

BOARD MEMBERS PRESENT: PRESIDENT: Gerald Norton

VICE PRESIDENT: Suzanne Taranto

MEMBERS: Carrieann Arnold
Jonathan Bee (arrived 7:25 PM)
Linda Koufodontes
Anthony Lewis-Lahey
Georgette Miller

ADMINISTRATION PRESENT:

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

Ms. DeRiso called roll

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 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

Mrs. Arnold 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

Mr. Magnuson introduced and discussed the following OCS Outstanding Educators –

- 🐾 Mrs. Kimberly Newell – OCS Teacher of the Year
- 🐾 Mrs. Angela Gilberti – 2016 Exemplary Educator
- 🐾 Mrs. Jeanne Kimball – 2016 Exemplary Educator and OCS Board of Education “New Idea” Award Winner
- 🐾 Mrs. Leslie Nemeth – 2016 Exemplary Educator
- 🐾 Mrs. Elena Kantz – Margit Feldman Educator of the Year, NJ Commission on Holocaust Education Award
- 🐾 Mrs. Patricia Carr – OCS Board of Education “New Idea” Award Winner

Mr. Magnuson and Ms. DeRiso presented the 2016-2017 Public Budget Hearing and took questions from the audience and board of education members.

1) COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

- a) Legislative – Mr. Lewis-Lahey is attending the NJ Delegate Assembly and will forward agenda items for input on voting
- b) NJSBA Warren County – Mrs. Koufodontes reported that meetings continue to conflict with Oxford Board meetings.
- c) Town Council – Mr. Bee talked about the NJ Futures meeting he was at earlier this evening and noted that the group felt one of the town’s strengths is additional capacity in the school. Mr. Magnuson talked about writing letters to representatives Oroho, Space and Doherty to talk about working with the NJDOT on the intersection in town. He or Mr. Bee will get the power point from the meeting to share with the board.
- d) PTA – Mrs. Taranto reported that the tricky tray went well and the next meeting is next Tuesday.
- e) Warren Hills Regional High School – Mrs. Arnold reported there is more new administrative staff at the high school and middle school.
- f) Oxford Youth Association – No report.

2) APPROVAL OF MINUTES

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

| Date | Work Session | Regular | Executive |
|----------------|---------------------|----------------|------------------|
| March 10, 2016 | X | | |
| March 24, 2016 | | X | |

Motion passed with unanimous voice vote.

3) ADMINISTRATIVE REPORTS

- a) Chief School Administrator – Robert Magnuson discussed the following:
 - 1) Senator Doherty Meeting/ Fair Funding Act
 - 2) Student of the Month
 - 3) Bear/Garbage receptacle report
 - 4) CSA Cluster meeting report
 - 5) NJ Future report
 - 6) Open Educational Resources (OER's)
 - 7) Take your child to work day
 - 8) Congratulations to Mrs. Severkauski for an award from the Warren County Department of Health on 100% compliance with immunizations in the district.
- b) Director of Special Services – Milissa Dachisen had no question on her report
 - 1) Report attached
- c) Business Administrator – Nancy DeRiso discussed the following:
 - 1) Next Board Meeting - Tuesday, May 10, 2016
 - 2) Correspondence
 - a. Letter from Kylie Pennell and Emily Michniewicz regarding summer work.
 - b. Draft letter of intent to participate in Sustainable Jersey for schools.

4) 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

5) BUDGET & FINANCE

Gerald Norton, Chairperson

- 1) Ms. DeRiso discussed Warren Hills tuition contracts.

b) Action items:

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

- 1) Approve the March 2016A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for March 2016 in accordance with N.J.A.C.6A:23A-16.10 (c) 3, and after review of the Board Secretary’s and Treasurer’s December 2015 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 2016 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 2016.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period March 2016.
- 6) Approve the Payroll Bank Reconciliation for the period March 2016.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period March 2016.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period March 2016.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the March 2016 Accounts Payable Bill list, including one March and one April payroll, in the amount of \$794,602.01.
- 10) Approve an amendment to the 2015-2016 tuition contract with Warren Hills Regional School District Board of Education to reduce the number of regular education students down to 89 (from 97) at the same rate of \$14,600.00 per student, with an updated total cost of \$1,299,400.00.
- 11) Approve eight 2015-2016 special education tuition contracts (for student ID’s: 2018452, 2017348, 2016405, 2017390, 2016402, 2019406, 2018460, and 2016393) with Warren Hills Regional School District Board of Education at the rate of \$17,000.00 per student with specialized services billed separately for a total cost of \$136,000.00.
- 12) Approve one 2015-2016 regular education tuition contract for student ID #2020321 with Warren Hills Regional School District Board of Education to attend WHR Middle School from December 14, 2015 to June 30, 2016 at the pro-rated annual tuition rate of \$17,000.00 for a total cost of \$10,653.36 as required by court order.
- 13) Approve a tuition contract with Warren Hills Regional School District Board of Education for 85 regular education students at the rate of \$15,717 each, for a total cost of \$1,335,945.00 for the 2016-2017 school year.
- 14) Approve a contract with The JDM Group awarded through the eRate bidding process to upgrade wireless access points, switches, a proctor server, cabling, and ongoing maintenance for the 2016-2017 school year at a gross cost of \$60,928.07. (Anticipated to be \$36,557 after 40% eRate reimbursement)
- 15) Approve the renewal of a preventive maintenance contract for boilers and water heaters for the 2015-2016 school year with the Metz Company at the cost of \$3,980.00.
- 16) 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 2016 and the 2016-2017 school year.
- 17) Approve a contract renewal with Advancing Opportunities for assistive technology services at the rate of \$880.00 per evaluation and \$115.00 per hour for support and training if needed during the 2016-2017 school year.
- 18) 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. Taranto, to approve the following resolution(s):

19) BE IT RESOLVED, the Oxford Township Board of Education hereby adopts the following budget for the 2016-17 school year.

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 | \$6,863,133 | \$3,677,872 |
| Special Revenue Fund | \$ 119,788 | \$ 0 |
| Debt Service Fund | <u>\$ 451,722</u> | <u>\$ 384,008</u> |
| Total Base Budget | \$7,434,643 | \$4,061,880 |

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 2016-17 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

6) NEGOTIATIONS COMMITTEE Linda Koufodontes, Chairperson

a) Discussion Items

- 1) Ms. DeRiso will provide an update in Executive Session

7) BUILDINGS & GROUNDS

Ms. DeRiso noted that the Architect RFP was sent out and responses should be returned by May 19th.

a) Action items:

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

- 1) Approve the attached requests for Use of School Facilities pursuant to Policy #1330.
- 2) Participation in the Sustainable Jersey for Schools Certification Program:

Whereas—The Oxford Township Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

Whereas—The Oxford Township Board of Education and District Superintendent seek to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

Whereas—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

Whereas—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.;

Whereas—Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

Whereas—The Oxford Township Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools. (See the “Create A Green Team” action. Your district “Green Team” can be designated from a pre-existing group within the district if desired.).

Whereas—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor

air quality, energy-saving initiatives, and community partnerships.

Whereas—The Oxford Township Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

Therefore, it is resolved that Oxford Township Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board's intention to pursue certification for schools in the district.

We hereby appoint Robert Magnuson, CSA to be the district's liaison to Sustainable Jersey for Schools.

We do hereby recognize The Oxford Central Public School as the agent to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

We agree to complete district actions and to support the district's schools in completing their actions.

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

8) CURRICULUM

a) Discussion Items

1) None

b) Action items:

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

1) Approve the attached 2016-2017 school year calendar for staff and students.

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

9) PERSONNEL

a) Action items:

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

1) Approve Kelsey Barofski as a substitute teacher with a certificate to expire July 2021.

2) Approve Kelsey Barofski, a Centenary College education student, as a student teacher in the Fall working with Mrs. Drechsel, Mrs. Hart and Mrs. Pettinelli.

3) Approve Victoria Castner as a substitute teacher with a certificate to expire in January 2020.

4) Approve Craig Lawson as a substitute custodian at the rate of \$11.25 per hour.

5) Approve Craig Lawson as a summer custodian at the rate of \$11.25 per hour.

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

10) TRANSPORTATION/CAFETERIA

a) Discussion Items

1) Ms. DeRiso reported that the cafeteria services request for proposal was sent to the Star Gazette.

b) Action items:

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

1) Approve a Joint Resolution for Participation of Transportation Services between the Sussex County Regional Cooperative and the Oxford Township Board of Education for shared transportation services for the 2016-2017 school year including a 4% administrative fee. A copy of the agreement is on file in the Board Office.

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

11) POLICY

Mr. Magnuson discussed the types of changes made to Revised policies 3570 and 9520.

a) Action items:

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

- 1) Read and approve revised policy 3570 District Records and Reports.
- 2) Read and approve revised policy By-Law 9520 Expenses and Reimbursements.

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

OLD BUSINESS

Mrs. Arnold asked if the board would revisit the idea of school uniforms. Mr. Norton asked for a motion.

Motion by Mrs. Arnold, second by Mr. Bee to ask Mr. Magnuson to research and revisit requiring school uniforms.

Ayes: 3 Nays: 3 Abstain: 1 Absent: 0 – Motion does not pass.

NEW BUSINESS

Ms. DeRiso reported to the board that the dates for the NJSBA Convention are October 25 to 27, 2016 and registration opens May 2nd 2016 if any board member is interested in attending.

Mrs. Arnold asked why teachers issued important homework due during the Archery team trip to Kentucky and Mr. Magnuson said he will review assignments.

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 8:33 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 9:13 PM.

ADJOURN

Motion by Mrs. Koufodontes, seconded by Mr. Bee, to adjourn the meeting of the Oxford Township Board of Education at approximately 9:14 pm.

Motion carried by unanimous voice vote.

Respectfully submitted:

Nancy A. DeRiso, CPA