

**Oxford Township Board of Education
Work Session Minutes
September 14, 2017 – 6:00 PM**

BOARD MEMBERS PRESENT:

Carriann Arnold (arrived 7:05 PM)
Jonathan Bee
Linda Koufodontes
Anthony Lewis-Lahey
Georgette Miller
Gerald Norton
Suzanne Taranto

ADMINISTRATION PRESENT:

CHIEF SCHOOL ADMINISTRATOR: Robert Magnuson
BUSINESS ADMINISTRATOR: Nancy DeRiso

Mr. Norton called the meeting to order at 6:00 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

Mr. Norton led all assembled in the pledge of allegiance.

Ms. DeRiso called roll.

Mr. Bee 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

PRESENTATION

Kathleen Helewa from New Jersey School Boards provided the annual ethics training, and worked with the board to review the status of 2016-2017 board goals, and also establish board goals for the 2017-2018 school year.

COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

Mrs. Arnold arrived at the meeting at 7:05 PM.

- a) Legislative – Mr. Lewis Lahey will attend the delegate assembly on November 18th.
- b) NJSBA Warren County – Mrs. Koufodontes reported the Warren County meeting dates of 10/10/17, 11/14/17, and 5/15/18.
- c) Town Council – Mr. Magnuson reported the next meeting is next Wednesday.

Oxford Township BOE Meeting Minutes September 14, 2017

- d) Warren Hills Regional High School – Mr. Magnuson reported that Warren Hills will have a November referendum question involving junior level sports and technology. He is still waiting for Warren Hills to comment on the send/receive agreement that he sent over to them.

ADMINISTRATIVE REPORTS

- a) Chief School Administrator – Robert Magnuson reported on the following topics:
 - 1) Good start to the first days of school
 - 2) Back to school nights were well attended
 - 3) The Verizon Pioneers worked with the girls field hockey team to repaint the map on the side parking lot.
 - 4) There was a fire drill on 9-7-17
 - 5) There were 115 surveys given out on back to school night, surveys given to the Township and Tax Collector to give out and a school reach message was sent asking people to fill them out and return them.
- b) Business Administrator – Nancy DeRiso discussed the following:
 - 1) Next Board Meeting – Thursday, September 28th at 7:00 PM
 - 2) Correspondence
 - a. Resignation letter from Bridgette Godown, paraprofessional.
- 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 financial audit and June 30, 2017 reserve positions.
 - 2) Ms. DeRiso provided a financial summary of building repairs for this year.
 - 3) Ms. DeRiso stated that a Difference Card Summary of usage will be reviewed at a future meeting.
- b) Motion By Mrs. Koufodontes, Second By Mrs. Taranto to table the following resolutions:
 - 1) Approve a professional services contract with The New England Center for Children to provide consultation services from a Board Certified Behavior Analyst to ASD Classrooms and the Child Study Team at the cost of \$1,000.00 per day for a full school year contract cost of \$16,000.00 for the 2017-2018 school year.
 - 2) Motion to approve acceptance of a grant from NJCAP to present CAP programs to students and parents during the 2017-2018 school year. The elementary cap program will cost \$1,116 in total, \$335.00 will be the district’s responsibility. The teen cap program will cost \$382.00 in total, \$115.00 will be the district’s responsibility. The remaining costs will be covered by the NJCAP Grant.
 - 3) 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

Oxford Township BOE Meeting Minutes September 14, 2017

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)

- 4) Approve the Memorandum of Agreement with Warren County Special Services School District to provide a Music Therapist at the rate of \$110.00 per hour plus a 6% administrative fee. The therapist will be scheduled one hour per week for the 2017-2018 school year.

Mrs. Arnold asked if resolution number one was for a new student. Mr. Magnuson replied no, it is for an existing student.

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

5) NEGOTIATIONS COMMITTEE

Carrieann Arnold, Chairperson

a) Discussion Items

Ms. DeRiso stated she would provide an update on discussions with the health insurance broker regarding negotiations in Executive Session.

6) BUILDINGS & GROUNDS

a) Discussion Items

- 1) Mr. Magnuson reported that Hammond contracting completed the piping work and tested it with air. They are awaiting the inspector's review and will then coordinate with Elizabethtown Gas to hook up the gas.

- 2) Ms. DeRiso reported that to date we have received one quote for repair for the second grade classroom floor. We have contacted vendors and are waiting for two more quotes.

- 3) The kitchen electrical box wiring is being reviewed by our electrician to determine repairs needed.

b) Action items:

Motion by Mrs. Koufodontes, seconded by Mrs. Taranto, 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) Action items:

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

Oxford Township BOE Meeting Minutes September 14, 2017

1) Approve the submission of a waiver for a full-time principal for the 2017-2018 school year.

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

7) PERSONNEL

a) Action items:

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

- 1) Approve Stephanie Seidel as cafeteria aide at the rate of \$8.75 per hour for approximately 13.5 hours per week for a total of approximately \$4,300.00 for the 2017-2018 school year.
- 2) Approve Amy Haines as cafeteria aide at the rate of \$8.25 per hour for approximately 11 hours per week for a total of approximately \$3,300.00 for the 2017-2018 school year.
- 3) Approve the following stipend positions for the 2017-2018 school year:
 - a. Battle of the Books 7/8 \$ 375 Caitlin Dean
 - b. Girls on the Run \$ 900 Jessica DeWitt (one third)
 - c. 504 Coordinator \$ 1,000 Jennifer Saxton
- 4) Rescind the approval of Rose Solomon as Kids Only Club advisor approved on August 17, 2017.
- 5) Accept the resignation of Bridgette Godown with regret effective immediately.
- 6) Approve Marie Hart and Jennifer Saxton to run the Board Game Club during the 2017-2018 school year and be paid \$30 per hour. The club will be a parent paid activity and will not run unless there are enough students to cover the cost of running the club.
- 7) Approve Melissa Rush as a substitute custodian at the rate of \$13.25 per hour.

Mrs. Arnold commented that some rates seemed a bit high. Ms. DeRiso responded that they are driven by the collective bargaining agreement.

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

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

- 8) Approve Kelsey Halloran and Jessica DeWitt as Kindergarten soccer coaches equally sharing the \$900 annual stipend for the 2017-2018 school year.

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

9) TRANSPORTATION & CAFETERIA

a. Discussion Items

- 1) Ms. DeRiso commented on the limited participation in the school breakfast program to date.
- 2) Ms. DeRiso reported that the Department of Agriculture is continuing the administrative review for the year. The first part of the offsite review is complete – the second part is underway, and the onsite review will be scheduled at a later date.

9) POLICY

a. Discussion Items

- 1) Mr. Magnuson noted that he needed to update some policies as a result of serving breakfast.

Oxford Township BOE Meeting Minutes September 14, 2017

OLD BUSINESS

Mr. Magnuson reported that the County Department of Education is happy with the improvements made in line with the 2015-2016 District Improvement Plan.

Mrs. Miller asked if there were conferences held in the Spring of 2017. Mr. Magnuson stated yes there were and he will again advertise them for the Spring of 2018 beginning in March.

NEW BUSINESS

Mr. Bee asked if the school calendar can be put into Google and shared with parents. Mr. Magnuson will look into this and have some students research how this might be done. Mr. Lewis-Lahey offered to send Mr. Magnuson an email regarding how this might be done.

Mrs. Miller asked if back to school night could be held before school begins, especially for younger children. Mr. Magnuson responded that there may be contractual issues with this and he will investigate the possibility.

Mrs. Miller noted that there are quite a few expenses for parents at the beginning of the year, including the book fair on back to school night, pictures, etc... Mr. Magnuson replied that parents want pictures in time for holiday gifts, and Scholastic gives the school money to have the book fair on Back to School Night. Mrs. Miller then asked about having the book fair during conferences in November and Mr. Magnuson said it was possible, but is tied to vendor availability too.

Mrs. Arnold asked if it was possible to get a bill for the 8th grade trip at the beginning of the year and pay it a little at a time over the year. Mr. Magnuson said he is working on that. Mrs. Miller asked for the same for the seventh grade trip.

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

Mrs. Earhardt asked if the \$1,000 charge in resolution number one under Budget and Finance was for a single person. Mr. Magnuson responded yes it is. He added that the state is specific about what needs to be supplied for certain students and he will also be evaluating programs to determine which is the most cost effective. He did note that during the visit the BCBA sees six students and also trains para’s and teachers. Mrs. Earhardt asked if all students were from Oxford. Mr. Magnuson replied all but one who is a tuition in student.

Mrs. Palmer asked if regionalization would impact the district’s ability to obtain REAP funding due to the increase in size of classes. Mr. Magnuson replied no, this would not be a negative impact of regionalization. He added that he is waiting for surveys to be returned and the process will take at least two years before it can even come up for a vote. We will continue to look to the community for input.

Mrs. Earhardt asked if it was allowed to give gift cards to a liquor store to staff. Mr. Magnuson said there was no policy against that.

EXECUTIVE SESSION

Motion by Mr. Bee, second by Mrs. Miller to enter into Executive Session at 8:05 P.M.
Resolved by the Board of Education of Oxford Township as per Chapter 231, P.L. 1975:

Oxford Township BOE Meeting Minutes September 14, 2017

That it is hereby determined that it is necessary to meet in Executive Session at this meeting to discuss: HIB issues and negotiations. 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.

Mr. Lewis-Lahey left the meeting at 8:50 PM before the discussion regarding negotiations took place.

The board returned to public session at 8:58 PM.

ADJOURN

Motion by Mr. Norton seconded by Mrs. Taranto, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:59 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA