

**Oxford Township Board of Education
Work Session Minutes
November 2, 2017 – 7:00 PM**

BOARD MEMBERS PRESENT:

Carriann Arnold (arrived 7:28 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.

Mrs. Taranto 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 the upcoming NJSBA Delegate Assembly and resolutions
- b) NJSBA Warren County – Mrs. Koufodontes reported the next meeting is November 14th
- c) Town Council – Mr. Magnuson reported concerns expressed at the meeting regarding hazardous routes to school. He explained the responsibilities of the township in this regard and reminded residents that the town voted to eliminate courtesy busing years ago. Mr. Norton expressed concern regarding how Mr. Magnuson was treated at the town meeting and felt the deputy mayor was unprofessional in his approach to the topic.
- d) Warren Hills Regional High School – nothing to report; the most recent meeting was very short.

2) **ADMINISTRATIVE REPORTS**

- a) Chief School Administrator – Robert Magnuson reported on the following topics:
 - 1) School climate survey responses
 - 2) Regionalization survey responses
 - 3) Current happenings (*Mrs. Arnold arrived at 7:28 pm*)

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- 4) HIB discussion in Executive Session
- b) Business Administrator – Nancy DeRiso discussed the following:
 - 1) Next Board Meeting – Thursday, November 16th at 7:00 PM
 - 2) FY17 Audit will be presented by Anthony Ardito on November 16, 2017
 - 3) Correspondence
 - a. Letter from Mr. Magnuson to sixth grade parents
 - b. Letter from Dr. Lamonte approving the 2017-2018 full-time principal waiver.
 - c. Mr. Magnuson discussed the BOE writing a letter of congratulations to Mrs. Halloran for being Warren County volunteer of the year
 - 4) Prior Month's Interest –
 - a. Capital Account \$2.35; NJCM \$321.99
- 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) None
 - b) Action Items:

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

 - 1) Approve the September 2017 A-149 schedule delineating account activity and account reconciliation.
 - 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for September 2017 in accordance with N.J.A.C.6A:23A-16.10 (c) 3, and after review of the Board Secretary's and Treasurer's September 2017 Reports, certify that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the District's financial obligation for the remainder of the fiscal year.
 - 3) Approve the Business Administrator's monthly report of transfers for September 2017 as itemized documenting transfers in accordance with N.J.S.A. 18A:22-8.1.
 - 4) Approve the Food Service Checks Written and Bank Reconciliation for the period September 2017.
 - 5) Approve the Agency Bill List & Bank Reconciliation for the period September 2017.
 - 6) Approve the Payroll Bank Reconciliation for the period September 2017.
 - 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period September 2017.
 - 8) Approve the Student Activity Bill List & Bank Reconciliation for the period September 2017.
 - 9) Approve the issuance of warrants (checks) for the payment of the items on the September 2017 Accounts Payable Bill list, of \$422,265.75 and approve the attached list of ACH payments, including one September and one October payroll, in the amount of \$318,653.65.
 - 10) 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

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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

Carriann Arnold, Chairperson

- a) Discussion Items
None

6) BUILDINGS & GROUNDS

- a) Discussion Items
 - 1) Mr. Magnuson provided a gas line update – the inspector was here today and the improvements passed inspection.
 - 2) Mr. Magnuson discussed the possibility of using millings from a town project and explained why it was not in the best interest of the school district.
- 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.

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

6) CURRICULUM

- a) Discussion Items:
 - 1) Mr. Magnuson discussed a research study to be conducted by Fairleigh Dickinson University that will involve our character education program.
- b) Action Items:
Motion by Mrs. Koufodontes, seconded by Mrs. Miller, to approve the following resolution(s):
 - 1) Approve the attached Nursing Services Plan for the 2017-2018 school year.
 - 2) Approve the submission of the attached 2017-2018 QSAC Statement of Assurance to the NJ DOE.
 - 3) Approve the attached list of field trips.
 - 4) Approve the curriculum for Twenty-first Century Life and Careers as attached.

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- 5) Approve the Social Studies curriculum as attached.
 - 6) Approve the Technology curriculum as attached.
- Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

- a) Discussion Items:
 - 1) None

9) PERSONNEL

- a) Action Items:

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

- 1) Approve Stephanie Farley as a substitute teacher with a certificate expiring July 1, 2021.
- 2) Approve Tom Arabia as a student teacher from East Stroudsburg University working under Mr. Causton from October to December 2017.
- 3) Approve Coleen Guilfoyle as a substitute custodian at the hourly rate of \$13.00 pending criminal background check.

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

8) TRANSPORTATION & CAFETERIA

- a. Discussion Items

- 1) None

- b. Action Items:

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

- 1) Cost Reimbursement for Food Service Management Services works best for Oxford Township Board of Education

Whereas, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

Whereas, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a “Cost Reimbursement Basis” to a “Fixed Price Basis” for contract awards, and

Whereas, the Oxford Township Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

Whereas, the Oxford Township Board of Education credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

Whereas, the Oxford Township Board of Education declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

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Whereas, the Oxford Township Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

Whereas, the Oxford Township Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

Whereas, the Oxford Township Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

Whereas, the Oxford Township Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

Now Therefore be it Resolved, that the Oxford Township Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative , a “Fixed Price” procurement method, and

Be It Further Resolved, that copies of this resolution shall be forward to:

New Jersey Association of School Business Officials
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)
Local Legislators
NJ School Boards

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

9) POLICY

- a. Discussion Items
 - 1) None
- c. Action Items:
 - 1) None

OLD BUSINESS

Mr. Magnuson stated there was nothing in the archery bylaws regarding whether or not fundraising for archery could be allocated to students similar to the way the 7th and 8th grade trip fundraising is done. He will continue to review the idea.

Mrs. Miller asked about water stations in the school and Mr. Magnuson replied he has heard nothing from the PTA regarding same.

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Mr. Magnuson discussed a fire alarm on the stage that needed to be replaced and a fix for the second grade classroom floor that will be voted on at the November 16th meeting.

NEW BUSINESS

Mr. Magnuson gave a goal update for the 2017-2018 superintendent goals.

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

Mrs. Brady expressed concerns regarding communication of HIB investigations. Mr. Magnuson discussed the process including the school climate team and information Mrs. Gilberti will be sharing from a recent training she attended. Several board members asked questions about the process and email notifications and Mr. Magnuson answered them.

EXECUTIVE SESSION

Motion by Mr. Lewis-Lahey, second by Mrs. Arnold to enter into Executive Session at 7:55 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 personnel. 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 8:17 PM.

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

Pay Mrs. Edmondson a one-time \$500.00 stipend for covering Mrs. Pillus’s responsibilities while she was out.

Ayes: 6

Nays: 0 Abstain: 0

Absent: 1

ADJOURN

Motion by Mr. Norton seconded by Mrs. Koufodontes, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:19 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA