

Oxford Township BOE Meeting Minutes December 15, 2016

- f) Oxford Youth Association – Mr. Magnuson reported the basketball baskets are scheduled to be repaired December 29, 2016.

1) APPROVAL OF MINUTES

Motion by Mr. Lewis-Lahey, second by Mrs. Koufodontes to accept the following minutes:

Date	Work Session	Regular	Executive
November 3, 2016	X		
November 17, 2016		X	X

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

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

- 1) OCS Theatre summary
- 2) Holiday Concert
- 3) Staff Charity Collection
- 4) Notes from 12/9 RoundTable
- 5) Notes from 11/29 Small Schools/ Shared Services
- 6) Student Council Caroling Warren Haven 12/20
- 7) GEOY Selection Process
- 8) Donation of five chrome books by the Sandorf Family

Motion By Mrs. Koufodontes Second By Mr. Bee 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
November 2016	0	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, January 5, 2017 – Reorganization Meeting
 - 2) Correspondence
 - a. Letter from Dr. Lamonte regarding representation on the WHRHS Board
 - 3) Prior month’s cafeteria gross income/(loss) \$1,491.35 – YTD \$2,970.56
 - 4) Prior Month’s Interest –
 - a. Capital Account \$0.47
 - b. NJCM \$145.21
 - 5) Average Daily Enrollment November YTD = 294.5 Average Daily Attendance YTD 97.04%

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Enrollment:	
Oxford Central School (PreK – 8)	294
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	422

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 upcoming budget process, moving to a greener payroll with direct deposit requirements and electronic pay stubs.
- 2) Ms. DeRiso informed the board that the current Capital Reserve balance is approximately \$248,000 for use in capital projects.

b) Motion By Mr. Lewis-Lahey, Second By Mrs. Taranto to table the following resolutions:

Approve an agreement with KarmaBox to provide one healthy vending machine at the Oxford Central School with 15% of the sales paid to the Oxford Township Board of Education.

c) Motion By Mr. Lewis-Lahey, Second By Mrs. Taranto to approve the following resolutions:

- 1) Approve the November 2016 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for November 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 November 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 November 2016 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 November 2016.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period November 2016.
- 6) Approve the Payroll Bank Reconciliation for the period November 2016.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period November 2016.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period November 2016.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the November 2016 Accounts Payable Bill list, including one November and one December payroll, in the amount of \$632,485.85.
- 10) 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)

- 11) Item # 11 was tabled at the meeting.
- 12) Approve a three-year service agreement with Trane Building Services to inspect and maintain the building automation system from December 2016 to December 2019 at the annual cost of \$2,262.04.
- 13) Review and approve the attached 2017 Difference Card Renewal package with a cost of 10% of actual savings paid to the EB Employee benefits in addition to a \$9.85 per employee/per month administrative fee, and a \$450 setup fee.

Mr. Norton asked Ms. DeRiso to conduct an RFP for some services for the 2017-2018 school year to ensure the district is getting the best prices in areas where there is estimated to be potential savings.

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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 that it had been sent to the OEA for review.

6) BUILDINGS & GROUNDS

a) Discussion Items

1) Ms. DeRiso reported that a PTA facility use form for the following week just came to the district today and she would like to add it to the list in action item number 1.

b) Action items:

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

1) Approve the attached requests for Use of School Facilities pursuant to Policy #1330, including the additional use form for the PTA added at the meeting.

Ayes: 5 Nays: 1 Abstain: 0 Absent: 1

7) CURRICULUM

a) Discussion Items

1) Mr. Magnuson reviewed the nursing services plan. Mr. Norton asked if there was an increase in the number of medically fragile students this year and Mr. Magnuson answered yes.

b) Action items:

Motion by Mrs. Koufodontes, seconded by Mrs. Arnold, 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

1) None.

b) Action items:

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

1) Approve Jeff Daly as a substitute teacher with a standard teaching certificate that does not expire.

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

9) POLICY

a. Discussion Items

1) Mr. Magnuson reminded the board that the policy updates for the December meeting were emailed on December 2nd in preparation for this meeting.

b. Action items:

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

1) Approve and adopt revised Policy 1120 Board of Education Meetings.

2) Approve and adopt revised Policy 2131 Chief School Administrator.

3) Approve and adopt revised Policy 2224 Nondiscrimination/Affirmative Action.

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- 4) Approve and adopt revised Policy 2240 Research, Evaluation, and Planning.
- 5) Approve and adopt revised Policy 3100 Budget Planning, Preparation, and Adoption.
- 6) Approve and adopt revised Policy 3510 Operation and Maintenance of Plant.
- 7) Approve and adopt revised Regulation Operation and Maintenance of the Building.
- 8) Approve and adopt revised Policy 3515 Smoking Prohibition.
- 9) Approve and adopt revised Policy 3542.1 Local Wellness/Nutrition.

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. Magnuson discussed renegotiating the send/receive agreement with Warren Hills Regional High School and the sample agreement that Ms. Simon sent to the district.

NEW BUSINESS

Mr. Lewis-Lahey asked how the internet connections in the building were given all the new devices. Mr. Magnuson replied that Mr. Malanga had identified the use of certain personal devices as a problem and is identifying the users and removing them from the network.

Mr. Lewis-Lahey asked if the board would be in favor of writing to representatives given the concerns he had over the nomination of Betsy Devos as Education Secretary due to her support for charter schools. The board was not in favor of writing a letter opposing a specific candidate, but would support a letter written opposing certain policies.

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. Koufodontes, second by Mrs. Taranto to enter into Executive Session at 7:59 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 8:37 PM.

ADJOURN

Motion by Mrs. Koufodontes, seconded by Mr. Lewis-Lahey, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:38 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA