

BOARD MEMBERS:

PRESIDENT: Gerald Norton

MEMBERS: Carrieann Arnold (arrived late 8:17 PM)  
Jonathan Bee  
Linda Koufodontes  
Anthony Lewis-Lahey  
Georgette Miller

ADMINISTRATION:

CHIEF SCHOOL ADMINISTRATOR: Robert Magnuson  
BUSINESS ADMINISTRATOR: Nancy DeRiso  
DIRECTOR OF SPECIAL SERVICES: Milissa Dachisen

Mr. Norton called the meeting to order at 7:02 PM, read the Sunshine Notice and led all assembled in the pledge of allegiance.

SUNSHINE NOTICE

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

Ms. DeRiso called roll.

Mrs. Koufodontes 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 and Mr. Magnuson updated the board on pending legislation.
- b) NJSBA Warren County – Mrs. Koufodontes reported the next meeting is in November at Hawke Point.
- c) Town Council – No report
- d) PTA – Mrs. Taranto distributed the PTA budget and talked about a water bottle project they are working on.
- e) Warren Hills Regional High School – No report
- f) Oxford Youth Association – No report

2) ADMINISTRATIVE REPORTS

- a) Chief School Administrator – Mr. Magnuson discussed the following topics:
  - 1) NJPSA report
  - 2) Clubs
  - 3) Chrome book update
  - 4) October 10 In-Service
  - 5) Friendly's Night Student Council

- 6) Keenan West Assemblies
- 7) Walk to School Day and Traffic Town
- 8) PARCC Program, Lenape Valley 10/7
- 9) Digital Security workshop
- 10) Technology Standard 8 webinar
- 11) Above the Influence field trip
- 12) School bus evacuation drills were held September 16, 2016
- 13) Mrs. Kantz won a grant from the Eagleton Institute for the 11<sup>th</sup> year in a row.

Motion by Mrs. Koufodontes, second by Mr. Bee, to approve the HIB Report submitted below:

Month/Year	# Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed Y/N
July 2016	0	0	N/A	N/A	N/A
August 2016	0	0	N/A	N/A	N/A
September 2016	1	0	N/A	N/A	N/A

Unanimous voice vote aye. Motion passes.

- b) Director of Special Services Report – Ms. Dachison provided a HIB Meeting summary.
- c) Business Administrator – Nancy DeRiso discussed the following:
  - 1) Next Board Meeting - Thursday, October 27, 2016
  - 2) Summary of board member mandatory training still needed for the year
  - 3) Correspondence:
    - a. Thank you letter to the PTA for donated items.
    - b. Thank you letter to Mr. Robert Pummill for donating time to repair doors.
  - 4) Average Daily Enrollment September YTD = 295 Average Daily Attendance YTD 97.25%

<b>Enrollment:</b>	<b>Sept</b>
Oxford Central School (PreK – 8)	295
Warren Hills Regional High School	98
Warren County Vo-Tech	17
Out of District	
Warren County Special Services	0
Northern Hills Academy	1
Hunterdon Prep	1.5
Hunterdon Polytech	0.5
Home Instruction	1
Non-Public	3
Other School Choice District	2
Ridge & Valley Charter School	4
<b>Total District Enrollment</b>	<b>423</b>

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, including the bond refunding ordinance.

None

None

4) BUDGET & FINANCE

Gerald Norton, Chairperson

- a) Discussion Items

Ms. DeRiso discussed the healthcare insurance renewal rates for 2017 and a meeting held with all employees to discuss the plans available for next year, including the new OMNIA option.

Ms. DeRiso also discussed the presentation to S&P regarding the refunding bond issuance – the call went well with presentation and Q&A lasting approximately one and a half hours. The rating from S&P is due to be issued next week.

Mr. Norton asked again if there was any public comment on the bond refunding ordinance. There was none. Motion by Mrs. Taranto, seconded by Mrs. Koufodontes, to approve the following resolution(s):

- 1) Approve the second reading and final adoption of the bond refunding ordinance as follows:

**REFUNDING BOND ORDINANCE**

REFUNDING BOND ORDINANCE PROVIDING FOR THE REFUNDING OF \$3,725,000 AGGREGATE PRINCIPAL AMOUNT OF OUTSTANDING BONDS OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF OXFORD, IN THE COUNTY OF WARREN, STATE OF NEW JERSEY, APPROPRIATING A SUM NOT EXCEEDING \$3,950,000 TO PAY THE COST THEREOF AND AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$3,950,000 AGGREGATE PRINCIPAL AMOUNT OF REFUNDING BONDS OF SAID BOARD TO FINANCE SUCH APPROPRIATION.

BE IT ORDAINED by The Board of Education of the Township of Oxford, in the County of Warren, New Jersey, as follows:

Section 1. The Board of Education of the Township of Oxford, in the County of Warren, New Jersey (the "Board" or "School District") is hereby authorized to refund \$3,725,000 aggregate principal amount of the Board's outstanding Refunding School Bonds, Series 2006, dated December 14, 2006 and maturing on or after July 15, 2017 (the "Outstanding Bonds").

The Outstanding Bonds bear interest from their date at the rates per annum, payable January 15 and July 15 of each year until maturity or prior redemption, and consist of term bonds maturing on July 15 of 2020, 2024 and 2032 and payable in sinking fund installments on July 15 in each year, as follows:

	<b>Principal</b>	<b>Interest</b>
<b>Year</b>	<b>Amount</b>	<b>Rate</b>
2017	\$155,000	4.00%
2018	165,000	4.00
2019	170,000	4.00
2020 (maturity)	180,000	4.00
2021	190,000	4.00

<b>Year</b>	<b>Principal Amount</b>	<b>Interest Rate</b>
2022	\$200,000	4.00%
2023	205,000	4.00
2024 (maturity)	220,000	4.00
2025	230,000	4.40
2026	245,000	4.40
2027	255,000	4.40
2028	270,000	4.40
2029	285,000	4.40
2030	300,000	4.40
2031	320,000	4.40
2032 (maturity)	335,000	4.40

The Outstanding Bonds are subject to optional redemption at a redemption price of 100%.

The Board may determine by subsequent resolution not to refund a portion of the Outstanding Bonds.

Section 2. The Board has ascertained and hereby determines that the Outstanding Bonds set forth in Section 1 of this ordinance have not been paid or discharged and that the Board is authorized by Section 61.2 of the School Bond Law (Chapter 24 of Title 18A of the New Jersey Statutes Annotated, as amended; the "School Bond Law") to issue its refunding bonds as hereinafter provided to refund the Outstanding Bonds. The object of the refunding is to effect debt service savings for the Board.

Section 3. A sum not exceeding \$3,950,000 is hereby appropriated (a) to refund the Outstanding Bonds set forth in Section 1 of this ordinance in the aggregate principal amount of \$3,725,000 and (b) to pay an amount not exceeding \$93,500 for the cost of the issuance of the refunding bonds, including underwriter's compensation, bond insurance premium, printing, advertising, accounting, financial, legal or other expenses therefore, as permitted by Section 61.2 of the School Bond Law (collectively, the "Purpose").

Section 4. To finance the Purpose, refunding bonds of said Board in an aggregate principal amount not exceeding \$3,950,000 are hereby authorized to be issued pursuant to the School Bond Law (the "Refunding Bonds"). The Refunding Bonds shall be sold at private sale by resolution of the Board and shall be in registered form and shall contain the word "refunding" in their title and shall recite that they are issued pursuant to the School Bond Law and shall bear such date or dates, mature at such time or times not exceeding 40 years from their date, bear interest at such rate or rates per annum, be payable at such time or times, be in such denominations, carry such registration privileges, be executed in such manner consistent with the provisions of the School Bond Law for bonds of a school district, be payable at such place or places, and be subject to such terms of redemption, with or without premium, as may be hereafter determined by resolution of the Board within the limitations prescribed by law.

Section 5. The Refunding Bonds shall be direct, unlimited and general obligations of the Board and unless paid from other sources, the Refunding Bonds and the interest thereon are payable from ad valorem taxes on all taxable real property within the School District, without limitation as to rate or amount. The full faith and credit of the Board are hereby pledged to the punctual payment of the principal of and the interest on the Refunding Bonds. Each Refunding Bond issued pursuant to this ordinance shall recite that all conditions, acts and things required by the Constitution or statutes of the State of New Jersey to exist, to have happened and to have been performed precedent to and in the issuance of the Refunding Bond exist, have happened and have been performed, and that the Refunding Bond, together with all other indebtedness of the Board, is within every debt and other limit prescribed by the Constitution or statutes of said State.

Section 6. The School Business Administrator/Board Secretary is hereby authorized to execute a certificate addressed to the underwriters of the Refunding Bonds stating that the preliminary official statement to be prepared by the Board with respect to the Refunding Bonds is "deemed final" as of its date within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. The distribution of such preliminary official statement to potential purchasers of the Refunding Bonds is hereby approved.

Section 7. All matters with respect to the Refunding Bonds not determined by this ordinance shall be determined by subsequent resolution or resolutions to be hereafter adopted by the Board, or the performance or determination thereof delegated by resolution or resolutions, to the School Business Administrator/Board Secretary.

Section 8. It is hereby determined and stated that a supplemental debt statement has been filed with respect to the Refunding Bonds in accordance with the requirements of Sections 17 and 61.4 of the School Bond Law.

Section 9. The Board is hereby authorized to enter into any agreements that may be necessary to effect the purchase of securities, as permitted by Sections 61.5 and 61.10 of the School Bond Law, to accomplish the refunding.

Section 10. This refunding bond ordinance shall take effect immediately upon its adoption.

**BE IT RESOLVED** that the ordinance entitled:

“Refunding Bond Ordinance providing for the refunding of \$3,725,000 aggregate principal amount of outstanding bonds on the board of Education of the Township of Oxford, in the County of Warren, State of New Jersey, appropriating a sum not exceeding \$3,950,000 to pay the cost thereof and authorizing the issuance of not exceeding \$3,950,000 aggregate principal amount of refunding bonds of said board to finance such appropriation.”

Heretofore introduced, does now pass on second reading.

Ayes: 6 (Bee, Koufodontes, Lewis-Lahey, Miller, Nortong, Taranto) Nays: 0 Abstain: 0 Absent: 1 (Arnold)

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

- 2) 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)

- 3) Approve a tuition contract with Hunterdon County Polytech for student ID# 3041636141 for a half day annual tuition of \$5,555.00.
- 4) Approve a tuition contract with The Hunterdon Preparatory School for student ID#5447762741 for an annual tuition rate of \$45,774.00.
- 5) Approve the attached shared service agreement between The Oxford Township Board of Education and six additional districts (Mansfield, Franklin, Washington Township, Washington Boro, WCSSSD, and Pohatcong) to share the services of curriculum writers for the 2016-2017 school year. Each district shall contribute \$1,400.00 toward the expenses of the curriculum writers and their supplies.

Mrs. Taranto asked if the student in resolution number 3 spent a half day on Oxford and Ms. DeRiso responded no, the other half of the day is spent at Hunterdon Prep.

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

5) NEGOTIATIONS COMMITTEE                      Linda Koufodontes, Chairperson

- a) Discussion Items
- 1) None

6) BUILDINGS & GROUNDS

- a) Discussion Items
- 1) Ms. DeRiso discussed putting a healthy vending machine in the school and the board members had some questions before agreeing. Ms. DeRiso will get answers to the questions for a future meeting.

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.  
Mrs. Koufodontes commented that use requests are being made too close to the date of the event, and that doors are open during meetings without having gates up to keep people from entering other parts of the school. Mr. Magnuson will ensure the gates are put up at future meetings.

Mrs. Miller asked if parents paid for music lessons given by Mrs. Firling. Ms. DeRiso stated that parents pay the school, and then the school pays Mrs. Firling through payroll.

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

7) CURRICULUM

a) Discussion Items

- 1) Mr. Magnuson discussed the 2016-2017 NJ QSAC Statement of Assurance sent to the board and it's filing with the state.

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

- 1) Approve the attached list of field trips.

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

8) PERSONNEL

a) Discussion Items

- 1) Ms. DeRiso discussed potential business administrator goals to replace the goal previously submitted that was not approved by the county. The board agreed she should develop a goal related to Sustainable NJ and submit for their approval at the October 27<sup>th</sup> board meeting.

b) Action items:

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

- 1) Approve Jonathan McConnell as a custodian at the rate of pay of \$11.00 per hour pending criminal background check.
- 2) Approve Maryann Heroux as a substitute teacher with a teaching certificate in Elementary Education Grades K-5 that does not expire.
- 3) Approve Toni Terrell as paraprofessional at the rate of \$13.00 per hour for the 2016-2017 school year.

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

9) TRANSPORTATION/CAFETERIA

a) Discussion Items

- 1) None

10) POLICY

a) Discussion Items

Mr. Magnuson discussed the ethics policy and noted that Mr. Lewis-Lahey's comments needed to be updated in the version emailed to board members on 10-11-16 in preparation for this meeting.

Mr. Magnuson also discussed changes being planned for the Facilities Use Regulation.

b) Action items:

None

Mrs. Arnold arrived at the meeting at 8:17 PM.

OLD BUSINESS

Mr. Norton asked if Mr. Magnuson's 16-17 merit goals were approved. Mr. Magnuson and Ms. DeRiso thought so, and will verify.

Mr. Magnuson reported that the therapy dogs who have been to the school do have the appropriate insurance (\$1 million liability and \$2 million aggregate) and will note Oxford Central School as an additional insured.

NEW BUSINESS

Mrs. Taranto asked if there could be an incentive program for teachers and students to share best practices for using chrome books, and also if there could be a coding club established. Mr. Magnuson will look into both ideas, and noted he is still researching student of the month.

Mr. Bee left the meeting at 8:34 PM.

Mr. Norton discussing using Google Apps to disseminate board meeting materials in an effort to avoid the cost of purchasing the Board Docs software. The board agreed to try that approach and Ms. DeRiso noted that they would need to use PDF files to ensure there was no commenting on documents prior to the meeting to ensure compliance with the Sunshine laws. All present agreed. Mr. Magnuson and Ms. DeRiso will contact colleagues to determine what other districts use Google docs and how they use it.

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

Residents are invited to respectfully share their concerns, comments and suggestions - None

Mrs. Nixon asked if Mr. Magnuson received any feedback on the students going into high school. Mr. Magnuson reported that Dawn Moore at the high school has told him that Oxford has more students enroll in honors programs and does better on assessments than the students coming in from the Middle School. They are also doing well on standardized tests and do especially well in civics and history. He noted that he also takes a survey of the high school students themselves and gets primarily positive feedback from them on their preparedness.

Mrs. Nixon mentioned that she noticed teachers talking at back to school night about preparing students in the upper grades at OCS for high school. She suggested that our teachers review the high school summer assignments to get a better understanding of what each class requires in order to place students in the class best for their abilities.

Mrs. Nixon also asked what could be shared about the Ethics policy that was mentioned during the meeting. Mr. Magnuson stated that the policy will address the daily workings of the board of education and the updated policy will be on a future agenda for review and approval.

Mrs. Frasca noted that she liked the idea of having a healthy vending machine in the school and Mrs. Nixon asked how it would be resolved if someone lost money in the machine. Ms. DeRiso will find out how that is handled from the vendor.

EXECUTIVE SESSION

Motion by Mrs. Koufodontes, second by Mrs. Taranto to enter into Executive Session at 8:43 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: a student issue. The matter 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 8:57 PM.

ADJOURN

Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:58 pm. Motion carried by unanimous voice vote.

Respectfully submitted:

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Nancy A. DeRiso, CPA