

OXFORD SCHOOL COMMITTEE

MINUTES OF MEETING

MAY 14, 2018 - 6:00 P.M.

School Committee Members Present: William Spitz, Chairman; Daniel Coonan, Vice Chairman; Cassandra Day, Secretary; Palmina Griffin and September Forbes

Others Present: Dr. Kristine Nash, Interim Superintendent; Helen Coffin, Recording Secretary

Special Note: This Meeting was videotaped by Access Oxford, Inc.

CALL TO ORDER

Chairman Spitz calls the meeting to order at 6:00 p.m. in the High School Community Room.

STUDENT REPRESENTATIVES

Student Max Shepherd introduces Rachel Storey who will be the 2018-2019 Student Council Representative. Rachel reports for the High School on recent and/or upcoming events including the Oxford's Got Talent contest, Class of 2020 Shoe Drive, Boys Varsity Baseball, Girls Varsity Softball, Track and Field District Meet, and Senior Class Zumba Fundraiser.

Students Alexis Silva and Elizabeth Davis report for the Middle School on recent and/or upcoming events including the National Jr. Honor Society achievement award recipients; the Ryan Meyers fundraiser; animal shelter fundraiser; upcoming spring concert; bake sale for the music department. Many OMS students participated in the musical last month; the Art Club meets on Monday afternoons; the yearbook is finished and has been ordered; a new Poetry and Writing Club meets on Fridays; Spree Day is June 13th and parent volunteers are needed. The Memorial Day Program will be held on May 25th; Grade 7 students have a field trip to Patriot Place; Grade 4 students will tour OMS on June 12th; Grade 7 will have a celebration on June 19th with lunch and awards.

PRESENTATIONS AND AWARDS

Dr. Susan Henrichon – Coordinated Program Review Update. Dr. Henrichon advises that the CPR review was done during the last week of April and a total of 28 people were interviewed. The overall response is that the records review looks very good - there weren't any issues and all the questions were answered. The outcome of the interviews is that people are generally positive and loved speaking about their work; the staff feel supported and there is consistency in the special education throughout the district. There are always findings but it shouldn't be anything major; the draft report is expected towards the end of school year. Dr. Nash indicates that she participated in an exit interview and was impressed. She was told that the staff reported feeling valued and respected and this speaks volumes to the commitment of the staff and the relationships with administrators. When issues arise they work to solve them. The interview was extremely positive.

Mr. Spitz is happy with the positive feedback and believes it is largely due to Dr. Henrichon who brought the district to a higher level and she is a key factor in the outcome of this audit. Mrs. Forbes congratulates Dr. Henrichon. Mr. Coonan reiterates that there is usually a corrective action plan so we should expect it and not look at it negatively.

Dr. Henrichon also advises that the Title I Audit was recently completed. The auditor spent a day in the district and visited Chaffee, Barton and OMS. He interviewed ELL teachers and conducted observations of Title I classes to assess services being provided. He feels the district is going in the right direction and the programs are good. She doesn't think they have any findings but they recommended adding 7th grade to Title I services. Dr. Henrichon would like to have a district-wide approach to Title I beginning in the fall. Dr. Nash thanks Dr. Henrichon and her staff for their hard work – it takes a great deal of time and effort to pull together the documentation for the state.

CONSENT AGENDA

Chairman Spitz reads aloud the items included on the Consent Agenda.

Minutes of Meetings:	April 23, 2018 - Regular Meeting		
	May 2, 2018 - Special Meeting		
Routine Items:	Out-of-state Field Trip to NH (OMS)		
Warrants:	Accounts Payable dated May 1, 2018	-	\$ 83,810.36
	Payroll dated May 1, 2018	-	\$ 658,821.29
	School Lunch dated May 1, 2018	-	\$ 8,875.76
	Accounts Payable dated May 8, 2018	-	\$ 159,145.56
	Accounts Payable dated May 15, 2018	-	\$ 34,631.11

On a motion made by Coonan with second from Forbes, the Committee votes unanimously to approve the Consent Agenda as read.

RECOMMENDED ACTION

Unfinished Business

International Travel. OHS Teacher, Mr. Tom Ethier, provides a brief summary of his first experience directing the recent international trip to France/England. He speaks about the program itself and the planning involved in international travel. He thanks the chaperones and Dr. Henry for their support. Mr. Lauder explains that Dr. Henry forwarded along her summary of the incident. She plans to attend the next trip herself as administrator and she has spoken with EF Tours. At this time, Dr. Henry is looking for approval on next year's trip location.

Chairman Spitz still has concerns that there isn't a proper vetting process for students going on the trip – he feels the program should only be offered to students without discipline problems. He received feedback that other schools had problems with some of our students. Mr. Lauder agrees and feels there are guidelines that can be set up for these trips but they take time to plan. Dr. Nash advises that she is currently working on an International Travel Policy which has a section on chaperone responsibilities. She will have it available for a first reading at the June 11th meeting.

Mrs. Griffin does not feel the district is in a place to approve another trip right now. Mr. Spitz is not comfortable approving another trip until he sees a plan which addresses how things will be done on the next trip to prevent issues from happening again. He would like to see a plan in place. Mrs. Griffin agrees. Mrs. Forbes is ready to vote. Mrs. Day is ready to vote. Mr. Coonan feels the Chairman brought up relevant points so he is not ready to vote – he also wants to see an action plan in place before another trip is scheduled. Mr. Spitz indicates that he wants to approve the trip but cannot put his name on something he doesn't feel good about. He would like to see the plans in place from Dr. Henry as soon as possible. ***ITEM TABLED***

New Business

2018-2019 Chaffee School Improvement Plan. Principal Pelczarski presents his SIP indicating that students are doing well with foundational skills. He feels they need to push literacy and have a direct push for math and problem-solving skills as it doesn't seem like students are hitting the target levels. They took advantage of consulting from The Hill for Literacy. Dr. Nash advises that both elementary schools had Title I as a priority so hopefully it can be funded with Title I monies. *On a motion made by Day with second from Griffin, the Committee votes unanimously to approve the Chaffee 2018-2019 School Improvement Plan, as presented.*

2018-2019 Barton School Improvement Plan. Principal Wiley explains that the document has been streamlined with focus on the work done during the past year and a half but she kept the objectives the same. Mr. Coonan appreciates the collaboration and is glad to see consistency. *On a motion made by Coonan with second from Griffin, the Committee votes unanimously to approve the 2018-2019 Barton School Improvement Plan, as presented.*

Elementary Schools Handbook. Principals Pelczarski and Wiley advise that there aren't any changes to the handbook, with the exception of any policy changes by the administration. Dr. Nash advises that work is being done to have uniformity in the handbooks with respect to policies and laws and the handbook should be approved contingent on work. Mrs. Day questions the differences in the grade reporting system between the grades at the elementary schools, and more so at Barton. When the grade 2 was moved to Barton the grading system remained the same. Dr. Nash agrees that K-4 should be aligned with the same standards. She suggests creating a committee to review the report card system over the summer.

On a motion made by Forbes with second from Griffin, the Committee votes unanimously to approve the 2018-2019 Elementary School Handbook as presented contingent upon updated and/or additional policies/laws.

INFORMATION AND PROPOSALS**Sub-Committees, Study Groups, District/Town Staff**

Policy Sub-Committee. Chairman Spitz presents various policy updates for approval and requests waiving the first reading. He asks that members indicate a hold on any policies to be discussed.

AC	Non-Discrimination	APPROVE as revised
ADDA	Background Requirements	APPROVE as presented
ADDA-R	DCJIS Model Policy	APPROVE as presented
ADC	Tobacco Products Prohibited	APPROVE as presented
GBA	Equal Employment Opportunity	APPROVE as revised
IHBAA	Observation of Special Ed Programs	APPROVE as presented
IJJ	Textbooks Selection and Adoption	APPROVE as revised
IJLA	Library Resources	APPROVE as revised
IKAB	Student Progress Reports to Parents	APPROVE as revised
IKB	Homework	APPROVE DELETION
IKE	Promotion and Retention of Students	APPROVE as revised
IKE-F	Graduation Requirements	APPROVE DELETION - HELD
IL	Reconsideration Instructional Resources	APPROVE DELETION

IL	Evaluation of Instructional Programs	APPROVE as presented
ILBA	District Program Assessments	APPROVE DELETION
IMBA	Alternative Programs	APPROVE DELETION
JFB	School Choice	APPROVE as revised
JIB	Student Involvement Decision Making	APPROVE as presented
JIBC	Student Advisory Committee	APPROVE DELETION
JJE	Business Fundraising Policy	APPROVE DELETION
JJE	Student Fundraising Activities	APPROVE as presented
KHA	Distribution of Non-School Materials	APPROVE as presented
KHC	Special Interest Materials	APPROVE reclassification to IJM
IJM	Special Interest Materials	APPROVE as revised (former KHC)
KI	Visitors to Schools	APPROVE as revised

On a motion by Forbes and second by Day, the Committee votes unanimously to waive the first reading and approve the policy updates as presented, with the exception of the one held item.

Mr. Coonan asks if the intent of the Committee is to drop the entire Graduation Requirements policy and include graduation requirements in the student handbook going forward. Mr. Spitz replies in the affirmative and that people should refer to the student handbook. Dr. Nash mentions that once a handbook is approved by the School Committee it becomes policy.

On a motion by Griffin and second by Coonan, the Committee votes unanimously to waive the first reading and approve the policy update as presented regarding Graduation Requirements.

Business Office

FY18 Budget through April 30, 2018. Justin Leduc advises that he is working on end-of-year projections - Chaffee, OMS, and OHS are running a deficit of \$32K but this will be offset by electricity and water budget surplus. He is also working on substitute teacher projections and will plugging the hole with excess funding from unexpected lane changes. There had been \$80K in circuit breaker but \$39K was used for 3 new placements. Dr. Nash reminds that if there are remaining funds, the Committee hoped to restore the Grade 1 teacher but it doesn't look like there will be funds to do so. However, the Committee may potentially decide to reinstate the Department Head positions for \$25K - but she recommends waiting to see what happens at the end of May.

Transportation Bid. Justin advises that the third bid opening was April 25th. The District received only one bid – it was a sole bid, not a collective bid. It is a 3% increase over this year – the FY19 budget includes a 5% increase. The next 2 years will be a 2.5% increase. This provides level services and late buses. Justin requests the Committee award the bid to Durham School Services.

On a motion by Forbes and second by Griffin, the Committee votes unanimously to award the FY19 3-year transportation bid to Durham School Services in accordance with the bid received.

Interim Superintendent of Schools

Barton Principal Search. Dr. Nash provides an informational Timeline and Search Process for the Barton Principal – the closing date for applicants is May 18th. There are currently 25 applicants. There will be a 9-member Search Committee in accordance with the School Committee Policy. The School Committee representative is Cassandra Day and the administrative representative is Dr. Henrichon. The remaining members will be selected via a lottery system. The process will also involve both the interim and permanent Superintendents - Dr. Nash will conduct the paper screening and first round interviews and Dr. Zielinski will interview the finalists after site visits.

School Business Administrator. Dr. Nash explains that she is recommending that the School Committee consider a reorganization in the Central Office whereby the Senior Accountant position would be eliminated and replaced with a School Business Administrator and Director of Operations. A Job Description is provided for the Committee's review. Dr. Nash has relied on the Senior Accountant all year and he has been doing the duties without the pay or title. This new position will also be responsible for overseeing other positions and departments including Central Office financial staff and the transportation, custodial, and food services departments. The person will also serve as liaison to the Town's Finance Director, Facilities and Maintenance, and will be the liaison to the building administrations. The funding for the salary would come from the elimination of the Senior Accountant and Transportation Coordinator positions. Dr. Zielinski is in total agreement and supports the proposal. If the School Committee approves the Job Description, Dr. Nash suggests that appointment and contract negotiations could take place at the next meeting.

Mrs. Forbes questions the feasibility of one person having this much oversight. Dr. Nash replies that this is commonplace in many districts. Mr. Coonan supports the position – he feels it is a well written job description and will free up the Superintendent's time so she can focus on being the educational leader. He feels this will help prevent things from falling through the cracks.

On a motion by Coonan and second by Forbes, the Committee votes unanimously to approve the position of School Business Administrator and Director of Operations in accordance with Dr. Nash's proposal.

School Committee Members

Mrs. Forbes: Congratulations to Ms. Belhumeur on the new Poetry and Writing club and thanks to Mrs. Wiley for the Honors Military Board at Barton. The teacher appreciation lunches were wonderful – thanks to the PTO's. Thanks to Mr. Spitz and Mrs. Griffin for their work on the Policy Committee. Reminder to all of tomorrow's Town election – please vote.

Mrs. Day: Reminder of the upcoming Ryan Myers fundraiser on June 2nd. Reminder to vote!

Mrs. Griffin: None.

Mr. Coonan: None.

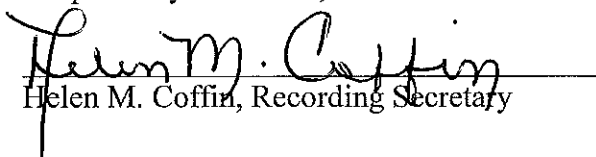
Mr. Spitz: He plans to visit each of the schools this Thursday.

PUBLIC COMMENT None

FUTURE BUSINESS None.

ADJOURN *On a motion made by Coonan with second from Griffin, the Committee votes unanimously to adjourn the regular meeting at 7:21 p.m.*

Respectfully submitted,


Helen M. Coffin, Recording Secretary

**List of Documents and Materials used during this Meeting
which are on file at the Oxford Public Schools Central Office.**

Minutes of April 23, 2018 - Regular Meeting

Minutes of May 2, 2018 - Special Meeting

Out-of-state Field Trip to NH (OMS)

Accounts Payable dated May 1, 2018 for \$ 83,810.36

Payroll dated May 1, 2018 for \$658,821.29

School Lunch dated May 1, 2018 for \$8,875.76

Accounts Payable dated May 8, 2018 for \$159,145.56

Accounts Payable dated May 15, 2018 for \$34,631.11

Incident Report from Dr. Henry regarding international trip

Chaffee 2018-2019 School Improvement Plan

Barton 2018-2019 School Improvement Plan

Elementary Schools 2018-2019 Student Handbook

Policies: AC/Non-Discrimination; ADDA/Background Requirements;

ADDA-R/DCJIS Model Policy; ADC/Tobacco Products Prohibited;

GBA/Equal Employment Opportunity; IHBAA/Observation of Special Ed Programs;

IJJ/Textbooks Selection and Adoption; IJLA/Library Resources; IKAB/Student Progress Reports

to Parents; IKB/Homework; IKE/Promotion and Retention of Students; IKE-F/Graduation

Requirements; IL/Reconsideration Instructional Resources; IL/Evaluation of Instructional

Programs; ILBA/District Program Assessments; IMBA/Alternative Programs; JFB/School

Choice; JIB/Student Involvement Decision Making; JIBC/Student Advisory Committee;

JJE/Business Fundraising Policy; JJE/Student Fundraising Activities; KHA/Distribution of

Non-School Materials; KHC/Special Interest Materials; IJM/Special Interest Materials; and

KI/Visitors to Schools

FY18 Appropriation Report ending April 30, 2018

Transportation Bid Summary

Barton Principal Search Timeline and Process

School Business Administrator and Director of Operations Proposal and Job Description