

**CALIFON BOARD OF EDUCATION  
REGULAR MEETING MINUTES**

**August 21, 2019**

**7:30 p.m.**

**The Board will meet at 6:30 pm for Personnel Items.**

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

This meeting is called to order at 6:39 p.m. with the following opening statement read by Mrs. DeCoster:

“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, 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 in attendance pledged to the flag.

**\*III. ROLL CALL**

Mrs. Nina DeCoster	Present
Mr. Christopher Keiser	Present
Mr. Jeffrey Dahl	Present
Ms. Rebecca Kipp-Newbold	Present
Mr. Michael Reaves	Absent

Also in attendance: Dr. Johanna Ruberto, Interim Superintendent  
Karin Laraway, Interim Business Administrator/Board Secretary

**\*IV. EXECUTIVE SESSION**

Motion made by Mrs. DeCoster, seconded by Mr. Dahl to adjourn to executive session. The time was 6:40 PM.

Motion approved on a unanimous voice vote.

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;

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- 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
- 9. Deliberations involving imposition of specific civil penalty

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 6:40 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.

Motion made by Mrs. DeCoster, seconded by Mr. Dahl to adjourn to executive session.

Motion approved on a unanimous voice vote.

**\*V. RECONVENE**

Motion made by Mrs. DeCoster, seconded by Mr. Dahl, to return to the regular meeting. The time was 7:36 PM.

Motion approved on a unanimous voice vote.

**\*VI. 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,

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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 at this time.

**\*VI. APPROVAL OF MINUTES**

1. Motion made by Mrs. DeCoster, seconded by Mr. Keiser, to to approve the following minutes:  
July 17, 2019 Board Retreat and Regular Meeting

Motion approved on a unanimous voice vote.

**\*VII. WRITTEN COMMUNICATIONS-None at this time.**

**\*VIII. SUPERINTENDENT'S REPORT**

1. Superintendent Update:
  - Thank you to the BOE for their good work.
  - Opening 2019-teachers are in, they are engaged.
  - Staffing-needs have been filled
  - School Focus 2019-2020
  - Curriculum Update
    - Financial Literacy
    - Gifted and Talented
    - Research Continuum
    - New Student Transition-formal program
    - Extended Socialization Opportunities –matrix created
  - Professional Development
    - Professional Development – SOA- on agenda for approval
    - Mentor Plan - 2019-2020- on agenda for approval
  - Facility Update
  - Security Update –Class III security guard being researched
  - Califon Policy/Regulation review-all policies have been reviewed
  - QSAC - 2019-2020
  - Food Service – Update-no nearby district would like to participate in

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satellite lunch.

- Student Interest Inventory - Clubs commence September 23-will keep exploring fencing
- Tuition-based Initiative-continued efforts on attracting tuition students
- Update Eagle Scout Project-completed, wonderful job, all in the school and community will enjoy

**\*IX. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: Not met

Policy & Legislation Committee: Not met

Finance, Facilities, & Transportation Committee: Plants are going in on Monday, Security dialog based on a parent inquiry regarding Class III security guards, Outside facilities have been cleaned and upgraded.

Personnel Committee: Discussion items-fencing being explored, principal contract, stipend positions, media specialist position, CSA search

Negotiations Committee: Not met

Long Range Planning, Shared Services, & School Choice Committee: Not met since BOE retreat.

Steering Committee: Steering committee met on Aug 20, steering committee meetin on Sept 17. The Steering committee will be sharing information with the Long Range Planning Committee. An end date for the Steering Committee needs to be established.

**\*X. 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 Mrs. DeCoster, seconded by Mr. Dahl, to discuss the Consent Agenda.

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Motion made by Mrs. DeCoster, seconded by Mrs. Kipp-Newbold to remove Fianance motion #2 from the agenda.

2. Motion to approve donation:

<b>Name</b>	<b>Item</b>	<b>Value</b>
Salvation Army	4 chairs - Tables - Books	\$500.00

Motion approved on a unanimous voice vote.

Motion made by Mrs. DeCoster, seconded by Mr. Dahl, to amend Curriculum and Instruction #5 from not to exceed 1 hour to not to exceed 4 hours.

Motion approved on a unanimous voice vote.

Motion made by Mr. Dahl, seconded by Mrs. Kipp-Newbold, to approve the Consent Agenda as amended.

Motion approved on a unanimous roll call vote.

***A. Finance/Facilities/Transportation/Personnel***

***Finance:***

1. Motion to accept the following donation(s):

<b>Name</b>	<b>Description</b>	<b>Amount</b>
Class of 2019	Decorative plants for the school	\$1,231.68

2. Removed.

3. Motion to approve the transfers for June 2019.

4. Motion to accept, certify, and file the Treasurer's and Board Secretary Report June 2019 and note that sufficient funds are available to meet the district's financial obligations and that no major account has been over-expended in

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accordance with N.J.A.C. 6A:23A:16.10.

5. Motion to approve the July payrolls:  
July 15, 2019           \$20,720.43  
July 30, 2019           \$18,487.47
  
6. Motion to enter into a contract with New Jersey School Boards Association for Chief School Administrator Search Services for \$7,000 plus all costs of advertising and related expenses.

***Facilities:***

1. Motion to approve \$375. to reimburse for the purchase of tables for the school out-door eating area.

***Transportation:***

1. Motion to approve entering into a contract with the Delaware Valley Regional High School Board of Education - 2019-20 Joint Transportation Agreement, various field and athletic trips, \$228 per hr for the first 3 hours, \$68 per hr each additional hr., billed in ¼ hr increments. Plus tolls and parking.

***Personnel:***

1. Motion to approve the following staff member(s) for extra compensation during the 2019-2020 school year:

<b>Name</b>	<b>Purpose</b>	<b>Compensation</b>
Kelly Mitzak	Library Material Assessment	Not to exceed 10 hours @ \$40/hr
Marie Heyduke	Library Material Assessment	Not to exceed 15 hours @ \$40/hr
Kyle Hoitsma	Library Material Assessment	Not to exceed 10 hours @ \$40/hr

2. Motion to rescind the maternity leave of Ms. Kristen Charleston for the 2019-2020 school year.

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3. Motion to approve the following voluntary transfer of a certificated staff member for the 2019-2020 school year:

Name	Position	Compensation
Kristen Charleston	Teacher of ELA Part-time 2 days per week	\$24,695. No benefits

4. Motion to approve the contract with Centenary University to serve as a mentor for the Media Specialist position the 2019-2020 school year.
5. Motion to approve the following stipend positions for the 2019-2020 school year:

**Fall**

Club/Activity	Compensation
Teacher in Charge	\$80. per day
Art Club	\$40.00/hr X 6
Cross Country Coach	\$700.
Assistant Cross Country Coach	\$700.
Cheerleading Coach	\$2,100.00
K'Nex Club	\$40.00/hr X 6
Lego Club	\$40.00/hr X 6
TREPS\$ X 2	\$500.00 \$500.00
Student Council	\$500.00
Yearbook Advisor	\$900.00
Eight-grade Advisors (2)	\$500.00 \$500.00
HIB Specialist	\$1,000.00
Kids Care (2)	\$375.00 \$375.00
Milk Coordinator	\$1,000.00
Debate Club (2)	\$500.00 \$500.00

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**Winter**

<b>Position Club/Activity</b>	<b>Compensation</b>
Chess	\$40/hr x 6
Fitness	\$40/hr x 6
Video	40/hr
Drama	\$1,000
Reading Olympics (2)	\$500 \$500
Winter Concert Chaperones	\$40 per concert
Spring Concert	\$40 per concert
Dance Monitor	\$50 per dance
“Open Gym”	\$40/hr x 6
Video Game Club	\$40/hr x 6

6. Motion to approve the following staff members for stipend positions for the 2019-2020 school year:

<b>Name</b>	<b>Position Club/Activity</b>	<b>Compensation</b>
Chris Tavaglione	Cross Country Coach	\$700.
Maryjane Medea	Assistant Cross Country Coach	\$700.
Kelly Mitzak	Cheerleading Coach	\$2,100.00
Ann Marie DeAngelo	K’Nex Club	\$40.00/hr X 6
Ann Marie DeAngelo	Lego Club	\$40.00/hr X 6
Lisa Kooger	Student Council	\$500.00
Christine Sullivan	Yearbook Advisor	\$900.00
Leslie Weiss	Eight-grade Advisors	\$500.00
Robin Heuneman		\$500.00
Linda Patterson	HIB Specialist	\$1,000.00
Linda Patterson	Kids Care (1of2)	\$375.00
Leslie Weiss	Milk Coordinator	\$1,000.00
Lisa Kooger	Debate Club (1of 2)	\$500.00



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**Winter**

<b>Name</b>	<b>Position</b>	<b>Compensation</b>
Luke Maginnis	Fitness	\$40/hr x 6
Lisa Kooger	Reading Olympics (1 of 2)	\$500

***B. Curriculum and Instruction***

1. Motion to approve the following travel expenditures for staff members or their designated alternate to attend professional development conferences / workshops. This travel is deemed educationally necessary and fiscally prudent. All travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and professional development plans.

<b>Name</b>	<b>Date</b>	<b>Workshop/Conference</b>	<b>Fee / Mileage</b>
Susan French-Gonzalez	August 14,2019	NJDOE Certification	Mileage
Johanna Ruberto	Oct 21-24, 2019	NJSBA workshop	Lodging, meals, I & E GSA per diem rates

3. Motion to approve the Statement of Assurance for the Califon Public School Professional Development Plan for 2019-2020.
4. Motion to approve the Califon School Mentor Plan for the 2019-2020 school year.
5. Motion to approve the following staff members' summer attendance at QSAC county meeting in district.

<b>Name</b>	<b>Date</b>	<b>Workshop/Conference</b>	<b>Fee / Mileage</b>
Jessical Firko	August 19,2019	QSAC County	\$40.per hour not to exceed 4 hour
Marie Heyduke	August 19,2019	QSAC County	\$40.per hour not to exceed 4 hours
Kyle Hoitsma	August 19,2019	QSAC County	\$40.per hour not to exceed 4 hours

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6. Motion to approve the revised Charlotte Danielson Teacher Observation Rubric for the 2019-2020 school year.
7. Motion to approve the Marshall Administrative Observation Rubric for the 2019-2020 school year.

**\*XI. OLD BUSINESS**

**\*XII. NEW BUSINESS**

1. Motion made by Mr. Keiser, seconded by Mrs. DeCoster, to approve on first reading of the revisions to the following Califon Public School policies/regulations:

<b>Policy/Regulation Number</b>	<b>Name</b>
P 5230	Late Arrival and Early Dismissal
R 5410	Promotion and Retention
P 5414	Commencement Activities

Motion approved on a unanimous roll call vote.

2. Motion made by Mr. Keiser, seconded by Mrs. DeCoster, to modify the 2019-20 school district calendar to make September 25, 2019 an early dismissal day for students.

Motion approved on a unanimous roll call vote.

3. Motion made by Mr. Keiser, seconded by Mrs. DeCoster, to approve that the Califon Board of Education will utilize the information and data offered by the Ad Hoc Steering Committee to support decision-making as it relates to long-range planning for the Califon Public School District.

Motion approved on a unanimous roll call vote.

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**\*XIII. 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.

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

Public-question about student information given to PTA for their lunch program. Dr. Ruberto answered that the district will work with the PTA.

**\*XIV. ADJOURNMENT**

Motion made by Mrs. DeCoster, seconded by Mr. Dahl, to adjourn the meeting. The time was 9:02 PM.

Motion approved on a unanimous voice vote.

Respectfully submitted,

Karin Laraway  
Board Secretary