

**CALIFON BOARD OF EDUCATION  
REGULAR SESSION  
MINUTES  
November 30, 2011 7:30 p.m.**

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

This meeting is called to order at **7:34 p.m.** with the following opening statement:  
“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 annual 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**

**III. ROLL CALL**

Mr. Timothy Ayers - Here  
Mr. Kim Schundler - Here  
Mr. Alfred Turello - Here  
Mrs. Carolyn Murin - Here  
Ms. Kelly Galligan - Here

**IV. PRESENTATION - NONE**

**V. APPROVAL OF MINUTES**

A. Motion to approve the following minutes:

October 19, 2011 Work Session Meeting  
October 19, 2011 Executive Session  
October 26, 2011 Regular Meeting  
October 26, 2011 Executive Session

Motion was introduced by Mr. Schundler and seconded by Mrs. Murin. The motion was then passed via a voice vote of the Board.

**VI. WRITTEN COMMUNICATIONS**

1. Meeting Minutes – Califon Borough Council 9/6/11
2. Email from Sarah McDougall, Councilwoman, Hampton Borough

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3. Borough of Califon Minutes October 17, 2011

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

- Rutgers Science Bus – No discussion
- Homecoming Dance – No discussion
- Red Ribbon Week – No discussion
- School Calendar 2011-12 Snow Days – Discussion about the issues with the Calendar due to the 5 days that were missed in early November as a result of the power outage. It was decided that the school would now be open on 1/16 (MLK), 2/17 and 2/20 (Presidents day). If additional days are needed they will be taken from the spring break starting on 4/13 and working backwards. Good Friday 4/6 will not be impacted. **TO-DO => Dr. Prystash will send a communication out informing parents of the change in the schedule.** This issue will be added to new business so that the Board can formally vote on the change.
- School Calendar 2012-13 – This topic has been deferred until the December work session meeting.
- Harassment Intimidation and Bullying Report – There have been no new HIB reports.
- LinkIt, Study Island – **LinkIt discussion =>** Dr. Prystash has recommended that the Board move forward with the LinkIt software. The recommendation is for LinkIt Tech, ETS Item Bank, and the Instructional Lesson Library. The cost for this package is ~\$6.20 per student and we would need to purchase the software for 130 students. This would be ~\$800. Dr. Prystash gave an overview of the program for the public and also made mention the Voorhees High School was also using the software. Ms. Galligan raised a concern about the amount of computer time this would require for the students. Dr. Prystash emphasized that the computer time will be the responsibility of the Teachers, not the students. Mrs. Murin asked if this would be a replacement for Study Island. Dr. Prystash answered that it would not be as Study Island and LinkIt are being used for two different purposes; Study Island for the students to practice on tests and LinkIt for the Teachers to analyze data. This issue will be added to new business so that the Board can formally vote on the recommendation. **Study Island discussion =>** Dr. Prystash explained that the cost is \$2753 and this is for Language Arts and Math for the 2<sup>nd</sup> - 8<sup>th</sup> grade students. Mr. Ayers asked if this was appropriate for the 2<sup>nd</sup> grade students. Dr. Prystash explained that they are including the 2<sup>nd</sup> grade students to start preparing them for the ASK test in grade 3. Mr. Ayers raised concerns about the program as he feels there is too much emphasis on short answers vs. computational answers and that the format could potentially encourage students to get in the habit of guessing answers. Dr.

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Prystash informed the Board that the teachers emphasize the computational aspect of the questions in the classroom. Mrs. Murin stressed that based on her personal experience that the program is very helpful. She also mentioned that the program is not promoted by the school for the younger grades as it is for the middle school. Dr. Prystash agreed that this is the approach they have been taking. Dr. Prystash then mentioned that the software is due for renewal by Feb 2012. She has received a quote for the amount mentioned earlier that will expire on 2/29/12. **TO-DO => Dr. Prystash will compile stats on the current student usage of the program. These stats will be presented to the Board in the January work session meeting.**

- Server – Dr. Prystash spoke to the High School and Hampton about their experience sharing a server. Hampton has not been very happy as their internet speeds have been very slow. Based on this, and discussions Dr. Prystash has had with our tech resource, her recommendation is that we purchase our own server. The approximate cost would be between 6k and 6.5k. This would be for 2 upgradeable servers and a 15 terminal use license. This would need to be included in the budget for 2012-2013 if we are to move forward. **TO-DO => Dr. Prystash will review with the Finance committee and provide a detailed update in our December meeting.**
- Joint Meeting with Califon Borough Council – Dr Prystash is scheduled to meet with Mayor Daniels on 12/8. They will be setting a date for the Joint meeting to take place.
- Stove Donation – Mr. and Mrs. Bohm have donated a stove to be used in the school. This was well needed and is greatly appreciated! Dr. Prystash has sent a Thank You letter to Bohm’s expressing our gratitude for their generous donation.

**VIII. PUBLIC COMMENT (resolutions only; time limits: 20 min. total; 3 min. /person)**

At this time, comment is invited on any matter relating to the resolutions on tonight’s agenda.

Anyone wishing to speak before the board concerning these resolutions may do so during this public commentary portion of the agenda. The presenter shall give his/her name and address and make the presentation as brief as possible. Unless an extension of time is given, each speaker shall be limited to 3 minutes.

Speakers may offer suggestions or express their concerns. However, in public session, the board will not discuss concerns about individual students or staff members. Other, more appropriate, channels are available for expressing concerns about individual students or staff members.

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- 1) Chris Zarillo, Lime Rock Lane – Discussed the Girls Basketball team. Asked about the status of the team as she has heard that there was not enough interest. She asked if there was an issue with interest if 1) we could extend the team to the 5<sup>th</sup> grade girls, and 2) if we could open the girl’s team up for the boys to play on the team. Dr. Prystash responded that there was a Sports Association rule that prohibits the boys from playing on the girl’s team. She then went on to discuss her safety concerns about the current girls who have expressed interest as they may be overmatched by some of the other schools. She would also have safety concerns about expanding the roster to include the 5<sup>th</sup> grade girls.
- 2) Frank Zarillo, Lime Rock Lane – He expressed his disagreement with Dr. Prystash in regards to the safety issues. He believes that the girls would be ok as Basketball is not traditionally a contact sport and they should be given a chance to develop. He also believes that there is more of a safety issue if we were to open the boy’s team up to the girls.
- 3) Phil Nodoro – Safety is a concern for all sports but it is part of the game. He is of the opinion that the school should give the girls a chance if they have enough students to field a team.
- 4) Aidan Nodoro, 7<sup>th</sup> grade student – He read a prepared statement expressing his disagreement with the girls being eligible to play on the boys basketball team this year if they do not have a team.
- 5) Jennifer Ader, School Street – Her daughter is one of the students who would like to play on the girl’s team. She also disagrees with the safety issue and used the example of her daughter as a Lacrosse goalie as an example. She also mentioned that some of the girls are already practicing on their own and should be given the chance to have a team.
- 6) Kim Nodoro – She mentioned that she has been in contact with Rachel Furdinand and that she may have interest in being the girls coach this year. She also expressed her opposition to having cuts on the Boys Basketball team this year as she has never heard of such a thing in the everyone gets a trophy society. Another issue that was discussed was if LinkIt would be something that the parents could have access to. Dr. Prystash reiterated that this is a tool for the Teachers and they would be able to share individual student information with their respective families.
- 7) Kent Comstock, friend of the Nodoro’s – Explained what is being done in his community of Ashland Ohio in regards to the sports programs.
- 8) Dan Prystash, husband of Dr. Prystash – He is a former coach here at Califon and he agrees with Dr. Prystash’s concerns about student safety if they are over matched. He also said that he could see it not being fun for the students if we were to set them up for a losing season as the experience is not very pleasant.

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

After review of the Secretary’s and Treasurer’s reports for the month of **September 2011** 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.

- There was discussion about the impact of the missed reports by the Board Secretary for the past few months. Dr. Prystash explained that this is one of the reasons we have an auditor and that the impact was minimal. Mr. Schundler explained that there are inherent delays built into the process as the reports are sent to Readington for review when we are finished. The Board will also be more aware of this report going forward and will be more proactive with questions about the report in our monthly meetings.

**X. COMMITTEE REPORTS**

**CONSENT AGENDA**

Matters listed within the consent agenda (designated by \*) 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***

October/November Bills List

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- \*1. Motion to approve the payment of October/November 2011 invoices from check number 19333 to check number 19372, non check number 42, 43 in the amount of \$88,795.64.

Budget Transfers

- \*2 Motion to approve the attached list of budget and 10% transfers from the period of 9/1/11 to 9/30/11 in the amount of \$ 4,572.00

Memorandum of Agreement with Law Enforcement

- \*3. Motion to approve the attached 2011-12 Memorandum of Agreement Between Education & Law Enforcement Officials

Facility Use

- \*4. Motion to approve the following use of facilities:

Cubs Scouts (Den:Bears)	12/19,1/23,2/20,3/19, 4/23,5/21,6/18	3:15-4:15pm
	Art room	
Lebanon Twp Athletic Assoc	Tues-Thurs 12/12/11 – 3/15/12	6:15-8:45 pm
	Saturdays 1/7/12 – 3/17/12	8am – 3 pm

1:1 Aide Agreement

- \*5. Motion to approve the attached special education aide agreement between the Califon Board of Education and the High Bridge Board of Education for the 2011-12 school year in the amount of \$\_24,307.33\_.
- \*6 Motion to accept the Comprehensive Annual Financial Report (CAFR) and the Auditor’s Report on Administrative Findings: Financial, Compliance and Performance for Fiscal Year Ending June 30, 2011 prepared by Ardito and Company, L.L.P.
- \*7 Motion to approve the attached corrective action plan for the 2010-2011 year.

FINDING: That the monthly board secretary and treasurer’s reports be approved and documented in the minutes within 60 days after the end of each month.

2011-1 The Business Administrator will complete the reports on a timely basis.  
School Business Administrator 11/15/11

- \*8 Motion to accept the following additional State Aid Funds:

Education Job Fund \$307.00

- Item # 5 was pulled for discussion by Ms. Galligan. During the discussion she expressed her disappointment with the errors that have been identified in the

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contract. Dr. Prystash mentioned that she defers to the Board Secretary (Susan S.) on these types of issues. Mrs. Murin questioned why the contract was written with a Shared Service reference? Dr. Prystash initially mentioned that she was not sure and then after open discussion it was determined that the most likely reason for this was that we are asking High Bridge to administer this service on our behalf.

- It was also determined that we need to modify the date in # 7 to read 2011 – 12 instead of 2011 -1.
- There was also discussion about the date for the finance committee to meet and discuss the budget. It was decided that this meeting would take place on 12/12.
- Mr. Schundler made a motion to approve items 1 -8. The motion was seconded by Mrs. Murin and all members voted ‘Yes’ in the roll call vote.

***B. Curriculum/ Instruction and Technology***

Health Report

- \*1. Motion to approve the attached Health Office Report for September and October 2011
- \*2. Motion to approve the attached Nursing Services Report for the 2011-12 Year.

- Dr. Prystash said that she has reviewed the Nursing Services report with Linda Paterson and that she was ok with the report. Mrs. Murin asked about Mrs. Paterson’s dual responsibilities as School nurse and Teacher in Charge. Here question was as to how the situation would be handled if Mrs. Paterson was acting as the Teacher in Charge and there was also an issue that required the School Nurse. Dr. Prystash explained the Mrs. Paterson’s primary responsibility is as the Schools nurse and if an issue arises they would then defer to the alternate Teacher in Charge so that Mrs. Paterson could address the medical issue.
- A motion was made by Mrs. Murin to approve items 1 – 2. The motion was seconded by Mr. Ayers and all members voted ‘Yes’ in the roll call vote.

***C. Legislation and Policy***

- Policy book update
- Our Policy manual has been audited at our request by the NJSBA. The committee needs to meet and review the results of the audit. The meeting is scheduled for 12/12.

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***D. Board Ad Hoc Committees***

Long Range Planning Committee

- Mrs. Murin discussed that she has been made aware that the Town Councils from Hunterdon County are considering petitioning the state to create a county wide school district. This is on the agenda for the next Town Council meeting and Dr. Prystash expects to discuss in more detail in her meeting with Mayor Daniels. Mrs. Murin stated that she would be more in favor of a Regional district based on the High Schools instead of a County wide district as Hunterdon County is too big.
- Mrs. Murin shared the results of her informal survey of the upcoming Kindergarten classes. Her results were as follows:
  - 2012 – 17/19
  - 2013 – 12
  - 2014 – 5
  - 2015 – 6
  - 2016 - 6
- Mr. Ayers inquired as to the progress of reaching out to the Rutgers grad students. Mrs. Murin stated that she will be waiting for the Town Council meeting in January before she reaches out to them. This is because she would like to see the direction the town is planning on going in regards to shared services before she moves this forward.
- The Board discussed the meeting held between Hampton, Califon, and Lebanon Twp. It seems as if Hampton is having some serious issues with their enrollment and their rising costs per pupil (~18,300). There is concern that they will be very aggressive in moving forward with Lebanon. Mrs. Galligan suggested that we should send Lebanon a letter to see how we can progress our talks. **TO-DO => Mrs. Murin to draft a letter to send to Lebanon by the end of 2011.**
- The discussion then led to Tewksbury. Mrs. Murin mentioned that she has been in contact and has let them know that we are still interested in speaking with them. Mr. Schundler said that School Choice was his number 1 option for Califon and that moving forward with Tewksbury would be his second option.
- The Board discussed the super alliance of Clinton and Tewksbury.
- It was also mentioned that Voorhees High School was now a Choice School. This is due to the fact that they are less than 80% utilized.



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

2011-2012 Extra Curricular Appointments

\*1 Motion to approve the following extra curricular appointments for the 2011-12 year:

Dance Monitor	Kathy Brown	\$50.00/per dance
Basketball Coach	T. Cutshaw	\$2,300.00

Staff Development/Travel

\*2 Motion to approve the following staff development/travel:

K. Brown	Academically Talented Students	Flemington, NJ	12/7/11	\$150.00
K. Brown	Understanding Academic Talent	Flemington, NJ	11/29/11	\$ 80.00
M. Weil	NJASL Fall Conference	Long Branch, NJ	12/2-3/11	\$ 65.00

Referee Rates 2011-12

\*3 Motion to approve the following referee rates for the 2011-2012:  
 A Game \$55.00 per game  
 B Game \$27.50 per game  
 Sole Referee \$82.50 per game

Staff Resignation

\*4. Motion to accept the resignation of Kyle Kays as instructional aide effective October 31, 2011.

2011-12 Non-CEA staff

\*5 A motion to approve the following non bargaining unit staff for the 2011-2012 year:

a.	Era Patel	Special Ed Aide	\$16,478.00	1.0 FTE
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- Mr. Turello asked that items #1 and #5 be pulled for discussion. In regards to #1 Mr. Turello asked about the stipend for the Basketball coach and if this was

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for the Boys team. The concern was that this was not an additional stipend due to the outstanding discussion about the girl's team. Dr. Prystash confirmed that this stipend was for the Boys team only. In regards to item #5 Mr. Turello asked if the salary information for the Special Ed Aide was pro-rated. Dr. Prystash said that it was and that the 1.0 FTE was for the entire year.

- Dr. Prystash also commented on the monies for the Dance Monitor. She believes that this year we will have a maximum of two dances. If we exceed two dances then Dr. Prystash will include the additional monies in a future meeting agenda for approval.
- Mrs. Murin mentioned that she would like more details on the staff development programs that K. Brown is attending. **TO-DO => Dr. Prystash to provide Mrs. Murin the details of the programs.**
- Mrs. Murin made a motion to approve items 1-5. The motion was seconded by Mr. Turello and all members voted 'Yes' in the roll call vote.

***F. Communications***

- No discussion

**XI. OLD BUSINESS**

- School Choice – The date for school choice applicants was missed by Califon due to misguidance we received by the Hunterdon County Superintendent. Our application has been received for the following year. Only one school in Hunterdon County made it (Franklin). Dr. Prystash then shared that Califon has had 12 students apply for the School Choice program. The Board inquired about any of the reasons that have been communicated by parents who have applied because they are very concerned with the high number of students who have applied. Dr. Prystash said that she has heard from a few of the parents and that the reasons thus far have been more personal (Only boy in a given class, Special needs for a student, and social issues for another).
- Chief School Administrator **Interim** Evaluation – Ms. Galligan stated that she would like to move forward with a second Interim evaluation for the CSA in Feb 2012 as her contract allows. She believes that the Board should begin this process in December. Mr. Schundler stated that this is an optional evaluation and if this is something that the Board should be doing. Mrs. Murin stated that she believes we should be doing this as the earlier interim evaluation was based on last year's goals and that this time we will be focusing on the current year goals. This is also an opportunity

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to address any issues that may exist before the actual evaluation in April. Mr. Ayers and Ms. Galligan voiced their support for moving this forward.

- Phone replacement – Mr. Ayers questioned the reasons why we would spend \$4000 to replace a phone system instead of \$2000 to fix when we are looking to increase our server capacity and can then explore VOIP technology. Dr. Prystash stated that this was the recommendation of the phone people that she and Susan discussed this issue with. The system was 10 years old and the replacement provides us more flexibility.
- DI – Mrs. Murin mentioned she has heard that the 8<sup>th</sup> grade boys will no longer be fielding a team because one of the students has dropped out. Dr. Prystash was not aware of this and she will be following up on the details. **TO-DO => Dr. Prystash will share her findings with the Board in the next meeting.**
- Snow Removal – Dr. Prystash updated the Board that she is currently soliciting Bids for snow removal. For the October storm we used a service that we recommended by the bank but unfortunately they were very pricey. She will be discussing this issue in her meeting with Mayor Daniels.

**XII. NEW BUSINESS**

- Updated Calendar – The Board passed the resolution by Voice vote to amend the calendar as discussed earlier in the CSA report section of the meeting.
- LinkIt – A motion was made by Mrs. Murin to move forward with Dr. Prystash’s recommendation to purchase the LinkIt program. The motion was seconded by Mr. Schundler. In the Roll Call vote all members voted ‘Yes’ with the exception of Mr. Ayers who voted ‘No’.
- Girls Basketball – The Board agreed that Dr. Prystash should move forward and send out a survey to the 5<sup>th</sup> – 8<sup>th</sup> grade girls and their parents to see who would be interested in playing this year.
- Ms. Galligan mentioned that Gwen Thornton would be attending the Board meeting on 12/21 @ 7pm to give us a presentation on Student Achievement. **TO-DO => Dr. Prystash to ask Susan to send out an updated notice to move the meeting from 7:30pm to 7pm.**
- Budget Vote – Mr. Ayers stressed the need to get out a news letter in an acceptable time frame this year. After the finance committee has had a chance to review the Board will make a decision on the need for a special meeting.

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

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The Board President may terminate the remarks of any individual, when they do not adhere to the rules established above.

- 1) Dan Prystash, Husband of Dr. Prystash – Stated that he supports a girls team but as a previous coach he does not believe that 7 is not enough to field a team. Mr. Turello agreed and stated that he is of the opinion that a minimum of 8 players would be required to move forward with a team. Mr. Prystash also addressed the topic of Study Island. Based on his educational background he sees Study Island as a test prep tool for Teachers/Parents and allows students to become more comfortable with test taking. He also mentioned that the game function can be disabled if that is what you would like to do.

**XIV. EXECUTIVE SESSION (if needed)**

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

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.

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NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at **9:55p.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 – 11:22pm**

**XVI. ADJOURNMENT 11:23pm**

- Mrs. Murin made a motion to adjourn the meeting. Mr. Schundler seconded the motion.