

Oxford Township BOE Meeting Minutes March 23, 2017

Date	Work Session	Regular	Executive
February 9, 2017	X		
February 23, 2017		X	X

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

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

- 1) CSA Action Plan Update
- 2) Snow day make-ups
- 3) 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
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
February 2017	0	0	N/A	N/A	N/A

b) Business Administrator – Nancy DeRiso discussed the following:

- 1) Next Board Meeting – Thursday, April 13, 2017
- 2) Correspondence
 - a. None.
- 3) Prior Month's Interest –
 - a. Capital Account \$1.46
 - b. NJCM \$166.68
- 6) Average Daily Enrollment February YTD = 293.4 Average Daily Attendance YTD 96.3%

Enrollment:	
Oxford Central School (PreK – 8)	292
Warren Hills Regional High School	97
Warren County Vo-Tech	17

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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**. None

4) BUDGET & FINANCE

Gerald Norton, Chairperson

- a) Discussion items:

1) Ms. DeRiso discussed the 2017-2018 planned budget.

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

- 1) Approve the February 2017 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for February 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 February 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 February 2017 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 February 2017.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period February 2017.
- 6) Approve the Payroll Bank Reconciliation for the period February 2017.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period February 2017.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period February 2017.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the February 2017 and March 2017Accounts Payable Bill lists, including one February payroll, in the amounts of \$315,978.90 (checks) and \$161,063.37 (non-checks).
- 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

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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)

Ayes: 7 Nays: 0 Abstain: 0 Absent: 0

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

- 1) BE IT RESOLVED, the Oxford Township Board of Education hereby approves the following budget for the 2017-18 school year be submitted to the NJ Department of Education for review and approval prior to advertisement and the open public meeting to be held April 23, 2017.

The budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Common Core Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. This budget requires the use of a withdrawal from tuition reserve of \$149,375, a withdrawal from maintenance reserve of \$85,000, a withdrawal from capital reserve of \$37,000, a withdrawal from the General Fund of \$100,000 to meet these requirements in the 2017-2018 school year. The budget also requires a withdrawal from emergency reserve of \$10,000 to pay for a security system and to offset healthcare costs over a 4% increase.

	Budget	Local Tax Levy
General Fund	\$6,733,012	\$3,634,306
Special Revenue Fund	\$ 109,920	\$ 0
Debt Service Fund	<u>\$ 415,263</u>	<u>\$ 349,422</u>
Total Base Budget	\$7,258,195	\$3,983,728

As per N.J. A. C. 6A:23A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2017-18 budget includes a maximum district travel appropriation of \$ 6,000.00. The School Business

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Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

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

5) NEGOTIATIONS

- a) Discussion Items – there will be negotiations items discussed in Executive Session.

6) BUILDINGS & GROUNDS

- a) Discussion Items

- 1) Ms. DeRiso reported there were boiler pump repairs made by Metz last week which brings the amount spent with this firm above what we have experienced in the past. The YTD total is now approximately \$11,000.
- 2) Ms. DeRiso and Mr. Magnuson reported that the architect will be in next week to review the building assessment.
- 3) Ms. DeRiso thanked Ms. Smith and Mr. McConnell for picking up extra work and doing a good job covering essentials while Mrs. Tate is out on bereavement leave.

- b) Action items:

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

- 1) Approve the attached requests, plus one additional request presented tonight by OYA Softball, for Use of School Facilities pursuant to Policy #1330.

Ayes: 7 Nays: 0 Abstain: 0 Absent: 0

7) CURRICULUM

- a) Discussion Items

Mr. Magnuson reviewed the 2017-2018 school calendar draft.

- a) Action items:

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

- 1) Approve the attached list of field trips.
- 2) Approve submitting the attached Statement of Assurance signed by Milissa Dachisen and Robert Magnuson demonstrating compliance with Part B of the IDEA and N.J.A.C. 6A:14-1.1(b).

Ayes: 7 Nays: 0 Abstain: 0 Absent: 0

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

- 1) Add April 18th and 19th 2017 to the 2016-2017 school calendar as school days in session.

Ayes: 3 Nays: 4 Abstain: 0 Absent: 0

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

- 1) Add June 14th and 15th 2017 to the 2016-2017 school calendar as school days in session.

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

8) PERSONNEL

- 1) Discussion Items - None
- 2) Action items - None

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9) TRANSPORTATION & CAFETERIA

- a. Discussion Items – None
- b. Action Items – None

10) POLICY

- a. Discussion Items – None
- b. Action Items – None
- c.

OLD BUSINESS

Mrs. Taranto asked if students were allowed to have water bottles on the second floor. Mr. Magnuson stated no due to the chrome books.

Mrs. Taranto commented that one teacher does not allow current events to be submitted via the chrome books. Mr. Norton and Mr. Magnuson both asked her to email the teacher to discuss before bringing the issue to the board.

Mrs. Taranto asked if there were chrome book connectivity issues at the school. Mr. Magnuson responded that the Test NAV application used for PARCC was deleted by Lenovo when updates were installed. This has been rectified. Mr. Magnuson then asked a student in the audience, Damien Corletto, if he noticed any other connectivity issues and he responded yes – in the science and math labs at times.

NEW BUSINESS

None

PUBLIC COMMENT – Policy No. 1120 “Board of Education Meetings” Residents are invited to respectfully share their concerns, comments and suggestions.

Mrs. Frasca asked which administrative position was being cut from the 2017-2018 budget. Mr. Magnuson responded that the Director of Special Services position was being cut effective July 1, 2017. She then asked who would fill that role in the district, and Mr. Magnuson responded that he would handle the majority of the functional responsibilities.

EXECUTIVE SESSION

Motion by Mrs. Koufodontes, second by Mrs. Arnold to enter into Executive Session at 7:53 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 8:44 PM.

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

- 1) The board will pay up to a maximum of \$3,471.00 toward the reimbursement of COBRA premiums paid by Ms. Dachisen if she does not secure a position effective July 1, 2017. Ms. Dachisen shall submit receipts showing payment has been made, and the business office will process the reimbursement through payroll to ensure the compensation is accurately taxed and accounted for.

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

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ADJOURN

Motion by Mr. Norton, seconded by Mr. Bee, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:46 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA