

**CALIFON BOARD OF EDUCATION
WORK SESSION MEETING MINUTES
April 18, 2012 7:30 p.m.**

I. CALL TO ORDER – OPENING STATEMENT

This meeting was called to order at 7:30 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 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

Mr. Schundler objected to Executive Session being held in the beginning of the meeting. He read from NJ Statue stating his reasons for his objection. Mr. Robert Tosti, Board Attorney offered his opinion that this decision is on appeal. Mr. Tosti said the violation does not include isolated executive sessions. Mr. Tosti’s legal opinion is the Board should go forward with Executive Session. Mr. Schundler said the topic for Executive Session was too vague. He read aloud from case law. He said the public would have no idea of the time of Executive Session would end. Mr. Tosti said no ruling precludes going into Executive Session.

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IV. 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 7:40 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.

The motion carried on the following roll call vote:

Ayers - Yes Schundler - No Turello - Yes Murin - Yes Galligan - Yes

V. RECONVENE

The Board reconvened into regular session at 8:05 p.m.

VI. APPOINTMENTS

RESOLVED, that the Califon Board of Education approve the following appointments from this date until the Reorganization Meeting in 2013:

- | | | |
|----|--|-----------------------|
| A. | Business Administrator/Board Secretary | Susan Schaffner |
| B. | Public Agency Compliance Officer | Susan Schaffner |
| C. | Treasurer of School Monies | Steffi-Jo DeCasas |
| D. | Architect of Record | pending |
| E. | Attorney of Record | Parker McCay |
| F. | Auditor of Record | Ardito and Company |
| G. | Insurance Agent of Record | Rue Insurance |
| H. | Affirmative Action Officer | Dr. Kathleen Prystash |

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I.	Attendance Officer	Dr. Kathleen Prystash
J	504 Officer	Dr. Kathleen Prystash
K	BSI Contact Person	Dr. Kathleen Prystash
L	RTK Contact Person	George Fox
M	AHERA Representative	George Fox
N	Air Quality Control Officer	George Fox
O	Medical/School Physician	Hickory Run Family Practice
P	Anti Bullying Specialist:	Linda Patterson
Q	District Bullying Coordinator:	Dr. Kathleen Prystash
R.	Custodian of School Records	Susan Schaffner

Physicians and licensed practitioners effective July 1, 2012 through June 30,2013:

Medical Inspector & CST Physician	Hickory Run Family Practice	\$500.00/hr
School Board Attorney	Parker McCay	\$165.00/hr
Architect of Record	pending	
School Auditors	Ardito & Company	\$106.00/hr
Physical Therapist	Cynthia Arigiro	\$107.00/session
Physical Therapy	Sam's Kids	\$98.50/session
Occupational Therapist	Barbara Hofler	\$84.00/hr
Occupational Therapist	Therapeutic Intervention, Inc	\$50.00/session

These contracts are awarded without public bidding for the reasons that the services to be rendered are recognized professions, licensed and regulated by law and their services are required by the Board of Education. The Board of Education used a deliberate process that considered cost and other relevant factors.

VII. DESIGNATIONS

A motion to approve the following resolutions until the Reorganization Meeting in 2013:

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.

B. Official Depositories for School Monies:

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RESOLVED, that the Califon Board of Education approves the following banks as Official Depositories 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.

PNC Bank:

<i>Money Market Savings</i>	Secretary or Treasurer (1)
<i>General Checking</i>	President or Vice-President and Secretary and Treasurer or CSA (3)
<i>Payroll & Agency Checking</i>	Secretary or Treasurer (1)
<i>Milk Checking</i>	Milk Fund Coordinator and Secretary or CSA (2)
<i>Administrative Account</i>	Secretary and CSA (2)
<i>Technology Account</i>	Technology Committee Treasurer and CSA (2)
<i>Grant Account</i>	President or Vice President and Secretary and Treasurer or CSA (3)
<i>Friends of the Library Account</i>	Committee Appointee and CSA (2)
<i>Capital Reserve</i>	President or Vice-President, Secretary, and Treasurer or CSA (3)

Peapack-Gladstone Bank:

<i>Unemployment Trust</i>	Secretary or Treasurer (1)
<i>Student Activities Checking</i>	CSA Secretary and CSA (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.17:12B-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 School Secretary as the Student Activity Fund Disbursement Agent effective July 1, 2012 through June 30, 2013.

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F. General Fund Account Transfers:

RESOLVED, that the Califon Board of Education authorizes the Chief School Administrator 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:

RESOLVED, that the Califon Board of Education reinstates the existing Califon School curricula and textbooks in the following subject areas:
AVAILABLE FOR PERUSAL IN THE SUPERINTENDENT'S OFFICE

Social Studies	Science
Math	Spelling
Computer Literacy	Library
Art	Algebra
World Language	Handwriting
Family Living/Health/Phys. Ed	Reading
Language Arts	Instrumental Music
Vocal Music	PreSchool – Tools of the Mind

I. A motion to approve Roberts Rules of Order as the authorized parliamentary procedure.

J. A motion to approve cooperative bidding during the 2012-2013 school year with the Hunterdon County Educational Services Commission and Middlesex Regional Educational Services Commission.

K. A motion to approve the chart of accounts (AVAILABLE FOR PERUSAL IN THE BUSINESS OFFICE).

L. A motion to authorize the award of contracts up to the bid amount of \$36,000.00 and to set the quote threshold at \$5,400.00 pursuant to NJSA 18a:18a -2 and to appoint Susan Schaffner as qualified purchasing agent.

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.

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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 2011-12 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. 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 AAO 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. Tax Sheltered Annuity Companies motion to approve the following Tax Shelter Annuity Companies and Broker of Record:

AXA/Equitable
American Funds
First Investors Corp.

C. Pedicone
Thomas Cross
Joe Cameron

S. District Travel

Motion to approve the following district travel:

1. All travel for the Chief School Administrator and Business Administrator to attend articulation, roundtable, seminars, (registration fee of \$150.00 or less), county and state meetings for the 2012-2013 school year. Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.

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2. All travel for staff as directed by the Chief School Administrator to attend articulations, roundtables, seminars, (registration fee of \$150.00 or less), county and state meetings for the 2012-2013 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 2012-2013 school year (registration fee of \$150.00 or less). Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.

**THE REORGANIZATION PORTION OF THIS MEETING IS NOW
COMPLETED. THE PRESIDENT WILL NOW CONTINUE ON TO THE REGULAR
AGENDA.**

VIII. APPROVAL OF MINUTES

- A. Motion to approve the following minutes:

March 21, 2012 Work Session
March 21, 2012 Executive Session
March 28, 2012 Regular Meeting/Public Hearing of Budget
March 28, 2012 Executive Session

IX. WRITTEN COMMUNICATIONS

1. Borough of Califon Minutes March 5, 2012
2. Resolution Califon Council – Consolidation/Shared Services
3. Emails from Mrs. Melissa Baker/ Mrs. Robin Heuneman

X. CHIEF SCHOOL ADMINISTRATOR’S REPORT

- Kindergarten Roundup – Dr. Prystash said roundup went well. 16 kindergarten students coming in.
- PTA Presentation Circus Minimus – One man Circus presentation.
- Starlab – scheduled Pre K - 8
- Walking School Bus – this grant continues. Mrs. Patterson leads.
- ASK – 7th and 8th next week, 5th and 6th then 3rd and 4th. Mr. Turello asked if there were preliminary NJ Ask tests. Dr. Prystash said yes and results are favorable.
- Band Concert – 5/15/12 is Band/Chorus Concert
- Musical “Joust” – K-5 Musical 5/23 at 7:00 p.m.
- Peace Jam – Actress Anna Sofia Robb was in district to discuss this event.

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- Lehigh University – sponsoring a grant for K-3 teachers training. Mr. Ayers added that Merck has a program that trains employees.

XI. PUBLIC COMMENT

Mrs. Cathy Smith read a letter concerning the relationship between the Board and Superintendent citing Dr. Prystash's achievement.

Mr. Jason Beard expressed his support of Dr. Prystash. He said she is an asset to the Board. He expressed concerns about Board action.

Mrs. Kim Nodoro discussed a delay in her child being classified. She expressed concerns about the changes in the school.

XII. *BOARD SECRETARY/TREASURER'S REPORT

After review of the Secretary's and Treasurer's reports for the month of **February and March 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.

XIII. 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*

March/April Bills List

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- *1. Motion to approve the payment of March/April 2012 invoices from check number 19555 to check number 19587, non check numbers 49 and 50 payroll checks 0330 and 0405 in the amount of \$212,327.31

Mr. Schundler requested that all legal costs be presented at each meeting, comparing current cost to previous years.

Architect Contract

- *2. Motion to approve a contract with SSP Architects to submit plans for septic installation to the New Jersey Department of Education at a cost not to exceed \$500.00.

Proposals Received:

SSP Architects	\$ 500.00
FKA Architects	\$1,000.00

Califon School Septic Replacement Project

- *3.
 - a. Resolved, that upon the recommendation of the Chief School Administrator, the board authorize the amendment of the current Long Range Facilities Plan to Include the Septic System Replacement project at the Califon School.
 - b. Resolved, that upon the recommendation of the Chief School Administrator, the board approve the submission of the project application to the New Jersey Department of Education for the Septic System Replacement project “other capital project” at the Califon School.

- *4. Requisition for Taxes

RESOLVED: that the amount of district taxes needed to meet the obligations of the Board for the 2012-2013 school year is \$2,004,785. 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, 2012	\$ 334,131
September 1, 2012	\$ 334,131
November 1, 2012	\$ 334,131
January 1, 2013	\$ 334,131
March 1, 2013	\$ 334,131
May 1, 2013	\$ 334,130
Local Tax Levy 2012-2013	\$2,004,785

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August 1, 2012	\$ 63,172
January 1, 2013	\$ 63,171.
Debt Service Levy 2012-2013	\$ 126,343

- *5. Use of Facilities
Motion to approve the following use of facilities:

Class of 2013 Spring Fling Dance gym 5/18/12

B. Curriculum/ Instruction and Technology

- Technology Discussion – Dr. Prystash discussed the quotes for laptops and carts. She said I-Pads would require additional software. Mr. Ayers discussed a tablet with a full size keyboard. He said research on tablets were on a Wiki he had sent to the Board

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

C. Legislation and Policy

- Policy book update

- First Reading
*1. Motion to approve the first reading of the following policy:

_5118.1_____ Tuition Policy

- Second Reading
*2. Motion to approve the second reading and adoption of the following policies:

3542.31 Free or Reduced-Price Lunches/Milk
3160 Transfer of Funds Between Line Items/Amendments/Purchases Not Budgeted

D. Board Ad Hoc Committees

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Long Range Planning – Mr. Ayers said the district would be on the fall docket at Rutgers for the feasibility study.

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

- Chief School Administrator Evaluation – At Dr. Prystash’s request this discussion was held in public. Ms. Galligan reviewed the goals and summarized the Boards majority opinions.

Summer Custodian

- *1 Motion to approve the following summer staff:

Linda Fox	Summer Custodian	6/18/12- 8/31/12
	\$10.00/hour, 8 hours per day	

Staff Evaluation Advisory Committee

- *2. Motion to appoint the following committee to select the Staff Evaluation Model:

Kathleen Brown	Marie Heyduke	Kyle Mershon
Carolyn Murin	Kathleen Prystash	Timothy Ayers

Mr. Turello asked about the committee. Dr. Prystash said they were meeting at Lebanon Township to form a consortium.

F. Communications

XIV. OLD BUSINESS

XV. NEW BUSINESS

- Discussion work session/regular meetings
Mr. Turello discussed a committee/one meeting structure. Mrs. Murin discussed concerns about meeting once a month. Mr. Turello said working in committees may be more productive. Mrs. Murin said committees discussed items with little discussion by the entire Board. Mr. Turello said issues should

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be discussed before the Board with a recommendation from the committee.
Mr. Schundler suggested open public meetings of committees.

XVI. PUBLIC COMMENT

Mrs. Kim Nodoro asked about students working in school building in the summer. Dr. Prystash said high school students had been hired in previous years.

Mrs. Cathy Smith asked if the current situation of uncertainty for the Superintendent was helping the climate of the school. She also asked the cost per hour for the Board Attorney. Ms. Schaffner said the cost for partners was \$165.00. Mr. Tosti said if an issue is detected in the Superintendent's contract it should be investigated.

Mr. Dan Hemberger asked about the undecided goals.

Ms. Galligan will contact NJSBA to find out how that is handled.

Mr. Jason Beard asked that committee minutes be posted to the website. The Board agreed.

XVII. EXECUTIVE SESSION

A motion was made by Mr. Turello and seconded by Mrs. Murin 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; No action will be taken.

- 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 9:12 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. No action will be taken.

XVIII. RECONVENE

The Board reconvened into regular session at 10:50 p.m.

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XIX. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Turello and seconded by Mrs. Murin to adjourn at 10:51 p.m.

Respectfully Submitted,

Susan Schaffner
Board Secretary