

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, February 19, 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 6:04 pm.

ROLL CALL

The following members were present: Daria DeStefano, Tiffani Dych, Marisa Scibilia, Glenn Smith, John Thomas and Andrea Way; also in attendance were the Superintendent Dr. Matthew Mazzoni, the Board Secretary Christopher Veneziani and the Board Attorney William Donio. Lisa O'Toole 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 Daria DeStefano, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, at 6:05 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 6:27 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 John Thomas, ALL MEMBERS PRESENT VOTED YES, to approve the regular and executive sessions minutes of January 22, 2019 (Regular Meeting) and January 30, 2019 (Special Meeting).
(Attachment A)

FINANCIAL

Upon the Business Administrator's recommendation, a motion was made by Andrea Way, second by Tiffani Dych, 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 **January 31, 2019**, no budgetary line item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **January 31, 2019** 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 **January 2019**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **January 2019**.

(Attachment C)

4. Bills List

Motion to approve the payroll, agency, and bills list of **\$287,085.09** for **February 2019**.

(Attachment D)

5. Line item transfers

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

(Attachment E)

6. Voided Check

Motion to approve voiding check #026876 from the General Operating Account.

CONTRACTS

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):

7. Motion to approve an interlocal services agreement with the Atlantic County Sheriff's Office to provide security services at the Folsom School, pending attorney review. The cost of this contract is \$25 per hour for the Class III officer. There will also be approximately \$48,000 in startup costs for a vehicle and equipment for the Class III Officers.

(Attachment F)

DISPOSAL OF SURPLUS

Upon the Business Administrator's recommendation, a motion was made by Andrea Way, second by Daria DeStefano, 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: 28 Dell Latitude Netbooks with a cart

Lot B: body pack microphones

(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.

FACILITIES

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

9. Motion to approve the following Applications for Use of School Facilities as listed below, for the 2018-2019 school year.

| Date | Time | Facility | Event |
|------|------|----------|-------|
|------|------|----------|-------|

| | | | |
|-----------------------|-------------------|--------|------------------|
| Tuesdays 3/5 – 4/9 | 3:30 pm – 4:30 pm | Rm 128 | CER – Dance Club |
|-----------------------|-------------------|--------|------------------|

PERSONNEL

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

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

| Employee | Course | Semester | Cost |
|----------------|-----------------------|-------------|------------|
| Amanda Cirillo | Clinical Prac I: Ear | Spring 2019 | \$1,251.20 |
| Amanda Cirillo | Sem I: Inclusive EC/E | Spring 2019 | \$625.60 |
| Amanda Cirillo | Lang & Early Literacy | Spring 2019 | \$1,876.80 |

(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.)

11. Motion to approve Darcie Benard as the 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), as approved at the January 22, 2019 Board Meeting.
12. Motion to approve Jennifer Bailey as the Assistant Play Director at a stipend of \$660, per the negotiated contract, for the 2018-2019 school year.

CALENDAR

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

13. Motion to approve a revision to the school calendar for the 2018-2019 school year, as attached. This revision makes up the February 11th snow day.
(Attachment G)

HIB

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):

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

16. Motion to approve the second and final 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)

POLICIES

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

17. The first of two readings of the following new policy(ies):

Policy 4111.3 Instructional Personnel - Domestic Violence (Attachment J)

Policy 4211.3 Support Personnel - Domestic Violence (Attachment K)

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

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

18. **Field Trips**

Motion to approve the following field trips:

| Date of trip | Destination | Grade/Teacher | Bus Cost | Staff Attending |
|---------------------|---------------------------|----------------------|-----------------|------------------------|
| 5/3/2019 | Cedar Run Wildlife Refuge | 5th / Passalacqua | \$362.00 | 4 |

19. **Travel**

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

| Name | Workshop/Training | Date | Estimated Mileage | Other Costs |
|--|--------------------------------|-------------|--------------------------|--------------------|
| M. Hetzel | Early Childhood Meeting | 2/8 | Clementon, NJ | - |
| M. Mazzoni, M. Hetzel, K. Storey, M. Valenti, A. Cavallaro, L. Schmidt, J. Smith, A. Magenta | NJPSA CAR Regional Meeting | 2/20 | Monroe Twp., NJ | - |
| J. Pavlovitch | Primary Educator workshop | 3/15 | Blackwood, NJ | \$ 149.00 |
| D. DeCicco | Garden State Coop Mtg | 2/12 | Deptford, NJ | - |
| P. Ward | test coordinator mandatory mtg | 2/28 | Atlantic City, NJ | - |

| | | | | |
|-------------------------------|---|----------------------------------|------------------------|--------------|
| L. Schmidt | CCTS Music Workshop | 3/26 | Sicklerville, NJ | - |
| L. Abruzzese, C. Veneziani | County Transportation Meeting | 2/28 | Mays Landing, NJ | \$ - |
| P. Ward | Atlantic County Tech Coor Mtg | 2/13 | Pomona, NJ | ETTC hrs |
| C. Veneziani | NJASBO Annual Conference | 6/5 - 6/7 | Atlantic City, NJ | \$ 275.00 |
| C. Veneziani | GPANJ Purchasing Conf | 4/3 - 4/5 | Atlantic City, NJ | \$ 395.00 |
| L. Smith | AtlantiCare Steering Committee | 2/27 | Egg Harbor Twp., NJ | - |
| M Hetzel | Spec.Ed. Directors Mtgs | 2/21, 3/21, 4/18, 5/21 & 5/23 | Pomona, NJ | ETTC hrs |
| C. Veneziani, S. Doherty | McKinney-Vento Roundtable | 2/25 | Blackwood, NJ | - |
| M. Mazzoni | Memorandum of Agreement - Atlantic County | 3/1 | Atlantic City, NJ | - |

20.

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 |
|-----------------|--|-------------------------|--------------------|
| Higgins, Rachel | 547 Wilbur Ave., Hammonton, NJ 08037 | Teacher | approval |
| Ransom, Cynthia | 64 Blue Anchor Rd., Sicklerville, NJ 08081 | playground aide/kitchen | approval |
| Wyand, Caitlyn | 630 Buffalo Ave., Egg Harbor City, NJ 08215 | Teacher | approval |

21.

Field Placements

Motion to approve the following field placements for the 2018-2019 school year:

| Name | Type of placement | Grade/Teacher | College/University | Dates of placement |
|-----------------|--------------------------|----------------------|---------------------------|---------------------------|
| Summer McFerren | Student Teacher | K - Rodenheiser | Stockton University | 1/15 - 4/26 |
| Destiny Rayner | Field Experience | 5 - Passalacqua | Camden County College | 15 hrs |

AUDIT

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

21. Motion to approve acceptance of the 2017-2018 school audit. There was one (1) finding.

Finding 2018-1

Adjustments were required to be made in the Fixed Asset record, in order to provide accurate cost and depreciation expense amounts in the CAFR.

22. Motion to approve acceptance of the Corrective Action Plan recommendation of the 2017-2018 school audit.

Recommendation

The detail of the required Fixed Asset adjustments should be submitted to the outside software vendor, in order to properly reflect the fixed asset cost and depreciation at June 30, 2018.

(Attachment Q)

EMERGENCY RESERVE

23. Upon the Business Administrator's recommendation, a motion was made by Andrea Way, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to approve the following resolution for the transfer of funds from the Emergency Reserve Account to the General Fund and to request the subsequent approval from the New Jersey Commissioner of Education:

Resolution to Appropriate Emergency Reserve Funds

WHEREAS, the Folsom Board of Education, County of Atlantic desires to advance the following security project, Class III Officer and Security Camera Upgrade, and

WHEREAS, emergency reserve funds may be appropriated by board resolution and Commissioner approval to support school security improvements, and

NOW THEREFORE BE IT RESOLVED, that the Folsom Board of Education hereby authorizes the request and directs the Chief School Administrator to make application to request the New Jersey Department of Education Commissioner's Approval, and

BE IT FURTHER RESOLVED, upon Commissioner approval, that the Folsom Board of Education hereby authorizes the School Business Administrator to appropriate \$69,470.62 from its emergency reserve fund to support the cost of this project.

**FOR YOUR
INFORMATION**

Director of Curriculum and Instruction Report

(Attachment L)

| | |
|---|-----------------------|
| Buildings and Grounds Supervisor's Report | <i>(Attachment M)</i> |
| Nurse's Report | <i>(Attachment N)</i> |
| Fire / Security Drill Report | <i>(Attachment O)</i> |
| Office Referral Report | <i>(Attachment P)</i> |
| Technology Coordinator's Report | <i>(Attachment R)</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 Andrea Way, seconded by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, to adjourn at 6:56 PM.