

**TOWN OF OXFORD  
SCHOOL COMMITTEE**

**MEETING AGENDA**

**AND**

**INFORMATIONAL**

**PACKET**

**MEETING OF:**

**April 8, 2019**

**OXFORD PUBLIC SCHOOLS**

**SCHOOL COMMITTEE MEETING**

**Monday, April 8, 2019 – 6:00 p.m.**

**Oxford High School Community Room  
100 Carbuncle Drive, Oxford, MA**

**AGENDA**

- A. Call to Order**
- B. Student Representatives** Rachel Storey, Oxford High School
- C. Special Presentation** Karalyn Crutcher - Middle School Recycling Club AND Art Conference Attendance  
Tracy Novick, Field Director - Massachusetts Association of School Committees  
Kimberly Davis, President - Oxford Education Association
- D. Consent Agenda (vote)**
- Minutes of Meetings:** March 25, 2019 - Regular Meeting and April 1, 2019 - Special Meeting
- Routine Matters:** Out-of-state Field Trip (CT - Gr.2)
- Warrants:**
- |                                      |   |              |
|--------------------------------------|---|--------------|
| Accounts Payable dated April 2, 2019 | - | \$ 5,607.39  |
| Payroll dated April 4, 2019          | - | \$570,745.94 |
| School Lunch dated April 9, 2019     | - | \$ 8,549.43  |
| Accounts Payable dated April 9, 2019 | - | \$209,985.29 |
- E. Recommended Action**
1. Unfinished Business
  2. New Business
- F. Correspondence**
- G. Information and Proposals**
1. Sub-committees, Study Groups, District/Town Staff
  2. Business Office - Justin Leduc
  3. Superintendent of Schools - Dr. Elizabeth Zielinski  
- Custodial Collaboration with Town DPW - update
  4. School Committee Members
- H. Public Comment** *Unless specifically listed, comments are limited to topics included on this Agenda.*
- I. Future Business** Topics for Future Agendas
- J. Next Regular Meeting** Monday, April 22, 2019
- K. Executive Session** M.G.L. c.30A, s.21(a), §3, to discuss strategy with respect to collective bargaining to protect the bargaining position of the public body.
- L. Adjournment**

*Agenda Prepared and Submitted by: Helen Coffin, Executive Assistant to Superintendent*

*Items listed on the Agenda are those items anticipated by the Chair that may be discussed at the meeting. Not all items on the Agenda may be reached by the Committee, and other items may be added to the Agenda at the discretion of the Chair or at the request of the Committee. In addition, the Committee at any time may go into Executive Session, as authorized by the Open Meeting Law. The Oxford School District does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or homelessness.*

# OXFORD SCHOOL COMMITTEE

## MINUTES OF MEETING

March 25, 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 regarding recent and/or upcoming events including an update on the sports teams, the prom, and penny wars. OHS is looking for gently used children's clothing and shoes to be donated – items can be brought to the High School. The home goods drive continues and items can be dropped off to Ms. Castonguay. The Best Buddies Prom tickets are now on sale. OHS students will be performing Seussical on 3/29, 3/30 & 3/31; MCAS testing starts soon; Best Buddies "Spread the Word" assembly and the Berkshire Music Academy special performance will both be happening soon; and the third Quarter closes on Friday.

OMS students Melanie Noonan and Elizabeth Davis report for the Middle School regarding recent and/or upcoming events including NJHS and Student Council fundraising events; 6 Oxford students were accepted to the regional chorus and 1 student was accepted to the regional band – the concert will be held on April 27<sup>th</sup> at Franklin High School. The Music Department is preparing for the annual music trip to Six Flags on May 31<sup>st</sup>. The Literature and Poetry Club meets once per week; the yearbook is nearly complete and sales will be winding down over the next few weeks; the Art Club session 3 starts Monday; the annual Night of the Arts will take place on April 25<sup>th</sup> at OHS; and don't forget to check the electronic backpack for school events and information.

### SPECIAL PRESENTATION

Community Service Award Recipient. Courtney Nugent accepts her community service award. The Committee believes Courtney exemplifies the Committee's criteria for this award.

Caitlyn Dawe, Human Resources Specialist. Caitlyn just completed her first month with the District. She notes that Open Enrollment will be held on Tuesday, April 9<sup>th</sup>, at the Oxford Senior Center where vendors will be present. There will be changes to the Tufts rates but Fallon rates will stay the same. The changes to enrollments must be submitted by May 24<sup>th</sup>. The rate changes will begin July 1<sup>st</sup>. She has been auditing the personnel files to review for missing information. She is working towards standardizing forms and timesheets for the District. She has updated the website's Payroll/Personnel page and has been working with the new Town HR Director to determine who will take on certain tasks in order to streamline procedures. Chairman Spitz welcomes Caitlyn to the District and would like her to return during the course of year with other presentations.

Dr. Susan Henrichon, Asst. Superintendent of Student Services and Special Education. Dr. Henrichon advises that it was proposed to call the new COFFEE program “Academic Career and Training Center” but after more thought the decision was made that “Academic and Career Exploration Program” is a more suitable title. The Committee has no objections to this title. The program will be open to all students, not just Oxford students.

### CONSENT AGENDA

Minutes of Meetings:            March 7, 2019 - Special Budget Meeting *{HELD BY SPITZ}*  
    March 11, 2019 - Regular Meeting

Routine Matters:                Out-of-state Field Trip Request (NJROTC - RI)

Warrants:	Accounts Payable dated March 19, 2019	-	\$114,268.40
	School Lunch dated March 19, 2019	-	\$ 4,644.46
	Payroll dated March 21, 2019	-	\$562,624.37
	Accounts Payable dated March 26, 2019	-	\$ 84,639.32

*On a motion made by Coonan with second from Griffin, the Committee votes unanimously to approve the Consent Agenda as read, with the exception of the March 7<sup>th</sup> Minutes.*

*On a motion made by Coonan with second from Day, the Committee votes unanimously to approve the Minutes of March 7, 2019. {Spitz abstains}*

### PUBLIC HEARING

*On a motion made by Forbes with second from Day, the Committee votes unanimously to open the Public Hearing.*

Chairman Spitz reads aloud the Public Hearing Notice.

School Choice Dr. Zielinski speaks about School Choice. She is recommending that the School Committee open up School Choice for the NJROTC Program as outlined in her proposal. She received a legal opinion from DESE’s legal department. Mr. Coonan wants to be sure a copy of that email from DESE is included with the meeting minutes. Mrs. Griffin questions what happens if the students accepted to the NJROTC Program leave the program. Dr. Zielinski indicates that they would stay in Oxford Public Schools. Mr. Coonan is in favor of School Choice and feels students could be successful in this pathway. Mrs. Griffin seeks clarification on how the applicants will be chosen. Dr. Zielinski explains that students who apply will need to meet the program criteria. Mrs. Forbes confirms that students not qualified for NJROTC aren’t eligible for OXPS.

*Chairman Spitz opens the floor for public comment. No public comment on School Choice.*

Fiscal Year 2020 Budget Dr. Zielinski presents an overview of the FY20 budget.

*Chairman Spitz opens the floor for public comment regarding the FY20 Budget.*

Resident Rick Vincent questions the reason for the new security cameras. Dr. Zielinski responds that these are additional security cameras to cover more areas of the buildings.

With no further public comment, Chairman Spitz calls for a motion to close the Public Hearing.

*On a motion made by Forbes with second from Day, the Committee votes unanimously to close the Public Hearing.*

## **RECOMMENDED ACTION**

### **Unfinished Business**

#### Business Plan for School Department Custodian Care.

Dr. Zielinski explains that a proposal was presented by the Town DPW to take the District custodians under their wing, and the School Committee had asked for a proposal in writing. Sean Divoll of the Town's DPW explains that the proposal seeks to take on the custodians under the DPW in order to better align the services for the School District. The DPW is responsible for maintaining infrastructure including facilities for the entire Town. Sean outlines many of the benefits including purchasing, access to training, repairing equipment, better communication, and better overall efficiency. He believes all custodians working together would achieve a better product for the Town.

Mr. Coonan questions what is wrong with the current system is the general perception that the schools are not being maintained properly? Dr. Zielinski explains that the custodial unit falls under the School Business Administrator but the Building Principal is in charge of the custodians in their respective building. Dr. Zielinski indicates that nothing is in writing about what the custodians do each day. Mr. Coonan is not prepared to vote on anything tonight - he needs to do much more research on this matter including the impact of the hours, staffing, and budget. Sean responds that nothing would be changed with respect to manpower or staffing and they'd like to keep the workflow and protocols as is. They are just looking to straighten the line between custodial care and maintenance care. In terms of day-to-day organization or direction, they'd like a better relationship between custodians and maintenance. Sean will provide more information on other communities with this system.

Chairman Spitz wants to know the benefit to the School District – is it for budget or efficiency? There are things that could be improved upon but that goes back to the manpower issue. Mrs. Forbes is concerned about daily direction from the DPW and School Principals. Mrs. Griffin feels that the school buildings are different than other town buildings. She feels there needs to be discussion with the school principals first and DPW should also speak with the principals. She feels there are different ways of looking at purchasing power. She is very concerned about the principals not being in charge of the custodians. She would like to have meaningful discussion and take a year to see if improvements can be made first before making any changes. She values what the custodians do and the Committee understands it's not easy to do the job. She is not comfortable to let go of more of the budget. Mrs. Day wants to confirm that the Standards of Productivity is a new document.

Chairman Spitz feels that more research is necessary. He feels the current system is working - it's not perfect but the buildings are clean. He would need to see more evidence before taking a vote. He'd like Sean to come back with more information so the Committee has a better understanding. The decision to make a change can be done at a later date and everyone needs to be comfortable with this endeavor.

**PUBLIC COMMENT.**

OMS Head Custodian Steve Anderson reminds that staffing has gone from 22 custodians to 6. He has only seen one maintenance employee from the Town at the Middle School. He is able to do anything in the building and feels there will be too many chiefs and not enough indians. He feels if the District wants to get more bang for the buck, it should consider hiring our own maintenance person similar to what the Town has.

Grade 2 Teacher Nicole Zifcak states that the custodians work tirelessly and often beyond their contracted hours. For many children, the custodian is their connection and they are an important part of the school.

**New Business****School Choice**

*On a motion made by Forbes with second from Coonan, the Committee votes by majority to approve School Choice for 2019-2020, as presented. {Griffin, no; Day, no}*

**Fiscal Year 2020 Budget**

*On a motion made by Griffin with second from Forbes, the Committee votes unanimously to approve the FY20 School Budget, as presented.*

**INFORMATION AND PROPOSALS****Business Office**

Justin Leduc speaks about the most up-to-date Budget to Actual Report, advising that all utilities are within budget and the District will make it without cuts to any other areas. He notes there has been a significant increase to Substitute Teachers at Barton due to scheduling.

**School Committee Members**

Mrs. Forbes – The NJHS induction ceremony was wonderful.

Mrs. Griffin – Thanks to the custodians, teachers, and Sean Divoll for attending the meeting.

Mr. Coonan – Reminder that MCAS testing starts tomorrow.

**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 Griffin, the Committee votes unanimously by roll call vote to enter Executive Session under MGL c.30A, s.21(a) ¶3 AND MGL c.30A, s.21, ¶2 and to 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 Forbes with second from Griffin, the Committee votes unanimously to adjourn the regular meeting at 8:45 p.m.*

Respectfully submitted,

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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 March 7, 2019  
Meeting Minutes of March 11, 2019  
Out-of-state Field Trip Request  
Community Service Award Certificate  
School Choice Memorandum  
Fiscal Year 2020 Budget and Presentation  
Custodian Business Plan  
FY19 Budget to Actual Budget Report

## OXFORD SCHOOL COMMITTEE

### MINUTES OF SPECIAL MEETING

APRIL 1, 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; Justin Leduc, School Business Administrator; Sean Divoll, DPW Director; Helen Coffin, Recording Secretary

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**CALL TO ORDER.** Chairman Spitz calls the meeting to order at 6:00 p.m. in the Oxford Administration Offices Conference Room at 4 Maple Road.

**DPW Business Plan for School Custodial Care.** Dr. Zielinski explains that the School Committee received supplemental information from the DPW in connection with the proposal to consolidate custodial services. She and Justin met with Sean and Mike to provide feedback and review the financial pieces of the arrangement. Further, she did some research of other school districts and found that have a Facilities Manager, whether they are on the Town or School side. There were no negative comments from districts who have a similar arrangement. Some districts are also in the process of consolidating these services presently. Dr. Liz questions whether the information provided satisfies the questions raised by the members, and if the Committee is willing to possibly consider a 2-year pilot of the arrangement.

Mrs. Day questions how such an arrangement would affect the current union. Dr. Liz explains that it is a 3-step process: (1) Town Meeting voted in 2016 to authorize the consolidation; (2) School Committee and Board of Selectmen must then vote to enter into impact bargaining with the custodial unit to discuss potential changes - this could lead to an impasse whereby management can implement what it chooses to implement, and then the Town and School would sign an MOA; and (3) the cafeteria unit would be split apart from the custodial contract.

Sean Divoll indicates that the DPW does not plan on making any changes to current staffing and they anticipate a savings in overtime due to better scheduling and hiring of part-time employees. Discussion follows regarding overtime, building rentals, and building use fees. Justin explains that building use fees are deposited into a revolving account which is used for building maintenance. The personnel costs are used to pay personnel and are a wash.

Mr. Coonan seeks clarification on where this request is coming from - the Town Manager or the Superintendent. Dr. Liz explains that the matter came up in conversations with the Town Manager when discussing funding and indirect costs. The Town Manager expressed her desire to work collaboratively and to develop the Town's workforce. As a new Superintendent in the District, Dr. Liz feels that collaboration between the Town and School is very important for the community.

Mrs. Griffin calls attention to the organizational study conducted by the Collins Center at UMASS in 2016. She expresses frustration that this document wasn't brought to the Committee's attention in 2016 and that the matter is only just now being addressed by the Committee. She remains uncomfortable handing over the reins to the DPW and feels that supervising the custodians is part of the role and responsibilities of the school principals as outlined in their evaluation document.



Further, she feels if the principals do not feel adequately supported they should have asked for additional funding for custodial care in their budget requests - she is concerned that the principals didn't ask for more custodians.

Lengthy discussion ensues regarding the pros and cons of a collaborative arrangement, as proposed. Sean Divoll addresses many questions and concerns raised by the School Committee members. Discussion follows regarding the responsibilities of the building principals and Superintendent as it pertains to the matter at hand.

Mrs. Griffin does not support the proposal at this time and would like to see school employees held accountable. Mr. Coonan agrees and does not support the proposal at this time - he feels the District needs to get its own house in order before entering another agreement. Mrs. Day feels the proposal makes sense and the principals have too much on their plates. Mrs. Forbes agrees and feels the proposal is a no-brainer given our current financial constraints. Mr. Spitz does not support the proposal right now as he feels it's too soon in the process with a new Superintendent. He agrees that the principals need to be held accountable for the supervision of the custodians. He feels more input is needed from all the players including custodians and principals. Mrs. Griffin agrees and would like to see meaningful conversations with all stakeholders, and she would like evidence of an action plan from the Superintendent that these conversations have taken place and on how she will address this matter going forward.

Dr. Zielinski would like to obtain copies of MOAs from other districts so she can have a better understanding of how various things are handled. She believes the language will help to clarify many procedural questions.

Mr. Spitz questions Sean Divoll regarding the deadline for a decision by the Committee in order to pursue this arrangement for the next school year. Sean explains that now would be the time to negotiate this with the custodians since their contract expires June 30<sup>th</sup>. Mrs. Griffin suggests negotiating a one-year contract to see if the situation can be turned around. Mrs. Forbes likes the idea of a 1-year contract, and feels it's important to collaborate as much as possible. Chairman Spitz asks if the Committee wants to vote on this matter tonight or table it for future discussion. Mr. Coonan prefers to table it until the custodians are held to task by the principals. Mrs. Griffin agrees and would like the Superintendent to meet with the principals as well as advocate for the needs of the District with the Town Manager. Chairman Spitz wants to see the District successfully managing its own staff and house before making any changes, therefore, he will table the matter until further notice. ***TABLED UNTIL FURTHER NOTICE***

Chairman Spitz thanks Sean Divoll and acknowledges that the DPW did an excellent job preparing the proposal and has provided all that is needed by the Committee from the Town side. Further, he appreciates all the work that was done by the new Town Manager along with her sense of collaboration. Sean Divoll adds that the DPW can be used as a tool by the principals to make sure the buildings are clean.

***ADJOURN. On a motion made by Forbes with second by Coonan, the meeting is adjourned at 7:50 p.m.***

Respectfully submitted,

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Helen M. Coffin, Recording Secretary

**OXFORD PUBLIC SCHOOLS**  
**FIELD TRIP REQUEST FORM**

TEACHER OR SCHOOL GROUP: Grade 2

SCHOOL(S) ATTENDING: Clara Barton Elementary School

FIELD TRIP DESTINATION: Connecticut Science Center

ADDRESS: 250 Columbus Boulevard, Hartford, Ct. 06109

TELEPHONE NUMBER: 860-520-2150

PROPOSED DATE(S): Tuesday, June 11, 2019

TIME OF DEPARTURE: 9:00 a.m. TIME OF RETURN: Depart Ct. at 1:30 p.m.

GRADE LEVEL(S): 2 NUMBER OF STUDENTS: 138

STUDENT COST: \$11.00/PTO Cover most OTHER COSTS: Bus costs x 3

NUMBER OF CHAPERONES: 30

List of staff members who will be participating on this field trip:

<u>Kristen Ornell</u>	<u>Jill Lavallee/Kristi Elwood</u>
<u>Abby Tetreault</u>	<u>Nikki Zifcak/Cindi Cutroni</u>
<u>Janice Murray</u>	<u>Michelle Roemer</u>

How will this field trip correlate with the Massachusetts Curriculum Frameworks?

The museum's exhibits correlate with these science standards (PS.1.A.ESS1.C)

(Ess 2. A, ESS 2.C) Structures and properties of matter, earth's systems.

APPROVED:  DENIED:

John Querni  
PRINCIPAL

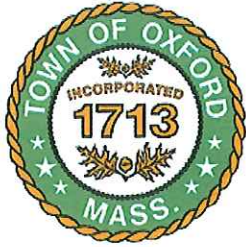
4/2/19  
DATE

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**FOR SUPERINTENDENT'S OFFICE USE ONLY**

APPROVED:  DENIED:  \_\_\_\_\_  
SUPERINTENDENT OF SCHOOLS

DATE: \_\_\_\_\_



# OXFORD PUBLIC SCHOOLS

## MEMORANDUM

**TO:** School Committee Members

**FROM:** Elizabeth Zielinski, Ed.D., Superintendent of Schools

**DATE:** April 5, 2019

**RE:** Custodial Oversight and Accountability

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On Monday, April 1, the School Committee and the Town of Oxford Director of the Department of Public Works met in a special workshop meeting to discuss the proposal which was presented at the prior School Committee meeting.

The discussion included a presentation by Sean Divoll about the financial benefits to the school department including: the hiring of additional staff to support the work of custodians, streamlining maintenance projects in our schools, access and support from the Director of Facilities, Michael Lupis, and better collaboration between custodial services, school administrators, and the Town Facilities Department.

The School Committee voiced concerns related to the supervision of custodial staff by Principals, standards of productivity, capacity of the current staff to effectively clean the current square footage, continued concerns regarding the conditions of the bathrooms, especially at the high school, and overtime costs.

After a lengthy and productive discussion the School Committee decided to table a vote on merging the custodial unit with the Town Facilities Department. The Committee voiced the need to ensure that the building principals are complying with their required evaluation standards II A. 1 Management and Operational Systems and Routines.

I met with the Administrative team on Thursday, April 4, to discuss the concerns related to custodial services in our school buildings. The following actions will be taken in regards to issues brought up by the School Committee as well as the building principals:

1. Each Principal will be meeting with their head custodian no later than the week after April vacation, sooner if possible.
2. A set of performance standards (revised from what was presented at the April 1st meeting) will be given to the custodians to ensure they are clear about standards of service and productivity (Article 5-2, Employer Rights, CBA).
3. A new bathroom checklist and cleaning procedure will be implemented to ensure that bathrooms are cleaned and stocked with appropriate items (soap, toilet tissue, paper towels) at all times.
4. Other than the required overtime from the CBA (building checks), no custodian will be permitted any overtime unless it is pre-approved in writing by the building principal and it has been approved by the Human Resources/Business Office.
5. Custodians are expected to maintain their facility in accordance with the standards of productivity and should not leave the premises without permission from the building principal. It is expected that they should sign in and out of the building if they leave on their lunch break.

Thank you.

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