

KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES
November 17, 2014
King Philip Regional High School Library

CALL TO ORDER: Mrs. Martin called the meeting to order at 7:00pm.

ROLL CALL OF COMMITTEE MEMBERS:

Members Present: Norfolk: Michael Gee, Noelle Tonelli, Jeff Chalmers
Plainville: Ann-marie Martin, Patrick Francomano, Charlene McEntee
Wrentham: Lynn Desrochers, Jim Killion

Members Absent: Edward Goddard
Municipal Representative: Charles Kennedy

HS Student Council Representative: Edward Cullinane

The meeting is being videotaped this evening 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, VISITORS, PUBLIC PARTICIPATION, ETC.:

NEW BUSINESS:

HS Gymnastics Fees:

The gymnastics fee was increased this year to \$400 due to lack of participation. Ms. LaPorte a member of the HS Gymnastics Team urged the School Committee to lower the participation fee of Gymnastics back to \$300. She explained that the participation rate is official as of today at 19 students with an additional student expected to sign up coming from Winter Cheer. This would bring the total participants back to 20 and the participation fee of \$300 should be maintained.

- ✚ **A Motion was made by Mr. Francomano, seconded by Mrs. Tonelli, to maintain the fee to \$300 based upon an enrollment of a minimum of 19. All in favor.**

Students who have already signed up at the \$400 participation rate will receive a refund. Dr. Zielinski noted that Winter Cheer only had 3 signups for the season and those girls have migrated to Gymnastics.

CONSENT AGENDA

PAYMENT OF BILLS, FINANCIAL REPORT:

Warrants/Budget Report & Transfers

The following documents were presented as the Consent Agenda

- Minutes of November 3, 2014;
- Appointments, Retirements, etc. dated November 17, 2014;
- Budget & Finance Subcommittee Meeting Minutes dated October 27, 2014.

- ✚ **A Motion was made by Mr. Francomano, seconded by Mr. Gee, to approve the Minutes of November 3, 2014, as presented. All in favor, with Mr. Killion and Mrs. McEntee abstaining.**

AGENDA ITEMS:

Approval of Minutes-Executive Session:

- ✚ **A Motion was made by Mr. Francomano, seconded by Mr. Gee, to approve and hold the Executive Session Minutes of November 17, 2014, as presented. All in favor, with Mrs. McEntee and Mr. Killion abstaining.**

Communication:

KP in the News:

An article in The Sun Chronicle dated November 12, 2014, entitled "DECA promotes safe driving."

The School Committee would also like to congratulate KP Football Team for an outstanding season. The Thanksgiving Day Game against Franklin will begin at 10am.

Congratulation to the KP Music Program for scoring the highest score they have ever received at Nationals. They also received "Best in Percussion."

Reports of the Superintendent:

None

Reports from School Committee Members:

Mr. Chalmers: Norfolk School Committee's next meeting will be held on November 18, 2014.

Mrs. McEntee: The Plainville School Committee's Wellness Committee discussed peanut-free classrooms and to eliminate any food celebrations at the school. The Committee also reviewed the new policies that have come from MASC.

Mr. Goddard: None

Mr. Cullinane presented the HS Student Council Report dated November 17, 2014.

- Planning is underway for the Bonfire, which is the night of the Powder Puff Football Game and the annual Holiday Party.
- The senior supper will be held on November 19th. Tickets are on sale for \$5.
- Junior Government is currently selling Sweatshirts and Quarter Zips until November 25th. Also planning Powder Puff Game with the Senior Class.
- Meeting with Prom Venue soon- Kirkbrae Country Club.
- National Honor Society Induction Ceremony will be held on November 24. New members have been notified of their acceptance into NHS. Volunteering at Parent-Teacher Conferences and planning a Charity Dodge Ball Tournament.
- Leo Club recently had their induction and they have 205 members. They are helping at various events in the community.

MASBO Report:

John Crafton, Senior Team Member that conducted the financial review for the school committee presented his findings in a conference using Go To Meeting. Mr. Schaefer was the moderator and explained that Mr. Crafton was here to hear the questions of the School Committee based upon the report.

Mr. Crafton explained what the report was based upon and that this is not an audit and does not entail the specific mechanisms for accuracy. It is a process review which is a more apt description and to review the current business office practices to see if they are aligned with the statutory requirement, staffing requirements for the current workflow, budget planning and development along with financial reporting, payroll and accounts payable systems.

The report recommends areas that can be worked on. The review begins with the self-assessment, with a focus on strengths and weaknesses, with a 2 day site visit comprised of 4 team members who interviewed anyone that manages the budget. The Team also met with school committee members and town officials involved in the process. There was a review of several documents such as budget and end of year compliance. The report was presented in a binder that was presented to the Superintendent. Mr. Crafton is available to answer any questions or comments that you may have.

Mrs. McEntee asked about a full time grant writer. Are there other districts that have a full time grant writer? Dr. Zielinski explained that some districts do, but King Philip does not qualify for many grants and you need to weigh the cost of having a full-time grant writer. Mr. Crafton agreed with Dr. Zielinski's comments. There are some districts because of their size and budgetary needs that have a high qualification for a larger number of grants.

Mr. Gee asked if there are any suggestions for improving the budget documents for the narratives: Is that recommendation coming out of best practices from MASBO or feedback from the interviews or a combination of both? Mr. Crafton stated that the review is based on a national program by MASBO International 15 years ago. It is an award program but is the only objective standard that has been set up for a school district budget. The recommendation is based upon those particular standards. The focus is on the ones that are extremely necessary. Much of the documentation the superintendent provided is information that has been presented at town meetings. The report recommended that those be included in the budget document and to make sure the document itself includes all funds going into education, revolving account, grant money, should be included but separated from the operating budget for transparency and accountability purposes.

Mr. Gee asked if there examples of budget documents that have all this information. Mr. Crafton stated that the Mastery Budget Award has been given to 15 districts across the state and that he won the award. And that is why he mentioned the issue about including narratives that make up the budget.

Mr. Gee asked Mr. Crafton to summarize the take away on the budget office recommendations on staffing levels. Mr. Crafton stated that the recommendation for a district with this size with a budget of \$30M includes positions that King Philip should have. It appears that there is a level of efficiency that the school committee may not be quite happy with. The report recommends an increase in staff support. There currently is no HR director, no assistant business manager, or transportation director. The Facilities requests should not be in the business office. The most important need is to create a benefits and financial coordinator. There is also a recommendation to create an accounts payable and payroll clerk in a combined position. The combined position is not something that would be a large budget item.

Mr. Francomano verified that bills should be paid before the warrant is properly signed by committee. Mr. Crafton agreed and included the payroll warrant. He also suggested that the School Committee check with their attorney on the payroll warrant to see if a majority of school committee members to sign the payroll warrant based upon the recommendation of the subcommittee. Mr. Francomano assured him that the procedure has been reviewed and is consistent with the statute, This is true for both the payroll and the regular warrant. One member from each town must sign and the warrant is reviewable by all members.

Dr. Zielinski asked Mr. Crafton if he would be available in the future if there are any other questions. Mr. Crafton stated he would be available to Mr. Schaefer if needed.

Mr. Crafton closed by stating that in comparison with other districts that have been evaluated (approximately 75 reports have been done) and in consideration of the overall staffing situation, the district is in very, very good shape. The Commendation section contains a number of achievements including the Special Education office and good relations with the towns. The overall feeling about King Philip is that from a process point of view, the King Philip district is in good shape.

UNFINISHED BUSINESS:
Bi-County Collaborative Agreement:

Dr. Zielinski attended the BICO Board of Directors' meeting on November 13. She reported that the BICO Board was willing to change the bylaws to incorporate the change to the governance section requested by the King Philip Regional School Committee. The Board is also looking into what happens if a district leaves the collaborative.. This topic was tabled to the next meeting. Once decided, the bylaws will be resent to the Committees for review.

Mr. Francomano asked about the cumulative surplus memo of November 14, 2014. Dr. Zielinski explained the surplus is 3 months of operating expense that BICO has in reserve; and, a decision will be made in June to go use the surplus towards capital or to reduce tuition for next year.

A three-year history was requested and will be provided at a future meeting in January 2015.

Meeting of the School Committee Chairs:

Mrs. Martin organized a meeting of the school committee chairs from King Philip, Norfolk, Plainville and Wrentham for November 13, 2014 at 7pm. Mrs. Martin felt that this was a productive meeting discussing the special education review. The elementary school districts continue to have concerns about the special education budget. Mrs. Martin requested that all questions be sent to her and she will follow up with Dr. Zielinski. Discussion ensued on the reasoning to do a study as there are three different philosophies that exist among the three towns.

Mrs. Martin explained that when a review occurs, the elementary districts would like an outside voice and not someone who is familiar. The chairs will attempt to get buy in from their committees.

Discussion was held on having a meeting, perhaps in January, of all of the school committees, have the conversation and agree on a vendor.

Mrs. Martin stated that there is a meeting of the chairs scheduled for February 3, 2015 at the HS. Mrs. Murphy of Wrentham will be putting together a working document for the chairs' discussion. Discussion continued that the superintendents and/or the special education directors need to be at the table from a policy standpoint.

Fingerprinting:

October 2014 SAFIS Update:

Dr. Zielinski provided the School Committee with the October 2014 SAFIS update in which it lists the alphabetical schedule in which employees should be fingerprinted prior to May 2016 as a condition of employment.

The Committee would like to see a comparison of a SAFIS report and a CORI report to show the differences. This will be added to an agenda in January.

A question was raised about requiring volunteers to be fingerprinted. Dr. Zielinski noted that this is a matter of policy and is left to the discretion of the district. For example, chaperones on an overnight field trip could be required to be fingerprinted (Mrs. McEntee reported this is done in Plainville for Nature's Classroom volunteers) as well as anyone else if they are going to be alone with students at any point. Volunteers are currently CORI'd. A request was made to get an estimate on the number of volunteers to see if the fingerprinting fee may be absorbed into the budget.

New Business:

Open Meeting Law Review:

Dr. Zielinski reported in a memorandum dated November 12, 2014 that she was informed that King Philip was used as an example of how to post for a regional school district during a presentation at the MASC Joint Conference. There was discussion about posting meetings on the district's website was sufficient or if the meetings must also be posted by each Town Clerk. An outline of the law and a legal opinion that King Philip was in compliance using the alternate method of notice was provided by Attorney Waugh. Also, in a letter to the Attorney General in 2010 the King Philip Regional School District notified the Attorney General of their decision to adopt an alternative posting method. .

Mr. Francomano, posted on the MASC list.serve, the ability to adopt an alternative posting method. The presentation referred to was accurate with the general rule, but did not note the exception to the rules.

Prescription Medication Delegation:

Clarification and more information is needed on this agenda item.

A Motion was made by Mr. Francomano, seconded by Mr. Killion, to table the agenda item of Prescription Medication Delegation to the December 1, 2014 meeting. All in favor.

Late communication.

Letter to the Attorney General dated October 19, 2010 that the King Philip Regional School District notified the Attorney General of their decision to adopt an alternative posting method. .

Recommendations or Questions from Individual Committee Members:

- Mr. Francomano extended a commendation to both teams that presented at the MASC Joint Conference. The Special Education Department and the Mentor Program. He stated that this was a “Shining opportunity” for King Philip and people were extremely impressed by the programs that we have in place for transition and for the new teachers in the mentoring program.
- Mrs. Martin reminded the Committee that the National Honor Society Induction will be held on Monday, November 24, 2014.

Late Communications:

Public Comment:

Adjournment:

- ✚ At 8:45pm, a Motion was made by Mr. Gee, seconded by Mr. Francomano, to adjourn into Executive Session for the following purpose: to discuss strategy with respect to 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 for purposes of adjournment. All in favor by roll call vote, Yes (8); No (0).
- ✚ At 9:30pm, a Motion was made by Mr. Francomano, seconded by Mr. McEntee to adjourn. All in favor by roll call vote: Yes (8); No (0).

Respectfully submitted,

*Lisa Barrett Witkus
Executive Assistant &
Secretary to the School Committee*