

**REORGANIZATION MEETING  
AGENDA**

**January 4, 2023  
7:00 p.m. Library**

The Board Secretary will serve as presiding officer pro tempore until such time as the new Board President has been elected and shall turn the conduct of the meeting over to the President immediately upon his/her election.

**I. CALL TO ORDER – OPENING STATEMENT BY THE BOARD SECRETARY**

This meeting is called to order at \_\_\_\_\_ p.m. with the following opening statement read by \_\_\_\_\_:

“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 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**

**III. ANNUAL SCHOOL ELECTION RESULTS AND OATH OF OFFICE**

1. The Board Secretary will present the results of the Annual School Election held on November 8, 2022.

Membership on the Board of Education - One (1) Three-Year Term seats.

	Votes
Rebecca Kipp-Newbold	352

2. The Board Secretary will administer the Oath of Office to the elected Board Member.

**IV. ROLL CALL**

**V. ELECTION OF OFFICERS**

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A. Election of President

Mrs. Zarra, Board Secretary, calls for nominations for the office of President of the Board of Education.

- 1. Nomination of: \_\_\_\_\_  
Nomination by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_
  
- 2. Nomination of: \_\_\_\_\_  
Nomination by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

B. Roll call vote for each nomination for the office of President:

Nomination	Ayes	Nays	Abstentions

C. Election of Vice President: (18A: 15-1)

The President calls for nominations for the office of Vice President of the Board of Education.

- 1. Nomination of: \_\_\_\_\_  
Nomination by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_
  
- 2. Nomination of: \_\_\_\_\_  
Nomination by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

D. Roll call vote for each nomination for the office of Vice President:

Nomination	Ayes	Nays	Abstentions

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**VI. PUBLIC COMMENT (Reorganization Agenda Items Only)**

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.

**VII. STANDING COMMITTEE CHAIRS & MEMBERS**

- A. Appointment of standing committee members by the Board President (first member listed is chair):

Curriculum & Instruction	
Policy & Legislation	
Finance, Facilities & Transportation	
Personnel	
Negotiations	
Long Range Planning & Shared Services	

- B. Appointment of delegates/representatives by the Board President:

Hunterdon County ESC	
Hunterdon/Warren SBA	
N.J.S.B.A. Delegate	

**VIII. ACKNOWLEDGE RECEIPT AND REVIEW OF CODE OF ETHICS**

1. Reading of the School Board Code of Ethics by the Board Secretary

Pursuant to N.J.S.A. 12-21 et seq., the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

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**IX. BOARD OF EDUCATION MEETING CALENDAR**

1. Motion to approve the Board of Education meeting calendar for the 2023-2024 school year. All meetings will be held at 7:00 pm on the third Wednesday of the month unless otherwise noted on the BOE page of the School website. The meetings will be held in the school library.

January 18, 2023	July 19, 2023
February 15, 2023	August 16, 2023
March 15, 2023	September 20, 2023
April 19, 2023	October 18, 2023
April 26, 2023 - Public Hearing *	November 15, 2023
May 17, 2023 *	December 13, 2023
June 21, 2023	January 3, 2024 Reorganization Meeting*

Note: Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

**X. DESIGNATIONS**

1. Motion to approve the following motions/designations for the 2023 calendar year.

A. Official Newspapers:

RESOLVED, that the Califon Board of Education designates the Hunterdon Democrat as the official newspaper and the Hunterdon Review, TheExpress Times and The Courier News as alternates.

B. Official Depositories for School Monies:

RESOLVED, that the Califon Board of Education approves the following Peapack-Gladstone Bank as Official Depository of record for the Califon Board of Education accounts with the authorized signatures listed and that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Bank Association.

Peapack-Gladstone Bank Accounts:

General Operating	President, Board Secretary, Treasurer, CSA (3)
Payroll	Board Secretary or Treasurer (1)
Payroll Agency	Board Secretary or Treasurer (1)
Milk Account	Board Secretary (1)

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Capital Reserve	President, Board Secretary, Treasurer, CSA (3)
Apgar Trust	President, Board Secretary, Treasurer, CSA (3)
Unemployment	Board Secretary or Treasurer (1)
Student Activities	Board Secretary, Treasurer, President, CSA (2)

#### C. Re-approve Curricula and Textbooks:

RESOLVED, that the Califon Board of Education re-approves based on the recommendation of the Chief School Administrator, all current written curriculum, including specials i.e. art, music, computers, physical education, etc., for the 2022 calendar year, and additionally approve current textbooks for all students, including mandated programs, specified in code, for the 2022 calendar year, as per N.J.A.C. as required each year. Revisions/Updates to individual curriculum will be presented for approval as they are completed

#### D. Re-approve Board Policies, By-laws, etc.:

RESOLVED, that the Califon Board of Education re-approves all existing, duly adopted Board Policies, by-laws, job descriptions, rules and regulations and contracts now in force and effect, in accordance with the Policies and Procedures (Governance Manual) of the Califon Board of Education, and includes all revisions and additions, which were subsequently adopted and in accordance with New Jersey state rules and regulations.

#### E. Appointments/reappointments

RESOLVED that the Califon Board of Education appoints/reappoints the following to annual appointments:

Architect of Record	SSP Architectural Group
Attorney of Record	Schenck, Price, Smith & King LLP
Insurance Agent of Record	Balken Risk Management
Affirmative Action Officer	Linda Patterson
Attendance Officer	Michele Cone
504 Coordinator	Linda Patterson
Auditor	Ardito & Co
RTK Contact Person	Chip Newhauser
AHERA Representative	Chip Newhauser
Air Quality Control Officer	Chip Newhauser
IPM Coordinator	Chip Newhauser
Medical/School Physician	Hickory Run Family Practice
Anti Bullying Specialist	Linda Patterson
District Bullying Coordinator:	Michele Cone
Custodian of School Records	Cheryl Zarra
Board Secretary	Cheryl Zarra

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Accounting Software  
Payroll Services  
Safety Specialist  
Treasurer of School Monies  
Policy Service Provider  
Public Agency Compliance Officer

CDK Systems  
R&L Payroll Services, Inc  
Michele Cone  
Paula Hatch  
Strauss Esmay  
Cheryl Zarra

F. Uniform Minimum Chart of Accounts

RESOLVED that the Califon Board of Education approves the New Jersey Uniform Minimum Chart of Accounts.

G. Tax Shelter Annuity Companies

RESOLVED that the Califon Board of Education approves the following Tax Shelter Annuity Companies:

American Funds 403 (b)  
AXA Equitable (403 (b)

H. School Funds Investment Officer:

RESOLVED, that the Califon Board of Education designates the Business Administrator/Board Secretary as the School Funds Investment Officer pursuant to N.J.S.A.17:13B-241.

I. Student Activity Disbursement Agent:

RESOLVED, that the Califon Board of Education appoints the Business Administrator/Board Secretary as the Student Activity Fund Disbursement Agent.

J. General Fund Account Transfers

RESOLVED, that the Califon Board of Education authorizes the Chief School Administrator in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between funds within the approved Minimum Chart of Accounts (GAAP), as required by law, prior to placement of orders to maintain accounts in balance at all times. The Board, at a scheduled meeting, will approve the transfers.

K. Parliamentary Procedures

RESOLVED, that the Califon Board of Education approves Robert's Rules of Order as the authorized parliamentary procedure.

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L. Cooperative Bidding

RESOLVED, that the Califon Board of Education approves cooperative bidding with the Hunterdon County Educational Services Commission and Educational Services Commission of New Jersey.

M. Payment of Bills Between Board Meetings

RESOLVED, that the Califon Board of Education approves the payment of bills between board meetings on an emergency basis pursuant to N.J.S.A. 18A:19-4.1 provided proper documentation is available and upon review of the Chief School Administrator and Business Administrator. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

O. Approval of Bid/Quote Thresholds

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$32,000) may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (currently \$4,800) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the Califon Board of Education pursuant to the statutes cited above hereby appoints Cheryl Zarra, as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the Califon Public School, and;

BE IT FURTHER RESOLVED, that Cheryl Zarra is hereby authorized to award contracts on behalf of the Califon Board of Education that are in the aggregate less than 15% (currently \$4,800) of the bid threshold without soliciting competitive quotations, and;

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BE IT FURTHER RESOLVED, that Cheryl Zarra is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold.

**P. State Contract Resolution**

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Califon Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Califon Board of Education desires to authorize its purchasing agent throughout the school year to make any and all purchase necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that the Califon Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors.

**Q. Affirmative Action**

RESOLVED, that the Califon Board of Education authorizes the Affirmative Action Officer, in conjunction with the Affirmative Action Team, to conduct a needs assessment and to develop a Comprehensive Equity Plan, to implement the plan over a three-year period and to submit an annual progress report in the Quality Assurance Annual Report.

RESOLVED, that the Califon Board of Education defines the responsibility of the Affirmative Action Officer as to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting their schools and to comply with Federal and State laws, require that the AAO be a certified staff person and to authorize any training as necessary to facilitate the AAO in handling the district’s equity responsibilities.

RESOLVED, that the Califon Board of Education authorizes the Affirmative Action Officer to conduct yearly training for all staff.

**R. Annual regular business travel limit**



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RESOLVED, the Califon Board of Education approves the annual regular business travel limit per employee. Pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b) and board policy, the Board of Education authorizes an annual maximum amount per employee not to exceed state limits for regular business travel only for which prior Board approval is not required.

RESOLVED, that the Califon Board of Education approves mileage reimbursement at the applicable NJ State rate and meal reimbursement not to exceed state levels for all travel for the Chief School Administrator and Business Administrator to attend articulation, roundtable, seminars, (registration fee of \$150.00 or less), county and state meetings..

RESOLVED that the Califon Board of Education approves mileage reimbursement at the applicable NJ State rate and meal reimbursement not to exceed state levels for all travel for staff as directed by the Superintendent / CSA to attend articulations, roundtables, seminars, (registration fee of \$150.00 or less), county and state meetings.

RESOLVED that the Califon Board of Education approves mileage reimbursement at the applicable NJ State rate and meal reimbursement not to exceed state levels for all travel for Board of Education members to attend board articulations, county, state and NJSBA sponsored meetings (registration fee of \$150.00 or less).

#### **XI. PUBLIC COMMENT** (all school-related topics; time limits: 30 min. total; 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 WEBSITE SO THAT BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

#### **XII. BOARD COMMENT**

#### **XII. EXECUTIVE SESSION**

WHEREAS, Section 6 of the Open Public Meetings Act, Chapter 231, P.L. 1975 (R. S.10:4-13), permits the exclusion of the public from a meeting or portion of a meeting of this public body in certain circumstances, and

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WHEREAS, the Board must consider (see check below), which is/are exempt from public discussion pursuant to the Act;

- 1. Matter which by express provision of law is rendered confidential
- 2. Release of information which would impair receipt of federal funds
- 3. Individual Privacy/Student Matters
- 4. Collective Bargaining/Negotiations
- 5. Real estate matters
- 6. Disclosure could impair public safety
- 7. Pending/Anticipated litigation/Contract negotiation
- 8. Terms and conditions of employment - Superintendent Evaluation
- 9. Deliberations involving imposition of specific civil penalty

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourns to executive session at \_\_\_\_\_ p.m. to discuss the above-mentioned matters to the exclusion of all others. Matters discussed may or may not be made public this evening. Resulting action may or may not be taken following re-entry into regular session.

**XIV. RECONVENE**

**XV. ADJOURNMENT**