

**Oxford Township Board of Education  
Work Session Minutes  
November 16, 2017 – 7:00 PM**

BOARD MEMBERS PRESENT:

Carriann Arnold  
Jonathan Bee  
Linda Koufodontes  
Anthony Lewis-Lahey  
Georgette Miller  
Gerald Norton  
Suzanne Taranto

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. Arnold 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 a resolution to not support the tax plan that he'd like put on the December 14<sup>th</sup> agenda
- b) NJSBA Warren County – Mrs. Koufodontes attended the meeting on November 14<sup>th</sup> and thought there was not much value or information to relay
- c) Town Council – No report
- d) Warren Hills Regional High School – No report

2) **ADMINISTRATIVE REPORTS**

- a) Chief School Administrator – Robert Magnuson reported on the following topics:
  - 1) Potential new charter school legislation
  - 2) Physicals for 8<sup>th</sup> grade students
  - 3) Donated gift cards for free and reduced families

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- 4) NORWESCAP recommendations
- 5) Transoptions hazardous routes January 2018 meeting
- 6) USA Sports Camps is reorganizing – no meeting was held in November
- 7) Motion by Mrs. Koufodontes, second by Mr. Louis-Lahey to approve the HIB report as submitted:

Month/Year	# Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed Y/N
July 2017	0	0	N/A	N/A	N/A
August 2017	0	0	N/A	N/A	N/A
September 2017	4*	3	Yes	OOS Suspensions	1 Y, 2 N
October 2017	2	2	Yes	OOS Suspensions	No

\*corrected at the meeting and changed from 3 to 4

Motion passed with a voice vote of 6 to 1 (Arnold voted No)

b) Business Administrator – Nancy DeRiso discussed the following:

- 1) Next Board Meeting – Thursday, December 14, 2017 7:00 PM
- 2) Prior months interest \$343.78
- 3) Prior Month Cafeteria profit/(loss) – (\$924.17)
- 4) Correspondence:
  - a. Resignation letter from paraprofessional and maternity leave replacement teacher Alyssa Ritter.
  - b. Resignation letter from paraprofessional Nicole Petrone.
  - c. Letter from Dr. Lamonte approving the Business Administrator’s Merit goal for 2017-2018.
- 5) Average Daily Enrollment October YTD = 278.2 Average Daily Attendance YTD 97.3%

<b>Enrollment:</b>	
Oxford Central School (PreK – 8)	280
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

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Total District Enrollment	416
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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.
- 1) Mrs. DeMarco discussed OEA concerns with the Difference Card expressed by the Oxford teaching staff. Mr. Norton asked to have the health broker to a future meeting to review the concerns.
  - 2) Mrs. Symoji questioned the HIB numbers reported for the month of September and Mr. Magnuson agreed that the number should have been four reported.
  - 3) Mrs. Steckle asked if we have fewer than 95% of our students taking the standardized test will we lose funding? Mr. Magnuson replied yes it is possible. She then asked if there was a timeline available for a regionalization project if it were to be approved. Mr. Magnuson answered that it would be a three to four year project.
  - 4) Mrs. Earhardt asked if our students would still be allowed to go to Warren Tech and Mr. Magnuson replied yes they would. She then suggested that he send a letter to parents letting them know that taxes will increase if enough students don't participate in the PARCC testing. Mr. Magnuson stated there could be as much as a ten percent reduction in state aid if we continue to not meet the 95% minimum.
  - 5) Mrs. Earhardt and Mrs. Duffy asked about a replacement for Ms. Ritter who resigned this month – Mr. Magnuson is working on a plan now.

4) BUDGET & FINANCE

Gerald Norton, Chairperson

a) Discussion Items:

- 1) Ms. DeRiso reviewed the preliminary budget calendar.

b) Action Items:

Motion By Mrs. Koufodontes, Second By Mr. Lewis-Lahey to approve the following resolutions:

- 1) Approve the October 2017 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for October 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 October 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 October 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 October 2017.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period October 2017.
- 6) Approve the Payroll Bank Reconciliation for the period October 2017.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period October 2017.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period October 2017.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the October 2017 Accounts Payable Bill list, of \$227,853.23 and approve the attached list of ACH payments, including one October payroll, in the amount of \$295,365.70
- 10) Accept the Fiscal Year 2017 Annual Audit and approve the Corrective Action Plan, without recommendations, as per the Audit Synopsis Summary presented by Mr. Anthony Ardito, Auditor.

Ayes: 6

Nays: 1 (Arnold)

Abstain: 0

Absent: 0

5) NEGOTIATIONS COMMITTEE

Carriann Arnold, Chairperson

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- a) Discussion Items  
Ms. DeRiso reported that the committee will meet with the health insurance broker on 11/29/17.

### 6) BUILDINGS & GROUNDS

- a) Discussion Items
  - 1) Mr. Magnuson reported that Ms. Tate and Ms. Smith installed new CO2 detectors as required by law.
  - 2) Mr. Magnuson and Ms. DeRiso discussed a meeting held with architects earlier in the week to develop a long-term project plan for the building.
- b) Action Items:  
Motion by Mrs. Koufodontes, seconded by Mr. Bee, to approve the following resolution(s):
  - 1) Approve the attached contract to repair the floor in the second grade classroom with Spectrum of Floors, LLC at a cost of \$11,980.00.

Ayes: 6                      Nays: 1 (Arnold)                      Abstain: 0                      Absent: 0

### 7) CURRICULUM

- a) Discussion Items:
  - 1) None
- b) Action Items:  
Motion by Mrs. Koufodontes, seconded by Mrs. Miller, to approve the following resolution(s):
  - 1) Approve the school's participation in the VIA-Youth survey conducted by Fairleigh Dickinson University during the 2017-2018 school year in exchange for a \$3,000 stipend for the school and a \$500 stipend for the teacher acting as liaison for this project.

Ayes: 6                      Nays: 1 (Arnold)                      Abstain: 0                      Absent: 0

### 8) PERSONNEL

- a) Action Items:  
Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to approve the following resolution(s):
  - 1) Approve a salary increase from \$13.00 per hour to \$15.00 per hour for Kelsey Barofski, paraprofessional, due to the type of work performed with student.
  - 2) Accept the resignation of Alyssa Ritter effective December 22, 2017 with regret.
  - 3) Accept the resignation of Nicole Petrone effective November 22, 2017 with regret.
  - 4) Approve Blake Cohen and Joseph Brennan, East Stroudsburg University students, to be student teachers from March to May 2018 under the direction of Mr. Causton and Mrs. Hart.

Ayes: 6                      Nays: 1 (Arnold)                      Abstain: 0                      Absent: 0

### 9) TRANSPORTATION & CAFETERIA

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

### 10) POLICY

- a. Discussion Items
  - 1) None

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- c. Action Items:  
1) None

### OLD BUSINESS

Mr. Lewis-Lahey reminded the board of the two resolutions up for a vote at the upcoming delegate assembly.

### NEW BUSINESS

Mr. Norton announced there is a new superintended evaluation form that he will distribute.

Mrs. Miller asked if IEP evaluations were done in house – Mr. Magnuson replied most are, but not all.

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

Mrs. Demarco asked when the classroom floor repairs will be completed – Ms. DeRiso replied over the winter break. She then asked if the other classroom will also be repaired at that time and Mr. Magnuson replied no, the second room will be completed over the summer.

Mrs. Steckel stated that she was disappointed in the gifted and talented programs available in the district. Mr. Magnuson reported on the programs that are available and will address her concerns with her.

### EXECUTIVE SESSION

Motion by Mrs. Koufodontes, second by Mr. Lewis-Lahey to enter into Executive Session at 8:09 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 and student issues. 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 9:06 PM.

### ADJOURN

Motion by Mr. Norton seconded by Mrs. Koufodontes, to adjourn the meeting of the Oxford Township Board of Education at approximately 9:07 pm.

Respectfully submitted:

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Nancy A. DeRiso, CPA