

Oxford Township Board of Education

Reorganization Session Minutes

January 5, 2017 – 7:00 PM

BOARD MEMBERS PRESENT:

Carriann Arnold (arrived 7:11 PM)
 Linda Koufodontes
 Anthony Lewis-Lahey
 Georgette Miller
 Gerald Norton
 Suzanne Taranto

BOARD MEMBERS ABSENT:

Jonathan Bee

ADMINISTRATION PRESENT:

SUPERINTENDENT: Robert Magnuson
BUSINESS ADMINISTRATOR: Nancy DeRiso

Motion by Ms. Taranto, seconded by Mr. Norton, to appoint Ms. Nancy DeRiso, Board Secretary as temporary chair to conduct the annual reorganization meeting until a board president is selected.

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 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 Flag Salute.

Ms. DeRiso called roll.

Ms. Taranto 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

Report of the Election Results by the Board Secretary

Ms. DeRiso reports the following Election Results:

A. Ballots Cast:

Eligible # of Voters	1,653
Total Votes Cast	1,175
% of Voter Turnout	71%

B. Candidate Totals:

Candidates – 3 Year Term	# of Votes Received
Anthony Lewis-Lahey	516

Motion by Mrs. Koufodontes, seconded by Mr. Norton for the Oxford Township Board of Education to approve the results of the November 8, 2016 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. Mr. Anthony Lewis-Lahey
2. Mrs. Suzanne Taranto

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

1. Mr. Anthony Lewis-Lahey
2. Mrs. Suzanne Taranto

Nomination & Election of Officers for the 2017 Calendar Year

Ms. DeRiso calls for the following nominations:

Board President

Nominee #1: Mr. Norton Nominated By: Mrs. Taranto

Nominee #2: None Nominated By: N/A

Motion to close nominations by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey. Hearing no further nominations, Ms. DeRiso declares the nominations to be closed.

A Roll Call for Presidential Nominee # 1: Five votes (Koufodontes, Lewos-Lahey, Miller, Norton, and Taranto)

Ms. DeRiso declares Mr. Norton as the newly elected Board President.

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

Board Vice-President

Mr. Norton, Board President calls for nominations for Vice-President.

Nominee #1: Ms. Taranto Nominated By: Mrs. Miller

Nominee #2: None Nominated By: N/A

Motion to close nominations by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey. Hearing no further nominations, the Board President declares the nominations closed.

A Roll Call for Vice-Presidential Nominee #1: Five votes (Koufodontes, Lewos-Lahey, Miller, Norton, and Taranto)

The Board President declares Mrs. Taranto 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 5, 2017.

Motion by Mrs. Koufodontes, seconded by Mrs. Taranto 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 hourly rate(s) of the employee(s) assigned to produce such public information.
15. Approve the following annual appointments Board Officials for the 2016 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 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

Ayes: 5 Nays: _ Abstain: _ Absent: 2

Mrs. Arnold arrived.

Board of Education Meeting Schedule

Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey 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 5, 2017 (Re-Organization)	January 26, 2017
February 9, 2017	February 23, 2017
March 9, 2017	March 23, 2017
April 13, 2017	April 27, 2017
May 11, 2017	May 25, 2017
June 1, 2017	June 22, 2017
—	July 20, 2017
—	August 17, 2017
September 14, 2017* 6:00 PM	September 28, 2017
October 12, 2017	October 26, 2017
November 2, 2017	November 16, 2017
December 14, 2017	—
January 4, 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

Motion by Mrs. Koufodontes, seconded by Mrs. Miller to approve the

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	Mr. Norton	Mrs. Taranto	Mr. Lewis-Lahey
Negotiations	TBD	TBD	TBD
Delegate – NJSBA	N/A		N/A
Delegate – WCSBA	N/A		N/A

Ayes: 6 Nays: _ Abstain: _ Absent: 1

End of Organization Business

PRESENTATION

Kara Henry – President of the Student Council provided an update to the board on student council leadership trips to TCNJ, a legacy project the group is working on, and charity work. Mr. Magnuson commented that Kara is doing a great job providing leadership to the student council.

1) ADMINISTRATIVE REPORTS

a) Superintendent – Robert Magnuson discussed:

- 1) Long-term sub
- 2) Annual report of TB Testing for 2016
- 3) PTA Program – Hidden in Plain Sight
- 4) Warren County All Star Band
- 5) Flag at Half Mast

b) Director of Special Services – Milissa Dachisen

- 1) No report

c) Business Administrator – Nancy DeRiso

- 1) Next Board Meeting – January 26, 2017
- 2) Correspondence –
 - (a) Thank you note from Marie Hart for holiday breakfast.

2) 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.**

None

3) BUDGET & FINANCE COMMITTEE - Gerald Norton, Chairperson

a) Discussion Items:

- 1) Ms. DeRiso discussed a tentative Budget Calendar and the board agreed

b) Action Items:

Motion by Mrs. Taranto, second by Mrs. Koufodontes:

- 1) Approve the issuance of warrants (checks) for the payment of the items on the December 2016 Accounts Payable Bill list, including two December payrolls, in the amount of \$330,709.87.
- 2) Approve a tuition contract with the Newgrange School of Princeton for student ID # **9422023286** from 11-28-2016 to the end of the 2016-2017 school year at a pro-rated annual tuition amount of \$39,665.49.
- 3) Approve a tuition contract with the Stepping Stone School for student ID # **9775785508** from

January 3, 2017 to the end of the 2016-2017 school year at a pro-rated annual tuition amount of \$51,538.20.

Ayes: 6 Nays: _ Abstain: _ Absent: 1

4) **PERSONNEL**

a) Discussion Items:

1) None

a) Action Items-

Motion by Mrs. Koufodontes, second by Mrs. Miller:

- 1) Approve Kimberly Newell as a mentor teacher for Kathy Henry for a fee of \$550 to be paid by Mrs. Henry through payroll.
- 2) Approve Kathy Henry as a long-term sub in the eighth grade language arts class for the remainder of the 2016-2017 school year at the pro-rated annual salary of \$48,075.00.

Mrs. Taranto asked if the mentor fee would be pro-rated and Mr. Magnuson replied no; it is a state mandated dollar amount.

Ayes: 6 Nays: _ Abstain: _ Absent: 1

5) **CURRICULUM**

a) Discussion Items:

1) None

b) Action Items:

Motion by Mrs. Koufodontes, second by Mrs. Arnold:

- 1) Approve the attached list of field trips for the 2016-2017 school year.

Ayes: 6 Nays: _ Abstain: _ Absent: 1

6) **POLICY**

a) Discussion Items:

1) Policies on agenda for January regular session board meeting.

b) Action Items:

1) None

Mr. Norton asked if board members would receive updated flash drives with new policies once all are updated. Mr. Magnuson replied yes. Mr. Lewis-Lahey asked if the policies would be posted to the school website and Mr. Magnuson replied yes again.

7) **BUILDINGS & GROUNDS**

a) Discussion Items:

- 1) Basketball basket repairs
- 2) Gym floor repairs
- 3) SARA Security System Installation
- 4) Classroom floor repairs
- 5) Faculty room refrigerator

b) Action Items:

Motion by Mrs. Koufodontes, second by Mrs. Miller:

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

Ayes: 6 Nays: _ Abstain: _ Absent: 1

8) **OLD BUSINESS**

Mr. Lewis-Lahey initiated a discussion about writing a letter to oppose the nomination of Betsy Devos as education commissioner. Mr. Norton replied that he was not in favor of writing such a letter from the board. Mr. Magnuson offered to find out if the NJSBA will be planning any action with regard to the Devos nomination.

10) **NEW BUSINESS**

Mr. Lewis-Lahey noted that Charter School proposals are expanding.

Mrs. Arnold asked if the board will reassign the role for representative to attend Warren Hills Regional High School board meetings. Mr. Norton answered yes.

Mrs. Arnold asked if students are allowed to play music in class in the upper grades. Mr. Magnuson answered yes and she said she was told it was distracting to other students due to the noise level. Mr. Magnuson will address the noise level.

Mrs. Taranto asked if current events can be completed on the chrome books instead of being handed in on paper. Mr. Magnuson said that some teachers needed more training on Google apps for education and will move in that direction over time.

Mrs. Taranto asked about keys popping off on the chrome book keyboards and Mr. Magnuson responded that the district is buying keyboard replacement kits and working with Lenovo to repair.

Mrs. Koufodontes noted that some teacher blogs have not been updated since November and they are not sending emails home in place of the blog. Mr. Magnuson said some blogs have been eliminated and he is monitoring communication home.

Mr. Magnuson requested vacation days on March 13, 14, and 15, 2017 and the board approved.

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

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

Ms. Renee Smith asked if chrome books were given out one per student and if there was wifi access all around the building. Mr. Magnuson responded yes in the 5th through 8th grade and we are realizing a savings in paper used of approximately 46% compared with last year. This is also providing more access to the computer labs for the primary grades.

ADJOURN

Motion by Mrs. Koufodontes seconded by Mrs. Arnold to adjourn the meeting of the Oxford Township Board of Education at approximately 8:17pm.

Respectfully submitted:

Nancy A. DeRiso, CPA, SFO