

Folsom Board of Education  
1357 Mays Landing Road  
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING  
TUESDAY, January 22, 2019 – 6:00 PM

**MINUTES**

**MISSION  
STATEMENT**

Our mission is to create a learning environment that honors family values and serves the unique academic, physical, social, and emotional needs of all students in a safe and caring environment. We strive to foster our students' creativity and self-determination to develop a lifelong love of learning. We encourage students to approach learning as problem-solvers, designers, and creators by providing access to the technologies, tools and resources needed to achieve their goals. Folsom staff members are committed to working with parents and community partners to enable students to understand the world around them and the talents within them so they can become fulfilled individuals and active, compassionate citizens.

**CALL TO  
ORDER**

Mr. Smith, President of the Folsom Board of Education, called the meeting to order at 6:08 pm.

**ROLL CALL**

The following members were present: Daria DeStefano, Tiffani Dych, Lisa O'Toole, Marisa Scibilia, Glenn Smith, John Thomas (arrived at 6:20 pm) and Andrea Way; also in attendance were the Superintendent Dr. Matthew Mazzoni, the Board Secretary Christopher Veneziani and the Board Attorney Amy Houck Elco.

**OPEN PUBLIC  
MEETINGS ACT  
STATEMENT**

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Folsom Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Municipal Building, Folsom Elementary School, the Press of Atlantic City and the Hammonton Gazette.

**EXECUTIVE  
SESSION**

On a motion made by Daria DeStefano, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, at 6:09 PM the Board of Education adjourned, by Resolution, into Executive Session, from which the general public was excluded, to discuss personnel, finance, student matters, legal or any other matter appropriate for this session. The results of this session will be made public

immediately after or as soon thereafter as a decision is reached. A motion was made by Andrea Way, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:35 PM.

**PLEDGE TO  
THE FLAG**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**PRESENTATIONS**

**COMMUNICATION**

**FIRST OF TWO,  
PUBLIC  
PARTICIPATION**

1. Sign in at the room entrance.
2. Wait to be recognized before making your comment.
3. State your full name and address before commenting. Identify the agenda item that you wish to comment on.

Time limit for discussion is 5 (five) minutes. Total time limit for public discussion is 30 (thirty) minutes.

**BOARD OF  
EDUCATION  
BUSINESS**

Committee Reports:

Superintendent's Report:

Business Administrator's Report:

Old Business/Updates:

New Business:

**APPROVAL OF  
MINUTES**

1. Upon the Business Administrator's recommendation, a motion was made by Daria DeStefano, second by Lisa O'Toole, ALL MEMBERS PRESENT VOTED YES, to approve the regular and executive sessions minutes of December 18, 2018 (Regular Meeting) and January 3, 2019 (Reorganization Meeting).

*(Attachment A)*

**FINANCIAL**

Upon the Business Administrator's recommendation, a motion was made by John Thomas, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

**2. Budget Summary Report**

A budget summary report is submitted for review.

*(Attachment B)*

**3. Board Secretary/Treasurer's Reports/Certification**

Pursuant to N.J.A.C. 6A: 23A-16.10(c) 3, the Board Secretary certifies that as of **December 31, 2018**, no budgetary line item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **December 31, 2018** preliminary Reports of the Board Secretary and Board treasurer, pursuant to N.J.A.C. 6A: 23A-16.10, certify that after review of the Board Secretary's monthly financial report (revenue and appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The Board approves the Treasurer's report in accordance with N.J.A.C. 18A: 17-36 and 18A: 17-9 for the month of **December 2018**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **December 2018**.

*(Attachment C)*

**4. Line item transfers**

Motion to approve the attached transfer of funds within the 2018-2019 operating budget.

*(Attachment D)*

**CONTRACTS**

Upon the Business Administrator's recommendation, a motion was made by Lisa O'Toole, second by Tiffani Dych, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

- 5.** Motion to approve a special education tuition contract with Hampton Academy, an approved private school for students with disabilities, to provide special education services for 1 student for the 2018-2019 school year. The cost of this contract is \$51,202.56.

*(Attachment E)*

- 6.** Motion to approve a contract with Concord Engineering to provide engineering services related to HVAC building evaluation and recommendations for replacement in the future, subject to attorney review. The cost of this contract is \$18,500.

**PURCHASING**

Upon the Business Administrator’s recommendation, a motion was made by Lisa O’Toole, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

- 7. Motion to approve a resolution authorizing the Folsom Board of Education to enter into a joint purchasing agreement with the Hammonton Board of Education to purchase technology goods and services.

**A RESOLUTION AUTHORIZING THE  
FOLSOM BOARD OF EDUCATION  
TO ENTER INTO A JOINT PURCHASING AGREEMENT**

WHEREAS N.J.S.A. 40A:11-11(10) authorizes contracting units to establish a Joint Purchasing System and to enter into a Joint Purchasing Agreement for its administration; and

WHEREAS the Hammonton Board of Education, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Joint Purchasing System for the provision and performance of goods and services; and

WHEREAS, on January 22, 2019 the governing body of the Folsom Board of Education, County of Atlantic, State of New Jersey duly considered participation in a Joint Purchasing System for the provision and performance of goods and services,

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE**

This Resolution shall be known and may be cited as the Joint Purchasing Resolution of the Folsom Board of Education

**AUTHORITY**

Pursuant to the provisions of N.J.S.A. 40A:11-10 the Business Administrator is hereby authorized to enter into a Joint Purchasing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

(Attachment G)

**DISPOSAL OF SURPLUS**

Upon the Business Administrator’s recommendation, a motion was made by Andrea Way, second by Lisa O’Toole, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

**8. Motion to approve the following resolution for the disposal of surplus property:**

WHEREAS, the Folsom Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Folsom Board of Education is desirous of selling said surplus property in an “as is” condition without express or implied warranties.

NOW THEREFORE, be it RESOLVED by the FOLSOM BOARD OF EDUCATION in the BORO OF FOLSOM, County of ATLANTIC, as follows:

(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Business Office of the Folsom Board of Education.

(2) The sale will be conducted online and the address of the auction site is govdeals.com.

(3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(4) A list of the surplus property to be sold is as follows:

**Lot A: surplus office furniture**

**Lot B: printer and UPS**

(5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(6) The Folsom Board of Education reserves the right to accept or reject any bid submitted.

**PERSONNEL**

Upon the Superintendent’s recommendation, a motion was made by Marisa Scibilia, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

**9. Motion to approve the following request for tuition reimbursement, as listed:**

<b>Employee</b>	<b>Course</b>	<b>Semester</b>	<b>Cost</b>
Shannon Healey	World of Math: Algebra	Spring 2019	\$1,908.00
Helen Rodenheiser	Capstone Project	Spring 2019	\$1,871.07
Stephanie LoSasso	Teach Read/Writing Across Grades	Spring 2019	\$2,025.00
Stephanie LoSasso	Content Area Literacy	Spring 2019	\$2,025.00

*(Reimbursement is limited to \$2,200 per tenured teacher. Additional reimbursement may be available at the end of the fiscal year if the total cost of tuition reimbursement has not exceeded \$18,000 for the year.)*

10. Motion to approve posting and hiring a Group Aide for Pre-K to begin on February 19, 2019. The position will be for 27.5 hours per week, 5.5 hours per day at a prorated salary of \$14,500 (\$14.00 per hour). Once the selection process is completed, the candidate will be subject to Board approval at a subsequent Board meeting.
11. Motion to approve Silvia Sharkey as a long-term substitute Spanish teacher, covering Susan Banks's maternity leave of absence, from April 26, 2019 through the end of the school year, at a prorated salary of \$50,000, BA Step B on the negotiated salary guide.
12. Motion to approve Patricia Bombara a long-term substitute special education teacher, covering Kimberly Ruberton's maternity leave of absence, from January 23, 2019 through March 29, 2019, at a prorated salary of \$50,000, BA Step B on the negotiated salary guide.

### **SUSTAINABLE SCHOOLS**

Upon the Superintendent's recommendation, a motion was made by Andrea Way, second by Tiffani Dych, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

13. Motion to approve, by resolution, participation in the Sustainable Jersey for Schools Certification Program.

#### **Participation in the Sustainable Jersey for Schools Certification Program**

Whereas, the Folsom Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

Whereas, the Folsom Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

Whereas, extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

Whereas, many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

Whereas, sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

Whereas, the Folsom Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as "Green Team"), based on the guidance of Sustainable Jersey for Schools.

Whereas, Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

Whereas, the Folsom Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

Therefore, it is resolved that the Folsom Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board's intention to pursue certification for schools in the district.

We hereby appoint Michele Hetzel, Director of Curriculum & Instruction to be the district's liaison to Sustainable Jersey for Schools.

We do hereby recognize Folsom School as the agent to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

We agree to complete district actions and to support the district's schools in completing their actions.

## **PRESCHOOL PLAN**

Upon the Superintendent's recommendation, a motion was made by Daria DeStefano, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

14. Motion to approve the 2019-2022 Preschool Plan and 2019-2020 Budget Statement for submission to the New Jersey State Department of Education, as attached.

*(Attachment H)*

## **HIB**

Upon the Superintendent's recommendation, a motion was made by John Thomas, second by Lisa O'Toole, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

15. Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for January 2019, as attached. There were no HIB results to be reported to the Board of Education during this reporting period.

*(Attachment I)*

16. Motion to approve the second and final reading of the submitted Harassment, Intimidation, and Bullying report for December 2018, as attached. There were no HIB results to be reported to the Board of Education during this reporting period.

(Attachment J)

**POLICIES**

Upon the Superintendent’s recommendation, a motion was made by Tiffani Dych, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

17. The first and final reading of the following revised policy(ies):

Policy 5118 Nonresident Students (Attachment K)

18. Deletion of the following policy(ies):

Policy 3241 Tuition for Children of District Employees (Attachment L)

**FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS**

Upon the Superintendent’s recommendation, a motion was made by Daria DeStefano, second by Lisa O’Toole, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

19. **Field Trips**

Motion to approve the following field trips:

Date of trip	Destination	Grade/Teacher	Bus Cost	Staff Attending
5/23/2019	Cape May Zoo	1st Grade - Fasola / Glass	\$362.25	5
2/28/2019	Margate - Tighe School	Volleyball / DeSordi	\$560.00	2
3/4/2019	Ventnor Education Center	Volleyball / DeSordi	\$560.00	2
3/6/2019	Mullica School	Volleyball / DeSordi	\$560.00	2
3/18/2019	St. Mary's Vineland	Volleyball / DeSordi	\$560.00	2
3/25/2019	Brigantine	Volleyball / DeSordi	\$560.00	2

20. **Travel**

Motion to approve the following professional development and travel/expense reimbursement:

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
D. DeCicco	Co-op meeting	1/8	Swedesboro, NJ	-
M.Hetzel & P. Ward	NJ-SLS Assessment Training	2/28	Atlantic City, NJ	-
M. Valenti	Reading workshop	2/6	Mt. Laurel, NJ	\$ 259.00

L. Smith	Current Practices for School Medical Emergencies	3/1	Cherry Hill, NJ	\$ 259.00
C. Veneziani	PRIMA Conference	6/8 - 6/12	Orlando, FL	-
Williams, Jasmine	Guided reading workshop	3/22	Mt. Laurel, NJ	\$ 259.00
M. Hetzel	NJDOE ELA Curriculum Units	1/14, 1/28, 2/11, 2/27, 3/8, 3/19, 3/25, 4/3, 4/10	Monroe Twp., NJ	-

21.

**Substitutes**

Motion to approve the following substitutes, subject to a 90 day grace period to complete the Sexual Misconduct / Child Abuse Disclosure requirements, P.L. 2018, c. 5:

Name	Address	Sub Area	Request for
Vaccaro, Brian	308 Middle Road, Hammonton, NJ 08037	playground aide	re-approval

**FINANCIAL**

Upon the Business Administrator’s recommendation, a motion was made by John Thomas, second by Daria DeStefano, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

22.

**Bills List**

Motion to approve the payroll, agency, and bills list of **\$395,755.27** for **January 2019**.

*(Attachment S)*

**FOR YOUR INFORMATION**

- Director of Curriculum and Instruction Report *(Attachment M)*
- Buildings and Grounds Supervisor’s Report *(Attachment N)*
- Technology Report *(Attachment O)*
- Nurse’s Report *(Attachment P)*
- Fire / Security Drill Report *(Attachment Q)*
- Office Referral Report *(Attachment R)*

**FINAL PUBLIC PARTICIPATION**

1. Sign in at the room entrance.
2. Wait to be recognized before making your comment.
3. State your full name and address before commenting. Identify the agenda item that you wish to comment on.

Time limit for discussion is 5 (five) minutes. Total time limit for public discussion is 30 (thirty) minutes.

## **ADJOURNMENT**

Having no further business to discuss, a motion was made by Andrea Way, seconded by Tiffani Dych, ALL MEMBERS PRESENT VOTED YES, to adjourn at 6:48 PM.