

**CALIFON BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
May 23, 2018 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 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. ROLL CALL**

Mrs. Nina DeCoster  
Dr. Jevan Furmanski  
Mr. Christopher Keiser  
Mr. Jeffrey Dahl  
Mr. Mark Cantagallo

**\*IV. PRESENTATION/DISCUSSION-PLANNING PROCESS**

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

At this time, comment is invited on any matter relating to the presentation and any resolutions on tonight’s agenda.

Anyone wishing to speak before the board concerning these items 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.

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**\*VI. APPROVAL OF MINUTES**

A. Motion to approve the following minutes:

May 2, 2018 Regular & Executive session  
May 10, 2018 Regular meeting

**\*VII. WRITTEN COMMUNICATIONS**

**\*VIII. APPOINTMENTS**

RESOLVED, that the Califon Board of Education approve the following appointments for the 2018-19 school year:

|    |                                  |                                 |
|----|----------------------------------|---------------------------------|
| A. | Public Agency Compliance Officer | Business Administrator          |
| B. | Architect of Record              | SSP Architectural Group         |
| C. | Attorney of Record               | Schenk, Price, Smith & King LLP |
| D. | Insurance Agent of Record        | Balken Risk Management          |
| E. | Affirmative Action Officer       | Superintendent                  |
| F. | Attendance Officer               | Principal                       |
| G. | 504 Officer                      | Principal                       |
| H. | BSI Contact Person               | Principal                       |
| 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         | Linda Patterson                 |
| N. | District Bullying Coordinator:   | Principal                       |
| O. | Custodian of School Records      | Business Administrator          |

**\*IX. DESIGNATIONS**

A motion to approve the following resolutions for the 2018-19 school year.

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.

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B. Official Depositories for School Monies:

RESOLVED, that the Califon Board of Education approves the following 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.

**Peapack-Gladstone Bank:**

|                                    |   |
|------------------------------------|---|
| <i>General Operating Checking</i>  | President or Vice-President and Secretary and Treasurer or Superintendent (3) |
| <i>Payroll Checking</i>            | Secretary or Treasurer (1)  |
| <i>Milk Checking</i>               | Milk Fund Coordinator and Secretary or Superintendent (2)                     |
| <i>Payroll Agency Checking</i>     | Secretary of Treasurer (1)  |
| <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)    |
| <i>Unemployment Trust</i>          | Secretary or Treasurer (1)  |
| <i>Student Activities Checking</i> | Secretary 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:

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RESOLVED, that the Califon Board of Education appoints the Business Administrator/Board Secretary as the Student Activity Fund Disbursement Agent effective July 1, 2018 through June 30, 2019.

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 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 2018-2019 school year, and additionally approve current textbooks for all students, including mandated programs, specified in code, for the 2018-2019 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 2018-2019 school year with the Hunterdon County Educational Services Commission and Middlesex Regional Educational Services Commission.
- K. A motion to approve the chart of accounts.

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- L. A motion to authorize the award of contracts up to the bid amount of \$40,000.00 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

Whereas, the Califon Board of Education desires to authorize its purchasing agent for the 2018-19 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.

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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. 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 meetings for the 2018-2019 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 2018-2019 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 2018-2019 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. 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 Superintendent. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

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

***Finance***

- \*1. Motion to approve the bills list dated May 23, 2018 in the amount of \$115,944.70.
- \*2. Motion to approve submission of the 2018-2019 IDEA Grant application.
- \*3. Motion to approve submission of the 2018-2019 ESSA(NCLB) Grant application.
- \*4. Motion to approve the resolution for the district tax levy:  
**RESOLVED:** that the amount of district taxes needed to meet the obligations of the Board for the 2018-2019 school year is \$2,194,523 local tax levy, and \$128,726 debt service tax levy, 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.

| <b>DATE REQUESTED</b>              | <b>AMOUNT</b>       |
|------------------------------------|---------------------|
| July 1, 2018                       | \$ 365,754          |
| September 1, 2018                  | \$ 365,754          |
| November 1, 2018                   | \$ 365,754          |
|                                    |                     |
| January 1, 2019                    | \$ 365,754          |
| March 1, 2019                      | \$ 365,754          |
| May 1, 2019                        | \$ 365,753          |
| <b>Local Tax Levy 2018-2019</b>    | <b>\$ 2,194,523</b> |
| July 1, 2017                       | \$ 64,363           |
| January 1, 2018                    | \$ 64,363           |
| <b>Debt Service Levy 2018-2019</b> | <b>\$ 128,726</b>   |

***Facilities:***

- \*1. Motion to approve the following facility use request:
  - a. PTA Informational meeting 5/30/18 7:00 – 8:30 PM Library
- \*2. Motion to accept a new 30” wall mounted oscillating fan for the gym valued at \$139.95 from Steven and Lisa Weber.

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***Transportation:***

***Personnel:***

- \*1. Motion to approve the following stipends:

|               |                         |         |
|---------------|-------------------------|---------|
| Lisa Kooger   | Student Council Advisor | \$ 500  |
| Tom Cutshaw   | Athletic Director       | \$1,000 |
| Marie Heyduke | Homework Club Advisor   | \$1,000 |

- \*2. Motion to approve unpaid leave for Kyle Hoitsma from May 2018 through June 30, 2018 with benefits through June 30, 2018.
- \*3. Motion to extend the contract for Alyssa Lee as the long term maternity leave replacement for third grade through June 30, 2018.
- \*4. Motion to re-hire Jessica Firko, as a full time elementary teacher, for the 2018-19 school year, step and salary to be determined pending ratification of the new Negotiated agreement between the Califon Board of Education and the Califon Education Association.

***B. Curriculum and Instruction***

- \*1. Motion to approve the attached Health Report for April 2018.

***C. Policy***

***D. Communications***

**\*XI. OLD BUSINESS**

**\*XII. NEW BUSINESS**



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**\*XIII. PUBLIC COMMENT (all school-related topics; time limits: 30 min. total; 3 min. /person)**

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**\*XIV. 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

**\*XV. RECONVENE**

**\*XVI. ADJOURNMENT**