

Oxford Township BOE Meeting Minutes January 26, 2017

Ms. DeRiso then read a resolution thanking the school board for their service and Mrs. DeMarco thanked the board on behalf of the Oxford OEA.

COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

- a) Legislative – Mr. Lewis Lahey discussed the elimination of Styrofoam in cafeterias and lead testing.
- b) NJSBA Warren County – Mrs. Koufodontes reported the meeting held the night before discussed the Cadillac tax, and information for new board members. The next meeting is March 2nd on strategic planning.
- c) Town Council – Mr. Magnuson reported the next meeting will be February 8th to discuss a new proposal on the OTI project.
- d) PTA – No report
- e) Warren Hills Regional High School – No report
- f) Oxford Youth Association – No report

1) APPROVAL OF MINUTES

Motion by Mrs. Koufodontes, second by Mrs. Arnold to accept the following minutes:

Date	Work Session	Regular	Executive
December 15, 2016	X		

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

- a) Chief School Administrator – Robert Magnuson reported on the following topics:
 - 1) NJASK DIP review
 - 2) Gas leak remediation
 - 3) SARA review
 - 4) Send/Receive updates
 - 5) Policy update
 - 6) Memorandum of Understanding – Warren County Prosecutor’s Office
 - 7) Motion By Mrs. Koufodontes Second By Mr. Lewis-Lahey, to approve the HIB Report submitted below:

Month/Year	# Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed Y/N
July 2016	0	0	N/A	N/A	N/A
August 2016	0	0	N/A	N/A	N/A
September 2016	1	0	N/A	N/A	N/A
October 2016	1	0	N/A	N/A	N/A
November 2016	0	0	N/A	N/A	N/A
December 2016	0	0	N/A	N/A	N/A

Passed with unanimous voice vote.

- b) Director of Special Services – Milissa Dachisen
 - 1) See attached report.

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- c) Business Administrator – Nancy DeRiso discussed the following:
- 1) Next Board Meeting – Thursday, February 9, 2017
 - 2) Correspondence
 - a. Letter from Jessica DeWitt regarding college credits and guide movement
 - b. Letter to Mrs. Renee Hart congratulating her as Teacher of the Year
 - c. Letter to Mrs. Rachel Chiara congratulating her as Educational Services Professional of the Year
 - d. Thank you letter from CASA SHaW for the donation of childrens pajamas.
 - e. Thank you letter from the Ovarian Cancer National Alliance for the \$559.05 donation.
 - 3) Prior month’s cafeteria gross income/(loss) \$(480.38) – YTD \$2,490.18
 - 4) Prior Month’s Interest –
 - a. Capital Account \$1.24
 - b. NJCM \$161.45
 - 5) Green Team – 1st meeting was held today
 - 6) Average Daily Enrollment December YTD = 294.4 Average Daily Attendance YTD 96.83%

Enrollment:	
Oxford Central School (PreK – 8)	294
Warren Hills Regional High School	97
Warren County Vo-Tech	17
Out of District	
Warren County Special Services	0
Northern Hills Academy	1
Hunterdon Prep	1.5
Hunterdon Polytech	0.5
Home Instruction	1
Non-Public	3
Other School Choice District	2
Ridge & Valley Charter School	4
Total District Enrollment	421

- 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 current budget status and anticipated tuition reserves available at year end.
 - b) Motion By Mrs. Koufodontes, Second By Mr. Bee to table the following resolutions:

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- 1) Approve the December 2016 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for December 2016 in accordance with N.J.A.C.6A:23A-16.10 (c) 3, and after review of the Board Secretary's and Treasurer's December 2016 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 December 2016 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 December 2016.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period December 2016.
- 6) Approve the Payroll Bank Reconciliation for the period December 2016.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period December 2016.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period December 2016.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the December 2016 and January 2017Accounts Payable Bill list, including two December and one January payroll, in the amount of \$1,144,256.33. (Some, but not all, December payments on this report were previously approved at an earlier Board meeting).
- 10) Approve a professional services agreement with the district's architect of record: Parette Somjen Architects, to complete a building condition assessment for the purposes of identifying and prioritizing additional projects to be included in the Long Range Facility Plan for a fee of \$5,950.00.
- 11) Whereas the Oxford Township Board of Education, County of Warren, desires to advance the following capital project, and replace school lighting fixtures to lower energy expenses; and Whereas capital reserve funds may be appropriated by board resolution to support eligible or otherwise eligible capital projects, and

Whereas the Oxford Township Board of Education acknowledges that State support for capital projects is not currently available, and

Whereas the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as "otherwise" eligible, and

Whereas, by declaring a capital project as "otherwise" eligible, the Oxford Township Board of Education hereby declares that the above-mentioned project will be supported in full with local capital reserve funds.

Now Therefore Be It Resolved, that the Oxford Township Board of Education hereby declares the above referenced project as "otherwise" eligible and directs the School Business Administrator to request Department of Facilities Approval, and

Be it Further Resolved, that the Oxford Township Board of Education hereby appropriates \$20,000.00 from its capital reserve fund to support the full cost of this project.

- 12) Whereas the Oxford Township Board of Education, County of Warren, desires to advance the following capital project, and update the HVAC system to improve efficiency and lower energy expenses; and Whereas capital reserve funds may be appropriated by board resolution to support eligible or otherwise eligible capital projects, and

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Whereas the Oxford Township Board of Education acknowledges that State support for capital projects is not currently available, and

Whereas the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as “otherwise” eligible, and

Whereas, by declaring a capital project as “otherwise” eligible, the Oxford Township Board of Education hereby declares that the above-mentioned project will be supported in full with local capital reserve funds.

Now Therefore Be It Resolved, that the Oxford Township Board of Education hereby declares the above referenced project as “otherwise” eligible and directs the School Business Administrator to request Department of Facilities Approval, and

Be it Further Resolved, that the Oxford Township Board of Education hereby appropriates \$25,000.00 from its capital reserve fund to support the full cost of this project.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

5) NEGOTIATIONS

a) Discussion Items

Ms. DeRiso provided an update on the status of the CBA, noting one change to ER copays since the last draft.

b) Action items:

Motion By Mrs. Koufodontes, Second By Mr. Norton to table the following resolutions:

- 1) Approve the attached collective bargaining agreement for the time July 1, 2016 to June 30, 2018 including annual salary increases of 2.5% for each of two school years covered by the contract.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

6) BUILDINGS & GROUNDS

a) Discussion Items

- 1) Ms. DeRiso reported that the HVAC systems required numerous repairs this year and were probably getting close to the end of their expected lives for most parts. The architect of record will be coming into the school to meet with her on President’s Day to begin mapping out prioritized facility projects.

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: 6 Nays: 0 Abstain: 0 Absent: 1

7) CURRICULUM

a) Discussion Items

Mr. Magnuson reviewed:

- 1) K-5 science standards
- 2) Cluster wide curriculum meetings

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- 3) Autism PLC
- 4) Character education PLC
- 5) Update on the dress code
- 6) Centenary University student teachers Kelsey Barofski, Autumn Terry and Dawn Zirlo Harvey.
- b) Action items:
Motion by Mrs. Koufodontes, seconded by Mr. Bee, to approve the following resolution(s):
 - 2) Approve the attached list of field trips.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

8) PERSONNEL

- a) Discussion Items
 - 1) None.
- b) Action items:
Motion by Mrs. Koufodontes, seconded by Mrs. Arnold, to approve the following resolution(s):
 - 1) Approve the movement across the salary guide for Jessica DeWitt on step J-K from BA to BA+15 effective February 1, 2017 for an annual salary increase of \$750 to \$53,035.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

9) TRANSPORTATION & CAFETERIA

- a. Discussion Items
 - 1) Ms. DeRiso discussed the low CPI index for bus contract increases and concerns over high gas prices and the impact on bus contract renewals.
 - 2) Ms. DeRiso noted the Maschio's chef will visit the school on January 31st and meet with students on the food advisory committee.
 - 3) Ms. DeRiso has an appointment to meet with a representative from Maschio's regarding vending machines in the school.

10) POLICY

- a. Discussion Items
 - 1) Mr. Magnuson reminded the board that the policy updates for the January meeting were emailed on December 28th in preparation for this meeting.
- b. Action items:
Motion by Mrs. Koufodontes, seconded by Mrs. Arnold, to approve the following resolution(s):
 - 1) Review and approve revised policy 4111 Recruitment, Hiring and Selection.
 - 2) Review and approve revised policy 4111.1 Non-Discrimination/ Affirmative Action.
 - 3) Review and approve revised policy 4112.2 Certification.
 - 4) Review and approve revised policy 4112.4 Employee Health.
 - 5) Review and approve revised policy 4112.6 Personnel Records.
 - 6) Review and approve revised policy 4113/4114: Assignment and Transfer.
 - 7) Review and approve revised policy 4131 Staff Development, In-Service, Visitation and Conferences.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

OLD BUSINESS

None

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NEW BUSINESS

Mrs. Taranto reported that her student commented that Mr. Magnuson did a great job teaching social studies classes.

Mr. Lewis-Lahey asked if executive sessions could be held before board meetings instead of at the end. Mr. Magnuson and Ms. DeRiso will review and get back to the board on how that could work if all were in favor.

PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings” Residents are invited to respectfully share their concerns, comments and suggestions. None

EXECUTIVE SESSION

Motion by Mrs. Arnold, second by Mr. Lewis-Lahey to enter into Executive Session at 8:27 P.M.

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: a student issue. 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.

The board returned to public session at 8:41 PM.

ADJOURN

Motion by Mr. Norton, seconded by Mrs. Koufodontes, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:42 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA