

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 17, 2013 7:30 p.m.**

I. CALL TO ORDER – OPENING STATEMENT

This meeting is called to order at _7:30_ p.m. with the following opening statement read by President Turello:

“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

All present participated in the recitation of the Pledge of Allegiance.

III. ROLL CALL

Members Present: Mr. Jim Bell
 Ms. Laura Peterson
 Mr. Matthew Ramarge
 Mr. Kim Schundler
 Mr. Alfred Turello

Absent: None

Also Present: Dr. James Gamble, Interim Superintendent
 Ms. Susan Schaffner, BA/BS

Members of the Public

IV. APPROVAL OF MINUTES

A. A motion to approve the following minutes was made by Ms. Peterson and seconded by Mr. Ramarge.

Motion approved by a unanimous voice vote.

June 19, 2013 Regular meeting
June 19, 2013 Executive Session
May 28, 2013 Regular Session
May 28, 2013 Executive Session

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 17, 2013 7:30 p.m.**

May 30, 2013 Regular session
May 30, 2013 Executive Session

V. WRITTEN COMMUNICATIONS

1. Borough of Califon minutes 6/3/2013
2. Email from Ms. Kelly Galligan
3. Letters from Mr. Jason Beard, Dr. James Gamble
4. NHVRHS Meeting Schedule

VI. INTERIM SUPERINTENDENT'S REPORT

- HIB Report Jan-June 2013 – Dr. Gamble reported an incident took place in June. It was deemed an incident of Harassment, Intimidation and Bullying. All proper notifications were made.
- HIB Self Assessment Data and Assurance – Dr. Gamble reviewed the summary as well the statement of assurances. The data was presented to the public. He stated more volunteers are needed as well as training for the Board. He said law enforcement needs to be involved. A pamphlet for the parents will also be developed.
- Teaching and Learning Discussion – Dr. Gamble explained this portion of his report. He gave a brief demonstration of assessment. Mr. Turello asked when the NJAsk scores would be released. Dr. Gamble said August.

VII. 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.

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 17, 2013 7:30 p.m.**

Mrs. Cathy Smith asked about the timing of discussion on the Personnel issues. Mr. Turello said the Board would go into executive session and then come out for the vote on these resolutions

VIII. *BOARD SECRETARY/TREASURER'S REPORT

After review of the Secretary's and Treasurer's reports for the month of May 2013 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.

IX. 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

A motion was made to approve the following by Mr. Bell and seconded by Ms. Peterson. The motion carried on a unanimous roll call vote.

Finance

May/June Bills List – Bills List to be handed out prior to the meeting

- *1. Motion to approve the payment of invoices from check number 20367 to check number 20412, payroll checks 62113 and 62813, and non-check number N1127 in the amount of \$133,097.08.

Budget Transfers

- *2. Motion to approve the attached list of budget and 10% transfers from the period of 06/01/13 to 06/22/13 in the amount of \$1,702.47

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 17, 2013 7:30 p.m.**

2012-13 State Aid

- *3. Motion to accept the following grants for the 2012-13 year:

Extraordinary Aid	\$34,454.00
Non Public Transportation Aid	\$ 870.00

Helen S. Apgar Trust

- *4. Motion to approve William Avery as the 2013 Winner of the Helen S. Apgar Trust.

Facilities-None

Personnel – After Executive Session

B. Curriculum and Instruction

A motion was made by Mr. Ramarge and seconded by Mr. Bell to approve the following items.

Rutgers Literacy Consultants

- *1. Motion to approve the attached contract for professional development services for the 2013-2014 school year at a cost of \$15,000.

Harassment, Intimidation and Bullying Assessment

- *2. Motion to approve submission of the HIB assessment and Assurances to the New Jersey Department of Education.

C. Policy

- Policy book update

Mr. Bell said the committee met with Dr. Gamble (report attached). He said current policies on transportation will be brought up to date. He also said policies concerning bringing technology to school would be coming at a future meeting. Dr. Gamble said social media was not prevalent in his former districts.

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 17, 2013 7:30 p.m.**

D. Communications

Ms. Peterson said a meeting would take place in two weeks. Mr. Turello noted the message sent out by Mr. Patton. Mr. Bell suggested sending information to the Hunterdon Democrat to inform the community of the administrative changes.

X. OLD BUSINESS

Dr. Gamble updated the Board on the feasibility of purchasing a school van.

Mr. Turello asked about the scheduling for the additional time added to the school day. Dr. Gamble said common prep time for the middle school has been achieved as well as additional time for World Language. Dr. Gamble said the 20 minutes would be added to the morning with the same dismissal time as last year. He said there has been a great deal of communication with staff. A letter to staff concerning the time change will go out soon.

Mr. Bell asked about the safety plan that had been proposed by law enforcement. Dr. Gamble said he reviewed the drop off plan for parents in the morning. He said he would discuss the plan with the Head custodian. Mr. Ramarge said congestion is sometimes caused by the delayed hours of the preschool.

XI. NEW BUSINESS - None

XII. 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, more appropriate, channels are available for expressing concerns about individual students or staff members.

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 17, 2013 7:30 p.m.**

The Board President may terminate the remarks of any individual, when they do not adhere to the rules established above.

Mrs. Cathy Smith said last year strict school entry rules prohibited parents entering the building. She suggested the school be more welcoming. Dr. Gamble said lanyards were used at his previous district to show that visitors had properly signed in. She also asked about the secretarial position. Mr. Turello said the goal was to give the new administration the opportunity to determine the position. Dr. Gamble said the key is the understanding that is developed. He said the solution was in the best interest of the school.

XIII. EXECUTIVE SESSION

A motion was made by Mr. Bell, seconded by Ms. Peterson, and carried on a unanimous voice vote 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 8:13 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

XIV. RECONVENE

The Board reconvened into regular session at 9:54 p.m.

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 17, 2013 7:30 p.m.**

Personnel

A motion was made by Ms. Peterson and seconded by Mr. Ramarge to approve the following items (item number 6 as amended) . The motion carried on a unanimous roll call vote.

2012-2013 Extra Curricular Appointments 2012-2013

- *1. Motion to approve the following extra curricular appointments for the 2012-13 year:

K Hubiak	Winter Concert Chaperone	\$40.00
K Hubiak	Spring Concert Chaperone	\$40.00

Staff Resignation

- *2. Motion to accept the resignation of Melanie Ryan as social worker effective June 30, 2013.

Staff Resignation

- *3. Motion to accept the resignation of Lillian Donnelly as librarian effective June 30, 2013.

Curriculum Writing

- *4. Motion to approve the following curriculum writing appointment:

Robin Heuneman	Completion of Math curriculum 6-8 not to exceed 30 hours at \$40.00/hour
----------------	---

Business Administrator Shared Services Agreement

- *5. Motion to approve an extension to the 2012-2013 shared service agreement between the Frenchtown Board of Education and the Califon Board of Education from 7/1/13-8/31/13 at a cost of \$3,810.67 per month (pending approval by the New Jersey Department of Education).

Retro Payment 2012-13 – non CEA staff members

- *6. Motion to approve a retro payment of 2.5% of 2011-2012 contract salary for the following non-CEA staff:

S Samela	G Fox
K Edsall	E Berenguer
S Annuziata	D St. Louis
M Folsom	B Tiger
T Johnston	

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 17, 2013 7:30 p.m.**

Reduction in Force

A motion to table the below motion (7) was made by Mr. Ramarge and seconded by Mr. Bell. The motion carried on a unanimous voice vote.

*7. WHEREAS, the need for certain special education personnel has changed due to the decision of the Board to enter a shared services arrangement for special education services; and

WHEREAS, there is no longer a need for the part-time psychologist for the 2013-2014 school year; and

THEREFORE, be it RESOLVED that the part-time school psychologist identified on Confidential Schedule "A" attached will not be offered employment for the 2013-14 school year and that such employment is hereby reduced in force and will be terminated as of this Resolution.

Shared Services Agreement – Child Study Team

*8. Motion to approve the attached proposal for child study team service with the Lebanon Township School District for the 2013-2014 school year at a cost of \$60,000.00.

Non CEA Staff 2013-14

*9 Motion to approve the following staffing for the 2013-14 year.

Susan Dyer Secretary 1.0 FTE (12 month) \$28,000.00 Prorated 7/22/13 – 6/30/14

Non-Tenured Teachers

*10. Motion to approve, upon the recommendation of the Superintendent, the appointment of the non-tenured professional staff shown below for the 2013-14 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.

Name	Position		13-14 Step/Col	Salary/Annual	FTE	Tenure Date
M Zimmerman	Enrichment/Tech	FT	BA2	\$47,460	1.0	9/1/2016

Child Study Team Consultant

*11. Motion to enter into contract negotiations with Kelly Edsall, to retain her services as a consultant to the Special Education Department.

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 17, 2013 7:30 p.m.**

XV. ADJOURNMENT

There being no further business to come before the Board, it was moved by Ms. Peterson and seconded by Mr. Ramarge to adjourn at 10:00PM.

Respectfully Submitted,

Susan Schaffner