

Oxford Township Board of Education
Work Session Minutes
October 12, 2017 – 7:00 PM

BOARD MEMBERS PRESENT:

Carriann Arnold (arrived 7:20 PM)
Linda Koufodontes
Anthony Lewis-Lahey
Georgette Miller
Gerald Norton
Suzanne Taranto
Jonathan Bee

BOARD MEMBERS ABSENT:

ADMINISTRATION PRESENT:

CHIEF SCHOOL ADMINISTRATOR: Robert Magnuson

BUSINESS ADMINISTRATOR: Nancy DeRiso

Mr. Norton called the meeting to order at 7:00 PM, and read the Sunshine Notice below:

Notice of time, date, location and agenda of this meeting, to the extent then known was provided at least forty eight (48) hours prior to the commencement of this meeting in the following manner pursuant to the provisions of Chapter 231 of the law of 1975 "the Open Public Meetings Act:"

- Emailing to the Express Times and the Star Gazette
- Posting on the District Website and the Main Bulletin Board in the District Office
- Filing with the Oxford Township Clerk

Mr. Norton led all assembled in the pledge of allegiance.

Ms. DeRiso called roll.

Mr. Lewis-Lahey then read:

THE OXFORD LEARNING COMMUNITY MISSION STATEMENT

Students are:

- 🐾 Inspired to believe and achieve
- 🐾 Challenged in a caring and character building environment
- 🐾 Enabled to make positive contributions to their community

1) COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

- a) Legislative – Mr. Lewis Lahey discussed SEC Advisory Opinions.
- b) NJSBA Warren County – Mrs. Koufodontes attended the meeting this past Tuesday where they discussed cyber safety. The next meeting is on February 7, 2018.
- c) Town Council – Mr. Magnuson reported the next meeting is next Wednesday.
- d) Warren Hills Regional High School – Mrs. Miller reported that the soccer coach resigned. Mr. Magnuson reported there was a new board member sworn in – Mr. Walls from Mansfield.

2) ADMINISTRATIVE REPORTS

- a) Chief School Administrator – Robert Magnuson reported on the following topics:
 - 1) Presentation of PARCC Scores (emailed to you 9-29-17)
Mrs. Arnold arrived at 7:20 PM
 - 2) Staff in-service October 9th
 - 3) Student of the Month and CORRECT Students

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b) Business Administrator – Nancy DeRiso discussed the following:

- 1) Next Board Meeting – Thursday, November 2nd at 7:00 PM (The October 26th Board Meeting will be cancelled).
- 2) Correspondence
 - a. Congratulations letter to Mrs. Halloran, Warren County Volunteer of the Year.
- 3) Average Daily Enrollment September YTD – 276.9, Average Daily Attendance YTD 97.5%

Enrollment:	
Oxford Central School (PreK – 8)	277
Warren Hills Regional High School	101
Warren County Vo-Tech	21
Out of District	
Warren County Special Services	1
Northern Hills Academy	1
Stepping Stone	1
New Grange	1
Home Instruction	1
Non-Public	4
Other School Choice District	1
Ridge & Valley Charter School	4
Total District Enrollment	413

3) PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings”

- a) Residents are invited to respectfully share their concerns, comments and suggestions regarding **items on this agenda**. None

4) BUDGET & FINANCE

Gerald Norton, Chairperson

a) Discussion Items:

- 1) Ms. DeRiso discussed the broker’s status of our health insurance quotes and noted they would be signed at the end of the month. The quotes were handed out at the meeting and the board agreed to accept the 18 month quote in order to obtain the lower rate.

b) Action Items:

Motion By Mrs. Koufodontes, Second By Mrs. Taranto to table the following resolutions:

- 1) Approve the attached shared service agreement between The Oxford Township Board of Education and five additional districts (Mansfield, Franklin, Washington Township, Washington Boro, and WCSSD) to share the services of curriculum writers for the 2017-2018 school year. Each district shall contribute \$1,400.00 toward the expenses of the curriculum writers and their supplies.
- 2) Approve the attached contract with Jennifer Santa to be an independent contractor for the 2017-2018 school year to fill one of the two curriculum writer positions available. Jennifer will be paid \$3,750.00

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- for the school year.
- 3) Approve a \$2,355.00 payment for the attached proposal from Critical Response Group to develop collaborative response graphics with integrated floor plans as part of the county-wide effort to improve school safety.
 - 4) WHEREAS the Oxford Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS the board of education has determined that the training and/or informational programs set forth below are directly related to and within the scope of employee and board members' duties; and

WHEREAS, the board of education has determined that the school district travel expenditures for the following programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and

WHEREAS the board of education finds that a mileage reimbursement rate equal to that of the NJ OMB circular guide reimbursement rate of .31 per mile is a reasonable rate; and

WHEREAS, the board of education has determined that participation in the listed training and informational programs are in compliance with the district policy on travel; therefore be it

RESOLVED that the board of education hereby approves the attendance of the listed employees or school board members at the listed training or informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and be it further

RESOLVED that the Oxford Township Board of Education authorizes in advance, as required by statute, attendance at the following training programs and informational events:
(SEE ATTACHED LIST OF TRAVEL DATES & LOCATIONS)

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

- 5) NEGOTIATIONS COMMITTEE Carrieann Arnold, Chairperson
 - a) Discussion Items

Ms. DeRiso reported that she had supplied approximately 90% of the information requested by the OEA via email today. The other 10% is information they can compile given what she has already provided.

- 6) BUILDINGS & GROUNDS
 - a) Discussion Items
 - 1) Mr. Magnuson reported that he, Ms. DeRiso and Mrs. Tate will be meeting with Parette Somjen Architects in mid-November to discuss and prioritize 2018-2019 budget projects.
 - 2) Ms. DeRiso reported that the new gym lights have been installed.
 - b) Action Items:

Motion by Mrs. Koufodontes, seconded by Mrs. Taranto, to approve the following resolution(s):

 - 1) Approve the attached requests for Use of School Facilities pursuant to Policy #1330.
 - 2) Approve the attached QSAC Facilities Checklist for the 2017-2018 school year.

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- 3) Approve the attached Facilities Form M-1 for the 2017-2018 school year.
- 4) Approve the attached Comprehensive Maintenance Plan for 2017 to 2019.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

6) CURRICULUM

a) Discussion Items:

- 1) Mr. Magnuson discussed the May 2015 QSAC process which had previously been distributed and discussed. He updated the ELA and Math improvement planned.

b) Action Items:

Motion by Mr. Lewis-Lahey, seconded by Mrs. Miller, to approve the following resolution(s):

- 1) Approve the attached list of field trips.
- 2) Approve the English Language Arts curriculum attached.
- 3) Approve the Math curriculum attached.
- 4) Approve the visual arts, music and theater pacing guides adopted by the cluster.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

7) PERSONNEL

a) Discussion Items:

- 1) Ms. DeRiso discussed pension requirements for substitutes that reach a certain salary level during the year and the potential for back payments.

b) Action Items:

Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to approve the following resolution(s):

- 1) Approve Jeanne Kimball as curriculum writer with a stipend of \$3,750.00 2017-2018 school year.
- 2) Approve Nicole Petrone as cafeteria aide at the rate of \$8.00 per hour for approximately 3.5 hours per week for a total of approximately \$1,008.00 for the 2017-2018 school year.
- 3) Approve Nicole Petrone as a part-time paraprofessional working approximately 17.5 hours per week at the rate of \$13.00 per hour, for an anticipated annual cost of \$8,190.00.
- 4) Approve Amy Haines as a substitute teacher with a standard NJ teaching certificate that does not expire.
- 5) Approve Sarah Fix as a substitute teacher with a certificate that expires January 2, 2022.
- 6) Approve Sarah Granitzski as a substitute teacher with a certificate that expires January 2, 2023.
- 7) Approve Karen Jurkowski as a substitute school nurse with a certificate that expires January 2, 2020.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

8) TRANSPORTATION & CAFETERIA

a. Discussion Items

- 1) Ms. DeRiso commented on the limited participation in the school breakfast program to date – still at 2 students.

9) POLICY

a. Discussion Items

- 1) Mr. Magnuson reported on the status of updating the 9000 series of policies.

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b. Action Items:

Motion by Mrs. Koufodontes, seconded by Mrs. Arnold, to approve the following resolution(s):

- 1) Review and approve revised By-Law #9270 Conflict of Interest.
- 2) Review and approve revised Policy #3542 Food Service.
- 3) Review and approve revised By-Law #9000 Role of the Board
- 4) Review and approve revised By-Law #9111 Qualifications of Board Members

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

OLD BUSINESS

Mrs. Tatanto asked if the PTA will be purchasing a water bottle filling station. Mr. Magnuson replied that the PTA has not contacted him about funding this.

Mrs. Miller asked if fundraising for archery could be allocated to students similar to the way the 7th and 8th grade trip fundraising is done. Mr. Magnuson will check into this.

NEW BUSINESS

Mr. Magnuson reported that changes in student population combined with pull out classes for some students have allowed for the two sixth grade classrooms to be combined. This will begin the first week in November and will allow some teachers to provide GATE services to students.

PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings” Residents are invited to respectfully share their concerns, comments and suggestions.

Mrs. Hoffman asked if combining the 6th grade homeroom was a good idea. Mr. Magnuson stated the homeroom would not be combined, but ELA will be.

EXECUTIVE SESSION

Motion by Mrs. Koufodontes, second by Mrs. Arnold to enter into Executive Session at 8:15 P.M.

Resolved by the Board of Education of Oxford Township as per Chapter 231, P.L. 1975:

That it is hereby determined that it is necessary to meet in Executive Session at this meeting to discuss: HIB issues and negotiations. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

The board returned to public session at 8:25 PM.

A motion was made by Mr. Norton, second by Mr. Lewis-Lahey to reaffirm the decision made by the CSA, Anti-bullying Specialist, and Anti-bullying Coordinator that the instance in question was indeed a HIB incident.

Motion passed by unanimous voice vote.

ADJOURN

Motion by Mrs. Koufodontes seconded by Mr. Lewis-Lahey, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:27 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA