

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 15, 2023
7:00 p.m. Library**

I. CALL TO ORDER – OPENING STATEMENT

This meeting was called to order at 7:01 p.m. with the following opening statement read by Mr. Reaves:

“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 Corrina Reaves.

III. ROLL CALL

Mr. Christopher Keiser - President	Present
Mr. Michael Reaves - Vice President	Present
Ms. Rebecca Kipp-Newbold	Present
Ms. Rita Lemley	Present
Mr. Netz Sacro	Absent

Also present

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

IV. PUBLIC COMMENT - Read by Mr. Reaves

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.

None.

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V. APPROVAL OF MINUTES

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

- January 18, 2023 Regular Session

Motion approved on a roll call vote as follows: Ayes: 3, Nays: 0, Abstain: 1, Absent: 1

VI. WRITTEN COMMUNICATIONS

None.

VII. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Dr. Cone shared the following:

- Enrollment 87
-
- Updates
 - Girls Basketball participated in the Championship at Voorhees HS. They played a great game and had a wonderful season. Dr. Cone thanked the coaches.
 - 100th Day activities throughout the school
 - Valentine's Day activities throughout the school
 - Student Council had a successful carnation fundraiser
 - February 1st was Global Play Day Celebration with activities schoolwide.
 - There will be and SEL Day in March with assemblies
 - The 8th Grade will participate in a Service Learning Project.

- HIB

1. Motion to affirm the HIB report 22-23 #2 submitted on January 18, 2023.

Motion by Ms. Kipp-Newbold and seconded by Ms. Lemley to approve the Chief School Administrator motion.

Motion approved on unanimous all call vote.

Mr. Keiser resumed the proceedings of the meeting.

VIII. BOARD COMMITTEE REPORTS

Curriculum & Instruction Committee: Discussed field trips, programs, scheduling, sports, AP program from Voorhees HS.

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Policy & Legislation Committee: Discussed policies up for first reading on the agenda.

Finance, Facilities, & Transportation Committee: Discussed a roof repair project, audit results, grants, sports, and a sub rate increase.

Personnel Committee: Discussed new hire, resignation, and club stipend positions.

Negotiations Committee: Did not meet.

Long Range Planning, Shared Services: Did not meet.

IX. 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 two addendum items that will be added to curriculum and instruction.

Motion made by Mr. Keiser and seconded by Mr. Reaves approve adding the addendum motion to the 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. Kipp-Newbold commented on the audit motion noting the lack of audit recommendations and thanked Ms. Zarra for her work throughout the year.
- Discussion about the 8th grade trip for future years was discussed by the Board.

Motion made by Mr. Keiser and seconded by Mr. Reaves to approve the consent agenda including the addendum motions.

Motion approved on unanimous roll call vote.

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

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Finance:

1. Motion to approve the bill list dated February 15, 2023, in the amount of \$252,944.45.
2. Motion to approve and file the Treasurer’s and Board Secretary report for January 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 for the Califon Board of Education to accept the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2022. The audit synopsis is to be made part of the official minutes. The complete Comprehensive Annual Financial Report and Management Report is on file in the office of the Secretary.
4. Motion for the Califon Board of Education to accept the following Audit Recommendations and Corrective Action Plan for the fiscal year ending June 30, 2022. The Auditor’s Report on Administrative Findings: Financial, Compliance and Performance with no recommendations is on file in the office of the Secretary.
 1. Administrative Practices & Procedures None
 2. Financial Planning, Accounting & Reporting None
 3. School Purchasing Programs None
 4. School Food Service None
 5. Student Body Activities None
 6. Application for State School Aid None
 7. Pupil Transportation None
 8. Facilities and capital assets None
 9. Miscellaneous None
 10. Follow-up on prior year findings

A review was performed on the prior year recommendations.
There were no prior year recommendations.

5. Motion to increase the substitute teacher rate from \$95 per diem to \$100 per diem effective January 1, 2023 to be in compliance with minimum wage law P.L. 2019, c.32.

Facilities:

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

Date of Drill	Type of Drill
February 10, 2023	Fire

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

Sponsor of Event	Dates	Event
Califon PTA	4/20/2023	Meeting
Califon PTA	5/12/2023	Ice Cream Social
Califon PTA	6/9 or 6/12 2023	Field Day
Califon Girls & Boys Basketball	2/13 or 2/27/23	Basketball Banquet

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

Transportation:

Personnel:

1. Motion to accept the resignation of Noreen Liegner, Instructional aide, effective February 3, 2023.
2. Motion to approve Katherine Pomeisl as an Instructional Aide at a salary of \$20,500 prorated to start date for the 2022-2023 school year, start date to be determined pending criminal history background check.
3. Motion to approve the following stipend positions or the 2022-2023 school year.

Position Club/Activity	Compensation
Drama Club Advisor	\$1000.00
Drama Performance Chaperone 4 required	\$40.00 per chaperone

Curriculum and Instruction:

1. Motion to accept the Health Report for January 2023.
2. Motion to approve the Student Safety Data System Report Period 1.
3. Motion to approve the following field trip:

Destination	Cost	Class/Club/Activity
Gateway National Recreation Area	\$935 Transportation cost to district \$12 Program cost per student	Grades 3-5
Washington DC Trip	Fundraising/PTA/District \$2,000	Grade 8

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4. Motion to approve a Service Learning field trip for Grade 8 students to Pets, Pets, Pets in Califon NJ.
5. Motion to approve the following programs for grades K-3

Organization	Program	Cost to District
Hunterdon County Parks & Rec	Water Issues	\$55.00
Hunterdon County Parks & Rec	Plant Study	\$55.00
Hunterdon County Parks & Rec	Recycle	\$55.00
Hunterdon County Parks & Rec	Skulls	\$55.00
Hunterdon County Parks & Rec	Beavers	\$55.00

Policy:

1. Motion to approve Califon Public School District first reading for the following policies and regulations.

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)

2. Motion to approve Califon Public School District second reading for the following policies:

P 0161 Call, Adjournment, Cancellation (Revised)
 P 0162 Notice of Board Meetings (Revised)
 P & R 2423 Bilingual and ESL Education (M) (Revised)
 P & R 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)

X. OLD BUSINESS

None.

XI. NEW BUSINESS

None.

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

- Cathy Smith asked whether the roof project required additional funding
 - Ms. Zarra responded that no additional funding was required for the project.
- Cathy Smith inquired about the Service Project.
 - Dr. Cone explained the Animal Shelter Service Project.

XIII. BOARD COMMENT

None.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

Motion made by Mr. Keiser, seconded by Mr. Reaves to adjourn the meeting at 7:36 pm.

Motion approved on a unanimous all call vote.

Respectfully submitted



Cheryl Zarra
Board Secretary

CALIFON BOROUGH SCHOOL DISTRICT

County of Hunterdon

Synopsis of Audit

For the Year Ended
June 30, 2022

CALIFON BOROUGH SCHOOL DISTRICT

Exhibit B-1

BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2022

	GENERAL FUND	SPECIAL REVENUE FUND	DEBT SERVICE FUND	TOTAL GOVERNMENTAL FUNDS
ASSETS				
Cash and Cash Equivalents	\$ 1,258,703	\$ 98,280	\$ 1	\$ 1,356,984
Receivables from Other Governments	870	288,635		289,505
Other Receivables	1,175			1,175
TOTAL ASSETS	\$ 1,260,748	\$ 386,915	\$ 1	\$ 1,647,664
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts Payable	\$ 14,206			\$ 14,206
Payroll Liabilities	4,422			4,422
Unemployment Compensation Claims Payable	10,997			10,997
Deferred Revenue	-	\$ 292,289		292,289
Total Liabilities	29,625	292,289	-	321,914
Fund Balances:				
Restricted for:				
Capital Reserve Account	205,586			205,586
Maintenance Reserve Account	121,287			121,287
Emergency Reserve Account	200,000			200,000
Excess Surplus	184,958			184,958
Excess Surplus-Designated for Subsequent Year's Expend.	247,239			247,239
Unemployment Compensation	7,968			7,968
Student Activities		16,767		16,767
Scholarships		77,859		77,859
Assigned to:				
Year-End Encumbrances	33,076			33,076
Debt Service Fund			\$ 1	1
Unassigned:				
General Fund	231,009			231,009
Total Fund Balances	1,231,123	94,626	1	1,325,750
TOTAL LIABILITIES AND FUND BALANCE	\$ 1,260,748	\$ 386,915	\$ 1	\$ 1,647,664

Amounts reported for *governmental activities* in the statement of net position (A-1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. The cost of the assets is \$2,674,494 and the accumulated depreciation is \$1,572,636. \$ 1,101,858

Deferred Outflows related to pension contributions subsequent to the Net Pension Liability measurement date and other deferred items are not current financial resources and therefore are not reported in the fund statements. (See Note 6) 56,003

Deferred Inflows related to pension actuarial gains from experience and differences in actual return and assumed returns and other deferred items are not reported as liabilities in the fund statements. (See Note 6) (199,806)

Long-term liabilities, including Net Pension Liability, are not due and payable in the current period and therefore are not reported as liabilities in the funds (see Note 6) (213,266)

Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds (see Note 5) (88,275)

Net Position of governmental activities \$ 1,982,264

The accompanying Notes to Basic Financial Statements are an integral part of this statement.

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
 FOR THE YEAR ENDED JUNE 30, 2022

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
REVENUES				
Local sources:				
Local Tax Levy	\$ 2,388,108		\$ 129,115	\$ 2,517,223
Tuition	109,600			109,600
Miscellaneous	23,216	\$ 8,043		31,259
Total - Local Sources	2,520,924	8,043	129,115	2,658,082
State Sources	812,255	1,480	44,498	858,233
Federal Sources		91,475		91,475
Total Revenues	3,333,179	100,998	173,613	3,607,790
EXPENDITURES				
Current:				
Regular Instruction	1,246,513	24,857		1,271,370
Special Education Instruction	267,478			267,478
Other Special Instruction	39,635			39,635
Support services and undistributed costs:				
Tuition	249			249
Student and Instruction Related Services	304,225	72,761		376,986
School Administrative Services	35,287			35,287
Other Administrative Services	108,403			108,403
Plant Operations and Maintenance	234,504			234,504
Pupil Transportation	46,359			46,359
Unallocated Benefits	608,624			608,624
Transfer to Charter School	2,784			2,784
Debt Service:				
Principal			170,000	170,000
Interest and Other Charges			3,613	3,613
Capital Outlay	52,147			52,147
Total Expenditures	2,946,208	97,618	173,613	3,217,439
Excess (Deficiency) of Revenues Over Expenditures	386,971	3,380		390,351
Net Change in Fund Balances	386,971	3,380		390,351
Fund Balance—July 1	844,152	91,246	1	935,399
Prior Period Adjustment	-	-		-
Fund Balance—July 1 (Restated)	844,152	91,246	1	935,399
Fund Balance—June 30	\$ 1,231,123	\$ 94,626	\$ 1	\$ 1,325,750

The accompanying Notes to Basic Financial Statements are an integral part of this statement.

CALIFON BOROUGH SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations. There were no prior year recommendations.