

**CALIFON BOARD OF EDUCATION
REGULAR MEETING
MINUTES
February 29, 2012 7:30 p.m.**

I. CALL TO ORDER – OPENING STATEMENT

This meeting was called to order at 7:31 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 annual 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 TEMPORARY BOARD SECRETARY- Voice Vote

A motion to appoint Carolyn Murin as temporary board secretary for the duration of this meeting was made by Mr. Schundler and seconded by Mr. Turello. Motion carried on a voice vote.

IV. ROLL CALL

Members Present:	Mr. Timothy Ayers Mr. Kim Schundler Mr. Albert Turello Mrs. Carolyn Murin Ms. Kelly Galligan
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Also Present:	Dr. Kathleen Prystash, CSA Members of the Public
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V. APPROVAL OF MINUTES

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

January 18, 2012	Work Session Meeting
January 23, 2012	Special Meeting

Motion carried unanimously on a roll call vote.

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VI. WRITTEN COMMUNICATIONS

1. Borough of Califon Minutes December 19, 2011
2. Borough of Califon Minutes January 3, 2012
3. Borough of Califon Minutes January 23, 2012 Regular and Special Meetings
4. North Hunterdon-Voorhees Meeting Schedule February 2012
5. North Hunterdon-Voorhees Meeting Schedule 2012
6. November Election Calendar
7. Town Hall Meeting Senator Michael Doherty

VII. CHIEF SCHOOL ADMINISTRATOR'S REPORT

1. Study Island
 - Dr. Prystash gave a presentation on student usage of Study Island. She reported that in the months of January and February, 2012, only three students did not log on to Study Island at all. She reported that many younger students are logging onto Study Island before school. In formulating her recommendation on continuing Study Island, she reported that second grade does not use Study Island very much, and that the 3rd, 4th, and 5th grade teachers find the math portion to be more useful than the Language Arts portion. She reported that the 6th, 7th, and 8th grade utilize both portions and find them useful. She reported that the school's current subscription expires on March 7th.
2. NJ ASK Scores
 - Dr. Prystash presented data showing the Califon School's 2011 NJASK scores showing data for all students and again for non-classified students. Dr. Prystash then presented a chart showing historical performance in writing by grade level since the introduction of the Lucy Calkins writing program.
3. Data for County Executive Jeff Scott

VIII. PUBLIC COMMENT

Kim Nodoro asked about teacher feedback on the use of Study Island.

Lori Riley asked that there be improved communication between parents and teachers on their child's use and performance on Study Island.

Cathy Smith asked that the increase in state aid to Califon be used to improve programs.

Kim Nodoro asked whether tryouts were being held for boys' baseball since tryouts were held for basketball. She expressed safety concerns regarding whether 11-year-olds should be allowed to try out for and play on the team since the field is bigger.

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IX. *BOARD SECRETARY/TREASURER'S REPORT –

A motion to approve the Board Secretary's and Treasurer's Reports for the months of **December 2011 and January 2012**, as attached and to approve the following resolution was made by Mr. Schundler and seconded by Mr. Ayers:

BE IT RESOLVED that, pursuant to NJAC 6A:23-2.12(c)4, the Califon Board of Education certifies that as of January 2012, after review of the secretary's monthly financial report and upon consultation with appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of NJAC 6A:23-2.12(a)1, sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and certifies the district's financial plan as approved is being followed as revealed in the financial reports. (Major funds are Current Expense, Capital Outlay, and Debt Service.)

Motion carried unanimously on a roll call vote.

X. COMMITTEE REPORTS

CONSENT AGENDA

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 Chief School Administrator.

A. Finance/Facilities/Transportation

A motion to approve Items 1 through 4 under this section was made by Mr. Turello and seconded by Mr. Ayers. The motion carried unanimously on a roll call vote. A vote on Item 5 was tabled until the March meeting. With respect to Item 6, Mr. Schundler reported that Califon School will receive an additional \$18,946 in state aid. The Finance Committee recommended amending the budget to reflect a 1% across the board salary increase, a .1% reduction for a total requested tax levy increase of 1.9%, and a \$3,670 remittal to the surplus fund balance. A motion to approve Item 6 was made by Mr. Schundler and seconded by Mr. Turello. The motion carried unanimously on a roll call vote.

January/February Bills List

- *1. Motion to approve the payment of January/February 2012 invoices from check number 19460 to check number 19514, non check #46 and 47 and payroll checks, 0130 and 0215 in the amount of \$251,381.81.

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Budget Transfers

- *2. Motion to approve the attached list of budget transfers and 10% transfers from December 1, 2011 to January 15, 2012 in the amount of \$36,064.95.

School Calendar 2012-2013

- *3. Motion to approve the attached 2012-2013 School Calendar.

Donation

- *4. Motion to accept a donation of \$200 in instructional supplies for the kindergarten class from Dr. Shannon Ayers.

Telephone Stipend

- *5. Motion to approve a telephone stipend for the 2011-12 year for Melissa Fogg at a cost of \$300 per year.

2012-2013 School Budget

- *6. Motion to approve the submission of the 2012-2013 School Budget to the New Jersey Department of Education (Hunterdon County office).

BE IT RESOLVED that the tentative budget be approved for the 2012-2013 School Year using the 2012-2013 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2012-13 Total Expenditures	2,328,942	55,314	169,885	2,554,141
Less: Anticipated Revenues	<u>324,157</u>	<u>55,314</u>	<u>43,542</u>	<u>423,013</u>
Taxes to be Raised	<u>2,004,785</u>	<u>0</u>	<u>126,343</u>	<u>2,131,128</u>

And to advertise said tentative budget in the Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Califon Elementary School, New Jersey on March 28 2012 at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2012-2013 School Year.

And, be it further,

Resolved that the Califon Board of Education acknowledge that the 2012-2013 budget results in a general fund tax levy of \$2,004,785.

And be it further,

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Resolved that the Califon Board of Education acknowledges that the 2012-2013 budget results in a debt service tax levy of \$126,343 as approved by Voter referendum.

The Board of Education of Califon hereby adopts the following tentative budget for the 2012-13 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 150

Expenditures

General Current Expense	<u>2,328,942</u>
Capital Outlay	<u>-</u>
Special Revenue Fund	<u>55,314</u>
Repayment of Debt	<u>169,885</u>
 Total Expenditures	 <u><u>2,554,141</u></u>

Revenue

<u>General Fund</u>	
..Budgeted Fund Balance	<u>48,106</u>
..Local Tax Levy	<u>2,004,785</u>
..Misc Revenue	<u>1,501</u>
..Tuition	<u>25,500</u>
..State Aid	
	<u>249,050.00</u>
<u>Special Revenue Fund</u>	
..State Aid	<u>-</u>
..Federal Aid	<u>55,314.00</u>
<u>Debt Service Fund</u>	
..Budgeted Fund Balance	
..Local Tax Levy	<u>126,343.00</u>
..State Aid	<u>43,542.00</u>
Total Revenue	<u><u>2,554,141</u></u>

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WHEREAS, the _____Califon_____ Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$____\$2,700._____ for all staff and board members.

B. Curriculum/ Instruction and Technology

A motion to approve Items 1 and 2 under this section was made by Mr. Turello and seconded by Mr. Schundler. The motion carried unanimously on a roll call vote. A motion to approve Item 3 was made by Mrs. Murin and seconded by Mr. Turello. The motion carried unanimously on a roll call vote.

Health Report

- *1. Motion to approve the attached January 2012 Health Office Monthly Report.

Field Trips

- *2. Motion to approve the following field trip:

Broadway Theater Experience	5/9/12	Caprio/Thompson	
		Cost to the Board	\$0.00

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Study Island

*3. Motion to approve Study Island in Mathematics for Grades 3 through 8 and in Language Arts for Grades 6, 7, and 8.

C. Legislation and Policy

- Policy book update

*1. Motion to approve the second reading and adoption of the following policies was made by Mr. Schundler and seconded by Mr. Ayers:

3600	Evaluation of Business and Non Instructional Operations
6171.4	Special Education Policy

The motion carried on a voice vote.

*2. Motion to approve the first reading of the following policy was made by Mr. Schundler and seconded by Mr. Ayers:

4151.2	Family Leave
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The motion carried on a voice vote.

D. Board Ad Hoc Committees

Long Range Planning Committee

- a) Draft of Long Range Survey
- b) Rutgers MBA Consulting Team – Mr. Ayers will ascertain whether neighboring towns have to be involved in the study to determine the benefits and costs, and whether there are references we can check with, perhaps Dennis Cox of ESC. Mrs. Murin will complete and submit the application with approval from Mr. Ayers and Dr. Prystash.
- c) Shared Service Meeting 2/9/12

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

A motion to approve all asterisked items under this section was made by Mr. Turello and seconded by Mr. Schundler. The motion carried unanimously on a roll call vote.

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Staff Development/Travel

- *1. Motion to approve the following staff development/ travel:

C Murin	Somerset CSBA Winter Meeting	1/31/12	\$0.00
T Ayers	New Board Member Orientation	3/3/12	\$0.00
A Turello	New Board Member Orientation	3/3/12	\$0.00
K Prystash	Bully Busting Curriculum	3/22/12	\$0.00
L Patterson	Bully Busting Curriculum	3/22/12	\$0.00

Staff Development Reports

- *2. Motion to approve the following report:

C King	21 st Century Teacher	1/18/12
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2011-12 Substitute List

- *3. Motion to approve the attached 2011-2012 substitute list at a per diem rate of \$80.00 (teacher/secretary/aide), custodian rate \$12.50 per hour and \$100.00 per diem (nurse).

Caroline Sergison (teacher)

F. Communications

The Board discussed communications with the community regarding the 2012-13 School Budget and using the printing services of either North Hunterdon High School or Hunterdon County.

XI. OLD BUSINESS

XII. NEW BUSINESS

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

Ms. Carolyn King noted that Califon School is the only area elementary school whose early elementary students are learning keyboarding skills. She noted that the laptops in the school are in high demand and suggested allocating some of the surplus funds to the purchase of new laptops. Dr. Prystash noted that REAP grant funds are used to replace aging laptops.

Mrs. Lori Riley asked about curriculum development in the areas of Art and Health.

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XIV. EXECUTIVE SESSION

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

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 9:50 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

The board reconvened into regular session at 11:53 p.m.

XVI. ADJOURNMENT

There being no further business to come before the board, it was moved by Mr. Ayers and seconded by Mr. Turello to adjourn at 11:55 p.m.

Respectfully Submitted,

Carolyn Murin
Board Member