

KING PHILIP REGIONAL SCHOOL COMMITTEE  
MINUTES - Approved  
September 8, 2015  
King Philip Regional High School - Library

**CALL TO ORDER:**

Mrs. Martin, Chair called the meeting to order at 7:03PM.

**ROLL CALL OF COMMITTEE MEMBERS:**

Members Present:	Norfolk:	Michael Gee, Noelle Tonelli
	Plainville:	Patrick Francomano, Ann-marie Martin
	Wrentham:	Danielle Schmitz, Jim Killion
HS Student Council Representative:		Eliza Sheehan
Members Absent:	Plainville:	Charlene McEntee
	Wrentham:	Lynn Desrochers
	Norfolk:	Jeff Chalmers

The meeting is not being videotaped by Wrentham Cable Access. Mrs. Martin 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) Mrs. Martin also explained the procedure for public comment.

**PAYMENT OF BILLS, FINANCIAL REPORT**

Warrants/Budget Report/Budget Transfers

**DELEGATIONS AND VISITORS**

Dr. Zielinski, Mr. Schaefer, Dr. Oliveira, Dr. Gilson, Mr. Chaplin, Mrs. Fischer, Mr. Christie, Mr. Sauriol, Mr. Seymour, Gale Associates

**COMMUNICATION:**

The following documents were presented:

*Board & Administrator*, August 2015, Vol. 29, No. 4  
*Murphy, Hesse, Education Client Alert*, August 2015  
Appointments, Retirements, Resignations, etc.  
Communication from Retirees

**AGENDA**

**APPROVAL OF MINUTES:**

None

### **Staff Recognition:**

Dr. Zielinski introduced Mr. Bean, MS Spanish Teacher and his former KP student Miss Diesso. Miss Diesso nominated Mr. Bean in a contest sponsored by the Boston Red Sox. She recognized Mr. Bean for his hard work and dedication as a teacher and as someone who makes an impact on students. They were recognized at a recent Red Sox game.

### **Introduction of New Staff Members:**

Dr. Zielinski introduced Peter Sauriol, the new HR Director who started today. Mr. Sauriol has experience with 3 different companies in Human Resources. He is also school committee member in Monson, MA.

Spencer Christie was introduced by Dr. Oliveira as a new HS assistant principal. Mr. Christie previously worked at Medway High School. He is charged with maintaining 504 Plans and also will be focusing on early college and the STEM Initiative.

### **Unfinished and New Business Topic:**

#### **Artificial Turf Field Update and track and field:**

In a memorandum dated September 4, 2015, Mr. Schaefer updated the school committee on the turf field and the use of the athletic revolving fund. The Administration is currently recommending two additional change orders for the project with the funding coming from the athletic revolving fund. The two new change orders are:

PCO #3, with option 2 – tennis court surfacing in the amount of \$42,620; and  
PCO #5 – track resurfacing in the amount of \$108,310 (subject to change)

Dr. Zielinski gave an overview of the project. Resurfacing of the track and the repair of cracks in the tennis courts that have appeared due to erosion were discussed as needed given that both facilities are over 9 years old. Track resurfacing will also include covers for the sand pits that are used in the long jump areas. Mr. Schaefer and Bill Seymour of Gale Associates will discuss further.

Mr. Francomano asked if the District will save any money because the work will be done by the same contractor.

Mr. Seymour, Director of Civil Engineering for Gale Associates indicated that his company also worked with Green Acres when the track and the tennis courts were originally built. He indicated that this was needed and overdue maintenance, and that doing the work now while construction is occurring will afford some direct expense savings.

Mr. Francomano indicated that the district may not be getting the benefit of comparison with other vendors in a competitive bid process.

Mr. Seymour indicated that these prices are fair and reasonable for these projects and there are less than a half dozen contractors who do this type of work on both the tennis courts and the track.

Discussion ensued on the drainage upon the initial installation of the track. The turf and the edge of the track were supposed to meet except for the small exposure of the drainage and wasn't supposed to be visible. There was discussion of whether the installation was done correctly as issues arose involving perimeter. It was explained that the original plan had been for turf to be installed, when this didn't occur, the field was subject to continued maintenance, such as mowing, that caused some damage, all of which has been repaired.

Mr. Francomano asked for clarification of Project budget fund 52. Mr. Schaefer explained that this represents the value of the change orders and has nothing to do with the fund balance in the athletic revolving account. Mr. Schaefer also received a revised change order today with different values and the dollar amounts were broken down and discussed to reflect these changes.

Mr. Seymour reviewed the age of the court and track, and their deterioration over the years. Asphalt courts have a life of 25 years with 2 significant renovations such as this project. The track pavement has a usable life of 25 years if you have a sealed, maintained surface.

The timeline for this construction phase was reviewed. The tennis and track would be started after October 3 and would take approximately 10 days and would be completed this fall, weather permitting.

Concern was expressed for leaving the athletic revolving fund with only approximately \$20,000 in the event of a major issue. Discussion continued on the need for the work and what other facilities could require the use of this fund.

Discussion ensued and it was noted that these funds are what we charge parents. At no time did a cost analysis of these funds take into consideration the resurfacing of the track or the tennis courts. We need to think about this going forward and if we are going to use student fees as a source of funds for repairs, we need to calculate that when we set the fees. It was noted that, while not deliberate, the balance of the revolving account will facilitate these repairs. The Budget and Finance subcommittee will be taking up fees and will look to better define what is included within the fees.

Dr. Zielinski noted that no vehicles will be allowed on the field including plows and ambulances. Mr. Francomano would like to have a conversation with EMS on this procedure. Plow vehicles should be properly trained and equipment modified if the field were to be plowed. The Carpet is insured with a warranty and should last approximately 12 years.

Mrs. Snead, member of KPMA asked about golf carts on the field. KPMA uses golf carts at the home show. Mr. Seymour indicated that this will not impact the warranty or longevity.

Mrs. Snead also noted that on the money side of things, KPMA would not have a problem to move some of that money to use for this purpose. Discussion ensued on the best way to handle this as money in the turf fund must be used exclusively for the turf field.

**✚ A Motion was made by Mr. Francomano, seconded by Mr. Killion, that the King Philip Regional School District authorizes the use of Athletic Revolving Funds not to exceed \$181,381 for the purpose of resurfacing/repairing the tennis courts and track, and further authorizes the Superintendent to take such actions necessary to execute the appropriate change orders. All in favor.**

The Finance Subcommittee is in the process of preparing a capital plan and this concept will be discussed.

### **COMMUNICATION:**

KP In the News:

“KP DECA students do well at International event,” *The Sun Chronicle* dated 8/14/15;

- The Turf Field Ribbon Cutting Ceremony will be held on Sunday, September 20 at 5:30pm followed by the Band’s Preview Show. Dr. Zielinski has invited Senator Ross and other dignitaries to attend.
- The 15/16 Budget & Finance Subcommittee Calendar was presented as a draft to the School Committee.

### **REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT**

None

## **REPORTS FROM SCHOOL COMMITTEE MEMBERS:**

Norfolk School Committee Representative: Mr. Chalmers  
Plainville School Committee Representative: Mrs. McEntee  
Wrentham School Committee Representative: Ms. Schmitz - Wrentham was off to a good start to the school year. She brought back discussion about special education review and will have an answer by October 1.

HS Student Council Representative: Ms. Sheehan

### **Schoolwide**

The first day of classes was on Wednesday, September 2nd, 2015. Despite the heat, King Philip had a very successful first day. All freshman, sophomore, junior, and senior students attended an assembly in the auditorium on Wednesday morning. At this assembly, we reviewed King Philip policies. We were given new information about Senior Privileges, and King Philip's new identification system.

Finally, some students learned that King Philip will be providing access to Microsoft 365 for Education to students, teachers and staff in grades 7-12. Students will have access to their own official email address, calendar, applications, and "OneDrive" through the program.

### **Sports**

Fall Sport Athletes have officially begun practicing for the 2015 Fall Season! Season Openers will occur this week.

### **KP Cares**

The King Philip communities of Norfolk, Plainville and Wrentham came together on August 31st for the "Ice Bucket Challenge". Over 150 people gathered at the King Philip Bus Loop to participate in the challenge. The event was quickly brainstormed and planned over the course of just 1 week by KP Cares. Many enthusiastic participants willingly dumped ice cold water on their heads in an effort to raise money for ALS Association and the Gemelli Family Fund. At the event, there was a table set up for donations to the ALS Association and other ALS related charities. The event raised over \$3,000 for the ALS Association and the Gemelli family.

## **UNFINISHED BUSINESS:**

### **Job Description: Financial Secretary (2<sup>nd</sup> Reading)**

Dr. Zielinski presented the 2<sup>nd</sup> reading of the Financial Secretary job description which has been revised based upon discussion with the KPTA. The changes include the following:

- The addition of professional development is currently split between 2 people (executive assistant and accounts payable) this keeps it consistent with one person;
- Calendar of events maximize the ability to rent facility space by having one person do this;
- Doing bank deposits and checks for the business office. Discussion ensued on whether or not this person is bonded? Yes, there isn't the need for a separate bonding requirement according to Mr. Schaefer. All current employees who handle cash are bonded. It does not matter if the person is part time vs. full time as it is covered under a blanket according to Mr. Schaefer.
- The full-time position started August 1.
- Recommended by MASBO review 2014.

✚ **A Motion was made by Mr. Gee, seconded by Mr. Francomano to approve the job description of the Financial Secretary (2<sup>nd</sup> reading) as prepared and presented. All in favor.**

### **2015/2016 Opening Day Update:**

Dr. Zielinski gave a brief description of opening day and indicated that it went fairly smoothly within the district. She did mention the incident in Millis involving a police officer, which turned out to be a hoax, which occurred after school hours. Discussion ensued on what happens when an emergency situation goes into effect after school hours. Mrs. Fischer reviewed the safety and security of both schools.

Discussion ensued on the notification process for the whole King Philip community by the superintendent via ConnectEd by email. Discussion has been held with the police departments of the three towns as a situation that occurs in any of the towns has an impact on the entire school district and may require our emergency procedures to be activated.

Due to the high temperature for the next few days, students and staff are taking measures in the classroom to get through the current heat wave.

#### **NEW BUSINESS:**

##### **School Committee Goals**

Mr. Gee prepared a memorandum dated September 1, 2015 on school committee goals as a basis for discussion. These include student achievement, improved communication and looking for ways to improve and extend collaboration with the members towns of King Philip and the elementary districts.

Mr. Francomano asked if the School Committee could defer to next meeting and keep this as a focus of the meeting which would allow more time to dedicate with a full committee present and revisit the retreat model. Mrs. Martin will review the agenda.

##### **Home School Requests:**

- ✦ **A Motion was made by Mr. Francomano, seconded by Mr. Killion, to approve the 7 home school requests as presented for the 2015/2016 school year according to School Committee Policy IHBG:  
A.L.  
G.D.  
M.D.  
A.H.  
M.B.  
D.R.  
Z.R.  
All in favor.**

##### **Late Communications:**

Ms. Martin announced the dates of the open houses and asked that school committee members send their availability to her if they plan to attend these events:

HS Open House, September 15 at 6pm;

MS Grade 7 Open House, October 8;

MS Grade 8 Open House, October 15.

##### **Adjournment:**

- ✦ **At 8:27 pm, a Motion was made by Mr. Francomano seconded by Mr. Killion, to adjourn into Executive Session and to return to open session solely for the purpose of Adjournment. All in favor by roll call vote. Yes (6) No (0).**
- ✦ **At 9:26pm, A Motion was made by Mr. Francomano, seconded by Mr. Killion, to adjourn. All in favor by roll call vote. Yes (6); No (0).**

*Respectfully submitted,*

*Lisa Barrett Witkus*

*Secretary to the School Committee*