Committee Representative: Mr. Cochran - None

Plainville School Committee Representative: Mrs. Abrams

Topics discussed on September 11 included: New town building will be finished by January 1, with an April dedication, if anyone wants to attend; October 10 is walk to school day; Staffing changes were discussed; Evaluations were completed; School Committee goals were tabled; and discussion on the transportation bid alignment with all the districts.

Wrentham School Committee Representative: Mrs. DeStefano

The next meeting will be held on September 18.

LATE COMMUNICATIONS:

Mr. Gee noted that the Wrentham Special Town Meeting date has been set for November 19 which is a conflict with the KP school Committee. Plainville may have a special town meeting in late November as well. Tabled to October 1.

Mr. Zinni announced the kickoff night scheduled for Wednesday, October 3 at 6:30pm at the HS for Healthy KP. He has been working with Mr. Lewis and administrators at the HS on creating a coalition on risky behaviors with our students. Jewelery, alcohol, substance abuse will be some of the topics discussed as a community initiative to keep our students safe. We will then be able to apply for some federal funding based on this initiative. People representing all stakeholders throughout the KP community including school committee members, police, fire, youth organizations, faith-based organizations, staff, and students will be part of this coalition. The meeting will be open to the entire community. A health risk survey will be forthcoming and looking at the data and what are the safety factors to help certain kids make good choices.

Discussion ensued on any suggestions to get the word out including sending a ConnectEd to the elementary districts.

REPORTS OF SPECIAL COMMITTEES: None

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL MEMBERS:

- Mr. Gee noted that he will not be attending the October 1 meeting and that Mr. Killion will be acting chair.
- The MASC Voting delegate will be voted upon as well as discussion on the resolutions, these topics may be tabled to the October 15 meeting.
- The Boosters held a small recognition on the opening of the Concession Stand and on homecoming week a larger celebration is being planned.

Adjournment:

- ✚ **At 8:40pm, a Motion was made by Mrs. DeStefano, seconded by Mrs. Abrams, 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 on September 17, 2018:

Draft Minutes - September 4, 2018
Appointments, Resignations, Retirements, etc.
Executive Session Minutes of September 4, 2018
HS Student Council Report: Miss Linde
KP in the News
Opening of School Update
District Strategic Plan
Norms
2018/2019 Superintendent's Goals
Ratification of Unit A 2018-2021 Memorandum of Agreement
HS Overnight Field Trips:
DECA Overnight Field Trip
Music – KP Marching Band Overnight Field Trip
2018/2019 Approval of Home School Plans