

Folsom Board of Education  
1357 Mays Landing Road  
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING  
TUESDAY, March 22, 2022 – 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 6:07 pm.

**ROLL CALL**

The following members were present: Daria DeStefano, Tiffani Dych, Lisa O'Toole, 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 Kasi M. Gifford. Andrea Way 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 Tiffani Dych, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, at 6:08 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 Daria DeStefano, second by Marisa Scibilia, 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**

**Audit Presentation**

Ray Colavita of Nightlinger, Colavita & Volpa, PA, explained the three phases of the audit, Financial, Compliance, and Internal Controls. He explained that there was one finding, due to the Food Service Fund having too much surplus, and summarized the ending balances in various accounts and their changes. Mr. Colavita asked if the Board had any questions. Hearing none, he 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 Lisa O'Toole, ALL MEMBERS PRESENT

VOTED YES, to approve the regular and executive sessions minutes of February 22, 2022 (Regular Meeting).

*(Attachment A)*

**FINANCIAL**

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):

**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, 2022**, 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, 2022** 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 2022**, pending audit. The Treasurer’s Report and the Secretary’s report are in agreement for **February 2022**.

*(Attachment C)*

**4. Bills List**

Motion to approve the payroll, agency, and bills list of **\$358,464.00** for **March 2022**.

*(Attachment D)*

**5. Line item transfers**

Motion to approve the attached transfer of funds within the 2021-2022 operating budget.

*(Attachment E)*

**Audit**

**6.** Motion to approve acceptance of the 2020-2021 school audit and the Corrective Action Plan for the one finding, as listed below.

Recommendation Number	Correction Action Approved by the Board	Method of implementation	Person Responsible for Implementation	Completion Date of Implementation
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2021-1 – Net cash resources in the Food Service Fund exceeded three months average expenditures.	Reduce the net cash resources on hand in the Food Service Fund.	Replace aging equipment.	Christopher Veneziani, Business Administrator	2/28/2022
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**BUDGET**

7. 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 submission of the 2022-23 school district budget for approval to the County Office of Education with the following resolution:

BE IT RESOLVED to approve the 2022-2023 school district budget for submission to the Atlantic County Office of Education as follows:

General Fund	\$ 8,364,695
Special Revenue Fund	\$ 1,255,504
Debt Service	<u>\$ 224,300</u>
Total Budget	\$ 9,844,499

BE IT FURTHER RESOLVED to acknowledge that the 2022-2023 budget as described above will result in the following:

General Fund Tax Levy	\$ 1,852,969
Debt Service Tax Levy	<u>\$ 224,300</u>
Total	\$ 2,077,269

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 2022-2023 budget for travel and travel related expenditures.

WHEREAS the maximum for the current fiscal year is \$50,000 and to date, \$3,449.74 has been spent.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$20,000 in the general fund 2022-2023 budget for professional auditing and accounting services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$50,000 in the general fund 2022-2023 budget for professional architectural services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$50,000 in the general fund 2022-2023 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 2022-2023 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 2022-2023 budget for public relations.

## CONTRACTS

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):

8. Motion to approve a joint transportation agreement with the Camden County Education Services Commission, to provide transportation for 1 student to the Folsom School (route 1169) beginning February 17, 2022 for the 2021-2022 school year, at a cost of \$7,091.25.

*(Attachment F)*

9. Motion to approve a tuition contract with the Hammonton Board of Education to provide high school education services for 41 students for the 2022-2023 school year at a cost of \$557,238 less a prior year credit of \$257,944, totaling \$299,294.

*(Attachment G)*

10. Motion to approve the attached resolution for participation in a Joint Transportation Agreement with the Atlantic County Special Services School District for the 2022-2023 school year. The cost of the contract will be the cost of the route by the contractor plus a 6% administrative fee. For routes serviced by ACSSSD bus fleet, the cost will be the actual costs plus a 3% administrative fee as defined in the agreement.

*(Attachment H)*

11. Motion to approve a joint transportation agreement with the Greater Egg Harbor Regional School District, to provide transportation for various sports events for the 2021-2022 school year, at a cost of \$1,940.

Date	Destination	Sport	Route	Cost
3/3/22	Attales School	Volleyball	F-10	\$440.00
3/10/22	Galloway Township Middle School	Volleyball	F-11	\$500.00
3/22/22	Mullica Township Schools	Volleyball	F-12	\$500.00
3/29/22	Pleasantville Middle School	Volleyball	F-13	\$500.00

*(Attachment I)*

## DISPOSAL OF SURPLUS

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

12. 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: 2 bar stools**

(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 John Thomas, second by Tiffani Dych, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

13. Motion to approve a revised contract for Heshimu Peterson, part time custodian, from 20 hours per week to 32.5 hours per week, at an hourly rate of \$18.00 beginning April 6, 2022 through June 30, 2022.

14. Motion to approve Emili Adams as long-term substitute teacher, covering Amie Kaldas's maternity leave. This will be effective April 11, 2022 through June 30, 2022 at a prorated salary of \$53,000, BA Step A on the negotiated salary guide.

15. Motion to approve a maternity leave of absence for Michelle Barone, Speech/Language Specialist. The leave will begin on September 1, 2022 through January 2, 2023. This leave will be both paid and unpaid using FMLA and NJFLA.

16. Motion to approve a medical leave of absence for Kathleen Wendt, Librarian/Media Specialist, pending receipt of a doctor's note. The leave began on January 20, 2022 through March 28, 2022. This leave will be paid using sick leave and be designated as FMLA.
17. Motion to approve posting a new Special Education Teacher position for the 2022-2023 school year.

**HIB**

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

18. Motion to affirm the determination of the submitted Harassment, Intimidation, and Bullying report for February 2022, as discussed in executive session.

**SCHOOL CALENDAR**

Upon the Superintendent'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):

19. Motion to approve the revised school calendar for the 2021-2022 school year.  
(Attachment K)
20. Motion to approve the school calendar for the 2022-2023 school year.  
(Attachment L)

**PROGAMS/PLANS**

Upon the Superintendent'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):

21. Motion to approve the Summer Learning Program to operate from July 5, 2022 through July 28, 2022, Mondays – Thursdays from 9 am – 12 pm, plus an additional 30 minutes, per day, for teacher planning time. The estimated cost of this program will be \$25,000 and will be fully funded through the ARP / ESSER III Summer Learning Grant.
22. Motion to approve the Extended School Year Program to operate from July 5, 2022 through July 28, 2022, Mondays – Thursdays from 9 am – 12 pm, plus an additional 30 minutes, per day, for teacher planning time. The estimated cost of this program will be \$7,000 and will be fully funded through the IDEA Preschool Grant and the ARP / ESSER III Summer Learning Grant.
23. Motion to approve the 2022-2023 Preschool Program Plan Budget, as attached.  
(Attachment M)

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

Upon the Superintendent’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):

**24. Field Trips**

Motion to approve the following field trips:

<b>Date of trip</b>	<b>Destination</b>	<b>Grade/Teacher</b>	<b>Bus Cost</b>	<b>Staff Attending</b>
4/22/2022	Battleship NJ	4th Grade / Williams	\$375.67	4
3/3/2022	Emma Attales Middle School	Volleyball / Burton	\$462.00	2
3/10/2022	Galloway Twp.	Volleyball / Burton	\$525.00	2
3/16/2022	Mullica Twp School	Volleyball / Burton	\$525.00	2
3/29/2022	Pleasantville	Volleyball / Burton	\$525.00	2
5/20/2022	Cape May Zoo	2nd Grade / Luskin	\$393.67	3
2/10/2022	NJ Institute of Technology	TAG / Santilli	\$903.00	1
6/3/2022	Adventure Aquarium	3rd Grade / Healey	\$331.04	5
5/18/2022	Storybook Land	Pre-K / Cirillo	\$286.42	3

**25. Travel**

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

<b>Name</b>	<b>Workshop/Training</b>	<b>Date</b>	<b>Estimated Mileage</b>	<b>Other Costs</b>
S. Doherty	School Counselor PD	3/11	Camden Co. College	\$149.00
S. Cocco	Autism PD	3/28	Camden Co. College	\$149.00
C. Veneziani	NJSIA Worker's Comp Conf	5/11-5/13	Atlantic City	\$0.00

**26. 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:

<b>Name</b>	<b>Sub Area</b>	<b>Request for</b>
McDonald, Julie	Substitute Nurse	approval
Weldon, Janet	Substitute Support Staff	approval

**27. Volunteers**

Motion to approve the following volunteers:

<b>Name</b>	<b>Volunteer Area</b>	<b>Request for</b>
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**FOR YOUR  
INFORMATION**

Director of Curriculum & Instruction	<i>(Attachment N)</i>
Technology Report	<i>(Attachment O)</i>
Building & Grounds Supervisor Report	<i>(Attachment P)</i>
School Nurse Report	<i>(Attachment Q)</i>
Fire / Security Drill Report	<i>(Attachment R)</i>
Office Referral Report	<i>(Attachment S)</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 Lisa O'Toole, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, to adjourn at 6:52 PM.