

Oxford Township Board of Education
Regular Session Minutes
August 18, 2022 – 7:00 PM

BOARD MEMBERS PRESENT:	PRESIDENT:	Suzanne Taranto
	VICE PRESIDENT:	John Brus
	MEMBERS:	Jacob Burlas (absent) Kristen MacLean Brian O'Neil William Ott

ADMINISTRATION PRESENT:
SCHOOL BUSINESS ADMINISTRATOR: Nancy DeRiso

Mrs. Taranto called the meeting to order at 7:03 PM. She then read the following notice:

SUNSHINE NOTICE

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 Warren Reporter
- Posting on the District Website and the Main Bulletin Board in the District Office
- Filing with the Oxford Township Clerk

Mrs. Taranto then lead all assembled in the pledge of allegiance.

Ms. DeRiso called roll.

Mr. Brus read the following:

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. Burlas reported on pending legislation topics including COVID testing, electric bus programs, bleed control instruction and anti-choking devices.
- b) NJSBA Warren County – Mr. O'Neil reported the next meeting is scheduled for September 20th
- c) Town Council – Mrs. Taranto reported that JCP&L attended the meeting to discuss power outages
- d) Warren Hills Regional High School – Mrs. MacLean reported a principal salary of \$137,000 at the high school.

APPROVAL OF MINUTES

Motion by Mr. Brus, second by Mrs. MacLean, to accept the following minutes:

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Date	Work Session	Regular	Executive
June 16, 2022	X		
June 30, 2022		X (Regular & School Year Organization Meeting)	
July 21, 2022		X	

Burlas_Y_ MacLean_Y_ O'Neil_Y_ Ott_Yes, June 16th and July 21st, Abstain June 30th_ Brus_Y_Taranto_Y_

ADMINISTRATIVE REPORTS

- a) Business Administrator – Ms. DeRiso reported on the following:
 - 1) Next Board Meeting – September 8, 2022
 - 2) Correspondence
 - a. Resignation letter from Elizabeth Dollard, teacher, effective immediately.
 - b. Letter from Debra Esposito, former teacher, requesting to volunteer at OCS.
 - c. Letter from Eccotrol stating the HVAC project is complete.
 - 3) Prior Month's Interest – \$451.95
 - 4) Article on Superintendent searches

Mrs Taranto read the following: PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings”

Public participation shall be governed by Policy No. 1120 “Board of Education Meetings”. **Public comments are invited on matters pertaining only to the agenda at this time.** All participants shall be given three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate. The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening.

Please let the record reflect that the BOE does not endorse comments made by the public nor will the BOE be held liable for comments made about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous.

None

1) BUDGET & FINANCE

John Brus, Chairperson

- a) Discussion items:
 - 1) Ms. DeRiso discussed preliminary special educations costs compared with the budget
 - 2) Ms DeRiso noted there was a proposal from NJSBA for superintendent search services for each board member and the cost of the proposed service will be \$12,500
 - 3) Ms. DeRiso provided an update on fraudulent checks attempted to be cashed against the districts accounts.
- b) Action items:

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

 - 1) Approve the DRAFT July 2022 A-149 schedule delineating account activity and account reconciliation.
 - 2) Motion to acknowledge receipt and approve the monthly certification of the DRAFT Board Secretary for July 2022 in accordance with N.J.A.C.6A:23A-16.10 (c) 3, and after review of the

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DRAFT Board Secretary's and Treasurer's July 2022 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 July 2022 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 July 2022.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period July 2022.
- 6) Approve the Payroll Bank Reconciliation for the period July 2022.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period July 2022.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period July 2022.
- 9) Approve the issuance of the following warrants (checks) for the payment of the items on the attached lists:
 - a) July 2022 Accounts Payable Bill List \$222,254.67
 - b) July and August 2022 ACH List \$221,178.57
- 10) Approve the attached delivery service agreement with Maschio's Trucking, LLC for delivery of USDA Commodities for the 2022-2023 school year at a cost of 175.95 per deliver up to 49 cases, plus \$3.50 per case over 49. An additional fuel charge of \$10.95 per delivery may be charged.
- 11) Approve the submission of the attached Preschool Education Aid (PEA) grant application in the amount of \$368,550.00 for the 2022-2023 school year.
- 12) Approve a tuition contract for student ID# 5012469004 to attend the emotional regulation impairment program at the Developmental Learning Center-Warren (Morris-Union Jointure Commission School) for the 2022-2023 school year at the tuition rate of \$79,505.00.
- 13) Approve the attached Extended School Year (ESY) contracts with Warren Hills Regional High School, with any special services provided at an extra charge, for the following students and programs:
 - a) Student ID# 9553159645- shared paraprofessional for July 2022 \$1,240.00
 - b) Student ID# 9553159645 MD ESY Program for July 2022 \$3,000.00
 - c) Student ID# 1621577524 MD ESY Program for July 2022 \$3,000.00
 - d) Student ID# 3981209908 LLD ESY Program for July 2022 \$2,150.00
- 14) Approve the attached professional service contract with RFP Solutions, Inc. to provide a maintenance and service contract for the phone system and related components at an annual cost of \$2,459.04 for the 2022-2023 school year.
- 15) Approve a contract with Vantage Learning for the My Access learning program for 150 students plus year-long access to virtual professional development session for the 2022-2023 school year at a cost of \$3,550.00.
- 16) Approve a shared services contract with the Franklin Township Board of Education to equally share the time and cost for a full-time social worker for the 2022-2023 school year with an expected cost to the Oxford school district of \$42,872.75 including salary and employee benefits.
- 17) Approve the sale of one Apple iPad to Warren Hills Regional School District for \$200.00 so that it may be retained for use by a graduating special education student.
- 18) Approve the disposition through donation or recycling of the following assets with no value:

<i># Devices</i>	<i>Device Type</i>	<i>Brand</i>	<i>Purchase Date</i>	<i>Original Cost</i>	<i>Grant Money Used</i>
6	Chrome Book	Lenovo	03/00	\$137.00	
2	Flip Video camera	Cisco	05/00	\$107.00	
4	Robotics	Lego	05/00	\$377.45	PTA Grant
7	Red Cat Speaker System	Redcat	05/00	\$849.00	REAP Grant
4	Slim Camcorder	Polaroid	05/00	\$179.99	

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<i># Devices</i>	<i>Device Type</i>	<i>Brand</i>	<i>Purchase Date</i>	<i>Original Cost</i>	<i>Grant Money Used</i>
1	Poster Maker	HP	05/00		
18	Chrome Book	Lenovo	03/00	\$165.02	

Burlas Y MacLean Y O'Neil Y Ott Y Brus Y Taranto Y

2) NEGOTIATIONS COMMITTEE

- a) Discussion Items
 - 1) None
- b) Action items:
 - 1) None

3) BUILDINGS & GROUNDS

- a) Discussion Items
 - 1) Ms. DeRiso discussed painting the cafeteria and sanding the gym floor.
 - 2) Ms. DeRiso noted there are concerns with brick face on the school building and the architects are scheduled to conduct an evaluation and prepare a proposal for the board in September.
- b) Action items:
 - None

4) CURRICULUM

- a) Discussion Items
 - 1) None
- b) Action items:
 - Motion by Mr. Burlas, seconded by Mr. Brus, to approve the following resolution(s):
 - 1) Approve the attached full-time principal waiver for the 2022-2023 school year.
 - 2) Approve the attached professional development plan for the 2022-2023 school year.
 - 3) Approve the attached mentor plan for the 2022-2023 school year.

Burlas Y MacLean Y O'Neil Y Ott Y Brus Y Taranto Y

5) TRANSPORTATION & CAFETERIA John Brus, Chairperson

- a) Discussion Items
 - 1) Ms. DeRiso reiterated that there will be no subscription busing during the 2022-2023 school year. She noted that parents had been sent letters and several personal emails.
- b) Action items:
 - Motion by Mr. Brus, seconded by Mr. Burlas, to approve the following resolution(s) that have been reviewed and recommended by the CSA and/or SBA :
 - 1) Approve the lunch prices for the 2022-2023 school year as follows:
 - a) Full price student lunch \$3.25
 - b) Reduced price student lunch \$0.40
 - c) Adult lunch price \$4.00
 - d) Free student lunch \$0.00

Burlas Y MacLean Y O'Neil Y Ott Y Brus Y Taranto Y

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6) PERSONNEL

a) Discussion Items

1) None

b) Action items:

Motion by Mrs. MacLean, seconded by Mr. Ott, to approve the following resolution(s) that have been reviewed and recommended by the CSA:

- 1) Accept the resignation of teacher Elizabeth Dollard effective immediately with regret.
- 2) Approve Debra Esposito, former OCS teacher, to volunteer as a teacher assistant, during the 2022-2023 school year.
- 3) Approve Melissa-Kelli Matas as a non-tenured teacher Step A-B/BA at a salary of \$52,125.00 for the 2022-2023 school year.
- 4) Approve rehiring the following employees to be paraprofessionals with schedules as needed determined by student schedules and IEPs for the 2022-2023 school year. Any hours spent providing ABA services to students will increase these rates by \$1.50 per hour for those hours:
 - a) Amber Brady - \$14.00 per hour
 - b) Christine Erikson - \$14.00 per hour
 - c) Carol Keiper – \$14.00 per hour
(These three employees were previously approved on June 16, 2022 at the rate of \$13.25 per hour as paraprofessionals and cafeteria aides; now they will only be paraprofessionals)
 - d) Ally Mecca - \$14.00 per hour
 - e) Dawn Pensyl - \$16.50 per hour
(This employee was previously approved on June 16, 2022 at the rate of \$15.50 per hour; a subsequent analysis of duties, years of service at Oxford requires this change in hourly rate).
- 5) Approve the following mentors for new teachers – the mentoring fee will be paid by the teacher being mentored:
 - a) Mentor Robert Causton for Jonathan Carlile
 - b) Mentor Ashley Hill for Hunter Ruppel
 - c) Mentor Lisa Demarco for Melissa Sneed
 - d) Mentor Lisa Lurz for Melissa-Kelli Matas
- 6) Approve the offering of updated contracts to the following non-tenured ten-month staff member effective July1, 2022 through June 30, 2023 as recommended by the Chief School Administrator (previously approved 6/30/22 as FT):

<u>Name</u>	<u>Position</u>	<u>Step</u>	<u>Level</u>	<u>Salary</u>
Victoria Grieco	PT Teacher (0.90)	N	BA	\$53,937.00

Burlas MacLean O'Neil Ott Brus Taranto

7) POLICY

a) Discussion Items

1) None

b) Action items:

1) None

OLD BUSINESS

Mrs. MacLean asked about COVID testing and Ms. DeRiso replied the testing of unvaccinated employees is not required to continue.

Mrs. MacLean asked about the number of Kindergarden students and Ms. DeRiso replied currently 24 enrolled students who will be split into two classes.

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NEW BUSINESS

Mr. Ott asked for a new physical education curriculum update from Mr. Magnuson at the next board meeting.

Mrs. Taranto announced that Mr. Penner resigned his position as science teacher this week and Ms. DeRiso has resigned as school business administrator effective October 14, 2022.

Mr. Ott asked when Titan will be up and running and Ms. DeRiso replied she was hoping to have it programmed, reviewed training with the cafeteria and business office staff, and discussed student pin numbers with teachers by some time in October.

Mrs. Taranto read the following: PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings”

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Mrs. DeMarco asked when the district will find out if it gets the pre-school expansion aid grant applied for. Ms. DeRiso replied the state said September 9th at the latest.

EXECUTIVE SESSION

Motion by Mr. Brus, seconded by Mr. Burlas, to close the open public meeting of the Oxford Township Board of Education at approximately 7:51 pm to convene an Executive Session.

Unanimous voice vote of yes.

Resolved by the Board of Education of Oxford Township as per Chapter 231, P.L. 1975:

- a) That it is hereby determined that it may be necessary to meet in Executive Session to discuss: **PERSONNEL MATTERS.**
- b) 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.
- c) The length of the Executive Session is thought to be approximately **45** minutes. Action may be taken upon return to open session.

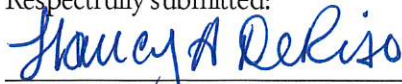
The board returned to public session at 8:59 PM.

ADJOURN

Motion by Mr. Brus seconded by Mr. Ott, to adjourn the meeting of the Oxford Township Board of Education at approximately 9:00 PM.

Unanimous voice vote of aye.

Respectfully submitted:



Nancy A. DeRiso, CPA