

**CALIFON BOARD OF EDUCATION
WORK SESSION MEETING
MINUTES
February 22, 2012 7:30 p.m.**

I. CALL TO ORDER – OPENING STATEMENT

This meeting was called to order at 7:31 p.m. with the following opening statement read by President Galligan:

“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 in the notice dated May 9, 2011. Said notice was posted at the office of the Califon School, mailed to the Hunterdon County Democrat, the Hunterdon Review and The Express Times. 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 present participate in the recitation of the Pledge of Allegiance.

III. ROLL CALL

Members Present: Mr. Timothy Ayers
Mr. Kim Schundler (enters meeting at 7:36 p.m.)
Mr. Alfred Turello
Mrs. Carolyn Murin
Ms. Kelly Galligan

Absent: none

Also Present: Dr. Kathleen Prystash, CSA
Ms. Susan Schaffner, BA/BS

Members of the Public

IV. PRESENTATION – ENRICHMENT Mrs. Kathy Brown –Moved to March 28, 2012

V. APPROVAL OF MINUTES

A. Motion to approve the following minutes:

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January 18, 2012 Work Session Meeting
January 23, 2012 Special Meeting
January 25, 2012 Regular Meeting
January 25, 2012 Executive Session

VI. WRITTEN COMMUNICATIONS

1. Borough of Califon Minutes December 19, 2011
2. Borough of Califon Minutes January 3, 2012
3. Borough of Califon Minutes January 23, 2012 Regular and Special Meetings
4. North Hunterdon-Voorhees Meeting Schedule February 2012
5. North Hunterdon-Voorhees Meeting Schedule 2012
6. November Election Calendar
7. Town Hall Meeting Senator Michael Doherty

VII. CHIEF SCHOOL ADMINISTRATOR'S REPORT

- Author Visit – Margaret Cardillo, spoke to the classes about her book.
- Science Bug – PTA, Jessica Hickman Beard facilitated this event. All grades participated.
- Quarterly Assessments – second assessments have gone home.
- Preschool – 2 new preschool students have entered the program.
- Kindergarten – Mrs. Bergman attended two state sponsored seminars.
- Winter Sports Banquet 2/27/12
- Trep\$ Marketplace 3/16/12 – Entrepreneurship is the focus of this event.
- Enrichment Activities
- Daughters of the American Revolution Essay Winner – Helen Avery is the winner of this contest. She will compete in the state event. Dr. Prystash read these out loud.
- Non-tenured Teachers
- Semi-Annual Report of Harassment, Intimidation and Bullying (Sept 2011 – January 2012) – No incidents of bullying have been reported in this time period.

VIII. PUBLIC COMMENT

Mrs. Laurie Reilly asked if the teacher evaluations report is still posted on the website. Dr. Prystash said a new teacher evaluation system may soon be in place. Mrs. Nitti asked about the telephone stipend for Ms. Fogg. Dr. Prystash explained the need for this stipend. Dr. Prystash said this includes substitute teacher calling.

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***IX. BOARD SECRETARY/TREASURER'S REPORT**

After review of the Secretary's and Treasurer's reports for the months of **December 2011** and **January 2012** based upon consultation with the Board Secretary, the Board of Education of the Borough of Califon has ascertained, to the best of our knowledge and ability, with the information provided, that no major account has been over-expended, that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and hereby certifies the district's financial plan as approved is being followed as revealed in the financial reports.

X. COMMITTEE REPORTS

CONSENT AGENDA

Matters listed within the consent agenda designated by *(**including Board Secretary and Treasurer Report**) has 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 Chief School Administrator. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

A. Finance/Facilities/Transportation

- 2012-13 School Budget

Mr. Ayers suggested reducing travel expenditures if state aid is reduced. Mr. Schundler noted very few staff or board member. Mr. Ayers also discussed the records retention stipend. The board discussed setting criteria for the stipend and expectations for the completion of work. The board also discussed the records retention work being done outside the employees salaried work time.

January/February Bills List

- *1. Motion to approve the payment of January /February 2012 invoices from check number 19460 to check number 19514, non check numbers 46, 47, payroll checks 0130 and 0215 in the amount of \$251,381.81

Budget Transfers

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- *2 Motion to approve the attached list of budget and 10% transfers from the period of 12/1/11 to 1/15/12 in the amount of \$36,064.95

School Calendar 2012-2013

- *3. Motion to approve the attached 2012-2013 School Calendar.

Mr. Turello asked about snow days. Dr. Prystash explained the snow day procedure.

Donation

- *4. Motion to accept a donation of \$200.00 in instructional supplies for the kindergarten class from Dr. Shannon Ayers.

Telephone Stipend

- *5. Motion to approve a telephone stipend for the 2011-12 year for Melissa Fogg at a cost of \$300.00 per year.

Mr. Turello asked for clarification of the cost. Dr. Prystash said the cost was for substitute calling. Ms. Galligan said she would like a breakdown of the cost for a prepaid phone and a land line.

2012-2013 School Budget –PENDING BOE APPROVAL and STATE AID

- *6. Motion to approve the submission of the 2012-2013 School Budget to the New Jersey Department of Education (Hunterdon County office).

Be It Resolved to approve the 2012-2013 school district budget for submission to the County Superintendent for approval as follows:

General Fund	\$2,315,567
Capital Outlay	\$ 0.
Special Revenue	\$ 55,314.
Debt Service	<u>\$ 169,885.</u>
Total Base Budget	\$ 2,540,766

And, be it further,

Resolved that the Califon Board of Education acknowledge that the 2012-2013 budget results in a general fund tax levy of \$2,006,686.

And be it further

Resolved that the Califon Board of Education acknowledges that the 2012-2013 budget results in a debt service tax levy of \$126,471 as approved by Voter referendum.

And be it further

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The Board of Education of Califon hereby adopts the following tentative budget for the 2012-13 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 150

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	<u>2,315,567.00</u>	<u>General Fund</u>	
Capital Outlay	<u>-</u>	..Budgeted Fund Balance	<u>30,000.00</u>
Special Revenue Fund	<u>55,314.00</u>	..Local Tax Levy	<u>2,006,686.00</u>
Repayment of Debt	<u>169,885.00</u>	..Misc Revenue	<u>1,500.00</u>
		..Tuition	<u>25,500.00</u>
		..State Aid	230,104.00
		2011-12 carryover	<u>21,777.00</u>
Total Expenditures	<u><u>2,540,766.00</u></u>	<u>Special Revenue Fund</u>	
		..State Aid	<u>-</u>
		..Federal Aid	<u>55,314.00</u>
	-	<u>Debt Service Fund</u>	
		..Budgeted Fund Balance	<u>-</u>
		..Local Tax Levy	<u>126,471.00</u>
		..State Aid	<u>43,414.00</u>
		Total Revenue	<u><u>2,540,766.00</u></u>

As per NJAC 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure

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amount that may be allotted for travel and expense reimbursement.

The 2012-13 tentative budget includes a maximum travel appropriation of 2,700.00

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2012-13 proposed budget is a maximum regular business travel amount of

108.00 per employee
(not to exceed \$1500 per employee)

B. Curriculum/ Instruction and Technology

Health Report

- *1. Motion to approve the attached Health Office Report for January 2012

Field Trips

- *2. Motion to approve the following field trips:

Broadway Theatre Experience NYC	5/9/12	7	Caprio,Thompson Cost to Board \$0.00
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C. Legislation and Policy

- Policy book update

Second Reading

- *1. Motion to approve the second reading and adoption of the following policy:

3600	Evaluation of Business and Non Instructional Operations
6171.4	Special Education Policy

D. Board Ad Hoc Committees

Long Range Planning Committee

- a.) Draft of Long Range Survey – The Board reviewed the draft of the survey. Mrs. Murin discussed a community panel to review the survey results. The Board discussed the format of the survey and whether it would be paper, survey monkey or both.

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- b.) Rutgers MBA Consulting Team – Mr. Ayers discussed the Rutgers Shared Services Study. He will reach out to the Rutgers contact to obtain further information.
- c.) Shared Service Meeting 2/9/12 – Mrs. Murin discussed the meeting with Lebanon Township and Hampton Borough. She discussed some options for shared service. Mr. Ayers discussed an objective for our future meetings.

E. Personnel - All resolutions on the recommendation of the Superintendent.

Staff Development/Travel

*1 Motion to approve the following staff development/travel:

C Murin	Somerset CSBA Winter Meeting	1/31/12	\$0.00
T Ayers	New Board Member Orientation	3/3/12	\$0.00
A Turello	New Board Member Orientation	3/3/12	\$0.00
K Prystash	Bully Busting Curriculum	3/22/12	\$0.00
L Patterson	Bully Busting Curriculum	3/22/12	\$0.00

Staff Development Reports

*2. Motion to approve the following reports:

C King	21 st Century Teacher	1/18/12
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2011-12 Substitute List

*3. Motion to approve the following additions to the 2011-2012 substitute list. Annual per diem sub rates are \$100.00 nurse, \$80.00 teacher or secretary.

Caroline Sergison (teacher)

F. Communications

XI. OLD BUSINESS - None

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XII. NEW BUSINESS

Ms. Galligan noted the NJ ASK scores and Study Island will be reviewed at the February 29th meeting. Also, the data requested by Executive County Superintendent Jeff Scott will be reviewed.

XIII. PUBLIC COMMENT

Mrs. Nitti discussed shredding services at Borough Hall. She also asked that the end date of school could be brought closer to that of Voorhees. She also asked that a line on the survey be added verifying if the person would like to be contacted.

Laurie Reilly suggested a focus group to review the survey.

Councilman Jason Beard discussed the Councils plan to discuss various shared services. The council will pass a resolution with their objectives for the shared service process. He also addressed the survey and the need to clarify questions so the community at large would understand the questions.

Mr. Joe Nitti asked that a records retention company be contacted to get a quote for these services. He also suggests mentioning on the survey that there may not be a tax benefit to sharing of services.

Mr. Ayers commented that there may be many changes that would come from regionalization such as long transportation routes that would be a deterrent to regionalization.

Gloria Winter suggested Cyntif as a vendor for shredding. She also discussed a poor responseto a survey that was received years ago when she was on the board.

Mrs. Reilly asked if the survey should be a broken into shared services and regionalization.

Gloria Winter added that sharing staff with benefits is more expensive.

Kathy Smith said the art teacher does a wonderful job. She said the supply budget for art should be increased. She also said there are many good things going on in the school. She said discussion should include the current school curriculum.

Mrs. Reilly added that the art budget needs to be increased.

Mrs. Nitti suggested increasing Ms. Foggs phone plan to unlimited minutes.

XIV. EXECUTIVE SESSION

Motion to approve the following resolution:

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

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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
- 8. Terms and conditions of employment
- 9. Deliberations involving imposition of specific civil penalty.

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 9:53 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.

XV. RECONVENE

The Board reconvened into regular session at 11:22 p.m.

XVI. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Schundler and seconded by Mr. Turello to adjourn at 11:23 p.m.

The motion carried unanimously on a voice vote.

Respectfully Submitted,

Susan Schaffner
Board Secretary