

**REORGANIZATION MEETING
MINUTES**

January 5, 2021

7:00 p.m. Virtual (link on website)

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 7:02 p.m. with the following opening statement read by Mrs. Zarra:

“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. ANNUAL SCHOOL ELECTION RESULTS AND OATH OF OFFICE

1. The Board Secretary will present the results of the Annual School Election held on November 3, 2020.

Mrs. Zarra presented the following:

Membership on the Board of Education - (3) seats. Two (2) Three-Year Term and One (1) One-Year Unexpired Term.

	Votes
Rita G. Lemley	462
Netz Sacro	435
Christopher Keiser	454

Rita G. Lemley and Netz Sacro each elected to three (3) year terms
Chritopher Keiser elected to a one (1) year term

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2. The Board Secretary will administer the Oath of Office to the elected Board Members

Mrs. Zarra administered the oath of office to Ms. Lemley, Mr. Keiser and Mr. Sacro. The seated members congratulated the re-elected members.

IV. ROLL CALL

Roll call was taken by Ms. Zarra as follows:

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

Also present

Dr. Michele Cone, Superintendent	Present - Remote
Ms. Cheryl Zarra, Business Administrator	Present - Remote

V. ELECTION OF OFFICERS

- A. Election of President

Mrs. Zarra, Board Secretary, calls for nominations for the office of President of the Board of Education.

- Nomination of: Mr. Keiser
Nomination by: Mr. Reaves
Seconded by: Ms. Kipp-Newbold
- Nomination of: N/A
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

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

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

1. Nomination of: Mr. Reaves
 Nomination by: Ms. Kipp-Newbold
 Seconded by: Ms. Lemley

2. Nomination of: N/A
 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

- Ms. Kipp-Newbold noted that it is a pleasure to work with all current members of the board.
- Mr. Keiser and Mr. Reaves echoed her comment.
- Mr. Keiser stated that it is a nice group to work with.

VI. PUBLIC COMMENT (Reorganization Agenda Items Only)

AT THIS TIME, COMMENT IS INVITED ON REORGANIZATION AGENDA ITEMS 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.

- Cathay Smith - Congratulated the re-elected board members. Commented on how nice it is to see a board so happy to work together. She is looking forward to the coming year.

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VII. STANDING COMMITTEE CHAIRS & MEMBERS

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

Curriculum & Instruction	Ms. Kipp Newbold/Ms. Lemley
Policy & Legislation	Mr. Reaves/Ms. Kipp-Newbold
Finance, Facilities & Transportation	Mr. Keiser/Mr. Reaves
Personnel	Ms. Lemley/Mrs. Sacro
Negotiations	Mr. Keiser/Ms. Lemley
Long Range Planning & Shared Services	Mr. Reaves/Mrs. Sacro

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

Hunterdon County ESC	Mr. Reaves/Ms. Kipp-Newbold
Hunterdon/Warren SBA	Mr. Reaves/Ms. Kipp-Newbold
N.J.S.B.A. Delegate	Mr. Keiser/Ms. Kipp-Newbold

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.

Ms. Zarra read the code of ethics and asked if the board had any questions. With no questions from the board, Ms. Zarra asked all members to sign and return the acknowledgement form.

IX. BOARD OF EDUCATION MEETING CALENDAR

1. Motion to approve the Board of Education meeting calendar for the 2021-2022 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 virtually via zoom link posted on the school website until further notice.

Motion made by Mr. Keiser and seconded by Ms. Lemley to approve the 2021-2022 meeting calendar.

Motion approved on unanimous roll call vote.

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X. DESIGNATIONS

1. Motion to approve the following motions/designations for the 2021 calendar year.

- Mr. Reaves inquired about Mrs. Hatch. Ms. Zarra informed him that Mrs. Hatch is not a new appointment.

Motion made by Ms. Kipp-Newbold and seconded by Mr. Reaves to approve designations A-R.

Motion approved on unanimous roll call vote.

A. Official Newspapers:

RESOLVED, that the Califon Board of Education designates the Hunterdon Democrat as the official newspaper and the Hunterdon Review, TheExpress Times and The Courier News as alternates.

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 2021 calendar year, and additionally approve current textbooks for all students, including mandated programs, specified in code, for the 2021 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

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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 accordance with New Jersey state rules and regulations.

E. Appointments/reappointments for 2021

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	Linda Patterson
Attendance Officer	Michele Cone
504 Coordinator	Linda Patterson
Auditor	Ardito & Co
RTK Contact Person	Chip Newhauser
AHERA Representative	Chip Newhauser
Air Quality Control Officer	Chip Newhauser
IPM Coordinator	Chip Newhauser
Medical/School Physician	Hickory Run Family Practice
Anti Bullying Specialist	Linda Patterson
District Bullying Coordinator:	Michele Cone
Custodian of School Records	Cheryl Zarra
Board Secretary	Cheryl Zarra
Accounting Software	CDK Systems
Payroll Services	R&L Payroll Services, Inc
Safety Specialist	Michele Cone
Treasurer of School Monies	Paula Hatch
Policy Service Provider	Strauss Esmay
Public Agency Compliance Officer	Cheryl Zarra

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

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

American Funds 403 (b)

AXA Equitable (403 (b)

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 Middlesex Regional Educational Services Commission.

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.

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O. Approval of Bid/Quote Thresholds

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, 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 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% (\$4,800) 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 Cheryl Zarra, as its duly authorized 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 Cheryl Zarra is hereby authorized to award contracts on behalf of the Califon Board of Education that are in the aggregate less than 15% (\$4,800) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Cheryl Zarra 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, 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.

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).

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

AT THIS TIME, COMMENT IS INVITED 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.

Mr. Keiser excused himself momentarily from the meeting at 7:28 and returned at 7:28pm

- Cathy Smith - shared her joy at seeing the crossing guards on duty and to see the school back in action. She is looking forward to a great year.
- Ms. Kipp-Newbold commended the administration and teachers on all they are doing this year.

XII. ADJOURNMENT

Motion made by Mr. Reaves, seconded by Ms. Lemley to adjourn the meeting at 7:30 pm.

Motion approved on a unanimous roll call vote.

Respectfully submitted

Cheryl Zarra
Board Secretary