

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
September 3, 2025
7:00 p.m.**

***I. CALL TO ORDER – OPENING STATEMENT**

This meeting is called to order at 7:02 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 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. ROLL CALL**

Mr. Christopher Keiser - President	Present
Mr. Michael Reaves - Vice President	Present
Dr. Rebecca Kipp-Newbold	Present
Ms. Rita Lemley	Absent
Mr. Netz Sacro	Arrived at 7:16 p.m.

Also present:

Dr. Michele Cone, Superintendent	Present
Mr. Matthew Herzer, Board Secretary	Present

***IV. PUBLIC COMMENT (resolutions only; time limits: 3 min. /person)**

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 Mr. Keiser and seconded by Mr. Reaves to approve the June 18, 2025 regular and executive session minutes.

***VI. WRITTEN COMMUNICATIONS**

Email communications from Mr. Folsom and Ms. DeCoster regarding enrollment and budgetary questions.

***VII. CHIEF SCHOOL ADMINISTRATOR'S REPORT**

- Enrollment = 84
- HIB (June 2025) = 0
- Suspension (from June 2025) = 0
- Updates
 - Summer building projects
 - Aqua water line replacement
 - Scheduling and planning for the academic year
- NJSLA Testing Window Dates: April 27-May 22
- NJSLA Field Test Window: October 27-November 14
- Back-to-School Nights-September 9 & 16
- Unannounced paving project on School Street Extension

***VIII. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: The committee discussed State mandated reports, dismissal plan and field trips.

Policy & Legislation Committee: The committee discussed new mandated policies regarding fiscal responsibility and student focused policies.

Finance, Facilities, & Transportation Committee: The committee met on paper and discussed annual contract renewals, transportation and building use applications.

Personnel Committee: The committee discussed approval of new hires.

Negotiations Committee: None.

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***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.

Motion made by Mr. Keiser and seconded by Mr. Reaves to discuss the Consent Agenda.

Motion approved on unanimous roll call vote.

Motion made by Mr. Reaves and seconded by Dr. Kipp-Newbold to approve the Consent Agenda.

Motion approved on unanimous roll call vote.

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

Finance:

1. Motion to approve the bills list dated 6/30/2025 in the amount of \$127,255.88 and the bills list dated 7/01/2025 through 8/27/2025 in the amount of \$378,610.28.
2. Motion to accept, certify and file the Treasurer's and Board Secretary report for June 2025 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 June 2025.
4. Motion to approve Matthew Herzer as a Qualified Purchasing Agent (QPA):

WHEREAS, the Procurement Law N.J.S.A. 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS, the Procurement Law N.J.S.A. 18A:18A-3(b), was signed into law by Governor Chris Christie and became effective on July 1, 2010, and;

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***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 the bid threshold in a contract year, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;*

***WHEREAS**, 18A:18A-3 also authorizes a Board of Education to establish a bid threshold of \$44,000 if they employ a purchasing agent as determined by the Department of Community Affairs, and;*

***WHEREAS**, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% 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 School District Board of Education pursuant to the statutes cited above hereby appoints, Matthew Herzer, Business Administrator & Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the Califon School District, and;*

***BE IT FURTHER RESOLVED**, that Matthew Herzer is hereby authorized to award contracts on behalf of the Califon School District Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations, and;*

***BE IT FURTHER RESOLVED**, that Matthew Herzer 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, and;*

***BE IT FURTHER RESOLVED**, that Matthew Herzer is hereby authorized as a purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to the same which authorizes him to issue contracts **up to \$53 ,000** without soliciting competitive bids.*

5. Motion to approve an Affiliation Agreement with Hunterdon Healthcare for School Based Youth Services for the 2025-2026 school year at no cost to the district.

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6. Motion to approve the application and accept the IDEA Grant award in the following amounts:

Basic: \$33,958
Preschool: \$1,926

7. Motion to approve the application and accept the ESEA Grant award in the following amount:

Title IIA: \$1,735

8. Motion to accept the 2024-2025 unbudgeted Extraordinary Aid in the amount of \$92,720 and to authorize the School Business Administrator to increase the 2025-2026 budget appropriations in the amount of \$92,720 to be used for special education expenditures in accordance with NJAC 6A:23A-13.3
9. Motion to accept the 2024-2025 unbudgeted Nonpublic Transportation Aid in the amount of \$1,868 and to authorize the School Business Administrator to increase the 2025-2026 budget appropriations in the amount of \$1,868 to be used for transportation expenditures in accordance with NJAC 6A:23A-13.3
10. Motion to approve the contract with Lifetouch for student yearbooks for the 2025-2026 school year.
11. Motion to approve Shared Services Agreement with Frenchtown School District for music teacher services for the 25-26 school year.

Transportation:

1. Motion to approve entering into a contract with the Tewksbury Township School Board of Education - 2025-26 Joint Transportation Agreement, to transport school choice students residing in Califon for an annual fee of \$1,177 per student and to transport various field and athletic trips for \$100 per hour.

Facilities:

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

Sponsor of Event	Dates/Times	Event
PTA	Oct 1, Jan 7, April 15	Meetings

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	7:00-8pm	
PTA	Dec 5 3:30-8:00pm (Snow date: Dec 12)	Make It Take It
PTA	Dec 10 8:30-2:30pm (Snow date Dec 17)	Holiday Luncheon

**Based on Custodial availability

Personnel:

1. Motion to approve Lillian Corman as .5 Special Ed/.5 Science teacher for the 2025-2026 school year at Step 3 MA, \$64,460.00.
2. Motion to approve Thais Arizmendi as part time 1:1 Special Education aide for the 2025-2026 school year at \$20.00 per hour/4 hours per day pending criminal history background check
3. Motion to approve Linda Patterson as a Substitute Nurse and Teacher for the 2025-2026 school year.
4. Motion to change the stipend from TREP\$ to Service Learning for the 25-26 school year for 2 staff at \$500.00 each.

Curriculum and Instruction

1. Motion to accept the submission of the Student Safety Data System-Part II for the 24-25 school year.
2. Motion to approve the 2025-2026 Califon School After School Dismissal Plan.
3. Motion to accept the Health Report for June 2025.
4. Motion to adjust previous approved curriculum revision stipend hours for Marie Heyduke from 10 to 20 hours.
5. Motion to approve the collaboration with Bergen County Special Services for McKinney-Vento Education of Homeless Children and Youth Project for the 25-26 school year.
6. Motion to approve all curriculum updates for the 25-26 school year.
7. Motion to approve the following field trips:

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Destination	Cost	Class/Activity
Tranquility Farms	Student Pay- \$15.00 Transportation TBD	K-2
Sitnik Theater - Centenary University	Student Pay- \$15.50 Transportation TBD	K-4

POLICY

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

P 0143	Board Member Election and Appointment (Revised)
P 0173	Duties of Public School Accountant (Revised)
P 0174	Legal Services (M) (Revised)
P 0177	Professional Services (M) (Revised)
P & R 1570	Internal Controls (M) (Revised)
P 1620	Administrative Employment Contracts (M) (Revised)
P 2422	Statutory Curricular Requirements (M) (Revised)
P 5339.01	Student Sun Protection (M) (New)
P 6220	Budget Preparation (M) (Revised)
R 6220	Budget Preparation (Revised)
P & R 6111	Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
P 8601	Student Supervision After School Dismissal

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

3. Motion to abolish Califon School District policies:

P 1648.15 Recordkeeping for Healthcare Settings In School Buildings –Covid-19 (M)

4. Motion for annual reapproval of all existing policies and regulations, that are currently in use and previously approved by the Califon Board of Education.

***X. OLD BUSINESS**

None.

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***XI. NEW BUSINESS**

Dr. Kipp-Newbold announced that she will be parenting at two sessions for the New Jersey School Boards Association convention.

***XII. PUBLIC COMMENT (all school-related topics; 3 min. /person)**

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Kathy Smith asked about what kind of summer work was done.

***XIII. BOARD COMMENT**

None.

***XIV. EXECUTIVE SESSION**

None.

***XV. RECONVENE**

***XVI. ADJOURNMENT**

Motion made by Mr. Keiser and seconded by Mr. Reaves to adjourn the meeting at 7:21 pm.

Motion approved on a unanimous all call vote.

Respectfully submitted,

Matthew Herzer
Board Secretary