

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, May 28, 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 6:05 pm.

ROLL CALL

The following members were present: Daria DeStefano, Tiffani Dych, 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, Kasi Marie Gifford. Lisa O'Toole and Marisa Scibilia 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 John Thomas, second by Tiffani Dych, 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 John Thomas, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:35 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.

Lisa Silverman of 310 East Collings Drive read a prepared letter requesting a review of the HIB policy.

**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 Andrea Way, ALL MEMBERS PRESENT VOTED YES, to approve the regular and executive sessions minutes of April 30, 2019 (Regular Meeting) and May 14, 2019 (Special Meeting).

(Attachment A)

FINANCIAL

Upon the Business Administrator's recommendation, a motion was made by John Thomas, 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 **April 30, 2019**, no budgetary line item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **April 30, 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 **April 2019**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **April 2019**.

(Attachment C)

4. Line item transfers

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

(Attachment D)

5. Voided Check

Motion to approve voiding check number 4025 from the Payroll Agency Account.

CONTRACTS

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

6. Motion to approve a transportation contract with Student Transportation of America (STA) to provide transportation services for the district for the 2019-2020 school year. This contract is a renewal of the contract from last year at the state maximum increase of 1.45%. The total cost of this contract is \$261,802.80.

(Attachment E)

7. Motion to approve a professional services contract with Cooper Levenson P.A. to provide professional legal services to the Board at a cost of \$175 per hour

for the 2019-2020 school year. The estimated total cost of the contract is \$10,000.

(Attachment F)

8. Motion to approve a professional services contract with Nightlinger, Colavita & Volpa to provide professional accounting/auditing services to the Board at a cost not to exceed \$10,100 for the 2019-2020 school year.

(Attachment G)

9. Motion to approve a joint transportation agreement with the Greater Egg Harbor Regional High School District to provide transportation services for 1 special education student to Hampton Academy (Route 1153592) for a total cost of \$28,750.00 for the 2018-2019 school year.

(Attachment H)

10. Motion to approve a joint transportation agreement with the Greater Egg Harbor Regional High School District to provide transportation services for 1 special education student to Gloucester County Institute of Technology (Route GCIT) and 2 special education students to Warren E Sooy Elementary School in Hammonton (Route WES) for a total cost of \$44,534.80 for the 2018-2019 school year.

(Attachment I)

11. Motion to approve a joint transportation agreement with the Greater Egg Harbor Regional High School District to provide transportation services for the 2018-2019 school year, as listed below. The total cost for this contract is \$327,646.35.

(Attachment J)

Start Date	End Date	Route	School	# of Students	Cost
9/6/2018	6/30/2019	ACSSSD3	Atlantic County Special Services School District	1	\$ 31,910.66
9/6/2018	6/30/2019	MT-FSD	Mullica Twp Elem School	2	\$ 39,804.38
9/6/2018	6/30/2019	BFA	Brookfield Academy	1	\$ 48,967.20
9/11/2018	6/30/2019	YL-E	YALE School, East	1	\$ 22,860.00
9/6/2018	6/30/2019	BBRE	Bankbridge	1	\$ 18,878.45
9/7/2018	6/30/2019	YL-A1	YALE School, Atlantic	1	\$ 17,134.65
9/6/2018	6/30/2019	602	Cleary School	1	\$ 7,623.33
9/6/2018	6/30/2019	614	Buena Regional Middle School	1	\$ 3,280.13
9/6/2018	6/30/2019	CCST	Camden County Technical Schools	4	\$ 35,519.04
9/6/2018	6/30/2019	HDELL	HollyDell School	1	\$ 63,745.31
9/6/2018	1/8/2019	GCIT	Gloucester County Institute of Technology	1	\$ 18,996.20
9/4/2018	1/31/2019		Warren E Sooy School	2	\$ 18,927.00

12. Motion to approve an extension of the interlocal services agreement with the Atlantic County Sheriff's Office to provide Class III Officers, at Folsom School, through June 29, 2020. The cost of this contract is \$25 per hour for the Class III Officers. There will also be approximately \$48,000 in startup costs for a vehicle and equipment.

(Attachment K)

FOOD SERVICE PRICING

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 following item(s):

13. Motion to approve the following Food Service pricing for the 2019-2020 school year, as listed.

Food Service Department

Proposed Pricing for 2019-2020

Category	Current Price / Proposed Price
Student Breakfast	1.80 / 1.85
Student Lunch	2.90 / 3.00
Extra Entrée	1.50
Extra Side Dish	1.00
Water 16.9 Oz.	1.00
Water 8 Oz.	0.50
Juice 4 Oz	0.50
Fruit or Vegetable Cup	0.50
½ Oz Lays Chips Plain, Rice Krispy Treat, Pop Tart, Cookie	0.50
Fruit Snacks	0.75
Doritos & Sun chips 1oz Bags, Churro, Soft Pretzel	1.00
Lactaid Milk	0.75
Reg Milk (White or Flavor)	0.60
Adult Breakfast	2.30
Adult Lunch	4.00 / 4.50

DISPOSAL OF SURPLUS

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

14. 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 in accordance with the terms and conditions of the cooperative purchasing contract 041316-GDI through Sourcewell. 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: Ceiling Tiles

Lot B: 3 HP Paper Trays

Lot C: 3 Epson projectors

(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.

PERSONNEL

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

15. Motion to approve a maternity leave of absence for Jesseca Smith beginning September 1, 2019 through September 30, 2019 returning on October 1st. This leave may be partially paid and partially unpaid as her due date is July 11, 2019.

(Attachment L)

16. Motion to approve posting a long-term substitute teacher position, replacing Jesseca Smith, for September 1, 2019 through September 30, 2019.

DUAL USE

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

17. Motion to approve the application for Dual Use of Education Space for room 104 to be used for small group instruction for the 2019-2020 school year.

HIB

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):

- 18. Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for May 2019, as attached. There were 8 investigations which resulted in 4 non-HIBs, 2 Non-actionable HIBs, 1 Intentional HIB without hate speech and 1 Intentional but not designed to harass, intimidate or bully.

(Attachment M)

- 19. Motion to approve the second and final reading of the submitted Harassment, Intimidation, and Bullying report for April 2019, as attached. There were 5 investigations which resulted in 3 Non-actionable HIBs and 2 Intentional HIBs without hate speech.

(Attachment N)

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

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

20. Travel

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
L. Abruzzese	NJ ASBO Wksp	5/7	Mt. Laurel, NJ	-
C. Veneziani	Cyber Security Symposium	7/24	Mt. Laurel, NJ	\$
A. Petersen	Special Education Dir. Mtg	5/13	Pomona, NJ	-
D. DeCicco	Co-op Mtg	6/4	Swedesboro, NJ	-

21. Substitutes

Motion to approve the following substitutes:

Name	Address	Sub Area	Request for
Peters, Alison	400 Forest Grove Road, Vineland, NJ 08360	Teacher	approval

FINANCIAL

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 following item(s):

22.

Bills List

Motion to approve the payroll, agency, and bills list of **\$397,229.74** for **May 2019**.

(Attachment U)

CONTRACTS

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):

23.

Motion to accept a proposal from KDI, Inc. to lease 3 Ricoh MP 7503 copiers for a term of 48 months at a monthly cost of \$975, or \$11,700 per year. These copiers are being leased through NJ State Contract 40467 #G-2075.

MAINTENANCE RESERVE WITHDRAW

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

24.

Motion to approve the following resolution for the withdraw of funds from the Maintenance Reserve Account to the General Fund:

WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget times or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4.

WHEREAS, the aforementioned statutes authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution, and

WHEREAS, the Folsom Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the general fund for **Water Treatment System Upgrades (\$22,435.00)**.

WHEREAS, according to 6A:23A-14.2E, the Folsom Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

NOW THEREFORE BE IT RESOLVED by the Folsom Board of Education that it hereby authorizes the district's School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

PERSONNEL

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):

- 25. Motion to approve a Jaclyn Haskin as a seasonal part time custodian to assist with summer cleaning for up to 28 hours per week during the summer at a rate of \$10 per hour beginning June 24, 2019 through August 29, 2019.

- 26. Motion to approve a contract for Christopher Veneziani, School Business Administrator, at a salary of \$97,000 for the 2019-2020 school year as submitted and approved by the Atlantic County Executive Superintendent of Schools.

(Attachment V)

FOR YOUR INFORMATION

- Director of Curriculum & Instruction *(Attachment O)*
- Buildings and Grounds Supervisor's Report *(Attachment P)*
- Technology Report *(Attachment Q)*
- School Nurse's Report *(Attachment R)*
- Fire / Security Drill Report *(Attachment S)*
- Office Referral Report *(Attachment T)*

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, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to adjourn at 6:54 PM.