

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, October 17, 2023 – 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 6:02 pm.

ROLL CALL

The following members were present: Daria DeStefano, Lisa O'Toole, Marisa Scibilia, Glenn Smith, and John Thomas; also, in attendance were the Superintendent, Kevin Fricke, the Business Administrator, Christopher Veneziani, and the Board Attorney Kasi M. Gifford. Tiffani Dych and Andrea Way were absent.

**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 Lisa O'Toole, ALL MEMBERS PRESENT VOTED YES, at 6:02 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 Marisa Scibilia, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:36 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

NJSLA Results Presentation
2022-2023 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act

COMMUNICATION

NJQSAC Placement *(Attachment A)*

**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 recommendation of the Business Administrator, a motion was made by Daria DeStefano, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to approve the regular and executive sessions minutes of September 26, 2023 (Regular Meeting).

(Attachment B)

FINANCIAL

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

2. Budget Summary Report

A budget summary report is submitted for review.

(Attachment C)

3. Line item transfers

Motion to approve the attached transfer of funds within the 2023-2024 operating budget.

(Attachment D)

CONTRACTS

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

- 4.** Motion to ratify change orders in the total amount of \$122,379.10 for the contract with Surety Mechanical as part of the HVAC Replacement Project Phase I. These change orders will be for the replacement of the HVAC unit(s) in the Conference Room, two adjacent offices, the main corridors, and the replacement of a hot water heater.

JIF RENEWAL

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

- 5.** Motion to approve the following resolution for the renewal of membership in the ACCASBO JIF:

ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
JOINT INSURANCE FUND
RESOLUTION FOR RENEWAL OF MEMBERSHIP

WHEREAS, the Folsom Board of Education, hereinafter referred to as "Board", is a member of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, hereinafter referred to as "JIF", and has reviewed the Bylaws and Plan of Risk Management of the JIF; and

WHEREAS, the Board believes in the safety of its employees and the public who participate in the life of the Board; and

WHEREAS, the Board agrees with the risk management disciplines inherent to membership in said JIF which are explicit in the JIF's Bylaws and Risk Management Program; and

WHEREAS, the Board agrees that the statement below is consistent with its own philosophy:

“It is the goal of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund (JIF) and its member Boards of Education to achieve the best and most practical degree of freedom from accidents and/or injuries. The JIF and its members also endeavor to insure that all employees are provided with a safe and healthy environment, free from any recognized hazard as defined by applicable local, state, and federal regulations. Loss prevention, which is the responsibility of the Board, should succeed in providing a safe, healthful and pleasant working environment;” and,

WHEREAS, the JIF is a legally authorized and constituted joint insurance fund as permitted by Chapter 108, Laws of 1983 (N.J.S.A. 18A:18B-1 et.seq.), and has operated successfully on behalf of area school districts since its formation on July 1, 1991; and

WHEREAS, the statutes regulating the conduct of the JIF contain elaborate safeguards concerning the safe and efficient administration of the public interest entrusted to said JIF; and

WHEREAS, the Board has determined that continued participation as a member of the JIF is in the Board’s best interest;

NOW THEREFORE, BE IT RESOLVED that the Board hereby agrees to renew its membership in the JIF for a three year membership term which shall commence on July 1, 2024, at 12:01 a.m.; and

BE IT FURTHER RESOLVED, that the Board will participate in all lines of coverage the JIF provides as defined by the JIF’s Risk Management Program, which are generally described herein as follows:

1. Workers’ Compensation and Employers’ Liability
2. General Liability and Automobile Liability
3. Educator’s Legal Liability, including Employment Practices Liability
4. Property Damage, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance
6. Boiler & Machinery/Equipment Breakdown
7. Cyber Liability
8. Pollution and Mold Legal Liability
9. Crisis Protection Program
10. Unmanned Aerial Systems Liability
11. Student Accident on an Annual Elective Basis

BE IT FURTHER RESOLVED, that the Board appoints the Business Administrator as its Commissioner to the JIF and empowers said Commissioner to; exercise the voting rights provided in the JIF’s Bylaws to Commissioners in a manner which best protects the Board and JIF, to implement and strengthen the Board’s safety and risk management efforts, to participate fully and with efficiency in the JIF to comply with all conditions of membership as defined in the JIF Bylaws and Risk Management Program, and to execute all agreements, including but not limited to an Indemnity & Trust Agreement in order to implement membership by the Board in the JIF.

DISPOSAL

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

6. 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 in accordance with the terms and conditions of the cooperative purchasing contract 041316-GDI through Sourcewell. 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: Teacher desk

(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.

7. Motion to approve disposal of the following damaged paperback books:

(17) - Soft Rain by Cornelia Cornelissen

(7) – Catching Fire by Suzanne Collins

(2) – Mockingjay by Suzanne Collins

PERSONNEL

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

8. Motion to approve the following Schedule B stipend positions for the 2023-2024 school year, per the negotiated contract, as listed:

2023-2024 school year

Extracurricular Activities	Stipend	Teacher
Talent Show Advisor	630.00	Joseph Haubrich
Talent Show Assistant	414.00	Sarah Glass
Drama Club Advisor	473.00	Rebecca Weldon
Assistant Play Directors	710.00	Jennifer Chainey
Assistant Play Directors	710.00	Karol Russell
Sport	Stipend	Teacher
Boys Basketball Assistant Coach	1,013.00	Matthew Sawyer

POLICIES

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

9. The first and final reading(s) of the following revised policy(ies) and/or regulation(s) and/or bylaw(s):

Policy 2270	Religion in the School
Policy 3161	Examination for Cause
Policy 3212	Attendance
Regulation 3212	Attendance
Policy 3324	Right of Privacy
Policy 4161	Examination for Cause
Policy 4212	Attendance
Regulation 4212	Attendance
Policy 4324	Right of Privacy
Policy 5111	Eligibility of Resident / Nonresident Students
Regulation 5111	Eligibility of Resident / Nonresident Students
Policy 5116	Education of Homeless Children and Youths
Regulation 5116	Education of Homeless Children and Youths
Policy 8500	Food Services

(Attachment E)

10. The first and final reading(s) of the following deleted policy(ies) and/or regulation(s) and/or bylaw(s):

Policy 3432	Sick Leave
Regulation 3432	Sick Leave
Policy 4432	Sick Leave
Regulation 4432	Sick Leave
Policy 8454	Management of Pediculosis
Policy 8540	School Nutrition
Policy 8550	Meal Charges / Outstanding Food Service Bill

(Attachment F)

STATE SUBMISSIONS

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

11. Motion to approve the Folsom School District 2023-2024 Comprehensive Maintenance Plan and M-1 for submission to the State.

(Attachment G)

12. Motion to approve the Folsom School District Annual Preschool Operational Plan Update for the 2024-2025 school year, as attached.

13. Motion to approve the Folsom School District 2023-2024 Nursing Service Plan, as attached. This plan is available in the Nurse's Office for review.
(Attachment I)
14. Motion to approve submission of the 2022-2023 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, as presented.

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

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

15. **Travel**
Motion to approve the following professional development and travel/expense reimbursement:

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
K. Resch & L. Schmidt	Exploring 2020 Student Learning Standards in the Visual & Performing Arts	10/6	Galloway	-
K. Santilli	I&RS Training	10/18	Galloway	-
A. Cirillo	Hammonton Pre K visit	10/6	Hammonton	-
C. Veneziani	Systems 3000 training	11/2	Eatontown	-

16. **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	Sub Area	Request for
Messner, Dina	Teacher	approval

FINANCIAL

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

17. **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 **September 30, 2023**, no budgetary line-item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **September 30, 2023** 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 **September 2023**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **September 2023**.

(Attachment O)

18. Bills List

Motion to approve the payroll, agency, and bills list of **\$325,459.17** for **October 2023**.

(Attachment P)

CONTRACTS

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

- 19.** Motion to approve a shared services agreement with the Camden County Educational Services Commission for a Preschool Instructional Coach and other preschool services for the 2023-2024 school year, pending attorney review. The total cost of this contract will be \$12,241.

(Attachment Q)

PERSONNEL

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

- 20.** Motion to approve a medical leave of absence for Timothy Baginski beginning November 6, 2023, for approximately 8 weeks.
- 21.** Motion to approve Lauren Santora to work up to 20 hours per week, at \$16.00 per hour, as a custodian, to cover the medical leave of absence for Timothy Baginski beginning November 6, 2023, for approximately 8 weeks.

CONTRACTS

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

22. Motion to approve a tuition contract with the Franklin Township Board of Education to provide education services for 1 student for the 2023-2024 school year. The revenue received will be \$13,458.
23. Motion to approve a tuition contract with the Harrison Township Board of Education to provide education services for 1 student for the 2023-2024 school year. The revenue received will be \$21,961.

FOR YOUR INFORMATION

Director of Curriculum, Instr, & Special Services Report	<i>(Attachment J)</i>
Technology Report	<i>(Attachment K)</i>
School Nurse's Report	<i>(Attachment L)</i>
Fire / Security / Bus Evacuation Drill Report	<i>(Attachment M)</i>
Office Referral Report	<i>(Attachment N)</i>

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 Marisa Scibilia, second by Lisa O'Toole, ALL MEMBERS PRESENT VOTED YES, to adjourn at 7:03 PM.