

**CALIFON BOARD OF EDUCATION  
PUBLIC HEARING AND  
REGULAR MEETING MINUTES  
April 28, 2021  
7:00 p.m. Virtual (link on website)**

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

This meeting is called to order at 7:05 p.m. with the following opening statement read by Mr. Reaves:

“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 Public Hearing and Regular Meeting was provided to Hunterdon County Democrat and 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 at the Califon School and on the district’s website.

**\*II. THE PLEDGE OF ALLEGIANCE**

All who were in attendance pledged the flag.

**\*III. ROLL CALL**

Mr. Christopher Keiser - President	Present - Remote - Arrived 7:41 pm
Mr. Michael Reaves - Vice President	Present - Remote
Ms. Rebecca Kipp-Newbold	Present - Remote
Ms. Rita Lemley	Present - Remote
Mr. Netz Sacro	Present - Remote - Arrived 7:11 pm

Also present

Dr. Michele Cone, Superintendent	Present - Remote
Ms. Cheryl Zarra, Board Secretary	Present - Remote

**\*IV. PUBLIC COMMENT (resolutions only; time limits: 3 min. /person)**

AT THIS TIME, COMMENT IS INVITED ON RESOLUTIONS ON TONIGHT’S AGENDA ONLY. PLEASE RESPECT THE 3 MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0167 AND BOARD MEETING PUBLIC COMMENT GUIDELINES POSTED ON THE SCHOOL WEBSITE SO THAT BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

Cathay Smith - Asked if she could ask questions after the budget presentation.  
Mr. Reaves responded that she could.

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**\*V. APPROVAL OF MINUTES**

1. Motion by Ms. Lemley and Seconded by Ms. Kipp-Newbold to approve the following minutes:
  - March 17, 2021 Regular Session
  - April 15, 2021 Special Meeting

Motion approved on unanimous roll call vote.

**\*VI. WRITTEN COMMUNICATIONS**

None

**\*VII. SUPERINTENDENT'S REPORT**

Dr. Cone shared the following updates:

- HIB Report: 0
- Enrollment 92
- State Assessments have been waived by the state and replaced by a spring data collection that has been submitted. There will be a Start Strong Assessment in the fall.
- Updates
  - The April 15th Strategic Planning Meeting was very productive resulting in the cancellation of the May meeting. Next steps and a presentation will follow in June.
  - Picnic at school with Dr. Cone in the courtyard
  - Gardening with the Student Council will take place after Mother's Day.
  - There will be a 4th Grade wax museum.
  - Field Day preparations are underway.
  - Graduation will be June 17th for Preschool, Kindergarten and 8th Grade with a rain date of June 18th.
  - Arbor Day was celebrated by planting a donated Maple Tree in the courtyard.
- Budget Presentation
  - Dr. Cone and Ms. Zarra presented the 2021-2022 Budget
- Questions from the Budget Presentation
  - Mr. Reaves asked if the certified staff number included the nurse and questioned next year's enrollment and 4th grade.

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- The nurse is included in the certified staff number. The enrollment numbers are fluid as tuition applications and new families move into the district. Fourth graders would be blended into other classes unless numbers warrant a separate class.
- Mr. Keiser asked if we have 4th graders enrolled for next year.
  - No 4th graders have enrolled yet.
- Ms. Kipp-Newbold questioned when numbers would be updated.
  - Tuition student interviews were taking place in May and June
- Ms. Lemley questioned the effect lesser distance between students would have on the number of tuition students we could accept.
  - Potentially 15 in each class
- Cathy Smith inquired about the students we have out of district now for next year. She also asked what the enrollment adjustment is.
  - Out of the three, two students moved and the remaining will be a School Choice student.
  - Ms. Zarra explained the enrollment adjustment.

**\*VIII. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: Met and discussed DOE Assessments, the tuition program, the 20-21 school calendar adjustment and curriculum work.

Policy & Legislation Committee: Met and discussed mandated revised policies as first read on this agenda as well as the second read policies.

Finance, Facilities, & Transportation Committee: Met and discussed new leases, the budget, support services and landscape options.

Personnel Committee: Met and discussed staff needs assessments, staffing for the 21-22 year and leave of absence requests.

Negotiations Committee: Received email notification today that teachers approved the contract and a motion will appear on the May agenda..

Long Range Planning, Shared Services Did not meet

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**\*IX. 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 Mr. Reaves and seconded by Ms. Lemley to discuss the Consent Agenda.

Motion approved on unanimous roll call vote.

- Ms. Kipp-Newbold stated the importance of item #2 for personnel in order to secure necessary staff in a timely manner.
- Ms. Lemley asked for Clarification on Ridge and Valley School as a charter.
- Mrs. Keiser asked for clarification on the 20-21 calendar update.

Motion made by Mr. Reaves and seconded by Mrs. Kipp-Newbold to approve the consent agenda.

Motion approved on unanimous roll call vote.

***Finance/Facilities/Transportation/Personnel/Curriculum and Instruction/Policy***

***Finance:***

1. Motion to approve the bills list dated March 18, 2021 through April 28, 2021 in the amount of \$280,728.10.
2. Motion to accept, certify and file the Treasurer's and Board Secretary report for March 2021 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 adopt the 2021-2022 travel resolution and school district budget as approved by the Hunterdon County Executive Superintendent.

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**ADOPTION OF THE 2021-2022 BUDGET  
CALIFON BOARD OF EDUCATION**

Travel and Related Expense Reimbursement  
2021-2022

**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**, 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 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 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 \$4,100 for all staff and board members.

**BE IT RESOLVED** that the Califon Board of Education budget be approved for the 2020-21 School Year as follows:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2021-2022 Total Expenditures	\$ 2,749,145	\$ 49,271	\$ 173,613	\$ 2,972,029
Less: Anticipated Revenues	\$ 361,037	\$ 49,271	\$ 44,498	\$ 439,806
Taxes to be raised	\$ 2,388,108	\$ 0	\$ 129,115	\$ 2,517,223

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**BE IT RESOLVED** that the Califon Board of Education will use the 2021-2022 state aid revenue and to request the use of \$36,638 enrollment adjustment due to the loss of 2021-2022 state aid. The need for the use of this enrollment adjustment will be completed by the end of the 2021-2022 budget year and will not be deferred or incrementally completed over future budgeted years. Travel Related Expense Reimbursement for the 2021-2022 school year, in accordance with N.J.A.C. 6A:23A7.3, be approved for a maximum expenditure of \$4,100 for all staff and BOE members. The Budget has been approved by the Hunterdon County Executive Superintendent and advertised in the Hunterdon Democrat on April 22, 2021.

4. Motion to approve the municipal tax payment schedule for the 2021-2022 school year as follows:

Date Due	General Fund Levy	Debt Service Levy	Total Payment Due
August 1, 2020	\$398,018	\$64,557	\$462,575
September 1, 2020	\$398,018		\$398,018
November 1, 2020	\$398,018		\$398,018
February 1, 2021	\$398,018	\$64,558	\$462,576
March 1, 2021	\$398,018		\$398,018
May 1, 2021	\$398,018		\$398,018
<b>Total</b>	<b>\$2,388,108</b>	<b>\$129,115</b>	<b>\$2,517,223</b>

5. Motion to approve tuition to be determined by the state for State ID #2779904426 for Ridge and Valley School, Blairstown, NJ for the remainder of the 2021-2022 school year.

6. Motion to approve the submission of the CRRSA ESSER II grant application.

7. Motion to approve cancellation and reissuance of the following outstanding check:

Account	Check Number	Amount	Date	Re-issue
Payroll	17952	\$1,893.06	5/29/20	X
<b>Total Payroll</b>		<b>\$1,893.06</b>		

8. Motion to approve the renewal of the Cooperative Pricing System Agreement with NJSBA for the purpose of participating on an as needed basis with the ACES Cooperative Pricing System.

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***Transportation:***

***Facilities:***

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

<b>Date of Drill</b>	<b>Type of Drill</b>
March 16, 2021	Security Drill - Shelter in Place / Lockdown
April 12 & 13, 2021	Fire Drill- Phase One
April 14, 2021	Fire Drill-Phase Two
April 20, 2021	Security Drill- Shelter in Place / Lockdown

***Personnel:***

1. Motion to approve an unpaid Family Medical Leave of Absence request for Jessica Ryan-Firko, Fifth Grade Teacher, to begin May 25, 2021 through the end of the 2020-2021 school year, and to approve the use of 21 sick/personal days beginning April 26, 2021 through May 24, 2021.
  
2. Motion to authorize the Chief School Administrator to take appropriate action for emergent hires in order to address any vacancy in between regularly scheduled Board of Education meetings.

***Curriculum and Instruction***

1. Motion to accept the Health Report for March 2021.
  
2. Motion to amend the 2020-2021 Califon School Calendar.

***Policy***

1. Motion to approve Califon Public School District first reading for the following policies and regulations:
  - P2415 Every Student Succeeds Act (M) Revised
  - P2415.02 Title I-Fiscal Responsibilities (M) Revised
  - P2415.05 Student Surveys, Analysis, and/or Evaluations (M) Revised
  - P & R 2415.20 Every Student Succeeds Act (ESSA) Complaints (M) Revised

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2. Motion to approve Califon Public School District second reading for the following policies and regulations:

- Policy 4125 Employment of Support Staff Members (M) Revised
- Policy 6360 Political Contributions (M) Revised
- Policy 8330 Student Records (M) Revised
- Policy 9713 Recruitment by Special Interest Groups (M) Revised

**\*X. OLD BUSINESS**

None

**\*XI. NEW BUSINESS**

None

**\*XII. 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
- 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 8:12 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.



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

Motion approved on a unanimous roll call vote.

**\*XII. RECONVENE**

Motion made by Mr. Reaves, seconded by Mrs. Lemley to end the executive session at 8:56 pm and reconvene the public session with full board consent via roll call vote.

Ms. Zarra read the following motion for approval by the Board:

Personnel:

3. Resolved, upon the recommendation of the Superintendent that the Board hereby ratifies the April 27, 2021 suspension of employee I.D.#201810; and

Be it further resolved that the employee is hereby terminated effective immediately and shall be paid for the next sixty days in accordance with the employee's individual employment contract.

Motion by Mr. Keiser and seconded by Mr. Reaves to approve the inclusion and adoption of the above personnel motion.

Motion approved on a unanimous roll call vote.

**\*XIV. ADJOURNMENT**

Motion made by Mr. Reaves, seconded by Mrs. Lemley to adjourn the meeting at 8:58 pm.

Motion approved on a unanimous roll call vote.

Respectfully submitted

Cheryl Zarra  
Board Secretary

