

**Oxford Township Board of Education
Regular Session Minutes
September 22, 2022**

BOARD MEMBERS PRESENT: PRESIDENT: Suzanne Taranto

 VICE PRESIDENT: John Brus (absent)

 MEMBERS: Jacob Burlas (arrived at 7:18 PM)
 Kristen MacLean
 Brian O'Neil
 William Ott

ADMINISTRATION & STAFF PRESENT:
 CHIEF SCHOOL ADMINISTRATOR: Robert Magnuson
 BUSINESS ADMINISTRATOR: Nancy DeRiso
 DIRECTOR OF SPECIAL SERVICES: Renee Hart

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

SUNSHINE NOTICE & RECORDING STATEMENT
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.

Mrs. Taranto 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

PRESIDENT'S REMARKS - none

PRESENTATION

NJ Association of School Administrators – Mrs. Diane Mandry to present Mr. Magnuson with Warren County Superintendent of the Year award. **POSTPONED until October 13, 2022.**

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COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

- a. Legislative - none
- b. NJSBA Warren County: Mr. O'Neil recorded meeting on September 20, 2022 on school security.
- c. Town Council -none. Mr. Norton informed about Trick or Treating on October 31 from 5-7 PM and Kent Street repaving.
- d. Warren Hills Regional High School -Mrs. MacLean went to meeting on September 13, 2022. Reports on Washington Twp. PD and dress code policy.

APPROVAL OF MINUTES

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

Date	Work Session	Regular	Executive
August 22, 2022		X	X

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

ADMINISTRATIVE REPORTS

- a) Chief School Administrator - Robert Magnuson
 - 1) Commissioner's Convocation, September 12
 - 2) Back to School Nights- Well Attended
 - 3) Health and PE Parents Meeting-Meeting held on September 15, 2022. 23 parents attended. Power point and FAQ on website
 - 4) Preschool Expansion Update- will be ready by October 3, 2022.
 - 5) Email from Mrs. Kopeski about crossing guard concerns.
 - 6) NJ Spring Assessment Power Point on October 13, 2022
 - 7) Start Strong will be given.
 - 8) Personnel updates in executive session
 - 9) Motion by Mrs. MacLean, second by Mr. Burlas, to accept and approve the HIB Report below submitted by the CSA:

Incident #	Date	BOE Report	HIB (Yes/No)	Synopsis	Disciplinary Action Taken(if any)	Remediation
1	09.12.22	09.16.22	Yes	Two 7 th grade girls reported inappropriate sexual comments by a classmate	In School Suspension	Student is getting counseling support

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

- b) Business Administrator - Nancy DeRiso

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- 1) Next Board Meeting – October 13, 2022
- 2) Correspondence
 - a. Letter from Dr. Lamonte approving the virtual or remote instruction plan for 2022-23
 - b. Letter from the state office of special education closing a request for due process-executive session
 - c. Exit interview with Mrs. Dollard to be discussed in executive session
- 3) Prior Month's Interest – \$630.70- will need to be used to offset fees discussed in Budget & Finance.
- c) Director of Special Services – Renee Hart
 - 1) 2023 Extended School Year (ESY) will run 8:30 to 11:30 on July 3 to July 27th – no school July 4th
 - 2) October 10th In Service Day – CPI training at Lopatcong-verbal deescalation of behaviors
 - 3) NJDOE DREAMS (Developing Resiliency with Engaging Approaches to Maximize Success) Program –Letter of intent to participate sent this week (FREE)

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 actionable items on 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.

- 1) Mrs. Somogyi asked about Health & PE standards meeting that is scheduled same as WCT and WHRHS back to school nights. Will there be another meeting? Mr. Magnuson responded that there is a power point and FAQ on the website.
- 2) Mrs. Somogyi asked if there is a virtual remote plan. How will we know? Mr. Magnuson responded that now that it is approved we will send it out. It is also on our website.
- 3) Mrs. Somogyi commented that NJ Dreams is a great program.

4) BUDGET & FINANCE

John Brus, Chairperson

a) Discussion items:

- 1) Bank account updates – Ms. DeRiso reported the following:

- (a) 24 hour rule if we do not get Positive Pay.
- (b) The fees will be about \$2,000.00 / year for only main account.
- (c) We will close our primary account after we open a new account and see that NJ State Aid payments work.

b) Action items:

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

- 1) Approve the August 2022 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt and approve the monthly certification of the Board Secretary for August 2022 in accordance with N.J.A.C.6A:23A-16.10 (c) 3, and after review of the Board Secretary's and Treasurer's August 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 August 2022 as itemized documenting transfers in accordance with N.J.S.A. 18A:22-8.1.

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- 4) Approve the Food Service Checks Written and Bank Reconciliation for the period August 2022.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period August 2022.
- 6) Approve the Payroll Bank Reconciliation for the period August 2022.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period August 2022.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period August 2022.
- 9) Approve the issuance of the following warrants (checks) for the payment of the items on the attached lists:
 - a. August 2022 Accounts Payable Bill List \$443,289.73
 - b. August and August 2022 ACH List \$198,503.70
- 10) Approve of the disposal of six Lenovo and one Dell chrome books damaged beyond repair that no longer hold any value. (Serial numbers: 04029, 04042, 04223, 04119, 04022, 04061, 03998)
- 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 .47 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) Accept Pre-School Expansion Aid Grant (PEA) of \$349,000.00.

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

2) NEGOTIATIONS COMMITTEE

Suzanne Taranto, Chairperson

a) Discussion Items

1) None

b) Action items:

Motion by _____, seconded by _____, to approve the following resolution(s) that have been reviewed and recommended by the CSA and/or SBA:

1) None

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

3) BUILDINGS & GROUNDS

John Brus, Chairperson

a) Discussion Items

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- 1) Buildings & Ground Committee report
Mr. Magnuson met Monday and reviewed the meeting notes.
Bricks will approximately be \$70,000.00 using ballpark estimate provided by architect. Mrs. Taranto contacted an architect friend who thought it might be closer to \$25,000.00.

- b) Action items:
Motion by Mr. Ott, 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 attached facilities use forms in accordance with policy # 1330.

Burlas __Y__ MacLean __Y__ O'Neil __Y__ Ott __Y__ Brus __Absent__ Taranto __Y__

4) CURRICULUM Jacob Burlas, Chairperson

- a) Discussion Items

- 1) None

- b) Action items:

Motion by Mr. Burlas, seconded by Mr. Ott, to approve the following resolution(s) that have been reviewed and recommended by the CSA and/or SBA:

- 1) Approve the attached health and physical education standards set forth by the NJDOE.
- 2) Approve the attached field trip.

Burlas __Y__ MacLean __Y__ O'Neil __Y__ Ott __Y__ Brus __Absent__ Taranto __Y__

5) TRANSPORTATION & CAFETERIA John Brus, Chairperson

- a. Discussion Items

- 1) None

- b. Action items:

Motion by _____, seconded by _____, to approve the following resolution(s) that have been reviewed and recommended by the CSA and/or SBA:

- 1) None

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

6) PERSONNEL John Brus, Chairperson

- a. Discussion Items

- 1) NJSBA – Mrs. Helewa will assist the board in creating the superintendent job posting- qualifications and credentials to create ad.

- b. Action items:

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

- 1) Approve Olena Kushper as a cafeteria monitor until October 14, 2022 for up to three hours per school day at \$13.00 per hour.
- 2) Approve the following stipend positions for the 2022-2023 school year:

Position	Advisor(s)	Stipend Per Teacher
a) 7th grade advisors: R Causton/ S Drechsel		\$450.00 each
b) 8th Grade advisor: K Miller		\$900.00
c) Yearbook: S Drechsel/ P Carr		\$750.00 each

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- | | |
|--------------------------------------------------------|---------------|
| d) K-Kids: S Drechsel/ K Newell | \$450.00 each |
| e) Music Concert: S Firling | \$300.00 |
| f) Student Council: E Kantz/ H Dowd | \$587.50 each |
| g) Battle of the Books 3 & 4 Grades: P Carr | \$450.00 |
| h) Battle of the Books 5 & 6 Grades: D Witt | \$450.00 |
| i) Battle of the Books 7 & 8 grades: C Dean | \$450.00 |
| j) Battle of the Minds 5 & 6 grades: K Miller/ E Kantz | \$275.00 each |
| k) Battle of the Minds 7 & 8: K Miller/ E Kantz | \$275.00 each |
| l) Character Ed: P Carr/ M Mathew | \$250.00 each |
| m) Girls on the Run: D Witt/ K Boyle | \$600.00 each |
| n) Games Club: J Kimball/ K Boyle | \$250.00 each |
| o) HIB Specialist: R Baran | \$1,000.00 |
| p) HIB Coordinator: A Gilberti | \$1,000.00 |
| q) Schedule Coordinator: J Kimball | \$1,000.00 |
- 3) Approve Kelsey Boyle and Angela Gilberti as TREP\$ advisors to be paid \$30.00 per hour up to the amount collected from parent fees and donations for the club.
 - 4) Approve J. Robert Causton as the lead teacher for the 2022-2023 school year to be paid \$125.00 per day on an as needed basis.

Burlas __Y__ MacLean __Y__ O'Neil __Y__ Ott __Y__ Brus __Absent__ Taranto __Y__

Addendum Action items:

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

- 5) Approve an annual salary of \$57,000.00 per year for Diana Ramkelawan effective October 1, 2022 and prorated for the remainder of the school year.
- 6) Approve Mr. Magnuson's merit goals for the 2021-2022 school year for \$9,095.00.

Burlas __Y__ MacLean __Y__ O'Neil __Y__ Ott __Y__ Brus __Absent__ Taranto __Y__

7) POLICY

a. Discussion Items

- 1) HIB policy and document updates were emailed to you for review on September 11, 2022. Mr. Magnuson discussed why changes and what they are. All new statues are met.

b. Action items:

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

- 1) Review and approve the attached updated Policy # 5131.1 HARASSMENT, INTIMIDATION, AND BULLYING.

Burlas __Y__ MacLean __Y__ O'Neil __Y__ Ott __Y__ Brus __Absent__ Taranto __Y__

OLD BUSINESS

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Mr. Ott asked for creek bridge update? Mr. Magnuson replied it is not happening yet. It is a safety issue. Should we email senators & ask for support? Mr. Magnuson said ok he would call and email the next day.

Mrs. MacLean asked if the STEM Lab equipment is in. Mr. Magnuson replied some of it is in. What is happening with TITAN? There are no updates.

Mrs. Taranto asked about if a recognition wall for STEM Lab was thought out. Mr. Magnuson replied staff are working on recognition.

NEW BUSINESS

Mrs. MacLean asked if there are new COVID cases. Mr. Magnuson said it is more staff than students. The numbers are as expected.

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Mrs. Somogyi asked the board’s role in determining COVID protocols. Mrs. Taranto replied the board does not run the school. Mr. Magnuson recommends based on NJDOE guidance. Mrs. Somogyi asked if Mr. Magnuson can change policy. Mrs. Somogyi felt the policy on the website was not being followed.

EXECUTIVE SESSION

Motion by Mr. Burlas, seconded by Mrs. MacLean, to close the open public meeting of the Oxford Township Board of Education at approximately 8:34 pm to convene an Executive Session.

Burlas_Y__ MacLean_Y__ O’Neil_Y__ Ott_Y__ Brus_Absent__ Taranto_Y__

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 AND STUDENT 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.

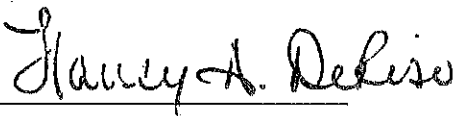
The board returned to public session at 9:17 pm.

ADJOURN

Motion by Mr. Ott, seconded by Mr. Burlas, to adjourn the meeting of the Oxford Township Board of Education at approximately 9:19 pm.

Unanimous voice vote of aye.

Respectfully submitted: _____



Nancy A. DeRiso, SFO, CPA