OXFORD
CENTRAL
"HOME OF THE BRUINS"

Oxford Township School District

Board of Education
Organization Agenda
January 5, 2026
7:00 P.M.

A. CALL TO ORDER

Dr. Nicholas Sarlo, Board Secretary, will act as temporary chair to conduct the annual reorganization meeting until a board president is selected.

Dr. Sarlo opened the meeting with the Call to Order at ___ P.M., and read the following statement:
In accordance with the provisions of the New Jersey Open Public Meeting Law, public notice of this meeting has been given by the Superintendent of Schools by posting written notice to the Express Times and the Warren Reporter and through filing written notice with the Oxford Township Clerk.

Flag Salute

B. ROLL CALL

	Present	Absent
Mr. Corey Cucciniello		
Mr. Shawn Fojut		
Ms. Jenna Somogyi		

Also Present: Mr. John Nittolo, Superintendent; Ms. Renee Hart, Director of Special Services

C. THE OXFORD LEARNING COMMUNITY MISSION STATEMENT

Students are:

- Inspired to believe and achieve
- Challenged in a caring and character building environment
- Enabled to make positive contributions to their community

D. REPORT OF THE ELECTION RESULTS BY THE BOARD SECRETARY

Dr. Sarlo reports the following election results:

Candidate	Votes
Mr. Brian O'Neil (3 year term)	636
Ms. Emily Cartagena (3 year term)	575
Mr. Bill Ott (2 year term)	13
Mr. James Sutton (1 year term)	14

Motion by ___, seconded by ___ for the Oxford Township Board of Education to accept the results of the November 4, 2025 election as read by the Board Secretary and a record of such to be placed in the official minutes. Dr. Sarlo declares the persons elected be:

1. Mr. Brian O'Neil
2. Ms. Emily Cartagena
3. Mr. Bill Ott
4. Mr. James Sutton

Dr. Sarlo administers the Oath of Office to Mr. Brian O'Neil, Ms. Emily Cartagena, Mr. Bill Ott, and Mr. James Sutton, elected Board Members.

ROLL CALL

	Present	**Absent**		**Present**	**Absent**
Ms. Emily Cartagena			Mr. Bill Ott		
Mr. Corey Cucciniello			Ms. Jenna Somogyi		
Mr. Shawn Fojut			Mr. James Sutton		
Mr. Brian O'Neil					

E. NOMINATION & ELECTION OF OFFICERS FOR THE 2026 CALENDAR YEAR

1. Dr. Sarlo calls for nominations for the role of Board President:

   Nominee #1: Nominated By:
   Nominee #2: Nominated By:

   Motion to close nominations by ___, seconded by ___. Hearing no further nominations, Dr. Sarlo declares the nominations to be closed.

   A roll call for Presidential Nominee #1:
   Cartagena ___ Cucciniello ___ Fojut ___ O'Neil ___ Ott ___ Somogyi ___ Sutton ___

   A roll call for Presidential Nominee #2:
   Cartagena ___ Cucciniello ___ Fojut ___ O'Neil ___ Ott ___ Somogyi ___ Sutton ___

   Dr. Sarlo declares ___ as the newly elected Board President. Dr. Sarlo turns the meeting over to the newly elected Board President.

2. ___, Board President, calls for nominations for the role of Board Vice President.

   Nominee #1: Nominated By:
   Nominee #2: Nominated By:

   Motion to close nominations by ___, seconded by ___. Hearing no further nominations, the Board President declares the nominations closed.

   A roll call for Vice Presidential Nominee #1:
   Cartagena ___ Cucciniello ___ Fojut ___ O'Neil ___ Ott ___ Somogyi ___ Sutton ___

   A roll call for Vice Presidential Nominee #2:
   Cartagena ___ Cucciniello ___ Fojut ___ O'Neil ___ Ott ___ Somogyi ___ Sutton ___

The Board President Declares ___ as the newly elected Vice President.

F. CHIEF SCHOOL ADMINISTRATION RECOMMENDATIONS

The following resolutions and motions have been reviewed and recommended by the Chief School Administrator and/or the School Business Administrator for the Organizational Meeting of the Oxford Township Board of Education for January 5, 2026.

Motion by ___, seconded by ___ to recommend and move to accept the Motions and/or Resolutions as recommended by the CSA and/or SBA outlined in numbers 1 THROUGH 20 for the 2026 calendar year:

1. Approve the adoption of the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board Policy.
2. The Board of Education Members have the required annual Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C. 6A:30.

   Code of Ethics

   a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
   b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
   c. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
   d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
   e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
   f. I will refuse to surrender my independent judgement to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
   g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
   h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
   i. I will support and protect school personnel in proper performance of their duties.
   j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.
3. Approve that all current written policies, by-laws and rules/regulations in the official Policy Manual of the Oxford Township School District be readopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules and regulations.
4. Approve that all written curriculum, courses, textbooks, workbooks, and ancillary materials of the District be adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Chief School Administrator.
5. Approve that all present handbooks be continued in effect until modified upon the recommendation of the Chief School Administrator.
6. Approve the 5-Year Maintenance Plan of the Oxford Township School District as updated.
7. Approve the emergency procedures described in the official Oxford Township School District Emergency Management Plan as recommended by the Chief School Administrator.

8. Approve the adoption of The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
9. WHEREAS, Chapter 231 of the Public Laws of NJ (1975) known as the "Open Public Meetings Act" requires notification of meetings of public bodies, as therein defined, in the manner therein set forth, now therefore be it
   RESOLVED: that for the purpose of compliance with the Open Public Meetings Act, the Oxford Township Board of Education hereby makes the following designations:
   The NJ Star Ledger and NJ Herald are hereby designated as the newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act.
   The locations for posting of notice of meetings shall be the bulletin boards in the Township Clerks' office and on the Oxford Central website.
10. Approve, as provided by N.J.S.A. 18A:22-8.1 amended, that the School Business Administrator/Board Secretary and/or the Chief School Administrator be designated to approve such line item budget transfers, as necessary, between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.
11. Approve the Chief School Administrator to authorize routine employment appointments between Board of Education meetings, with the understanding that formal action would be taken at the next voting meeting of the Board.
12. RESOLVED, that the following Financial Institutions be designated as approved depositories for the Oxford Township School District funds and that the Financial Institutions be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:
    a. Fulton Bank of NJ
    b. New Jersey Cash Management Fund

    AND BE IT FURTHER RESOLVED that the following warrant signatures be approved:

Account	**# of Signatures**	**Board President**	**Board Vice President**	**Board Secretary**	**CSA**	**Other***
Operating Account	3	X	X	R	R	
Payroll - Salary	2			R	R	
Payroll - Agency	2			R	R	
Unemployment Trust	2			R	X	
Food Service (Cafeteria)	2			R	X	
Sunshine Club	2				X	X*
Student Activities	2			R	X	
Capital Account	3	X	X	R	R	
Scholarship Account	2			R	R	
NJ Cash Management	3	X	X	R	R	

R = signature required. X = authorized signature.
*Other is for Sunshine Club ONLY and refers to the Main Office and CST Secretaries

13. Resolved that the Board Secretary, a non-QPA in the state of NJ, is authorized to award contracts up to $39,000 under competitive bid laws and to solicit and award quoted contracts up to the quote threshold of $5,850 as Purchasing Agent.
14. Authorize the Business Administrator/Board Secretary to issue warrants (checks) for the payment of bills between Board Meetings and to confirm such payments on the next bill list to be approved at the next regular Board Meeting.
15. RESOLVED that the Board of Education hereby establishes a photocopy fee of .05 cents per page of official Board Minutes and all other public documents, and BE IT FURTHER RESOLVED that all requests for public information which requires employee time may be provided at the all-inclusive hourly rate(s) of the employee(s) assigned to produce such public information.
16. Approve the following annual appointments - Board Officials for the 2026 calendar year (no additional compensation is given for these appointments)
17. Approve the following Tax Shelter Annuity Companies and/or Brokers:
    a. Admin Partners, LLC.
18. Approve the following Disability Insurance Plans:
    a. Prudential Insurance (Teachers)
    b. Aetna
    c. Mass Mutual-UNUM (Administration & Support Staff)
    d. Aflac
19. Approve the following Indemnity Insurance Plans:
    a. Aflac
    b. Colonial Life (Not currently in use)
20. Approve Brown & Brown Metro LLC as broker of record for all health insurance, dental, and vision plans.

    CARRIED (rcv):

Motion by ___, seconded by ___ to approve the following resolution including Board meeting processes, dates, and times:

21. RESOLVED that the Oxford Township Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the library of the Oxford Central School, 17 Kent Street, Oxford, NJ 07863 at 7:00 p.m., as set forth below unless indicated otherwise:
    BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary
    BE IT FURTHER RESOLVED that the Board of Education does hereby designate the NJ Star Ledger and the NJ Herald as official newspapers to receive notices of meetings; and
    BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted on the The Town Clerk's Bulletin Board, and posted on the District website www.oxfordcentral.org.
    BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and
    BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:
    - Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
    - The presentation shall be as brief as possible but no more than three (3) minutes per individual.

- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board Meetings shall request such notification through the Board Secretary's Office and be charged an annual fee of $25.00, paid in advance.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

January 22, 2026
February 19, 2026
March 12, 2026
April 16, 2026
April 30, 2026 - Budget Hearing
May 14, 2026
June 18, 2026
July 16, 2026
August 20, 2026
September 17, 2026
October 15, 2026
November 19, 2026
December 17, 2026
January 7, 2027 - Reorganization

Notice of any additions to the above schedule or changes in the time, date, or place of any scheduled meeting will be posted in the locations and emailed to the newspaper designated by resolution of the Oxford Township Board of Education in advance, as required by law.

BE IT FURTHER RESOLVED that unless otherwise advertised or indicated Closed Executive Sessions, for topics permitted by law, shall commence as necessary.

CARRIED (rcv):

G. <u>COMMITTEE APPOINTMENTS</u>

President's assignments of the following Board Members to the various committees as indicated herein.
(Note: The President and CSA are ex-officio members of all committees.)

Committee	**Chair**	**Member**	**Alternate**
Budget & Finance			
Negotiations			
Curriculum			
Buildings & Grounds			
Transportation and Cafeteria			
Personnel			
Policy			
Delegate: Warren Hills	N/A		N/A
Delegate: Warren County	N/A		N/A

Delegate: Legislative	N/A	N/A
Delegate: Town Council	N/A	N/A
Delegate: Land Use	N/A	N/A

H. <u>ADJOURNMENT</u>

___ made a motion, seconded by ___, to adjourn the meeting at ___ P.M.

CARRIED (vv):

Respectfully submitted: ____

Nicholas Sarlo, Board Secretary