

**CALIFON BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
October 20, 2021  
7:00 p.m. Library**

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

This meeting is called to order at 7:02 p.m. by gavel from Corrina Reaves 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 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 who were in attendance pledged the flag.

**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**

AT THIS TIME, COMMENT IS INVITED ON RESOLUTIONS ON TONIGHT’S AGENDA ONLY. 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.

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**V. APPROVAL OF MINUTES**

Ms. Kipp-Newbold noted that she was present at the September 15, 2021 meeting. Ms. Zarra noted that the minutes will be updated to reflect her presence.

1. Motion by Mr. Reaves and Seconded by Ms. Lemley to approve the September 15, 2021 Regular Session Minutes.

Motion approved on unanimous roll call vote.

**VI. WRITTEN COMMUNICATIONS**

None

**VII. SUPERINTENDENT'S REPORT**

Dr. Cone shared the following:

- Enrollment - 84
- HIB - 0
- HIB Assessment Grades was moved to the November Board Meeting.
- Updated *Emergency Remote Instruction Plan*
- Week of Respect October: 4-8, 2021
  - Activities were scheduled including a pep rally and volleyball game with staff/students
  - Lessons with character education
  - 8th Grade viewed a Will Smith video about failing. Well received.
- School Violence Awareness Week: October 18-22, 2021
- Fire Safety - The Califon Fire Department will visit on October 22, 2021
- Parent-Teacher Conferences- will be November 1-3, 2021 in Virtual Format

**VIII. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: Met and discussed Start Strong Fall Assessment, the Emergency Remote Instruction Plan, the Trex recycle program and Nursing Services Plan.

Policy & Legislation Committee: Met and discussed the mandated policies on the agenda.

Finance, Facilities, & Transportation Committee: Had a meeting on paper and discussed items on the agenda including consultants and the CMP and M-1.

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Personnel Committee: Met and discussed new hires and stipend positions.

Negotiations Committee: Off to a start with a Kick off in November.

Long Range Planning, Shared Services: N/A

**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.

No discussion took place.

Motion made by Mr. Reaves and Seconded by Ms. 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 bills list dated September 16, 2021 to October 20, 2021 in the amount of \$282,059.87
2. Motion to approve and file the Treasurer's and Board Secretary report for September 2021 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 Budget Calendar for developing the 2022-2023 Budget.

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4. Motion to approve a contract with Centenary University to serve as a consultant for the Media Specialist position the 2021-2022 school year.
5. Motion to approve a contract with Katrina Moore to serve as a Spanish Instruction consultant during the 2021-2022 school year at \$50.00/hour for 3 hours per week.
6. Motion to approve a contract with Lifetouch for photo services for the 2021-2022 and the 2022 -2023 school years.
7. Motion to approve a contract with Lifetouch for yearbook services for the 2021-2022 school year.
8. Motion to approve continued participation in the following cooperative purchasing agencies for the 2021-22 school year:
  - Educational Services Commission of New Jersey
  - Hunterdon County ESC
9. Motion to approve a withdrawal of funds in the amount of \$33,310 from Maintenance Reserve for the repair of the school's Weil-McLain 788 boiler.

**Facilities:**

1. Motion to approve the Comprehensive Maintenance Plan and M-1 for the 2022-2023 school year.
2. Motion to approve documentation of mandated Security/Fire/Emergency and Evacuation Drills

<b>Date of Drill</b>	<b>Type of Drill</b>
September 13, 2021	Fire
September 15, 2021	Security Drill

**Transportation**

None

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**Personnel:**

1. Motion to approve Lawrence Beam during the 2021-2022 school year as a 12-month part time Evening Custodian for 4 hours per day/ 20 hours per week at a rate of \$16.00 per hour to begin October 15, 2021.
2. Motion to approve the following substitutes pending criminal history background check for the 2021-2022 School Year:
  - Judith Salisbury
  - Maria Buniva
3. Motion to approve the following stipend position for the 2021-2022 school year:

Stipend Position	Stipend amount
Califon Kids Care Club Coordinator (2 staff members required)	\$375.00 each *
Boys Basketball Coach	\$2,300.00 *
Girls Basketball Coach	\$2,300.00 *

\* stipend will be prorated in the event of sports cancelation due to COVID related matters

**Curriculum and Instruction**

1. Motion to accept the Health Report for September 2021.
2. Motion to approve the NJDOE mandated updated *Emergency Remote Instruction Plan* and submission of the plan and required assertion to the NJDOE by the deadline of October 29, 2021.
3. Motion to approve the following travel expenditures for staff members or their designated alternate to attend professional development conferences / workshops. This travel is deemed educationally necessary and fiscally prudent. All travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and professional development plans.

Name	Date	Workshop/Conference	Fee/Mileage
Maryjane Medea	10/21/2021	Rutgers Center for Literacy Literacy Development	\$675 + mileage
	11/16/2021		
	12/7/2021		
	1/20/2022		
	2/24/2022		

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4. Motion to approve participation in the Trex Recycling Program as part of community service learning for all grades.
5. Motion to approve the Califon School Nursing Services Plan for the 2021-2022 school year.
6. Motion to approve the Memorandum of Agreement (MOA) for the 2021-2022 between the Califon Board of Education and the Washington Township Police Department.
7. Motion to approve the Califon School Safety and Security Plan for the 2021-22 school year.
8. Motion to approve Professional Development provider, Bobbie Felip, in the amount of \$1500.00 per day to provide staff professional development for Personalized Student Learning during the 2021-2022 school year.
9. Motion to rescind Curriculum and Instruction motion number 7 of the August 12, 2021 agenda as follows:

Staff Member	Course	Tuition Amount
Alison DeMarco	Leadership Skills in Communication- Spring 2022	\$1,905.00

10. Motion to approve the following tuition request:

Staff Member	Course	Tuition Amount
Alison DeMarco	Fieldwork in District Level Leadership - Spring 2022	\$2,190.00
Alison DeMarco	Using Research for School Improvement - Spring 2022	\$2,190.00

11. Motion to approve district level administrative internship experience during 2021-2022 school year for Alison DeMarco in cooperation with Montclair State University with Dr. Michele Cone as her mentor.

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**POLICY :**

1. Motion to approve Califon Public School District first reading for the following policy:
  - P 1648.13 School Employee Vaccination Requirement (M) *New*
  - P 2425 Emergency Virtual or Remote Instruction Program (M) *New*
  
2. Motion to approve Califon Public School District second reading for the following policies:
  - P 2467 Surrogate Parents and Resource Family Parents (M) Revised
  - P 5116 Education of Homeless Children (Revised)
  - P & R 7432 Eye Protection (M) Revised
  - P 8420 Emergency and Crisis Situations (M) Revised
  - P 8420.1 Fire and Fire Drills (M) Revised
  - P 6115.01 Federal Awards/Funds Internal Controls-Allowability of Costs (M)
  - P 6115.02 Federal Awards/Funds Internal Controls-Mandatory Controls (M)
  - P 6115.03 Federal Awards/Funds Internal Controls-Conflict of Interest (M)
  - P 6311 Contracts for Goods or Services Funded by Federal Grants (M) Revised
  - R 1642 Earned Sick Leave Law (M)

**XI. OLD BUSINESS**

None

**XII. NEW BUSINESS**

Ms. Lemley noted that she attended the School Boards Training on Finance and felt prepared. She thanked Ms. Zarra for her explanations on school finance that prepared her.

Mr. Keiser noted that he attended the School Boards Training on Governance which spoke to legalities.

Dr. Cone noted that the November Board meeting date will be changed from November 17 to November 16, 2021 to accommodate Board Member training.

Ms. Zarra noted that a public announcement will be made regarding the meeting date change.

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**XIII. PUBLIC COMMENT**  
**(all school-related topics; time limits: 30 min. total; 3 min. /person)**

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- Corrina Reaves asked if the Christmas/Holiday Lunch would take place this year.
  - Dr. Cone said they are working on it and is hopeful it can happen.
  
- Cathay Smith - asked about the duration of the plastic bag collection drive.
  - Dr. Cone noted that all information regarding the drive will be sent to the Borough Office.
  
- Cathay Smith inquired about our declining enrollment and if School Choice can still happen?
  - Dr. Cone noted that other districts still participate in the program so children can still attend. When a spot opens due to a movement out, it can be filled by someone on a wait list.

**XIV. ADJOURNMENT**

Motion made by Mr. Keiser, seconded by Mr. Reaves to adjourn the meeting at 7:31 pm with full board consent via roll call vote.

Respectfully submitted



Cheryl Zarra  
Board Secretary