

KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES - DRAFT
April 25, 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:

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| Members Present: | Norfolk: | Jeff Chalmers, Michael Gee, Noelle Tonelli |
| | Plainville: | Ann-marie Martin |
| | Wrentham: | Lynn Desrochers, Jim Killion, Danielle Schmitz |

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|-----------------|-------------|--------------------------------------|
| Members Absent: | Norfolk: | None |
| | Wrentham: | None |
| | Plainville: | Patrick Francomano, Charlene McEntee |

HS Student Council Representative: Eliza Sheehan

The meeting is being videotaped by Wrentham Cable Access. Mrs. Martin 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 Mrs. Martin also explained the procedure for public comment.

DELEGATIONS AND VISITORS

Dr. Mobley, Mr. Childs, Mrs. Dill, Mrs. Snead

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. Desrochers, seconded by Mrs. Tonelli, to approve the Minutes of March 21, 2016. All in favor, with Mr. Gee and Mrs. Schmitz abstaining.

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

COMMUNICATION:

Appointments, Retirements, Resignations, etc. – No report
Board & Administrator, March 2016, Vol. 29, No. 11.

AGENDA

APPROVAL OF MINUTES

✚ A Motion was made by Mrs. Desrochers, seconded by Mr. Killion to approve and retain the Executive Minutes of March 21, 2016. All in favor with Mrs. Tonelli, Mr. Gee and Mrs. Schmitz abstaining.

New Business (taken out of order):
HS Overnight Field Trips:

1. Football Coach Lee, who was not available to attend the meeting, is seeking approval for student athletes to attend Football Camp at Camp Mataponi.
 - ✚ **A Motion was made by Mr. Gee, seconded by Mr. Killion, to approve the attendance of the KPRHS football student athletes at Camp Mataponi in Naples, Maine from August 22 to 26, 2016, according to Policy IJOA and JJH. All in**
 - ✚ **A Motion was made by Mr. Gee, seconded by Mr. Chalmers, to approve, and have the superintendent sign on the School Committee's behalf, the football camp contract between the King Philip Regional School District and Camp Mataponi in Naples, Maine from August 22 to 26, 2016.**
2. Mrs. Snead presented the HS Band Camp in Mr. Wolloff's absence.
 - ✚ **A Motion was made by Mr. Killion, seconded by Mr. Chalmers, to approve the attendance of the KPRHS Marching Band Students at Camp Mataponi in Naples, Main from August 14 to 21, 2016, according to Policy IJOA and JJA. All in favor.**
 - ✚ **A Motion was made by Mrs. Schmitz, seconded by Mrs. Desrochers, to approve and have the superintendent sign on the School Committee's behalf, the music camp contract between the King Philip Regional School District and Camp Mataponi in Naples, Maine from August 14 to 21, 2016. All in favor.**

3. Student Trip to Italy: Mr. Childs

Mr. Childs, academic advisor and HS Foreign Language Teacher along with Annelle McGloin, Director of Business Development and members of Passports presented an overview of the proposed trip to Italy as part of global language learning. Passports provides quality educational travel for American students and teachers and has been a prominent and respected company in educational travel industry since 1992.

Dale Davies, Director of Customer Relations, explained the Liability policy which comes with a certificate for \$5 million dollars. The school is not liable for the students as they will have individual policies with each individual student. TravelPak and TravelPak+ coverage were outlined. Students will be responsible to follow the code of conduct.

Another member of Passports' personnel also reviewed the detailed itinerary portion to the School Committee. Transportation and accommodations, and overseas medical insurance, are included for \$3174. There is a 6-1 student/chaperone ratio.

Mrs. Martin asked for questions or concerns from the committee.

Mrs. Martin explained that since Mr. Francomano was unable to attend this meeting, however, he provided a memorandum dated April 25, 2016, which asked many questions about how the security and safety of our students and staff will be handled and what actions will be taken for their safe return home in the event of a terrorist attack or other local/national/international incident.

Dale Davies responded during the Brussels event, Passport changed a tour so that a group did not go through Brussels. Passport will work with groups to come up with an appropriate solution in the event of an unexpected situation. Options offered could include to cancellation of the trip or defer the trip and all money paid to a later date.

Mrs. Martin asked what would happen if something occurred while our students are there?

Passports assured the Committee that they would work to be sure the tour group was safe, reroute if necessary, and contact parents.

Dr. Zielinski asked whether transportation used was public transportation or private coach. Both methods of transportation are used. Passport guides stay with students at all times.

Mr. Killion asked about real time, without a delay, how quickly would communication reach parents? Passports and guides act in real time and calls are made immediately. If a parent has an issue they can contact Passports as well.

Mr. Killion asked what kind of security protocols are in place in hotels? Hotels have concierge at the desks. Hotels are centrally located. Passports assured the Committee that they have worked with the hotels and feel they are very safe.

Mrs. Tonelli asked if there are chaperones on the floor? Chaperones are responsible for the students and students sign a code of conduct. The full time courier (tour guide) will always be with students.

Mr. Chalmers asked how would parents be contacted? Passports requests a telephone chain of parents' cell phone numbers and they would call everyone on the list. This list is required to be completed 30 days prior to departure. There is group messaging, and each person has an individual website that includes itineraries.

Mr. Schaefer asked if there is a contract between the school district and Passports. No, there is a contract between each person who signed up has an individual contract. Discussion ensued that this trip could occur without school committee approval, and Ms. Davies referred to the Passports release agreement, #18, that defers holding meetings in the school and advertising. Otherwise, it would not be sanctioned by the school.

Dr. Zielinski will contact school counsel to review the release agreement and ask for a legal opinion for the next meeting.

Mr. Schaefer asked whether couriers are armed – they are not.

Do they have Emergency response protocols training? They are trained and Passports can provide specific information at a later date.

Dr. Mobley provided information about non-school sponsored trips that have occurred in the past.

Mrs. Martin asked that this item be placed on the May 2, 2016 agenda to address Mr. Francomano's memorandum and other questions and concerns that need to be further addressed.

Passports will extend out the \$150 discount until the school committee reaches a decision.

HS Trip to France: Mrs. Dill

Mrs. Dill indicated that she will only conduct a school sponsored trip and would not be willing to have a trip on her own. She noted that people who are with us cannot carry firearms as it is illegal to carry firearms in France.

Sharmila Hall was skyped into the meeting from Prometour and was asked to discuss student safety and terrorist attacks. She was also asked to address how parents would be notified about any event that occurred while their children were abroad. The customer care department would be in contact with all the parents and contact all families immediately. If a hospital is necessary, there would be medical assistance provided while in a foreign country. Managers from France or Spain would go to the group.

Mr. Killion asked about security and safety of the hotels and what assurances are in place? Prometour would follow the same safety procedures and will reroute the group to a safe location, will change hotels until flights can be scheduled. If anything happened close by, the group will be sent back.

Mrs. Tonelli asked if emergency responders are trained? Yes, they are trained by us and are licensed tour directors who are used to going on tours, they have fuller training, they know what to do in case of an emergency of where to go and what to avoid.

Mrs. Dill explained that during the Brussels event, students on tour in Italy needed to have their itinerary changed to avoid public transportation.

Dr. Zielinski asked if they are equipped with satellite phones in the event that our communication is not available. Ms. Hall did not know and would need to check and prefers to get back via email to Mrs. Dill. Emergency cell lines that are on call 24 hours per day. A manager will go immediately to the hotel if there is no communication.

Mr. Schaefer asked if there is a contract in place with individual students or with the school district? There is a contract with each individual traveler. If anything happens the organizer is responsible and the liability insurance that covers up to \$5M dollars. The school will not be responsible.

Mrs. Ellen Dill reviewed the itinerary based upon senior students who have travelled previously and what they would like to do.

Mr. Gee asked about the recent school trip to Spain and if any parents address any concerns?

Dr. Mobley explained that Mrs. Metcalf's trip to Spain went very well and she had a good insurance policy in place. Dr. Mobley did mention that the school needs to come up with protocols for ourselves. Once trips are approved, Dr. Mobley will conduct meetings with the teachers on school protocol. The liability question should be referred to the attorney.

Mrs. Desrochers asked if there are any plans for fund raising? Mrs. Dill plans to discuss this with her students as to what they would like to do.

Mrs. Desrochers would like more information on the types of first aid and safety training that the managers have.

Mr. Childs indicated that he is awaiting approval first and plans to fundraise to offset the costs.

Both of the international trips will be deferred to May 2, 2016. Mrs. Dill will present her slideshow on Quebec also on May 2, 2016.

Unfinished Business – Graduation Update (taken out of order)

Dr. Lisa Mobley provided copies of the graduation information memorandum that was sent to parents on April 8. She also wants to thank Mrs. Rowe for her assistance over the past 3 years during graduation. Dr. Mobley indicated that bus transportation is mandatory for graduation rehearsal to and from Stonehill.

Discussion ensued on some confusion on shipping and delivery of KP gowns. KP is accepting gowns which are the chosen green with the white striped sleeves.

For next year's graduation, Stonehill has penciled in King Philip for Sunday, June 11.

Mrs. Tonelli suggested that Dr. Mobley send a ConnectEd out to parents about traffic situation on the night of graduation due to a concert at the Xfinity Center. Discussion ensued on the seating for school committee members.

COMMUNICATION:

KP In the News

MASC Joint Conference Information

The Sun Chronicle Article: State – Ed aid issue too complex for quick fix, 3/23/16

EdWeek Article: Boston's revamp of teacher hiring sparks gains, costs, 3/16/16

NEAS&C Accreditation Letter dated April 8, 2016

BICO Quarterly Report

Telegram.com: AP classes grow in popularity across Worcester area, state 4/4/16

KP Music Recognition

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

Norfolk School Committee Representative: Mr. Chalmers –Norfolk School Committee met on April 12, 2016 and discussed the budget.

Plainville School Committee Representative: None

Wrentham School Committee Representative: Mrs. Schmitz reported that the Wrentham School Committee met on April 12 where discussion was held on the budget; the special education audit has been completed on the part of Wrentham; Unit A ratified their contract; there was an update on a classroom that will be used by BICO; and on April 1 the Wrentham Dancing with the Stars was held and over \$48,000 was raised.

HS Student Council Representative: Ms. Sheehan

Schoolwide

Course selection papers were due in the guidance office on Friday, April 1st.

Student Council

On Saturday, March 26th KP Student Council hosted their annual Easter Bunny Breakfast for elementary school students and their families. The breakfast had a large turnout - the council received great feedback from the community. The council is currently planning the following events: Class Competition, Spirit Week, & KP Talent Show.

Potential Spirit Days:

Homeroom Movie Wars, Salad Dressing Day, Decades Day, Tie Dye, America Day, Pajama Day

MODEL UN

Model UN is currently holding elections for their new executive board.

Leo Club

Nomination for board positions will occur at their next general meeting on Wednesday, April 6th.

Elections will be held on Wednesday, April 28th.

Senior Senior Prom is an event that Leo Club hosts yearly. Seniors from local nursing homes are invited to attend "the Prom" at KP on Thursday, April 14th.

KPMA

KP Music Program (Concert, Symphony & Chorale Program) competed this past weekend at the MICCA Festival.

UNFINISHED BUSINESS (continued):

School Committee Self-Evaluation:

Mrs. Martin reviewed each section of the School Committee Self-Evaluation. Discussion ensued on the following sections and additional commentary was given:

Q2 - Governance: Comments included that school committee goals were never clearly defined. Discussion ensued about this year's Retreat and having a facilitator to keep the committee focused and on track.

Q3-Operations: New member orientation with reference to the King Philip Handbook. The question arose whether the handbook has been updated. Discussion ensued that MASC offers an orientation training for new school committee members, however King Philip should provide information about the district. It was suggested that the Handbook be updated and include an organizational chart of the District.

Q8-Conduct of Meetings: Comments were reviewed on not having new materials handed out at a meeting, and having budget documents provided sooner for the Finance Committee meetings.

2016/2017 Unit C – Paid Holiday Calendar -10 and 12-month (2nd reading)

✚ **A Motion was made by Mr. Killion, seconded by Mrs. Desrochers, to approve the 2016/2017 Unit C Paid Holiday Calendar for 12-month employees, pending ratification of the 2016-2019 contract. All in favor.**

✚ **A Motion was made by Mrs. Desrochers, seconded by Mr. Killion, to approve the 2016/2017 Unit C Paid Holiday Calendar for 10-month employees, pending ratification of the 2016-2019 contract. All in favor.**

Director of Finance Search Update:

Mrs. Desrochers thanked the members of the Search Committee and indicated that most are interested in serving further. She explained that 2 candidates were to be put forth, but 1 candidate accepted a position in another district so the search would have to continue. The timeline for the next round of interviews needs to be shortened in order to go through the process to have a July or August start date.

Dr. Zielinski explained that the position has been reposted with a deadline of May 15 and one of the finalists will be moved forward. The position has been reposted on School Spring, The Boston Globe and MASC. Mr. Schaefer will also ask MASBO to repost.

The first meeting of the Search Committee will be held on Tuesday, May 17 and resumes will be provided. Initial interviews will be conducted on May 24, 25, and 26 and offer finalist candidates to the School Committee for June 20 at a regularly scheduled meeting.

Mrs. Martin noted that she will be unavailable during the week of May 24 – discussion continued about moving the initial interviews to the first week in June.

Discussion was held that Mr. Schaefer would be willing to stay on for a transition period and as a contingency plan noting that his contract expires on June 30, 2016. Mr. Schaefer will discuss this with the retirement board. There is \$25K allocated in the budget for the transition. There was discussion about posting with MASBO for an interim director of finance.

Mrs. Martin commended Mrs. Desrochers on her position as chair of the search committee.

FY17 Budget Update:

FY17 Budget Update:

In a memorandum dated April 21, 2016, Mr. Schaefer provided information on the results of a meeting with the towns of Wrentham and Plainville held on April 18, 2016. He indicated that the towns felt that it would be better to put the \$700,000 of budget cuts back into the budget and have the School

Committee increase the appropriation from E&D from \$150,000 to \$850,000 which would have the effect of evening out the budgets between years.

Dr. Zielinski will be having an administrative team meeting to discuss the budget and to look at one time reductions. There is also a Finance Subcommittee meeting on May 2 in preparation for the May 10 Norfolk Town Meeting.

- ✚ **A Motion was made by Mr. Gee, seconded by Mr. Killion, to reconsider the budget vote that was taken on March 21 2016. All in favor.**
- ✚ **A Motion was made by Mr. Gee, seconded by Mr. Killion to reinstate the \$700,000 in reductions and amend the operating budget from \$30,037,486 to \$30,737,466. All in favor.**

According to Mr. Schaefer, the scenario worksheet was provided to the 3 towns and was part of the presentation on April 18 to Wrentham and Plainville.

Use of Facilities:

In a memorandum dated April 21, 2016, Mr. Schaefer presented the adoption of:

- A revised fee schedule;
- A revised Policy KF – Community use of school facilities
- A revised Procedure KF-R – Community use of school facilities.

Mr. Schaefer informed the School Committee that a King Philip staff member is now policing the turf field. The policy will need to go before the Policy Subcommittee. Discussion ensued on having a reciprocal agreement in the policy.

- ✚ **A Motion was made by Mr. Gee, seconded by Mr. Killion, to approve the fee schedule, as amended by removing the labor rates listed in the FY17 Use of Facility Rental Fee Schedule. All in favor.**

Superintendent's Evaluation:

Dr. Zielinski informed the Committee that the 47-page evaluation is in the process of being completed. Committee members will receive an email notifying them that it has been uploaded by the end of this week.

Mrs. Martin asked that if any member selects either “exemplary” or “unsatisfactory” to please put a comment in that section.

LATE COMMUNICATIONS

REPORTS OF SPECIAL COMMITTEES

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

PUBLIC COMMENT

ADJOURNMENT INTO EXECUTIVE SESSION

- ✚ **A Motion was made at 9:30pm by Mr. Gee, Mrs. Desrochers, to enter into Executive Session to discuss collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body; and the chair so declares, only to return to open session for purposes of adjournment. All in favor, by roll call vote: Yes (7); No (0).**

✚ **At 10:10pm, a Motion was made by Mr. Killion, seconded by Mrs. Tonelli to adjourn. All in favor by roll call vote. Yes (7); No (0).**

Respectfully submitted,

*Lisa B. Witkus
Secretary to the School Committee*