

**CALIFON BOARD OF EDUCATION  
WORK SESSION  
MINUTES  
November 16, 2011 7:30 p.m.**

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

This meeting was called to order at 7:33 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 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**

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  
                              Mrs. Carolyn Murin  
                              Ms. Kelly Galligan

Also Present:           Ms. Susan Schaffner  
                              Members of the Public

Absent:                 Dr. Kathleen Prystash, CSA

Ms. Galligan noted Dr. Prystash will be taking 2 personal days but had reviewed with Ms. Galligan and Ms. Schaffner on points to discuss.

**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

**CALIFON BOARD OF EDUCATION  
WORK SESSION  
MINUTES  
November 16, 2011 7:30 p.m.**

**VI. WRITTEN COMMUNICATIONS**

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

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

Ms. Galligan reviewed these items:

- Rutgers Science Bus – the program reviewed microbes, there are many, many microbes, both good and bad in our lives
- Homecoming Dance – the dance was a great success
- Red Ribbon Week – Drug Free Awareness

**VIII. PUBLIC COMMENT - None**

**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.

**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

**CALIFON BOARD OF EDUCATION  
WORK SESSION  
MINUTES  
November 16, 2011 7:30 p.m.**

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***

Mr. Schundler said a finance meeting could be scheduled in early December to report to the Board at the December 14<sup>th</sup> work session.

October/November Bills List

- \*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	

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

Education Job Fund	\$307.00
--------------------	----------

**CALIFON BOARD OF EDUCATION  
WORK SESSION  
MINUTES  
November 16, 2011 7:30 p.m.**

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

Ms. Galligan discussed the cost of purchasing software systems versus the benefit to the school. Mr. Ayers handed out a report that he prepared that came from the NJ ASK reports. He discussed reports being through NJASK in 2 years. Ms. Galligan expressed that Link It would become a full time job for the teachers.

Health Report

- \*1. Motion to approve the attached Health Office Report for September and October 2011

***C. Legislation and Policy***

- Policy book update

Mrs. Murin said a committee meeting will be set. Ms. Galligan discussed reviewing the public comment statement. Mrs. Murin will reach out to the Rutgers MBA program. The Board discussed the meeting with Lebanon Township and Hampton. The Board also discussed the rising tax costs.

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

Long Range Planning Committee

***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
Baseball Coach	T. Cutshaw	\$2,300.00

**CALIFON BOARD OF EDUCATION  
WORK SESSION  
MINUTES  
November 16, 2011 7:30 p.m.**

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

- \*2 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

***F. Communications***

Mr. Ayers said the budget letter should go out 45 days before the budget vote.

**XI. OLD BUSINESS**

- School Choice – Califon School will not be on the 2012-12 school year due to a missed deadline. Ms. Galligan said an additional 12 students had made application for 2012-13 school year.
- Chief School Administrator Evaluation

**XII. NEW BUSINESS**

- Ms. Galligan suggested a motion to achieve items. She said she would like to propose a motion that would have a signed Chief School Administer contract be posted to the website. The Board discussed the pros and cons of a signed contract on the website. Ms. Galligan discussed the tab on the web page be changed from Administrators salary to CSA salary. Ms. Galligan suggested items that need to be done should made as resolution. Mrs. Murin suggested the HIB coordinator and specialist positions on the web page also be added to the motion.

**CALIFON BOARD OF EDUCATION  
WORK SESSION  
MINUTES  
November 16, 2011 7:30 p.m.**

- New Phone System installed
- School Calendar – Snow days
- December 21<sup>st</sup> meeting – NJSBA presentation – meeting time at 7:00 PM

**XIII. PUBLIC COMMENT - None**

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

A motion was made by Mr. Ayers and seconded by Mr. Turello 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.

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 9:23 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.

**XV. RECONVENE**

The Board convened into regular session at 9:53 p.m.

**XVI. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. Murin and seconded by Mr. Turello to adjourn at 9:54 p.m.

The motion carried unanimously on a voice vote.

Respectfully Submitted,

Susan Schaffner  
Board Secretary