

**KING PHILIP REGIONAL SCHOOL COMMITTEE
MINUTES - APPROVED
August 21, 2017
King Philip Regional High School
Library**

CALL TO ORDER:

Mr. Gee, Vice Chair called the meeting to order at 7PM. Mr. Francomano was unexpectedly detained.

ROLL CALL OF COMMITTEE MEMBERS:

Members Present:	Norfolk:	Kenneth Dow, Michael Gee
	Plainville:	Samad Khan
	Wrentham:	Jim Killion, Trevor Knott, Erin DeStefano

Members Absent:	Norfolk:	Jeff Chalmers
	Wrentham:	Present
	Plainville:	Charlene McEntee, Patrick Francomano

HS Student Council Representative: None

The meeting is being videotaped. 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 Mr. Gee also explained the procedure for public comment.

DELEGATIONS AND VISITORS

Dr. Mobley, Mrs. Fischer

AGENDA

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 Mr. Knott, seconded by Mr. Dow, to approve the Minutes of May 15, 2017. All in favor, with Mrs. DeStefano abstaining.
- ✚ A Motion was made by Mr. Killion, seconded by Mr. Dow, to approve the Minutes of the May 25, 2017 meeting held at 6pm, with Mr. Knott abstaining. All in favor.
- ✚ A Motion was made by Mr. Killion, seconded by Mr. Dow, to approve the Minutes of the May 25, 2017 meeting held at 7pm, with the noted changes. All in favor with Mr. Knott abstaining.
- ✚ A Motion was made by Mr. Knott, seconded by Mr. Dow, to approve the Minutes of the June 6, 2017 meeting. All in favor.
- ✚ A Motion was made by Mr. Knott, seconded by Mr. Dow, to approve the Minutes of the June 19, 2017 meeting. All in favor.

PAYMENT OF BILLS, FINANCIAL REPORT

Warrants/Budget Report/Budget Transfers

AGENDA

APPROVAL OF MINUTES

- ✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Killion to retain and approve the Executive Session Minutes of April 3, 2017. All in favor, with Mr. Dow abstaining.
- ✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Killion to retain and approve the Executive Session Minutes of April 24, 2017. All in favor, with Mr. Dow abstaining.
- ✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Killion to retain and approve the Executive Session Minutes of May 1, 2017. All in favor, with Mr. Dow abstaining.
- ✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Killion to retain and approve the Executive Session Minutes of May 15, 2017. All in favor, with Mr. Dow abstaining.
- ✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Killion to retain and approve the Executive Session Minutes of June 6, 2017. All in favor, with Mr. Dow abstaining.
- ✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Killion to retain and approve the Executive Session Minutes of June 19, 2017, Session 1. All in favor, with Mr. Dow abstaining.
- ✚ A Motion was made by Mrs. DeStefano, seconded by Mr. Killion to retain and approve the Executive Session Minutes of June 19, 2017, Session 2. All in favor.

New Business (Taken out of Order):

17/18 HS Handbook – Dr. Mobley:

Dr. Mobley presented the 2017/2018 HS Handbook with the only change being the addition of the Non-Discrimination and Anti-Harassment policy and procedures. She indicated that the administration will be working with School Council in the fall and will come back to the School Committee if there are any further changes.

- ✚ A Motion was made by Mr. Killion, seconded by Mr. Knott, to approve the 2017/2018 HS Handbook as presented. All in favor.

MS Handbook, Mrs. Fischer:

Mrs. Fischer explained that the changes are more effective in dealing with the attendance policy and reflect what the actual practice is when dealing with excessive absences or truancy. The addition of the Non-Discrimination and Anti-Harassment policy and procedures have been incorporated. All of the changes are outlined and identified in a memorandum dated July 17, 2017 from Dr. Susan Gilson and Mrs. Fischer.

- ✚ A Motion was made by Mr. Knott, seconded by Mr. Killion, to approve the 2017/2018 MS Handbook with the noted correction of the spelling of “protocol” on page 11 of the Handbook. All in favor.

Consent Agenda (continued):

COMMUNICATION:

Appointments, Retirements, Resignations, etc.

Mr. Killion asked that Mr. Azer provide a list of all stipend positions, along with their stipend amounts, indicating whether or not the position has been filled for the Finance Subcommittee.

COMMUNICATION:

Special Education Forum Meeting Notes – June 20, 2017:

Dr. Zielinski explained that these meeting notes are from a meeting with meeting of the four towns on special education. The focus areas are discussed including all transitions and how we are going to communicate what we are doing especially on social/emotional issues and how to best serve our students with these needs and the different levels of programming that are available. The Forum is looking at specialized programs in individual towns. The group will be meeting again in September.

BICO Activities and Information, June 2017:

Dr. Zielinski reviewed the June 2017 activities and information report from BICO.

REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT

Report of Community Advisory Working Groups:

Dr. Zielinski presented a memorandum dated August 9, 2017 which outlined the establishment of the Community Advisory Working Groups in which three working groups have been formed with each group having an administrator and a school committee as part of the group. The three groups are: a budget working group (Patrick Francomano and Larry Azer); a public relations working group (Dr. Zielinski and Samad Khan); and, a strategic planning working group (Trevor Knott and Susan Gilson).

Dr. Zielinski reviewed the planning of these focus groups, discussed the actual kick-off, the membership of the groups and who will be leading it. On September 14 all groups will be meeting to inform the community "soft skeleton" of what is involved with each group and to recruit members. Dr. Zielinski noted that these are not school committee meetings, but working groups and are not posted meetings. This topic will be a regular agenda item and will be given to the school committee.

Dr. Zielinski explained that what Mr. Francomano had in mind potentially in some cases devote one meeting a month to critical mass and the other meeting will be to take care of business.

UNFINISHED BUSINESS:

Budget Update

- FY17 Closing Report
- FY18 Budget Update

Mr. Azer explained that at the Finance Subcommittee of August 4, 2017 the following agenda items were discussed and reviewed.

1. An analysis of the athletics budget was provided by Mr. Brown, Athletic Director including a three-year comparison of what fees and actual costs are charged for neighboring towns and are some sports carried by sports fees vs. district. A further review will be done over the next few months.

2. Individual Employment Contracts components were presented.
3. Mobile Devices and cell phones. The subcommittee is going to ask that the policy subcommittee review and articulate a policy for cell phones. Discussion on Mi-fi devices was held and cell phones are a basic plan for unlimited data. Some administrators have a Mi-fi for internet access when needed in a hot spots.
4. Other post-employment benefits (OPEB) is Health insurance for retired employees and a change in guidelines that became effective last year as an unfunded benefit was reviewed. Mr. Azer explained that the district should comply with the change as part of MGL c32B sec. 20, law amended last year and reviewed the options in a memorandum dated August 2, 2017.

Mr. Azer recommended to adopt MGL Chapter 32B, sec. 20 to create the OPEB Fund and accept option No. 2 and join another trust, such as the Plymouth County OPEB Trust (PCOT), which is managed by the Public Agency Retirement Service (PARS), which has no such minimum contributions and no minimum commitment period.

- ✦ **A Motion was made by Mr. Killion, seconded by Mr. Trevor Knott to adopt the provisions of MGL Chapter 32B, sec. 20 to create the OPEB Fund. All in favor.**

Mr. Azer will research and present to the Finance Subcommittee the next step of establishing an actual OPEB Trust.

5. **Student Activities Audit:** In a memorandum dated July 28, 2017, Dr. Zielinski explained the need to have the Student Activities Account audited.

✚ **A Motion was made by Mrs. DeStefano, seconded by Mr. Killion, to have the Student Activities Account audited by Lynch, Malloy, Marini, LLP, not to exceed \$5000 for these services. All in favor.**

6. FY2016 Financial Audit Response: In a memorandum dated August 3, 2017, Mr. Azer made recommendations to improve the operation for FY2016 in response to the FY16 financial audit management letter of February 16, 2017. Mr. Azer will monitor items 1, 2 and 3 (a-f) as listed as outlined.
7. FY2017 Budget Update: Mr. Azer attached reports of FY17. Revenue came in \$5,234 higher than expected while expenses finished at \$381,431 below budget. The latter figure includes \$334,040 worth of purchase orders that remain open as we await final invoices from vendors. Facilities were discussed that 5-10 year analysis of the buildings for the capital plan “an existing conditions report” and give priority ratings and assign dollar amounts to build a long-term capital plan. Mr. Azer suggested that the District put away money in the budget each year and to bring in an architect and engineer to do a report to be built in.
Dr. Zielinski recommended a review of the security camera system at the high school, and Mr. Azer will be working with the security team at HS and MS and have some recommendations to bring back. The Traffic safety report at the HS was also completed last year.
8. FY17 Excess & Deficiency (E&D). In a memorandum dated August 3, 2017 from Mr. Azer, he provided a color-coded chart showing preliminary projection for FY17 E&D. He explained that there needs to be a plan for the cafeteria to wipe out the deficit. Discussion ensued on lunch menus and food regulations for wheat products. Mrs. Reynolds has been meeting with students, and the salad and taco bars are a very popular item, and taco bar. The POS System will provide better data. Projected E&D would be a little over \$1M as of August 3, 2017 which is currently uncertified. Cafeteria deficit is coming off of E&D instead of general fund and this will be reviewed. Staffing will also be reviewed.
9. FY18 Budget Update. Mr. Azer gave an update dated July 31, 2017.
10. FY18 Budget Transfers: DESE has been working to better align job codes with the chart of accounts which has resulted in a number of changes effective with FY2018 and this has resulted in a shifting of funds from one account to another. Mr. Azer will provide a spreadsheet to be used as a comparison from one year to another.

✚ **A Motion was made by Mr. Killion, seconded by Mrs. DeStefano to approve the budget transfer as recommended by the Director of Finance. All in favor.**

11. FY18 Member Town Assessments: Mr. Azer provided a memorandum dated August 3, 2017.

✚ **A Motion was made by Mr. Knott, seconded by Mr. Dow, that the committee adopt a revised FY18 budget, of \$33,586,835.00 with the following assessments**
Norfolk: \$8,944,597
Plainville: \$6,145,512
Wrentham: \$10,332,921 for a total of \$25,423,029.
All in favor.

The next step in this process will be to send out a 45-day notice to the towns who may act on it or let it expire. The towns are aware of these changes according to Dr. Zielinski. The letter will be mailed by the District Treasurer via certified mail.

12. Special education out of district tuition budget: In a memorandum dated July 31, 2017, Mr. Azer provided a review of the special education out of district tuition and recommended that a budget transfer be made.

- ✦ **A Motion was made by Mr. Knott, seconded by Mr. Killion, to Transfer \$1,118,845 from Special education tuitions – day placement to special education tuitions – residential. All in favor.**

13. **Special Education:** Dr. Zielinski reviewed the Memorandum from Ms. Lacher, Director of Special Education dated July 21, 2017 re special education student changes since the FY18 budget which was approved. Also included are FY19 projected budget costs which will change based upon updated information received from the elementary districts.

Superintendent Search Update
Tabled to September 5, 2017.

Review of 2017/2018 School Committee Subcommittee List

Upon review of subcommittees list presented, the following changes will be made:

Health & Welfare Trust – Erin DeStefano will represent Wrentham.

Policy – Erin DeStefano will represent Wrentham.

Cable Advisory – Jim Killion will be the representative as Wrentham is the only town that has this committee.

Capital Budget (Wrentham) – this will be deleted until such a time that it is required.

Review of 2017/2018 School Committee Master Calendar

Mr. Gee explained that the Master Calendar highlights key events that drive the agenda as well as the budget calendar. Dates will be entered as more information becomes available.

MASC 2017 Annual Joint Meeting – Official Delegate Nomination:

Mr. Gee reviewed the annual conference sessions and the delegate process. He explained that any new member who has not done charting the course, you can also do it at the conference. This delegate represents our school committee at this meeting for the resolutions voting process. The conference is 3-4 days in length, but any time spent is valuable. He added that Mr. Francomano and Mrs. McEntee are on the MASC Board.

Tabled to September 5, 2017.

District Goal Setting and Review

Tabled to September 5, 2017.

Approval of Home School Plans:

Dr. Zielinski explained the criteria used for home school plans, under the “Care and protection of Charles.” The school committee approves the home school plans and families provide an end of year assessment and seek approval for each school year through the age of 16 unless they so choose to continue a formal home school education.

- ✦ **A Motion was made by Mrs. DeStefano, seconded by Mr. Khan to approve the following 2017/2018 home school plans as presented:**

1. I.G. – Grade 8
 2. E.S. – Grade 10
 3. I.I. – Grade 11
 4. A.M. – Grade 9
 5. T.P. – Grade 8
 6. T.P. – Grade 10
 7. J. P. – Grade 11
- All in favor.

Transfer Approval - \$150,000 Excess & Deficiency Middle School Project:

- ✦ **A Motion was made by Mrs. DeStefano, seconded by Mr. Knott, recommended by the Budget & Finance Subcommittee that the allocated \$150,000 set aside for the Middle School sewer project be closed. A vote by the school committee is needed to return the \$150,000 to the Excess & Deficiency Fund and will be applied to FY19. All in favor.**

REPORTS FROM SCHOOL COMMITTEE MEMBERS:

Norfolk School Committee Representative: Mr. Chalmers - None

Plainville School Committee Representative: Mrs. McEntee - None

Wrentham School Committee Representative: Mrs. DeStefano - the first meeting of 17/18 will be held on 8/22/17 in Wrentham and there will be a report on the Wrentham elementary school roof project which is expected to be done by the first day of school.

LATE COMMUNICATIONS

Distribution of a letter from the Town of Wrentham dated August 9, 2017, referring to 2 signs that will be installed along with speed signs which the town approved and needs to be approved by the state.

REPORTS OF SPECIAL COMMITTEES

RECOMMENDATIONS OR QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS

PUBLIC COMMENT

ADJOURNMENT INTO EXECUTIVE SESSION:

(Mr. Dow recused himself from Executive Session.)

- ✚ **A Motion was made by Mr. Killion, seconded by Mr. Knott, to adjourn at 9:05pm and enter into Executive Session for the purpose of discussing 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. (Unit A – CBA Negotiations, H&W Trust); and to return to open session solely for the purpose of adjournment. All in favor by roll call vote: Yes (6); No (0).**

ADJOURNMENT

- ✚ **A Motion was made by Mrs. DeStefano, seconded by Mr. Khan, to adjourn at 9:15pm. All in favor. Yes (5); No (0).**

Respectfully submitted,

*Lisa Barrett Witkus
Secretary to the School Committee*