

**CALIFON BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
Wednesday September 19, 2012 7:30 p.m.**

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

This meeting is called to order at 7:30 p.m. by President Galligan with the following opening statement:

“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 April 26, 2012. 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  
                              Mrs. Carolyn Murin  
                              Ms. Kelly Galligan

Absent:                     Mr. Alfred Turello

Also Present:            Dr. Debra Sheard, Interim Superintendent  
                              Ms. Susan Schaffner, BA/BS

Members of the Public

**IV. APPROVAL OF MINUTES**

A. A motion was made by Mr. Schundler and seconded by Mr. Ayers to approve the following minutes:

July 24, 2012 Special Meeting as amended (Mrs. Murin abstaining)  
August 9, 2012 Special Meeting  
August 9, 2012 Executive Session  
August 14, 2012 Special Meeting (Mr. Ayers abstaining)  
August 14, 2012 Executive Session (Mr. Ayers abstaining)  
August 22, 2012 Executive Session  
September 1, 2012 Special Meeting (Mrs. Murin abstaining)

The motion was carried unanimously on a roll call vote.

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**V. WRITTEN COMMUNICATIONS**

1. Borough of Califon Minutes July 16, August 20 2012
2. Email from Mr. Mike Medea (8/23/12) – Mr. Ayers said Mr. Medea suggested the webpage for the district needs to be updated.
3. Email from Mrs. Cathy Smith (9/4/12)
4. Letter from North Hunterdon Voorhees – meetings (9/4/12)
5. Letter from Mrs. Patricia Scordia (9/10/12)
6. Letter from Mrs. Gloria Winter (8/22/12)

**VI. INTERIM SUPERINTENDENT’S REPORT**

- New Staff – Six new staff this year.
- Student Enrollment – 143 students.
- Opening Day of School went very well
- Staff In-service – New teacher evaluation; Califon will partner with Lebanon Township for this in-service.
- World War II Veteran Presentation – Mrs. Kathleen Brown’s father did a presentation on WWII.
- 9/11 Remembrance – Dr. Boyd gave a presentation on this event.
- New Web Hosting Service – A new look to the webpage is coming soon.

**VII. PUBLIC COMMENT - None.**

**VIII. \*BOARD SECRETARY/TREASURER’S REPORT**

A motion was made by Mr. Schundler and seconded by Mr. Ayers.

After review of the Secretary’s and Treasurer’s reports for the month of **July 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.

The motion carried unanimously on a roll call vote.

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**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 Chief School Administrator. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

- Mr. Schundler said the new Assistant to the Business Administrator had been hired and job description for this position will be approved tonight. He also discussed administrative models, the septic issue and said the 2012-13 budget was currently about \$10,000 to the negative. The 2012-13 goals would include administrative options.
- Mr. Ayers asked if the septic was functioning properly. Ms. Schaffner said at this point we had not had the tank pumped.

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

A motion was made by Mr. Schundler and seconded by Mr. Ayers to approve the following items as a slate.

Motion carried unanimously on a roll call vote.

\*1. August/September Bills List

Motion to approve the payment of August/September invoices from check number 19843 to check number 19111 and payroll checks 0713,0730,0815,0830 in the amount of \$126,824.97.

Budget Transfers

- \*2. Motion to approve the attached list of budget and 10% transfers from the period of 07/31/12 to 08/1/12 in the amount of \$3,274.05.

Tuition Contracts -Sending

- \*3. Motion to approve the following tuition contracts for the 2012-2013 school year:

7168655154	Lebanon Township SD-tuition	2012-13 \$20,000
4568070978	Lebanon Township SD-tuition	2012-13 \$20,000

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7168655154	Lebanon Township SD- pers aide	2012-13 \$55,000
4568070978	Lebanon Township SD- pers aide	2012-13 \$20,000
6869365247	High Bridge SD – pers aide	2012-13 \$27,500 est

Mr. Ayers questioned the cost of \$55,000.00 for a personal aide..

Grant Approval

\*4. Motion to accept the following grants:

Child Assault Prevention	\$ 643.00
District Share	\$ 275.00
Rural Education Achievement Grant	\$22,571.00
IDEA Basic	\$34,937.00
IDEA Preschool	\$ 1,926.00

Preschool Tuition

\*5. Motion to approve the following additional annual preschool tuition rate for the 2012-13 school year:

4 days per week	\$2,040.00
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Use of Facilities

\*6. Motion to approve the following use of school facilities:

Califon PTA	Family Bingo Night	gym	6:30-9:30 pm 9/21/12
Califon PTA	membership meeting	classroom	7:00-9:00 pm 9/27/12
LTAA	Rec Basketball	gym	8:30 – 2:30 pm Saturdays 1/12-3/16/12 6:30 – 8:30 pm Tu & Th 1/12 -3/16/12
Califon Adult Rec	Rec Basketball	gym	9:00 -11:00 am Sundays 9/23/12 – 6/30/13
Califon PTA	Make It Take It	gym/hallways	12/7/12 5:00-9:00 pm

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Web Hosting Service

- \*7. Motion to approve a contract with School Sites for the 2012-2013 year at a cost of \$1,060.00

***B. Curriculum/ Instruction and Technology***

Mr. Ayers said the committee would meet within the next month.

A motion was made by Mr. Schundler and seconded by Mr. Ayers to approve the following motions as a slate.

The motion was carried unanimously on a roll-call vote

Field Trips

- \*1. Motion to approve the following field trips for the 2012-2013 school year:

			<u>Cost to the Board</u>
Michael Fowlin	8 <sup>th</sup> grade	10/3/2012	\$165.00 Transportation
“Dance with Diversity”	Clinton Township SD		\$20.00 Admission

Collaboration Agreement

- \*2. Motion to approve the attached collaboration agreement between NORWESCAP and the Califon Public School for the 2012-2013 school year.

Week of Respect

- \*3. Motion to recognize the Week of Respect to be October 15-19, 2012

***C. Legislation and Policy***

Mrs. Murin said she and Dr. Sheard met to discuss goals and further develop the committee goals.

- Policy book update

A motion was made by Mrs. Murin and seconded by Mr. Schundler to approve the following motion as a slate.

The motion was carried unanimously on a roll-call vote.

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Second Reading

- \*1. to approve the second reading and adoption of the following policy:

6142.10                    Internet Safety and Protection- revised

Job Description

- \*2. Motion to approve the following job description:

Assistant to the Business Administrator

***D. Board Ad Hoc Committees***

Long Range Planning

- Shared Services/ Administrative Structure – Califon School

Mrs. Murin and Dr. Sheard attended the Rutgers MBA program. The graduate students are working on an analysis of regionalizing with neighboring districts. Ms. Galligan said we need to investigate what administrative models the district can support. Mr. Schundler said a shared superintendent between equal size schools may be more advantageous. Mrs. Murin asked if an ad hoc committee would be formed. Mr. Ayers said it needs to be determined who will handle the search. The Board discussed options for the administrative model and ways to pursue a search. Ms. Galligan said Jeff Scott, Executive County Superintendent, is encouraging Califon to seek out a shared service.

***E. Personnel***

Mr. Ayers said two goals had been set: 1) to start the superintendent search process and 2) to review recommendations for teachers coming up for tenure.

A motion was made by Mrs. Murin and seconded by Mr. Ayers to approve the following motions as a slate:

The motion was carried unanimously on a roll-call vote

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Staff Development

\*1 A to approve the following staff development/travel:

D. Sheard	Tenure Reform, Staff Accountability And the Law	10/03/12 \$147.00
J. Carruther/ S. Samela	Preschool Outcome Studies	10/04/12 No Fee
D. Sheard	Annual Hunterdon County Superintendents Conference	9/27&28/12 \$133.25
K Galligan/ D. Sheard	NJSBA Workshop	10/23-25/12 \$150.00/per person \$96.00/night lodging

2012-13 Substitute List

\*2. Motion to approve the following additions to the 2012-2013 substitute list. Annual per diem sub rates are \$110.00 nurse, \$80.00 teacher or secretary.

Susan Brown (teacher)

Lisa Fenton(teacher)

Staff Resignation

\*3. Motion to accept the resignation of Patricia Scordia as Assistant to the Business Administrator effective October 15, 2012.

\*4. Motion to approve the appointment and emergent hire of the following staff for 2012-13 School Year:

Name	Position	Salary	FTE
Thomas Johnston	Asst to the Business Administrator 22.5 hours per week, 12 month	\$17,000	.57

***F. Communications***

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Dr. Sheard discussed using technology to send out information to the community. Skype as well as blogs would be used. School choice would also be promoted thru technology. A date for a school choice open house is being set. Mr. Ayers said schools are using social media. Dr. Sheard attended the Commission on Education's Convocation. Blended learning and technology was discussed. She said the students need to follow guidelines for social media and other internet uses. Mr. Schundler said our website will need to be geared to many audiences.

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

- 2013-2014 School Calendar – Dr. Sheard said the High School had given a draft of their 2012-2014 calendar. Dr. Sheard said she plans to have a committee develop the 2013-14 school calendar.
- NJSBA Superintendent search programs – the Board will meet regularly to determine the administrative model and the search process.
- Acknowledgement of Legal Expense Contribution – Ms. Galligan acknowledged the generosity of the community members who contributed to the legal expense.
- District Goals – Board retreat will be Tuesday, October 9, at the Lamington Church.
- Mr. Ayers thanked Mr. Nitti, Mr. Fox, and Ms. Galligan for their efforts in moving the records boxes to the Borough Hall.

**XII. PUBLIC COMMENT**

Mrs. Turello thanked the Board and Dr. Sheard for their presentation. She asked when school information will go online. Dr. Sheard said the website will be uniform. She said the timeline is mid-October to get the site up. Dr. Sheard described student information programs that make data available to parents. Mrs. Turello also asked if smart boards will be better utilized. Dr. Sheard said she and Dr. Boyd were visiting classrooms to assess programs.

Mrs. Nodoro asked how many teachers attend the NJEA convention. Ms. Schaffner said the district does not keep that statistic. Mrs. Nodoro also asked if Study Island is used. Dr. Sheard said yes; it is used as a tool. She said teachers can use Study Island to individualize homework for students. She asked if teacher welcome letters and supplies would go out. She also expressed concerns about children's NJ Ask scores not matching the children's report card



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scores. Dr. Sheard said that she and Dr. Boyd are reviewing lesson plans to determine that they tie to the core curriculum standards. Dr. Sheard said she will make a presentation at the November meeting on the 2011-12 test scores. Dr. Sheard said the needs of all students who did not score proficient are being addressed immediately.

Mr. Smith asked why the retreat will be at the Lamington Church. Ms. Galligan asked Dr. Sheard to address the reason for an off-site retreat. Dr. Sheard said off-site retreats help Boards focus on their goals. Mr. Smith suggested using the town hall. He questioned the use of the funds for a retreat. Mr. Beard asked about the New Jersey School Board Association workshop. Ms. Galligan said seminars and mandated Board trainings are offered there. He also asked about the cost for the superintendent search and when the special meeting will be held. He asked about the school choice brochure. Dr. Sheard said the brochure would be on the website. He also noted social media feeds. He added the last Board retreat was open to the public.

Mr. Beers asked about staff development. Dr. Sheard said all faculty meetings would be professional development days. All teachers have a copy of Charlotte Danielson's book. She and Dr. Boyd also do 3 – 5 minute classroom walk-thrus daily. They will then meet with teachers to review what they saw. She discussed the NCLB waiver. She said teachers are now tied to students achievement thru a database.

Mr. Beers added clarity on the direction of the school is needed. He said student achievement and student learning are most important. Ms. Galligan said the goal was to make this the best school possible. Mr. Ayers said decisions that need to be made need data. He said the Rutgers program will give us data. Mrs. Murin added the upcoming lower grade classes would not be large. She said a merger scenario would take 4 – 5 years. Mr. Beers said the focus should be on learning. Mrs. Nodoro asked about the focus of the brochure. Dr. Sheard said it is focusing on technology and small class size. Dr. Sheard discussed the PARC system and how it will lead to student growth.

Mayor Daniels welcomed Dr. Sheard to Califon. Mrs. Smith said there is a difference between NJASK and classroom testing. She said many other factors are involved. She said she felt the school is important to the community. She said the school should be supported by the Board. She said the community understands the concept of a retreat.

Mr. Bell asked about the septic, the trees around the school grounds, and the facility use project. Mr. Beers volunteered his time to work with Dr. Sheard to promote School Choice and the Califon School. Mrs. Smith noted Mr. Schundler also has positive Califon school data. Mr. Ayers said a teacher in Califon School has offered a writing competition to attend a class trip which had been very popular with his son. Mr. Bell asked what the smallest class size is and about combining classes.

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**XIII. EXECUTIVE SESSION**

A motion to approve the following resolution was made by Mr. Schundler and seconded by Mr. Ayers:

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 9:44 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 10:31 p.m.

**APPROVAL OF MINUTES**

A motion was made by Mr. Schundler and seconded by Mr. Ayers to approve the following minutes:

August 22, 2012 Regular meeting

**XV. ADJOURNMENT**

Their being no further business before the Board a motion was made by Mr. Ayers and seconded by Mr. Schundler to adjourn the meeting at 10:36 p.m.

Respectfully Submitted,

Susan Schaffner, Board Secretary