

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

I. CALL TO ORDER – OPENING STATEMENT

This meeting was called to order at 7:30 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
 Mr. Alfred Turello (arrives at 7:32)
 Mrs. Carolyn Murin
 Ms. Kelly Galligan

Absent: none

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

IV. PRESENTATION – Enrichment – Mrs. Kathy Brown presented an informative program on the school’s enrichment offerings.

V. PUBLIC HEARING OF THE 2012-2013 CALIFON SCHOOL BUDGET

Ms. Schaffner presented the 2012-13 Califon School Budget.

VI. APPROVAL OF MINUTES

A. A motion was made by Mr. Ayers and seconded by Mrs. Murin to approve the following minutes:

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

January 25, 2012 Regular Meeting
January 25, 2012 Executive Session
February 22, 2012 Work Session
February 22, 2012 Executive Session
February 29, 2012 Regular Meeting
February 29, 2012 Executive Session

The motion was carried unanimously on a voice vote.

VII. WRITTEN COMMUNICATIONS

1. Borough of Califon Minutes February 6 and 21, 2012
2. Letter from Hunterdon County Clerks Office (Nov. Election)
3. Email from Jeff Scott (enrollment distribution)
4. Letter from Mrs. Cynthia Behrens
5. Meeting Schedule NHVRHS
6. Resolution from Califon Borough Council

VIII. CHIEF SCHOOL ADMINISTRATOR'S REPORT

- Trep\$
- Talent Show
- Daughters of American Revolution Winner
- Teacher Evaluation Model
- 2011-12 Revised Califon School Calendar
- Harassment, Intimidation and Bullying – 1 investigation, not substantiated

IX. PUBLIC COMMENT

Mrs. Jolly expressed concern about the academic program and the grading system. She also discussed the preparation of students for the high school. She said students should not be pulled out of academics to attend band and choir.

Mr. Beard spoke about a new school funding program proposed by Senator Doherty. The Senator will present to Califon Borough Council on April 16th. He also asked if the Rutgers Study would include other school districts. Mr. Ayers said we are waiting to hear if we have been accepted into the program.

Mrs. Smith asked if Califon School would be able to wait and see how school choice plays out. Ms. Galligan said we must promote our school. She said there were other

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

possibilities for shared services that should be investigated. Mr. Ayers said 8% of the student population has left to attend school choice schools. Mrs. Murin said the number of young children in the town is dropping. Mr. Ayers said the Board was collecting information from the public. Mrs. Smith asked why Califon has an aggressive pursuit of regionalization. Mr. Turello said shared services were the primary intent of the discussions. Ms. Galligan said the goal was to keep the school running. Mrs. Smith said it was creating panic. Ms. Galligan said the Board is being proactive.

Mrs. Winter asked about the pupils received on the budget statement. Ms. Schaffner said it was the part-time preschool students.

Mrs. Jolly said the academics standards had dropped. Mr. Schundler noted that 42% of students at Voorhees were on the honor rolls. He said 47% of Califon students were on the honor rolls. He sited how his sons success at Califon Elementary had helped with the college program he had taken last summer. He said the honor roll numbers prove that Califon Elementary is doing a good job.

Dr. Prystash read an e-mail from a parent complementary to the Math program.

X. *BOARD SECRETARY/TREASURER'S REPORT - February Report tabled until 4/25/12 meeting

XI. 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 motion was made by Mr. Schundler and seconded by Mr. Turello to approve all asterisked items on the finance consent agenda. Item number 7 was removed by Mrs. Galligan.

The motion carried unanimously on a roll call vote.

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

A. Finance/Facilities/Transportation

- 2012-13 School Budget

February/March Bills List

- *1. Motion to approve the payment of February/March 2012 invoices from check number 19515 to check number 19554, non check numbers 48 payroll checks 0229 and 0315 in the amount of \$218,441.06

Budget Transfers

- *2. Motion to approve the attached list of budget and 10% transfers from the period of 01/16/12 to 02/29/12 in the amount of \$1,396.96.

Tuition Contract

- *3. Motion to approve the following tuition contracts with High Bridge Board of Education:

6869365247	ESY 2011	\$3,600
6869365247	Extraordinary Services	\$ 867
1189915338	ESY 2011	\$3,000

Cafeteria Plan

- *4. Motion to approve the attached resolution adopting the Cafeteria Plan including a Health Flexible Spending Account effective January 1, 2012.

7th Grade Fundraiser

- *5. Motion to approve the following fundraiser:
Circus Califon Park 7th Grade Parents 5/17/12

2012-2013 School Budget

- *6. Motion to approve the final 2012-2013 School Budget .

BE IT RESOLVED that the final budget be approved for the 2012-2013 School Year :

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2012-13 Total Expenditures	2,293,942	55,314	169,885	2,519,141
Less: Anticipated Revenues	<u>289,157</u>	<u>55,314</u>	<u>43,542</u>	<u>388,013</u>

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

Taxes to be Raised	<u>2,004,785</u>	<u>0</u>	<u>126,343</u>	<u>2,131,128</u>
---------------------------	------------------	----------	----------------	------------------

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 \$2,004,785.

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 \$126,343 as approved by Voter referendum.

And be it further

The Board of Education
of Califon hereby adopts the following final
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>2,293,942</u>	<u>General Fund</u>	
Capital Outlay	<u>-</u>	..Budgeted Fund	
Special Revenue Fund	<u>55,314</u>	Balance	<u>13,106</u>
Repayment of Debt	<u>169,885</u>	..Local Tax Levy	<u>2,004,785</u>
		..Misc Revenue	<u>1,501</u>
		..Tuition	<u>25,500</u>
		..State Aid	
			<u>249,050.00</u>
Total Expenditures	<u><u>2,519,141</u></u>	<u>Special Revenue Fund</u>	
		..State Aid	<u>-</u>
		..Federal Aid	<u></u>

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

		55,314.00
-	<u>Debt Service Fund</u>	
	..Budgeted Fund	
	Balance	
	..Local Tax Levy	126,343.00
	..State Aid	43,542.00
	Total Revenue	2,519,141

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, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); 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 approved Board of Education Out of District Travel and Reimbursement Forms; now

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 approved 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 \$____\$2,700._____ for all staff and board members.

Telephone Stipend

7. A motion to provide a telephone stipend of \$300.00 for the 2011-12 year to Melissa Fogg, Substitute Teacher caller was made by Mr. Schundler and seconded by Mrs. Murin.

Dr. Prystash said this item had been discussed and she requested it be put up for a vote. The Board discussed the options. The motion failed on the following roll call vote:

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

Mr. Ayers – No
Mr. Schundler – Yes
Mr. Turello – No

Mrs. Murin - yes
Ms. Galligan - no

After the vote, Dr. Prystash said the board would not have a substitute teacher caller. Mr. Turello asked if Ms. Fogg will submit her expenses. Ms. Galligan said a resolution could be made to authorize the reimbursement of expense. Ms. Murin said it would be unfair to ask her to go back months thru invoices to submit the expenses. Mr. Turello said he wanted an understanding of how the \$300.00 amount was determined. The Board discussed options. Mr. Ayers stated he would change his vote but stated that moneys should not be promised prior to Board approval. After discussion, the above motion was submitted again with a motion made by Mr. Ayers and seconded by Mr. Schundler. The motion passed on the following roll call vote:

Mr. Ayers – Yes
Mr. Schundler – Yes
Mr. Turello - No

Mrs. Murin - yes
Ms. Galligan - no

Miles for Music

- *8 Motion to accept a grant for \$865.00 from Miles for Music.

Submission of Application for Septic Projects

- *9 Motion to approve submission of the following applications:
- a.) Soil Erosion and Sediment Control Plan Certification /Hunterdon Soil Conservation District
 - b.) Permit to Construct/Repair Sewage Disposal System/Hunterdon County Department of Health

B. Curriculum/ Instruction and Technology

Mr. Ayers asked about the laptop purchase. Dr. Prystash said it was purchased through the REAP grant. Dr. Prystash said she was starting with laptops.

A motion was made by Mr. Turello and seconded y Mrs. Murin to approve the all asterisked items on the curriculum agenda..

The motion was carried unanimously on a roll call vote.

Health Report

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

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

Field Trips

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

Walking Tour of Califon	3/29/12, 4/4-5/12	K	Bergmann Cost to Board \$0.00
-------------------------	-------------------	---	----------------------------------

Turtle Back Zoo	5/3/12	K,1,2	Torcivia, Behrens Bergmann Cost to Board \$49.00
-----------------	--------	-------	--

Reading Olympics	4/19/12		Kooger, Orlando Montession, Heyduke Cost to Board \$225.00
------------------	---------	--	--

Davinci Science Center	5/17/12		Orlando, Mershon Cost to Board \$5.00
------------------------	---------	--	--

2011-12 School Calendar

- *3. Motion to approve the attached revised 2011-12 School Calendar.

Dr. Prystash stated the last day of school was June 15th with 1:10 closing on June 14th, and 15th.

C. Legislation and Policy

- Policy book update

A motion was made by Mrs. Murin and seconded by Mr. Schundler to approve all asterisked items on the Legislation/Policy agenda as a slate.

Second Reading

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

4151.2 Family Leave

First Reading

- *2. Motion to approve the first reading of the following policies:

3542.31 Free or Reduced-Price Lunches/Milk
3160 Transfer of Funds Between Line Items/Amendments/Purchases Not
 Budgeted

PLEASE RETAIN COPIES FOR SECOND READING IN APRIL

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

Mr. Ayers asked if there is a policy about community messages going out on school e-mail. Mrs. Murin will send out the policy on this issue.

Dr. Prystash explained the two board of education email addresses. She said the correct address is boardmembers@califonschool.org. Mrs. Murin expressed concerns about the errors.

D. Board Ad Hoc Committees

Long Range Planning – Mr. Ayers said he would like to look at a 5-10 year plan for technology. Mr. Schundler said the technology plan was a collaborative effort. Mr. Ayers said it should be reviewed annually. The plan will be sent out to the Board.

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

A motion was made by Mrs. Murin and seconded by Mr. Turello to approve all asterisked items on the Personnel slate excluding number 3, which was removed by Ms. Galligan.

The motion was carried unanimously on a roll call vote.

Staff Development/Travel

*1

a.) Motion to approve the following staff development/travel:

I Maginnis	Foreign Language Spring Conference	3/1/12	\$145.00
------------	------------------------------------	--------	----------

Staff Development Reports

b.) Motion to approve the following reports: none

2011-12 Substitute List

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

*2. 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.

Carol Clark (teacher)
Melissa Mattei (teacher)

Kelly Hubiak (teacher)

Staff Retirement

3. A motion was made by Mr. Turello and seconded by Mrs. Murin to accept with regret the retirement of Cynthia Behrens and to express appreciation for her 35 years of service to Califon School.

Ms. Galligan said she would like to recognize Mrs. Behrens service. Dr. Prystash said a party is usually planned by the teachers, where the Board is represented.

The motion was carried unanimously on a roll call vote.

F. Communications

Mr. Ayers asked if an ad would be placed for the staff vacancies. Dr. Prystash said yes. Mr. Turello confirmed the ad would be in the Star Ledger.

XII. OLD BUSINESS

Mr. Turello asked if the work session/regular meeting would be discussed at the April meeting.

Mr. Ayers discussed Lebanon Township's Spring newsletter.

Mr. Turello asked about the postingsto the school sign. Mr. Ayers asked if there is a spare set of keys. Dr. Prystash said we do not have the letters to post to the sign. The sign is maintained by the PTA. Dr. Pystash said she e-mails the PTA rep and she changes the sign.

XIII. NEW BUSINESS

XIV. PUBLIC COMMENT

Mrs. Smith said her son repeatedly speaks well of Califon teachers, in particular, Mrs. Kooger and Mrs. Caprio. She said this years 9th grade class was well represented on the honor roll. She also commented that expenditure items have not been over spent. There have never been any improprieties. She added if the telephone stipend has been used in other schools that should be sufficient. Mr. Turello said it was not the Board of Ed's job to rubber stamp the administration. Mrs. Winter said the school board votes

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

on spending money. She also asked for the plan to increase the NJASK scores. Ms. Galligan said the ASK scores have been an ongoing discussion. Dr. Prystash said students who were not proficient have received extra help. Mr. Turello said it would be a part of board goal setting. Mrs. Murin said additional learning tools such as Linkit had been put in place.

XV. EXECUTIVE SESSION

A motion to approve the following resolution was made by Mrs. Murin and seconded by Mr. Ayers:

The motion was carried unanimously on a 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;

- 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 9:40 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.

XVI. RECONVENE

The Board reconvened into regular session at 10:42 p.m.

XVII. 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 11:05 p.m.

The motion carried unanimously on a voice vote.

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES/PUBLIC HEARING OF THE 2012-13 SCHOOL
BUDGET**

March 28, 2012 7:30 p.m.

Respectfully Submitted,

Susan Schaffner
Board Secretary