

Oxford Township BOE Meeting August 18, 2016

COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

- a) Legislative – Mr. Lewis Lahey reported no new legislation.
- b) NJSBA Warren County – Mrs. Koufodontes reported the next meeting in September conflicts with OCS Back to School Night.
- c) Town Council – Mr. Norton reported that the Oxford Textile Development proposal being discussed by the town continues to be stalled by conflicting impact analysis.
- d) PTA – No meeting in August. Mr. Magnuson reported that the PTA is donating 4 mimio boards with installation, 2 new library tables, 10 new chairs and a lecturn. The board greatly appreciated the donations and accepted same.
- e) Warren Hills Regional High School – None – no July meeting.
- f) Oxford Youth Association – None

1) APPROVAL OF MINUTES

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

Date	Work Session	Regular	Executive
June 23, 2016 as Amended		X	
July 19, 2016		X	X

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

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

- 1) Summer preparations
- 2) ESY Update
- 3) NJDOE Curriculum workshop update
- 4) Hunterdon County Tech Fair Report
- 5) Update on GAFE/Chromebooks
- 6) Motion By Mrs. Koufodontes Second By Mr. Bee 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
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 ²	No
March 2016	1	1	Yes	Yes ¹	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

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¹ – Student suspended out of school one day

² – Student suspended in school one day

Motion passed with unanimous voice vote.

- b) Director of Special Services – Milissa Dachisen – no report this month
- c) Business Administrator – Nancy DeRiso discussed the following:
 - 1) Next Board Meeting – Thursday, September 8th – tentatively 6:00 PM depending on availability of NJSBA Personnel for annual ethics training and goal setting
 - 2) Correspondence
 - (a) Jennifer Lawson resignation letter

Mrs. Miller arrived at 7:34 PM

- 3) Prior Month's Interest –
 - (a) Capital Account \$0.48; NJCM \$136.00
 - 4) Before and After-Care Financial Summary – Great job by Mrs. Doyle and Mrs. Nemeth and staff
 - 5) Difference Card Usage Update
- 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.**

Mr. Phil Rosenburg asked if there was any space in the school not being used. Mr. Magnuson answered no all available space is being used.

Mrs. Arnold arrived at 7:40 PM

Mr. Wattriss stated that the tax bills are too high in Oxford and expressed his opinion that the Board of Education raised taxes without a care of the impact to the taxpayer. Mr. Magnuson and Mr. Norton both addressed the comment and discussed budget impacts impacting the tax bill. They explained there is a great deal of time and consideration taken when putting together the school budget.

Mr. Pasquini reported that the tax increase is partially driven by decreasing tax rates in the town. He reported that the town is attempting to sell off some of the land that it owns to get it back on the tax rolls. The town is also exploring additional shared services to reduce municipal expenses.

Mr. Wattriss asked Mr. Magnuson how many teachers are employed in the district. Mr. Magnuson responded there are 37 teachers.

4) BUDGET & FINANCE

Gerald Norton, Chairperson

- a) Discussion items:
 - 1) Mr. Magnuson reported to the board that the audit was complete and there were no audit recommendations to report. The board thanked Ms. DeRiso and her staff for the good audit results.
 - 2) Mr. Magnuson reviewed a proposal for the BoardDocs LT board management system.
- b) Action items:

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

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- 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 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 July 2016 A-149 schedule delineating account activity and account reconciliation.
- 4) Motion to acknowledge receipt of the monthly certification of the Board Secretary for July 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 July 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.
- 5) Approve the Business Administrator's monthly report of transfers for July 2016 as itemized documenting transfers in accordance with N.J.S.A. 18A:22-8.1.
- 6) Approve the Food Service Checks Written and Bank Reconciliation for the period July 2016.
- 7) Approve the Agency Bill List & Bank Reconciliation for the period July 2016.
- 8) Approve the Payroll Bank Reconciliation for the period July 2016.
- 9) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period July 2016.
- 10) Approve the Student Activity Bill List & Bank Reconciliation for the period July 2016.
- 11) Approve the issuance of warrants (checks) for the payment of the items on the July 2016 Accounts Payable Bill list, including two July payrolls, in the amount of \$664,596.94.
- 12) 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)

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- 13) Approve a 2016-2017 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 one and the autism classroom at a blended annual tuition rate of \$13,167.70 plus additional expenses to be billed as per Attachment A of the contract attached.
- 14) Approve a tuition contract for student ID# 3435159486 with Northern Hills Academy for an annual tuition of \$60,040 for the autism classroom, and \$26,914 for a paraprofessional, for the 2016-2017 school year.
- 15) Approve an agreement with Hunterdon County Educational Service Commission to provide a teacher's assistant for an Oxford student # 3041636141 for a partial day at Hunterdon Polytech during the 2016-2017 school year at a cost of \$26.30 per hour plus benefits.
- 16) Approve the renewal of a service contract with RFP Solutions, Inc. for an annual fee of \$2,459.04 to provide service and maintenance (covering all parts and labor) to the telecommunication system from September 1, 2016 to August 31, 2017.
- 17) Approve the acceptance of an insurance quote from Worth Avenue Group to insure chrome books at the cost of \$13.00 each. The district will pay this insurance for the chrome books used by teachers and staff (Estimated to be \$611.00) and parents will pay for the insurance for student chrome books.

Ayes: 7 Nays: 0 Abstain: 0 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 the work being done by Spectrum Flooring in two classrooms.
- 2) Mr. Magnuson and Ms. DeRiso discussed a potential project for the architect of record to complete a building condition assessment report.
- 3) Mr. Magnuson noted that the district is waiting for electrical work to be completed for the security system implementation.

b) Action items:

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

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

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

7) CURRICULUM

a) Discussion Items

- 1) Ms. DeRiso and Ms. Dachisen discussed the pet therapy vendor and the liability insurance they had. Mr. Norton and the board discussed concerns with not meeting our requirements and possible solutions to limit the exposure.

b) Action items:

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

- 1) Approve the Oxford Township School District Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the period July 1, 2015 to July 30, 2016.
- 2) Approve the adoption of a new science curriculum as recommended by the Chief School Administrator for grades 6-8 to be in compliance with the NJ Student Learning Standards for Science (NJSLS-S).

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- 3) Approve the adoption of a new health/physical education curriculum as recommended by the Chief School Administrator for grades K-8.
- 4) Approve the submission of a Full-Time School Principal Waiver Request to the State Department of Education for the 2016-2017 school year.
- 5) Approve the district's technology plan for the 2016-2017 school year.
- 6) Approve the acceptance of IDEA grant funds and the submission of the grant application as follows: IDEA Basic \$63,529.00 and IDEA Preschool \$2,670.00 for the Fiscal Year 2017.

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

8) PERSONNEL

a) Action items:

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

- 1) Approve the appointment of Celia Bayer as after-care assistant at the hourly rate of \$10.00 per hour, for up to 3 hours per day, for a maximum of \$5,600 for the 2016-2017 school year.
- 2) Approve hiring Daniel Farkas as a part time summer custodial help at the rate of \$11.50 per hour.
- 3) Approve hiring Christina Howley and Stefanie Holmes as paraprofessionals at the rate of \$13.00 per hour for the 2016-2017 school year.
- 4) Approve hiring Jennifer Cicak and Cara Crisafi as paraprofessionals at the rate of \$15.00 per hour for the 2016-2017 school year.

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

9) TRANSPORTATION & CAFETERIA

a) Action items:

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

1. RESOLVED, that the Oxford Township Board of Education renew a contract, at 0.43%, (CPI per diem price increase) for transportation for the 2016-2017 school-year with GST Transport Corp. for the following routes:

Destination	Route #	# of Days	Cost Per Diem	Annual Contract
Warren Hills H.S.	WH001	182	\$75.97	\$13,826.54
Warren Hills H.S.	WH002	182	\$75.97	\$13,826.54
Oxford Central	OC001	182	\$75.97	\$13,826.54
Oxford Central	OC002	182	\$75.97	\$13,826.54
Oxford Central	SE001	182	\$95.19	\$ 17,324.58
Oxford Central	SE002	182	\$61.19	\$ 11,136.58
Oxford Central	ESY001	19	\$113.00	\$ 2,147.00

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

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10) POLICY

a. Discussion Items

1) Mr. Magnuson stated the homework regulation will be reviewed with staff and put on the September 22nd agenda for approval once final.

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

1) Revision reading and adoption of Regulation Policy 6142.10/6142.12 Internet Safety and Technology/Acceptable Use of the Computer Network, Computers and Resources.

2) Revision reading and adoption of Policy# 4300 Employee Acceptable Use of Internet/Technology.

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

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

3) First Reading Dress and Grooming policy 5020.1, and the regulation on dress code (hard copy distributed on 7/19/2016 and also in this packet).

Ayes: 5 Nays: 2 Abstain: 0 Absent: 0

OLD BUSINESS

Mr. Lewis-Lahey discussed the possibility of creating a delegate resolution for the NJSBA to support Senator Doherty's funding plan vs. the governor's fair funding plan.

NEW BUSINESS

Mr. Magnuson stated that there have been big swings in the number of students and we have quite a few new students. We continue to have 17 school choice students.

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

Mr. Wattriss asked if the school conducts active shooter drills. Mr. Magnuson responded that yes we do, and that we are also improving school security with a planned new security system.

EXECUTIVE SESSION

Motion by Mrs. Koudodontes, second by Mrs. Miller to enter into Executive Session at 8:50 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 and 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 9:27 PM.

ADJOURN

Motion by Mrs. Koufodontes, seconded by Mr. Bee, to adjourn the meeting of the Oxford Township Board of Education at approximately 9:28 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA