

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
June 21, 2023
7:00 p.m. Library**

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

This meeting is called to order at 7:02p.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.

***III. ROLL CALL**

Roll call was taken by Matthew Herzer as follows:

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

Also present:

Dr. Michele Cone, Superintendent	Present
Mr. Matthew Herzer, 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 Mr. Keiser and seconded by Ms. Lemley to approve the May 2, 2023 regular and executive session minutes.

Motion approved on all call vote

***VI. WRITTEN COMMUNICATIONS**

None

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

Dr. Cone presented the following:

- Enrollment 87
- HIB Report: 0 HIB and 0 Suspension
- Updates
 - Busy last week with rescheduled events due to air issues week before:
 - Sandy Hook trip
 - Field Day
 - Concerts
 - Ending with graduations on June 15, 2023 for PK, K and 8th grade
 - Dinner dance
 - Lock In
- Air Filter grant- Califon School received 14 units plus 3 years worth of filters. One in each classroom plus library, art/music. Valued at \$900.00 per unit. Total unit value \$12,600.00 (plus filters valued at \$5600.00. (\$18,200 total) These came in handy during the air quality issues.
- Summer cleaning and administrative duties are underway

***VIII. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: Discussed the district goals

Policy & Legislation Committee: Discussed the second reading of policies being approved and the abolishment of some policies.

Finance, Facilities, & Transportation Committee: Committee met on paper to go over contract renewals.

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Personnel Committee: Discussed the resignation of the Spanish Teacher

Negotiations Committee: N/A

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 all call vote.

Motion made by Mr. Reaves and seconded by Ms. Lemley to approve the consent agenda.

Motion approved on unanimous all call vote.

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

Finance:

1. Motion to approve the bills list dated May 3 through June 21, 2023 in the amount of \$348,711.83
2. Motion to accept, certify and file the Treasurer's and Board Secretary report for April 2023 and May 2023 and note that sufficient funds are available to meet the district's financial obligations 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 April 2023 and May 2023.
4. **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

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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 \$40,000
Emergency Reserve - Not to exceed \$250,000
Total reserve deposit not to exceed \$550,000

5. **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 Matthew Herzer 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.

6. Motion to approve School Alliance Insurance Fund (SAIF) as the District's 2023-2024 insurance carrier.

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of Califon Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.

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- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
 - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
 - a.) A long term philosophy on rates.
 - b.) A willingness to work with bargaining units to achieve plan design changes.
 - c.) Professional management with stability and commitment.
 - d.) Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

7. Motion to approve the attached list of 2022-2023 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.

8. Motion to approve the following professional service contracts for the 2023-2024 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

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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	\$282 per process plus related payroll processing services
Policy Management	Strauss Esmay	\$4,865
Public School Services	Hunterdon County ESC	As needed - Rates on file in the business office
School Physician	Hunterdon Family Medicine at Riverfield	\$500
Student Accident/Liability Insurance Broker	Balken Risk Management	N/A
Student Data Mgmt Software	Genesis	\$4,304
Technology Services	Hunterdon County ESC	Rates on file in the business office

9. Motion to accept Preschool/PreK students for the 2023/2024 school year and to approve tuition contracts for the following students:

Student ID#	Contract Amount
670504	\$5,700
670513	\$5,700
670515	\$5,700
670514	\$5,700
670494	\$5,700
670495	\$5,700
670496	\$5,700

10. Motion to accept K-8 tuition students for the 2023/2024 school year and to approve tuition contracts for the following students:

Student ID#	Contract Amount
670457	\$7,500
670458	\$4,200
670459	\$7,000
670468	\$7,000
670516	\$7,000
670503	\$7,500

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11. Motion to approve the 2023-2024 milk program price at \$0.28.
12. Motion to appoint Matthew Herzer as Fund Commissioner to the School Health Insurance Fund

BE IT RESOLVED by the Califon Board of Education that Matthew Herzer, Business Administrator, is hereby appointed as Fund Commissioner to the School Health Insurance Fund, effective June 1, 2023 to represent the Califon Board of Education.

13. Motion to approve the sick day payout request from Robin Heuneman for 131.5 unused sick days per the Califon 2022-2025 Negotiated Agreement ratified by the Califon Board of Education and the Califon Education Association.
14. Rescind the following motion which was approved at the April 19, 2023 Califon Board of Education meeting:

Motion to approve a shared services agreement with Tewksbury Township School District for Tewksbury to provide a part time Library/Media Specialist for the 2023-2024 school year.

15. Motion to approve the agreement with 4M Consulting, LLC to provide media specialist services for the 2023-2024, not exceed \$2,000.00.
16. Motion to approve two ESY 2022/2023 Special Education Tuition Contract Agreements with The Tewksbury Township Board of Education in the amount of \$4,611.96 with related transportation costs in the amount of \$311.94.
17. Motion to approve an agreement with Maschio's Food Services, Inc for the 2023/24 school year.

Transportation:

1. Motion to approve entering into a contract with the Delaware Valley Regional High School Board of Education - 2023-24 Joint Transportation Agreement, various field and athletic trips, \$285 per hr for the first 3 hours, \$85 per hr each additional hr., billed in ¼ hr increments. Plus tolls and parking. Time to and from bus garage.

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Facilities:

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

Date of Drill	Type of Drill
5.11.23	Security
5.16.23	Fire
6.7.23	Security
6.13.23	Fire

2. 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 2023-2024 school year.
3. Motion to approve the Califon School Security Drill Statement of Assurance.

Personnel:

1. Motion to approve Linda Patterson as Homeless Liaison for the 2023-24 school year - no compensation.
2. Motion to approve Linda Patterson as Affirmative Action Officer for the 2023-2024 school year - no compensation.
3. Motion to approve the following staff in the “Mandated” stipend positions for the 2023-2024 school year:

Position	Staff	Compensation
Safety Specialist	Michele Cone	No Compensation
HIB Coordinator	Michele Cone	No Compensation
HIB Specialist	Linda Patterson	\$1,000

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4. Motion to approve the following stipend positions for the 2023-2024 school year:

Position	Compensation
8th Grade Graduation Coordinator	\$250

5. Motion to approve the following staff in stipend positions for the 2023-2024 school year:

Position	Staff
Yearbook Coordinator (Shared)	Amanda Swimmer & Kelly Baker
Teacher in Charge	Lisa Kooger & Linda Patterson
Student Council Coordinator	Lisa Kooger
Webmaster	Susan French-Gonzalez
District Media Coordinators (2)	Amanda Swimmer & Alison DeMarco
Art Club	Kelly Baker
Soccer Coach (2)	Tristan Downey & Mike Bruton
Drama	Peggy Ippolito

6. Motion to approve the following for the 2023-2024 school year:

Name	Position	Hrs/Days	Rate
Tristan Downey	Summer Custodian	5 hrs/day M-Th July 3 – August 11	\$15/hr
Tristan Downey	Emergency On Call Substitute Custodian	Minimum 2 hrs for all emergency calls	\$16.50/hr

7. Motion to approve Joan Iselin as the 1:1 Instructional Aide for Summer 2023 ESY from June 26, 2023-July 27, 2023 at a rate of \$ 20.00/hour.

8. Motion to approve Linda Patterson for the purpose of school health record related summer work for up to 30 hours at \$40.00/hour.

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.

10. Motion to increase Kelly Baker for the 2023-2024 school year from .4 to .6 FTE for both art & library positions at Step 3 MA, compensation \$ 35,916.00.

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11. Motion to approve Christian Aponte during the 2022-2023 school year as a 12-month part time Evening Custodian for 20 hours per week at a rate of \$15.00 per hour to begin on or about July 1, 2023 pending criminal history background check.
12. Motion to accept with regret the resignation of Ashley Health, .5 FTE Spanish instructor effective June 30, 2023.

Curriculum and Instruction

1. Motion to accept the Health Report for April and May 2023.
2. Motion to approved the Califon School District goals and CSA goals for the 2023-2024 school year:

District Goals

Goal 1: Expand and enhance 21st Century learning opportunities that motivate and engage all learners.

Goal 2: Engage students in Social Emotional Core competencies including health, wellness and social awareness.

Goal 3: Conduct a comprehensive special education needs assessment that will serve to align our student needs with programs.

Chief School Administrator Goals

Goal 1: The CSA will develop a plan to build community partnerships to enrich students through authentic learning opportunities.

Goal 2: The CSA will develop a plan to create classroom communities that enhance the whole school community utilizing the Responsive Classroom methodology.

Goal 3: The CSA will develop comprehensive recommendations to the Board of Education to establish new or re- envision existing special education programs that serve to align with students' needs.

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3. Motion to approve the Califon Public School District Professional Development Plan the 2023- 2024 school year.

4. Motion to approve the members of the Califon ScIP Committee - no compensation:

Faculty
Peggy Ippolito
Mary Jane Medea
Amanda Swimmer

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

Faculty
Bryce Blondina
Alison DeMarco
Kelly Mitzak
Linda Patterson
Michele Cone

6. Motion to approve the following Califon School Behavioral Threat Assessment Team

Faculty	Summer Training Compensation
Michele Cone	No Compensation
Alison DeMarco	100.00
Linda Patterson	100.00
Christine Sullivan	100.00

7. Motion to approve the following staff to serve on the district Medical Emergency Response Team (M.E.R.T.) for the 23-24 school year with no compensation.

Linda Patterson	Michael Bruton
Michele Cone	Peggy Ippolito
Amanda Swimmer	Alison DeMarco

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8. Motion to approve the following staff to serve on the district School Climate/Safety Team for the 23-24 school year with no compensation.

Linda Patterson	Lori Montesion
Michele Cone	Tracy Denkovic
Lisa Kooger	Michele Morano
	Kyle Hoitsma
Alison DeMarco	

9. 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.

10. Motion to approve Marie Heyduke for curriculum revision for the 2023-2024 school year @ \$40/hr for 10 hours.
11. Motion to approve the Califon Public School District curricula and textbooks for the 2023-2024 school year.
12. Motion to approve the Califon Public School District Mentor Plan for the 2023-2024 school year.
13. Motion to approve the Charlotte Danielson Observation Rubric (2013) for the 2023-2024 school year.

POLICY

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

- P 6112 Reimbursement Of Federal And Other Grant Expenditures (M)
- R 6115.01 Federal Awards/Funds Internal Controls-Allowability of Costs (M)
- P 6115.04 Federal Funds-Duplication of Benefits
- P 6311 Contracts for Goods or Services Funded by Federal Grants (M)
Revised
- P 7400 School District Security (M) *Revised*
- P 9140 Citizens Advisory Committee (M) *Revised*

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

- P 0144 Board Member Orientation & Training - *Revised*
- P&R 2520 Instructional Materials (M) - *Revised*
- P 3217 Use of Corporal Punishment - *Revised*
- P 4217 Use of Corporal Punishment (NEW)
- P 5305 Health Services Personnel-(M) - *Revised*
- P&R 5308 Student Health Records - (M) - *Revised*

3. Motion to approve the abolishment of the following policies:

- P 9100 Public Relations

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

***X. OLD BUSINESS**

None

***XI. NEW BUSINESS**

1. Motion made by Mr. Keiser and seconded by Mr. Reaves to approve the appointments for the 2023-24 school year as listed:

Motion approved on unanimous all call vote.

- | | |
|-------------------------------------|---|
| A. Public Agency Compliance Officer | Business Administrator |
| B. Architect of Record | SSP Architectural Group |
| C. Attorney of Record | Schenk, 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 | Hunterdon Family Medicine at Riverfield |
| 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.

Mrs. Smith asked about the grant for air purifiers and the enrollment numbers.

***XIII. BOARD COMMENT**

Dr. Cone responded that the air purifiers were available from a grant from the Department of Education and the Department of health. She also stated the enrollment numbers were the final June count.

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

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 7:32 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.

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Motion made by Mr. Keiser and seconded by Mr. Reaves to enter Executive Session.

Motion approved with full board consent via all call vote.

***XV. RECONVENE**

Motion made by Ms. Lemley 7:36 p.m. and seconded by Mr. Reaves to end the executive session at 8:46 pm and reconvene the public session with full board consent via all call vote.

***XVI. ADJOURNMENT**

Motion made by Mr. Reaves and seconded by Mr. Keiser to adjourn the meeting at 7:42 pm.

Motion approved on a unanimous all call vote.

Respectfully submitted



Matthew Herzer
Board Secretary