

Folsom Board of Education  
1357 Mays Landing Road  
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING  
TUESDAY, October 24, 2017 – 6:00 PM

**MINUTES**

**MISSION  
STATEMENT**

Our mission at Folsom School is to serve the unique academic, physical, social, and emotional needs of all students, in a safe, supportive, and caring environment. Folsom staff members are committed to working with parents and community partners to provide the necessary supports to ensure that all children achieve the New Jersey Core Curriculum Content Standards, thus developing the needed skills to function responsibly in our global society. We strive to foster our students' exploration, creativity, and self-determination to help develop a lifelong love of learning.

**CALL TO  
ORDER**

Mr. Smith, President of the Folsom Board of Education, called the meeting to order at 6:12 pm.

**ROLL CALL**

The following members were present: Daria DeStefano (arrived 6:29 pm), Debra Levey, Lisa O'Toole (arrived at 6:20 pm), Marisa Scibilia, Glenn Smith, and Andrea Way; also in attendance were the Superintendent Dr. Evelyn Browne, the Board Secretary Christopher Veneziani and the Board Attorney William Cappuccio. John Thomas was 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, and the Hammonton Gazette.

**EXECUTIVE  
SESSION**

On a motion made by Andrea Way, second by Debra Levey, ALL MEMBERS PRESENT VOTED YES, at 6:13 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 Lisa O'Toole, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:40 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 September 26, 2017 (Regular Meeting).

*(Attachment A)*

## **FINANCIAL**

Upon the Business Administrator's recommendation, a motion was made by Andrea Way, second by Debra Levey, 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 **September 30, 2017**, 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, 2017** 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 2017**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **September 2017**.

*(Attachment C)*

**4. Line item transfers**

Motion to approve the attached transfer of funds within the 2017-2018 operating budget.

*(Attachment D)*

**5. Voided Check**

Motion to approve voiding check #025629 from the General Account.

**CONTRACTS**

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

**6. Motion to approve a tuition contract with Camden County Technical Schools to provide high school education services for 3 students for the 2017-2018 school year. The cost of this contract is \$26,229.00.**

*(Attachment E)*

**7. Motion to approve a special education tuition contract with Buena Regional Board of Education to provide special education services for 1 student for the 2017-2018 school year. The cost of this contract is \$18,500.**

*(Attachment F)*

**8. Motion to approve a special education tuition contract with Buena Regional Board of Education to provide special education services for 1 student for the 2017-2018 school year. The cost of this contract is \$18,500.**

*(Attachment G)*

9. Motion to approve a joint transportation agreement the Hammonton Board of Education to transport 5 students to Folsom School for the 2017-2018 school year. The revenue received for this will be \$5,000.  
(Attachment H)

#### **STATE SUBMISSIONS**

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

10. Motion to approve the Folsom School District 2017-2018 Comprehensive Maintenance Plan and M-1 submission to the State.  
(Attachment I)

#### **QSAC**

11. Upon the Superintendent's recommendation, a motion was made by Andrea Way, second by Daria DeStefano, ALL MEMBERS PRESENT VOTED YES, to approve the following resolution for the submission of the Statement of Assurances for the NJQSAC review.

WHEREAS, the Folsom Board of Education in the County of Atlantic is undergoing evaluation under NJ QSAC for the 2017-2018 school year, and

WHEREAS, N.J.A.C. 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's Statement of Assurance with respect to this process, and

WHEREAS, the Folsom Board of Education in the County of Atlantic has reviewed the district's Statement of Assurance and hereby approves these documents.

NOW THEREFORE, be it RESOLVED that the Folsom Board of Education does hereby authorize the Superintendent of Schools to submit the attached Statement of Assurances to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

(Attachment J)

#### **PERSONNEL**

Upon the Superintendent'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):

12. Motion to approve Kim Ruberton to take one (1) day, Friday, March 9, 2018, without pay.  
(Attachment K)

13. Motion to approve Jennifer McConaghy to take one (1) day, Monday, November 13, 2017, without pay.  
(Attachment L)

#### **POLICIES**

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

14. The second of two readings for the following new policy(ies):
- Policy 3542.45      Written Code of Conduct for Procurement  
(Attachment M)

15. The first and final reading for the following revised policy(ies):
- Policy 4152.3      Instructional Personnel – Family Leave  
(Attachment N)
- Policy 4252.3      Support Personnel – Family Leave      (Attachment O)
- Policy 5145.5      Photographs of Pupils      (Attachment P)
- Policy 5125.2      Pupil Anonymity      (Attachment Q)

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

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

16. **Field Trips**  
Motion to approve the following field trips:

Date of trip	Destination	Grade/Teacher	Bus Cost	Staff Attending
10/5/2017	Duffields Farm Market	Pre-K / Cirillo	\$250.00	3
10/20/2017	Wetlands Institute	Photography / Roth & Resch	\$387.50	2
5/18/2018	Spirit of Philadelphia	8th Grade / Edmondson	\$400.00	4
5/18/2018	Historic Cold Spring Village	4th / Valenti	\$275.00	4
5/3/2018	SEAS Trip - Wildwood Crest	7th Grade / Roth	\$245.00	5
5/9/2018	Liberty State Park	7th Grade-TAG / Santilli	\$525.00	3
5/29/2018	Adventure Aquarium	3rd Grade / LoSasso	\$250.00	3
11/6/2017	To NJ School of Conservation	6th Grade / Burton	\$1,186.00	8 staff / 1 non staff
11/8/2017	From NJ School of Conservation	6th Grade / Burton	\$1,186.00	8 staff / 1 non staff

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
D. DeCicco	co-op mtg	10/3	Swedesboro, NJ	-
M.Hetzel	Gang Awareness Training	10/20	Galloway, NJ	-
S. Hoffman	Teach Students how to write w/spice for	10/18	Pomona, NJ	-

	PARCC			
R. Falco	Kindergarten Seminar	1/25	Clementon, NJ	-
C. Veneziani	SPELLJIF Trustee Meetings	10/13, 2/2, 4/13, 5/24	Marlton, NJ	\$ -
O. Kuschan	NGSS Workshop	12/6	Pomona, NJ	-
E. Egizi	Dyslexia Conference	10/13	Somerset, NJ	\$ 190.00
A. Devenny	SAC Meetings	10/12, 12/14, 02/15, 04/12, 6/7	Pomona, NJ	-
K. Santilli	Practical Strategies to Enhance STEAM Learning K-6	12/14	Voorhees, NJ	\$ 249.00
O. Kuschan	Annual Train the Trainer Conf.	12/13 & 12/14	E. Windsor, NJ	\$ 398.00

**18.**

**Substitutes**

Motion to approve the following substitutes:

Name	Address	Sub Area	Request for
Mathis, Heidi	131 Berti Road, Williamstown, NJ 08094	Teacher	approval
DelBene, Kristi	6 Pine Lane, Williamstown, NJ 08094	Teacher	approval
Calderone, Stephanie	7567 Weymouth Road, Hammonton, NJ 08037	Teacher	re-approval
Friia, Thelma	679 Grape Street, Hammonton, NJ 08037	Playground Aide	approval
Jen Bailey	Grape Street, Hammonton, NJ 08037	Office	approval
Wuillermin, Elizabeth	1345 Mays Landing Road, Folsom, NJ 08037	Teacher	approval
Sikking, Cadice	39 Northwood Drive, Vineland, NJ 08360	Teacher	approval
Lugo, Ashley	111 White Tail Pass, Franklinville, NJ 08322	Playground Aide	approval
Reynolds, John	2121 14th Street, Folsom, NJ 08037	Teacher	re-approval
Vaccaro, Brian	308 Middle Road, Hammonton, NJ 08037	Playground Aide/SACC	approval
Marie Phero	8 Braddock Avenue, Hammonton, NJ 08037	Teacher	approval

**19.**

**Field Placements**

Motion to approve the following field placements:

Name	Type of placement	Grade/Teacher	College/University	Dates of placement
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Carina Avila	Student Teacher	3rd - LoSasso	Rowan University	09/05 - 12/21
David Bocchi	Student Teacher	PE-DeSordi	Rowan University	9/5 - 10/27
David Bocchi	Student Teacher	PE-DeSordi	Rowan University	10/30 - 12/21
Megan Grannan	Student Teacher	K - Falco	Stockton University	09/01 - 12/16
Hayley Attanasi	Field Experience	Rodensheiser/Healey-Casadia	Drexel University	09/19 - 12/3
Fiorella Roca	Practicum placement	2nd - Cavallaro	Rutgers	01/02 - 01/12
Jillian Giacobbe	Student Teacher	7th - Russell	Rowan University	1/16 - 5/7

## FINANCIAL

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

20.

### **Bills List**

Motion to approve payroll, agency, and the bills list of **\$203,592.34** for **October 2017**.

*(Attachment R)*

## STATE SUBMISSIONS

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):

21.

Motion to approve the Folsom School District 2017-2018 Nursing Service Plan, as attached. This plan is available in the Nurse's Office for review.

*(Attachment S)*

## NON-RESIDENT STUDENT

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

22.

Motion to approve a 5<sup>th</sup> grade student, J.P., who has moved out of the Folsom School District, to remain in the Folsom School District for the remainder of the 2017-2018 school year as a non-resident student.

*(Attachment T)*

## HIB

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

23.

Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for October 2017, as attached. There were 38 incidents, none of which were investigated as a possible HIB.

*(Attachment U)*

24. Motion to approve the second and final reading of the submitted Harassment, Intimidation, and Bullying report for September 2017, as attached. There were 14 incidents, none of which were investigated as a possible HIB.  
(Attachment V)

## **BOARD BUSINESS**

25. A motion was made by Marisa Scibilia, second by Debra Levey, ALL MEMBERS PRESENT VOTED YES, to approve changing the November regular meeting from Tuesday, November, 28<sup>th</sup> to Tuesday, November 21<sup>st</sup>.

## **FOR YOUR INFORMATION**

Buildings and Grounds Supervisor's Report	(Attachment W)
Technology Report	(Attachment X)
School Nurse's Report	(Attachment Y)
Fire / Security Drill Report	(Attachment Z)
Office Referral Report	(Attachment AB)

## **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 Daria DeStefano, seconded by Andrea Way, ALL MEMBERS PRESENT VOTED YES, to adjourn at 7:12 PM.