

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
March 18, 2020
7:30 p.m. Room 8**

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

This meeting was called to order at 7:41 p.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**

***III. ROLL CALL**

Mr. Christopher Keiser - President	Present - remote
Mr. Michael Reaves - Vice President	Present - remote
Ms. Rebecca Kipp-Newbold	Present - remote
Ms. Rita Lemley	Present – remote
Open Position	

Also in attendance: Dr. Johanna Ruberto, Interim Superintendent - remote
Cheryl Zarra, Business Administrator/ Bd. Secretary – in person

***IV. PUBLIC COMMENT (resolutions only; time limits: 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.

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

None

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***V. APPROVAL OF MINUTES**

1. Motion made by Mrs. Kipp-Newbold and seconded by Mrs. Lemley to approve the following minutes:

February 29, 2020

Regular and Executive Session

Motion approved on a unanimous vote.

***VI. WRITTEN COMMUNICATIONS**

Letter of interest for BOE vacancy. Interview to be conducted at the April 29, 2020 Public Meeting as the meeting on April 8, 2020 may be remote training for the Board Members.

***VII. SUPERINTENDENT'S REPORT**

Acknowledgement(s)

- Dr. Ruberto offered her gratitude for the expertise and professionalism of our teachers. She also commended Mr. Patton for his work as well as Mrs. Zarra.

Coronavirus Update - *Alternative Learning Plan* - Checklist – Communication

- All parents received information pertaining to the Alternative Learning Plan on March 11 and 12, 2020. On March 13, 2020, all materials went home.
- Field Trips have been cancelled and some are in process of being rescheduled.

QSAC Update

- QSAC Review was March 10, 2020 for five indicators. There were minimal comments which will be addressed.

2020 Census Period

Mandated NJSLA-Science (2019) Scores 2019

- Dr. Roberto shared the NJSLA scores and noted that they will be posted on our website.

Unsung Hero Award for a student who is not overtly putting themselves out there but displays leadership. Califon's Unsung Hero is Julia Smolzanik

April Meetings of the Board

- April 8th may be a remote Board training. April 29th will be the Public Hearing

Mrs. Kipp-Newbold acknowledged all of the hard work the staff has done to shift to a home school platform.

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***VIII. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: Nothing to report

Policy & Legislation Committee: Nothing to report

Finance, Facilities, & Transportation Committee: Met and discussed the budget and PreK tuition

Personnel Committee: Will meet in April 2020

Negotiations Committee: Union Negotiations Rep reached out with dates but due to all that is currently going on they will meet after May 1st.

Long Range Planning, Shared Services: Did not meet

Steering Committee: Did not meet. Possibility of closing the committee

Dr. Ruberto noted that the tentative budget will be approved at this meeting for the purpose of submitting the county for review. She then provided the process of budget formulation.

***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.

Mr. Keiser read the following personnel addendum to be added to the consent agenda:

Motion to approve Chief School Administrator contract effective July 1, 2020 – June 30, 2024 as approved by the Interim Executive County Superintendent.

Motion made by Mr. Reaves and seconded by Mrs. Lemley to add the personnel addendum motion to the consent agenda.

Motion approved on a unanimous roll call vote.

Motion made by Mr. Keiser and seconded by Mr. Reaves to discuss the Consent Agenda.

Motion approved on a unanimous vote

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Consent Agenda Discussion:

Mr. Keiser questioned the curriculum revision motion

Dr. Ruberto noted that Califon needs a Grade 2 curriculum as one is not active this year and it needs to be reviewed.

Motion made by Mr. Keiser and seconded by Mr. Reaves to approve the Consent Agenda as amended with the additional personnel motion.

Motion approved on a unanimous roll call vote

Finance/Facilities/Transportation/Personnel

Finance:

1. Motion to approve the bills list dated February 20, 2019 through March 18, 2020 in the amount of \$252,892.
2. Motion to approve and file the Treasurer’s and Board Secretary report for February 2020 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 February 2020.
4. Motion to approve a contract with Laura Bishop Communications LLC for marketing services from April 1, 2020 through June 30, 2020 not to exceed \$5,000.
5. Motion to amend the January 29, 2020 Consent Agenda Finance 6 & 7 as listed:

To accept the audit for the year ended June 30, 2019, and approve the Corrective Action Plan with the following action plan implemented:

Recommendation Number	Corrective Action Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2	Board should acknowledge in the minutes receipt or non-receipt of the Board Secretary’s and Treasurer’s monthly reports and take appropriate action to ensure that the Board	To verify that the reports are done in a timely manner and in compliance.	Cheryl Zarra	2/1/2019

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	receives timely financial information.			
10	A review was performed on recommendation #2 which is repeated from the prior year.	To verify that the reports are done in a timely manner and in compliance.	Cheryl Zarra	2/1/2019

6. Motion to approve the transfer of Capital Projects Fund accumulated interest balance in the amount of \$531.25 to the General Fund.

7. Motion to approve the Preschool tuition for the 2020-21 school year as follows:

5 Full Days	\$5,500
5 Half Days	\$4,000

Transportation:

Facilities:

1. Motion to approve the use of the Califon School Facilities:

Sponsor of Event	Event
Califon Rec Committee	Califon Fun Days July 6-10, 9 am-12 pm
PTA	Movie Nights April 24, May 22

2. Motion to approve the following security/fire drills:

Date	Type
February 28, 2020	Bus Evacuation - Safety Drill
March 12, 2020	Lock-Out
March 13, 2020	Fire Drill

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Personnel:

1. Motion to approve the following staff members for curriculum revision for the 2019-2020 school year \$40. for 10 hours.

Name	Curricula	Compensation
Alison DeMarco	Grade 2 - 2020-2021	\$40. for 10 hours
Kyle Hoitsma	Grade 2 - 2020-2021	\$40. for 10 hours
Lisa Kooger	LGBTQ	\$40. for 10 hours
Marie Heyduke	LGBTQ	\$40. for 10 hours
Luke Maginnis	LGBTQ	\$40. for 10 hours
Kelly Mitzak	Gifted and Talented - Level Three	\$40. for 10 hours
MaryJane Medea	Gifted and Talented - Level Three	\$40. for 10 hours
Bryce Blondina	ELA Companion Standards	\$40. for 10 Hours

2. Motion to approve additional compensation:

Name	Description	Compensation
Linda Patterson	March 5, 2020 - Seussical Night	\$40. per hour
Peggy Button	March 5, 2020 - Seussical Night	\$40. per hour
Lisa Kooger	March 5, 2020 - Seussical Night	\$40. per hour
Mary Jane Medea	March 5, 2020 - Seussical Night	\$40. per hour
Isabel Maginnis	March 5, 2020 - Seussical Night	\$40. per hour
Lori Montesion	March 5, 2020 - Seussical Night	\$40. per hour
Robin Heuneman	March 5, 2020 - Seussical Night	\$40. per hour
Leslie Weiss	March 5, 2020 - Seussical Night	\$40. per hour

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3. Motion to approve the following tuition request:

Staff Member	Course	Amount
Alison DeMarco	Montclair State University 622.41 School Finance	\$2190.84

4. Motion to approve Chief School Administrator contract effective July 1, 2020 – June 30, 2024 as approved by the Interim Executive County Superintendent.

C. Curriculum and Instruction

1. Motion to accept the Health Report for February, 2020.
2. Motion to accept a Child Assault Prevention Grant in the amount of \$ 299.60 to provide 4 in-services, fall of 2020. remaining balance of contract \$ \$128.40.
3. Motion to approve the Theater Curriculum for Grades K-8.
4. Motion to approve the “Alternative Learning Plan” in the event of a closure of the Califon Public School due to an emergent health situation.

***XII. OLD BUSINESS**

April meetings: April 8, 2020 Board Member Training
April 29, 2020 Public Hearing

***XIII. NEW BUSINESS**

Motion made by Mr. Keiser and seconded by Mrs. Kipp-Newbold to approve NB1-2

Motion approved on a unanimous roll call vote

1. Motion to approve the following Califon Public School Policies and Regulations for a second reading:
 - o P 8601 - Student Supervision After Dismissal (M)

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2. Motion to adopt the 2020-2021 tentative budget.

BE IT RESOLVED that the Califon Board of Education tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid revenue and to request the use of \$7,473 banked cap due to the loss of 2020-2021 state aide. The need for the use of this banked cap will be completed by the end of the 2020-2021 budget year and will not be deferred or incrementally completed over future budgeted years. Travel Related Expense Reimbursement for the 2020-2021 school year, in accordance with N.J.A.C. 6A:23A7.3, be approved for a maximum expenditure of \$4,100 for all staff and BOE members. The Secretary to the Board of Education is authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2020-21 Total Expenditures	\$2,744,585	\$45,503	\$175,567	\$2,965,655
Less: Anticipated Revenues	\$ 440,634	\$45,503	\$ 44,998	\$ 531,135
Taxes to be Raised	\$2,303,951	\$ 0	\$130,569	\$2,434,520

And to advertise said tentative budget in the Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Califon Elementary School, Califon, NJ, New Jersey on April 29, 2020 at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

**Travel and Related Expense Reimbursement
2020-2021**

WHEREAS, the Califon Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the Board of Education Out of District Travel and Reimbursement Forms; now

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THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$4,100 for all staff and board members.

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

At this time, comment is invited on any matter relating to the school district.

Anyone wishing to speak before the board may do so during the public comment 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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Mrs. Smith inquired if the Budget was an increase of 2%.

- Mrs. Zarra responded that the local tax levy was increased to 2%.

Mrs. Smith asked for clarification on the Science Scores

- Dr. Ruberto responded with clarification and noted that the scores will be on our website.

Mrs. Smith inquired about the Kindergarten Open House outcome

- Dr. Ruberto responded that the response to our Kindergarten Open House was positive.

***XV. ADJOURNMENT**

Motion made by Mr. Reaves, seconded by Mrs. Kipp-Newbold to adjourn the meeting at 8:51 pm.

Motion approved with full board consent.

Respectfully submitted

Cheryl Zarra
Board Secretary