

# OXFORD SCHOOL COMMITTEE

## MINUTES OF MEETING

January 28, 2019 - 6:00 P.M.

**School Committee Members Present:** William Spitz, Chairman; Daniel Coonan, Vice Chair; 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

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

### STUDENT REPRESENTATIVES

OHS student Rachel Storey is absent. OMS student Madison Nolin reads the report for the High School regarding recent and/or upcoming events including an update on the sports teams; NHS will be working to restock the food shelf; some NHS members will be taking the Polar Plunge in March; yearbooks are still on sale for \$60; there is a canned food drive until the end of January, a winter clothing drive, a blood drive, and the Class of 2020 is collecting home accessory goods.

OMS Student Natalie Hayes reports for the Middle School on recent and/or upcoming events including NJHS will be meeting to discuss plans for upcoming fundraisers; the annual candy gram is going through January 31<sup>st</sup> for Valentine's Day delivery; Student Council will be holding a Valentine's Day Dance; National Kindness Day and Friends of Rachel kindness challenge is scheduled for February 15th; the Music Department is attending annual auditions for the Central Mass Band; OMS/OHS Ski and Snowboard Club trips continue on Monday evenings; Scholastic Book Fair and Family Fun Night were both a success; yearbooks are on sale; the African Arts assembly will be February 4th; and don't forget to check the electronic backpack for information.

### PRESENTATIONS

Chaffee Elementary School - Grade 1. Principal Robert Pelczarski provides each Committee member with a copy of the Kindness Book written and illustrated by Grade 1 students. The students each read aloud their page from the Kindness Book. Kindness is taken very seriously at Chaffee Elementary School. Thanks, is extended to Grade 1 Teacher Mrs. Rodier for her efforts.

Food Services Department. Director Pat Hokanson provides copies of the recent menus and explains some of the food items that have been added and/or eliminated recently. Papa Ginos has been added to the OMS and OHS menu and has been successful. Financially, the department is breaking even. Staffing is not available at the elementary schools to serve Papa Ginos. Teachers from all schools are able to order salads. The current staffing numbers are explained. Brief discussion follows regarding the types of trays used and the wait times for students in the lunch lines. The School Committee would like another update at the end of the school year to ensure the program is self-sustaining. Mrs. Griffin would like a follow-up email regarding what the department needs in order to make the cafeteria experience better.

Community Service Award. Chairman Spitz announces the winner of the Community Service Award winner, Helen Neidhardt, and reads aloud information regarding her volunteerism. Mrs. Neidhardt notes that the staff at Barton has always been welcoming and she has enjoyed volunteering her time.

### **CONSENT AGENDA**

Mr. Spitz reads aloud the items on the Consent Agenda.

Minutes of Meetings: January 14, 2019 (*Held by Spitz*)

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

Warrants:	Accounts Payable dated January 22, 2019	-	\$ 84,835.67
	Payroll dated January 24, 2019	-	\$559,678.31
	Accounts Payable dated January 29, 2019	-	\$132,485.58

*On a motion made by Coonan with second from Forbes, the Committee votes unanimously to approve the Routine Matters and Warrants as read.*

*On a motion made by Coonan with second from Griffin, the Committee votes unanimously to approve the Minutes of January 14, 2019. (Spitz abstains)*

### **RECOMMENDED ACTION**

#### **Unfinished Business**

COFFEE Proposal. *Item was tabled from January 14, 2019 Meeting.* Dr. Zielinski explains this item was held so the members could view the proposed location. The goal of the rebranding of this program is to include more social emotional services and offer a program with flexibility and growth potential.

*On a motion made by Forbes with second from Day, the Committee votes unanimously to approve the rebranding proposal for COFFEE, except for the name of the program.*

Human Resources Specialist - Job Description *Item was tabled from January 14, 2019 Meeting.* Dr. Zielinski advises that the job has been posted again.

*On a motion made by Forbes with second from Day, the Committee votes unanimously to approve the Human Resources Specialist Job Description.*

2018-2019 School Year Calendar - DRAFT #2 *Item was tabled from January 14, 2019 Meeting.* Dr. Liz reviews the feedback received from a parent survey regarding parent/teacher conference time options. Mrs. Forbes questions the need for morning conferences, agrees with the election day as PD, and she would rather keep the Wednesday before Thanksgiving as a half day. Mrs. Day agrees and feels the Committee needs to be consistent, she agrees regarding voting day and feels the calendar looks good as is. Mrs. Griffin is also happy with the calendar as proposed, she believes the Wednesday before Thanksgiving should stay. She feels the main feedback from the survey was related to the High School and the ability to schedule conferences – she suggests the use of software so parents can sign-up for 10-minute slots. Mr. Coonan questions the half day on

November 13<sup>th</sup> – he feels half days are difficult for parents and feels it would be better having a full day of school and just scheduling evening conferences; he is not in favor of a half day. He feels the District should be moving away from half days.

Grade 3 Teacher Bonnie Gilligan feels having a half day for students for parent conferences twice during the year should be looked into. She feels there is too much down time for a full day of conferences but would like the afternoon and evening sessions on the same day. She would like to keep the half day. Grade 3 Teacher Becki Torti agrees with Mrs. Gilligan's thoughts. Parent Lisa Pavilionis would still like to see another parent survey regarding the entire calendar. She feels the School Committee has gotten away from the results of the last survey. She believes parent input is important and it would eliminate having these discussions every year.

Mr. Coonan reiterates that he feels half days are inconvenient for parents and would prefer a full day instead of half day. He wants his point clear that the District should get away from half days. Spitz agrees to look at half days going forward but would like to see how the half day goes and review feedback next year as to whether it was an issue.

*On a motion made by Day with second from Griffin, the Committee votes unanimously to approve the 2019-2020 School Calendar as presented.*

## **INFORMATION AND PROPOSALS**

### **Business Office**

Appropriation Report through December 31, 2018. Justin Leduc advises that the budget is a fluid document as many unforeseen things happen during the year. He highlights a few updates that have come up over the past couple of months including transportation and out-of-district placements. He also provided a full detail of transfers. He checked the electricity a few weeks ago and it appeared to be in good shape through November but he will have more information later this winter.

### **Superintendent of Schools**

Ethics Disclosure Forms. Dr. Liz was sent for training in connection with the upcoming field trip to Greece to assist preparing students and keep everybody safe. The state ethics commission requires these forms signed.

Override Information for Website. Dr. Liz reviews informational documents prepared for a potential override. She would like feedback from the committee. Mrs. Griffin likes question 2 but would like to see foreign language and other things that other communities have that Oxford does not have. Mrs. Forbes would like to see STEM replaced as she is concerned with the Science standards.

### **School Committee Members**

Mrs. Forbes – She is excited that the District received funding from the Cultural Council for the African Arts Program.

Mrs. Griffin – She has been doing some research in preparation for the Policy Sub-committee to review Section D of the Policy Manual relating to Fiscal Management. She would like this topic included on an upcoming Policy agenda.

### **EXECUTIVE SESSION**

Chairman Spitz indicates that the committee wishes to enter Executive Session to discuss strategy with respect to collective bargaining negotiations. *Spitz recuses himself and leaves the meeting. On a motion made by Coonan 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 to return to open session only to adjourn. Coonan, yes; Day, yes; Griffin, yes; Forbes, yes*

**ADJOURN** *On a motion made by Day with second from Forbes, the Committee votes unanimously to adjourn the regular meeting at 7:55 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 January 14, 2019  
Out-of-state Field Trip Request (NJROTC)  
Human Resources Specialist - Job Description  
2018-2019 School Year Calendar - DRAFT #2  
COFFEE Proposal  
Appropriation Report through December 31, 2018  
Ethics Disclosure Forms for Superintendent  
Override Information for Website