

**CALIFON BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
November 16, 2022  
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.

**III. ROLL CALL**

Mr. Christopher Keiser - President	Absent
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 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 and Seconded by Mr. Reaves to approve the following minutes:

- October 19, 2022 Regular Session

Motion approved as follows: Ayes: 2, Nays: 0, Abstain: 1, Absent: 2

**VI. WRITTEN COMMUNICATIONS**

None.

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

- Enrollment: 86
- HIB: 0
- Successful in-person conferences were held November 7-9, 2022
- Members of the Purple Heart Group visited for Veteran's Day
- Thanksgiving Celebration Grades 7, K and PreK
- PTA Holiday Lunch will be held December 16, 2022
- Star Lab Assembly on November 18, 2022 (Grant funded)
- Concert scheduled for December 21, 2022 PreK - 5th Grade and Band
- The school bell has been inspected, serviced and is ringing again.

**VIII. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: Discussed the items on the agenda including Art goes to School, World Language job description, and a pilot program.

Policy & Legislation Committee: Second readings are on the agenda.

Finance, Facilities, & Transportation Committee: Items on the agenda including contracts for snow plowing services, photo services and insurance renewal, drills and use of facilities.

Personnel Committee: Discussed items on the agenda including a resignation and replacement and stipend positions.

Negotiations Committee: Did not meet

Long Range Planning, Shared Services: Did not meet

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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.

Ms. Zarra read a revision to a personnel motion noting a shared stipend position.

Motion made by Mr. Reaves and seconded by Ms. Kipp-Newbold to discuss the Consent Agenda.

Motion approved on unanimous roll call vote.

- Ms. Kipp-Newbold inquired about the facility use and notations.
  - Dr. Cone confirmed that the notations are disclaimers on all facility use motions.
- Mr. Reaves inquired about the Business Official authorized to execute the insurance agreement.
  - Ms. Zarra confirmed that she is the Business Official designated to execute the agreement.

Motion made by Ms. Lemley and seconded by Ms. Kipp-Newbold to approve the Consent Agenda including the revised personnel motion.

Motion approved on unanimous all call vote.

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

**Finance:**

1. Motion to approve the bill list dated November 16, 2022 in the amount of \$243,719.86.
2. Motion to approve and file the Treasurer's and Board Secretary report for October 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 Matarazzo Excavation & Masonry, LLC to provide salting and snow plowing services for the 2022-2023 school year.
4. Motion to approve a contract with Lifetouch for photo services for the 2023-2024 and the 2024 -2025 school years.
5. Motion to approve the following resolution:

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**SCHOOL ALLIANCE INSURANCE FUND  
RESOLUTION FOR RENEWAL OF MEMBERSHIP**

**WHEREAS**, the **Califon Borough Board of Education**, hereafter referred to as **“Educational Facility”** is a member of the School Alliance Insurance Fund, hereinafter referred to as **“Fund”**; and

**WHEREAS**, said renewal membership terminates as of July 1, 2022 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

**WHEREAS**, the **Educational Facility** is afforded the following types of coverages:

- Workers’ Compensation
- Supplemental Indemnity - Workers’ Compensation
- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)

**WHEREAS**, the **Educational Facility** desires to renew said membership;

Now **THEREFORE, BE IT RESOLVED** as follows:

1. The **Educational Facility** agrees to renew its membership in the **Fund** for a period of three years beginning July 1, 2022, and ending July 1, 2025 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.
2. The **Educational Facility’s** Business Official, Cheryl Zarra, is hereby appointed as the **Educational Facility’s** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement annexed hereto and made a part hereof and to deliver same to the **Fund**, thereby evidencing the **Educational Facility’s** renewal of its membership.

6. Motion to approve the following agreement:

**SCHOOL ALLIANCE INSURANCE FUND  
INDEMNITY AND TRUST RENEWAL AGREEMENT**

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**THIS AGREEMENT**, made this 16<sup>th</sup> day of November, 2022, in the County of Hunterdon, State of New Jersey, by and between the School Alliance Insurance Fund, hereinafter referred to as “**Fund**”, and the Governing Body of the **Califon Borough Board of Education**, hereinafter referred to as “**Educational Facility**”;

**WHEREAS**, the **Fund** seeks to provide its members with insurance coverage;

**WHEREAS**, two or more educational facilities have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 *et. seq.* and the regulations promulgated pursuant thereto; and

**WHEREAS**, the **Educational Facility** is currently a member of said **Fund**; and

**WHEREAS**, the **Educational Facility** has resolved to renew said membership;

Now, **THEREFORE**, it is agreed as follows:

1. The **Educational Facility** hereby renews its membership in the **Fund** for a three (3) year period, beginning July 1, 2022, and ending July 1, 2025 at 12:01 a.m. eastern standard time.
2. The **Educational Facility** agrees to participate in the **Fund** with respect to the types of insurance stated in the Renewal of Membership Resolution.
3. The **Educational Facility** hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the **Fund** and as from time to time amended by the **Fund** and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
4. The **Educational Facility** agrees to be a participating member of the **Fund** for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
5. In consideration of renewal of membership in the **Fund**, the **Educational Facility** agrees that for those types of insurance in which it participates, the **Educational Facility** shall jointly and severally assume and discharge the liability of each and every member of the **Fund** all of whom, as a condition of membership in the **Fund**, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the **Educational Facility** is pledged to the punctual payment of any sums which shall become due to the **Fund** in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.
6. If the **Fund**, in the enforcement of any part of this Agreement, shall incur

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necessary expense or become obligated to pay attorney’s fees and/or court costs, the **Educational** Facility agrees to reimburse the **Fund** for all such reasonable expenses, fees and costs on demand.

7. The **Educational** Facility and the **Fund** agree that the **Fund** shall hold all monies paid by the **Educational** Facility to the **Fund** as fiduciaries for the benefit of **Fund** claimants all in accordance with applicable statutes and/or regulations.
8. The **Fund** shall establish and maintain Trust Accounts in accordance with N.J.S.A. I 8A:1 8B-1 *et. seq.* and such other statutes and regulations as may be applicable.
9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

**Facilities:**

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

Date of Drill	Type of Drill
October 21	Security
October 26	Fire
October 28	Annual Bus Evacuation

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

Sponsor of Event	Dates	Event
Califon PTA	12/16/22	Holiday Lunch

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

**Transportation:**

**Personnel:**

1. Motion to accept the resignation of Amira Hernandez, Instructional aide, effective December 16, 2022.
2. Motion to approve Noreen Liegner as an Instructional Aide at a salary of \$20,500

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prorated to start date for the 2022-2023 school year, start date to be determined pending criminal history background check.

- Motion to approve the following staff to stipend positions for the 2022-2023 school year:

Name	Position Club/Activity	Compensation
Michael Bruton	Boys Basketball Coach (shared)	\$1,150.00 *
Tristan Downey	Boys Basketball Coach (shared)	\$1,150.00*
Alison DeMarco	Girls Basketball Coach	\$2,300.00 *

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

**Curriculum and Instruction:**

- Motion to accept the Health Report for October 2022.
- Motion to approve *Art Goes to School* program from the Hunterdon County Cultural Heritage Commission at no cost to the district.
- Motion to approve an application to the NJDOE for the *Limited Certificate of Eligibility and Certificate of Eligibility with Advanced Standing Five-Year Pilot Program*.
- Motion to approve the World Language Teacher job description.

**Policy:**

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

P 0163	Quorum (Revised)
P 1511	Board of Education Website Accessibility (M) (Revised)
P 2415	Every Student Succeeds Act (M) (Revised)
P 3270	Professional Responsibilities (Revised)
R 3270	Lesson Plans and Plan Books (Revised)
P&R 5513	Care of School Property (M) (Revised)
P 5722	Student Journalism (M) (New)

**X. OLD BUSINESS**

None.

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**XI. NEW BUSINESS**

None.

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

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- Cathy Smith - inquired about the change in enrollment.
  - Dr. Cone noted that Califon had one student move out and one student move into the district.
- Cathy Smith noted that she looked at other school websites for state test scores but did not find them posted like Califon.
  - Dr. Cone said that they should be posted and suggested she look at the Curriculum page.

**XIII. BOARD COMMENT**

- Ms. Lemley commented on the gym floor finish.
  - Dr. Cone noted the comment and will look into the cleaners used.

**XIV. EXECUTIVE SESSION**


None.

**XV. ADJOURNMENT**

Motion made by Ms. Kipp-Newbold, seconded by Mr. Reaves to adjourn the meeting at 7:18 pm.

Motion approved on a unanimous all call vote.

Respectfully submitted



Cheryl Zarra  
Board Secretary