

**CALIFON BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
May 20, 2015 7:30 p.m.**

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

This meeting is called to order at \_\_\_\_\_ p.m. with the following opening statement read by \_\_\_\_\_:

“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 1, 2013. 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**

**\*III. OATH OF OFFICE**

**\*IV. ROLL CALL**

Mr. Robert Beers  
Mr. James Bell  
Mr. Jevan Furmanski  
Mrs. Claudia Gangemi  
Mr. Matthew Ramarge

**\*V. APPROVAL OF MINUTES**

A. Motion to approve the following minutes:

April 29, 2015 Regular Meeting  
April 29, 2015 Executive Session

**\*VI. WRITTEN COMMUNICATIONS**

- \*1. Shared Services Agreement for Child Study Team Services
- \*2. Pediatric Therapy Services Contract (Summer 2015) from Sam’s Kids
- \*3. Retainer Agreement from Schenck, Price, Smith & King LLP

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**\*VII. INTERIM SUPERINTENDENT’S REPORT**

\*1. Recognition of “Most Improved” Students

- 8<sup>th</sup>: Sam Hauptly
- 7<sup>th</sup>: Emma Zande
- 6<sup>th</sup>: Catherine Jackson
- 5<sup>th</sup>: Cassidy Seiber
- 4<sup>th</sup>: Jack Lemley
- 3<sup>rd</sup>: Julia Smozanek
- 2<sup>nd</sup>: Annabella Zuffanti and Zach Bergmann

\*2. Nomination of Nathanael Henderson to the Califon Wall of Fame

\*3. District HIB Summary Report

\*4. A Report on the “State of the School”

**\*VIII. APPOINTMENTS**

RESOLVED, that the Califon Board of Education approve the following appointments from this date until the Reorganization Meeting in 2016:

A.	Assistant BA/Board Secretary	Thomas Johnston
B.	Public Agency Compliance Officer	Thomas Johnston
C.	Treasurer of School Monies	Steffi-Jo DeCasas
D.	Architect of Record	SSP Architectural Group
E.	Attorney of Record	Schenck, Price, Smith & King LLP
F.	Auditor of Record	Ardito and Company
G.	Insurance Agent of Record	Rue Insurance
H.	Affirmative Action Officer	Superintendent
I.	Attendance Officer	Principal
J.	504 Officer	Principal
K.	BSI Contact Person	Principal
L.	RTK Contact Person	Head Custodian
M.	AHERA Representative	Head Custodian
N.	Air Quality Control Officer	Head Custodian
O.	Medical/School Physician	Hickory Run Family Practice
P.	Anti Bullying Specialist:	Linda Patterson
Q.	District Bullying Coordinator:	Principal
R.	Custodian of School Records	Thomas Johnston

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Physicians and licensed practitioners effective July 1, 2015 through June 30, 2016:

School Board Attorney	Schenck, Price, Smith, King LLP	\$175.00/hr
Medical Inspector & CST Physician	Hickory Run Family Practice	\$500.00/hr
School Auditors	Ardito & Company	\$106.00/hr
Physical Therapy	Sam's Kids	\$96.50/session
Occupational Therapist	Barbara Hofler	\$86.00/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.

**\*IX. DESIGNATIONS**

A motion to approve the following resolutions until the Reorganization Meeting in 2016:

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:

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 Superintendent (3)
<i>Payroll &amp; Agency Checking</i>	Secretary or Treasurer (1)
<i>Milk Checking</i>	Milk Fund Coordinator and Secretary or Superintendent (2)

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<i>Grant Account</i>	President or Vice President and Secretary and Treasurer or Superintendent(3)
<i>Friends of the Library Account</i>	Committee Appointee and Superintendent (2)
<i>Capital Reserve</i>	President or Vice-President, Secretary, and Treasurer or Superintendent (3)
<i>Apgar Trust</i>	President or Vice-President, Secretary, and Treasurer or Superintendent(3)
<b>Peapack-Gladstone Bank:</b>	
<i>Unemployment Trust</i>	Secretary or Treasurer (1)
<i>Student Activities Checking</i>	Assistant BA and 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 Assistant Business Administrator/Board Secretary as the Student Activity Fund Disbursement Agent effective July 1, 2015 through June 30, 2016.

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.

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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:

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 2015-2016 school year, and additionally approve current textbooks for all students, including mandated programs, specified in code, for the 2015-2016 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 Roberts Rules of Order as the authorized parliamentary procedure.
- J. A motion to approve cooperative bidding during the 2015-2016 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 (pending) 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.
- 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

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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 2014-15 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 venders.

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 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	C. Pedicone
American Funds	Thomas Cross
First Investors Corp.	Joe Cameron

S. District Travel

Motion to approve the following district travel:

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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 meetings for the 2015-2016 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 to attend articulations, roundtables, seminars, (registration fee of \$150.00 or less), county and state meetings for the 2015-2016 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 2015-2016 school year (registration fee of \$150.00 or less). Mileage reimbursement at the applicable NJ State rate. Meal reimbursement not to exceed state levels.

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

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.

**\*XI. \*BOARD SECRETARY/TREASURER'S REPORT**

After review of the Secretary's and Treasurer's reports for the months of **April 2015** 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.

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**\*XII. 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 Interim Superintendent. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

***A. Finance/Facilities/Transportation/Personnel***

***Finance***

April/May Bills List

- \*1. Motion to approve the payment of invoices from check number 21442 to check number 21470, checks 43015, 51515, and non check N1159, in the amount of \$204,243.19.

Budget Transfers

- \*2. Motion to approve the attached list of budget and 10% transfers in the amount of \$5,000.00.

2015-2016 Grants

- \*3. Motion to approve submission of the 2015-2016 IDEA Grant application.
- \*4. Motion to approve submission of the 2015-2016 NCLB Grant application.

Requisition for Taxes

- \*5. **RESOLVED:** that the amount of district taxes needed to meet the obligations of the Board for the 2015-2016 school year is \$2,067,948, 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.

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DATE REQUESTED	AMOUNT
July 1, 2015	\$ 351,551
September 1, 2015	\$ 351,551
November 1, 2015	\$ 351,551
January 1, 2016	\$ 351,551
March 1, 2016	\$ 351,551
May 1, 2016	\$ 351,552
<b>Local Tax Levy 2015-2016</b>	<b>\$ 2,109,307</b>
August 1, 2015	\$ 63,283
January 1, 2016	\$ 63,283
<b>Debt Service Levy 2015-2016</b>	<b>\$ 126,566</b>

***Facilities***

Use of Facilities

- \*1. Motion to approve the following use of facilities:

***Transportation***

***Personnel:***

Music Program

- \*1. Motion to accept the resignation of Debbie Thompson as part-time music teacher effective June 30, 2015.
- \*2. As recommended by the Interim Superintendent, motion to approve the Shared Service Agreement with Lebanon Borough for Music Program Services effective July 1, 2015 thru June 30, 2016.

Stipends

- \*3. Motion to approve a stipend of \$500 to Lisa Kooger for Student Council Advisor work.

Summer Custodian

- \*4. As recommended by the Interim Superintendent, motion to approve Linda Fox as part-time summer custodian at the rate of \$10.00 per hour, not to exceed \$3,200.

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***B. Curriculum and Instruction***

Health Report

- \*1. Motion to approve the attached Health Report for April 2015.

Field Trips

- \*2. Motion to approve the following field trips.

Voorhees Track & Field Day 05/19/15 9:30AM-1:45PM Cost to Board \$120.00

***C. Policy***

- Policy book update

***D. Communications***

**\*XIII. OLD BUSINESS**

**\*XIV. NEW BUSINESS**

**\*XVI. 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 session, the board will not discuss concerns about individual students or staff members. Other,

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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.

**XVII. EXECUTIVE SESSION**

Motion 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 \_\_\_\_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

**XVIII. RECONVENE**

**A. *Personnel*** - Matters listed within the consent agenda designated by \* 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 Interim Superintendent. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

- Interim Superintendent Evaluation

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Principal

- \*1. As recommended by the Interim Superintendent, motion to appoint Daniel Patton as Principal in accordance with the terms and conditions contained in the agreed upon contract from July 1, 2015 through June 30, 2016, at an annual salary of \$110,250.

Board Secretary

- \*2. As recommended by the Interim Superintendent, motion to appoint Thomas Johnston as Board Secretary in accordance with the terms and conditions contained in the agreed upon contract from July 1, 2015 through June 30, 2016, at an annual salary of \$49,860.

Tenured Teachers 2015-16

- \*3. Motion to approve, upon the recommendation of the Interim Superintendent, the reappointment of the tenured professional staff shown below for the 2015-16 School Year, on the salary guide at the classification and step as indicated, based on the 2012-2015 negotiated agreement between the Califon Board of Education and the Califon Education Association (pending negotiation of new contract).

<b>Name</b>		<b>Position</b>		<b>FTE</b>	<b>15-16 Step/Col</b>
	<b>Tenured Teachers</b>				
Hoitsma	Kyle	Elementary	FT	1.0	BA E 6-7
Brown	Kathleen	Elementary	FT	1.0	B30 K13
Cutshaw	Thomas	PE/Health/Ath Dir	FT	1.0	BA E 6-7
Heuneman	Robin	Math	PT	0.5	BA K 13
Kooger	Lisa	MS/SS/6-8	FT	1.0	BA Q19
Madson	Lisa	Art	PT	0.4	BS J 12
Maginnis	Isabel	Language	PT	0.5	BA30 Q19
Montesion	Loretta	SE/PS	FT	1.0	B45 Q19
Patterson	Linda	Nurse	FT	1.0	BA15 J12
Heyduke	Marie	Math/BSI/SE	FT	1.0	MA E 6-7
Weiss	Leslie	RR	FT	1.0	MA K13
Edsall	Kelly	CST/Psychologist	PT	0.2	

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Non-Tenured Teachers 2015-2016

\*4. Motion to approve, upon the recommendation of the Interim Superintendent, the reappointment of the non-tenured professional staff shown below for the 2015-16 School Year, on the salary guide at the classification and step as indicated, based on the 2012-2015 negotiated agreement between the Califon Board of Education and the Califon Education Association(pending negotiation of new contract).

Name		Position		FTE	15-16 Step/Col	Tenure Date
<b>Non-Tenured Teachers</b>						
Johnston	Patricia	MS/Science/6-8	PT	0.5	BA15 E 6-7	09/01/2018
Parisella	Jenny	Elementary	FT	1.0	MA BC 2-3	09/01/2018
Hubiak	Kelly	Elementary	FT	1.0	BA D 4-5	09/01/2017
Zimmerman	Matthew	Media/Enrichment	FT	1.0	BA15 D 4-5	09/01/2016
Charleston	Kristen	Elementary	FT	1.0	MA E 6-7	09/01/2017
Medea	Mary Jane	Elementary	FT	1.0	BA D 4-5	12/20/2016
Witkowski	Erika	MS/LAL/6-8	FT	1.0	BA D 4-5	09/01/2016

Non CEA Staff 2015-16

\*5. Motion to approve the following staffing for the 2015-16 year.

10 months

A. Linda Fox	Instructional Aide	1.0 FTE	\$17,338.00
B. Susan Annunziata	Instructional Aide	1.0 FTE	\$17,338.00
C. Stephanie Lima	Instructional Aide	1.0 FTE	\$17,338.00
D. TBA	Instructional Aide	1.0 FTE	\$17,338.00
E. Edward Belenguer	Night Custodian	0.5 FTE	\$ 9,939.00

12 months

G. Susan Dyer	Secretary	1.0 FTE	\$32,804.00
H. Steven Weber	Head Custodian	1.0 FTE	\$52,500.00

**XIX. ADJOURNMENT**