

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
June 17, 2020
7:30 p.m. Virtual (link on website)
The Board will meet at 6:30 pm for Personnel Items.**

I. CALL TO ORDER – OPENING STATEMENT

This meeting was called to order at 6:39 p.m. with the following opening statement read by Mr. Keiser:

“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 and the Hunterdon Review. 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 on the district’s website.

II. THE PLEDGE OF ALLEGIANCE

III. ROLL CALL

Roll call was taken by Ms. Zarra as follows:

Mr. Christopher Keiser - President	Present - Remote
Mr. Michael Reaves - Vice President	Present - Remote
Ms. Rebecca Kipp-Newbold	Present - Remote
Ms. Rita Lemley	Present - Remote

Also present

Dr. Johanna Ruberto, Superintendent	Present - Remote
Ms. Cheryl Zarra, Business Administrator	Present - Remote

IV. EXECUTIVE SESSION

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/Contract negotiation

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- 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 6:41 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 Mr. Reaves, seconded by Mrs. Kipp-Newbold to adjourn to executive session.

Motion approved on unanimous roll call vote.

V. RECONVENE

Motion made by Mrs. Lemley, seconded by Mr. Keiser to end the executive session at 7:32 pm and reconvene the public session with full board consent via roll call vote.

VI. PUBLIC COMMENT (resolutions only; time limits: 20 min. total; 3 min. /person)

Mr. Reaves read the following:

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.

No public comments at this time

VI. APPROVAL OF MINUTES

1. Motion made by Mrs. Kipp-Newbold and seconded by Mrs. Lemley to approve the May 13, 2020 regular and executive session minutes.

Motion approved on unanimous roll call vote

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VII. WRITTEN COMMUNICATIONS

Letter from R. Firko regarding Eagle Scout Project - Ryan Firko spoke regarding plaque placement.

VIII. SUPERINTENDENT'S REPORT

1. Superintendent Update:

Dr. Ruberto provided the following:

- Report of QSAC - The district did well.
- HIB Score 2018-2019
 - Posted on the District website
- Summer Hours
- Acknowledgement of Mrs. Lemley as the voiceover for the Califon School video.
- Acknowledgement of teachers who volunteered to speak to perspective families.
- Acknowledgement of Mrs. Kipp-Newbold as Delegate Assembly for NJSBA
- Acknowledgment
 - K Round-up
 - K Graduation - Mrs. Mitzak did an outstanding job.
 - Eighth-grade Promotion - The ceremony was personal and humanistic.
 - PTA
 - Faculty/Staff
 - Ms. Zarra
 - Ms. French Gonzalez
 - Support Staff
 - Faculty
 - The Board
 - The students
 - Mr. Patton
- Information from the NJDOE
- Summer - ESY will be virtual
- Facility Use - no outside groups to use the facilities this summer.
- "Reopening Plan" - Update - waiting for information from the state. Will meet with the Reopening Committee.
- Status Report for our District
 - Formative Assessment
 - School Goals
 - IS Goals
- Policy 5111.01 had full legal review

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- NJ School Boards will have a Covid-19 workshop for board members in August.

Dr. Ruberto thanked the Board for the opportunity to serve the district.

IX. BOARD COMMITTEE REPORTS

Curriculum & Instruction Committee: Did not meet.

Policy & Legislation Committee: Did not meet but shared communication updates.

Finance, Facilities, & Transportation Committee: Did not meet.

Personnel Committee: Did not meet.

Negotiations Committee: A Zoom meeting is scheduled for Monday to begin the process.

Long Range Planning, Shared Services, & School Choice Committee: Did not meet.

Steering Committee: Did not meet.

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.

Mrs. Zarra read the addendums to be added to the consent agenda.

Motion made by Mr. Reaves and seconded by Mrs. Lemley to approve adding the addendum motions and changes to the consent agenda.

Motion made by Mr. Keiser and seconded by Mr. Reaves to discuss the Consent Agenda.

Motion approved on unanimous roll call vote.

Mr. Reaves questioned the Robert's Rules of Order. Dr. Ruberto responded.

Motion made by Mr. Keiser and seconded by Mrs. Lemley to approve the consent agenda including the addendum motion and changes.

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Motion approved on unanimous roll call vote.

A. Finance/Facilities/Transportation/Personnel

Finance:

1. Motion to approve bills list dated June 17, 2020 in the amount of \$160,608.05
2. Motion to approve and file the Treasurer's and Board Secretary report for April and May 2020 and note that sufficient funds are available to meet the district's financial obligation and that no major account has been over-expended in accordance with N.J.A.C. 6A:23A:16.20.
3. Motion to approve the transfers for April and May 2020.
4. Motion to approve the submission of the 2020-2021 Extraordinary Aid, IDEA and ESEA grant applications.
5. Motion to accept the accept the IDEA grant award in the following amounts:

Basic: \$29,190
Preschool: \$ 1,840

6. Motion to accept the ESEA grant award in the following amount:

Title II-A: \$ 1,566

7. **WHEREAS**, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Califon Board of Education wishes to deposit anticipated current year surplus into the following reserve accounts at year end:

Capital Reserve – Not to exceed \$50,000
Maintenance Reserve - Not to exceed \$25,000
Total reserve deposit not to exceed \$75,000

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8. Motion to approve School Alliance Insurance Fund (SAIF) as the District's 2020-2021 insurance carrier.
9. Motion to approve Therapeutic Intervention, Inc to provide Occupational Therapy services as follows:

School based therapy in district:	\$95.00 per hour
Home based therapy:	\$109.00 per visit
Evaluations:	\$390.00 per evaluation

10. Motion to approve SennSysCo LLC to provide technology support services for the 2020-2021 school year at \$70.00/hr.
11. Motion to approve cancellation and reissuance (where appropriate) of the following outstanding checks:

Account	Check Number	Amount	Date	Re-issue
General	22970	\$329.29	11/16/17	
General	23376	\$76.16	10/1/18	X
General	23489	\$29.95	12/19/18	
General	23801	1,160.00	6/21/19	X
General	23802	\$29.35	6/21/19	X
Total General		\$1,667.75		
Payroll	17778	\$573.45	10/15/18	X
Payroll	17800	\$170.14	1/15/19	X
Payroll	17809	\$367.38	1/30/19	X
Payroll	17830	\$136.26	3/29/19	X
Payroll	17836	\$163.37	4/15/19	X
Payroll	17837	\$110.93	4/15/19	X
Total Payroll		\$1,521.53		

12. Motion to approve Schenck, Price, Smith & King, LLP as Board Attorney for the 2020-21 school year with the following rates:

Partners and counsel	\$180/hr
Senior Associates	\$175/hr
Junior Associates	\$170/hr
Law Clerks/Paralegals	\$125/hr

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13. **WHEREAS**, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for school districts which do not have a Qualified Purchasing Agent , from \$29,000 to \$32,000, effective July 1, 2020;

WHEREAS, the Califon Board of Education would like to take advantage of the maximum statutory bid threshold amount of \$32,000 for school districts who do not have a qualified purchasing agent;

NOW, THEREFORE BE IT RESOLVED that the Califon Board of Education, establishes and sets the bid threshold amount of \$32,000 for the Board of Education, and further authorizes Cheryl Zarra to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

14. **WHEREAS**, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of Califon Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
 - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.

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iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.

iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.

v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:

- a.) A long term philosophy on rates.
- b.) A willingness to work with bargaining units to achieve plan design changes.
- c.) Professional management with stability and commitment.
- d.) Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

i. Approval of the SCHOOL BOARD by the SHIF.

ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.

iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

- 15. Motion to approve the submission of the McKinney -Vento Education of Homeless Children and Youth Program LEA intent to Collaborate form.
- 16. Motion to authorize prorated payments for Aid-in-Lieu to the close of school due to the COVID-19 health pandemic on March 16, 2020.
- 17. Motion to approve a shared service agreement with Tewksbury Township Board of Education to provide Child Study Team services for the 2020-2021 school.
- 18. Motion to approve an agreement with Professional Learning Consultants, LLC for Director of Special Services for the 2020-2021 school year.

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Facilities:

1. Motion to approve the submission of the 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 2020-2021 school year.
2. Motion to approve the *School Security Statement of Assurance* for the 2019-2020 school year. Pursuant to 18A:41-1, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs.
3. Motion to approve the district’s summer hours as follows for administration and administrative staff: 8:30 am – 1:30 pm, 4 days per week Monday-Thursday, closed Fridays beginning June 29 through August 7, 2020.
4. Motion to approve the placement of a plaque in the playground at Califon School per the previously approved Eagle Scout Project of Ryan Firko.

Transportation:

Personnel:

1. Motion to accept the Affirmative Action Report for the Fourth Quarter.

AA Complaints	Number
Fourth Quarter	0

2. Motion to accept the annual Affirmative Action Report for the 2019-2020 school year.

Annual 2019-2020 AA Complaints	Number
2019 -2020	0

3. Motion to approve the following faculty members for stipend positions for the 2020-2021 school year:

Title	Name	Compensation
Webmaster	Susan French- Gonzalez	\$2000.
HIB Specialist	Ms. Linda Patterson	\$1000.
Milk Coordinator	Ms. Leslie Weiss	\$1000.

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Affirmative Action Officer	Ms. Linda Patterson	No compensation
Media Coordinators (2)	Ms. Alison DeMarco Mr. Luke McGinnis	\$500. each person

4. Motion to approve Paula Hatch as Treasurer of School Monies for the 2020-21 school year with an annual salary of \$1,997.
5. Motion to approve Linda Patterson as Homeless Liaison for the 2020-21 school year - no compensation.
6. Motion to approve the job description for Director of Special Services (Consultant).
7. Motion to approve the following for the 2020-2021 school year:

Name	Position	Hrs/Days	Rate
Mallory Bartow	Summer Custodian	5 hrs/day M-Th July 1 – August 14	\$15/hr
Tristan Downey	Summer Custodian	5 hrs/day M-Th July 1 – August 14	\$15/hr

B. Curriculum and Instruction

1. Motion to approve the following entities to deliver services for the 2020-2021 school year:

Provider	Service	Amount
HCESC	Paraprofessional	\$25.75/hour + benefit costs
HCESC	Public School Services *as needed	Per 2020-2021 Rate Sheet

2. Motion to approve the 2020/2021 Special Education Tuition Contract Agreements with The Lebanon Township Board of Education, as follows:

ESY Tuition: \$15,200
Tuition: \$48,300
Total: \$63,500

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3. Motion to approve the 2020/2021 General Education Tuition Contract
Agreements with The Lebanon Township Board of Education, as follows:

Tuition: \$30,000

XI. POLICY

1. Motion to approve Califon Public School District Policy 5111.01, Non-Resident Tuition Criteria & Application first reading.

XII. OLD BUSINESS

None.

XIII. NEW BUSINESS

Motion made by Mr. Reaves and seconded by Mrs. Lemley to approve the motions under New Business as follows:

Motion approved on unanimous roll call vote.

1. Motion to approve the appointments for the 2020-21 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	Chief School Administrator
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:	Chief School Administrator
O. Custodian of School Records	Business Administrator
P. Board Secretary	Business Administrator

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2. Motion to acknowledge and accept the results of the NJ Quality Single Accountability Continuum (QSAC) review as follows:

NJQSAC Area	Score
Instruction and Program	85%
Fiscal Management	86%
Governance	94%
Operations	95%
Personnel	100%

3. Motion to accept the district and school HIB Grades for the 2018 2019 school year.
4. Motion to accept the grade assigned by the NJDOE for the 2018-2019 HIB self assessment as reviewed by the Califon Board of Education.
5. Motion to approve a Code of Conduct for Virtual BOE Meetings during Executive Order 107.

XIV. DESIGNATIONS

Motion made by Mr. Keiser and seconded by Mrs. Kipp-Newbold to approve the motions under Designations as follows:

Motion approved on unanimous roll call vote.

1. Motion to approve the following designations for the 2020-21 school year.

A. Official Newspapers:

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

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.

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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, 2020 through June 30, 2021.

F. General Fund Account Transfers:

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

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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 2020-2021 school year, and additionally approve current textbooks for all students, including mandated programs, specified in code, for the 2020-2021 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 2020-2021 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 \$32,000.00 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.

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

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Whereas, the Califon Board of Education desires to authorize its purchasing agent for the 2020-21 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 vendors.

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

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

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meetings for the 2020-2021 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 / CSA to attend articulations, roundtables, seminars, (registration fee of \$150.00 or less), county and state meetings for the 2020-2021 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 2020-2021 school year (registration fee of \$150.00 or less). Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.

XV. PUBLIC COMMENT (all school-related topics; time limits: 30 min. total; 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 sessions, 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.

Mr. Jason Beard - Califon - Offered recognition of the Board and Dr. Rubeto. He thanked the Board for their service, Mr. Keiser for a great job, and Dr. Ruberto for her service and advocacy and enthusiasm.

Mr. Chris Keiser acknowledged Mr. Patton for his service to the district as well as Dr. Ruberto.

XVI. ADJOURNMENT

Motion made by Mr. Keiser, seconded by Mr. Reaves to adjourn the meeting at 8:30 pm.

Motion approved on unanimous roll call vote.

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Respectfully submitted

Cheryl Zarra
Board Secretary