

Folsom Board of Education  
1357 Mays Landing Road  
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING  
TUESDAY, December 19, 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 6:05 pm.

**ROLL CALL**

The following members were present: Daria DeStefano, Lisa O'Toole, Debra Levey, Marisa Scibilia, Glenn Smith and John Thomas; also in attendance were the Superintendent Dr. Evelyn Browne, the Board Secretary Christopher Veneziani and the Board Attorney William Cappuccio. Andrea Way 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, the Press of Atlantic City and the Hammonton Gazette.

**EXECUTIVE  
SESSION**

On a motion made by John Thomas, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, at 6:06 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 6:23 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**

Audit Discussion – James Preziosi of Preziosi, Nicholson & Associates, presented the 2016-2017 School Audit to the Board. Mr. Preziosi distributed a summary of selected financial information to the Board to accompany his presentation. He began by explaining that the Comprehensive Annual Financial Report (CAFR) is the basis for the annual audit. It represents the Board of Education's financial position at June 30, 2017 and the operations of the school district for the fiscal year ended June 30, 2017. Mr. Preziosi explained the auditor's responsibilities and noted the audit is conducted in accordance with Generally Accepted Auditing Standards and the Government Auditing Standards. Then he began discussing the total revenues of \$8,885,621, including \$1,842,888 for the local tax levy. Mr. Preziosi continued with his presentation by discussing the district's expenditures. He reviewed the fund balance and what reserve accounts made up the fund balance. Mr. Preziosi explained the historical cost of the facility and the outstanding debt of \$1,325,000. He also explained that the district's cost per pupil was \$17,966 as compared to the state average of \$20,385. Mr. Preziosi concluded explaining that there were no findings and the books were in good order.

The Superintendent, Dr. Evelyn Browne, thanked Mr. Preziosi for his presentation and congratulated Mr. Veneziani on a successful audit.

## **COMMUNICATION**

Letter from Dept. of Education

*(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 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 November 21, 2017 (Regular Meeting).

*(Attachment B)*

## **FINANCIAL**

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):

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 2017-2018 operating budget.

*(Attachment D)*

## **AUDIT**

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

4. Motion to approve acceptance of the 2016-2017 school audit.

## **CONTRACTS**

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

5. Motion to approve an addendum to the transportation contract with STA to provide transportation services for 1 student for the remainder of the 2017-2018 school year. The cost of this addendum is \$2,713.20.

*(Attachment E)*

6. Motion to approve a special education tuition contract with Buena Regional School District to provide special education services for 1 student for the 2017-2018 school year. The cost of this contract is \$801.40.

## FACILITIES

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 following item(s):

7. Motion to approve the following Applications for Use of School Facilities as listed below, for the 2017-2018 school year.

Date	Time	Facility	Event
Saturdays 1/13/18 – 2/17/18 & 2/24/18*	8:45 am – 12:15 pm 8:30 am – 2:00 pm*	Gym	Folsom Municipal Alliance – Basketball Clinic
7/9/18 – 8/20/18	9:00 am – 1:00 pm	Rm 117	CER – Friendly Falcons Summer Program

## PERSONNEL

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

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

Employee	Course	Semester	Cost
Amanda Cirillo	Integrating Science and Technology in Early Childhood & Elementary Classes	Spring 2018	\$1,972.14

*(Reimbursement is limited to \$1,750 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 \$13,000 for the year.)*

9. Motion to approve Helen Rodenheiser as the mentor for Christine Garbaravage for the 2017 – 2018 school year.

## HIB

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):

10. Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for December 2017, as attached. There were 16 incidents, none of which were investigated as a possible HIB.

(Attachment G)

11. Motion to approve the second and final reading of the submitted Harassment, Intimidation, and Bullying report for November 2017, as attached. There were 33 incidents, none of which were investigated as a possible HIB.  
(Attachment H)

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

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

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

Date of trip	Destination	Grade/Teacher	Bus Cost	Staff Attending
5/8/2018	Jr. Achievement	7th Grade / Wendt	\$325.00	2
5/21/2018	Ronald McDonald House	Hetzel	\$112.50	3
4/20/2018	Please Touch Museum	1st Grade / Fasola	\$250.00	4
5/11/2018	Washington DC	8th Grade / Hathaway	\$1,976.00	12

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
S. Edmondson	CCTS Information Luncheon	12/1	Sicklerville, NJ	-
O. Kuschon	NGSS Workshop	12/6	Pomona, NJ	-
S. LoSasso	ELA & Mathematics PARCC Wksp	12/13 & 12/14	E. Windsor, NJ	\$398.00
A. Derringer	Smart but Scattered Executive Dysfunction at Home and at School Wksp	1/30	Cherry Hill, NJ	\$219.99
A. Sharp	Certification Training	11/29	Sewell, NJ	-
L. Schmidt	Band & Choir Workshop	1/23	Sicklerville, NJ	-
K. Resch	Techspo	1/25	Atlantic City, NJ	-
R. DiMaria	NGSS Workshop	12/6	Pomona, NJ	-
D. DeCicco	co-op mtg	12/5	Swedesboro, NJ	-
P. Ward	Promethean Projector Demo	12/12	Estell Manor, NJ	-
C. Veneziani	AGRIP Conference	3/4 - 3/7	San Diego, CA	\$0.00
H. Rodenheiser	Kindergarten Conference	2/26 & 2/27	Atlantic City, NJ	\$419.00
J. Pavlovitch	Literacy Workshop	2/8	Cherry Hill, NJ	\$249.00

14. **Substitutes**

Motion to approve the following substitutes:

Name	Address	Sub Area	Request for
Peters, Alison	400 Forest Grove Road, Vineland, NJ 08360	Teacher	approval
Avila, Carina	105 South Avenue, Apt. 12, Minotola, NJ 08341	Teacher	approval

**15. Field Placements**

Motion to approve the following field placements:

Name	Type of placement	Grade/Teacher	College/University	Dates of placement
Rocco Creel	Student Teacher	5th - DiMaria	Rowan University	1/16 - 5/4

**FINANCIAL**

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

**16. 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 **November 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 **November 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 **November 2017**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **November 2017**.

*(Attachment N)*

**17. Bills List**

Motion to approve the payroll, agency, and bills list of **\$364,078.69** for **December 2017**.

*(Attachment O)*

**CONTRACTS**

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

18. Motion to approve a joint transportation agreement the Buena Regional School District to transport 8 students to Folsom School for the 2017-2018 school year. The revenue received for this will be \$6,211.82.  
(Attachment P)

## **PERSONNEL**

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):

19. Motion to approve Amanda Magenta to the position of Special Education Teacher, 5<sup>th</sup> Grade, at a prorated salary of \$51,269 (MA- Step A on the negotiated salary guide) to replace Olivia Kuschman for the 2017 – 2018 school year.

## **FOR YOUR INFORMATION**

Buildings and Grounds Supervisor's Report	(Attachment I)
Technology Report	(Attachment J)
School Nurse's Report	(Attachment K)
Fire / Security Drill Report	(Attachment L)
Office Referral Report	(Attachment M)

## **FINAL PUBLIC PARTICIPATION**

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

## **EXECUTIVE SESSION**

On a motion made by John Thomas, second by Debra Levey, ALL MEMBERS PRESENT VOTED YES, at 6:58 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 Daria DeStefano, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to return to open session at 7:06 PM.

## **ADJOURNMENT**

Having no further business to discuss, a motion was made by John Thomas, seconded by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, to adjourn at 7:07 PM.