

**Oxford Township Board of Education
Regular Session Minutes
November 17, 2016 – 6:30 PM**

BOARD MEMBERS PRESENT:	PRESIDENT:	Gerald Norton
	VICE PRESIDENT:	Suzanne Taranto
	MEMBERS:	Carriann Arnold (arrived late 7:55 PM) Linda Koufodontes Anthony Lewis-Lahey Georgette Miller Jonathan Bee
BOARD MEMBERS ABSENT:		
ADMINISTRATION PRESENT:	CHIEF SCHOOL ADMINISTRATOR:	Robert Magnuson
	BUSINESS ADMINISTRATOR:	Nancy DeRiso

Mr. Norton called the meeting to order at 6:30 PM, and read the Sunshine Notice below:

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 pledge of allegiance.

Ms. DeRiso called roll.

Mrs. Miller then 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

EXECUTIVE SESSION

Motion by Mrs. Koufodontes, second by Mrs. Taranto to enter into Executive Session at 6:32 P.M.

Ms. Nathanya Simon was a guest presenter at the executive session.

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 7:10 PM.

PRESENTATION

Mr. Anthony Ardito presented the fiscal year 2016 audit noting that there were again no audit findings for the year, and that Ms. DeRiso and the business office staff did an excellent job preparing for the audit. This preparation

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allowed the audit to be done in a much shorter amount of time than other districts, saving the district money on the audit fee.

COMMITTEE AND LIAISON REPRESENTATIVE REPORTS

- a) Legislative – Mr. Lewis Lahey will attend the NJSBA Delegate Assembly on December 10th and talked about the adjustment of superintendent salary caps.
- b) NJSBA Warren County – Mrs. Koufodontes reported the next meeting is on November 29th and involved special education.
- c) Town Council – No report.
- d) PTA – No report.
- e) Warren Hills Regional High School – Mr. Magnuson reported the BOE Goals and Drug Testing Policy.
- f) Oxford Youth Association – Mrs. Miller reported the next meeting is November 21st.

1) APPROVAL OF MINUTES

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

Date	Work Session	Regular	Executive
October 13, 2016	X		X

Ms. DeRiso pointed out one change to the minutes noting that Mr. Norton’s name should be changed to Mrs. Miller’s name with regard to asking a question about music lessons.

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

a) Chief School Administrator – Robert Magnuson reported on the following topics:

- 1) Conferences
- 2) Vo-Tech Visit on 11/28/16
- 3) Read Your Heart Out Day (11/7)
- 4) Code of Conduct for Clubs and Activities
- 5) Water Bottle update
- 6) Safety Drills – 11/17/16 fire drill, lockdown and shelter in place earlier in the month
- 7) Student of the month
- 8) Principal’s honor roll

Motion By Mrs. Koufodontes Second By Mrs. Taranto to approve the HIB Report submitted below:

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

Motion passed with unanimous voice vote.

- b) Director of Special Services – Ms. Dachisen had no report.
- c) Business Administrator – Nancy DeRiso discussed the following:
 - 1) Next Board Meeting – Thursday, December 15th 7:00 PM
 - 2) Correspondence

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- a. Thank you letter from the OCS PTA for the board members personal donation to the Tricky Tray
- 3) Prior month's cafeteria gross income/(loss) (\$273.40) – YTD \$1,479.21
- 4) Prior Month's Interest –
 - a. Capital Account \$0.48
 - b. NJCM \$151.83
- 5) Average Daily Enrollment October YTD = 295 Average Daily Attendance YTD 97.25%

Enrollment:	
Oxford Central School (PreK – 8)	295
Warren Hills Regional High School	98
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	423

- 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

Hearing no questions, Mr. Norton closed public comment.

Mrs. Arnold arrived to the meeting.

- 4) BUDGET & FINANCE Gerald Norton, Chairperson
 - a) Discussion items:
 - 1) Ms. DeRiso discussed health, dental and vision plan insurance updates.
 - 2) Ms. DeRiso informed the board that refunding bond offering had closed as planned.
 - 3) Ms. DeRiso briefly discussed the financial status of fiscal year 2017.
 - b) Motion By Mrs. Koufodontes, Second By Mrs. Arnold to approve the following resolutions:
 - 1) Approve the August 2016 A-149 schedule delineating account activity and account reconciliation.
 - 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for October 2016 in accordance with N.J.A.C.6A:23A-16.10 (c) 3, and after review of the Board

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Secretary's and Treasurer's October 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 October 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 October 2016.
 - 5) Approve the Agency Bill List & Bank Reconciliation for the period October 2016.
 - 6) Approve the Payroll Bank Reconciliation for the period October 2016.
 - 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period October 2016.
 - 8) Approve the Student Activity Bill List & Bank Reconciliation for the period October 2016.
 - 9) Approve the issuance of warrants (checks) for the payment of the items on the October 2016 Accounts Payable Bill list, including one October payroll, in the amount of \$484,113.26.
 - 10) Accept the Fiscal Year 2016 Annual Audit and approve the Corrective Action Plan, without recommendations, as per the Audit Synopsis Summary presented by Mr. Anthony Ardito, Auditor.
 - 11) Approve the attached Settlement Agreement and Release between Warren Hills Regional High School and the family of student ID #9422023286.
 - 12) Approve a tuition contract with the New Grange School of Princeton for student ID #9422023286 to attend beginning November 28, 2016 through June 2017 at a prorated tuition of \$39,665.49.
- Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

5) BUILDINGS & GROUNDS

a) Discussion Items

- 1) Ms. DeRiso discussed the Karmabox vending machines and answered questions asked at previous meetings. The board asked her to also look at Maschio's vending machines.
- 2) Mr. Magnuson reported that the electric work has been done for the security system and the phone work is being scheduled.

b) Action items:

Motion by Mrs. Koufodontes, seconded by Mrs. Arnold, to approve the following resolution(s):

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

The board asked Mr. Magnuson to have the PTA, Girl Scouts, and others who use the facility to have CPR Training for adults in charge of events.

Mr. Lewis-Lahey commented on the continued lateness of facility use requests.

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

6) CURRICULUM

a) Discussion Items

- 1) None

b) Action items:

Motion by Mr. Lewis-Lahey, seconded by Mrs. Koufodontes, to approve the following resolution(s):

- 1) Approve the attached list of field trips.

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

8) PERSONNEL

a) Discussion Items

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- 1) None.
- b) Action items:
 - Motion by Mrs. Taranto, seconded by Mrs. Arnold, to approve the following resolution(s):
 - 1) Approve Kate Henry as a long-term sub on step A at a pro-rated annual salary of \$48,075 from November 14, 2016 until December 23, 2016, or sooner if the teacher returns earlier than expected.
Ayes: 6 Nays: 0 Abstain: 0 Absent: 1

9) POLICY

- a. Discussion Items
 - 1) Mr. Magnuson informed the board that there will be a number of policy updates for the December meeting and he will send them out ahead of time.

Motion by Mrs. Koufodontes, seconded by Mrs. Miller, to approve the following resolution(s):

- 1) Approve the attached code of conduct for extra curricular activities and athletics.
- 2) First reading and adoption of revised Policy 1120 Board of Education Meetings.
- 3) First reading and adoption of revised Policy 9322 Public and Executive Sessions.
- 4) First reading and adoption of Administrative Regulation #3 Public Comment.
- 5) First reading and adoption of revised Policy 1330 Use of School Facilities.
- 6) First reading and adoption of revised Administrative Regulation #2 Use of School Facilities.

Mr. Lewis-Lahey asked if the limits in Policy #9322 can be waived and Mr. Magnuson answered yes they can be.

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

OLD BUSINESS

Mr. Norton discussed renegotiating the send/receive agreement with Warren Hills Regional High School.

NEW BUSINESS

Mrs. Miller asked if OCS students who need to leave early for wrestling would be excused. Mr. Magnuson replied yes.

Mrs. Taranto asked Mr. Magnuson if he was concerned with the scores achieved in the Battle of the Minds competition recently held in Warren County. Mr. Magnuson explained that this is a trivia contest, and not something related to student learning, so no he was not concerned. Some years we do very well – it depends on the students and how well they know trivia.

Mrs. Miller suggested that Mr. Magnuson review the agreement with the OYA for parents to police the doors and hallways during basketball practice and games. He will send a letter.

It was suggested that a garbage can be placed at the entrance to games so that items not allowed can be disposed of.

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

ADJOURN

Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:35 pm.

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Respectfully submitted:

Nancy A. DeRiso, CPA