

BOARD MEMBERS PRESENT: PRESIDENT: Gerald Norton

VICE PRESIDENT: Suzanne Taranto

MEMBERS: Carrieann Arnold  
Jonathan Bee  
Linda Koufodontes  
Anthony Lewis-Lahey  
Georgette Miller

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.

Mr. Bee 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

PRESENTATIONS

Building Assessment – Josh Thompson, from Parette Somjen Architects reviewed the building assessment report and he and Ms. Tate answered board member questions.

2017-2018 Public Budget Hearing – Mr. Magnuson and Ms. DeRiso presented the 2017-2018 budget and answered board member and audience questions.

1) COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

- a) Legislative – Mr. Lewis-Lahey updated the board on recent legislative bills put forward.
- b) NJSBA Warren County – the next meeting is May 25<sup>th</sup> and conflicts with the Oxford BOE Meeting.
- c) Town Council – Mr. Magnuson reported on the tax increase expected from the town and talked about older Americans month and inviting seniors to the Spring concert
- d) Warren Hills Regional High School - none

2) ADMINISTRATIVE REPORTS

- a) Chief School Administrator – Robert Magnuson discussed:
- 1) Update on the Send/ Receive agreement with Warren Hills.
  - 2) CSA Action Plan update
  - 3) Archery Team Trip Update
  - 4) 7th Grade trip update
  - 5) 8th Grade trip update
  - 6) Tri-County Reading Council Awards
  - 7) PARCC start-up
  - 8) Grade configurations for 2017-2018
- b) Business Administrator – Nancy DeRiso discussed:
- 1) Next Board Meeting - **Tuesday**, May 9, 2017
  - 2) Interest March Capital Account - \$1.61, NJCM Account - \$200.05
  - 3) Correspondence:
    - a. Letter to Mr. and Mrs. Corleto from BOE President

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) Ms. DeRiso discussed the renewal for The JDM Group Technology contracts, and comparative companies coming in for a meeting next week.
- b) Action items:
- Motion by Ms. Taranto, seconded by Mrs. Koufodontes, to approve the following resolution(s):
- 1) Approve the March 2017 A-149 schedule delineating account activity and account reconciliation.
  - 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for March 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 March 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 March 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 March 2017.
  - 5) Approve the Agency Bill List & Bank Reconciliation for the period March 2017.
  - 6) Approve the Payroll Bank Reconciliation for the period March 2017.
  - 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period March 2017.
  - 8) Approve the Student Activity Bill List & Bank Reconciliation for the period March 2017.
  - 9) Approve the issuance of warrants (checks) and non-checks (ACH) for the payment of the items on the March 2017 Accounts Payable Bill lists, including two March and one April payroll, in the amounts of \$291,945.70 and \$531,715.61.
  - 10) Approve the renewal of a professional services contract with J&B Therapy to provide OT, PT, and speech therapy services as required by student IEP’s at the contracted rate of \$89.00 per hour for ESY 2017 and the 2017-2018 school year, as well as evaluations required at \$405 each.
  - 11) Approve Phoenix Advisors, LLC as the district’s Continuing Disclosure Agent for a fee of \$850 for the 2017/2018 school year.
  - 12) Approve Phoenix Advisors, LLC as the district’s Independent Registered Municipal Advisor (IRMA) for the 2017/2018 school year for no additional fee.
  - 13) Approve the attached resolution for participation in coordinated transportation with the Warren County Special Services School District (WCSSSD) for the 2017-2018 school year, including

- payment of a 4% administrative fee to WCSSSD.
- 14) Approve the attached agreement for ancillary educational services with the Sussex County Educational Services Commission (SCESC) for the 2017-2018 school year, at the listed rates for services including a 3% administrative fee payable to SCESC.
- 16) 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)

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

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

- 15) Approve the renewal of a landscape maintenance contract with Cedar Ridge Lawn Care as attached, for a cost of \$4,206.50 for two seasons April to November in 2017 and 2018.
- Ayes: 6            Nays: 1 (Norton)            Abstain: 0            Absent: 0

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

- 17) BE IT RESOLVED, the Oxford Township Board of Education hereby adopts the following budget for the 2017-18 school year.  
The budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learner 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 \$149,375, a withdrawal from maintenance reserve of \$35,000, a withdrawal from capital reserve of \$37,000, a withdrawal from the General Fund of \$18,983 to meet

these requirements in the 2017-2018 school year. The budget also requires a withdrawal from emergency reserve of \$10,000 to pay for a school security system.

	<b>Budget</b>	<b>Local Tax Levy</b>
General Fund	\$6,733,012	\$3,721,033
Special Revenue Fund	\$ 109,920	\$ 0
Debt Service Fund	<u>\$ 415,263</u>	<u>\$ 349,422</u>
Total Base Budget	\$7,258,195	\$4,070,455

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 2017-18 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.

Mr. Norton asked the public if they had any comments or questions on the budget before the board voted. There were none.

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

5) NEGOTIATIONS COMMITTEE                      CarrieAnn Arnold, Chairperson

- a) Discussion Items
  - 1) None

6) BUILDINGS & GROUNDS

- a) Discussion Items
  - 1) Mrs. DeRiso noted that Mrs. Tate was very helpful to the architects when they were completing the building assessment report. She also noted that the school had several violations on the recent fire inspection due to a number of heat sensors that had never been mapped when they were installed during the 2001 renovation and several emergency lights that needed repair. She requested an extension to mid-June in order to schedule repairs and mapping of the heat sensors.

7) CURRICULUM

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

Motion by Mrs. Koufodontes, seconded by Mr. Bee, to amend the 2017-2018 school calendar resolution for students and staff to include a full week of spring break and add two more days at the end of the school year in June.

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

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

- 1) Approve the attached 2017-2018 school year calendar for twelve month employees.
- 2) Approve the attached list of field trips.

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

8) PERSONNEL

a) Discussion Items

1) ESY Staffing

b) Action items:

Motion by Mrs. Koufodontes, seconded by Mr. Bee, to approve the following resolution(s) 1 to 4 and 6 to 14:

1) Approve the following personnel for the 2017 Extended School Year:

Employee	Position	# of Hours Not to Exceed	Rate Per Hour
Manju Mathew	Primary Resource Teacher	70	\$35.00
Marie Hart	Pre-school Teacher	70	\$35.00
Shannon Pettinelli	Primary Autism Teacher	70	\$35.00
Ashley Hill	Primary LLD Teacher	70	\$35.00
Jessica DeWitt	Primary LLD Teacher	70	\$35.00
Alex Fernandez	Intermediate Resource Teacher	70	\$35.00
Joy Paola	Intermediate Resource Teacher	70	\$35.00
Laurie Pillus	Home Instruction Teacher	6.5	\$35.00
Jen Cicak	Autism Classroom Teacher	70	\$35.00
Jen Saxton	Primary Grade Teacher	70	\$35.00
Kelsey Halloran	Speech Language Teacher	40	\$35.00
Alyssa Ritter	Paraprofessional	60	\$13.25
Jennifer Giordano	Paraprofessional	60	\$13.25
Renee Sturm	Paraprofessional	60	\$15.25
Pamela Davidson	Paraprofessional	60	\$15.25
Darlene Wright	Paraprofessional at WHRHS	100	\$13.50

2) Approve the following personnel to participate in Summer 2017 IEP meetings at the hourly meeting rate of \$35.00:

- Manju Mathew
- Jessica DeWitt
- Debbie Esposito

- Marie Hart
  - Shannon Pettinelli
  - Ashley Hill
  - Rose Solomon
  - Patricia Carr
  - Joy Paola
- 3) Approve the following personnel to participate in Summer 2017 CST meetings at the hourly meeting rate of \$35.00; Evaluation rate of \$275.00; and Case Management rate of \$75.00:
- Kelsey Halloran
  - Michael Kenney
  - Laurie Pillus
  - Richard Baran
- 4) Approve the offering of contracts to the following **tenured ten-month** staff members effective July 1, 2017 through June 30, 2018 as recommended by the Chief School Administrator:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Level</u>	<u>Salary</u>
Carr, Patricia	Teacher	O	MA+30	\$61,575
Causton Jr., J. Robert	Teacher	OG	BA +30	\$75,345
Rachel Chiara	Speech Language Spec	I	MA	\$53,545
Caitlin Dean	Teacher	G-H	BA	\$50,480
DeMarco, Lisa	Teacher	P	BA	\$59,295
DeWitt, Jessica	Teacher	K-L	BA+15	\$54,360
DiRenzo, Laura	Teacher	OG	MA	\$76,245
Dowd, Heather	Teacher	S	MA +30	\$69,865
Drechsel, Stacy	Teacher	T	BA +15	\$68,530
Esposito, Debra	Teacher	U	BA	\$69,970
Feo-Gilberti, Angela	Teacher	GH	MA	\$52,955
Firling, Shirley	Teacher (.50)	T	BA	\$33,890
Hart, Marie	Teacher	J	BA +15	\$53,035
Hart, Renee	Teacher	S	BA +15	\$66,340
Kantz, Elena	Teacher	K-L	BA +30	\$55,185
Kenney, Michael	Social Worker	OG	MA+30	\$75,045
Kimball, Jeanne	Teacher	OG	MA +30	\$78,045
Smith, Laura	Teacher	I	BA	\$51,070

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Level</u>	<u>Salary</u>
Lurz, Lisa	Teacher	S	MA	\$68,065
Nemeth, Leslie	Teacher	S	MA	\$68,065
Newell, Kimberly	Teacher	Q	BA	\$61,290
Paola, Joy	Teacher	R	BA	\$63,400
Penner, Matthew	Teacher	K-L	BA	\$53,610
Pettinelli, Shannon	Teacher	K-L	BA	\$53,610
Saxton, Jennifer	Teacher	I	BA +15	\$51,820
Solomon, Rosa-Marie	Teacher	K-L	BA	\$53,610
Stocker, Katie	Teacher	K-L	BA	\$53,610
Svercauski, Barbara	School Nurse	K-L	BA +30	\$55,185

- 6) Approve the offering of contracts to the following **non-tenured ten-month** staff members effective July 1, 2017 through June 30, 2018 as recommended by the Chief School Administrator:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Level</u>	<u>Salary</u>
Baran, Richard	School Psychologist	M-N	MA+30	\$59,680
Denzer-Weiler, Ian	Teacher	E-F	BA	\$49,980
Mathew, Manju	Teacher	C-D	MA	\$51,960
Pillus, Laurie	LDTC	S	MA	\$68,065
Fernandez, Alexandra	Teacher	C-D	BA	\$49,485

- 7) Approve the offering of contracts to the following tenured twelve-month staff members effective July 1, 2017 through June 30, 2018 as recommended by the Chief School Administrator:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Diaz, Helen	Secretary – CST	\$46,958
Ramkelawan, Diana	Business Assistant	\$42,320
Halloran, Carol	Secretary – CSA	\$49,736

- 8) Approve the offering of contracts to the following **non-tenured twelve-month** staff members effective July 1, 2017 through June 30, 2018 as recommended by the Chief School Administrator:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Doyle, Ellen	Secretarial Assistant	\$32,588

- 9) Approve the offering of contracts to the following **non-tenured twelve-month** staff members effective July 1, 2017 through June 30, 2018 as recommended by the Chief School Administrator:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
McConnell, Jonathan	Custodian	\$26,500
Smith, Shana	Custodian	\$30,000

- 10) Approve the offering of a non-tenured employment contract to Carolyn Tate as the Supervisor of Building & Grounds for the period July 1, 2017 through June 30, 2018 at an annual salary of \$45,450; as recommended by the Chief School Administrator.

- 11) Approve the appointment of Leslie Nemeth as Before-care coordinator at the hourly rate of \$16.55 per hour for approximately 10 hours per week for the 2017-2018 school year.
- 12) Approve the appointment of Daniel Farkas as summer custodial assistants at the hourly rate of \$11.75 per hour for a schedule of hours not to exceed the 2017-2018 school year budget for summer help.
- 13) Approve the appointment of Celia Bayer and Sarah Fink as after-care assistants at the hourly rate of \$10.25 per hour, for up to 3 hours per day, for a maximum of \$5,600 each for the 2017-2018 school year.
- 14) Approve Kaitlin Ramkelawan as a substitute teacher with a certificate expiring July 1, 2022.

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

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

- 5) Approve the offering of contracts to the following **newly tenured ten-month** staff members effective July 1, 2017 through June 30, 2018 as recommended by the Chief School Administrator:

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Level</u>	<u>Salary</u>
Bloom, Michael	Teacher	E-F	BA	\$49,980
Nemeckay, Kelley	Teacher	C-D	BA	\$49,485
Hill, Ashley	Teacher	E-F	BA	\$49,980

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

9) POLICY

a) Discussion Items

- 1) Policies continue to be posted to our website

b) Action items:

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

- 1) Read and approve revised policy 3541.2 Subscription Busing.
- 2) Read and approve revised policy 5111 Admission.
- 3) Read and approve revised policy 5131 Conduct and Discipline.
- 4) Read and approve revised policy 5131.5 Violence and Vandalism
- 5) Read and approve revised policy 5134 Married and Pregnant students.
- 6) Read and approve revised policy 5141 Health.
- 7) Read and approve revised policy 5141.3 Health Exams and Immunizations.
- 8) Read and approve revised policy 5141.4 Missing, Abused and Neglected Students.

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

OLD BUSINESS

Mrs. Koufodontes informed Mr. Magnuson that she believes Bus 2 runs late and the driver screams at the students to sit down because she is running late. Mr. Magnuson stated that the bus company has checked the speed records for that bus and there is no record of the driver speeding.



## NEW BUSINESS

Mr. Magnuson reported that the second week in May is staff appreciation week and there will be a recognition lunch from the PTA and breakfast from the BOE.

Mr. Lewis-Lahey asked if combining older students with younger students in gym class is working out ok. Mr. Magnuson stated that they are looking at that and may make a change for next year to keep students closer in age together.

Mrs. Arnold asked the status of the receptacles to be installed in girls bathrooms. Mrs. Tate was in the audience and reported they were received and will be installed shortly.

Mr. Magnuson discussed the 2016 NJ Expense guide and also reported there was one HIB incident involving two seventh graders.

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

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

Mrs. DeMarco reported that the family math night sponsored by the OEA was attended by approximately 90 participants.

## EXECUTIVE SESSION (If Necessary)

Motion by Mrs. Koufodontes, seconded by Mr. Bee to enter Executive Session at 8:32 PM.

Resolved by the Board of Education of Oxford Township as per Chapter 231, P.L. 1975:

- a) That it is hereby determined that it may be necessary to meet in Executive Session to discuss: A student matter
- b) 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.
- c) The length of the Executive Session is thought to be approximately 20-30 minutes. Action may be taken upon return to open session.

Motion by Mrs. Koufodontes, seconded by Mr. Bee to return to public session at 8:58 PM.

Motion by Mrs. Koufodontes, seconded by Mrs. Miller to uphold Mr. Magnuson’s recommendation that one student not attend the 8<sup>th</sup> grade field trip.

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

The student’s parents asked the board to consider another alternative.

Motion by Mrs. Koufodontes, seconded by Mrs. Arnold to enter Executive Session at 9:02 PM.

Resolved by the Board of Education of Oxford Township as per Chapter 231, P.L. 1975:

- a) That it is hereby determined that it may be necessary to meet in Executive Session to discuss: A student matter
- b) 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.
- c) The length of the Executive Session is thought to be approximately 20-30 minutes. Action may be taken upon return to open session.

Motion by Mrs. Koufodontes, seconded by Mrs. Arnold to return to public session at 9:07 PM.

Mrs. Taranto explained the board will not vote again and noted to the student's parents that she will send a letter of explanation regarding the board's decision.

The student's parents asked for a refund of fundraising money raised by their student and Mr. Magnuson stated that he would check on the legality of doing so.

ADJOURN

Motion by Mrs. Koufodontes, seconded by Mrs. Arnold to adjourn the meeting of the Oxford Township Board of Education at approximately 9:12 pm.

Motion carried by unanimous voice vote.

Respectfully submitted:

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Nancy A. DeRiso, CPA