

Oxford Township BOE Meeting Minutes May 25, 2017

Date	Work Session	Regular	Executive
April 13, 2017	X		
April 27, 2017		X	X

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

- a) Chief School Administrator – Robert Magnuson reported on the following topics:
- 1) CSA Action Plan Update – Mr. Magnuson will finalize numbers in June.
 - 2) Warren Hills send/receive agreement still being worked on
 - 3) Verizon volunteers will redo the United States map on the playground this summer
 - 4) Letters sent home to families disallowing spinners in school
 - 5) Student Council community service and charity awards
 - 6) Motion By Mrs. Koufodontes, Second By Mrs. Miller, to approve the HIB Report submitted below:

Month/Year	# Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed Y/N
July 2016	0	0	N/A	N/A	N/A
August 2016	0	0	N/A	N/A	N/A
September 2016	1	0	N/A	N/A	N/A
October 2016	1	0	N/A	N/A	N/A
November 2016	0	0	N/A	N/A	N/A
December 2016	0	0	N/A	N/A	N/A
January 2017	1	1	Yes	2 Students Suspended	No
February 2017	0	0	N/A	N/A	N/A
March 2017	1	1	Yes	1 Student ISS 4 Days	N
April 2017	1	1	Yes	1 Student ISS 1 Day	N

- b) Business Administrator – Nancy DeRiso discussed the following:
- 1) Next Board Meeting – Thursday, June 22, 2017
 - 2) Correspondence
 - a. Thank you note from the OEA for breakfast from Mr. Norton
 - b. Letter from Mrs. Solomon requesting maternity leave
 - 3) Prior Month's Interest –
 - a. Capital Account \$1.56
 - b. NJCM \$215.78
 - 6) Average Daily Enrollment February YTD = 292.3 Average Daily Attendance YTD 96.3%

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Enrollment:	
Oxford Central School (PreK – 8)	285
Warren Hills Regional High School	97
Warren County Vo-Tech	17
Out of District	
Warren County Special Services	0
Northern Hills Academy	1
Hunterdon Prep	0
Hunterdon Polytech	0.5
Home Instruction	1
Non-Public	3
Other School Choice District	2
Ridge & Valley Charter School	4
Total District Enrollment	410.5

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 2016-2017 budget status.

b) Motion By Mrs. Koufodontes, Second By Mrs. Taranto to table the following resolutions:

- 1) Approve the April 2017 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for April 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 April 2016 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 April 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 April 2017.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period April 2017.
- 6) Approve the Payroll Bank Reconciliation for the period April 2017.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period April 2017.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period April 2017.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the April 2017 and May 2017Accounts Payable Bill lists, including one April payroll, in the amounts of \$283,036.93 (checks) and \$308,686.72 (non-checks).
- 10) 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

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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)

- 11) Approve a tuition contract with the Stepping Stone School for student ID # **9775785508** from July 5, 2017 to the end of the 2017-2018 school year at an annual tuition amount of \$56,433.30, or \$268.73 per day if the full year is not attended.
- 12) Approve a tuition contract with the New Grange School of Princeton for student ID #9422023286 to attend beginning July 5, 2017 through June 2018 at an annual tuition of \$71,165.70, or \$332.55 per day if the full year is not attended.
- 13) Renew a shared service contract with the Washington Borough Board of Education to share a World Language Teacher for the 2017-2018 school year with a payment not to exceed \$50,660 to cover 50% of the teacher's salary and benefits in exchange for 2.5 days of instruction in Oxford.
- 14) Renew a contract with The JDM Group to provide IT Services as described in the attached contract effective July 1, 2017 through June 30, 2018 for the annual fee of \$50,700.
- 15) Renew a professional services contract with Kathleen DiFebo, OTR/L to provide Occupational Therapy services as required by student IEP's at the rate of \$72.00 per hour for the 2017-2018 school year, effective July 1, 2017.

Mr. Lewis-Lahey asked Mr. Magnuson if the student at the New Grange School had been successful in this school year. Mr. Magnuson replied that we did not know yet because we have not received any reports on the student, but that it appeared that the parents will not be sending the student to ESY this year.

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

5) BUILDINGS & GROUNDS

a) Discussion Items

- 1) Ms. DeRiso reported that RK Environmental will be performing lead testing again in our water

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and the Right to Know Survey for this year; both in May.

b) Action items:

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

- 1) Approve the attached requests for Use of School Facilities pursuant to Policy #1330.

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

6) CURRICULUM

a) Discussion Items

Mr. Magnuson reviewed the 2017-2018 12-month employee calendar updates.

a) Action items:

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

- 1) Approve the attached list of field trips.
- 2) Approve the updated 12-month employee calendar for 2017-2018.

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

7) PERSONNEL

- 1) Mr. Magnuson reported that the business administrator 2017-2018 employment contract was sent to the Executive County Superintendent for approval and was approved today, and will be voted on in June.

b) Action items:

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

- 1) Approve maternity/disability leave for Ms. Rose Solomon as requested from July 15, 2017 to September 29, 2017 and unpaid family leave from September 30, 2017 to December 22, 2017.
- 2) Approve the payment of a \$1,000.00 technology stipend to Ms. Diana Ramkelawan for the 2016-2017 school year.
- 3) Approve the payment of a \$1,000.00 PARCC stipend to Ms. Helen Diaz for the 2016-2017 school year.
- 4) Approve appointing Susan Bush 2017 ESY Nurse to be paid \$110.00 per day for up to 15 days.
- 5) Approve appointing Barbara Sverkauski substitute 2017 ESY Nurse to be paid \$35 per hour for up to seven four-hour days.
- 6) Approve Alison Bancroft as a substitute teacher and as a paraprofessional at \$13.00 per hour with a teaching certification that does not expire.

- 7) 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>Salary</u>
Bodine, Eve	Paraprofessional	\$14.00/hour
Cicak, Jen	Paraprofessional	\$15.25/hour
Conover, Michelle	Paraprofessional	\$15.50/hour
Crisafi, Cara	Paraprofessional	\$15.25/hour
Davidson, Pam	Paraprofessional	\$15.50/hour
Edmondson, Laura	Paraprofessional	\$13.50/hour
Giordano, Jennifer	Paraprofessional	\$13.50/hour
Godown, Bridgette	Paraprofessional	\$13.50/hour
Henry, Kathy	Paraprofessional	\$14.25/hour
Holmes, Stefanie	Paraprofessional	\$13.25/hour
Pensyl, Dawn	Paraprofessional	\$14.25/hour
Rader, Laura	Paraprofessional	\$13.25/hour

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<u>Name</u>	<u>Position</u>	<u>Salary</u>
Ritter, Alyssa	Paraprofessional	\$13.50/hour
Ruskan, Eileen	Paraprofessional	\$14.25/hour
Sturm, Renee	Paraprofessional	\$15.50/hour
Terrell, Toni	Paraprofessional	\$13.25/hour
Wright, Darlene	Paraprofessional	\$13.75/hour

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

8) TRANSPORTATION & CAFETERIA

- a. Discussion Items
 - 1) Mrs. DeRiso reported she has prepared an RFP for food service vendor for 2017-2018 due to the addition of breakfast being served.
- b. Action items:
 - 10) Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to approve the following resolution(s):
 - 1) Approve a ten cent increase in the price of the school lunch from \$2.75 to \$2.85 for the 2017-2018 school year as required by the Department of Agriculture's Paid Lunch Equity (PLE) Tool calculations.

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

9) POLICY

- a. Discussion Items – Policy #4300 Employee Acceptable Use of Internet/Technology was emailed to the board for review and will be voted on in June
- b. Action Items – None

OLD BUSINESS

None

NEW BUSINESS

Mr. Lewis asked about the stipends on the agenda and whether those paid in 2016-2017 and planned for 2017-2018 could be listed out for the board. Ms. DeRiso will supply a list for the July meeting.

Mrs. Taranto discussed a video produced by Belvidere school district and shown at each board meeting. She will send to Ms. DeRiso who will forward to the board.

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

Mr. Corletto asked a question about the stipends impacting pension amounts paid by the school. Mrs. DeRiso responded that the stipends are non-pensionable earnings.

EXECUTIVE SESSION

Motion by Mrs. Koufodontes, second by Mr. Lewis-Lahey to enter into Executive Session at 7:50 P.M. Resolved by the Board of Education of Oxford Township as per Chapter 231, P.L. 1975:

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That it is hereby determined that it is necessary to meet in Executive Session at this meeting to discuss: a student issue. 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 8:12 PM.

ADJOURN

Motion by Mr. Norton, seconded by Mr. Bee, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:13 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA