

**Oxford Township Board of Education
Regular Session Minutes
August 17, 2017 – 7:00 PM**

BOARD MEMBERS PRESENT: : Carrieann Arnold
Linda Koufodontes
Anthony Lewis-Lahey
Georgette Miller

BOARD MEMBERS ABSENT: Jonathan Bee
Gerald Norton
Suzanne Taranto

ADMINISTRATION PRESENT:
CHIEF SCHOOL ADMINISTRATOR: Robert Magnuson
BUSINESS ADMINISTRATOR: Nancy DeRiso

Mrs. Koufodontes called the meeting to order at 7:23 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

Mrs. Koufodontes led all assembled in the pledge of allegiance.

Ms. DeRiso called roll.

Mr. Lewis-Lahey 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

COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

- a) Legislative – Mr. Lewis Lahey discussed video surveillance storage requirements, new voting pilot program aimed at ending partisanship, send/receive districts' voting rights, and a suggested topic to send to the delegate assembly.
- b) NJSBA Warren County – Mrs. Koufodontes reported the new Warren County officers.
- c) Town Council – No report.
- d) Warren Hills Regional High School – Mr. Magnuson reported that Warren Hills will have a November referendum question involving sports.

1) APPROVAL OF MINUTES

Motion by Mrs. Arnold, second by Mr. Lewis-Lahey to accept the following minutes:

Oxford Township BOE Meeting Minutes August 17, 2017

Date	Special Session	Regular	Executive
July 20, 2017		X	
July 27, 2017	X		

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

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

- 1) Preparations for the start of the school year.
- 2) Professional development August 30th and 31st
- 3) 2017 PARCC and NJASK report
- 4) Student Conduct policy revisions
- 5) Negotiations update

b) Business Administrator – Nancy DeRiso discussed the following:

- 1) Next Board Meeting – Thursday, September 14th, 2017 at 6:00 PM for annual ethics training and goal setting
- 2) Correspondence
 - a. Thank you note from Jackie Farkas for the Lions Club/DHL scholarship.
 - b. Congratulations letter from District Administration Magazine for District of Distinction recognition.
 - c. Letter to Department of Agriculture regarding corrective action plan for cafeteria financial statement presentation.
 - d. Letter to Dr. Lamonte regarding the status of 2016-2017 CSA merit goals.
 - e. Resignation letter from Cara Crisafi.
- 3) Prior Month’s Interest –
 - a. Capital Account \$2.42; NJCM \$292.39

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 ACES Program and frequently asked questions document provided.
- 2) Ms. DeRiso discussed the gym light retrofit

b) Motion By Mr. Lewis-Lahey, Second By Mrs. Arnold to table the following resolutions:

- 1) Approve the July 2017 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for
- 3) July 2017 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 July 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.
- 4) Approve the Business Administrator’s monthly report of transfers for July 2017 as itemized documenting transfers in accordance with N.J.S.A. 18A:22-8.1.
- 5) Approve the Food Service Checks Written and Bank Reconciliation for the period July 2017.
- 6) Approve the Agency Bill List & Bank Reconciliation for the period July 2017.

Oxford Township BOE Meeting Minutes August 17, 2017

- 7) Approve the Payroll Bank Reconciliation for the period July 2017.
- 8) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period July 2017.
- 9) Approve the Student Activity Bill List & Bank Reconciliation for the period July 2017.
- 10) Approve the issuance of warrants (checks) for the payment of the items on the July 2017 Accounts Payable Bill list, of \$303,942.54 and approve the June list of ACH payments, including July payroll, in the amount of \$120,552.61.
- 11) 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)

- 12) Approve the attached contract renewal with RFP Solutions, Inc. for telephone system maintenance at an annual cost of \$2,459.04 effective September 1, 2017.
- 13) Approve the acceptance of ESEA funds in the following grants for the 2017-2018 school year:
 - a. Title I-A - \$32,667
 - b. Title II-A - \$5,989
 - c. Title IV Part A - \$10,000
- 14) Approve the attached contract for professional services with Applied Behavioral Consulting, LLC to provide behavior analytical services for the 2017-2018 school year at the hourly rate of \$115.00. Not to exceed \$26,000.00 for the year.
- 15) Approve a tuition contract with Warren County Technical School Board of Education for 17 regular education students at an estimated cost of \$3,800.00 per student plus \$400 per student transportation fee, and a \$40,000 prior year tuition adjustment, for the 2017-2018 school year.
- 16) Approve a special education tuition contract with Warren County Technical School Board of Education for one student at an estimated cost of \$22,000 for a transitional class plus a \$400 transportation fee for the 2017-2018 school year.
- 17) A RESOLUTION BINDING THE OXFORD TOWNSHIP BOARD OF EDUCATION
TO PURCHASE ELECTRIC GENERATION SERVICES

Oxford Township BOE Meeting Minutes August 17, 2017

THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid
Cooperative Pricing System ID#E8801-ACESCPS

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Oxford Township Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2018 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

Oxford Township BOE Meeting Minutes August 17, 2017

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2018 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

**18) A RESOLUTION BINDING THE OXFORD TOWNSHIP BOARD OF EDUCATION
TO PURCHASE NATURAL GAS SERVICES
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES
("ACES") Bid
Cooperative Pricing System ID#E8801-ACESCPS**

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* ("EDECA") and the regulations promulgated thereunder; and

WHEREAS, the Oxford Township Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

Oxford Township BOE Meeting Minutes August 17, 2017

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2018, hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing

Oxford Township BOE Meeting Minutes August 17, 2017

System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2018 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

- 19) Approve a 2017 ESY tuition contract between the Oxford Township Board of Education (receiving district) and the White Township Board of Education (sending district) for one student in 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.
- 20) Approve the attached quote of emergency repair work from Hammond Contracting Co., Inc. in the amount of \$39,800.00 to replace a leaking gas pipe as specified in contract.
- 21) Approve the attached quote for gym light retrofitting from J Tufaro & Sons Electrical for a cost of \$7,560.00. This quote does not include a lift to be rented by the school.

Mr. Lewis-Lahey asked what the professional services provided by Applied Behavioral Consulting in resolution number 13 were for. Mr. Magnuson stated they were additional services needed for an autistic student based on the requirements of their IEP.

Ayes: 4 Nays: 0 Abstain: 0 Absent: 3

5) NEGOTIATIONS COMMITTEE

Carriann Arnold, Chairperson

a) Discussion Items

Ms. DeRiso discussed meeting the the health insurance broker to determine health care strategy. It was determined that she will arrange a meeting between the committee and the broker.

6) BUILDINGS & GROUNDS

a) Discussion Items

- 1) Mr. Magnuson reported that Hammond contracting can begin work now that they have been board approved and will work with the gas company. Ms. DeRiso added that permits have been obtained by the district and are in the school.
- 2) Ms. DeRiso reported an insurance settlement in the amount of \$12,893 to cover the damage to the second grade classroom floors from the HVAC unit leak.
- 3) Ms. DeRiso and Ms. Tate will schedule Tufaro to come in to do the gym light retrofit now that they are board approved. Mrs. Miller suggested the school call a local company regarding lift rental for the project.
- 4) Mr. Magnuson reported that summer custodial work is on target for completion before school opening.

7) CURRICULUM

a) Discussion Items

Mr. Magnuson reported that new science materials have arrived and are being unpacked.

a) Action items:

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

- 1) Approve the district's submission of the online 2017 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2016-2017 school year.

Oxford Township BOE Meeting Minutes August 17, 2017

Mr. Magnuson noted that we had three fewer points on the report this year due to the fact that no parents attended safety meetings.

Ayes: 4 Nays: 0 Abstain: 0 Absent: 3

7) PERSONNEL

1) None

b) Action items:

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

- 1) Accept the resignation of Cara Crisafi with regret effective immediately.
- 2) Approve Erik Novack as a student teacher from William Paterson University working with Rob Causton and Renee Hart during the 2017-2018 school year.
- 3) Approve Melissa Rush as a paraprofessional from September to December for the 2017-2018 school year at the rate of \$13.00 per hour.
- 4) Approve Laura Smorto as a paraprofessional from September to December for the 2017-2018 school year at the rate of \$13.00 per hour.
- 5) Approve Kristine McGrath as a paraprofessional for the 2017-2018 school year at the rate of \$13.00 per hour.
- 6) Approve Kelsey Barofski as a paraprofessional for the 2017-2018 school year at the rate of \$13.00 per hour.
- 7) Approve Patricia Ross as a substitute teacher with a certificate expiring July 1, 2021.
- 8) Approve the following stipend positions for the 2017-2018 school year:
 - a. 7th Grade Advisor \$ 900 Rob Causton and TBD
 - b. 8th Grade Advisor \$ 900 Katie Stocker and TBD
 - c. Yearbook Advisor \$1,500 Stacey Dreschel and Pat Carr
 - d. K-Kids Advisor \$1,000 Stacey Dreschel and Kim Newell
 - e. Music Concert \$ 300 Shirley Firling
 - f. Kids Only Club \$ 900 Marie Hart, Jennifer Saxton, Rose Solomon
 - g. Student Council \$ 1,175 Elena Kantz and Heather Dowd
 - h. Battle of the Books 3/4 \$ 375 Pat Carr
 - i. Battle of the Books 5/6 \$ 375 Lisa Lurz
 - j. Battle of the Books 7/8 \$ 375 TBD
 - k. Battle of the Minds 5/6 \$ 550 Elena Kantz and Katie Stocker
 - l. Battle of the Minds 7/8 \$ 550 Elena Kantz and Katie Stocker
 - m. HIB Anti Bullying Specialist \$1,000 TBD
 - n. Character Ed \$ 500 Pat Carr
 - o. Archery \$1,300 Rob Causton
 - p. Girls on the Run \$ 900 Ashley Hill
 - q. Kindergarten Soccer \$ 900 Kelsey Halloran
 - r. 504 Coordinator \$1,000 TBD
 - s. Newsletter & Publicity \$ 500 Alexandra Fernandez
 - t. I&RS Committee Chairperson \$1,000 Mike Kenney and Helen Diaz
 - u. PARCC Coordinators \$ 500 Helen Diaz and Jeanne Kimball
 - v. Anti-Bullying Coordinator \$1,000 Angela Feo-Gilberti
 - w. Lead teacher \$1,000 Rob Causton

Oxford Township BOE Meeting Minutes August 17, 2017

10) Approve all teachers and paraprofessionals to be as a before-care and after-care substitute at the rate of \$15.00 per hour for the 2017-2018 school year.

12) Approve payment of 2016-2017 merit to to Robert Magnuson following evaluation and review conducted at the June 22, 2017 Executive Session Meeting as follows:

- \$1,000 plus \$500 for effort on goal one
- \$2,210 for goal two
- \$1,040 for three a
- \$1,040 for three b

For a total of \$5,790 merit bonus to be paid upon approval from the Warren County Department of Education.

Ayes: 4 Nays: 0 Abstain: 0 Absent: 3

8) TRANSPORTATION & CAFETERIA

a. Discussion Items

- 1) Mr. Magnuson reported on the kitchen grease trap cleaning, and Ms. DeRiso noted that the 2017-2018 bus stop information was included in the board packet for board members information. The stops this year included a few minor changes. Mr. Magnuson followed up to report that GST will be replacing the driver from bus number two at our request.

OLD BUSINESS

Ms. DeRiso is waiting for NJSBA representative Kathleen Helewa to confirm her attendance at the September 14th goal setting session and ethics training.

Mrs. Miller asked if students will be allowed to have water in the classrooms and Mr. Magnuson responded that he has not made a decision yet.

NEW BUSINESS

Mr. Lewis-Lahey asked about the status of the send/receive with Warren Hills. Mr. Magnuson is meeting with Mr. Clymer next week to discuss further.

Mrs. Miller asked if the physical forms for students could be filled in from a form on the website. Mr. Magnuson stated that they only needed to be returned if there were changes, so they are not on the website.

Mrs. Arnold asked what kinds of math classes are offered to our eighth grade students. Mr. Magnuson replied algebra and pre-algebra.

Mrs. Koufodontes asked if there was a program in place to recycle gym uniforms. Mr. Magnuson replied not at this time. New uniforms are to be ordered online this year.

Mrs. Koufodontes asked about the November elections. Mrs. DeRiso responded that only two candidates are running for the two seats available.

Oxford Township BOE Meeting Minutes August 17, 2017

Mrs. Miller then asked if graduating eighth grade students will be allowed to buy their chromebooks to take with them to the high school. Mr. Magnuson replied not this year because they are still being leased.

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 8:10 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 personnel 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 8:25 PM.

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

Approve the submission to the County Office for review, a new five-year contract for Mr. Magnuson as discussed by the Negotiations Committee with Mr. Magnuson.

Ayes: 4 Nays: 0 Abstain: 0 Absent: 3

ADJOURN

Motion by Mrs. Koufodontes seconded by Mr. Lewis-Lahey, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:33 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA