

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
February 16, 2022
7:00 p.m. Virtual**

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

This meeting was called to order at 7:04 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 who were in attendance pledged the flag.

***III. ROLL CALL**

Mr. Christopher Keiser - President	Absent	
Mr. Michael Reaves - Vice President	Present	Remote
Ms. Rebecca Kipp-Newbold	Present	Remote
Ms. Rita Lemley	Absent	
Mr. Netz Sacro	Present	Remote

Also present

Dr. Michele Cone, Superintendent	Present	Remote
Ms. Cheryl Zarra, Board Secretary	Present	Remote

***IV. PUBLIC COMMENT**

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

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- Mrs. Gill inquired about playground drainage.
 - Mr. Reaves Acknowledged receipt of her information and noted that a response would be forthcoming.

***V. APPROVAL OF MINUTES**

1. Motion by Ms. Kipp-Newbold and seconded by Mr. Reaves to approve the following minutes:

January 19, 2022 Regular Session

Motion approved on unanimous roll call vote.

***VI. WRITTEN COMMUNICATIONS**

- Communication from Mrs. Gill regarding playground drainage was received.

***VII. SUPERINTENDENT'S REPORT**

Dr. Cone shared the following:

- **HIB Report: 0**
- **Enrollment: 87**
- **Updates**
 - Dr. Cone will be attending NJDOE School Safety Trainging in march
 - Basketball Season has ended with a banquet. Dr. Cone thanked the Coaches, Mr. Bruton, Mr. lemley and Mrs. Demarco.
 - 100th Day of School celebrated on February 11th. Many activities including a student/teacher basketball game
 - Valentines Day parties
 - Global School Play day is scheduled for February 22, 2022
 - Virtual Walking School Bus is scheduled for February 24, 2022
 - School Goal Update
 - Community Engagement: Committee of teachers planned activities and reach outs including a recycling program, Hunterdon Review articles and newsletters.
 - Personal Student Instruction: Teachers participated in Professional Development resulting in goal setting. Teacher Collaboration groups meet to formulate action items.
 - Social Emotional Learning: Events are being planned.

***VIII. BOARD COMMITTEE REPORTS**

**CALIFON BOARD OF EDUCATION
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Curriculum & Instruction Committee: Met and discussed the Band trip to the High School.

Policy & Legislation Committee: Met and discussed the Safety Plan, Revised Safe Return Plan and Policies on the agenda.

Finance, Facilities, & Transportation Committee Met and discussed motions on the agenda and budgeted items including lunch tables.

Personnel Committee: Met and discussed the new art teacher hire and substitutes.

Negotiations Committee: Did not meet but moving forward.

Long Range Planning, Shared Services: Met and discussed shared services for CST, Technology, and special area staff.

***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 Ms. Kipp-Newbold to discuss the Consent Agenda.

Motion approved on unanimous roll call vote.

Ms. Kipp-Newbold noted that there were no audit recommendations and thanked Ms. Zarra for her efforts.

Motion made by Mr. Reaves and seconded by Ms. Kipp-newbold to approve the consent agenda.

Motion approved on unanimous roll call vote.

Ms. Kipp-Newbold welcomed Ms. Baker as our new Art Teacher.

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

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Finance:

1. Motion to approve the bills list dated January 20, 2022 through February 16, 2022 in the amount of \$233,195.13.
2. Motion to accept, certify and file the Treasurer’s and Board Secretary report for January 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 January 2022.
4. Motion for the Califon Board of Education to accept the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2021. The audit synopsis is to be made part of the official minutes. The complete Comprehensive Annual Financial Report and Management Report is on file in the office of the Secretary.
5. Motion for the Califon Board of Education to accept the following Audit Recommendations and Corrective Action Plan for the fiscal year ending June 30, 2021. The Auditor’s Report on Administrative Findings: Financial, Compliance and Performance with no recommendations is on file in the office of the Secretary.

1. Administrative Practices & Procedures	None
2. Financial Planning, Accounting & Reporting	None
3. School Purchasing Programs	None
4. School Food Service	None
5. Student Body Activities	None
6. Application for State School Aid	None
7. Pupil Transportation	None
8. Facilities and capital assets	None
9. Miscellaneous	None
10. Follow-up on prior year findings	

A review was performed on the prior year recommendations.
There were no prior year recommendations.

6. Motion to approve the following tuition rates for the 2022-2023 school year:

Preschool/PreK 5 Full Days	\$5,700
Grades K-5	\$7,000
Grades 6-8	\$7,500

**CALIFON BOARD OF EDUCATION
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February 16, 2022
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Transportation:

None

Facilities:

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

Date of Drill	Type of Drill
January 25, 2022	Fire Drill
February 10, 2022	Fire Drill

Personnel:

1. Motion to approve Kelly Baker for the position of part time .40 Art Teacher for the remainder of the 2021-2022 school year beginning on or about March 1, 2022 at Step 1 BA, \$ 21,295.20 pro-rated pending criminal history background check.
2. Motion to approve the following substitutes pending criminal history background check for the 2021-2022 School Year:
 - Doreen Webb
 - Kelly Baker

Curriculum and Instruction:

1. Motion to accept the Health Report for January 2022.
2. Motion to approve the Student Safety Data System Report Period 1.
3. Motion to approve the following field trip.

Destination	Cost	Club/Class/Activity
Voorhees High School	No fee for students, Transportation cost to district \$ 140.10	Band

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Policy:

1. Motion to approve Califon Public School District first reading for the following policies and regulations:
 - P 2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) *Revised*
 - P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) *Revised*
 - P 2622 Student Assessment (M) *Revised*
 - R 2622 Student Assessment (M) (New)
 - P 3233 Political Activities *Revised*
 - P & R 8465 Bias Crimes and Bias-Related Acts (M) *Revised*
 - P 9560 Administration of School Surveys (M) *Revised*

2. Motion to approve Califon Public School District second reading for the following policies and regulations:
 - P1648.14 Safety Plan For Healthcare Settings In School Buildings (M) (New)

3. Motion to approve Califon Public School District revision of the *Safe Return Plan*.

***X. OLD BUSINESS**

None

***XI. NEW BUSINESS**

None

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

AT THIS TIME, COMMENT IS INVITED ON ALL SCHOOL-RELATED TOPICS. 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 commented that the Council directed a school neighbor to the district regarding her concerns. She also inquired about the tuition rates and enrollment.
- Tanya Schineller inquired about the March 7th mask mandate announcement, soccer goal net donation, CSI summer camp and a potential science club.

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REGULAR MEETING MINUTES
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***XIII. BOARD COMMENT**

Regarding Ms. Smith's questions:

- Ms. Zarra noted that the tuition rates for the 22-23 school year have increased.
- Dr. Cone stated that the enrollment increased due to a move into the district.

Regarding Ms. Schineller's questions:

- Dr. Cone noted that a letter would be going out to parents regarding the March 7th mask announcement.
- Ms. Zarra confirmed that donations to the school are accepted and Dr. Cone noted that she would put her in contact with the staff member who can assist. She thanked her for her generosity.
- Dr. Cone said that the CSI camp would be for the summer and run by an outside company but had no further information at this time.
- Dr. Cone requested that Ms. Schineller emails her so she can put her in contact with the proper staff member for a potential horticulture project/club.

***XIV. EXECUTIVE SESSION**

None

***XV. ADJOURNMENT**

Motion made by Mr. Reaves, seconded by Ms. Kipp-Newbold to adjourn the meeting at 7:43 pm with full board consent via roll call vote.

Respectfully submitted



Cheryl Zarra
Board Secretary

CALIFON BOROUGH SCHOOL DISTRICT

County of Hunterdon

Synopsis of Audit

For the Year Ended
June 30, 2021

CALIFON BOROUGH SCHOOL DISTRICT

Exhibit B-1

BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2021

	GENERAL FUND	SPECIAL REVENUE FUND	DEBT SERVICE FUND	TOTAL GOVERNMENTAL FUNDS
ASSETS				
Cash and Cash Equivalents	\$ 904,107	\$ 94,900	\$ 1	\$ 999,008
Receivables from Other Governments	3,486			3,486
Other Receivables	1,175			1,175
TOTAL ASSETS	\$ 908,768	\$ 94,900	\$ 1	\$ 1,003,669
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts Payable	\$ 57,663			\$ 57,663
Payroll Liabilities	6,587			6,587
Interfund Payable	156			156
Deferred Revenue	210	\$ 3,654		3,864
Total Liabilities	64,616	3,654	-	68,270
Fund Balances:				
<u>Restricted for:</u>				
Capital Reserve Account	155,494			155,494
Maintenance Reserve Account	111,375			111,375
Excess Surplus	247,239			247,239
Excess Surplus-Designated for				
Subsequent Year's Expend.	85,322			85,322
Unemployment Compensation	7,968			7,968
Student Activities		13,447		13,447
Scholarships		77,799		77,799
<u>Assigned to:</u>				
Year-End Encumbrances	10,761			10,761
Debt Service Fund			\$ 1	1
<u>Unassigned:</u>				
General Fund	225,993			225,993
Total Fund Balances	844,152	91,246	1	935,399
TOTAL LIABILITIES AND FUND BALANCE	\$ 908,768	\$ 94,900	\$ 1	\$ 1,003,669

Amounts reported for *governmental activities* in the statement of net position (A-1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. The cost of the assets is \$2,655,470 and the accumulated depreciation is \$1,503,340.	\$ 1,152,130
Deferred Outflows related to pension contributions subsequent to the Net Pension Liability measurement date and other deferred items are not current financial resources and therefore are not reported in the fund statements. (See Note 6)	99,341
Deferred Inflows related to pension actuarial gains from experience and differences in actual return and assumed returns and other deferred items are not reported as liabilities in the fund statements. (See Note 6)	(240,148)
Long-term liabilities, including Net Pension Liability, are not due and payable in the current period and therefore are not reported as liabilities in the funds (see Note 6)	(285,124)
Accrued Interest on Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds (see Note 5)	(2,709)
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds (see Note 5)	(253,698)
Net Position of governmental activities	\$ 1,405,191

The accompanying Notes to Basic Financial Statements are an integral part of this statement.

CALIFON BOROUGH SCHOOL DISTRICT

Exhibit B-2

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
 FOR THE YEAR ENDED JUNE 30, 2021

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
REVENUES				
Local sources:				
Local Tax Levy	\$ 2,303,951		\$ 130,569	\$ 2,434,520
Tuition	112,663			112,663
Miscellaneous	6,857	\$ 2,138		8,995
Total - Local Sources	<u>2,423,471</u>	<u>2,138</u>	<u>130,569</u>	<u>2,556,178</u>
State Sources	731,641		44,998	776,639
Federal Sources		60,404		60,404
Total Revenues	<u>3,155,112</u>	<u>62,542</u>	<u>175,567</u>	<u>3,393,221</u>
EXPENDITURES				
Current:				
Regular Instruction	1,270,451	60,797		1,331,248
Special Education Instruction	268,885			268,885
Other Special Instruction	31,480			31,480
Support services and undistributed costs:				
Tuition	31,709			31,709
Student and Instruction Related Services	348,286	5,366		353,652
School Administrative Services	34,868			34,868
Other Administrative Services	106,725			106,725
Plant Operations and Maintenance	245,087			245,087
Pupil Transportation	35,585			35,585
Unallocated Benefits	484,061			484,061
Transfer to Charter School	14,234			14,234
Debt Service:				
Principal			165,000	165,000
Interest and Other Charges			10,566	10,566
Capital Outlay	378			378
Total Expenditures	<u>2,871,749</u>	<u>66,163</u>	<u>175,566</u>	<u>3,113,478</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>283,363</u>	<u>(3,621)</u>	<u>1</u>	<u>279,743</u>
Net Change in Fund Balances	283,363	(3,621)	1	279,743
Fund Balance—July 1	551,474			551,474
Prior Period Adjustment-See Note 19	9,315	94,867		104,182
Fund Balance—July 1 (Restated)	<u>560,789</u>	<u>94,867</u>	<u>-</u>	<u>655,656</u>
Fund Balance—June 30	<u>\$ 844,152</u>	<u>\$ 91,246</u>	<u>\$ 1</u>	<u>\$ 935,399</u>

The accompanying Notes to Basic Financial Statements are an integral part of this statement.

CALIFON BOROUGH SCHOOL DISTRICT
AUDIT RECOMMENDATIONS SUMMARY
FOR THE FISCAL YEAR ENDED JUNE 30, 2021

Recommendations:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

None

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year Audit Findings/Recommendations

A review was performed on the prior year recommendations. There were no prior year recommendations.