

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES**

**March 15, 2023
7:00 p.m. Library**

I. CALL TO ORDER – OPENING STATEMENT

This meeting was called to order at 7:00 p.m. with the following opening statement read by Mr. Keiser:

“I would like to announce and have placed in the minutes that adequate notice of this meeting of the Califon Board of Education has been provided in accordance with the Open Public Meetings Act. Proper notice of this Regular Meeting was provided to Hunterdon County Democrat and the Hunterdon Review. A copy of this notice has also been posted on the public bulletin board in the Municipal Building and filed with the Borough Clerk. The agenda of this meeting has been posted at the Califon School and on the district’s website.

II. THE PLEDGE OF ALLEGIANCE

All in attendance pledged the flag led by Ava Fortunato and Jocelyn DeMarco.

III. ROLL CALL

| | |
|-------------------------------------|------------------------------|
| Mr. Christopher Keiser - President | Present |
| Mr. Michael Reaves - Vice President | Present - Arrived at 7:02 pm |
| Ms. Rebecca Kipp-Newbold | Present |
| Ms. Rita Lemley | Present |
| Mr. Netz Sacro | Present |

Also present

| | |
|-----------------------------------|---------|
| Dr. Michele Cone, Superintendent | Present |
| Ms. Cheryl Zarra, Board Secretary | Present |

IV. PUBLIC COMMENT

AT THIS TIME, COMMENT IS INVITED ON RESOLUTIONS ON TONIGHT’S AGENDA ONLY. PLEASE STATE ALL OF YOUR COMMENTS IN SUCCESSION TO THE BOARD DURING YOUR SPEAKING TURN. BE AWARE THAT YOU MAY NOT RECEIVE AN IMMEDIATE RESPONSE TO YOUR COMMENT. ALL COMMENTS WILL BE ACKNOWLEDGED BY THE BOARD AND IF APPLICABLE, WILL BE ANSWERED DURING THE BOARD COMMENT SECTION OF THE MEETING. PLEASE RESPECT THE 3 MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0167 AND BOARD MEETING PUBLIC COMMENT GUIDELINES POSTED ON THE SCHOOL WEBSITE SO THAT BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

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- Cathy Smith - inquired about the GAGA Pit motion.
 - Dr. Cone explained that it is a piece of outside playground equipment.
 - Mr. Keiser described the activities performed in the GAGA Pit.

V. APPROVAL OF MINUTES

Motion by Mr. Keiser, and Seconded by Ms. Lemley to approve the following minutes:

- February 15, 2023 Regular Session

Motion approved on a roll call vote as follows: Ayes: 4, Nays: 0, Abstain: 1, Absent: 0

VI. WRITTEN COMMUNICATIONS

None.

VII. PRESENTATION

The Califon Girl Scouts presented their donation request to the Board and the audience for a Buddy Bench. The bench will serve as a place for students to find a friend to play with at recess. The Buddy Bench will be built and decorated by the Califon Girl Scouts followed by a ceremony.

VIII. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Dr. Cone shared the following:

- Enrollment 87
- HIB-0
- Updates
 - Read Across America was successful with many activities including a classroom door decorating contest and a parent guest reader.
 - The Staff participated in an SEL professional development day on March 7th
 - SEL Day was March 9th and included many activities to support social emotional learning.
 - Califon School participated in a winter walk for the walking school bus.
 - QSAC took place in the district on March 7th and March 15th. Results will be shared once received.

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IX. BOARD COMMITTEE REPORTS

Curriculum & Instruction Committee: Discussed field trips, the Comprehensive Equity Plan, and participation in a high school AP project.

Policy & Legislation Committee: Discussed the Non-Resident Tuition policy as well as the deferral of readings for a future meeting.

Finance, Facilities, & Transportation Committee: Discussed Facility Use, drills, budget highlights, crossing guards and the movement of a grant motion to a future meeting.

Personnel Committee: Discussed the resignation and appointment of an Aide.

Negotiations Committee: Did not meet.

Long Range Planning, Shared Services: Did not meet.

X. CONSENT AGENDA

Matters listed within the consent agenda have been referred to members of the Board of Education and/or its standing committees, for reading and study and will be enacted with one motion. The Personnel items on the consent agenda are recommended by the Superintendent. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

Ms. Zarra read the addendum that will result in a corrected name in personnel.

Motion made by Ms. Lemley and seconded by Mr. Reaves approve the addendum for a change in consent agenda.

Motion approved on unanimous roll call vote.

Motion made by Mr. Reaves and seconded by Mrs. Kipp-Newbold to discuss the Consent Agenda.

Motion approved on unanimous all call vote.

- Ms. Lemley asked if the Columbia Trail trip would be impaired by road work.
 - Mr. Keiser said it would be completed before the event and described the process.
 - Mr. Reaves expressed concerns for increased traffic on the road once completed.
- Ms. Lemley thanked the Basketball coaches for donating their time for the clinics.
- Mr. Keiser was happy to see a fencing program approval on the agenda.

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Motion made by Mr. Reaves and seconded by Ms. Kipp-Newbold to approve the consent agenda including the addendum motion.

Motion approved on unanimous roll call vote.

Finance/Facilities/Transportation/Personnel/Curriculum and Instruction/Policy

Finance:

1. Motion to approve the bill list dated March 15, 2023 in the amount of \$279,974.17.
2. Motion to approve and file the Treasurer's and Board Secretary report for February 2023 and note that sufficient funds are available to meet the district's financial obligation and that no major account has been over-expended in accordance with N.J.A.C. 6A:23A:16.20.
3. Motion to approve the transfers for February 2023.
4. Motion to accept, with appreciation, an anonymous donation in the amount of \$1,000 for sets and costumes for the Drama Club.
5. Motion to accept, with appreciation, the donation of a "Buddy Bench" with an approximate value of \$250 from the Califon School Girl Scouts for the school playground.
6. Motion to accept, with appreciation, the donation of a GAGA pit from the PTA with monies donated from the Class of 2020 with a value of \$2,800 and GAGA balls from the PTA with an approximate value of \$55.

Facilities:

1. Motion to approve documentation of mandated Security/Fire/Emergency and Evacuation Drills

| Date of Drill | Type of Drill |
|----------------------|----------------------|
| 2/23/23 | Security |

2. Motion to approve the use of the Califon School Facilities:

| Sponsor of Event | Date(s) | Event |
|----------------------------|-------------------------|-------------------------|
| Girl Scout Brownie Troop | 3/31/23 and 4/21/23 | Family Bingo Night |
| Califon 8th Grade | 3/25/23 | Pasta Dinner Fundraiser |
| Manchen Academy of Fencing | 4/4, 4/18, 4/25, 5/2/23 | Fencing Classes |

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|----------------------|--|--------------------------|
| Califon School Staff | 4/21,4/28, 5/5, 5/11, 5/15, 5/19,5/22 | Basketball Skills Clinic |
|----------------------|--|--------------------------|

*adhering to COVID related restrictions. **Based on Custodial availability

Transportation:

Personnel:

1. Motion to approve the following stipend positions or the 2022-2023 school year.

| Position Club/Activity | Compensation |
|---|-----------------------|
| PK- 4 Music Performance Chaperone 3 required | \$40.00 per chaperone |

2. Motion to approve the following stipend positions for the 2022-2023 school year:

| Name | Position Club/Activity | Compensation |
|----------------|-------------------------------|---------------------|
| Peggy Ippolito | Drama Club Advisor | \$1000.00 |
| Kelly Baker | Drama Performance Chaperone | \$40.00 |

3. Motion to accept the resignation of Katherine Pomeisl, PK aide, effective February 22, 2023.
4. Motion to approve the hire of Paula DosSantos for the position of Part time (0.7) PK Aide for the 2022-2023 school year at a prorated salary of \$14, 350.00 to start date pending criminal history background check.

5. Motion to approve the following staff members to supervise the after school basketball clinic for grades 4-8 at no compensation.

| |
|----------------|
| Alison DeMarco |
| Mike Bruton |
| Tristan Downey |

6. Motion to approve the following DC Trip chaperones at the contracted rate for overnight trips.

| |
|-----------------|
| Linda Patterson |
| Tracey O'Brien |
| Marie Heyduke |

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Curriculum and Instruction:

1. Motion to accept the Health Report for February 2023.
2. Motion to approve the following field trip:

| Destination | Cost | Class/Club/Activity |
|-------------------------------|---------------------|---------------------|
| NY Theater Trip | No cost to district | Grade 7 |
| Historic Califon Walking Trip | No cost | Grades K-3 |
| Columbia Trail | No Cost | Grades K-3 |

3. Motion to approve student participation in a high school AP Research class project facilitated by a local high school student to survey middle school students on the topic of food waste.
4. Motion to approve the submission of the Statement of Assurance to extend the implementation of the current Comprehensive Equity Plan (2019-2022) through the 2023-2024 school year.

Policy:

1. Motion to approve Califon Public School District first reading for the following policies and regulations:
 - P 5111.01 Non-Resident Tuition, Criteria & Application (Revised)

2. Motion to approve Califon Public School District second reading for the following policies:
 - P 2340 Field Trips (M) (Revised)
 - P & R 8140 Student Enrollments (M) (Revised)
 - P & R 8330 Student Records (M) (Revised)
 - R 8420.2 Bomb Threats (M) (Revised)
 - R 8420.7 Lockdown Procedures (M) (Revised)
 - R 8420.10 Active Shooter (M) (Revised)

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XI. OLD BUSINESS

Ms. Kipp-Newbold - Thanked the QSAC team for all of their hard work.

XII. NEW BUSINESS

Motion made by Mr. Reaves and seconded by Ms. Lemley to approve the following:

1. Motion to adopt the tentative 2023-2024 budget:

BE IT RESOLVED that the Califon Board of Education tentative budget be approved for the 2023-2024 School Year using the 2023-2024 state aid figures and the Secretary to the Board of Education is authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

| | GENERAL FUND | SPECIAL REVENUES | DEBT SERVICE | TOTAL |
|------------------------------|--------------|------------------|--------------|-------------|
| 2023-2024 Total Expenditures | \$2,962,445 | \$ 46,690 | \$0 | \$3,009,135 |
| Less: Anticipated Revenues | \$ 419,278 | \$ 46,690 | \$0 | \$ 465,968 |
| Taxes to be raised | \$2,543,167 | \$ 0 | \$0 | \$2,543,167 |

AND to advertise said tentative budget in the Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law;

AND a public hearing on the budget for the 2023-2024 school year will be held at the Califon Elementary School, Califon, NJ on April 26, 2023 at 7:00 p.m.

BE IT FURTHER RESOLVED that the Califon Board of Education includes in the 2023-2024 tentative budget \$33,480 of all eligible adjustments;

BE IT FURTHER RESOLVED that the Califon Board of Education will withdraw \$45,000 from Maintenance Reserve in accordance with N.J.A.C. 6A:23A-14.2 for the purpose of required maintenance to the school district's facilities; and

BE IT FURTHER RESOLVED that the Califon Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$10,000 for the 2023-2024 school year for all staff and BOE members in accordance with N.J.A.C. 6A:23A Subchapter 7 and the maximum regular business travel amount shall not exceed \$1,500 per employee. The maximum travel expenditure amount for the 2022-2023 school year is \$4,100, of which \$2,088 has been spent and \$525 is encumbered to date.

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Travel and Related Expense Reimbursement
2023-2024

WHEREAS, the Califon Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7, but deemed by the Board of Education to be necessary and unavoidable as noted on the Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$15,000 for all staff and board members for the 2023-2024 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

Motion approved on unanimous roll call vote.

XIII. PUBLIC COMMENT (all school-related topics; time limits: 3 min. /person)

AT THIS TIME, COMMENT IS INVITED ON ALL SCHOOL-RELATED TOPICS. PLEASE STATE ALL OF YOUR COMMENTS IN SUCCESSION TO THE BOARD DURING YOUR SPEAKING TURN. BE AWARE THAT YOU MAY NOT RECEIVE AN IMMEDIATE RESPONSE TO YOUR COMMENT. ALL COMMENTS WILL BE ACKNOWLEDGED BY THE BOARD AND IF APPLICABLE, WILL BE ANSWERED DURING THE BOARD COMMENT SECTION OF THE MEETING. PLEASE RESPECT THE 3 MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0167 AND BOARD MEETING PUBLIC COMMENT GUIDELINES POSTED ON THE SCHOOL

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WEBSITE SO THAT BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

- Corrina Reaves - Suggested a bench in the hallway by 4th and 5th grade classrooms for kids to sit on when they do school work during the day.
 - A discussion on egress followed.
- Cathy Smith - Inquired about a tax percentage increase
 - Ms. Zarra did not offer a number stating that the budget is tentative at this point and can change. It will not be final until the county approves it and the Board approves it at the April 26th public hearing.
- Cathy Smith inquired about the trip to Broadway
 - Dr. Cone noted that the trip is to take place in May believing the show they are to see is Wicked.

XIV. BOARD COMMENT

None.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

Motion made by Mr. Keiser, seconded by Mr. Reaves to adjourn the meeting at 7:38 pm.

Motion approved on a unanimous all call vote.

Respectfully submitted



Cheryl Zarra
Board Secretary