

**Oxford Township Board of Education  
Work Session Minutes  
December 14, 2017 – 6:00 PM**

BOARD MEMBERS PRESENT:

Carriann Arnold (arrived 7:02 PM)  
Linda Koufodontes  
Anthony Lewis-Lahey  
Gerald Norton  
Suzanne Taranto

BOARD MEMBERS ABSENT:

Jonathan Bee  
Georgette Miller

ADMINISTRATION PRESENT:

CHIEF SCHOOL ADMINISTRATOR:  
BUSINESS ADMINISTRATOR:

Robert Magnuson  
Nancy DeRiso

Mr. Norton called the meeting to order at 6:07 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. Koufodontes 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

EXECUTIVE SESSION

Motion by Mrs. Koufodontes, second by Mrs. Taranto to enter into Executive Session at 6:09 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.

Mrs. Arnold arrived during executive session.

The board returned to public session at 7:19 PM.

Mr. Magnuson and Ms DeRiso discussed with the audience a staff meeting that will be held on January 3<sup>rd</sup> to present benefit enhancements the Difference Card is making.

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## APPROVAL OF MINUTES

Motion by Mrs. Koufodontes second by Mrs. Arnold to accept the following minutes:

Date	Work Session	Regular	Executive
September 14, 2017	X		X
September 28, 2017		X	X
October 12, 2017	X		X

Motion passed with unanimous voice vote.

## 1) COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

- a) Legislative – Mr. Lewis Lahey several items of legislation being considered by NJ
- b) NJSBA Warren County – Ms. DeRiso gave a summary of the NJSBA Regionalization Meeting she attended in Sparta. Mrs. Koufodontes reported the next Warren County meeting will be February 7<sup>th</sup> and conflicts with a Warren County PTA Meeting. Ms. DeRiso will call NJSBA to see if they can reschedule.
- c) Town Council – Mr. Magnuson and Mrs. Koufodontes reported on hazardous routes to school discussion, a wetlands property in town and the January 3<sup>rd</sup> reorganization meeting for the town.
- d) Warren Hills Regional High School – Mr. Magnuson stated WHRSH will focus more on send/receive after their reorganization meeting.

## 2) ADMINISTRATIVE REPORTS

- a) Chief School Administrator – Robert Magnuson reported on the following topics:

- 1) Hazardous routes committee update
- 2) Send-Receive/ regionalization Meeting
- 3) Fourth grade update
- 4) CSA action plan progress
- 5) New student teacher changes for ELA, Science and Math
- 6) Employee service awards
- 7) PTA Reflections program
- 8) Several organizations donated office supplies
- 9) StopIt Program Roll Out

- 10) Motion by Mrs. Arnold, second by Mrs. Koufodontes to approve the HIB Report submitted below:

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
November 2017	5	1	TBD	TBD	TBD

Motion passed with a unanimous voice vote

- b) Business Administrator – Nancy DeRiso discussed the following:
  - 1) Next Board Meeting – Thursday, January 4, 2017 7:00 PM
  - 2) Prior months interest \$353.07

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- 3) Prior Month Cafeteria profit/(loss) – \$612.32
- 4) Correspondence:
  - a. Resignation letter from Alexis Haggerty, after-care assistant.
  - b. Family Leave request Michael Bloom.
  - c. Letter from Blairstown Board of Education regarding a resolution passed by them to oppose a Warren County Consolidated School System.
  - d. Letter from the Eagleton Institute to Mrs. Kantz awarding a State House Express Award.
  - e. Letter from Dr. Lamonte regarding representation on the Warren Hills Regional School District Board of Education.
  - f. Congratulations letter to Mrs. Pettinelli regarding a \$1,000 grant award.
- 5) Average Daily Enrollment November YTD = 278.3 Average Daily Attendance YTD 96.7%

<b>Enrollment:</b>	
Oxford Central School (PreK – 8)	278
Warren Hills Regional High School	101
Warren County Vo-Tech	18
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
<b>Total District Enrollment</b>	<b>411</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.**
    - 1) Mrs. Symogi thanked Mr. Magnuson for looking into the HIB Report from November. She then asked when the minutes will be posted. Ms. DeRiso replied that minutes are posted after they are board approved, usually the month following the meeting.
- 4) BUDGET & FINANCE Gerald Norton, Chairperson
  - a) Discussion Items:
    - 1) Ms. DeRiso reviewed the board secretary transfer report and a transfer for architect fees

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- 2) Ms. DeRiso reviewed the Difference Card Report as of 11/30/2017 noting the district was saving approximately \$37,000 over a traditional plan with no difference card.

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 November 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 November 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 November 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 November 2017.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period November 2017.
- 6) Approve the Payroll Bank Reconciliation for the period November 2017.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period November 2017.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period November 2017.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the November 2017 Accounts Payable Bill list, of \$302,399.01 and approve the attached list of ACH payments, including two November payrolls, in the amount of \$309,861.33.
- 10) Approve a renewal of service with the Difference Card to provide third party administration of claims at an estimated cost of \$\$8,812 (ten percent of expected savings) plus an estimated \$3,664 in administrative fees (\$9.95 per employee per month – changed at meeting by ten cents per employee per month) for the 18-month period beginning January 1, 2018.
- 11) WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized that support for the public schools, both financial and philosophical, was necessary to the maintenance of educational programs and,  
WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized a need to improve cooperative efforts with business industry and municipal government and,  
WHEREAS, The Skyland Education Foundation, Inc. was formed in January 1992 to meet these needs of member school districts and,  
WHEREAS, THE Board of Education of Oxford Township agreed to support the Skyland Education Foundation by adopting the constitution by-laws of the organization and committed a sum of \$3.00 per resident student for organizational costs and,  
WHEREAS, It is now necessary to dissolve the Skyland Education Foundation in accordance with the provisions of Article VI of the Certificate of Incorporation and,  
WHEREAS, The assets of the Corporation shall be distributed to the member school districts in proportion to the resident enrollment at the time the Corporation was formed and,  
NOW THEREFORE BE IT RESOLVED, That the Board of Education of Oxford Township supports the dissolution of the Skyland Education Foundation and  
NOW THEREFORE BE IT FINALLY RESOLVED, That the Board of Education of Oxford Township requests that their proportionate share of the assets of the Skyland Education Foundation, approximated at \$421.30, be returned to the Board of Education.

Ayes: 5

Nays: 0

Abstain: 0

Absent: 2

5) NEGOTIATIONS COMMITTEE

Carriann Arnold, Chairperson

a) Discussion Items

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Ms. DeRiso reported that the committee report from the 11/22/18 negotiations meeting was discussed in Executive Session.

### 6) BUILDINGS & GROUNDS

#### a) Discussion Items

- 1) Mr. Magnuson reported the costs to pave the side driveway were much higher than expected due to the need to bring items up to code if changes are made. He also discussed a cafeteria table replacement proposal and noted the architect planned to attend the January 4<sup>th</sup> reorganization meeting to discuss a third project involving parts of the building exterior.

#### b) Action Items:

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

- 1) Approve the attached requests for use of school facilities pursuant to Policy #1330..

Ayes: 5

Nays: 0

Abstain: 0

Absent: 2

### 7) CURRICULUM

#### a) Discussion Items:

- 1) None

#### b) Action Items:

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

- 1) Approve the attached list of field trips.

Ayes: 5

Nays: 0

Abstain: 0

Absent: 2

### 8) PERSONNEL

#### a) Action Items:

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

- 1) Approve the NJ Family Leave request from Michael Bloom effective January 29, 2018 through March 12, 2018 (see letter in correspondence section).
- 2) Approve Gregory Fernandez as a substitute teacher with a provisional teacher's certificate.
- 3) Approve payment of \$750 each to Michael Bloom, Angela Gilberti and Joy Paola for directing the school play in December 2017. The PTA is reimbursing the school \$500 for each of the three directors, and \$250 for each director will be paid from the Student Activities Account, the Theater Club line.
- 4) Based on an evaluation of substitute rates in the county, raise the substitute rate for the school nurse to \$150.00 per day from the current rate of \$125.00 per day.
- 5) Approve Stacy Drechsel as 7<sup>th</sup> grade co-advisor with Rob Causton (previously approved) to share the \$900.00 annual stipend equally.
- 6) Approve the following staff members to run after-school clubs at the rate of \$30.00 per hour. It is intended that the clubs will be self funded as students pay to participate.
  - a. STEM Club – Jeanne Kimball, Leslie Nemeth, Lisa Lurz (sub)
  - b. Solar car club – Jeanne Kimball and Mike Bloom
  - c. Chess club – Marie Hart and Angela Gilberti
- 7) Approve school business administrator merit goal as attached and approved by the Interim Executive County Superintendent.
- 8) Approve Marie Maren as a full time paraprofessional at the rate of \$15.00 per hour for the remainder of the 2017-2018 school year.

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- 9) Approve Kelsey Barofski as maternity leave replacement Step A/BA at a prorated salary based on the annual salary of \$48,590.00 effective December 17, 2017.
- 10) Approve Sherri Wolfe as a cafeteria monitor at the hourly salary of \$8.25 per hour for approximately 2.75 hours per day for the remainder of the 2017-2018 school year.

Ayes: 5                      Nays: 0                      Abstain: 0                      Absent: 2

### 9) TRANSPORTATION & CAFETERIA

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

### 10) POLICY

- a. Discussion Items
  - 1) Mr. Magnuson noted there will be voting on a resolution supported by the NJSBA to oppose the current tax plan proposed due to the negative impact on NJ.
- c. Action Items:

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

1) WHEREAS,                      The United States Senate and House of Representatives are considering legislation, "The Tax Cuts and Jobs Act," to restructure the federal income tax system, and

WHEREAS,                      The House and Senate versions of the proposals would severely limit or eliminate the current deductibility of local property taxes and state income and sales taxes, and

WHEREAS,                      Eliminating or restricting deductions for state and local taxes would result in a financial burden for a substantial number of New Jersey households, and

WHEREAS,                      The Government Finance Officers Association has found that eliminating the state and local tax deduction would be felt most harshly by public school districts, which rely on local and state tax revenue for support, and

WHEREAS,                      In New Jersey, the federal government provides only 4.2 percent of the funding for public education, making the state's public schools the second most dependent in the nation on state and local revenue, and

WHEREAS,                      A report by the Rockefeller Institute shows that New Jerseyans pay \$31 billion more in federal income taxes than the state receives back in federal services, and

WHEREAS,                      The Oxford Township Board of Education believes that elimination or restriction of deductibility of state and local taxes would pose a financial burden on the state's public schools and its citizens, and

WHEREAS,                      Certain tax reform proposals would also eliminate advance refunding of bonds, which allow school districts to refinance at lower interest and lower cost to taxpayers, and

WHEREAS,                      Some tax reform proposals would also expand tax-advantaged savings programs to include private school tuition, thereby diverting limited federal funds from public to non-public schools. Now therefore be it

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RESOLVED, That the Oxford Township Board of Education urges the U.S. Senate and House of Representatives to oppose any tax reform legislation that would restrict deductibility of state and local taxes, and be it further

RESOLVED, That the Oxford Township Board of Education urges the U.S. Senate and House of Representatives to opposed legislation that would limit the financial flexibility of local school districts and/or divert public funds to non-public schools, and be it further

RESOLVED, That this resolution be sent to U.S. Representative Josh Gottheimer, U.S. Senator Robert Menendez, and U.S. Senator Cory Booker, and be it further

RESOLVED, That copies of this resolution be sent to the New Jersey School Boards Association and the Warren County School Boards Association.

Ayes: 5                      Nays: 0                      Abstain: 0                      Absent: 2

### OLD BUSINESS

None

### NEW BUSINESS

Mr. Lewis-Lahey discussed ideas for resolutions that could be sent to the delegate assembly and noted they needed to be completed and sent in by March 6<sup>th</sup>, 2018.

Mrs. Arnold asked if there was a grade for attending, or not attending, the school concerts. Mr. Magnuson said he would check, but he did not believe so.

Mrs. Arnold also asked if there was coding included in our curriculum. Mr. Magnuson said yes there is. In fifth grade and also in grades 6,7, and 8 through the GATE programs.

Mrs. Arnold asked why a second doctor was needed to conduct physicals for sports participant if they already had their own doctors conduct physical exams. Mr. Magnuson replied that a third party is needed for a sports exam.

PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings” Residents are invited to respectfully share their concerns, comments and suggestions. None

### ADJOURN

Motion by Mrs. Koufodontes seconded by Mrs. Taranto, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:23 pm.

Respectfully submitted:

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Nancy A. DeRiso, CPA