

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, March 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 6:00 pm.

ROLL CALL

The following members were present: Daria DeStefano, Tiffani Dych, Marisa Scibilia, Glenn Smith and John Thomas; also in attendance were the Superintendent Dr. Matthew Mazzoni, the Board Secretary Christopher Veneziani and the Board Attorney William Donio. Lisa O'Toole 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 John Thomas, ALL MEMBERS PRESENT VOTED YES, at 6:00 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 John Thomas, second by Tiffani Dych, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:37 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

Hammonton High School
Audit Presentation / Discussion

Ray Colavita, CPA of Nighlinger, Colavita & Volpa, PA, explained the three phases of the audit, Financial, Compliance, and Internal Controls. Mr. Colavita reviewed the fixed asset finding with the Board of Education and the corrective action plan was discussed. Mr. Colavita gave an overview of the status of the reserve accounts and indicated they were healthy. He then discussed with the Board the use of surplus funds which caused a decrease of \$454,000 in the end of year fund balance. Mr. Colavita thanked the Business Administrator and the Business Office for their support and assistance and commended them on a job well done. The Board thanked Mr. Colavita for his presentation.

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 February 19, 2019 (Regular Meeting).

(Attachment A)

FINANCIAL

Upon the Business Administrator's recommendation, a motion was made by Tiffani Dych, second by Marisa Scibilia, 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 **February 28, 2019**, no budgetary line item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **February 28, 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 **February 2019**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **February 2019**.

(Attachment C)

4. **Bills List**

Motion to approve the payroll, agency, and bills list of **\$367,646.82** for **March 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 #026946 from the General Operating Account.

BUDGET

7. Upon the Business Administrator’s recommendation, a motion was made by John Thomas, second by Tiffani Dych, ALL MEMBERS PRESENT VOTED YES, to approve submission of the 2019-20 school district budget for approval to the County Office of Education with the following resolution:

BE IT RESOLVED to approve the 2019-2020 school district budget for submission to the Atlantic County Office of Education as follows:

General Fund	\$ 8,488,737
Special Revenue Fund	\$ 277,498
Debt Service	<u>\$ 221,750</u>
Total Budget	\$ 8,987,985

BE IT FURTHER RESOLVED to acknowledge that the 2019-2020 budget as described above will result in the following:

General Fund Tax Levy	\$ 1,682,054
Debt Service Tax Levy	<u>\$ 221,750</u>
Total	\$ 1,903,804

BE IT FURTHER RESOLVED that no tax levy cap adjustments will be applied to the 2019-2020 school budget.

BE IT FURTHER RESOLVED that the support documentation of this budget also contains an itemization of criteria expenditures as required under administrative regulations.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$50,000 in the general fund 2019-2020 budget for travel and travel related expenditures.

WHEREAS, the maximum for the current fiscal year is \$50,000 and to date, \$4,277.03 has been spent.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$20,000 in the general fund 2019-2020 budget for professional auditing and accounting services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$40,000 in the general fund 2019-2020 budget for professional architectural services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$40,000 in the general fund 2019-2020 budget for professional engineering services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$50,000 in the general fund 2019-2020 budget for professional legal services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$10,000 in the general fund 2019-2020 budget for public relations.

FACILITIES

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):

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

Date	Time	Facility	Event
Thursdays 3/14 – 4/11	3:30 pm – 4:30 pm	Rm 130 & Rm 122	CER – Robotics Club
Tuesdays 4/2 – 5/21	3:30 pm – 4:30 pm	Fields	CER – Running Club
Monday – Thursday 6/24 – 7/11	9:00 am – 2:00 pm	Gym	CER – Drama Kids Theater Camp

PERSONNEL

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

- 9. Motion to approve Sarah Glass to provide home instruction for one student for up to 10 hours per week at \$45 per hour, per the negotiated contract.

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):

- 10. Motion to approve the school calendar for the 2019-2020 school year, as attached.

(Attachment F)

HIB

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):

- 15. Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for March 2019, as attached. There was one investigation which resulted in an outcome of an intentional HIB without hate speech. The other investigation resulted in an outcome of a Non-Actionable HIB.
(Attachment G)

- 16. Motion to approve the second and final 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)

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 of the following new policy(ies):

 Policy 4151.5 Instructional Personnel – Earned Sick Leave Law *(Attachment I)*
 Policy 4251.5 Support Personnel – Earned Sick Leave Law *(Attachment J)*
- 18. The second and final readings of the following new policy(ies):

 Policy 4111.3 Instructional Personnel - Domestic Violence *(Attachment K)*
 Policy 4211.3 Support Personnel - Domestic Violence *(Attachment L)*

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

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

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

Date of trip	Destination	Grade/Teacher	Bus Cost	Staff Attending
4/16/2019	St. Augustine Prep	Big Brothers/ Kasey Hewitt	\$273.00	2
4/25/2019	Junior Achievement of NJ	Wendt / JA Achievement	\$451.50	4
4/10/2019	Flyers Skate Zone & 30 Strikes Bowling	Wendt / Safeties & Student Council	\$577.50	2

20.

Travel

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
C. Garbaravage	Reading workshop	3/11	Mt. Laurel, NJ	\$ 259.00
M. Mazzone, M. Hetzel, J. Smith, M. Valenti, A. Magenta, A. Cavallaro, K. Storey, L. Schmidt	NJPSA CAR Regional Meeting (rescheduled)	3/27	Monroe Twp., NJ	-
D. DeCicco	co-op meeting co-op meeting	3/12/2019 4/10/2019	Swedesboro, NJ Atlantic City, NJ	-
Scaltrito, A	Guided reading workshop	3/22	Mt. Laurel, NJ	\$ 259.00
C. Veneziani	NJSIA Worker's Comp Conf	5/8 - 5/10	Atlantic City, NJ	\$ -

21.

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
Vaccaro, Brian	308 Middle Road, Hammonton, NJ 08037	Instructional Aide	approval
Bombara, Patricia	3501 S. Lincoln Ave., Unit 51, Vineland, NJ 08360	Teacher	approval

FOR YOUR INFORMATION

- Director of Curriculum and Instruction Report *(Attachment M)*
- Buildings and Grounds Supervisor’s Report *(Attachment N)*
- Technology Coordinator’s Report *(Attachment O)*
- Nurse’s Report *(Attachment P)*
- Fire / Security Drill Report *(Attachment Q)*
- Office Referral Report *(Attachment R)*

FINAL PUBLIC PARTICIPATION

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ADJOURNMENT

Having no further business to discuss, a motion was made by John Thomas, second by Tiffani Dych, ALL MEMBERS PRESENT VOTED YES, to adjourn at 7:19 PM.