

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES**

June 19, 2019

7:30 p.m.

The Board will meet at 6:00 pm for Personnel Items.

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

This meeting is called to order at 6:05 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, 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 in attendance pledged to the flag.

***III. ROLL CALL**

Mr. Jeffrey Dahl	Present
Mrs. Nina DeCoster	Present
Mr. Christopher Keiser	Present
Mr. Michael Reaves	Present

ALSO IN ATTENDANCE: Dr. Johnanna Ruberto, Interim Superintendent
Karin Laraway, Interim Board Secretary

***IV. EXECUTIVE SESSION**

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

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;

- ____ 1. Matter which by express provision of law is rendered confidential
- ____ 2. Release of information which would impair receipt of federal funds

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- ___ 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
- X 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 6:07 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.

***V. RECONVENE**

Motion made by Mrs. DeCoster, seconded by Mr. Dahl, to return to the regular meeting. The time was 7:30 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, 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.

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***VI. APPROVAL OF MINUTES**

1. Motion made by Mr. Reaves, seconded by Mr. Dahl, to approve the following minutes:

May 15, 2019 Regular and Executive session

Motion approved on a unanimous voice vote.

***VII. WRITTEN COMMUNICATIONS**

Letters of interest to fill BOE vacancy

***VIII. SUPERINTENDENT'S REPORT**

*1. Superintendent Update:

- No HIB Complaints
- No Affirmative Action Complaints
- End of year went very well
- Eighth grade graduation-June 17-excellent
- Curriculum revision – summer
 - G & T
 - Financial Literacy
 - SS-review
 - Socialization Matrix
 - Research continuum matrix
- Superintendent will be sending a letter to the community
- Student, parent, teacher handbook revisions
- Sub training this summer
- Keep area realtors informed about the school district
- K screening

There was a Poetry Presentation from students in grades 3-5 based on in district workshop with Ms. Luray Gross.

***IX. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: Did not meet

Policy & Legislation Committee: Received policies from Strauss Esmay – did not meet

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Finance, Facilities, & Transportation Committee: Teleconference on Monday, June 17-security upgrades, planters in the front, sandboxes being removed

Personnel Committee: Teleconference on Monday, June 17-Music teacher, ELA teacher maternity leave replacement, addendum tonight

Negotiations Committee: Did not meet

Long Range Planning, Shared Services, & School Choice Committee: Board attorney met with the committee to discuss how to increase enrollment. State will not allow more Choice seats

Steering Committee: R Lemley-met June 12, next meeting July 10. She is compiling the information received from the community, some opinion based but will be included, and this will be presented to the BOE.

***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. Kesier, to discuss the Consent Agenda.

Motion approved on a unanimous voice vote.

Motion made by Mr. Keiser, seconded by Mr. Dahl to remove Facilities #3-to approve the use of the Califon School Facilities by the Califon Recreation Committee for Adult Volleyball, Monday nights for the 2019-20 school year.

Motion approved on a unanimous voice vote.

Motion made by Mr. Dahl, seconded by Mrs. DeCoster, to approve the Consent Agenda.

Motion approved on a unanimous roll call vote.

A. Finance/Facilities/Transportation/Personnel

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Finance:

1. Motion to approve list of bills dated May 17, 2019 through June 20, 2019 in the amount of \$355,947.41.
2. Motion to approve the submission of the 2019-2020 IDEA and ESEA grant applications.
3. Motion to approve the resolution for the 2019-20 tax levy schedule:

RESOLVED: that the amount of district taxes needed to meet the obligations of the Board for the 2019-2020 school year is \$2,251,449 local tax levy, and \$127,951 debt service tax levy, and that the Borough of Califon is hereby requested to place in the hands of the Custodian of School Moneys that amount in accordance with the statutes relating thereto.

Date requested	Amount
July 1, 2019	\$375,242
September 1, 2019	\$375,242
November 1, 2019	\$375,242
January 1, 2020	\$375,242
March 1, 2020	\$375,242
May 1, 2020	\$375,239
Local Tax Levy	\$2,251,449
July 1, 2019	\$63,976
January 1, 2020	\$63,975
Debt Service Levy	\$127,951

4. Motion to approve School Alliance Insurance Fund (SAIF) as the District's 2019-2022 insurance carrier. The 2019-20 cost of insurance is \$56,493.00.
5. Motion to approve the transfers for April & May 2019.
6. Motion to accept, certify, and file the Treasurer's and Board Secretary Report for April & May 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 accordance with N.J.A.C. 6A:23A:16.10.
7. Motion to approve the 2018-19 payrolls as attached.

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Facilities:

1. Motion to approve documentation of mandated Security/Fire/Emergency and Evacuation Drills

Date of Drill	Type of Drill
May 17, 2019	Fire Drill
May 22, 2019	Shelter in Place - Weather Related
June 10, 2019	Fire Drill
June 12, 2019	Non Fire Evacuation Drill

2. Motion to approve the submission of application for alternate method of compliance for providing toilet rooms (Pre-K and K) and application for the dual use of educational space (preschool/art room) to the New Jersey Department of Education for the 2019-2020 school year.

Transportation:

Personnel:

1. Motion to approve the following for the 2019-2020 school year:

Name	Position	
Kristen Charleston	Teacher	Maternity - Leave
Mallory Bartow	Summer Custodian 6 hrs/day, June 24-Aug 9	\$15/hr
Tristan Downey	Summer Custodian 6 hrs/day, June 24-Aug 9	\$15/hr
Paula Hatch	Treasurer of School Monies	\$1,997 yr

2. Motion to appoint Dr. Johanna Ruberto as Interim Superintendent, July 1, 2019 through June 30, 2020, as approved by the Executive County Superintendent.

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3. Motion to appoint Karin Laraway as Interim Business Administrator, July 1, 2019 through December 31, 2019, as approved by the Executive County Superintendent.
4. Motion to approve extra compensation for services:

Name	Service	Amount
Robin Heunemen	Math Academy (Coverage)	\$80.00
Robin Heunemen	Homework CLub((Coverage)	\$50.00

5. Motion to approve the following certificated personnel for the 2019-2020 school year:

Name	Position	Degree	Step	Salary
Peggy J. Button	Teacher of Music	BA	11-(.5 position)	\$30,022
Tracey O'Brien	Maternity Leave 6,7,8 Teacher of English	BA	6	\$55,751

6. Motion to approve the job description for "Gifted Specialist K-8".
7. Motion to approve extra compensation for services:

Name	Position	Salary
Susan French-Gonzalez	Webmaster	\$1,500

8. Motion to approve payment of 2 merit goals achieved in the 2018-19 school year, by Daniel Patton, Principal, each valued at .45% of base salary for a total compensation of \$1,055.76.
9. Motion to approve Ed Belenger for extra time from July 1 through August 30, 2019 at his current rate of pay.

B. Curriculum and Instruction

1. Motion to approve the following entities to deliver services for the 2019-2020 school year:

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Provider	Service	Amount
HCESC	Speech/Language	\$95/hour
HCESC	Paraprofessional	\$25.70/hour + benefit costs
Leb Twp BOE	Child Study Team Svcs	\$68,192

2. 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.

Name	Date	Workshop/Conference	Costs
Ann Marie DeAngelo	July 23-25	NJSLA Standards Setting - Science	No meals, mileage, or compensation Hotel: \$256. (Total)
Dan Patton	June 11	RVCC STEM	Mileage
Dan Patton	August 1, 2019	Financial Ed. Boot Camp Branchburg, NJ	Mileage \$27.71
Dan Patton	June 26, 2019	School Law Workshop Jameburg, NJ	Mileage/Fee: \$176.04
Dan Patton	October 17-18, 2019	NJPSA Conference	Mileage/Fee: \$321.24
Johanna Ruberto	September 25-27	Hunterdon County Superintendents' Conference	Mileage/Fee: \$320.30
Susan French-Gonzalez	June 20	Administrative Assistants Conference	Mileage/Fee \$231.62
Lisa Kooger	August 6, 2019	Economic Education	Mileage \$31.87
Dan Patton	August 1, 2019	Financial Ed. Boot Camp Branchburg, NJ	Mileage \$9.54
Dan Patton	July 16, 2019	Comprehensive Active Shooter Management	Mileage \$50.30
Susan French-Gonzalez	Aug 2, 2019 Aug 9, 2019	Somerset County ESC Administrative Assistant Google Docs Seminar	Mileage / Fee \$316.12

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3. Motion to approve the Health Report for May 2019.

4. Reported suspensions:

Grade 8	One Day
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5. Motion to approve the following certificated staff members for curriculum development.

Name	Hours	Subject
Bryce Blondina	10 Hrs at contractual rate	Curriculum Review
Anne Marie DeAngelo	10 Hrs at contractual rate	Innovative Lab and Genius Hour
Mary Jane Medea	10 Hrs at contractual rate	Innovative Lab/ Genius Hour
Kyle Hoitsma	10 Hrs at contractual rate	Innovative Lab/ Genius Hour
Marie Heyduke	10 Hrs at contractual rate	Financial Literacy
Lisa Kooger	10 Hrs at contractual rate	Financial Literacy
Kelly Mitzak	10 hrs at contractual rate	Gifted and Talented
Jessica Firko	10 hrs at contractual rate	Gifted and Talented
Marie Heyduke	10 hrs at contractual rate	Gifted and Talented
Anne Marie DeAngelo	10 hrs at contractual rate	Gifted and Talented

***XI. POLICY**

1. Motion made by Mr. Keiser, seconded by Mrs. DeCoster, to approve the draft policies as revised by Strauss Esmay.

Motion approved on a unanimous roll call vote.

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***XII. OLD BUSINESS** - None at this time.

***XIII. NEW BUSINESS**

1. Motion made by Mr. Keiser, seconded by Mr. Dahl, to approve the appointments for the 2019-20 school year as listed:

A.	Public Agency Compliance Officer	Business Administrator
B.	Architect of Record	SSP Architectural Group
C.	Attorney of Record	Schenck, Price, Smith & King LLP
D.	Insurance Agent of Record	Balken Risk Management
E.	Affirmative Action Officer	School Nurse
F.	Attendance Officer	Principal
G.	504 Coordinator	School Nurse
H.	Auditor	Ardito & Co
I.	RTK Contact Person	Head Custodian
J.	AHERA Representative	Head Custodian
K.	Air Quality Control Officer	Head Custodian
L.	Medical/School Physician	Hickory Run Family Practice
M.	Anti Bullying Specialist	School Nurse
N.	District Bullying Coordinator:	Principal
O.	Custodian of School Records	Business Administrator
P.	Board Secretary	Business Administrator

Motion approved on a unanimous roll call vote.

2. Motion made by Mr. Dahl, seconded by Mr. Keiser ,to approve additional compensation from July 1-August 30 for Ed Belenguer as needed.

***XIV. DESIGNATIONS**

1. Motion made by Mr. Keiser, seconded by Mr. Dahl, to approve the following designations for the 2019-20 school year.

A. Official Newspapers:

RESOLVED, that the Califon Board of Education designates the Hunterdon Democrat as the official newspaper and the Hunterdon Review and The Express-Times as alternates.

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B. Official Depositories for School Monies:

RESOLVED, that the Califon Board of Education approves the following Peapack-Gladstone Bank as Official Depository of record for the Califon Board of Education accounts with the authorized signatures listed and that investments can be secured in any other bank holding a current certificate of eligibility from the New Jersey State Bank Association.

Peapack-Gladstone Bank Accounts:

General Operating	President, Board Secretary, Treasurer, Superintendent (3)
Payroll	Board Secretary or Treasurer (1)
Payroll Agency	Board Secretary or Treasurer (1)
Milk Account	Milk Fund Coordinator and Board Secretary (1)
Capital Reserve	President, Board Secretary, Treasurer Superintendent (3)
Apgar Trust	President, Board Secretary, Treasurer Superintendent (3)
Unemployment	Board Secretary or Treasurer (1)
Student Activities	Board Secretary, Treasurer, President, Superintendent (2)

C. School Funds Investment Officer:

RESOLVED, that the Califon Board of Education designates the Business Administrator/Board Secretary as the School Funds Investment Officer pursuant to N.J.S.A.17:13B-241.

D. Petty Cash Disbursement Agent:

RESOLVED, that the Califon Board of Education authorizes the Business Administrator/Board Secretary to maintain the petty cash account in the amount of \$150.00, with individual disbursements limited to \$50.00.

E. Student Activity Disbursement Agent:

RESOLVED, that the Califon Board of Education appoints the Business Administrator/Board Secretary as the Student Activity Fund Disbursement Agent effective July 1, 2019 through June 30, 2020.

F. General Fund Account Transfers:

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RESOLVED, that the Califon Board of Education authorizes the Superintendent and Business Administrator/Board Secretary to transfer funds within the approved Minimum Chart of Accounts (GAAP), as required by law, prior to placement of orders to maintain accounts in balance at all times. The Board, at a scheduled meeting, will approve the transfers.

G. Reinstatement of Board Policies, By-laws, etc.:

RESOLVED, that the Califon Board of Education reinstates all existing, duly adopted Board Policies, by-laws, job descriptions, rules and regulations and contracts now in force and effect, in accordance with the Policies and Procedures (Governance Manual) of the Califon Board of Education, and includes all revisions and additions, which were subsequently adopted and in accordance with New Jersey state rules and regulations.

H. Reinstatement of Curricula and Textbooks:

It is recommended that the Board of Education, upon the recommendation of the Superintendent, re-approve all current written curriculum, including specials i.e. art, music, computers, physical education, etc., for the 2019-2020 school year, and additionally approve current textbooks for all students, including mandated programs, specified in code, for the 2019-2020 school year, as per N.J.A.C. as required each year. Revisions/Updates to individual curriculum will be presented for approval as they are completed

I. A motion to approve Robert's Rules of Order as the authorized parliamentary procedure.

J. A motion to approve cooperative bidding during the 2019-2020 school year with the Hunterdon County Educational Services Commission and Middlesex Regional Educational Services Commission.

K. A motion to approve the chart of accounts.

L. A motion to authorize the award of contracts up to the bid amount of \$40,000.00 and to set the quote threshold at \$6,000.00 pursuant to NJSA 18a:18a -2.

M. A motion to approve the payment of bills between Board meetings on an emergency basis provided proper documentation is available and upon review of the Chief School Administrator and Business Administrator.

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N. A motion to adopt the Board Member Code of Ethics.

O. State Contract Resolution

Whereas, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and Whereas, the Califon Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and Whereas, the Califon Board of Education desires to authorize its purchasing agent for the 2019-20 school year to make any and all purchase necessary to meet the needs of the school district throughout the school year,

Now Therefore Be It Resolved, that the Califon Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various venders.

P. Affirmative Action

1. Motion to authorize the Affirmative Action Officer, in conjunction with the Affirmative Action Team, to conduct a needs assessment and to develop a Comprehensive Equity Plan, to implement the plan over a three-year period and to submit an annual progress report in the Quality Assurance Annual Report.
2. Motion to define the responsibility of the Affirmative Action Officer as to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting their schools and to comply with Federal and State laws, require that the AAO be a certified staff person and to authorize any training as necessary to facilitate the AAO in handling the district’s equity responsibilities.
3. Motion to authorize the Affirmative Action Officer to conduct yearly training for all staff.

Q. Internet Protection Act

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Motion to state that the Califon School District is in compliance with the Internet Protection Act and that a filtering device is in place on all district computers with internet connections.

R. Motion to approve the following Tax Shelter Annuity Companies:

AXA/Equitable
American Funds
First Investors Corp.

S. Motion to approve the following district travel:

1. All travel for the Superintendent, Principal and Business Administrator to attend articulation, roundtable, seminars, (registration fee of \$150.00 or less), county and state meetings for the 2019-2020 school year. Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.

2. All travel for staff as directed by the Superintendent to attend articulations, roundtables, seminars, (registration fee of \$150.00 or less), county and state meetings for the 2019-2020 school year. Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.

3. All travel for Board of Education members to attend board articulations, county, state and NJSBA sponsored meetings for the 2019-2020 school year (registration fee of \$150.00 or less). Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.

Motion approved on a unanimous roll call vote.

***XV. PUBLIC COMMENT (all school-related topics; time limits: 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 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.

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MaryJane Medea thanked the BOE for funding for Destination Imagination. There were 83 Middle School Teams. The Califon Team came in second in the Instant Challenge.

Public-how many candidates are there for the School Board?

Mrs. DeCoster-there are 6, each is being interviewed, asking each candidate the same questions.

Public-Poetry presentation was good. It's nice to have student presentations at BOE meetings.

Public-what type of security upgrades will be done?

Dr. Ruberto answered scan cards, panic button, gate in playground, planters at front lobby doors.

***XVI. ADJOURNMENT**

Motion made by Mrs. Decoster, seconded by Mr. Reaves, to adjourn the meeting. The time was 9:40 PM.

Motion approved on a unanimous voice vote.

Respectfully submitted,

Karin Laraway
Board Secretary