

Oxford Township BOE Meeting Minutes February 23, 2017

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

Date	Work Session	Regular	Executive
January 5, 2017	Reorganization		
January 26, 2017		X	

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

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

- 1) Integrated Pest Management (IPM)
- 2) Memorandum of Understanding Update – Warren County Prosecutor’s Office
- 3) HIPP Grant applied for by Mrs. Kimball and Ms. Stocker

(Mrs. Arnold arrived)

- 4) Rice Notices and recent appeals to NJ Supreme Court
- 5) Motion By Mr. Bee, 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
January 2017	1	1	Yes	2 Students Suspended	No

Passed with unanimous voice vote.

b) Director of Special Services – Milissa Dachisen

- 1) No report

c) Business Administrator – Nancy DeRiso discussed the following:

- 1) Next Board Meeting – Thursday, March 9, 2017
- 2) Correspondence
 - a. Letter from Speech Specialist Rachel Chiara regarding maternity leave.
 - b. Resignation letter from paraprofessional Samantha Acceturo.
 - c. Letter from Lisa DeMarco OEA President regarding grievance filed over Difference Card reimbursement delays.
- 3) Prior Month’s Interest –
 - a. Capital Account \$1.61
 - b. NJCM \$180.65

Oxford Township BOE Meeting Minutes February 23, 2017

- 6) Average Daily Enrollment January YTD = 292.3 Average Daily Attendance YTD 96.6%

Enrollment:	
Oxford Central School (PreK – 8)	292
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	419

- 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.**
- Mrs. Demarco asked when the new Rice Letter requirements would be put into place.
- 4) BUDGET & FINANCE Gerald Norton, Chairperson
- a) Discussion items:
- 1) Ms. DeRiso discussed the current budget status and initial 2017/2018 budget.
 - b) Motion By Mr. Bee, Second By Mrs. Arnold to approve the following resolutions:
- c) Approve the January 2017 A-149 schedule delineating account activity and account reconciliation.
- d) Motion to acknowledge receipt of the monthly certification of the Board Secretary for January 2017 in accordance with N.J.A.C.6A:23A-16.10 (c) 3, and after review of the Board Secretary’s and Treasurer’s January 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.
- e) Approve the Business Administrator’s monthly report of transfers for January 2017 as itemized documenting transfers in accordance with N.J.S.A. 18A:22-8.1.
- f) Approve the Food Service Checks Written and Bank Reconciliation for the period January 2017.
- g) Approve the Agency Bill List & Bank Reconciliation for the period January 2017.
- h) Approve the Payroll Bank Reconciliation for the period January 2017.
- i) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period January 2017.
- j) Approve the Student Activity Bill List & Bank Reconciliation for the period January 2017.

Oxford Township BOE Meeting Minutes February 23, 2017

- k) Approve the issuance of warrants (checks) for the payment of the items on the January 2017 and February 2017 Accounts Payable Bill lists, including one January and one February payroll, in the amounts of \$297,927.58 (checks) and \$494,993.09 (non-checks).
- l) Approve the attached Memorandum of Understanding with the Warren County Prosecutor's Office to acquire and implement an advanced geospatial mapping software program at the cost of \$800.00 per year maintenance. (This agreement also requires a \$2,355.00 one-time cost for initial mapping of the school building; three floors at \$785 per floor).
- m) Approve the attached service agreement with Erlich to provide pest management remediation services on 2/27/2017 at the cost of \$795.00.
- n) 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)

Mr. Lewis-Lahey asked if the Memorandum of Agreement was truly necessary at this time. Mr. Bee responded that in his opinion it was very important and would be a valuable tool to first responders in case of an emergency. He then asked if the \$800 fee will be consistent from year to year and Mr. Magnuson responded that for now, the answer is yes. It may change in the future.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 2

5) NEGOTIATIONS

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

Oxford Township BOE Meeting Minutes February 23, 2017

6) BUILDINGS & GROUNDS

a) Discussion Items

- 1) Ms. DeRiso reported that the architect of record will be coming into the school to meet with her and Mrs. Tate on President's Day to evaluate the facility. Draft reports of recommendations will be available later in March.

b) Action items:

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

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

Ayes: 5 Nays: 0 Abstain: 0 Absent: 2

7) CURRICULUM

a) Discussion Items

None

a) Action items:

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

- 2) Approve the attached list of field trips.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 2

8) PERSONNEL

a) Discussion Items

- 1) Mrs. DeRiso reported that Rice Notices will now be sent to all individuals on any agenda.

b) Action items:

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

- 1) Approve Kelsey Halloran as a long-term sub on step A at a pro-rated annual salary of \$48,075 from April 10, 2017 to June 13, 2017, or sooner if the teacher returns earlier than expected.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 2

9) TRANSPORTATION & CAFETERIA

a. Discussion Items

- 1) Ms. DeRiso reported management changes at the GST Bus Company.

10) POLICY

a. Discussion Items

None

b. Action items:

None

OLD BUSINESS

Mr. Lewis-Lahey asked if there would be a schedule sent out to board members for attendance at WHRHS board meetings. Mr. Magnuson will send one out.

NEW BUSINESS

None

Oxford Township BOE Meeting Minutes February 23, 2017

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. Taranto, second by Mrs. Arnold to enter into Executive Session at 7:46 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: negotiations.

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 8:11 PM.

ADJOURN

Motion by Mr. Norton, seconded by Mr. Bee, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:12 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA