

**OXFORD TOWNSHIP BOARD OF EDUCATION**  
**Oxford, New Jersey**  
**REGULAR MEETING – FEBRUARY 23<sup>rd</sup>, 2012**

**Call to order by Board President**

Time: \_\_\_\_\_

**Flag Salute**

**Open Public Meeting Act Statement**

“This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meeting Act”, the Oxford Township Board of Education, on May 4, 2011 caused to be posted at the Office of the Board of Education located at 17 Kent Street, Oxford, New Jersey; emailed to the Office of the Municipal Clerk of the Township of Oxford; and emailed to the Express Times and Star-Ledger, a meeting notice setting forth the time, date and location of this meeting. Members of the public who wish to address the Board will be given that opportunity before the Board adjourns for the evening.”

Roll Call:

\_\_\_\_\_ Koufodontes \_\_\_\_\_ Lauziere \_\_\_\_\_ McDonald \_\_\_\_\_ McGrath \_\_\_\_\_ Miller \_\_\_\_\_ Pierro \_\_\_\_\_ Hibbett

Administrative Staff:

- \_\_\_\_\_ Mr. Robert Magnuson, Chief School Administrator
- \_\_\_\_\_ Ms. Milissa Dachisen, Director of Special Services
- \_\_\_\_\_ Ms. Christina Moskal, Business Administrator/Board Secretary

**CORRESPONDENCE:**

1. Letter from Brittanie Scalora, Holiday Drive Chairperson thanking Oxford Central School for the assistance offered during the Holiday drive this year.
2. Letter from Cora H. Swackhamer, Pastor of Grace Christian Fellowship thanking Mr. Magnuson for distributing an anonymous gift to a struggling family or single parent.
3. Thank You card from the OEA to the BOE taking them for their service to the students and staff at Oxford Central School, recognizing National School Board Month.
4. Letter from Dr. Rosalie Lamonte, Executive County Superintendent regarding the review of the 2011-12 budget pursuant to N.J.S.A. 18A:7F-46.

**ACCEPTANCE OF MINUTES:**

1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to *accept* the following meeting minutes:

<b>Date</b>	<b>Work Session</b>	<b>Regular</b>	<b>Executive</b>	<b>Special</b>
January 26, 2012		X	X	
February 9, 2012	X		X	

All in favor:

**ENROLLMENT – January 2012**

Oxford Central School (PreK – 8)	281
Home Instruction	0

Warren Hills Regional High School	
Regular Education	100
Special Education	1
Warren County Vo-Tech	
Regular Education	30
Special Education	4
Out of District	
Mountain Lakes Board of Education	1
Stepping Stone	1
Sussex County Educational Services Commission	1
Warren County Special Services School District	1
Home Instruction	1
Ridge & Valley Charter School	4
Non Public	16
<b>Total District Enrollment</b>	<b>441</b>

**Mr. Magnuson, Chief School Administrator report:**

1. Feedback on Moving Election
2. Wall of Fame Update – March 23 Assembly
3. EE4NJ Grant/ Warren Hills Cluster Update
4. CSA Evaluation – NJSBA
5. Lawn maintenance
6. ESU Student Teachers – PE/Health and Special Education
7. Spring Concert – admission for charity
8. Formal Budget Hearing – PowerPoint ready at March 8th work session
9. NCLB 2012 Update

**Ms. Dachisen, Director of Special Services report:**

1. YAP update
2. SEPAC update
3. Fire Drills/Safety Drills

**Ms. Moskal, School Business Administrator report:**

1. Fiscal - Interest Earned (January 2012)
  - Capital Account \$78.17
  - NJ Cash Management \$10.10
  
2. Food Service - Profit/Loss
  - January 2012 Profit/(Loss) \$799.91
  - Year-To-Date Profit/(Loss) \$1,881.19

**Committee Reports:**

Board Member	Committee	Comments
Mr. Pierro	Budget & Finance	
Mr. McDonald	Buildings & Grounds	
Mrs. Koufodontes	Curriculum	
Mrs. McGrath	Negotiations	

Mrs. Miller	Personnel	
Mr. Hibbett	Policy	
Mr. Lauziere	Transportation & Cafeteria	

**HEARING OF THE PUBLIC** – Comments are to be specific to pending motions on this agenda.

**Public Notice – Comments by Citizens**

The Board encourages questions, feedback, and viewpoints. School Boards are strengthened by diversity of viewpoints to foster dialogue in a spirit of school-community partnership that builds effective policy and problem-solving.

**Chain of Command for Questions or Concerns:**

The Board wishes to emphasize that concerns regarding programs, personnel, or other issues must be handled through a proper chain of command. Using this procedure, a citizen must first address the concern with the employee directly responsible. If satisfactory results are not achieved, the citizen may then address that employee’s direct supervisor. As an example, a normal chain of command regarding a concern with a classroom teacher would begin with the classroom teacher, then on to the Chief School Administrator, and finally the Board of Education. Please use this chain of command until your concern is resolved or ask for guidance if you are not sure where to begin.

**Policy #1312:**

Public complaints and inquiries concerning the schools shall first be directed to the administration. Only in those cases where satisfactory adjustment cannot be made administratively shall communications and complaints be referred to the Board of Education for resolution. The Board of Education receives correspondence at The Oxford Central School, 17 Kent Street, Oxford, New Jersey 07863.

**Policy #1120:**

The Board will not permit unnecessary or undesirable identification of District staff or pupils at public Board of Education meetings, particularly when the pupil is subject to disciplinary action, or is educationally disabled. Persons desiring to discuss any such issue with the Board may request to do so in a closed executive session, provided that Policy #1312 has been followed.

- Citizen’s Name, Address & Comment:

\* \* \* \* \*

***The following resolutions and motions have been reviewed and are recommended by the Chief School Administrator, and/or the School Business Administrator of the Oxford Township Board of Education:***

**A. BUDGET & FINANCE [Pierro, Lauziere, Hibbett (alternate)]**

**Chairperson’s Statement: I recommend and move to accept the Motions and/or Resolutions as outlined in Budget and Finance, Numbers 1 through 12 .**

1. Approve the **January 2012** A-149 schedule delineating account activity and account reconciliation.
2. Approve the report of the Board Secretary and the monthly certification that no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23-1-22 for **January 2012**.
3. Approve the Business Administrator’s monthly report of transfers for **January 2012** as itemized documenting transfers in accordance with N.J.S.A. 18A:22-9.1.
4. Approve the Food Service Bill List and Bank Reconciliation for the period **January 2012**.
5. Approve the Agency Bill List & Bank Reconciliation for the period **January 2012**.
6. Approve the Unemployment Trust Bill List & Bank Reconciliation for the period **January 2012**.
7. Approve the Student Activity Bill List & Bank Reconciliation for the period **January 2012**.
8. Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bill list (*including payroll*) for **February 2012** in the amount of \$560,125.25.
9. Approve the Payroll Bill lists dated:
  - i. January 28, 2012
  - ii. February 15, 2012
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

RESOVED 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:

Name	Event	Location/Date(s)	Expense	Estimated Cost
Mike Kenney	NJASECD Conference	Lawrenceville; 3/14/12	Registration: Mileage:	\$ 75.00 \$ 21.08

11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following resolution:

**BE IT RESOLVED**, the Oxford Township Board of Education hereby adopts the following *tentative budget* for the 2012-13 school year for submission to the Warren County Department of Education Executive County Superintendent for required review and approval.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment:	OCS Grades PreK – 8:	306
	WH Grades 9 – 12:	84
	Charter School:	4
	Out-of-District:	<u>4</u>
	Total Enrollment:	398
	WC Vo-Tech:	<u>30</u>
	Total Oxford Students:	428

Expenditures

Revenue

General Current Expense	\$ 5,894,994
Capital Outlay*	\$ 0
Maintenance Reserve Interest	\$ 40
Capital Reserve Interest	\$ 1
Emergency Reserve Interest	\$ 50
Transfer to Charter School	\$ 56,000
Total Operating Budget	\$ 5,951,085

Budgeted Fund Balance	\$ 0
W/D Tuition Reserve	\$ 145,000
Local Tax Levy	\$ 3,292,382
Other Revenue	\$ 15,340
Tuition	\$ 15,000
State Aid	\$ 2,483,363
Total Operating Budget	\$ 5,951,085

Special Revenue Fund \$ 99,703

Federal Aid \$ 99,703

Repayment of Debt \$ 439,626

Budgeted Fund Balance	\$ 0
Local Tax Levy	\$ 355,450
State Aid	\$ 84,176

Total Expenditures: \$ 6,490,414

Total Revenues: \$ 6,490,414

\*State Assessment for Debt Service on SDA funding.

\_\_\_ Koufodontes \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_ Pierro \_\_\_ Lauziere \_\_\_ Hibbett

12. Accept the donation of three overhead projectors, \$600.00 value, and 30 boxes of transparencies, \$600.00 value from Christopher Dowd on behalf of the Cranbury School District.

\_\_\_ Koufodontes \_\_\_ Lauziere \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_ Pierro \_\_\_ Hibbett

**B. BUILDING AND GROUNDS** [McDonald, Hibbett, Lauziere (alternate)]

**Chairperson’s Statement: I recommend and move to accept the Motions and/or Resolutions as outlined in Buildings and Grounds number 1.**

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

<b>Organization</b>	<b>Event/Purpose</b>
OCS Archery	Parent meeting to discuss team
Oxford PTA	Piccariello Science Tellers Fun Night; March 2012
Oxford Basketball	Pizza Party; March 2012
Jersey Fusion Softball	Speed & Agility Workouts; February & March 2012

\_\_\_ Koufodontes \_\_\_ Lauziere \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_ Pierro \_\_\_ Hibbett

**C. CURRICULUM** [Koufodontes, McGrath, Miller (alternate)]

**Chairperson’s Statement: I recommend and move to accept the Motions and/or Resolutions as outlined in Curriculum, Numbers 1 through \_\_\_\_.**

\_\_\_ Koufodontes \_\_\_ Lauziere \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_ Pierro \_\_\_ Hibbett

**D. NEGOTIATIONS** [McGrath, Pierro, Koufodontes (alternate)]

**Chairperson’s Statement: I recommend and move to accept the Motions and/or Resolutions as outlined in Negotiations, Number 1 through \_\_\_\_.**

\_\_\_ Koufodontes \_\_\_ Lauziere \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_ Pierro \_\_\_ Hibbett

**E. PERSONNEL** [Miller, Koufodontes, McGrath (alternate)]

**Chairperson’s Statement: I recommend and move to accept the Motions and/or Resolutions as outlined in Personnel, Number 1.**

- 1. Approve the appointment of the following individuals for substitute positions for the 2011-2012 school year (rate as per CBA):

Name	Position	Certificate Expiration
Smith, Katie	Teacher/Paraprofessional	07/01/2015

\_\_\_ Koufodontes \_\_\_ Lauziere \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_ Pierro \_\_\_ Hibbett

**F. POLICY** [Hibbett, Miller, McDonald (alternate)]

**Chairperson’s Statement: I recommend and move to accept the Motions and/or Resolutions as outlined in Policy, Number 1 through \_\_\_\_.**

\_\_\_ Koufodontes \_\_\_ Lauziere \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_ Pierro \_\_\_ Hibbett

**G. TRANSPORTATION & CAFETERIA** [Lauziere, McDonald, Pierro (alternate)]

**Chairperson’s Statement: I recommend and move to accept the Motions and/or Resolutions as outlined in Transportation and Cafeteria, Number 1 through \_\_\_\_.**

\_\_\_ Koufodontes \_\_\_ Lauziere \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_ Pierro \_\_\_ Hibbett

**Second HEARING OF THE PUBLIC**

- Citizen name, address and comment

**OLD BUSINESS**

1. Parental Access Support System (PASS)

**NEW BUSINESS**

**EXECUTIVE SESSION**

Time: \_\_\_\_\_

The next topics on the agenda,

- \_\_\_ Confidential by Federal Law, State Statue or Rule of Court
- \_\_\_ Impairment of the right to receive US Government funds
- \_\_\_ Unwarranted invasion of individual privacy
- X  Negotiations
- \_\_\_ Purchase of property or investment of public funds
- \_\_\_ Tactics/Techniques of protecting safety and property of the public
- \_\_\_ Attorney-Client Privilege or anticipated and pending litigation
- \_\_\_ Personnel matters
- \_\_\_ Quasi-Judicial deliberation of a public body

falls within an exception of our open meetings policy and permits the Board to have a private discussion, since it deals with negotiations as contained in N.J.S.A. 10:4-12 and 10:4-13.

I will entertain a motion to enter private session. Moved by: \_\_\_\_\_Seconded by: \_\_\_\_\_

**Roll Call:**

\_\_\_Koufodontes \_\_\_ Lauziere \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_Pierro \_\_\_ Hibbett

It is hereby resolved that the Board will now go into private session to discuss negotiations. Any discussion held by the Board which need not remain confidential will be made public as soon as practicable. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session.

**RETURN TO PUBLIC SESSION**

Time: \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded By: \_\_\_\_\_

\_\_\_Koufodontes \_\_\_ Lauziere \_\_\_ McDonald \_\_\_ McGrath \_\_\_ Miller \_\_\_Pierro \_\_\_ Hibbett

**ADJOURNMENT**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_to adjourn the meeting of the Oxford Township Board of Education at \_\_\_\_\_.

Respectfully submitted,

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*Christina Moskal*

Business Administrator/Board Secretary