

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES**

**June 15, 2022
7:00 p.m. Library**

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

This meeting was called to order at 7:03 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 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 lead by Liam Newbold

***III. ROLL CALL**

Mr. Christopher Keiser - President	Present
Mr. Michael Reaves - Vice President	Absent
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 (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 Ms. Lemley, seconded by Ms. Kipp-Newbold to approve the May 11, 2022 Regular Session minutes.

Motion approved as follows: Ayes: 3, Nays: 0, Abstain: 1, Absent: 1

***VI. WRITTEN COMMUNICATIONS**

- Mrs. Bolcar - Program availability
- Mr. Folsom - Budget Presentation
- Mrs. Xiros - Follow up

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

Dr. Cone shared the following updates:

- Enrollment 89
- HIB-0
- Dr. Cone delivered a review of the annual self assessment for determining grades for HIB. Califon scored a 72 out of 78. Califon is on target.
- Updates
 - Drama production went well and was highly attended.
 - Field Day was a success. The PTA donated food and the fire department came and provided a "wet down."
 - Band Recital
 - 8th Grade dinner and 5-8 dance at the firehouse on June 17th
 - Student event on June 20th - tuition program
 - Graduation for all - June 21
 - Last day - June 22
- Dr. Cone delivered a presentation of the district goals.

1. Motion to affirm the HIB reports submitted on May 11, 2022.

Motion made by Mr. Keiser, seconded by Ms. Lemley to affirm the HIB reports from May 11, 2022.

Motion approved on a unanimous all call vote.

***VIII. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: Met and discussed district goals and professional development plans, textbooks, curriculum writing and mentoring plan.

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Dr. Cone spoke about updates to the health curriculum.

Policy & Legislation Committee: Met and discussed three new policies (Maintenance, Emergency and Crisis and Cooperating with Law Enforcement).

Finance, Facilities, & Transportation Committee: Discussed contracts, fire security drills and district summer hours.

Personnel Committee: Discussed summer custodians and stipend positions.

Negotiations Committee: Did not meet. There are two motions on the agenda for approval.

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 the addendum motions to be added to the consent agenda.

Motion made by Mr. Keiser, seconded by Ms. Lemley to approve adding the addendum motions to the consent agenda.

Motion approved on unanimous roll call vote.

Motion made by Ms. Lemley, seconded by Mr. Keiser to discuss the Consent Agenda.

Motion approved on a unanimous all call vote.

- Mr. Keiser asked if the Maschio's contract was a renewal
 - Ms. Zarra confirmed.
- Mr. Keiser requested a policy regarding donations to the district.
 - Dr. Cone explained the current process and noted that a formal policy can be created.
- Mr. Keiser noted that Mr. Bell replaced the school flag.
- Ms. Kipp-Newbold mentioned the importance of the emergent hire motion.

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- Mr. Keiser asked if the current tuition population was staying in the district.
 - Ms. Zarra confirmed.

Motion made by Ms. Kipp-Newbold, seconded by Mr. Sacro to approve the consent agenda including the addendum items.

Motion approved on a unanimous all call vote.

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

Finance:

1. Motion to approve the bills list dated May 12, 2022 through June 15, 2022 in the amount of \$328,145.45.
2. Motion to accept, certify and file the Treasurer's and Board Secretary report for May 2022 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 May 2022.
4. Motion to approve the submission of the 2022-2023 IDEA and ESEA grant applications.
5. Motion to establish an Emergency Reserve Account with the following authorized signatures: President, Board Secretary, Treasurer, CSA (3) pursuant to N.J.S.A. 18A:7F-41 effective immediately.
6. **WHEREAS**, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Califon Board of Education wishes to deposit anticipated current year surplus into the following reserve accounts at year end:

Capital Reserve – Not to exceed \$250,000
Maintenance Reserve - Not to exceed \$50,000
Emergency Reserve - Not to exceed \$250,000

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Total reserve deposit not to exceed \$550,000

7. **WHEREAS**, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for school districts which do not have a Qualified Purchasing Agent , from \$29,000 to \$32,000, effective July 1, 2020;

WHEREAS, the Califon Board of Education would like to take advantage of the maximum statutory bid threshold amount of \$32,000 for school districts who do not have a qualified purchasing agent;

NOW, THEREFORE BE IT RESOLVED that the Califon Board of Education, establishes and sets the bid threshold amount of \$32,000 for the Board of Education, and further authorizes Cheryl Zarra to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

8. Motion to approve School Alliance Insurance Fund (SAIF) as the District’s 2022-2023 insurance carrier.
9. Motion to approve the attached list of 2021-2022 contracts to be renewed, awarded, or to expire during the school year - P.L. 2015, c. 47 Pursuant to PL 2015, Chapter 47 the Califon Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education, as attached. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.
10. Motion to approve the following professional service contracts for the 2022-2023 school year.

Architect of Record	SSP Architectural Group	Rates on file in the business office
Auditor	Ardito & Co.	Rates on file in the business office
CST Services	Tewksbury Township BOE	Rates on file in the business office
Health Insurance Broker	Integrity Consulting Group	N/A
Health Insurance Coverage	School Health Insurance Fund	Rates on file in the business office
Instant Alert Telephone Svc.	Intrado Interactive Svcs. Corp.	\$795
Legal Services	Schenck, Price, Smith & King, LLP	Rates on file in the business office
Payroll Processing	R & L Payroll Services, Inc	\$275 per process plus related payroll processing services

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Policy Management	Strauss Esmay	\$4,835
Public School Services	Hunterdon County ESC	As needed - Rates on file in the business office
School Physician	Hunterdon Family Medicine at Hickory Run	\$500
Student Accident/Liability Insurance Broker	Balken Risk Management	N/A
Student Data Mgmt Software	Genesis	\$4,175
Technology Services	Hunterdon County ESC	Rates on file in the business office

11. Motion to accept Preschool/PreK students for the 2022/2023 school year and to approve tuition contracts for the following students:

Student ID#	Contract Amount
670470	\$5,700
670472	\$5,700
670493	\$5,700
670494	\$5,700
670495	\$5,700
670496	\$5,700

12. Motion to accept K-8 tuition students for the 2022/2023 school year and to approve tuition contracts for the following students:

Student ID#	Contract Amount
670457	\$7,500
670458	\$4,200
670459	\$7,000
670460	\$7,500
670461	\$4,500
670462	\$7,000
670468	\$7,000
670469	\$7,000
670478	\$7,000

13. Motion to approve the 2022-2023 milk program price at \$0.30.

14. Motion to approve an agreement with Maschio's Food Services, Inc for the 2022/23 school year.

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15. Motion to approve the submission, by the Superintendent, of the School Security Drill Statement of Assurance for the 2022-2023 school year
16. Motion to approve the donation of a fish tank for the Science Room from the Henderson Family with an approximate value of \$135.00.
17. Motion to approve a shared services agreement with Tewksbury Township School District for Tewksbury to provide a Technology Teacher and a Library/Media Specialist for the 2022 - 2023 school year.

Transportation:

1. Motion to enter into a Joint Transportation Agreement with Tewksbury Township Board of Education to transport 10 students on Tewksbury Township School District Routes at \$10,000 for the 2022-23 school year.

Facilities:

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

Date of Drill	Type of Drill
May 9, 2022	Fire
May 13, 2022	Security
June 10, 2022	Fire

2. Motion to approve the district's summer hours as follows for administration and administrative staff 8:30 am - 1:30 pm, 4 days per week Monday -Thursday, closed Fridays beginning June 27, through August 12, 2021
3. Motion to approve the submission of the application for alternate method of compliance for providing toilet rooms, two (2) applications for the dual use of educational space and three (3) applications for change of use of educational space to the New Jersey Department of Education for the 2022-2023 school year.

Personnel:

1. Motion to approve the Salary Guides and Memorandum of Agreement between the Califon Education Association and the Califon Board of Education as agreed to and signed on March 17, 2021.

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2. Motion to approve the extension of the expired Sidebar Agreement between the Califon Board of Education and the Califon Education Association for the enrollment of non-resident students of currently employed association members at Califon School at no cost for grades K-8 through the 2024-2025 school year.
3. Motion to approve Business Administrator contract effective July 1, 2022 – June 30, 2023 as approved by the Interim Executive County Superintendent.
4. Motion to approve Linda Patterson as Homeless Liaison for the 2022-23 school year - no compensation.
5. Motion to approve Linda Patterson as Affirmative Action Officer for the 2022-2023 school year - no compensation.
6. Motion to approve the following stipend positions and rates for the 2022-2023 school year:

Position	Stipend
Webmaster	\$2,000
Media Coordinator (2)	\$500 each
HIB Specialist	\$1000
8th Grade Advisor (2)	\$500 each

7. Motion to approve the following for the 2022-2023 school year:

Name	Position	Hrs/Days	Rate
Tristan Downey	Summer Custodian	5 hrs/day M-Th July 5 – August 19	\$15/hr
Larry Beam	Emergency On Call Substitute Custodian	Minimum 2 hrs for all emergency calls	\$16.50/hr
Tristan Downey	Emergency On Call Substitute Custodian	Minimum 2 hrs for all emergency calls	\$16.50/hr

8. Motion to allow the Chief School Administrator to carry over an additional eight (8) additional unused vacation days into the 2022-2023 school year.
9. Motion to authorize the Chief School Administrator to make emergent hires in order to address any unfilled positions that may occur between today and the date of the next Board meeting. Any such emergent hires are subject to approval by the Board at its next regularly scheduled meeting.

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10. Motion to accept the resignation of Mallory Bartow, Instructional Aide, for the effective June 30, 2022.
11. Motion to approve stipend payment of \$40.00 each of the following staff for chaperoning the 2021-2022 drama production.

MaryJane Medea	Tracy Denkovic	Kelly Baker	Lori Montesion
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Curriculum and Instruction

1. Motion to accept the Health Report for April and May 2022.
2. Motion to approve the Califon Public School District Professional Development Plan the 2022- 2023 school year.
3. Motion to approve the members of the Califon ScIP Committee - no compensation:

Faculty
Peggy Ippolito
Mary Jane Medea
Amanda Swimmer
Alison DeMarco

4. Motion to approve the Califon School Response to Intervention Committee- no compensation:

Faculty
Bryce Blondina
Alison DeMarco
Tracey O'Brien
Linda Patterson

5. Motion to approve Peggy Ippolito for curriculum revision for the 2021-2022 school year @ \$40/hr for 10 hours for visual arts.

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6. Motion to approve the following staff members for curriculum revision for the 2022-2023 school year @ \$40/hr for 10 hours per subject.

Name	Compensation
Kelly Mitzak	\$40. per hour for 10 hours per teacher
Marie Heyduke	\$40. per hour for 10 hours per teacher (x 4 subject areas)
Tracy O'Brien	\$40. per hour for 10 hours per teacher
Mike Bruton	\$40. per hour for 10 hours per teacher
Alison DeMarco	\$40. per hour for 10 hours per teacher
Bryce Blondina	\$40. per hour for 10 hours per teacher (x 2 subject areas)

7. Internet Protection Act

Motion to state that the Califon School District is in compliance with the Internet Protection Act and that a filtering device is in place on all district computers with internet connections.

8. Motion to approve Califon Fire Company Fire Truck ride for Kindergarten class.
9. Motion to approve the Califon Public School District curricula and textbooks for the 2022-2023 school year.
10. Motion to approve the Califon Public School District Mentor Plan for the 2022-2023 school year.
11. Motion to approve the Charlotte Danielson Observation Rubric (2013) for the 2022-2023 school year.
12. Motion to approve two ESY 2022/2023 Special Education Tuition Contract Agreements with The Tewksbury Township Board of Education in the amount of \$5,1943.98 with related transportation costs in the amount of \$313.50.

POLICY

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

P&R 7410 Maintenance and Repair (M) (Revised)

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P8420 Emergency and Crisis Situations (M) (Revised)
P&R 9320 Cooperation with Law Enforcement Agencies (M) (Revised)

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

1648.15 Recordkeeping for Healthcare Settings in School Buildings –COVID-19
(M), (New)
2417 Student Intervention and Referral Services (M) (Revised)
3161 Examination for Cause (Revised)
4161 Examination for Cause (Revised)
5512 Harassment, Intimidation, and Bullying (M) (Revised)

***X. OLD BUSINESS**

None

***XI. NEW BUSINESS**

1. Motion made by Mrs. Kipp-Newbold, seconded by Mr. Keiser to approve the appointments for the 2022-23 school year as listed:

A. Public Agency Compliance Officer	Business Administrator
B. Architect of Record	SSP Architectural Group
C. Attorney of Record	Schenck, Price, Smith & King LLP
D. Insurance Agent of Record	Balken Risk Management
E. Affirmative Action Officer	School Nurse
F. Attendance Officer	Chief School Administrator
G. 504 Coordinator	School Nurse
H. Auditor	Ardito & Co
I. RTK Contact Person	Head Custodian
J. AHERA Representative	Head Custodian
K. Air Quality Control Officer	Head Custodian
L. Medical/School Physician	Hickory Run Family Practice
M. Anti Bullying Specialist	School Nurse
N. District Bullying Coordinator:	Chief School Administrator
O. Custodian of School Records	Business Administrator
P. Board Secretary	Business Administrator

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***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 - Asked how many students were graduating and how many incoming Kindergarteners we have.
 - Dr. Cone noted six were graduating and three were entering Kindergarten but summer registrations typically yield additional students.
- Cathay Smith asked about community engagement for non-parents in the community.
 - Dr. Cone mentioned opportunities such as career day can be extended to non-parents
 - Mr. Keiser noted that COVID played a part in the issue but the future offers opportunities.

***XIII. BOARD COMMENT**

All questions were answered during the public comment.

***XIV. 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

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

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- 7. Pending/Anticipated litigation/Contract negotiation
- 8. Terms and conditions of employment
- 9. Deliberations involving imposition of specific civil penalty

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 7:46 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.

Motion made by Mr. Keiser, seconded by Mr. Sacro to adjourn to executive session.

Motion approved on a unanimous all call vote.

***XV. RECONVENE**

Motion made by Mr. Keiser, seconded by Mrs. Lemley to end the executive session at 8:00 pm and reconvene the public session with full board consent via all call vote.

***XVI. ADJOURNMENT**

Motion made by Mrs.Kipp-Newbold, seconded by Mr. Keiser to adjourn the meeting at 8:00 pm with full board consent via all call vote.

Respectfully submitted



Cheryl Zarra
Board Secretary

