

# OXFORD SCHOOL COMMITTEE

## MINUTES OF MEETING

April 22, 2019 - 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. Elizabeth Zielinski, Superintendent; Helen Coffin, Recording Secretary

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

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### CALL TO ORDER

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

### STUDENT REPRESENTATIVES

OHS student Rachel Storey reports for the High School on recent and/or upcoming events including the status of the sports teams. The prom will be held at Pleasant Valley; there is a leadership luncheon this Friday to recognize all officers and sports captains; the Class of 2020 is holding a fundraiser and collecting clothing and textiles. The Best Buddies prom is this Friday at Grafton High School; Autism Awareness items are on sale; NHS/NJHS induction ceremony is April 23<sup>rd</sup> at OHS at 6:00; the Night of the Arts is April 25<sup>th</sup> from 5-8; OHS has partnered with Anytime Fitness in Auburn and students can receive a free 3-month membership by turning in any vape products to the nurse; students/teachers/parents enjoyed the recent trip to Greece with site seeing in Athens, Delphi, and some Greek islands, along with archeological sites and Greek foods.

OMS students Alexis Silva and Kaila Donahue-Seely report for the Middle School on recent and/or upcoming events including NJHS members are accepting donations for raffle baskets; NJHS will be volunteering to clean up around the school for Earth Day; Student Council will be providing MCAS snacks; Oxford students who were accepted to the District chorus will attend one more rehearsal and perform at a concert on April 27<sup>th</sup> at Franklin High School; the OMS Musical program is preparing for the annual trip to Six Flags on May 31<sup>st</sup> -this is for 6<sup>th</sup> and 7<sup>th</sup> grade students; the OMS spring concert will be May 16<sup>th</sup>; the Literature Club meets after school; the yearbook is complete and sales are winding down soon; the Night of the Arts will be April 25<sup>th</sup> from 5-8 at OHS; and check out the electronic backpack for up-to-date information.

### SPECIAL PRESENTATIONS

Academic and Career Exploration Program. Dr. Henrichon and Interim Principal Dave Nugent provide information regarding the process for enrolling students in the A.C.E. Program. A draft Handbook is provided for review. Before a student leaves the program, a team will ascertain that the student is ready on a social/emotional level. They will be holding open houses and tours over the summer once the classroom space is set up how they'd like it. The word is getting out and a letter with pictures will be prepared once the rooms are ready. A draft pamphlet is also provided for the Committee's review. Mr. Coonan would like Oxford High School added to the pamphlet along with how the A.C.E. Program differs from the COFFEE Program. Dr. Henrichon will be writing a letter explaining how it is different which will be sent to surrounding districts. Mr.

Coonan feels the rebranding of COFFEE is a big announcement so it should be added to the pamphlet. Mr. Nugent adds that the vocational programs are well-respected and it is important that other districts know that those courses are still available. Brief discussion follows regarding the sample schedule provided in the Handbook. Mrs. Griffin would like more information on the internship partners such as, are these people trained to assist students, how are they vetted, and what screenings are being done on them? She would like to see these items detailed in the pamphlet. She would also like to see the names of staff members who will be involved with the program included in the pamphlet along with their roles and responsibilities spelled out. Mr. Spitz would like Dr. Henrichon and Mr. Nugent to return prior to the Open House with further details as to how the program will work. Mrs. Forbes questions what happens if a student doesn't qualify for an internship. Dr. Henrichon explains that students who don't qualify for an internship would be in a vocational shop; instructional aides do not go with the student on the internships but someone will be assigned to oversee all internships. ***FUTURE AGENDA ITEM***

### **CONSENT AGENDA**

Minutes of Meetings:	April 8, 2019 - Regular Meeting		
Warrants:	Accounts Payable dated April 16, 2019	-	\$145,243.96
	Payroll dated April 18, 2019	-	\$559,404.48
	Accounts Payable dated April 23, 2019	-	\$179,022.03

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

### **INFORMATION AND PROPOSALS**

#### **Business Office**

**Budget to Actual Report.** Justin Leduc advises that not much has changed since the last report. The current report reflects transfers that were made in order to address deficits in the substitute and utilities line items. The FY20 budget has been fine-tuned with respect to utilities. New changes coming soon include long-term substitute placements and support staff retirements – employee separation costs are not reflected but will be coming within the next month. He is working to spend down the FY18 grants which will free up some grant funding. No questions from the Committee.

#### **Superintendent of Schools**

**Report on Student Trip.** Dr. Zielinski reports on the recent trip to Greece. Students and chaperones had a good time. Parents and students need to understand that these are educational tours. They walked an average of 10 miles per day. The weather was not stellar but the sites were beautiful. It was an amazing educational experience - they saw the Parthenon and the Oracle at Delphi. Some of the students were surprised by things in Athens such as the Greek plumbing and Greek food. The cruise ship portion involved being out on the islands and climbing many sites. It was a very structured trip during the day with evening entertainment. Mrs. Forbes adds that it was educational, beautiful, and exhausting. The tour guides were amazing and very knowledgeable and the people were wonderful. It was a great experience and the students learned a lot. Mr. Coonan questions how the students handled the language barrier. Dr. Zielinski explains that the tour guide stayed with them the entire time and one student also spoke Greek. They learned some Greek

words but most people in Greece are multi-lingual. They plan to present a slideshow at a future meeting. Mrs. Griffin questions if there will be a debriefing meeting with chaperones. Dr. Zielinski will plan that for when the slide show is ready. She will also be holding an informational meeting for the Australia trip.

### **School Committee Members**

Community Service Award Nominees. The nominees for the 4<sup>th</sup> award this school year are: Ted Efstathiou, Molly Cook, and Lee Ryder. The recipient will be announced at the next meeting.

Educator of the Year Nominees. The 2018-2019 nominees are: Sandra Granahan, Tara Bennett, Karalyn Crutcher, Deborah Dion, and Rachel Piette. The recipient will be announced at the next meeting.

**PUBLIC COMMENT** None.

### **EXECUTIVE SESSION**

Mr. Spitz indicates that the Committee wishes to enter Executive Session to discuss strategy with respect to collective bargaining negotiations since an open meeting could be detrimental.

*On a motion made by Day with second from Forbes, the Committee votes unanimously by roll call vote to enter Executive Session under MGL c.30A, s.21(a) ¶3 and return to open session only to adjourn. Spitz, yes; Coonan, yes; Griffin, yes; Forbes, yes; Day, yes*

*{Spitz recuses himself from the meeting and leaves the building.}*

**ADJOURN** *On a motion made by Day with second from Griffin, the Committee votes unanimously to adjourn the regular meeting at 7:50 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.**

Meeting Minutes of April 8, 2019  
Budget to Actual Report through March  
Community Service Award Nominees  
Educator of the Year Nominees