

**CALIFON BOARD OF EDUCATION
WORK SESSION
MINUTES
March 21, 2012 7:30 p.m.**

I. CALL TO ORDER – OPENING STATEMENT

This meeting was called to order at 7:31 p.m. with the following opening statement read by President Galligan:

This meeting is called to order at 7:31 p.m. with the following opening statement:
“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
 Mrs. Carolyn Murin
 Ms. Kelly Galligan

Absent: none

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

Members of the Public

IV. APPROVAL OF MINUTES

A. Motion to approve the following minutes:

January 25, 2012 Regular Meeting – Mrs. Murin amended these minutes.
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

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VI. 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 – Ms. Galligan asked if this item would be Added to tonight’s meeting. Dr. Prystash said either tonight, March 28 or the April meeting.
5. Meeting Schedule NHVRHS

VI. CHIEF SCHOOL ADMINISTRATOR’S REPORT

- Trep\$
- Talent Show
- Daughters of American Revolution Winner – Dr. Prystash said Helen Avery was second place in the State of New Jersey.
- Teacher Evaluation Model – She will meet with other schools to discuss.
- \$865.00 for music was selected from a grant lead by Mrs. Jessica Beard.
- 47% of Califon School Alumni were on the recent Voorhees Honor Roll.
- 2011-12 School Calendar – Dr. Prystash discussed the day give back for the school calendar.

VII. PUBLIC COMMENT

Mrs. Kim Nodaro asked if the snow days need to be given back. Dr. Prystash said yes it was contracted in the teachers agreement. Mrs. Nodaro also asked for the percent of students on the honor roll. Dr. Prystash said 47%.

Mrs. Melissa Baker said taking the days off the end of the year would work for the 8th grade parents. She added she felt it would be less productive to take off days in May and early June.

Mr. Jason Beard asked if the Rutgers MBA program is on the agenda. Mrs. Murin said yes under Long Range Planning. Mr. Beard discussed the resolution passed by Califon Council advocating consolidated/shared school districts.

Mayor Charles Daniels reviewed the County-wide District resolution . He said Lebanon Borough is seeking a shared services study. The Board asked for timelines for the study. Mayor Daniels said the study would take approximately 1 ½ - 2 years. Mr. Beard said the goal is to get a study that will look at all possibilities. The Board discussed the options of County-wide study versus doing a Rutgers Study limited to our surrounding districts. Mrs. Smith said North Hunterdon Voorhees High School did a long term study. She said they appear to be setting up a K-12 district.

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VIII. *BOARD SECRETARY/TREASURER’S REPORT

After review of the Secretary’s and Treasurer’s reports for the month of **February 2012** 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.

***IX. 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. *Finance/Facilities/Transportation*

Mr. Schundler discussed the retirement letter recently received. He also suggested the fund balance contribution to the 2012-13 budget be reduced by \$35,000 in lieu of the salary breakage caused by the retirement. After discussion, the Board was in agreement with this change and authorized the Business Administrator to adjust the budget for this reduction as well as moving Records Retention expenditures from the salary line to purchased services.

Dr. Prystash said that trees on school property had been pruned and some taken out. She also said she, the Head Custodian and the Business Administrator were meeting with the Septic Contractor.

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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 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	2,328,942	55,314	169,885	2,554,141
Less: Anticipated Revenues	<u>324,157</u>	<u>55,314</u>	<u>43,542</u>	<u>423,013</u>
Taxes to be Raised	<u>2,004,785</u>	<u>0</u>	<u>126,343</u>	<u>2,131,128</u>

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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 tentative
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

Expenditures

Revenue

General Current Expense 2,328,942

General Fund

Capital Outlay -

..Budgeted Fund Balance 48,106

Special Revenue Fund 55,314

..Local Tax Levy 2,004,785

Repayment of Debt 169,885

..Misc Revenue 1,501

..Tuition 25,500

..State Aid 249,050.00

Total Expenditures 2,554,141

Special Revenue Fund

..State Aid -

..Federal Aid 55,314.00

- Debt Service Fund

..Budgeted Fund Balance -

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..Local Tax Levy	126,343.00
..State Aid	43,542.00
Total Revenue	2,554,141

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.

B. Curriculum/ Instruction and Technology

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Health Report

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

Mrs. Murin asked about lice checks. Mrs. Patterson said no lice or nits had been found on Califon students.

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	5,6	Kooger, Orlando Montession, Heyduke Cost to Board \$225.00
Davinci Science Center	5/17/12	3,4	Orlando, Mershon Cost to Board \$5.00

Mr. Ayers asked about technology purchases. Dr. Prystash said she and Ms. King felt laptops would be the best choice. Mr. Ayers handed out an article about IPAD purchases at Saucon Valley School District. The Board discussed IPAD's vs. laptops.

C. Legislation and Policy

- Policy book update

Second Reading

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

4151.2 Family Leave

D. Board Ad Hoc Committees

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Long Range Planning – An application has been submitted to Rutgers for their MBA consulting program. Mr. Ayers discussed the proposed school survey. Mrs. Murin will reach out to Tewksbury to discuss shared services/consolidation.

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

Staff Development/Travel

*1

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

I Maginnis	Foreign Language Spring Conference	3/1/12	\$145.00
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Staff Development Reports

b.) Motion to approve the following reports: none

2011-12 Substitute List

*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)	Kelly Hubiak (teacher)
Melissa Mattei (teacher)	

F. Communications

- Budget letter

X. OLD BUSINESS

Phone Stipend – Dr. Prystash reviewed this issue. The cost of a stipend, prepaid and phone plans were discussed.

XI. NEW BUSINESS

- Long Term Planning – The Board discussed shared service meetings.

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XII. PUBLIC COMMENT - None

XIII. EXECUTIVE SESSION

A motion was made by Mrs. Murin and seconded by Mr. Ayers 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 9:56 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.

XIV. RECONVENE

The Board reconvened into regular session at 11:03 p.m.

XV. 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.

Respectfully Submitted,

Susan Schaffner
Board Secretary