

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, September 26, 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 6:02 pm.

ROLL CALL

The following members were present: Daria DeStefano, Lisa O'Toole (arrived at 6:10 pm), Marisa Scibilia, Glenn Smith, John Thomas and Andrea Way; also in attendance were the Superintendent Dr. Evelyn Browne, the Board Secretary Christopher Veneziani and the Board Attorney William Cappuccio. Debra Levey 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 John Thomas, second by Marisa Scibilia, 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 Daria DeStefano, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:34 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 Board Secretary's recommendation, a motion was made by Andrea Way, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, except Daria DeStefano ABSTAINED, to approve the regular and executive sessions minutes of August 22, 2017 (Regular Meeting).

(Attachment A)

FINANCIAL

Upon the Business Administrator'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):

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 **August 31, 2017**, no budgetary line item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **August 31, 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 **August 2017**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **August 2017**.

(Attachment C)

4. Bills List

Motion to approve payroll, agency, and the bills list of **\$247,331.64** for **September 2017**.

(Attachment D)

5. Line item transfers

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

(Attachment E)

JIF RENEWAL

Upon the Business Administrator's recommendation, 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 Resolution and Indemnity & Trust Agreement, as attached, to renew membership in the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund (ACCASBO JIF) for the three year membership term commencing on July 1, 2018.

(Attachment F)

CONTRACTS

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 Preschool Tuition contract to provide preschool education services to one (1) non-resident preschool student for the 2017-2018 school year. The revenue receive from this contract with be \$6,475.00.
(Attachment G)

8. Motion to approve a special education tuition contract with Atlantic County Special Services School District to provide special education services for 1 student for the 2017-2018 school year. The cost of this contract is \$40,140.
(Attachment H)

DISPOSAL OF SURPLUS

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

9. 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: (1) 8 ft x 20 ft Metal Container

(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.

10. Motion to approve a donation of (1) 8 ft x 20 ft Metal Container to the Borough of Folsom, if they are still interested.

FACILITIES

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 item(s):

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

Date	Time	Facility	Event
Mondays 9/11/17, 12/4/17, 3/3/18, 6/4/18	3:30 pm - 4:30 pm	Room 116	Folsom Educational Foundation Meetings
4 th Thursday of each month	6:30 pm – 8:00 pm	Library	Folsom Athletic Association – Monthly Meetings

DISTRICT GOALS

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

12. Motion to the 2017-2018 District Goals as listed below.

Goal 1: When high quality teaching is infused with the dynamic use of technology, personalized student learning becomes possible. The Future Ready Schools Framework is designed to set out a roadmap to achieve that success and to commit districts to move as quickly as possible towards a shared vision of preparing students for success in college, career, and citizenship. This vision is reflected in our Folsom School Mission to partner with parents and community to help students develop “the needed skills to function in our global society.” Successful completion of this goal will lay the foundation for creating a Future Ready Action Plan in 2018-2019.

Major Activities	Staff	Resources	Timelines	Indicators of Success
Register with New Jersey Future Ready Schools; Create Future Ready Schools Leadership Team	CSA FRS Chair	School Commitment Board Resolution	Aug.-Sept.	Folsom Recognized on Future Ready Schools site: http://www.frsnj.org/get-certified
Complete Future Ready Schools Self – Assessment: Step 2 – Tasks 1 & 2	Future Ready Schools Team	Future Ready Schools Tools and Reports	Sept. – Nov.	Digital Learning Readiness Score
Complete Future Ready Schools Step 3: Gather Input from Stakeholders – Tasks 1-3	Future Ready Schools Team	Future Ready Schools Tools and Reports	Dec. - May	Gear Level Assessments Completed

Goal 2: PARCC data from the Spring assessments are promising, with significant gains made in several grade levels. Math aptitude is important for success in many professional career areas. Developing both aptitude and positive attitude towards mathematical thinking, number sense, and applications of mathematics in the real world is important. Successful attainment of Goal 2 will be indicated by an increase in the overall percentage of students in Grades 2-7 meeting or exceeding their Projected RIT scores on the Spring MAP assessment for Mathematics by 5% for the 2017-2018 school year.

Major Activities	Staff	Resources	Timelines	Indicators of Success
Utilize the ST Math or Reflex program in all classrooms	Teachers Students	ST Math/Reflex site-license, I pads,	Sept.- May	Time/usage reports

		Chromebooks		
Review current math program and increase opportunities for real-world problem-solving through mathematics	Dir. of Curriculum & Instruction Math Curriculum Committee	Math Curriculum Research Literature Inter-district articulation	Sept. – May	Revised instructional activities
Beginning of Year (BOY) and End of Year (EOY) assessments	Teachers	NWEA MAP Chromebooks, computers	Sept. - May	Overall improvement of 5% meeting Target RIT Goals
Student – teacher conference to review MAP test results and set goals for growth.	Teachers, students, parents	Student Goal Setting Worksheets	Oct. - May	Completed and signed worksheet.

Goal 3: According to PARCC end of year data, we are making consistent gains in ELA proficiency. Foundational reading supports for struggling readers and program consistency across phonics, fluency, and vocabulary programs are contributing to these gains. Reading comprehension improves critical thinking and problem-solving. Successful attainment of Goal 3 will be indicated by an increase in the overall percentage of students in Grades 2-7 meeting or exceeding their Projected RIT scores on the Spring MAP assessment for Reading by 7% for the 2017-2018 school year.

Major Activities	Staff	Resources	Timelines	Indicators of Success
Targeted reading skills instruction	Reading Specialist BSI & SE teachers Reading Specialist	Project Read Orton Gillingham Foundations	Sept. - May	BSI progress reports Demonstration of student learning/ understanding through performance indicators in gradebook F & P reading levels
Student – teacher conference to review MAP test results and set goals for growth.	Teachers, students, parents	Student Goal Setting Worksheets	Oct. - May	Completed and signed worksheet.
Beginning of Year (BOY) and End of Year (EOY) assessments	Teachers	NWEA MAP Chromebooks, computers	Sept. -May	Overall improvement of 7% meeting Target RIT Goals

PERSONNEL

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):

13. Motion to approve posting the position of Special Education Teacher Part-Time, 4 hours per day 5 days per week, for the 2017-2018 school year. The salary for this position will be prorated at 50% of the appropriate step in the negotiated contract.
14. Motion to approve Sarah Glass to take one (1) day, Tuesday, October 10th, without pay, for a family vacation.
(Attachment I)
15. Motion to approve the following request for tuition reimbursement, as listed:

Employee	Course	Semester	Cost
Amanda Cirillo	Curriculum Adaptations	Summer 2017	\$1,950.00

(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.)

16. Motion to approve the following request for payment of tuition reimbursement, as listed:

Employee	Course	Semester	Cost	Reimbursement
Helen Rodenheiser	Curriculum Adaptations	Summer 2017	\$1,950.00	\$1,750.00
Amanda Cirillo	Curriculum Adaptations	Summer 2017	\$1,950.00	\$1,750.00

POLICIES

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):

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

Policy 3542.45 Written Code of Conduct for Procurement
(Attachment J)

18. The first and final reading for the following revised policy(ies):

Policy 3541.1 Transportation Routes & Services (Attachment K)

HIB

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

19. Motion to approve the first 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 L)

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):

20. **Field Trips**
Motion to approve the following fields trips:

Date of trip	Destination	Grade/Teacher	Bus Cost	Staff Attending
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9/26/2017	Somers Point	Cross Country / DeSordi	\$112.50	2
9/28/2017	Brigantine	Cross Country / DeSordi	\$112.50	2
10/5/2017	Margate	Cross Country / DeSordi	\$112.50	2
10/12/2017	Assumption School Galloway	Cross Country / DeSordi	\$112.50	2
11/1/2017	NJ State Police Museum	7th Grade / Hathaway	\$287.50	4
10/23/2017	Mullica Rec. Field	Cross Country / DeSordi	\$125.00	2

21.

Travel

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
M. Hetzel	NJKEA GOLD Workshop	9/29/2017/11/16/2017	Camden County Educational Services Commission	-
C. Veneziani	Business Administrator's Roundtable	9/26, 10/27, 11/20, 12/8, 1/26, 2/26, 3/26, 4/20, 5/24, 7/7	Various Locations in Atlantic County	\$200.00
L. Smith	NJAAP School Health Conf.	10/18	Somerset Park, NJ	\$175.00
A. Petersen	Atlantic County Sp. Ed. Directors Mtgs	9/14, 11/14, 12/13, 2/15, 4/19, 5/25	Galloway, NJ	-
R. Losse	Bldgs & Grounds Mtgs	9/27, 10/25, 11/29, 12/20, 1/31, 2/28, 3/28, 4/25, 5/30, 6/27	Somers Pt., NJ	-
L. Smith	Atlantic Care Steering Committee	9/28	Egg Harbor Twp, NJ	\$ 25.00
K. Resch, K. Wendt, D. DeRosa	Writing & the Visual Arts	11/8	Hammonton, NJ	\$ 195.00
H. Rodenheiser	GOLD Training	1/25	Clementon, NJ	-
M. Hetzel & K. Storey	I&RS Training	12/13	Pomona, NJ	-

22.

Substitutes

Motion to approve the following substitutes:

Name	Address	Sub Area	Request for
Rowe, David	Fairview Avenue, Hammonton, NJ 08037	Teacher	re-approval
Mathis, Heidi	131 Berti Road, Williamstown, NJ	Teacher	approval

	08094		
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

SACC

- 23.** Upon the Superintendent's recommendation, a motion was made by Daria DeStefano, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, to approve the SACC Coordinator job description, as attached.
(Attachment Q)

- 24.** Upon the Superintendent's recommendation, a motion was made by Daria DeStefano, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, to approve a revision to the SACC Program, changing the Coordinator from the \$20 per hour rate to a salary of \$8,600 per year, as attached.
(Attachment R)

BOARD OF EDUCATION BUSINESS

- 25.** A motion was made by Andrea Way, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to approve Lisa O'Toole and Daria DeStefano to attend the National School Board Association's Annual Conference in San Antonio, TX, April 7-9, 2018.

FOR YOUR INFORMATION

Buildings and Grounds Supervisor Report	<i>(Attachment M)</i>
Technology Report	<i>(Attachment N)</i>
Fire / Security Drill Report	<i>(Attachment O)</i>
Office Referral Report	<i>(Attachment P)</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.

Jennifer Resciniti, 1709 Asbury Avenue, Mays Landing, commented on her concerns with the Time to Teach program.

Christine Esposito, 9 E Park Avenue, Williamstown, commented on a suggested change to the Time to Teach program and indicated the Summer enrichment program was a great success.

Barbie Newman, 217 E Collins Drive, Williamstown, commented that the Time to Teach program was a great success for the Bus instruction and both the Summer Enrichment program and GATE program were great.

ADJOURNMENT

Having no further business to discuss, a motion was made by Andrea Way, seconded by John Thomas, ALL MEMBERS PRESENT VOTED YES, to adjourn at 7:28 PM.