

**REORGANIZATION MEETING  
MINUTES**

**January 7, 2026  
7:00 p.m. Library**

The Board Secretary will serve as presiding officer pro tempore until such time as the new Board President has been elected and shall turn the conduct of the meeting over to the President immediately upon his/her election.

**I. CALL TO ORDER – OPENING STATEMENT BY THE BOARD SECRETARY**

This meeting is called to order at 7:00 p.m. with the following opening statement read by Mr. Herzer:

“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 Reorganization 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. ANNUAL SCHOOL ELECTION RESULTS AND OATH OF OFFICE**

1. The Board Secretary will present the results of the Annual School Election held on November 4, 2025

Membership on the Board of Education - One (1) Three-Year Term seats.

	Votes
Rebecca Kipp-Newbold	323

2. The Board Secretary administered the Oath of Office to the Dr. Kipp-Newbold.

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**IV. ROLL CALL**

Mr. Christopher Keiser - President	Present
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
Mr. Matthew Herzer, Board Secretary	Present

**V. ELECTION OF OFFICERS**

**A. Election of President**

Matthew Herzer, Board Secretary, calls for nominations for the office of President of the Board of Education.

1. Nomination of: Mr. Keiser  
Nomination by: Dr. Kipp-Newbold  
Seconded by: Mr. Reaves
2. Nomination of: \_\_\_\_\_  
Nomination by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

**B. Roll call vote for each nomination for the office of President:**

Nomination	Ayes	Nays	Abstentions
Mr. Keiser	5	0	0

**C. Election of Vice President: (18A: 15-1)**

The President calls for nominations for the office of Vice President of the Board of Education.

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1. Nomination of: Mr. Reaves  
Nomination by: Mr. Keiser  
Seconded by: Ms. Lemley

2. Nomination of: \_\_\_\_\_  
Nomination by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

- D. Roll call vote for each nomination for the office of Vice President:

Nomination	Ayes	Nays	Abstentions
Mr. Reaves	5	0	0

#### **VI. PUBLIC COMMENT (Reorganization Agenda Items Only)**

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.

#### **VII. STANDING COMMITTEE CHAIRS & MEMBERS**

- A. Appointment of standing committee members by the Board President  
(first member listed is chair):

Curriculum & Instruction	Ms. Lemley & Dr. Kipp-Newbold
Policy & Legislation	Dr. Kipp-Newbold & Mr. Sacro
Finance, Facilities & Transportation	Mr. Keiser & Mr. Sacro
Personnel	Ms. Lemley & Mr. Reaves
Negotiations	Mr. Reaves & Ms. Lemley

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B. Appointment of delegates/representatives by the Board President:

Hunterdon County ESC	Dr. Kipp-Newbold, Mr. Keiser as alternate
Hunterdon/Warren SBA	Dr. Kipp-Newbold, Ms. Lemley as alternate
N.J.S.B.A. Delegate	Dr. Kipp-Newbold, Mr. Sacro as alternate

## VIII. ACKNOWLEDGE RECEIPT AND REVIEW OF CODE OF ETHICS

1. Reading of the School Board Code of Ethics by the Board Secretary

Pursuant to N.J.S.A. 12-21 et seq., the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

## IX. BOARD OF EDUCATION MEETING CALENDAR

1. Motion to approve the Board of Education meeting calendar for the 2026-2027 school year. All meetings will be held at 7:00 pm on the third Wednesday of the month unless otherwise noted on the BOE page of the School website. The meetings will be held in the school library.

January 21, 2026	July 15, 2026
February 18, 2026	August 12, 2026
March 11, 2026	September 16, 2026
April 15, 2026	October 21, 2026
April 29, 2026 - Public Hearing *	November 18, 2026
May 13, 2026 *	December 16, 2026
June 24, 2026	January 6, 2027 Reorganization Meeting*

Note: Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

## X. DESIGNATIONS

Motion by Mr. Keiser and seconded by Dr. Kipp-Newbold to discuss the following motions/designations for the 2026 calendar year..

Motion by Mr. Kerser and seconded by Mr. Reaves to approve the following motions/designations for the 2026 calendar year.

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1. Motion to approve the following motions/designations for the 2026 calendar year.

A. Official Newspapers:

RESOLVED, that the Califon Board of Education designates the Hunterdon Democrat as the official newspaper and the Hunterdon Review, The Express Times and The Courier News as alternates. Effective March 1, 2026, the board will post legal notices on its website and the website of the Secretary of State as required by the new law.

B. Official Depositories for School Monies:

RESOLVED, that the Califon Board of Education approves the following Peapack-Gladstone Bank as Official Depository of record for the Califon Board of Education accounts with the authorized signatures listed and that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Bank Association.

Peapack-Gladstone Bank Accounts:

General Operating	President, Board Secretary, Treasurer, CSA (3)
Payroll	Board Secretary or Treasurer (1)
Payroll Agency	Board Secretary or Treasurer (1)
Milk Account	Board Secretary (1)
Capital Reserve	President, Board Secretary, Treasurer, CSA (3)
Apgar Trust	President, Board Secretary, Treasurer, CSA (3)
Unemployment	Board Secretary or Treasurer (1)
Student Activities	Board Secretary, Treasurer, President, CSA (2)

C. Re-approve Curricula and Textbooks:

RESOLVED, that the Califon Board of Education re-approves based on the recommendation of the Chief School Administrator, all current written curriculum, including specials i.e. art, music, computers, physical education, etc., for the 2026 calendar year, and additionally approve current textbooks for all students, including mandated programs, specified in code, for the 2026 calendar year, as per N.J.A.C. as required each year. Revisions/Updates to individual curriculum will be presented for approval as they are completed

D. Re-approve Board Policies, By-laws, etc.:

RESOLVED, that the Califon Board of Education re-approves all existing, duly adopted Board Policies, by-laws, job descriptions, rules and regulations and contracts now in force and effect, in accordance with the Policies and Procedures (Governance Manual) of the Califon Board of Education, and includes all revisions and additions, which were subsequently adopted and in

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accordance with New Jersey state rules and regulations.

**E. Appointments/reappointments**

RESOLVED that the Califon Board of Education appoints/reappoints the following to annual appointments:

Architect of Record	SSP Architectural Group
Attorney of Record	Schenck, Price, Smith & King LLP
Insurance Agent of Record	Balken Risk Management
Affirmative Action Officer	Matthew Herzer
Attendance Officer	Dr.Michele Cone
504 Coordinator	Jennifer Sedlacek
Auditor	Ardito & Co
RTK Contact Person	Ed Belenguer
AHERA Representative	Ed Belenguer
Air Quality Control Officer	Ed Belenguer
IPM Coordinator	Ed Belenguer
Medical/School Physician	Hunterdon Family Medicine at Hawk Pointe
Anti Bullying Specialist	Christine Sullivan
District Bullying Coordinator:	Dr.Michele Cone
Custodian of School Records	Matthew Herzer
Board Secretary	Matthew Herzer
Accounting Software	CDK Systems
Payroll Services	R&L Payroll Services, Inc
Safety Specialist	Dr.Michele Cone
Treasurer of School Monies	Paula Hatch
Policy Service Provider	Strauss Esmay
Public Agency Compliance Officer	Matthew Herzer

**F. Uniform Minimum Chart of Accounts**

RESOLVED that the Califon Board of Education approves the New Jersey Uniform Minimum Chart of Accounts.

**G. Tax Shelter Annuity Companies**

RESOLVED that the Califon Board of Education approves the following Tax Shelter Annuity Companies:

American Funds 403 (b)  
AXA Equitable 403 (b)  
Security Benefit 403 (b)

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#### **H. School Funds Investment Officer:**

RESOLVED, that the Califon Board of Education designates the Business Administrator/Board Secretary as the School Funds Investment Officer pursuant to N.J.S.A.17:13B-241.

#### **I. Student Activity Disbursement Agent:**

RESOLVED, that the Califon Board of Education appoints the Business Administrator/Board Secretary as the Student Activity Fund Disbursement Agent.

#### **J. General Fund Account Transfers**

RESOLVED, that the Califon Board of Education authorizes the Chief School Administrator in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between funds within the approved Minimum Chart of Accounts (GAAP), as required by law, prior to placement of orders to maintain accounts in balance at all times. The Board, at a scheduled meeting, will approve the transfers.

#### **K. Parliamentary Procedures**

RESOLVED, that the Califon Board of Education approves Robert's Rules of Order as the authorized parliamentary procedure.

#### **L. Cooperative Bidding**

RESOLVED, that the Califon Board of Education approves cooperative bidding with the Hunterdon County Educational Services Commission and Educational Services Commission of New Jersey.

#### **M. Payment of Bills Between Board Meetings**

RESOLVED, that the Califon Board of Education approves the payment of bills between board meetings on an emergency basis pursuant to N.J.S.A. 18A:19-4.1 provided proper documentation is available and upon review of the Chief School Administrator and Business Administrator. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

#### **O. Approval of Bid/Quote Thresholds for a Qualified Purchasing Agent (QPA)**

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority,

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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 in a contract year the bid threshold (currently \$53,000) may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (currently \$7,950) 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 Board of Education pursuant to the statutes cited above hereby appoints Matthew Herzer, as its duly authorized qualified purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the Califon Public School, and;

BE IT FURTHER RESOLVED, that Matthew Herzer is hereby authorized to award contracts on behalf of the Califon Board of Education that are in the aggregate less than 15% (currently \$7,950) 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.

#### **P. State Contract Resolution**

WHEREAS, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Califon Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Califon Board of Education desires to authorize its purchasing agent throughout the school year to make any and all purchase necessary to meet the needs of the school district throughout the school year,



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NOW THEREFORE BE IT RESOLVED, that the Califon Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors.

#### **Q. Affirmative Action**

RESOLVED, that the Califon Board of Education authorizes the Affirmative Action Officer, in conjunction with the Affirmative Action Team, to conduct a needs assessment and to develop a Comprehensive Equity Plan, to implement the plan over a three-year period and to submit an annual progress report in the Quality Assurance Annual Report.

RESOLVED, that the Califon Board of Education defines the responsibility of the Affirmative Action Officer as to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting their schools and to comply with Federal and State laws, require that the AAO be a certified staff person and to authorize any training as necessary to facilitate the AAO in handling the district's equity responsibilities.

RESOLVED, that the Califon Board of Education authorizes the Affirmative Action Officer to conduct yearly training for all staff.

#### **R. Annual regular business travel limit**

RESOLVED, the Califon Board of Education approves the annual regular business travel limit per employee. Pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b) and board policy, the Board of Education authorizes an annual maximum amount per employee not to exceed state limits for regular business travel only for which prior Board approval is not required.

RESOLVED, that the Califon Board of Education approves mileage reimbursement at the applicable NJ State rate and meal reimbursement not to exceed state levels for all travel for the Chief School Administrator and Business Administrator to attend articulation, roundtable, seminars, (registration fee of \$150.00 or less), county and state meetings..

RESOLVED that the Califon Board of Education approves mileage reimbursement at the applicable NJ State rate and meal reimbursement not to exceed state levels for all travel for staff as directed by the Superintendent / CSA to attend articulations, roundtables, seminars, (registration fee of \$150.00 or less), county and state meetings.

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RESOLVED that the Califon Board of Education approves mileage reimbursement at the applicable NJ State rate and meal reimbursement not to exceed state levels for all travel for Board of Education members to attend board articulations, county, state and NJSBA sponsored meetings (registration fee of \$150.00 or less).

**XI. FACILITIES**

Motion to approve the use of the Califon School Facilities by Mr. Keiser and seconded by Mr. Reaves.

Motion approved on a unanimous all call vote.

<b>Sponsor of Event</b>	<b>Date(s)</b>	<b>Event</b>
Califon PTA	1/28/2026	BBQ Food Truck Fundraiser

\*\*Based on Custodial availability

**XII. PUBLIC COMMENT** (all school-related topics; time limits: 30 min. total; 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.

Ms. Smith asked who can order food from the food truck.

**XIII. BOARD COMMENT**

Dr. Cone responded to Ms. Smith that the PTA will distribute a flyer with a link so the community can order food from the truck and pick it up in the parking lot.

**XIV. EXECUTIVE SESSION**

None.

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**XV. RECONVENE**

**XVI. ADJOURNMENT**

Motion made by Mr. Reaves and seconded by Mr. Sacro to adjourn the meeting at 7:20 pm.

Motion approved on a unanimous all call vote.

Respectfully submitted

Matthew Herzer  
Board Secretary