

**CALIFON BOARD OF EDUCATION  
PUBLIC HEARING MINUTES**

**April 26, 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. 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 Public Hearing and 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**

All in attendance pledged the flag led by Corrina Reaves.

**\*III. ROLL CALL**

Roll call was taken by Cheryl Zarra as follows:

Mr. Christopher Keiser - President	Absent
Mr. Michael Reaves - Vice President	Present
Dr. 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 (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**

1. Motion by Mr. Reaves and seconded by Ms. Lemley to approve the April 19, 2023 Regular and Executive Session minutes.

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

**\*VI. WRITTEN COMMUNICATIONS**

- Correspondence from Mr. Folsom regarding Califon Fire Company drill observance.

**\*VII. SUPERINTENDENT'S REPORT**

Dr. Cone shared the following:

- Enrollment 87
- Budget Presentation
  - Dr. Cone and Ms. Zarra presented the 2023-2024 Budget
- Mr. Reaves inquired about the budget review during QSAC.
  - Dr. Cone and Ms. Zarra shared the experience of having a more in depth review.

**\*VIII. BOARD COMMITTEE REPORTS**

Personnel Committee: Discussed the new Business Administrator motion on the agenda.

**\*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. Reaves and seconded by Dr. Kipp-Newbold to discuss the Consent Agenda.

Motion approved on unanimous all call vote.

- Dr. Kipp-Newbold commented on the comprehensive budget presentation and welcomed Mr. Herzer to Califon.

Motion made by Mr. Reaves and seconded by Mr. Sacro to approve the consent agenda.

Motion approved on unanimous roll call vote.

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

***Finance:***

1. Motion to adopt the 2023-2024 travel resolution and school district budget as approved by the Hunterdon County Executive Superintendent.

**ADOPTION OF THE 2023-2024 BUDGET  
CALIFON BOARD OF EDUCATION**

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.

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**BE IT RESOLVED** that the Califon Board of Education budget be approved for the 2023-2024 School Year as follows:

	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

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. The tentative budget has been approved by the Hunterdon County Executive Superintendent and advertised in the Hunterdon Democrat on April 20, 2023.

2. Motion to approve the municipal tax payment schedule for the 2023-2024 school year as follows:

Date Due	General Fund Levy	Debt Service Levy	Total Payment Due
August 1, 2023	\$423,861		\$423,861
September 1, 2023	\$423,861		\$423,861
November 1, 2023	\$423,861		\$423,861
February 1, 2024	\$423,861		\$423,861
March 1, 2024	\$423,861		\$423,861
May 1, 2024	\$423,862		\$423,862
<b>Total</b>	<b>\$2,543,167</b>	<b>\$0.00</b>	<b>\$2,543,167</b>

***Transportation:***

***Facilities:***

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***Personnel:***

1. Motion to appoint Matthew Herzer as Business Administrator, June 5, 2023 through June 30, 2023 as approved by the Interim Executive County Superintendent and recommended by the Superintendent.
2. Motion to appoint Matthew Herzer as Board Secretary and Custodian of Records effective June 5, 2023.

***Curriculum and Instruction:***

***Policy:***

**\*X. OLD BUSINESS**

None

**\*XI. NEW BUSINESS**

All members of the Board welcomed Mr. Herzer to Califon.

**\*XII. PUBLIC COMMENT (all school-related topics; 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 inquired about having a grade sent out of district
  - Dr. Cone noted that the grade level has returned to Califon
- Cathy Smith inquired about shared services and Hunterdon County ESC
  - Dr. Cone noted that a contract is in place with specified parameters.

**\*XIII. BOARD COMMENT**

None

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**\*XIV. EXECUTIVE SESSION**

None

**\*XV. ADJOURNMENT**

Motion made by Mr. Reaves, seconded by Ms. Lemley to adjourn the meeting at 7:41 pm.

Motion approved on a unanimous all call vote.

Respectfully submitted



Cheryl Zarra  
Board Secretary