

Oxford Township BOE Meeting Minutes September 28, 2017

Date	Special Session	Regular	Executive
August 17, 2017		X	

Passed with unanimous voice vote.

2) ADMINISTRATIVE REPORTS

- a) Chief School Administrator – Robert Magnuson reported on the following topics:
 - 1) Special education directors cluster meeting
 - 2) Donation from the Warren County Board of Realtors
 - 3) School Pics done on Sept 20th with make-up date TBD
 - 4) Bus Evacuation Drill
 - 5) Meeting with Senator Oroho, Monday 9/25/17 6pm
 - 6) Meetings with Staff: SGO/ PDP
 - 7) September 22 In-Service
 - 8) Update on School Climate Surveys
 - 9) Send/ Receive Update
 - 10) Policy manual update, 9000's
 - 11) New Science assessment will be coming out for grades 5 and 8 – no test yet
 - 12) HIB cases reported – 1 on the bus was determined to be not HIB, 3 others were HIB
- b) Business Administrator – Nancy DeRiso discussed the following:
 - 1) Next Board Meeting – Thursday, October 12, 2017 7:00 PM
 - 2) Correspondence
 - a. Thank you note to Warren County Board of Realtors
 - b. Award letter from Rutgers to Mrs. Kantz for statehouse express grant
 - 3) Prior Month's Interest –
 - a. Capital Account \$2.42; NJCM \$319.63

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.**

Mr. White commented on the possible regionalization with Warren Hills Regional School District and also asked if North Warren School District might also be a candidate to regionalize with. Mr. Magnuson stated that the process of exploring these options is just beginning and will take a minimum of two years if it is pursued.

Mrs. Ort commented that the math taught to our 8th grade at Oxford is not sufficient to allow them to go into the geometry class in the ninth grade. Students are also not prepared for the high school homework load in her opinion.

Mr. Canabo from Washington Boro (and a candidate for the Warren Hills BOE) asked about the Send/Receive agreement that Mr. Magnuson reported on in his update. Mr. Magnuson replied that he has attempted to work with Warren Hills to put an agreement in place and we are still waiting for them to reply to our last proposal from May.

Mr. Canabo also asked when was the last time the Warren Hills BOE voted to deny Oxford's request for a courtesy seat on their board. Mr. Magnuson replied it was approximately three years ago and it was denied by a vote of 9-0.

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4) BUDGET & FINANCE

Gerald Norton, Chairperson

a) Discussion items:

- 1) Ms. DeRiso reported that the health care plans are being shopped to obtain the best rates for 2018

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

- 1) Approve the August 2017 A-149 schedule delineating account activity and account reconciliation.
- 2) Motion to acknowledge receipt of the monthly certification of the Board Secretary for August 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 August 2017 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 August 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 August 2017.
- 5) Approve the Agency Bill List & Bank Reconciliation for the period August 2017.
- 6) Approve the Payroll Bank Reconciliation for the period August 2017.
- 7) Approve the Unemployment Trust Bill List & Bank Reconciliation for the period August 2017.
- 8) Approve the Student Activity Bill List & Bank Reconciliation for the period August 2017.
- 9) Approve the issuance of warrants (checks) for the payment of the items on the August 2017 Accounts Payable Bill list, of \$363,859.35 and approve the attached list of ACH payments, including one August and one September payroll, in the amount of \$491,206.20.
- 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)

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

- 6) Approve the attached five year employment contract for Robert Magnuson as Chief School Administrator and rescind his current contract. The base salary shall be in addition to a \$5,000 stipend added during the 2017-2018 school year for assuming the additional administrative position of Director of Special Services and shall be escalated as follows:
 - a. July 1, 2017-June 30, 2018 \$142,000 Plus \$5,000 \$147,000
 - b. July 1, 2018-June 30, 2019 \$147,000
 - c. July 1, 2019-June 30, 2020 \$149,940
 - d. July 1, 2020-June 30, 2021 \$152,939
 - e. July 1, 2021-June 30, 2022 \$155,998

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

8) TRANSPORTATION & CAFETERIA

a. Discussion Items

- 1) Ms. DeRiso discussed the food service contract resolution from NJASBO.
- 2) Ms. Taranto asked how many students were getting breakfast. Ms. DeRiso replied that the participation is very low to date; about 2-3 students per day.

9) POLICY

a) Discussion Items

- 1) Mr. Magnuson is in the process of updating the 9000 series policies.

OLD BUSINESS

Mrs. Miller asked if the gym lights had been replaced yet. Ms. DeRiso responded no because the lift was not yet available from the rental location.

Mrs. Taranto asked about the water filling stations from the PTA. Mr. Magnuson is following up with Kittatinny Regional High School to find out the cost.

NEW BUSINESS

Mr. Lewis-Lahey asked about the status of the send/receive with Warren Hills and recommended that we send another letter to Warren Hills regarding same. Mr. Magnuson will write the letter.

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

Mr. Ort commented that Mr. Clymer is focused on getting a referendum passed in his district and may not have time to address the send/receive question.

EXECUTIVE SESSION

Motion by Mr. Lewis-Lahey, second by Mrs. Koufodontes to enter into Executive Session at 8:10 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 personnel 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 8:51 PM.

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

Approve the HIB Report as submitted by Mr. Magnuson at the beginning of the meeting.

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

ADJOURN

Motion by Mr. Norton seconded by Mrs. Koufodontes, to adjourn the meeting of the Oxford Township Board of Education at approximately 8:53 pm.

Respectfully submitted:

Nancy A. DeRiso, CPA