

BOARD MEMBERS PRESENT: PRESIDENT: Gerald Norton

VICE PRESIDENT: Suzanne Taranto

MEMBERS: Carrieann Arnold  
Jonathan Bee  
Linda Koufodontes  
Anthony Lewis-Lahey  
Georgette Miller (arrived 7:40 PM)

ADMINISTRATION PRESENT:

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

Mr. Norton read the 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 Warren Reporter
- Posting on the District Website and the Main Bulletin Board in the District Office
- Filing with the Oxford Township Clerk

Mr. Norton led those assembled in the Pledge of Allegiance

Ms. DeRiso called roll

Mrs. Taranto 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 reported that there are many new bills introduced regarding school security and safety.
- b) NJSBA Warren County – Mrs. Koufodontes reported that the meeting date conflicted with the Oxford BOE meeting and she would look to see if there was a presentation available online to share.
- c) Town Council – Mr. Magnuson reported the next meeting is scheduled for May 3, 2016.
- d) PTA – Mrs. Taranto, Mrs. Koufodontes, Mr. Norton and Mr. Magnuson met with PTA Executive Board.
- e) Warren Hills Regional High School – Mrs. Arnold reported there is a new principal Mr. Kavcak.
- f) Oxford Youth Association – Mrs. Miller reported that the basketball fundraiser raised approximately \$800 toward the repair of the basketball nets, and there is another fund raiser planned for the summer.

2) ADMINISTRATIVE REPORTS

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

- 1) Everyone matters day
- 2) Battle of the Books – Oxford took 3<sup>rd</sup> place in the county
- 3) Good idea cards were issued to Mrs. Kimball and Mrs. Carr
- 4) Chromebooks, cases and insurance for grades 5-8 are in proposed budget
- 5) TestNav on chromebooks to allow practice
- 6) Plan for paper costs to be reduced next year

7) Motion By Mrs. Koufodontes, Second By Mrs. Arnold, to approve the HIB Report submitted below:

| Month/Year     | # Incidents Reported | # Identified as HIB | Remediation | Discipline & Remediation | Appealed Y/N |
|----------------|----------------------|---------------------|-------------|--------------------------|--------------|
| March 2016     | 1                    | 1                   | Yes         | Yes <sup>1</sup>         | No           |
| February 2016  | 2                    | 2                   | Yes         | Yes                      | No           |
| January 2016   | 2                    | 1                   | Yes         | No                       | No           |
| December 2015  | 1                    | 0                   | N/A         | N/A                      | N/A          |
| November 2015  | 0                    | 0                   | N/A         | N/A                      | N/A          |
| October 2015   | 1                    | 0                   | N/A         | N/A                      | N/A          |
| September 2015 | 0                    | 0                   | N/A         | N/A                      | N/A          |

<sup>1</sup> – Student suspended out of school one day

Motion passed with unanimous voice vote.

b) Director of Special Services – Milissa Dachisen received no questions on her report.

- 1) Report attached

c) Business Administrator – Nancy DeRiso discussed the following:

- 1) Next Board Meeting - Thursday, April 28, 2016 – Public Budget Presentation
- 2) Correspondence
  - a. Thank you letter from the Leukemia & Lymphoma Society for \$1,557.07 donation.
- 3) Difference Card usage update through March is high for Rx
- 4) Average Daily Enrollment March YTD = 307.4; Average Daily Attendance YTD 96.3%

| <b>Enrollment:</b>                | <b>March</b> |
|-----------------------------------|--------------|
| Oxford Central School (PreK – 8)  | 310          |
| Warren Hills Regional High School | 86           |
| Warren County Vo-Tech             | 16           |
| Out of District                   |              |
| Warren County Special Services    | 1            |
| Northern Hills Academy            | 1            |
| Hunterdon Prep                    | 1.5          |
| Hunterdon Polytech                | 0.5          |
| Warren Hills Middle School        | 1            |

|                                  |            |
|----------------------------------|------------|
| Home Instruction                 | 1          |
| Non-Public                       | 5          |
| Other School Choice District     | 2          |
| Ridge & Valley Charter School    | 0          |
| <b>Total District Enrollment</b> | <b>425</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.

Samantha Lewis discussed concerns with the school dress code and requested permission to distribute a survey on the topic. Mr. Magnuson replied that he will work with her on this process.

Samantha Lewis also asked if PARCC time can be reduced in the next school year. Mr. Magnuson replied that PARCC time is allocated based on need.

4) BUDGET & FINANCE

Gerald Norton, Chairperson

- a) Discussion items:

- 1) Ms. DeRiso noted that the SEMI (Special Education Medicaid Initiative) process is ready for input thanks to the efforts of Mrs. Diaz and the business office. Data has been input and we should receive some revenue in the current school year.
- 2) The JDM Group contracts for 2016-2017 were reviewed. The information was distributed at the 3-24-16 meeting for advance review.
- 3) Public Budget Presentation – currently being drafted – Mrs. DeRiso reviewed ideas to date and asked for additional input. Mrs. Arnold made several suggestions for messaging including the idea that PARCC opt outs and poor attendance could negatively impact our state aide.

- b) Action items:

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

- 1) 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)

- 2) Extend the existing professional services agreement for technology with The JDM Group from expiration at March 30, 2016 to June 30, 2016 at the current monthly rate of \$3,416.67.
- 3) The Express-Times and The Star Gazette are hereby designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that these newspapers are most likely to inform the local public of such meetings and meet the requirements of the statute.
- 4) Approve advertising the 2016-2017 school year budget in the Star Gazette at a cost of \$294.81.
- 5) Approve a hold harmless agreement between the Oxford Township Board of Education and Ashley Moyer regarding student transportation and school choice for the remainder of this school year.
- 6) The budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Common Core Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. This budget requires the use of a withdrawal from tuition reserve of \$158,872, a withdrawal from maintenance reserve of \$85,000, a withdrawal from capital reserve of **\$37,000**, a withdrawal from the General Fund of \$85,000 to meet these requirements in the 2016-2017 school year. The budget also requires a withdrawal from emergency reserve of \$106,049 to offset healthcare costs over a 4% increase.

|                      | Budget      | Local Tax Levy |
|----------------------|-------------|----------------|
| General Fund         | \$6,863,498 | \$3,690,238    |
| Special Revenue Fund | \$ 119,784  | \$ 0           |
| Debt Service Fund    | \$ 451,723  | \$ 384,008     |
| Total Base Budget    | \$7,435,006 | \$4,074,246    |

As per N.J. A. C. 6A:23A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2015-16 budget includes a maximum district travel appropriation of \$ 6,000.00. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Ayes: 7 Nays: 0 Abstain: 0 Absent: 0

NEGOTIATIONS COMMITTEE

Linda Koufodontes, Chairperson

- a) Discussion Items

- 1) Ms. DeRiso reported that the Negotiations Committee met on April 5<sup>th</sup> to review a proposal from the OEA and then again on April 12<sup>th</sup>, and the next negotiations meeting is scheduled for May 4<sup>th</sup> at 7:00 PM.

5) BUILDINGS & GROUNDS

Ms. DeRiso discussed the following facility items:

- 1) Water testing report from RK Environmental – good results
  - 2) Playground and front mulch was updated
  - 3) The scupper boxes on the roof were repaired under the existing warranty.
  - 4) The district is looking to get quotes to repair the fascia on the overhand by the Church St. door entrance.
- b) Action items:  
Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to approve the following resolution(s):
- 1) Approve the attached requests for Use of School Facilities pursuant to Policy #1330.
- Ayes: 7 Nays: 0 Abstain: 0 Absent: 0

CURRICULUM

- c) Discussion Items  
None
- d) Action items:  
Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to approve the following resolution(s):
- 1) Approve the attached list of field trips.
  - 2) Approve the district's participation in Bring Your Child To Work Day on April 28, 2016 to excuse students' absence when they go to a place of employment with an adult.
  - 3) Approve the district's participation in Bring Your Child To Work Day on April 28, 2016 to allow staff members' children to attend school with them that day.
  - 4) Acknowledge that April 27, 2016 is Administrative Professionals Day and extend appreciation to the district staff for their hard work and diligence.

Ayes: 7 Nays: 0 Abstain: 0 Absent: 0

PERSONNEL

- 1) Mr. Magnuson noted that an ESY memo was sent out to staff and summer custodian positions are posted on our website.
- e) Action items:  
Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to approve the following resolution(s):
- 1) Approve Laura Mazzei as a substitute school nurse with a current school nurse certificate.
  - 2) Approve Laura Mazzei as ESY nurse at the rate of \$33.00 per hour, not to exceed 70 hours in July and August 2016. The total cost will not exceed \$2,310.00.
  - 3) Approve Laura Edmondson as student aide at the rate of \$13.00 per hour, not to exceed 25 hours per week for the remainder of the 2015-2016 school year.

Ayes: 7 Nays: 0 Abstain: 0 Absent: 0

6) TRANSPORTATION/CAFETERIA

- a) Discussion Items
- 1) Ms. DeRiso noted that the Cafeteria bid advertisement is prepared and will be sent to the newspaper this week.

## OLD BUSINESS

Calendar discussion – Mr. Magnuson noted that the 2016-2017 calendar will be on the April 28<sup>th</sup> agenda for a vote.

## NEW BUSINESS

School security during PTA Meetings – Mrs. Koufodontes requested that signs be put up directing people to meetings held in the school at night so that they do not wander through the building.

Mr. Magnuson reported that two sixth grade students want to petition the district to eliminate summer work and will present their ideas at a future board meeting. Mr. Bee asked if summer projects are graded and Mr. Magnuson responded that they are and will follow up to ensure consistency.

Mr. Magnuson reported that we are beginning the process of registering the district as a sustainable school and he will be the primary contact for this process.

Mrs. Arnold asked if there is any recognition for the Junior Honor Society induction and Mr. Magnuson responded that there is at the 8<sup>th</sup> grade promotion ceremony.

Mrs. Miller asked if fund raising for the 7<sup>th</sup> and 8<sup>th</sup> grade trips could begin as early as 5<sup>th</sup> grade to help ease the burden on families. Mr. Magnuson will look into the idea.

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

Residents are invited to respectfully share their concerns, comments and suggestions.

None

## EXECUTIVE SESSION

Motion by Mrs. Koufodontes, second by Mrs. Taranto to enter into Executive Session at 8:42 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: Negotiations. 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 9:55 PM.

## ADJOURN

Motion by Mrs. Koufodontes, seconded by Mr. Bee, to adjourn the meeting of the Oxford Township Board of Education at approximately 9:56 pm.

Motion carried by unanimous voice vote.

Respectfully submitted:

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Nancy A. DeRiso, CPA