



## Oxford Township BOE Meeting July 19, 2016

Date	Work Session	Regular	Executive
June 9, 2016	X		X
June 23, 2016		X	X

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

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

- 1) Current topics
- 2) ESY Update
- 3) Spring conferences update
- 4) BOE recognition certificate
- 5) Curriculum changes for Science and Health/PE
- 6) Homework discussion
- 7) Dress code revision discussion
- 8) Meeting with Warren Hills
- 9) Meeting with Belvidere school district
- 10) 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
June 2016	0	0	N/A	N/A	N/A
May 2016	0	0	N/A	N/A	N/A
April 2016	1	1	Yes	Yes <sup>2</sup>	No
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.

<sup>2</sup> – Student suspended in school one day

b) Director of Special Services – Milissa Dachisen – report attached – there were no questions at the meeting

c) Business Administrator – Nancy DeRiso discussed the following:

- 1) Next Board Meeting – Thursday, August 18th
- 2) Correspondence
  - (a) Audit engagement letter from Ardito & Co., LLP
- 3) Prior Month's Interest –

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- (a) Capital Account \$0.47; NJCM \$127.35
- 4) Cafeteria Net (Loss)/Income – June 2016: (\$760.14) YTD: \$5,295.82
- 5) Average Daily Enrollment June YTD = 309.9, Average Daily Attendance YTD 96.1%

Enrollment:	June
Oxford Central School (PreK – 8)	307
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>421</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 audit dates and the fact that the June financials were draft until after the audit was complete.
    - 2) Ms. DeRiso discussed the initial year of SEMI program participation and the increased revenues received due to the work of Ms. Diaz, Ms. Ramkelawan and herself to set the program up and complete quarterly reporting.
  - b) Action items:
 

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

    - 1) Approve the June 2016 A-149 schedule delineating account activity and account reconciliation.
    - 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for June 2016 in accordance with N.J.A.C.6A:23A-16.10 (c ) 3, and after review of the **DRAFT** Board Secretary’s and Treasurer’s June 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 June 2016 as itemized

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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 June 2016.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period June 2016.
- 6) Approve the Payroll Bank Reconciliation for the period June 2016.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period June 2016.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period June 2016.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the June 2016 Accounts Payable Bill list, including one June payroll, in the amount of \$277,041.04.
- 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 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 purchase from e.comm Technologies for \$6,025.00 including labor, licensing and equipment to install the previously approved SARA Security system.
- 12) Approve a contract renewal with e2e Exchange to provide E-Rate services for the 2016-2017 and 2017-2018 school years at the annual rate of \$1,300.00 for administration of Category One services, \$1,250.00 for administration of Category Two services, \$500 for each Form 470 to be filed (two are anticipated) and funding fees of 3% of Category Two funding achieved, with a minimum fee of \$1,250.00 per year.
- 13) Approve a tuition contract with Hunterdon Learning Center for student ID # 5447762741 for the 2016-2017 school year with a tentative annual tuition charge of \$47,774.00.
- 14) Approve a tuition contract with Hunterdon Learning Center for student ID # 3041636141 for the 2016 ESY program with a tuition rate of \$7,629.00.
- 15) Approve a tuition contract with Hunterdon Learning Center for student ID # 3041636141 for the 2016-2017 school year with a tentative annual tuition charge of \$30,600.00 for a half day program.

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- 16) Approve the professional services agreement with Parette Somjen Architects, LLC to provide architect services on an as needed basis for the 2016-2017 school year at the rates outlined in Exhibit A of the contract.

Ayes: 7 Nays: \_ Abstain: \_ Absent: 0

5) NEGOTIATIONS COMMITTEE Linda Koufodontes, Chairperson

- a) Discussion Items  
1) Ms. DeRiso reported that Salary Guides will be discussed in Executive Session.

6) BUILDINGS & GROUNDS

- a) Discussion Items  
1) Mr. Magnuson discussed a proposal from Spectrum flooring to replace two classroom floors for approximately \$20,000. Other options were reviewed, however it was determined that the floors did need to be replaced.  
2) Mr. Magnuson and Ms. DeRiso noted that the summer custodian work was progressing well. Special projects like flooring and security system installation were being scheduled.
- b) Action items:  
Motion by Mrs. Koufodontes, seconded by Mrs. Arnold, to approve the following resolution(s):  
1) Approve the acceptance of approximately 8 chairs and 4 desks donated by Mueller Toyota.

Ayes: 7 Nays: \_ Abstain: \_ Absent: 0

8) PERSONNEL

- a) Discussion Items  
1) Ms. DeRiso noted that the district is currently advertising for a part-time after care assistant on the school website.
- b) Action items:  
Motion by Mrs. Koufodontes, seconded by Mr. Bee, to approve the following resolution(s):  
1) Approve the appointment of Alexis Haggerty as after-care assistant at the hourly rate of \$10.25 per hour, for up to 3 hours per day, for a maximum of \$5,600 for the 2016-2017 school year.  
2) Approve Tori J. Piccione as a substitute teacher with a certificate of eligibility with advanced standing for Elementary School Teacher in grades K – 5.  
3) Approve Angela Gilberti to participate in student IEP meetings this summer at the rate of \$35.00 per hour as needed.

Ayes: 7 Nays: \_ Abstain: \_ Absent: 0

OLD BUSINESS

None

NEW BUSINESS

Mr. Lewis-Lahey discussed submitting a resolution to the delegate assembly to support Senator Doherty's funding plan. Mr. Magnuson and Ms. DeRiso will research how to do that.

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Mr. Norton asked Mr. Magnuson and Ms. DeRiso to obtain information on the board document system: Board Docs.

Mrs. Taranto asked about chrome book orientation for the Fall and whether or not it would include students. Mr. Magnuson responded yes.

Mr. Magnuson asked the board if they wanted him to pursue a conversation with Belvidere school district regarding a potential send/receive agreement for Oxford high school students.

Mrs. Miller asked why there is no resource office in the school building. Mr. Magnuson and Mr. Norton explained that it was evaluated two to three years ago and considered cost prohibitive at the time. The police officers of Washington do stop by and are always encouraged to be present in our building.

Mr. Lewis-Lahey mentioned that he was questioned about what the chrome books will be used for in school. Mr. Magnuson reported that he will highlight the new chrome books and how they will be used at back to school night.

Mrs. Koufodontes asked Mr. Magnuson to again address the way Oxford students are sometimes singled out at the high school. Mr. Magnuson will discuss it at the cluster meeting.

Mr. Magnuson reported preliminary PARCC scores and noted improvement for the district when compared to last year. He will report final numbers at the August meeting.

### 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. Arnold, second by Mrs. Koufodontes to enter into Executive Session at 8:34 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 8:57 PM.

### ADJOURN

Motion by Mrs. Koufodontes, seconded by Mr. Bee, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:58 pm.

Respectfully submitted:

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Nancy A. DeRiso, CPA