

Motion by _____, seconded by _____ for the Oxford Township Board of Education to approve the results of the November 7, 2017 election as read by the Board Secretary and a record of such to be placed in the official minutes.

Ms. DeRiso declares the persons elected to be:

1. Mrs. Linda Koufodontes
2. Mrs. Catherine Hoffmann

Ms. DeRiso administers the Oath of Office to the elected Board Members:

1. Mrs. Linda Koufodontes
2. Mrs. Catherine Hoffmann

Nomination & Election of Officers for the 2017 Calendar Year

Ms. DeRiso calls for the following nominations:

Board President

Nominee #1: _____ Nominated By: _____

Nominee #2: _____ Nominated By: _____

Motion to close nominations by _____, seconded by _____. Hearing no further nominations, Ms. DeRiso declares the nominations to be closed.

A Roll Call for Presidential Nominee # 1:

A Roll Call for Presidential Nominee #2:

Ms. DeRiso declares _____ as the newly elected Board President.

Ms. DeRiso turns the meeting over to the newly elected Board President.

Board Vice-President

_____, Board President calls for nominations for Vice-President.

Nominee #1: _____ Nominated By: _____

Nominee #2: _____ Nominated By: _____

Motion to close nominations by _____, seconded by _____. Hearing no further nominations, the Board President declares the nominations closed.

A Roll Call for Vice-Presidential Nominee #1:

A Roll Call for Vice- Presidential Nominee #2:

The Board President declares _____ as the newly elected Vice-President.

Chief School Administrators Recommendations:

The following resolutions and motions have been reviewed and recommended by the CSA and/or SBA for the Organizational Meeting of the Oxford Township Board of Education for January 4, 2018.

Motion by _____, seconded by _____ to recommend and move to accept the Motions and/or Resolutions as recommended by the CSA and/or SBA outlined in Numbers 1 through 18 for the 2017 calendar year.

1. Approve the adoption of the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board Policy.
2. Approve the adoption of the New Jersey School Board Member Code of Ethics. (All board members sign acknowledgement of receipt of File Code 9271.)
3. Approve that all current written policies, by-laws and rules/regulations in the official Policy Manual of the Oxford Township School District be readopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules and regulations.
4. Approve that all written curriculum, courses, textbooks, workbooks and ancillary materials of the District be adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Chief School Administrator.
5. Approve that all present handbooks be continued in effect until modified upon the recommendation of the Chief School Administrator.
6. Approve the 5-Year Maintenance Plan of the Oxford Township School District as updated.
7. Approve the emergency procedures described in the official Oxford Township School District Emergency Management Plan as recommended by the Chief School Administrator.
8. Approve the adoption of The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
9. WHEREAS, Chapter 231 of the Public Laws of NJ (1975) known as the “Open Public Meetings Act” requires notification of meetings of public bodies, as therein defined, in the manner therein set forth, now therefore be it
RESOLVED: that for purposes of compliance with the Open Public Meetings Act, the Oxford Township Board of Education hereby makes the following designations:
 - a. The Express-Times and NJ Advance Media (Star Gazette) are hereby designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that these newspapers are most likely to inform the local public of such meetings and meet the requirements of the statute.
 - b. The locations for posting of notice of meetings shall be the bulletin boards in the Township Clerks’ offices, outside the Main Office in the Oxford Central School, and on the Oxford Central School website.
10. Approve, as provided by N.J.S.A 18A:22-8.1 amended, that the School Business Administrator/Board Secretary and/or the Chief School Administrator be designated to approve such line item budget transfers, as necessary, between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.
11. RESOLVED that the following Financial Institutions be designated as approved depositories for the Oxford Township School District funds and that the Financial Institutions be insured

by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Fulton Bank of NJ
New Jersey Cash Management Fund

AND BE IT FURTHER RESOLVED that the following warrant signatures be approved:

Account	# of Signatures required	Board President	Board Vice-President	Board Secretary	CSA	Vice-Principal or Other*
Current Expense	3	X	X	R	R	
Payroll – Salary	2			R	R	
Payroll – Agency	2			R	R	
Unemployment Trust	2			R	X	X
Food Service (Cafeteria)	2			R	X	X
Sunshine Club	2			X	X	X*
Student Activities	2			R	X	X
Capital Account	3	X	X	R	R	
Scholarship Fund	2			R	R	
NJ Cash Management	3	X	X	R	R	
Summer Rec Program	2			R	R	

R = signature is required.

X = authorized signature

*Other is for Sunshine Club ONLY and refers to CSA and CST Secretaries

12. RESOLVED that the Board Secretary is authorized to award contracts up to \$40,000.00 under the competitive bid laws and to solicit and award quoted contracts up to the quote threshold of \$6,000.00 as Purchasing Agent.
13. Authorize the Business Administrator/Board Secretary to issue warrants (checks) for the payment of bills between Board Meetings and to confirm such payments on the next bill list to be approved at the next regular Board Meeting.
14. RESOLVED that the Board of Education hereby establishes a photocopy fee of .05 cents per page of official Board Minutes and all other public documents, and
BE IT FURTHER RESOLVED that all requests for public information which requires employee time may be provided at the all-inclusive hourly rate(s) of the employee(s) assigned to produce such public information.
15. Approve the following annual appointments Board Officials for the 2018 calendar year: (no additional compensation is given for these appointments)

Position

Appointee

Board Secretary	Nancy DeRiso
Board Secretary, Acting (Emergency Only)	Robert Magnuson
Custodian of Student Records	Robert Magnuson
Custodian of Financial Records	Nancy DeRiso
SAIF Fund Commissioner	Nancy DeRiso
Investment Officer	Nancy DeRiso
Public Agency Contracts Compliance Officer	Nancy DeRiso
Purchasing Agent	Nancy DeRiso
Right to Know Coordinator	Carolyn Tate

16. Approve the following Tax Shelter Annuity Companies and/or Brokers:
 - AXA Equitable
 - Tax Deferred Services

17. Approve the following Disability Insurance Plans:
 - Prudential Insurance (Teachers)
 - Aetna
 - Mass Mutual-UNUM (Administrators & Support Staff)
 - Aflac

18. Approve the following Indemnity Insurance Plans:
 - Aflac

Board of Education Meeting Schedule

Motion by _____, seconded by _____ to approve the following resolution and Board meeting dates and times:

Be it resolved that the following meeting notice of the Oxford Township Board of Education be posted, and filed with the Township Clerk pursuant to the provision of Chapter 231 of the Public Laws of New Jersey (1975):

<u>Work Session</u>	<u>Regular Business Meeting</u>
January 4, 2018 (Re-Organization)	January 25, 2018
February 8, 2018	February 22, 2018
March 8, 2018	March 22, 2018
April 12, 2018	April 26, 2018
May 9, 2018 (Wednesday)	May 24, 2018
June 14, 2018	June 28, 2018
—	July 26, 2018
—	August 23, 2018
September 13, 2018* 6:00 PM	September 27, 2018
October 11, 2018	October 25, 2018
November 8, 2018	November 29, 2018
December 13, 2018	—
January 3, 2018 (Re-Organization)	

***Annual BOE Goal Setting Session and Ethics Training**

All meetings will begin at 7:00 PM unless otherwise noted. Notice of any additions to the above schedule or changes in the time, date, or place of any scheduled meeting will be posted in the locations and emailed to the newspapers designated by resolution of the Oxford Township Board of Education in advance, as required by law.

Be it further resolved that unless otherwise advertised or indicated Closed Executive Sessions, for topics permitted by law, shall commence as necessary.

Committee Appointments

President’s assignments of the following Board Members to the various committees as indicated herein. (Note: The President and CSA are ex-officio members of all committees.)

Committee	Chair	Member	Alternate
Budget & Finance			
Negotiations			
Delegate – NJSBA	N/A		N/A
Delegate – WCSBA	N/A		N/A

End of Organization Business

1) ADMINISTRATIVE REPORTS

a) Superintendent – Robert Magnuson

- 1) Classroom floor update
- 2) Memorandum of Agreement with Warren County Prosecutor’s Office

c) Business Administrator – Nancy DeRiso

- 1) Next Board Meeting – January 25, 2018 (Tentative until approved)
- 2) Correspondence –
 - (a) Thank you note to board members for their personal donations to the Tricky Tray.
 - (b) Letter from teacher Heather Dowd requesting an extension of family leave.
 - (c) Thank you letter to Mrs. Barbara Svercauski, school nurse, for her efforts to support district families in need during the holidays.
 - (d) Resignation letter from Pamela Davidson, paraprofessional.

2) APPROVAL OF MINUTES

Motion by _____, second by _____ to accept the following minutes:

Date	Work Session	Regular	Executive
November 2, 2017	X		X
November 16, 2017		X	X

3) PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings”

Residents are invited to respectfully share their concerns, comments and suggestions regarding **items on this agenda.**

4) BUDGET & FINANCE COMMITTEE - Gerald Norton, Chairperson

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

- 1) Approve the professional services retainer agreement with Scarinci Hollenbeck to serve as counsel for special services for the 2017-2018 school year at the hourly rate of \$160.00 for services as needed.
- 2) 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)

Motion by _____ Second by _____

5) PERSONNEL

- a) Discussion Items:
 - 1) None
- a) Action Items-
 - 1) Approve the extension of Heather Dowd's family leave to include the remainder of the 2017-2018 school year, returning in August 2018.
 - 2) Appoint Robert Magnuson school safety specialist for the remainder of the 2017-2018 school year.
 - 3) Accept the resignation of Pamela Davidson with regret effective January 31, 2018.

Motion by _____ Second by _____

6) CURRICULUM

- a) Discussion Items:
 - 1) None
- b) Action Items:
 - 1) Approve the attached list of field trips.
 - 2) Approve the attached two Memorandum's of Agreement with the Warren County Prosecutor's Office.

Motion by _____ Second by _____

7) POLICY

a) Discussion Items:

1) None

b) Action Items:

1) None

Motion by _____ Second by _____

8) BUILDINGS & GROUNDS

a) Discussion Items:

1) Discussion with Josh Thompson from Parette Somjen Architects regarding building improvements.

2) Second grade classroom floor update

b) Action Items:

1) None

Motion by _____ Second by _____

9) CAFETERIA & TRANSPORTATION

a) Discussion Items:

1) New Grange bus route shared service

b) Action Items:

1) None

Motion by _____ Second by _____

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings”

Residents are invited to respectfully share their concerns, comments and suggestions.

EXECUTIVE SESSION (If Needed)

Motion by _____ Second by _____

Time: _____

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: _____ . 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. The length of the Executive Session is thought to be approximately _____. Action may be taken upon return to open session.

Motion to return to public session:

Motion by _____ Second by _____

Time: _____

ADJOURN

Motion by _____, seconded by _____, to adjourn the meeting of the Oxford Township Board of Education at approximately _____ pm.

Respectfully submitted:

Nancy A. DeRiso, CPA, SFO