

Folsom Board of Education  
1357 Mays Landing Road  
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING  
TUESDAY, March 17, 2020 – 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, John Thomas and Andrea Way; also, in attendance were the Superintendent, Dr. Matthew Mazzoni, the Board Secretary, Christopher Veneziani and the Board Attorney, Kasi M. Gifford. 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 6:01 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 Lisa O'Toole, 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 Business Administrator's recommendation, a motion was made by Daria DeStefano, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, to approve the regular and executive sessions minutes of February 18, 2020 (Regular Meeting).

*(Attachment A)*

**FINANCIAL**

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):

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 29, 2020**, no budgetary line item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **February 29, 2020** 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 2020**, pending audit. The Treasurer’s Report and the Secretary’s report are in agreement for **February 2020**.

(Attachment C)

**4. Bills List**

Motion to approve the payroll, agency, and bills list of **\$263,905.66** for **March 2020**.

(Attachment D)

**5. Line item transfers**

Motion to approve the attached transfer of funds within the 2019-2020 operating budget.

(Attachment E)

**Voided Check**

**6.** Motion to approve voiding check numbers 027191, 027454, 027840 from the General Operating Account and check number 132167 from the Payroll Account.

**BUDGET**

**7.** Upon the Business Administrator’s recommendation, a motion was made by Andrea Way, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to approve submission of the 2020-21 school district budget for approval to the County Office of Education with the following resolution:

BE IT RESOLVED to approve the 2020-2021 school district budget for submission to the Atlantic County Office of Education as follows:

General Fund	\$ 8,434,322
Special Revenue Fund	\$ 290,099
Debt Service	<u>\$ 216,200</u>
Total Budget	\$ 8,940,621

BE IT FURTHER RESOLVED to acknowledge that the 2020-2021 budget as described above will result in the following:

General Fund Tax Levy	\$ 1,781,016
Debt Service Tax Levy	<u>\$ 216,200</u>
Total	\$ 1,997,216

BE IT FURTHER RESOLVED that a tax levy cap adjustment in the amount of \$65,321 will be applied to the 2020-2021 school budget. These funds are needed to help offset a loss of \$83,018 in State aid and to cover a 7% increase in health insurance rates.

BE IT FURTHER RESOLVED that a withdraw of \$25,000 from the Emergency Reserve Account is included in this budget for an automatic door lock project.

BE IT FURTHER RESOLVED that a withdraw of \$35,000 from the Maintenance Reserve Account is included in this budget for an Asphalt Sealcoating Project.

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 2020-2021 budget for travel and travel related expenditures.

WHEREAS, the maximum for the current fiscal year is \$50,000 and to date, \$4,164.57 has been spent.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$20,000 in the general fund 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 budget for public relations.

**FACILITIES**

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):

- 8. Motion to approve the following Applications for Use of School Facilities as listed below, for the 2019-2020 school year.

Date	Time	Facility	Event
4/21 – 5/12	3:30 pm – 4:30 pm	Rm 101	CER – Intro to Acting

**PERSONNEL**

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):

- 9. Motion to approve a maternity leave of absence for Amanda Magenta, 5<sup>th</sup> grade Special Education Teacher, from June 16, 2020 through November 27, 2020, returning on November 30, 2020. This leave of absence will be partial paid and partially unpaid.
- 10. Motion to approve posting a long-term substitute teacher position to cover Amanda Magenta’s maternity leave of absence.
- 11. Motion to approve payment of the following request for tuition reimbursement, as listed:

Employee	Course	Semester	Cost
Jennifer Pavlovitch	Psychology of Reading	Spring 2020	\$1,485.00

*(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.)*

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

Upon the Superintendent’s recommendation, a motion was made by Tiffani Dych, second by Daria DeStefano, 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
--------------	-------------	---------------	----------	-----------------

5/8/2020	Cape May Zoo	Fasola/Glass/Deitz	\$406.87	3
4/30/2020	Ellis Island/Statue of Liberty	Santilli / TAG	No Bus	1
4/24/2020	Great Adventure	Santilli / TAG	No Bus	6
4/27/2020	St. Joseph's Somers Point	Softball / DeSordi	\$462.00	2
5/6/2020	Ocean City	Softball / DeSordi	\$462.00	2
5/11/2020	Jordan School Somers Point	Softball / DeSordi	\$462.00	2
5/14/2020	Upper Township	Softball / DeSordi	\$462.00	2
5/27/2020	Galloway	Softball / DeSordi	\$435.75	2
5/28/2020	Dennis Twp	Softball / DeSordi	\$462.00	2

**13. Travel**

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
C. Veneziani	NJASBO Conference	6/2 - 6/5	Atlantic City	\$ 275.00
C. Veneziani	Stop the Bleed Training	3/24	Galloway	\$ -
Smith, L., Doherty, S.	AtlantiCare Youth Mental Health First Aid Training	3/11	Egg Harbor Twp.	-
Santilli, K.	SJGT-PLC	5/8	Glassboro	-
Luskin, N.	Educational Development Wksp	4/17	Cherry Hill	\$ 279.00
J. Pavlovitch	Literacy throughout the Curriculum	3/10	Galloway	ETTC hours
P. Ward, M. Hetzl	District Technology Coordinator Training	3/5	Atlantic City	-
M. Mazzoni, K. Santilli, K. Wendt, K. Santilli	Millburn School Visit	3/18	Millburn	-

**14. 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
Ponter, Joshua	17 Equitation Way, Sewell, NJ 08080	Nurse	approval

**15. Volunteers**

Motion to approve the following volunteer(s).

<b>Name</b>	<b>Volunteer Area</b>	<b>Request for</b>
Sharon Collins	Art (Resch)	Assisting Art Teacher/Art Show

**16. Field Placements**

Motion to approve the following fields placements.

<b>Name</b>	<b>Type of placement</b>	<b>Grade/Teacher</b>	<b>College/University</b>	<b>Dates of placement</b>
Marc Dalton	Student Teacher	PE - DeSordi	Rowan University	3/16 - 05/06

**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):

17. Motion to approve a paid leave of absence for the following part-time employees, as listed. This leave of absence is due to the COVID-19 (coronavirus) outbreak school closure beginning March 17, 2020 through the end of the closure or April 28, 2020.

**Aides**

<b>Staff Member</b>	<b>Position</b>	<b>Rate</b>
Mia Belsky	Instructional Aide	\$21,626 salary
Deborah Errera	Instructional Aide	\$23,574 salary
Saletha Howell	Instructional Aide	\$22,999 salary
Darcie Benard	Special Education Aide (0.7 FTE)	\$14,718 salary
Jennifer Bailey	Special Education Aide	\$20,188 salary
Patricia DiMaria	Special Education Aide	\$20,895 salary
Stephanie Hager	Special Education Aide	\$20,895 salary
Dena Dimatteo	Playground Aide (2.5 hours/day)	\$11.03 hourly
Michelle Warrington	Playground Aide (2.5 hours/day)	\$11.00 hourly
Jaelyn Haskin	Playground Aide (2.5 hours/day)	\$11.00 hourly
Dominick Vinciguerra	Playground Aide (2.5 hours/day)	\$11.73 hourly

**SACC Assistants**

<b>Staff Member</b>	<b>Position</b>	<b>Rate</b>
Joni Aquino	SACC Assistant (13 hours/week)	\$12.00 hourly
Joann Kindle	SACC Assistant (5.5 hours/week)	\$12.00 hourly
Dominick Vinciguerra	SACC Assistant (6 hours/week)	\$12.00 hourly
Dena Dimatteo	SACC Assistant (7 hours/week)	\$12.00 hourly
Jaelyn Haskin	SACC Assistant (9 hours/week)	\$12.00 hourly
Linda Procaccini	SACC Assistant (6 hours/week)	\$12.00 hourly

Kayla	Rosen	SACC Assistant (3 hours/week)	\$12.00	hourly
-------	-------	-------------------------------	---------	--------

18. Motion to approve a paid partial leave of absence for the following part-time employees, as listed. This leave of absence is due to the COVID-19 (coronavirus) outbreak school closure beginning March 17, 2020 through the end of the closure or April 28, 2020. These employees may be working reduced hours due to the closure.

**Food Service Staff**

Staff Member		Position	Rate	
Lauren	Santora	Food Service Worker (5 hours/day)	\$13.24	hourly
Janet	Weldon	Food Service Worker (5.75 hours/day)	\$13.24	hourly

**Maintenance Staff**

Staff Member		Position	Rate	
Anthony	Parzanese Sr.	Custodian (0.5 FTE)	\$12.35	per hour
Heshimu	Peterson	Custodian (0.5 FTE)	\$13.86	per hour

**FOR YOUR INFORMATION**

Director of Curriculum & Instruction	<i>(Attachment F)</i>
Buildings and Grounds Supervisor’s Report	<i>(Attachment G)</i>
Technology Report	<i>(Attachment H)</i>
Nurse’s Report	<i>(Attachment I)</i>
Fire / Security Drill Report	<i>(Attachment J)</i>
Office Referral Report	<i>(Attachment K)</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, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, to adjourn at 6:36 PM.