



## Oxford Township BOE Meeting Minutes June 22, 2017

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- c) Town Council – Mr. Magnuson reported that the town is using a company to conduct a reverse energy auction to save money on electric costs. He also reviewed other town initiatives including paving, foreclosures, billboards and playgrounds.
- d) Warren Hills Regional High School – Mr. Magnuson reported that there will be a meeting on July 10<sup>th</sup> regarding the send/receive agreement between our schools.

1) APPROVAL OF MINUTES

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

Date	Work Session	Regular	Executive
May 9, 2017	X		
May 25, 2017		X	X

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

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

- 1) End of year wrap up went well
- 2) Professional development plans
- 3) German exchange student and Warren Hills
- 4) Violence and Vandolism Report
- 5) Motion By Mrs. Koufodontes, Second By Mr. Lewis-Lahey, 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
May 2017	0	0	N/A	N/A	N/A
June 2017	0	0	N/A	N/A	N/A

b) Business Administrator – Nancy DeRiso discussed the following:

- 1) Next Board Meeting – Thursday, July 20<sup>th</sup> 2017 and Thursday, August 17, 2017
- 2) Correspondence

## Oxford Township BOE Meeting Minutes June 22, 2017

---

- a. Letter from Dr. Rosalie Lamonte, Interim Executive County Superintendent thanking Mr. Magnuson for the professional development program he provided.
- b. Letter from Heather Dowd to the board of education requesting sick time and family leave.
- c. Letter from Rachel Chiara requesting an unpaid leave of absence for the 2017-2018 school year.
- d. Letter from Kelley Nemeckay resigning her position.
- e. Letter from Mr. Patel thanking Mr. Magnuson for his leadership.
- 2) Board Secretary Annual Report of Contracts Pursuant to PL 2015, Chapter 47
- 3) Prior Month's Interest –
  - a. Capital Account \$1.61; NJCM \$235.88
- 4) May YTD % of attendance 96.2%
- 5) Cafeteria Net (Loss)/Income – May 2017: (\$89.02) YTD: \$3,710.76
- 6) Average Daily Enrollment May YTD = 292.0 Average Daily Attendance YTD 96.4%

<b>Enrollment:</b>	
Oxford Central School (PreK – 8)	292
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
<b>Total District Enrollment</b>	<b>417.5</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**. None
- 4) BUDGET & FINANCE Gerald Norton, Chairperson
  - a) Discussion items:
    - 1) Ms. DeRiso discussed the 2016-2017 audit fee.
    - 2) Ms. DeRiso discussed the White Township tuition in contract.
  - b) Action items:
 

Motion By Mrs. Koufodontes, Second By Mrs. Arnold to approve the following resolutions:

## Oxford Township BOE Meeting Minutes June 22, 2017

---

- 1) Approve the May 2017 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for
  - a. May 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 May 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 May 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 May 2017.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period May 2017.
- 6) Approve the Payroll Bank Reconciliation for the period May 2017.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period May 2017.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period May 2017.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the May 2017 Accounts Payable Bill list, including one May and one June payroll, in the amount of \$391,613.27 regular checks and \$314,542.01 in ACH payments.
- 10) Approve a tuition contract with Northern Hills Academy for the 2017 ESY Program for student ID # 3435159486 at the cost of \$11,773.00 plus the cost of a paraprofessional for \$5,203.30.
- 11) Approve a tuition contract with Northern Hills Academy for the 2017-2018 Autism Program for student ID # 3435159486 at the cost of \$60,040.00 to be partially paid with 2017-2018 IDEA funds, plus the cost of a paraprofessional for \$26,914.00.
- 12) Approve a 2017-2018 tuition contract between the Oxford Township Board of Education (receiving district) and the White Township Board of Education (sending district) for one student spending a partial day in Grades two and the autism classroom at a blended annual tuition rate of \$14,488.90 plus additional expenses to be billed as per Attachment A of the contract attached.
- 13) 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
  - i. 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
  - ii. 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
  - iii. 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
  - iv. 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
  - v. 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

## Oxford Township BOE Meeting Minutes June 22, 2017

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expenditure amount; and be it further

vi. RESOLVED that the Oxford Township Board of Education authorizes in advance, as required by statute, attendance at the following training programs and informational events:

1. (SEE ATTACHED LIST OF TRAVEL DATES & LOCATIONS)

- 14) **NOW THEREFORE BE IT RESOLVED** by the Oxford Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations, if such funds are available as of June 30, 2017.

**WHEREAS**, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpected appropriations into reserve accounts during the month of June by Board resolution, and

**WHEREAS**, the Oxford Township Board of Education wishes to deposit anticipated current year surplus into a **Tuition Reserve** account at year end pursuant to N.J.A.C. 6A:23-3.1(f) as allowed under a formal sending/receiving relationship which exists between the Oxford Township Board of Education and the Warren Hills Regional High School District as per subchapter 3 of the business services code pursuant to N.J.S.A. 18A:38-19; and

**WHEREAS**, the Oxford Township Board of Education has determined that an amount, not to exceed, **\$250,000.00** may be placed in tuition reserve should such funds be available for the purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Oxford Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations, if such funds are available as of June 30, 2017.

**WHEREAS**, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpected appropriations into reserve accounts during the month of June by Board resolution, and

**WHEREAS**, the Oxford Township Board of Education wishes to deposit anticipated current year surplus into a **Capital Reserve** account at year end, should such funds be available for the purpose of transfer; and

**WHEREAS**, the Oxford Township Board of Education has determined that an amount, not to exceed, **\$350,000.00** may be available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Oxford Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations, if such funds are available as of June 30, 2017.

Mr. Lewis-Lahey asked by the tuition in contract included a blended rate for the student rather than just the higher autism tuition rate. Mr. Magnuson responded that the student's IEP called for this split of time between classes.

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

## Oxford Township BOE Meeting Minutes June 22, 2017

---

### 5) NEGOTIATIONS

#### a) Discussion Items

- 1) The board discussed beginning negotiations meetings in the Fall regarding the CBA expiring June 30, 2018.

### 6) BUILDINGS & GROUNDS

#### a) Discussion Items

- 1) Ms. DeRiso discussed the attached resolution to participate in the ACES program and answered questions – the resolution will be voted on in July.
- 2) Mr. Magnuson and Ms. DeRiso discussed the natural gas leak in the school.
- 3) Mr. Magnuson discussed the kitchen grease trap being blocked and a potential mold concern in one of the classrooms.

#### 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.
- 2) Approve acceptance of approximately 10 chairs donated by Clinton Accura.

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

### 7) CURRICULUM

#### a) Discussion Items

- 1) Mr. Magnuson reviewed the reasons for new science and social studies materials.

#### a) Action items:

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

- 1) Approve the submission of the IDEA application for Fiscal Year 2018, and accept the grant award of these funds upon the subsequent approval of the FY2018 IDEA Application.
  - (a) IDEA Basic - \$61,443.00
  - (b) IDEA Pre-School - \$2,639.00

Approve the purchase of the following textbooks, ebooks and science kits:

- b) Delta Education – Science kits - \$5,779.97
- c) Houghton Mifflin Harcourt – Social Studies texts, ebooks, teacher editions - \$5,517.51
- d) McGraw Hill Education – Science 6 year subscription bundles, teacher materials, and lab supplies - \$16,823.61

These materials will be partially funded with Title I funds.

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

### 7) PERSONNEL

#### a) Discussion Items

- 1) Mr. Magnuson recommended to the board to approve the one-year unpaid maternity leave form Mrs. Chiara.

#### b) Action items:

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

- 1) Approve the offering of a tenured employment contract to Nancy DeRiso as the Business Administrator/Board Secretary for the period of July 1, 2017 through June 30, 2018 at an annual salary of \$97,051; as recommended by the Chief School Administrator and as approved by the Executive County Superintendent.

## Oxford Township BOE Meeting Minutes June 22, 2017

---

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

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

- 2) Approve hiring Angela Feo-Gilberti as a paraprofessional for the 2017 ESY program at the hourly rate of \$13.00 per hour.
- 3) Approve hiring Michelle Conover as a substitute paraprofessional for the 2017 ESY program at the hourly rate of \$15.25 per hour.
- 4) Approve Heather Dowd's request for use of sick days from September 18<sup>th</sup> to September 29<sup>th</sup> and unpaid Family Leave from September 30<sup>th</sup> to January 1 2018, returning to school January 2, 2018.
- 5) Approve Rachel Chiara's request for unpaid Family Leave for the 2017-2018 school year.
- 7) Accept the resignation of Mrs. Kelley Nemeckay with regret effective immediately.
- 8) Approve the following transfer of assignments:
  - a) Mrs. Lisa DeMarco to the second grade
  - b) Ms. Jessica DeWitt to Kindergarten
  - c) Mrs. Jennifer Saxton to special education, BSI, and RTI

Mrs. Koufodontes asked why teachers at the upper levels were not moved more often like this. Mr. Magnuson stated that due to the certificates required, it is more difficult to make these moves.

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

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

- 6) Approve an additional payment of \$500.00 to Susan Hale for the time spent as a substitute art teacher this school year.

Mrs. Koufodontes asked why this payment was being requested. Mr. Magnuson explained that the work done by Mrs. Hale went above what is normally expected of a substitute teacher.

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

### 8) TRANSPORTATION & CAFETERIA

#### a. Discussion Items

1) Mr. Magnuson and Ms. DeRiso discussed the following:

- a) June 12, 2017 mandatory bus evaluation drills
- b) GST bus contracts
- c) Mascio's food service was the only company to respond to RFP
- d) Department of Agriculture is changing food reimbursement methods in 2018-2019
- e) A food service audit for the 2017-2018 school year
- f) Department of Agriculture letter regarding financial statements needing to be prepared differently
- g) An issue with bus driver on bus #2

#### b. Action items:

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

- 1) Be it resolved that the board of education of Oxford Township upon the recommendation of the Chief School Administrator hereby award and approve the contract with Maschio's Food

## Oxford Township BOE Meeting Minutes June 22, 2017

---

Services, Inc. for the 2017-2018 school year. The Oxford Township Board of Education shall pay Maschio's Food Services, Inc. an annual management fee of \$7,661.00. The management fee shall be payable in monthly installments of \$766.10 per month commencing on September 1, 2017 and ending on June 30, 2018. Maschio's guarantees (with the following exceptions) a no cost or breakeven food service operation, including the management fee. In the event that program costs exceed total revenues (from all sources), Maschio's shall be responsible for any losses (shortfalls) incurred with the following conditions:

- a) There shall be no change in the Local Education Agency's policies, practices and service requirements including changes in bell schedules and or meal service periods.
- b) The proposed pricing schedule is approved.
- c) The proposed staffing schedule is approved with no alterations.
- d) The state or federal minimum wage rate and taxes in effect as of January 1, 2017, shall remain consistent throughout the year.
- e) The projected number of service days for lunch will be the following: at least 180 Elementary School
- f) There shall be no reduction in service days due to inclement weather schedule changes i.e. early dismissal, delayed opening.
- g) The government reimbursement rates shall be no less than the rates for the 2016-2017 school year.
- h) Vendor prices shall remain constant throughout the year.
- i) Average daily attendance shall remain at the same level as stated in the Local Education Agency's specifications.
- j) The number of free and reduced price participants shall remain at the same level as stated in the Local Education Agency's specifications.
- k) USDA donated foods including both entitlement and bonus foods, and including the value of donated foods contained in processed end products will be no less than the 2016-2017 school year.
- l) Usable USDA donated foods, of adequate quality and variety required for Maschio's proposed menu will be valued at no less than the 2016-2017 value per reimbursable meal.
- m) There shall be no restrictions in a la carte sales. Sales will be permitted at all locations for the term of this contract.
- n) Service hours, service requirements type or number of facilities selling food and/or beverages on Local Education Agency's premises shall remain consistent throughout the year.
- o) There shall be no competitive sales during all service hours.
- p) Any changes in legislation, regulations, reimbursement rates, meal components and quantities required by the Child Nutrition Programs or changes in the USDA Smart Snack Policies will affect the guarantee.
- q) Due to the volatile nature of raw material costs, Maschio's and the Local Education Agency shall review quarterly, costs associated with paper and plastic supplies and fuel surcharges on other deliveries. Any changes in Maschio's costs shall result in an appropriate change in the guarantee.
- r) There will be no cessation of labor within the Local Education Agency that would adversely affect sales.
- s) The Local Education Agency shall make payment to Maschio's for the entire amount of fees, costs and expenses which Maschio's shall have incurred as the result of union organizational activities and participation in administrative proceedings involving the unionization of personnel, which were unknown to the officers of Maschio's at the time of execution of this contract.



## Oxford Township BOE Meeting Minutes June 22, 2017

---

- t) The number of eligible free and reduced students will be at least equal to the number of free and reduced eligible students in the 2016-2017 school year.
- u) The Local Education Agency agrees to reimburse the food service account for the amount of unpaid charged meals either monthly or annually.
- v) Maschio's will not be responsible for sales decrease due to allowances given by the Local Education Agency for students to purchase lunches off campus if that allowance was not stated in the Local Education Agency's specifications.
- w) Any additional costs associated with breakfast will reduce the guarantee.
- x) The projected number of service days for breakfast will be the following: 180.
- y) Any mandated expenses by either the federal or state governments regarding employee health care costs will reduce the guarantee in the amount of the actual cost of those expenses.
- z) Maschio's has not taken into account the effect of breakfast meals distributed under the Local Education Agency's humanitarian meal policy in establishing the guarantee. Any changes in the value of lunch distributed under such policy that would negatively affect the guarantee will result in an appropriate adjustment thereof.
- aa) Maschio's has not taken into account the effect of lunch meals distributed under the Local Education Agency's humanitarian meal policy in establishing the guarantee. Any changes in the value of lunch distributed under such policy that would negatively affect the guarantee will result in an appropriate adjustment thereof.
- bb) The cost of providing reimbursable humanitarian meals will be at no cost to students. Humanitarian meals shall mean meals provided at no cost to students who are unable to pay the full or reduced price for a reimbursable meal. If a reimbursable Humanitarian meal is provided, the cost of such meals either Full price or Reduced price shall be billed to and paid for by the Local Education Agency. If payment for humanitarian meals is not received from the Local Education Agency then the cost of providing the humanitarian meals shall be excluded from the calculation of financial results for purposes of determining achievement of the financial guarantee.
- cc) Any changes in the actual sales of meals distributed under any non-pricing program implemented during the current contract term could negatively affect the guarantee which will result in an appropriate adjustment thereof.

In the event the foregoing conditions are not met during the school year, Maschio's guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.

Ayes: 5 Nays: 1 Abstain: 0 Absent: 1

### 9) POLICY

- a. Discussion Items –
  - 1) Mr. Magnuson reported that he has approximately 75% of the 6000 series policies updated.
- b. Action Items –
  - 1) Approve revised policy 4300 Employee Acceptable Use of Internet/Technology.

Mr. Lewis-Lahey asked if there were any drastic changes to the policy. Mr. Magnuson replied no, primarily a mandatory password change requirement.

Ayes: 5 Nays: 1 Abstain: 0 Absent: 1

### ORGANIZATION BUSINESS

## Oxford Township BOE Meeting Minutes June 22, 2017

---

### Chief School Administrators Recommendations:

The following resolutions or motions have been reviewed and recommended by the CSA and/or SBA:

Motion by Mr. Norton, seconded by Mrs. Koufodontes, to recommend and move to accept the Motions and/or Resolutions as recommended by the CSA and/or SBA outlined in Numbers 1 through 15 for the 2017-2018 School Year.

1. BE IT RESOLVED that the Board Secretary be authorized to establish an imprest petty cash fund account for the period of July 1 through June 30 during the next fiscal year in accordance with N.J.S.A. 18A:4-15 and :19-13 and Title 6 of the N.J.A.C. 6:20-2.10 in the amount of \$200.00;

AND BE IT FURTHER RESOLVED to establish a maximum single Petty Cash expenditures of \$50.00, not to be exceeded without prior approval by the Board Secretary.

2. BE IT RESOLVED that the Oxford Township Board of Education establish a district-wide maximum for travel expenditures of \$10,000.00 for the 2017-2018 School Year. The Business Administrator/Board Secretary shall track and record travel expenditures to ensure that the maximum travel expenditure amount is not exceeded. The maximum travel expenditure amount for the 2017-2018 School Year was \$10,000.00.

3. Approve the mileage reimbursement rate for the 2017-2018 School Year to be the rate set by the State of New Jersey for regular business travel.

4. RESOLVED that the Board Secretary is authorized to award contracts up to \$40,000.00 under the competitive bid laws and to solicit and award quoted contracts up to the quote threshold of \$6,000.00 as purchasing agent.

5. Approve the Chief School Administrator and the Business Administrator to implement the 2017-2018 Budget, as authorized and finalized, pursuant to local and state policies and regulations.

6. Approve the half-day integrated pre-school annual (10 months) tuition rate of \$3,500.00 per typically developed student for the 2017-2018 School Year.

7. Approve the half-day integrated pre-school annual (10 months) tuition rate of \$12,584.00 per special education student for the 2017-2018 School Year.

8. Approve the full-day grades 1-5 annual (10 months) tuition rate of \$14,223.00 per typically developed student for the 2017-2018 School Year.

9. Approve the full-day grades 6-8 annual (10 months) tuition rate of \$14,815.00 per typically developed student for the 2017-2018 School Year.

10. Approve the full-day LLD annual (10 months) tuition rate of \$23,224 per student for the 2017-2018 School Year.

11. Approve the full-day autism annual (10 months) tuition rate of \$52,974.00 per student for the 2017-2018 School Year.

12. WHEREAS, Title 18A:18A-10 provides that, a Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase goods or services pursuant to

## Oxford Township BOE Meeting Minutes June 22, 2017

---

a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS the Oxford Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Oxford Township Board of Education desires to authorize its purchasing agent for the 2017-2018 School Year to make any and all purchases necessary to meet the needs to the school district throughout the school year.

NOW THEREFORE, BE IT RESOLVED, that the Oxford Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State of the Division of Purchase and Property in compliance with all public purchasing laws.

- 13) BE IT RESOLVED, that the Oxford School District is using the Marzano Model as their evidence-based Teacher/Staff and School Leadership Evaluation System.
- 14) Approve the curricula as aligned to the 2016 State Board adopted version of the New Jersey Student Learning Standards (NJSLS) as required by N.J.A.C. 6A:8-3.1:

- a. 21<sup>st</sup> Century Life and Careers
- b. Comprehensive Health and Physical Education
- c. English Language Arts
- d. Mathematics
- e. Science
- f. Social Studies
- g. Technology
- h. Visual and Performing Arts
- i. World Languages/ESL

- 15) Approve the annual appointment/reappointments of Board Officials for the 2017-2018 School Year. No additional compensation is given for these appointments, with the exception of the Anti-Bullying Coordinator\*, who will receive a \$500.00 stipend. This position is temporarily assigned to Mr. Magnuson until another staff member applies and is approved.

### POSITION

### APPOINTEE

504 Compliance Officer

Robert Magnuson

Title IX Coordinator

Robert Magnuson

Title VI Coordinator

Robert Magnuson

ADA Officer

Robert Magnuson

Affirmative Action Officer

Nancy DeRiso

Anti-Bullying Coordinator\*

Robert Magnuson

Asbestos Management Office

Carolyn Tate

## Oxford Township BOE Meeting Minutes June 22, 2017

---

AHERA Coordinator	Carolyn Tate
Attendance Officer	Robert Magnuson
Board Secretary	Nancy DeRiso
Board Secretary, Acting (Emergency Only)	Robert Magnuson
Custodian of Records	Nancy DeRiso
Free/Reduced Hearing Officer	Robert Magnuson
Insurance Fund Commissioner	Nancy DeRiso
Health, Safety, & Chemical Hygiene Officer	Barbara Svercauski, RN
Homeless Liaison	Robert Magnuson
Indoor Air Quality Coordinator	Carolyn Tate
Integrated Pest Management Coordinator	Carolyn Tate
Investment Officer	Nancy DeRiso
Public Agency Contracts Compliance Officer	Nancy DeRiso
Purchasing Agent	Nancy DeRiso
Recycling Coordinator	Carolyn Tate
Right to Know Coordinator	Carolyn Tate
Substance Awareness Coordinator	Barbara Svercauski, RN

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

Motion by Mr. Norton, seconded by Mrs. Koufodontes, to recommend and move to accept the Motions and/or Resolutions as recommended by the CSA and/or SBA outlined in Number 16:

### 16. ANNUAL APPOINTMENTS

WHEREAS the New Jersey Administrative Code 6A:23A-5.s(a)4 provides that, "Professional services contracts are issued in a deliberate and efficient manner such as though a request for proposals (RFP) based on cost and other specified factors or *other comparable process* that ensures the district receives the highest quality services at a fair and competitive price or through a shared services agreement;" and

## Oxford Township BOE Meeting Minutes June 22, 2017

---

WHEREAS the Oxford Township Board of Education has employed a deliberate process that considered the cost of such services and other relevant factors by surveying districts in Hunterdon and Warren County and obtaining comparable fees for such professional services; and

WHEREAS the Oxford Township Board of Education is satisfied that the fees being charged for such professional services are fair and competitive; therefore

BE IT RESOLVED that the Oxford Township Board of Education hereby makes the following appointments for the 2017-2018 School Year:

Architect of Record	Parette Somjen Architects	Project based fee
Attorney (Board)	Lavery, Selvaggi, Abromitis & Cohen	\$125/hr
Attorney (Special Education)	Schwartz Simon Edelstein Celso & Kessler, LLC	Project based fee
Auditor	Ardito & Company, Inc.	NTE \$18,000/yr
Bond Counsel	Rogut & McCarthy	NTE \$15,000/yr
School Physician	Dr. Fritz, MD	NTE \$800/yr

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

Motion by Mr. Norton, seconded by Mrs. Koufodontes, to recommend and move to accept the Motions and/or Resolutions as recommended by the CSA and/or SBA outlined in Number 17:

17) WHEREAS the provisions of 18A:18A-5(10) which provide that Insurance, including the purchase of insurance and consultant services, shall be awarded in accordance with the requirements for extraordinary unspecifiable services, and

WHEREAS the Oxford Township Board of Education has employed a deliberate process that considered the cost of such services and other relevant factors for such insurance services; and

WHEREAS the Oxford Township Board of Education is satisfied that the fees being charged for such professional services are fair and competitive; therefore

BE IT RESOLVED that the Oxford Township Board of Education hereby makes the following appointments for the 2017-2018 School Year:

Fund Commissioner	SAIF	No Cost
Health Insurance Broker	Specialized Health Services, LLC	No Cost
Dental Insurance Broker	Specialized Health Services, LLC	No Cost

# Oxford Township BOE Meeting Minutes June 22, 2017

---

Insurance Agent of Record

Brown & Brown Metro

No Cost

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

## END OF ORGANIZATION BUSINESS

### OLD BUSINESS

Mrs. Miller inquired whether spring conferences were held this year and Mr. Magnuson responded yes, they were held.

Mr. Lewis-Lahey inquired whether there would be a more formal discipline policy for next school year and Mr. Magnuson replied yes there will be a policy presented for board approval soon.

Mr. Magnuson discussed how to best initiate a survey on regionalization – the board agreed to pay a fee to use Survey Monkey to do this survey. Mrs. Taranto suggested that he consider making surveys available at back to school night, at the library and at town meetings.

### NEW BUSINESS

Mrs. Arnold expressed her opinion about several programs run by Mr. Magnuson at the school. He discussed his reasons for running them and said he would consider her concerns.

Mrs. Miller asked if there was a policy prohibiting teachers from linking to students on social media sites. Mr. Magnuson stated that he reviews this topic with the OEA annually and tells them not to interact with current students on social media. Since it appears they may still do this in isolated instances, he will make the requirement part of policy and regulations.

Mrs. Taranto reported that the PTA has a new board and has offered to fund several projects at the school with the money raised this past year.

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 Mr. Lewis-Lahey to enter into Executive Session at 9:15 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: 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 10:25 PM.

### ADJOURN

Motion by Mr. Lewis-Lahey, seconded by Mrs. Arnold, to adjourn the meeting of the Oxford Township Board of Education at approximately 10:26 pm.

Respectfully submitted:

# Oxford Township BOE Meeting Minutes June 22, 2017

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Nancy A. DeRiso, CPA